

# STATE OF OHIO

Department of Administrative Services  
General Services Division  
Office of State Printing  
4200 Surface Road  
Columbus, Ohio 43228-1395

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## ADDENDUM FOR CHANGE TO BID

**ADDENDUM NO. 1 TO BID NO: 4P0223**

**INVITATION TO BID: Item Number: OTTA-DSENV**

**Description: #10 Guaranteed 529 Savings Plan Disclosure Statement Envelope  
w/ Presorted First Class Indicia**

**OPENING DATE: 08/27/2013 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT  
<http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, FOR  
INSTRUCTIONS).**

**ADDENDUM NOTICE DATE: 8/21/13**

**PAGES 1 AND 2 TO THIS INVITATION TO BID HAVE BEEN ADDENDED. REMOVE THOSE  
CORRESPONDING PAGES FROM THE EXISTING BID AND REPLACE WITH THE ADDENDED  
PAGES. THIS ADDENDUM IS ISSUED TO ADD/CHANGE/CORRECT ADDITIONAL  
SPECIFICATION INFORMATION AS INDICATED BY AN (\*) ASTERISK. THE OPENING DATE  
REMAINS THE SAME.**

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**BIDS CAN ONLY BE SUBMITTED ONLINE AT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>. THE  
BID MUST BE SUBMITTED TO DAS, STATE PRINTING BY 11:00 A.M. E.S.T. ON THE OPENING DATE TO  
RECEIVE CONSIDERATION FOR AWARD.**

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ADM 3318n 12/07/09

# STATE OF OHIO

Department of Administrative Services  
General Services Division  
State Printing & Mail Services

**PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT**

**INVITATION TO BID FOR: Item Number: OTTA-DSENV**

**Description: #10 Guaranteed 529 Savings Plan Disclosure Statement Envelope w/ Presorted First Class Indicia**

**BID NUMBER: 4P0223**

**BID NOTICE DATE: August 19, 2013**

**OPENING DATE: August 27, 2013 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, FOR INSTRUCTIONS).**

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING, STANDARD CONTRACT TERMS AND CONDITIONS, SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS AND ADDITIONAL SPECIFICATIONS Revised 10-1-07, are a part of this Invitation to Bid. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

Any questions or clarifications regarding this Invitation to Bid (ITB) should be directed to State Printing & Mail Services at (614)-995-5268 or e-mail: [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov)

## **SPECIFICATIONS AND PRICING**

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide #10, 24# White Wove Regular Envelopes for use by the Ohio Tuition Trust Authority.
- 2. QUANTITY:** 35,025 (Exact quantity).
- 3. LOT PRICE AWARD:** There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein. Any award made pursuant to this Invitation to Bid shall be placed with the lowest responsive and responsible bidder having proper facilities to insure prompt performance of the work. Bidder shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point shall be dropped by DAS and not used in evaluation and any subsequent award.
- 4. SPECIFICATIONS:** #10 white wove 24# envelope, printed one side, two colors Black and PMS 683, diagonal seams, commercial flap.
  - A. SIZE:** #10 regular envelope, 24# white wove
  - B. STOCK:** 24# white wove, diagonal seams, commercial gummed flap. Paper is exempt from Grade Finders requirement.
  - C. PRESSWORK:** Offset, one sided, two colors, no bleed.
  - D. INK:** Black and PMS 683.
  - E. BINDERY:** #10 regular envelope, 24# white wove, diagonal seams, commercial gummed flap.
  - F. FINISHED TRIM SIZE:** #10 regular envelope
  - G. TYPESETTING:** N/A
  - H. SUPPLIED TO VENDOR:** Provided via email or OTTA FTP site, InDesign CS6 file for Mac will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
  - I. SAMPLES:** A laser print may be viewed at DAS, State Printing. Email Tim Riley at [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov) for an appointment.

- J. PROOF:** A PDF Proof, indicating flap shall be sent to Michele Schuck at: [mschuck@collegeadvantage.com](mailto:mschuck@collegeadvantage.com)
- K. PACKAGING:** Carton pack, label with item number, item description and quantity.
- L. \* ADDITIONAL SPECIFICATIONS:** Printer shall verify and provide documentation (to proof to person) that the envelopes meet all USPS standards.

**5. DELIVERY: WITHIN 10 WORKING DAYS OF PROOF APPROVAL, NO LATER THAN OCTOBER 11, 2013.**

**DELIVERY INSTRUCTIONS:**

**35,000 ENVELOPES SHALL TO DELIVER TO:** Baesman Order Fulfillment Warehouse  
 4251 Leap Road, Dock 24  
 Hilliard, OH 43026  
 614-219-6735 Phone  
 614-850-8316 Fax  
 fulfillment@baesman.com

Receiving hours are from 8am – 4pm, Monday through Friday. As a courtesy, Baesman requests that you fax or email delivery information at least 24 hours in advance of delivery (see fax number & email address above). Please provide the name of the carrier, vendor, and number of pallets being delivered.

Shipments may be refused if you do not adhere to the specific guidelines listed below:

- Pallet specifications are 40"x48". Maximum height is 45" (from the bottom of the pallet to the top of the load) four way pallets are preferred with a weight limit of 2,000 pounds.
- All pallets are to have a pallet load tag attached to the front of each load with vendor name and item number.
- Mixed pallets should have no more than four different items and must be clearly marked "MIXED PALLET" on all four sides. The pallet load tag must have each item listed and the number of containers per item.
- The shipment must be accompanied by a packing list. The packing list must be in plain view.
- Packing list should contain the following information:
  - Purchase order (if applicable)
  - Number of pallets
  - Item numbers
  - Item descriptions
  - Total Piece Count
  - Vendor name
  - Vendor contact (name and phone)
- All items are to be packed in uniform cartons/containers with only one item per container.
- Each container received must be labeled with the vendor name, item number and piece count. All containers should be placed on the pallet so that the label is visible on all four sides of the pallet.
- Items shall be packed in uniform cartons containing equal quantities. Only one partial container per item. For example; Item ABC has a total of 535 pieces, 10 cartons @ 50 pieces and one carton @ 35 pieces.
- All deliveries will be processed within 24 hours of receipt.
- We do not accept collect shipments.

Any questions or concerns about these requirements please contact Rhonda Lands at 614-850-2715 or email [rlands@baesman.com](mailto:rlands@baesman.com).

**25 SAMPLE ENVELOPES SHALL DELIVER TO MICHELE SCHUCK AT:** Ohio Tuition Trust Authority  
 Attn: Michele A. Schuck  
 Graphic Designer  
 580 S High St. Columbus, OH 43215

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
 ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0223.**