

**STATE OF OHIO**  
**Department of Administrative Services**  
**General Services Division**  
**State Printing & Mail Services**

**INVITATION TO BID FOR: DNR 8461 Mail Renewal Envelope**

**BID NUMBER: 4P0320**

**BID NOTICE DATE: September 13, 2013**

**OPENING DATE: September 18, 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)-466-0389 or e-mail: [Lynn.Allen@das.state.oh.us](mailto:Lynn.Allen@das.state.oh.us).

**SPECIFICATIONS AND PRICING**

**1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Mail; Renewal Envelopes for use by the Department of Natural Resources.

**2. QUANTITY:** 37,500. (4% over or under allowed)

**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:** Printed No 10 window envelope, special window size & position, black ink on flap and face; **band in 25's**, box 500, carton pack 2,500 & label.

**A. SIZE:** No 10 window style (9 1/2" x 4 1/8") commercial style. gum flap on the long edge.  
Special size: 4 1/2" x 1 1/8". Position window: 7/8" left, 5/8" bottom.

**B. STOCK:** White 24# wove with Diagonal seams. Grade Finders requirement waived for this bid.

**C. PRESSWORK:** Printed face and flap, note fine detail / 3 point type in the logo.

**D. INK:** Black.

**G. BINDERY:** **SPECIAL band in 25's**. Note: Paper band or rubber band acceptable.

**H. WINDOW:** Window size 4 1/2" x 1 1/8", poly patched. Position 7/8" left, 5/8" bottom.

**I. SUPPLIED TO VENDOR:** Pdf will be supplied.

**J PROOF:** A high resolution proof with window size / position clearly marked shall be delivered to: Joyce Schramm, ODNR Watercraft, 2045 Morse Road, Building A-3, Columbus, Ohio 43229.

**K. PACKAGING:** Band in 25's. Box 500. Carton pack 2,500 & label with title DNR 8461, title and qty.

**L. SHIP TO:** ODNR – Division of Watercraft,  
**Attn:** Damon Privette  
3305 S. Old State Road  
Delaware, Ohio 43015

**5. DELIVERY:** REQUESTED: OCTOBER 18, 2013.

**6. INVOICE:** DAS STATE PRINTING,  
ATTN.: INVOICE PROCESSING,  
4200 SURFACE ROAD,  
COLUMBUS, OHIO 43228-1395

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 4P0320 with 2 samples & a signed delivery receipt.