

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

INVITATION TO BID FOR: SHIP Mates envelopes

BID NUMBER: 4P0388

BID NOTICE DATE: September 27, 2013

OPENING DATE: October 2, 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 Lynn Allen, State Printing & Mail Services at (614)-466-0389 or e-mail: 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 SHIP Mates inserts for use by the Ohio Department of Insurance.
- 2. QUANTITY:** 3,000 clear poly printed booklet envelope 15 3/4" x 10 1/4" with a 5 1/2" angled rear flap, Velcro button closure.
(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:** Clear poly booklet style envelope, screen printed (foil stamp allowed) in black, 3" x 3" image.
 - A. SIZE:** 15 3/4" x 10 1/4" with a 5 1/2" angled rear flap, Velcro button closure
 - B. STOCK:** Clear flexible poly envelope, approx.10 mil with Velcro button closure. Grade Finders requirement waived for envelope.
 - C. PRESSWORK:** One side only, approx. 3" x 3" line image.
 - D. INK:** Black.
 - E. BINDERY:** Clear poly envelope shall have a 1/2" dia. Velcro button closure.
 - F. SUPPLIED TO VENDOR:** PDF file.
 - G. PROOF:** A proof shall be delivered to: Ron Pokorny, Ohio Department of Insurance, 50 W. Town St. Suite 300, Columbus, OH 43215
 - H. PACKAGING:** Carton pack & label each carton with title and quantity.

ITB 4P0388

5. **DELIVERY:** REQUESTED NOVEMBER 8, 2013.

SHIP TO: ATTN: Ron Pokorny,
Ohio Department of Insurance,
50 W. Town St. Suite 300,
Columbus, OH 43215

A PACKING SLIP IS REQUIRED WITH ALL DELIVERIES, NO EXCEPTIONS.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0388 with 2 samples and a signed delivery receipt.