

# STATE OF OHIO

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

**INVITATION TO BID FOR: White Tyvek envelopes printed**

**BID NUMBER: 4P0432**

**BID NOTICE DATE: October 7, 2013**

**OPENING DATE: October 10, 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 printed Tyvek envelopes for use by the Ohio Department of Natural Resources.
- 2. QUANTITY:** 3,000. (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 one side with BRM and IBC (intelligent bar code) Tyvek envelope, 10" x 15", wrap/band in 25's & carton pack. Special note: IMBC requirement, see below.
  - A. SIZE:** 10" x 15", flap on the 10" edge.
  - B. STOCK:** White #14 Tyvek. Grade Finders requirement waived for this bid.
  - C. PRESSWORK:** Printed face, BRM with IMBC (intelligent mail bar code). **BRM & IMBC shall meet all current USPS requirements.**
  - D. INK:** Black.
  - E. BINDERY:** Wrap or band in groups of 25.

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

**H. PROOF:** A high res. proof to size shall be delivered to: Joyce Schramm ODNR Watercraft, 2045 Morse Road, Columbus, Ohio 43229.

**I. PACKAGING:** Wrap/band in 25's, carton pack & label.

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

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

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

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 4P0432 with 2 samples & signed delivery receipt.