

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: ODT-STARSREGWIN CUSTOM WINDOW envelopes

BID NUMBER: 4P0487

BID NOTICE DATE: October 21, 2013

OPENING DATE: October 24, 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)-752-0370 or e-mail: Joe.piccione@das.ohio.gov.

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide ODT-STARSCRT certified envelopes for use by the Ohio Department of Administrative Services.

2. QUANTITY: 25,000 (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: The ODT-STARSREGWIN envelopes shall be #10 with custom window, one color, inside tint (security lined).

A. SIZE: #10 custom window envelope. Window size shall be 4-1/2" x 2-3/4", located 1/2" from left and 5/8" from bottom.

B. STOCK: white wove 28#

C. PRESSWORK: The envelope on flap with "ODT-STARSREGWIN" in black. Inside tint (security lined).

D. INK: Black

E. BINDERY: Diagonal seam, see end of bid for artwork, window size and location specifications. The envelopes shall have all seams properly glued.

F. SUPPLIED TO VENDOR: Previous samples will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

G. PROOF: A constructed proof shall be delivered to: Dennis.blair@das.ohio.gov.

H. PACKAGING: 500 per box, five boxes per carton, 2,500 per carton. Tape a sample envelope to the end of each carton.

5. DELIVERY: REQUIRED NOVEMBER 12, 2013. DENNIS BLAIR, FULFILLMENT SERVICES, 2088 INTEGRITY DRIVE NORTH, COLUMBUS, OH 43209.

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0487 AND INCLUDE 2 SAMPLES AND DELIVERY RECEIPT.