

STATE OF OHIO

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

INVITATION TO BID FOR: W2 #10 Custom Window Security Tint Envelopes

BID NUMBER: 4P0519

BID NOTICE DATE: October 31, 2013

OPENING DATE: November 6, 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.state.oh.us.

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide W2 #10 Custom Window Security Tint Envelopes for use by the Ohio Department of Administrative Services.

2. QUANTITY: 60,000 EXACT AMOUNT

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: W2 Envelope with custom window shall be a #10 left window envelope, black ink, diagonal seams with inside security tint. **TEST RUN REQUIRED – A box of 500 to TEST at Integrity Drive shall be sent to: Alice Yuhas at 2080 Integrity Dr., Columbus, OH 43209 for approval before the run is completed.**

A. SIZE: #10 window envelope. Window: 3" x 3/4", 3/4" from the left, 1" from the bottom.

B. STOCK: 24# white wove. This paper is exempt from the Grade Finders requirements.

C. PRESSWORK: Black ink on front only.

D. INK: Black

F. SUPPLIED TO VENDOR: PDF WILL BE FURNISHED TO THE SELECTED VENDOR. Return all state supplied materials to the proof to person.

G. PROOF: A constructed proof showing window and type location and two samples of envelopes shall be delivered to: Beth Horn DAS HRD, 30 E. Broad St., 28th floor, Columbus, OH 43215.

H. PACKAGING: Box in 500's and carton pack.

5. DELIVERY: REQUIRED NOVEMBER 22, 2013 OR BEFORE. Deliver to: Alice Yuhas, DAS State Printing, 2080 Integrity Drive, N., Columbus, OH 43209.

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0519 WITH 2 SAMPLES & SIGNED DELIVERY RECEIPT.