STATE OF OHIO

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

INVITATION TO BID FOR: OHP 7149 11/13 Envelope #11 Window/Bottom Right (For Mailing HP-7) 07014900

BID NUMBER: 4P0553

BID NOTICE DATE: November 5, 2013

OPENING DATE: November 13, 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**.

SPECIFICATIONS AND PRICING

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide OHP 7149 11/13 Envelope #11 Window/Bottom Right (For Mailing HP-7) 07014900 for use by the Ohio Department of Public Safety.

2. **EXACT QUANTITY: 10,000** **(20 BOXES @ 500)**.

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:** No. 11 window envelope, special size & place, printed black.

   A. SIZE: 4 1/2" x 10 3/8" (No 11 window)

   B. STOCK: 24# White Wove Window (Position is 5-1/4" over from left and ¾" up from bottom Window size is 4-1/2" x 1-1/2")

   C. PRESSWORK: Print one side.

   D. INK: Black

   E. BINDERY: Full gum flap

   F. FINISHED TRIM SIZE: 4 1/2" x 10 3/8"

   G. SUPPLIED TO VENDOR: A PDF will be furnished to the selected vendor.

   H. PROOF: A Black White laser to size and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Gary Cassell Proof can be e-mailed to PrintRequest@dps.state.oh.us

   - If delivered or sent via Express Mail, send to 1970 W. Broad St., Columbus, OH 43223-1102

   or

   - If sending via U.S. Postal Service, send to PO Box 182081, Columbus, OH 43218-2081

I. PACKAGING: 500 / box.

J. REQUIRED CARTON LABELS: OHP 7149 11/13 Envelope #11 Window/Bottom Right (For Mailing HP-7) 07014900 27081 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**

PACKING SLIP: With delivery, provide a delivery receipt which shall include the following information: Name of ordering agency, DAS job number, ODPS order number **27081**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.

PALLET SPECIFICATIONS: The cartons shall be securely fastened to four-way (40 inches by 48 inches) pallets, by using shrink-wrap or stretch film. All loaded pallets shall be in cube form, so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum loaded pallet height **shall not exceed 56 inches as measured from the bottom of the pallet**. The maximum pallet load shall not exceed a maximum weight of 3,300 pounds.

5. DELIVERY: REQUESTED BY 12/27/13

SHIP TO: ODPS Alum Creek Facility, 1583 Alum Creek Dr., Columbus OH 43209
Att: Receiving

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0553 with 2 samples & a delivery receipt.