

# STATE OF OHIO

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

## INVITATION TO BID FOR: JFS 09008 - 9 X 11.5 BROWN KRAFT WINDOW ENVELOPES

**BID NUMBER: 4P0588**

**BID NOTICE DATE: NOVEMBER 19, 2013**

**OPENING DATE: NOVEMBER 27, 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)-752-0060 or e-mail: [mike.ruehrmund@das.state.oh.us](mailto:mike.ruehrmund@das.state.oh.us)

### SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide 9 X 11.5 Brown Kraft Window Envelopes for use by the Ohio Department of Job & Family Services.
- 2. QUANTITY:** 3,000 (exact quantity)
- 3. UNIT PRICE AWARD:** 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. To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add the totals together. Failure to bid all items will disqualify your bid.
- 4. SPECIFICATIONS:** 9" x 11.5" Brown Kraft catalog envelopes with window. Prints black ink only. Custom poly patch window.
  - A. SIZE:** 9" X 11.5"
  - B. STOCK:** 28# Brown kraft
  - C. PRESSWORK:** Prints one side. Logo plus return address in upper left corner. Match sample.
  - D. INK:** Black
  - E. BINDERY:** Press & seal flap. Window size: 4" x 1.75". Window Placement: from left edge 1"; from bottom 8.12".
  - F. FINISHED TRIM SIZE:** 9" X 11.5"
  - G. TYPESETTING:** Awarded vendor may need to reset 7 lines of text & logo
  - H. SUPPLIED TO VENDOR:** A pdf will be furnished to the awarded vendor. Return all state supplied materials to the proof to person.
  - I. SAMPLES:** No sample available.
  - J. PROOF:** No proof needed
  - K. PACKAGING:** Carton pack and label: 9" x 11.5" Window Envelopes.
  - L. ADDITIONAL SPECIFICATIONS:** N/A

**5. DELIVERY: REQUESTED DECEMBER 16, 2013 OR SOONER (DELIVER TO: ODJFS/OWD, NANCY HAMMON, 4020 E. FIFTH AVENUE, 1ST FLOOR, CUBICLE F208, COLUMBUS, OH 43219)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0588.**