

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: EPA 0315 Catalog 9 x 12 Custom Window Envelope

BID NUMBER: 4P0633

BID NOTICE DATE: DECEMBER 2, 2013

OPENING DATE: DECEMBER 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: mike.ruehrmund@das.ohio.gov.

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide EPA 0315 Catalog 9 x 12 window envelopes for use by the Ohio Environmental Protection Agency.

2. QUANTITY: 4,000 (Allowable overrun 10% No underrun)

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: Shall be 9 x 12 custom window envelope with 3-1/2" wide x 2" deep window, placed 4-1/4" from left side and 3-1/2" from bottom, full gummed flap.

A. SIZE: 9 x 12

B. STOCK: 32# Kraft Catalog Envelope with custom window

C. PRESSWORK: Offset

D. INK: Black

E. SUPPLIED TO VENDOR: A previously printed sample will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

F. SAMPLES: A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.

G. PROOF: A laser proof shall be delivered to: Jeff Beattie, Ohio EPA-DAPC, 50 West Town St., Columbus, OH 43215.

5. DELIVERY: REQUESTED DECEMBER 27, 2013. (DELIVER TO: OHIO EPA-DAPC, C/O JEFF BEATTIE, 50 WEST TOWN STREET, COLUMBUS, OHIO 43215)

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0633.