

# 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: JFS 09011 (rev. 10/12) 10 X 13 BROWN KRAFT CATALOG ENVELOPE

**BID NUMBER: 4P0655**

**BID NOTICE DATE: DECEMBER 10, 2013**

**OPENING DATE: DECEMBER 17, 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 10 x 13 brown kraft catalog 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:** 10 X 13 Brown kraft catalog envelope, self-seal flap, prints one side, one color.

**A. SIZE:** 10 X 13

**B. STOCK:** 28# brown kraft catalog envelope, self-seal flap

**C. PRESSWORK:** print one side

**D. INK:** black

**E. BINDERY:** N/A

**F. FINISHED TRIM SIZE:** 10 X 13

**G. TYPESETTING:** N/A

**H. SUPPLIED TO VENDOR:** A pdf will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

**I. SAMPLES:** No sample available.

**J. PROOF:** A proof shall be delivered to: Shelia Robinson, Employee & Business Services, 2098 Integrity Dr., N., Columbus, OH 43209

**K. PACKAGING:** Carton pack 500 per carton, label with JFS 09011 (R 10/12) Brown Kraft envelope (30 E. Broad St., 32<sup>nd</sup> Floor) and quantity per carton

**L. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUESTED JANUARY 6, 2014 OR SOONER (DELIVER TO: WAREHOUSE SERVICES, 2098 INTEGRITY DR., N., COLUMBUS, OH 43209)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0655.**