



**State of Idaho Contract Number SBPO20220924
Amendment No. 4**

Parties

Agency	Contractor
Department of Administration 650 W. State St. Boise, ID 83702	Allied Envelope Co. 634 N Five Mile Rd Boise, ID 83713

Contract Summary

Contract Name: Plain and Printed Envelopes Contract Description: Plain and Printed Envelopes for Idaho Public Agencies Original Effective Date: 8/12/2021 Current Expiration Date: 8/11/2025	Current Contract Value: \$1,517,343.27 Contract Usage Type: Open
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Agency Contacts

Contact Name	Contact Type	Contact Email
DOP Contract Administration	Contract Administrator	contractadmin@adm.idaho.gov

Contractor Contacts

Contact Name	Contact Phone	Contact Email
Ken Bettinson	208-377-3676	kbettinson@allied-envelope.com

Recitals

1. The Parties entered into a Contract (SBPO20220924) for Plain and Printed Envelopes for Idaho Public Agencies, effective August 12, 2021.
2. With this Amendment No. 4, the Parties desire to renew the term of the Contract, and incorporate a new term and condition required by Idaho Code, as further detailed below.

Agreement


Based on the above recitals, and good and valuable consideration, the receipt of which is hereby acknowledged, the Contract is amended as follows:

1. The term of the Contract is renewed for one (1) year from August 12, 2024, to August 11, 2025. The estimated value of the renewal period is \$400,000.00.
2. The following term and condition is added to the Contract:
 - 2.1 Pursuant to Idaho Code section 67-2347A (effective July 1, 2024), if payments under the Contract exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, Contractor certifies that it is not currently engaged in, and will not for the duration of the Agreement engage in, a boycott of any individual or company because the individual or company: (a) engages in or supports the exploration,


production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or (b) engages in or supports the manufacture, distribution, sale, or use of firearms. The terms in this section defined in Idaho Code section 67-2347A shall have the meaning defined therein, including through reference to another section of Idaho Code.

3. Except as expressly modified in this Amendment, all other terms and conditions of the Contract remain in full force and effect.
4. This Amendment is effective upon the date of the last signature below. In no event will this Amendment be effective until executed by the Department of Administration.

Department of Administration

Signature: 
Name: Chase Croft
Title: Contract Administrator
Date: 7/18/2024

Allied Envelope Co.

Signature: 
Name: KEN BETTINSON
Title: PRESIDENT
Date: 7/17/2024



**State of Idaho Contract Number SBPO20220924
Amendment No. 3**

Parties

Agency	Contractor
Department of Administration 650 W. State St. Boise, ID 83702	Allied Envelope Co. 634 N Five Mile Rd Boise, ID 83713

Contract Summary

Contract Name: Plain and Printed Envelopes Contract Description: Plain and Printed Envelopes Original Effective Date: 8/12/2021 Current Expiration Date: 8/11/2024	Current Contract Value: \$1,117,343.27 Estimated Lifetime Value: \$1,911,245.07 Contract Usage Type: Statewide
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Agency Contacts

Contact Name	Contact Type	Contact Email
DOP Contract Administration		contractadmin@adm.idaho.gov

Contractor Contacts

Contact Name	Contact Phone	Contact Email
Ken Bettinson	208-377-3676	kbettinson@allied-envelope.com

Recitals

1. The Parties entered into a Contract (SBPO20220924) for Plain and Printed Envelopes for the State of Idaho, effective August 12, 2021.
2. The Contract was renewed August 2022.
3. The Contract had amendment #1 take place January 2022 for a ten percent (10%) price increase and Amendment 2 take place August 2022 for a price increase and renewal.
4. The Parties desire to renew the contract for the 2023-2024 term and add a specialized envelope with pricing (Schedule V).
5. The Idaho Legislature has created Idaho Code section 67-2359 requiring a certification by the Contractor.

Agreement

Based on the above recitals, and good and valuable consideration, the receipt of which is hereby acknowledged, the Contract is amended as follows:

1. The Contract is renewed from August 12, 2023, to August 11, 2024.
2. This amendment adds Schedule V as follows:

- 01-958140-6 License Plate Envelope, 6.25 x 12.5, printed one side
28# Buff Kraft, 1 3/4" Flap with Latex Gum
Bulk Packed 500/carton
Allow 6-8 weeks for delivery depending on paper availability

- Pricing:

<u>Quantity</u>	<u>Price per Thousand (M) Area B</u>
50,000	\$248.00/M
100,000	\$218.00/M
150,000	\$206.00/M
250,000	\$197.00/M

- The value of this renewal is \$396,950.90.

3. Pursuant to Idaho Code section 67-2359, Contractor certifies that it is not currently owned or operated by the government of China and will not for the duration of the Contract be owned or operated by the government of China.
4. Except as expressly modified in this Amendment, all other terms and conditions of the Contract remain in full force and effect.
5. This Amendment is effective upon the date of the last signature below. In no event will this Amendment be effective until executed by the Department of Administration.

Department of Administration

Allied Envelope Co.

Signature: David Miller

Signature: Ken Bettinson

Name: David Miller

Name: KEN BETTINSON

Title: Contract Administrator

Title: PRESIDENT

Date: 08/07/2023

Date: 8/3/2023

DOP David Miller / Contract Administrator
Digitally signed by David Miller / Contract Administrator
Date: 2022.08.04 08:50:03 -06'00'

David Miller, Contract Administrator

Date: _____

Contractor


Ken Bettinson, President

Date: 8/2/2022



State of Idaho
Department of Administration
Division of Purchasing

BRAD LITTLE
Governor
KEITH REYNOLDS
Director
VALERIE BOLLINGER
Administrator

650 West State Street, Room 100
Boise, ID 83702
Telephone: (208) 327-7465
Email: purchasing@adm.idaho.gov
www.purchasing.idaho.gov

August 2, 2022

Allied Envelope
Attn: Ken Bettinson

VIA ELECTRONIC TRANSMISSION
kbettinson@allied-envelope.com

RE: Renewal of Contract SBPO20220924, a Contract for Plain and Printed Envelopes, for the State of Idaho

Expiring 08/11/2022

The State of Idaho would like to renew the above referenced contract for a period of One (1) Year.

The contract renewal period is August 12, 2022 to August 11, 2023. The same terms, conditions and prices prevail for the contract renewal period, except as expressly modified herein.

Please also provide an updated Certificate of Insurance with your renewal documents.

**On April 26, 2021, Governor Little signed Senate Bill 1086. The bill creates a new section of code requiring all public entities in Idaho to insert a certification regarding boycotts of Israel in contracts and renewals of contracts that are effective on or after July 1, 2021. By agreeing to renew this contract, you certify as follows:

Certification Concerning Boycott of Israel. Pursuant to Idaho Code section 67-2346, if payments under the Contract exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, Contractor certifies that it is not currently engaged in, and will not for the duration of the Contract engage in, a boycott of goods or services from Israel or territories under its control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

If the terms of this renewal letter are acceptable to your company, please sign below and return via mail, or e-mail ContractAdmin@adm.idaho.gov @ the Division of Purchasing. Please update your IPRO profile as well- including contact information, if necessary, to continue to receive e-mail notifications through the IPRO System.

Thank you for your consideration in this matter.

Sincerely,

David Miller

Contract Administrator
Idaho Division of Purchasing

Contractor agrees to the terms detailed herein:

COMPANY: ALLIED ENVELOPE Co.

Name & Title (Printed): KEN BETTINSON, PRESIDENT

Signature: 

Date: 8/2/2022

Idaho Division of Purchasing

Name & Title (Printed): David Miller / Contract Administrator

Signature: 

Date: 08/04/2022

If you need to update the contact information for this contract, please do so below.

UPDATED CONTRACTOR CONTACT INFORMATION for SBPO20220924

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

Contract SBPO20220924
Contract for Plain and Printed Envelopes, for the
State of Idaho

Acknowledgment of Idaho State House Bill 220

Allied Envelope

"Contractor"

Acknowledges the following by signing below:

Disclosure of Abortion Related Matters. The State is subject to the No Public Funds for Abortion Act, Idaho Code title 18, chapter 87 (the "Act") and State employees who intentionally violate the provisions of the Act are subject to criminal prosecution. This provision is included in this letter to aid in compliance with the Act. The state of Idaho (State) requests that Contractor disclose, unless Contractor is within one of the exemptions provided in the Act, if it or an affiliate is or becomes, during the term of the Contract, an abortion provider and if it will use State facilities or public funds to provide, perform, participate in, promote or induce, assist, counsel in favor, refer or train a person for an abortion related activity. Please refer to the Act for definitions of the terms used in this section.

Acknowledged by (Print Name): KEN BETTINSON

Title: PRESIDENT

Signature: 

Date: 8/2/2022



Idaho Division of Purchasing

Statewide Blanket Purchase Order

Purchase Order Summary

Purchase Order Name: Plain and Printed Envelopes
Contract Number: SBPO20220924
Contract Value: 294,037.70 USD
Purchase Order Date: 8/12/2021
Submitted By: Joseph Nelson

Contract Manager: Patrick Murphy

Instructions

NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD

This Contract is for Plain and Printed Envelopes, awarded on behalf of State of Idaho Agencies, institutions, departments, and eligible public agencies as defined by Idaho Code Section 67-2327, pursuant to ITB20210627. This Contract shall be for the period noted above, and may be amended, renewed, or extended upon mutual, written agreement of the parties, as detailed in the ITB. The anticipated initial term of the contract is one (1) year, with the option to renew for four (4) additional periods of one (1) year each, upon mutual agreement of the parties.

Contract Type: Open

Public Agency Clause: Yes

Contractor Contact: KEN BETTINSON

Phone: +1 208-377-3676

E-mail: kbettinson@allied-envelope.com

This Contract is to be drawn upon as requested by the Ordering Agency for the period noted above. THIS NOTICE OF AWARD IS NOT AN ORDER TO SHIP. Purchase orders against this SBPO will be furnished by the Ordering Agency on whose behalf this Contract is made. Contractor must ship and bill directly to the Ordering Agency. DO NOT INVOICE DOP unless DOP is the Ordering Agency. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

QUANTITIES: DOP can only give approximations of quantities; no maximum or minimum quantities can be guaranteed.

This SBPO, including any attached files, constitutes the State of Idaho's acceptance of your signed Bid (including any electronic submission), which is incorporated herein by reference. In the event of any inconsistency, precedence shall be given in the following order:

1. This SBPO
2. The State of Idaho's sourcing event, 20210627
3. The Contractor's signed Bid

Special Instructions:

Internal Comments:

Total USD 294,037.70

Signature: Joseph Nelson

Signed By: Joseph
Nelson

Digitally signed by
Joseph Nelson
Date: 2021.08.12
09:28:34 -06'00'

ITB ADMINISTRATIVE INFORMATION

ITB Title:	Plain and Printed Envelopes
ITB Project Description:	Purchase of a variety of envelopes by all State of Idaho Agencies and other eligible users.
ITB Lead:	Joseph Nelson, Purchasing Officer Division of Purchasing joseph.nelson@adm.idaho.gov Phone: (208) 332-1602 Fax: (208) 327-7320
Submit sealed bid (if submitting manually):	Electronic Submission https://purchasing.idaho.gov/information-for-vendors/ipro-epurchasing-system/ipro-login/
Deadline To Receive Questions:	Wednesday, August 26, 2020 11:59:59 p.m. Mountain Time
ITB Closing Date:	See IPRO Header Document
ITB Opening Date:	10:30 a.m. Mountain Time the following work day after closing.
Initial Term of Contract and Renewals (or Delivery Date):	The anticipated initial term of the contract is one (1) year, with the option to renew for four (4) additional periods of one (1) year each, upon mutual agreement of the parties.
THE ADMINISTRATIVE FEE DETAILED IN PARAGRAPH 5 OF THE STATE'S STANDARD CONTRACT TERMS AND CONDITIONS WILL APPLY TO THE CONTRACT(S) THAT RESULT FROM THIS SOLICITATION.	

1 PURPOSE

The purpose of this bid is to establish a contract for the purchase of a variety of envelopes, e.g. Kraft, Tyvek, White Wove, etc.; by all State of Idaho Agencies and other eligible users in accordance with the Public Agency Clause, as further detailed below.

The state is divided into three (3) geographic areas (A, B, C), as detailed on **Attachment 4, Map**. The items requested in this bid are divided into four (4) Schedules (I, II, III, IV). Evaluation and award details are provided in **Section 6** below. The resulting contract will be an indefinite quantity, indefinite delivery contract.

2 GENERAL INFORMATION, SOLICITATION INSTRUCTIONS AND STANDARD TERMS AND CONDITIONS

This Solicitation is issued by the state of Idaho (the "State") via IPRO:

(<https://purchasing.idaho.gov/iprologin.html>). The ITB Lead is the only contact for this Solicitation. All correspondence regarding this ITB shall be in writing. In the event that it becomes necessary to revise any part of this ITB, amendments will be posted at IPRO. It is the responsibility of the Bidder to monitor IPRO for any updates or amendments. Any oral interpretations or clarifications of this ITB shall not be relied upon. All changes to this ITB must be in writing and posted at IPRO to be valid. Alternate Bids are not allowed.

3 INQUIRIES

Questions or other correspondence must be submitted in writing to the ITB Lead listed below. QUESTIONS MUST BE RECEIVED BY 11:59:59 P.M. Mountain Time ON THE DATE LISTED IN THE ITB ADMINISTRATIVE INFORMATION. Written questions must be submitted in IPRO on the Q & A Board in IPRO or submitted in writing to the ITB Lead using **Attachment 1** found in the Buyer Attachments in IPRO. Official answers to all written questions will be posted in IPRO on the Q & A Board for this solicitation.

Q & A BOARD INSTRUCTIONS: The following instructions must be followed when submitting questions using the Q & A Board: 1. Include the ITB section number that the question is for. 2). If the question is a general question not related to a specific ITB section, enter "General" If the question is in regard to a State Term or Condition or a Special Term or Condition, state the clause number. If the question is in regard to an attachment, enter the attachment identifier (example "Attachment A") and the attachment page number

ITB Lead: Joseph Nelson, Purchasing Officer

Phone: (208) 332-1602

Fax: (208) 327-7320

E-mail: joseph.nelson@adm.idaho.gov

Any questions regarding the State of Idaho Standard Contract Terms and Conditions found at http://purchasing.idaho.gov/terms_and_conditions.html must also be submitted in writing, using the Q & A Board in IPRO, by the deadline identified in the ITB Administrative Information. The State will not consider proposed modifications to these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
2. Recommended verbiage for the State's consideration that is consistent in content, context, and form with the State's requirement that is being questioned.
3. Explanation of how the State's acceptance of the recommended verbiage is fair and equitable to both the State and to the party submitting the question.

Bids which condition the Bid based upon the State accepting other terms and conditions not found in the ITB, or which take exception to the State's terms and conditions, will be found non-responsive, and no further consideration of the Bid will be given.

4 SUBMISSION REQUIREMENTS

4.1 Required Bid Submission Items

Your Bid Submission must consist of the following:

4.1.1 Bid Schedule

Provide your cost information on **Attachment 2**, Bid Schedule, attached separately in IPRO. Do not submit your bid on any other form. Submitting your Bid on a form different than the Bid Schedule may cause your bid to be rejected as non-responsive.

4.1.2 Envelope Specifications/Additional Requirements

You must complete and return **Attachment 3**, Envelope Specifications/Additional Requirements, in order for your bid to be considered for award.

4.1.3 Reference List

Provide the Company name, address, phone number, and name of contact person of three (3) firms or government organizations (*excluding State of Idaho Agencies*) for which you are currently furnishing or have furnished similar products and quantities in the past year. **Provide this information on Attachment 3.**

4.1.4 Locations

List the locations of store or warehouse facilities and dealers that would service the State of Idaho under the contract. **Provide this information on Attachment 3.**

4.1.5 State of Idaho Signature Page

The State of Idaho Signature Page is required only if the bid is submitted manually. If the bid is submitted electronically via IPRO, the bidder is not required to submit the Signature Page. The State of Idaho Signature Page is attached in IPRO.

4.2 Bid Submission Methods

Electronic Submission via IPRO

4.2.1 In an effort to limit the risk of spreading COVID-19 through contact between DOP personnel and vendors/mail carriers/couriers, DOP **will not** accept manual submissions for this solicitation. Only electronic submissions will be accepted. Bids must be submitted electronically via IPRO. Do not fax or e-mail your Bid. Your Bid must be submitted by the date and time specified on the IPRO header document.

Upload all of the Required Bid Submission Items (*See section 7.1*) and enter your cost in IPRO for each line item; as the "Total Cost" on the Bid Schedule OR \$0.00 as your cost in IPRO. Upload all Required Bid Submission Items using Microsoft products such as Word and Excel. Do not submit items in .pdf format, unless provided otherwise in this ITB.

Be advised that that the Bidder for Bid evaluation and award purposes is the entity profile under which submit in IPRO, which must be the same legal entity presented in your uploaded response materials. If the entity identified on the state supplied Signature Page differs from the entity under which you submit your Bid in IPRO, the information provided on the Signature Page prevails.

All Bidders participating in a Solicitation issued through IPRO must establish an account in the IPRO system as it is necessary in order to process and/or award the resulting Contract(s). It is free to establish an account and only takes a few minutes.

Bidders are further advised to upload response materials with descriptive file names, organized and consolidated in a manner which allows the State to efficiently navigate the Bidder's response; as the State will print uploaded documents for evaluation in the manner received via IPRO.

NOTE: This Solicitation is issued as the COVID-19 pandemic is unfolding. DOP may make adjustments to, and waive requirements, including submission requirements and deadlines as DOP determines, in its sole discretion, necessary to address matters arising from the pandemic. Please visit DOP's website for the latest information: www.purchasing.idaho.gov.

5 DEFINITIONS

For the purposes of this bid, and the resulting contract, the following terms are defined as follows:

Agency – Any State of Idaho Department, Agency, and institution, as defined in *Idaho Code, Section 67-5716 (15)*. It may also include (with the Contractor's concurrence) any political subdivision or tax supported public agency of the State of Idaho (as defined by *Idaho Code, Section 67-2327*); also referred to as "Public Agency," "Purchasing Entity" or "Ordering Entity."

Catalog Items – Items in a standard supplies catalog containing product information compiled and published by an industry wholesaler or published for a distributor.

Contract – The Plain and Printed Envelopes Contract awarded as the result of a competitive bid.

Contractor – The bidder awarded the Plain and Printed Envelopes contract.

Item – An individual envelope.

State – The State of Idaho through its statutory agent, the Division of Purchasing within the Department of Administration.

6 EVALUATION/AWARD

6.1 Award will be made on an "All or None" (for Schedules I, II, III and IV) basis to the responsive responsible bidder with the lowest Annual Cost, based on the weighting factors and estimated amounts provided below.

The average price of all quantity breaks will be calculated for each Item ("Average Item Price").

If pricing is requested for all three (3) Areas for an Item, the Average Item Price will be adjusted based on the Area usage factor: five percent (5%) for Area A, ninety percent (90%) for Area B, and five percent (5%) for Area C, to determine the "Average Weighted Item Price."

The Average Weighted Item Price of the following Items will then be weighed and totaled based on usage history and estimated annual projected usage, by Commodity Code, to determine an Annual Cost for each Bid (for bid evaluation purposes ONLY - based on estimated usage), as follows:

Average Weighted Item Price of 31030-033	x	3,000,000	Items
Average Weighted Item Price of 31030-024	x	1,200,000	Items
Average Weighted Item Price of 31030-028	x	1,000,000	Items
Average Weighted Item Price of 31030-035	x	780,000	Items
Average Weighted Item Price of 31030-026	x	480,000	Items
Average Weighted Item Price of 31030-025	x	270,000	Items

Average Weighted Item Price of 31030-045	x	233,000	Items
Average Weighted Item Price of 31030-040	x	210,000	Items
Average Weighted Item Price of 31030-034	x	200,000	Items
Average Weighted Item Price of 31030-030	x	170,000	Items
Average Weighted Item Price of 31030-029	x	145,000	Items
Average Weighted Item Price of 31030-031	x	100,000	Items
Average Weighted Item Price of 31030-047	x	93,000	Items
Average Weighted Item Price of 31030-023	x	43,000	Items
Average Weighted Item Price of 31040-072	x	43,000	Items
Average Weighted Item Price of 31040-073	x	37,000	Items
Average Weighted Item Price of 31040-090	x	36,000	Items
Average Weighted Item Price of 31040-091	x	31,000	Items
Average Weighted Item Price of 31040-095	x	30,000	Items
Average Weighted Item Price of 31030-005	x	17,500	Items
Average Weighted Item Price of 31040-053	x	17,500	Items
Average Weighted Item Price of 31040-094	x	17,500	Items
Average Weighted Item Price of 31030-036	x	16,000	Items
Average Weighted Item Price of 31040-074	x	14,500	Items
Average Weighted Item Price of 31030-044	x	10,000	Items
Average Weighted Item Price of 31040-070	x	9,000	Items
Average Weighted Item Price of 31030-048	x	7,500	Items
Average Weighted Item Price of 31040-080	x	7,500	Items
Average Weighted Item Price of 31040-054	x	5,500	Items
Average Weighted Item Price of 31040-055	x	5,500	Items
Average Weighted Item Price of 31030-020	x	5,000	Items
Average Weighted Item Price of 31030-041	x	5,000	Items
Average Weighted Item Price of 31040-050	x	4,500	Items
Average Weighted Item Price of 31050-121	x	4,000	Items
Average Weighted Item Price of 31030-035	x	2,500	Items
Average Weighted Item Price of 31030-046	x	2,500	Items
Average Weighted Item Price of 31030-085	x	2,500	Items
Average Weighted Item Price of 31040-085	x	2,500	Items
Average Weighted Item Price of 31040-057	x	1,000	Items
Average Weighted Item Price of 31040-076	x	1,000	Items
Average Weighted Item Price of 31050-120	x	1,000	Items
Average Weighted Item Price of 31030-053	x	500	Items
Average Weighted Item Price of 31030-072	x	500	Items
Average Weighted Item Price of 31040-071	x	500	Items
Average Weighted Item Price of 31024	x	86,000	Items

- 6.2** Bidder must offer prices for each commodity number, each quantity, and each Area for Schedules I, II, III and IV. Leaving any spaces “blank” may result in your bid being rejected as non-responsive.
- 6.3** The State reserves the right to reject bids which contain excessive charges for additional services whether those services are used for award calculations or not.

6.4 The State reserves the right to not award or evaluate any items on any Schedule.

6.5 The State reserves the right to make on-site visits to confirm a Bidders' capability to fulfill the contract.

7 USE BY PUBLIC AGENCIES

Contract prices shall be extended to other "Public Agencies" as defined in Idaho Code §67-2327, which reads: "Public Agency" means any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the Public Agency to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts.

Each Bidder must indicate its express agreement to this clause on **Attachment 3**, which must be completed and returned with your Bid. Failure to do so will result in a finding that the bid is non-responsive, and it will receive no further consideration.

8 EXCEPTIONS TO USE

Unless this Contract is designated "optional use" or other exceptions to use are listed in the State's bidding documents (e.g. orders of less than one case); State Agencies will obtain their requirements from this Contract. The State reserves the right to purchase property elsewhere on an emergency basis where delivery or minimum order requirements (including shipments with prepaid freight charges added) are restrictive or burdensome. All orders are to be shipped FOB destination freight prepaid and allowed for all State Agency ordering/delivery locations within a fifty (50) mile radius of the city limits of Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello, and Idaho Falls, provided the one (1) case minimum order requirement is met. See **Section 17**, Minimum Order.

Use of the contract by State of Idaho Agencies is mandatory. Any other "public agencies" will have the option to utilize the contract.

9 BACKGROUND

It is anticipated that the State of Idaho agencies, and other eligible users, may expend approximately two hundred forty thousand dollars (\$240,000.00) annually [approximately eight million (8,000,000) envelopes] under any contract resulting from this bid. These estimated figures are given only as a guideline for preparing your bid; they are estimates based on historical and anticipated usage; however, there is no guarantee of any minimum purchases off of the resulting contract, and the number and types of envelopes procured will fluctuate based on individual agency need.

10 SERVICE EXPECTATION

The State of Idaho has an ongoing requirement for the material indicated in this solicitation. The successful bidder will review the impact of this award and take the necessary steps to ensure adequate coverage and contract compliance. It is an express condition of any award that Contractor shall maintain stock on hand for delivery in accordance with **Section 16**. Failure to maintain such a stock may result in contract cancellation.

11 GENERAL SPECIFICATIONS

By submitting a response to this ITB, you warrant you will meet or exceed the following general specifications:

11.1 Copy Prep

Negatives or camera-ready copy will be supplied by the Agency with each order, but remain the property of, and must be returned to, the Agency. Contractor must have the ability to accept orders electronically in a variety of standard/commonly used formats. When it is necessary for the Contractor to provide negatives for

the completion of an order, the cost of the negatives must be included as a separate item in the price and these negatives also returned to the Agency. Bidder must indicate the cost per 4" X 5" line shot on **Attachment 3**.

11.2 Printing

All envelopes ordered from this contract are to be printed one-sided only. Ink color is to be Black or Reflex Blue.

11.3 Boxes

The envelope box must be constructed to withstand stacking; with the lid of the box constructed in order to enable the bottom box to be removed from a stack of five (5) high by using the lid as a pull.

11.4 Shipping Cartons or Cases

200 lb. test (minimum) standard corrugated cartons.

11.5 Markings

11.5.1 Each carton must be labeled with the following information:

1. Manufacturer or Contractor's name
2. Type and style of stock
3. Quantity, size, and weight

11.5.2 Each box must be labeled with the following information:

1. Type and style of stock
2. Quantity and size

11.6 Flatness

All envelopes must be guaranteed flat with de-curved flaps. Envelopes must be able to flow through high speed stuffing and mailing devices without stoppage.

12 COST

Provide your fully burdened Annual Cost on the Bid Schedule (**Attachment 2**). **The Bid Schedule consists of four (4) Excel Spreadsheets, Schedule I: Commodity Number 31030-005 et seq., Schedule II: Commodity Number 31040-050 et seq., Schedule III: Commodity Number 31050-120 et seq. and Schedule IV: Commodity Number 31024. Failure to complete the Bid Schedule in its entirety may result in a finding that your bid is non-responsive.**

13 PRICE ADJUSTMENT CLAUSE

Your bid must include prices for all schedules and commodity numbers. Prices offered must be firm against any increase for a period of at least one (1) year from the effective date of the contract, except for decreases (See **Section 14**, below). Upon completion of this initial one (1) year period, if Contractor receives an increase in prices from the mill or manufacturer, Contractor may make a written request for a price increase, which must be substantiated by a letter from the mill or manufacturer. In no event will any price increase exceed five percent (5%) in any six (6) month period. A price increase request may cover all or part of the items on contract. Price increases will not be effective until approved, in writing, by the State; and will not be effective until at least thirty (30) calendar days after receipt of the request by the State.

14 DECREASES

The State shall be given the immediate benefit of any price decrease. Contractor must promptly notify the Division of Purchasing of the amount and effective date of decrease. Invoices must reflect contract prices in effect on the date the order was written.

15 PROMPT PAYMENT DISCOUNT

Contractor may quote a prompt payment discount based upon early payment; however, discounts offered will not be considered for award of a contract. The prompt payment discount will apply to payments made with purchasing cards and checks. The date from which discount time is calculated will be the date a correct invoice is received or receipt of shipment, whichever is later; except if testing is performed, the date will be the date of acceptance of the merchandise.

16 DELIVERY

All prices bid shall include delivery to the Agency within fifteen (15) calendar days for printed items and seven (7) calendar days for unprinted items after receipt of order (ARO). Orders must be delivered FOB destination freight prepaid and allowed for all Agency ordering/delivery locations within a fifty (50) mile radius of the city limits of Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello, and Idaho Falls, provided the one (1) case minimum order requirement is met. Occasionally an Agency may request turnaround for expedited service which is less than the agreed upon turnaround specified in this schedule. **If the Contractor requires an additional fee for this expedited service, indicate this fee on Attachment 3 (if no fee is indicated, Contractor may not charge an additional fee for this service).**

17 MINIMUM ORDER

For Schedule I the minimum order is one (1) case (a case is considered to be five (5) boxes or 2,500 envelopes). For Schedules II and III, the minimum order is one (1) case, (a case is considered to be 500, 1,000 or 2,500 envelopes based on the style and size). For Schedule IV the minimum order is one (1) case, (a case is considered to be 500 in a box, 2000 envelopes per case). Agencies will not be required to utilize this contract for purchasing quantities less than one (1) case. Requirements of less than one (1) case may be purchased from the Office Supplies Contract. Contractor is not required to break a case for orders less than the minimum order. If the Agency places an order for less than the minimum, Contractor may add a reasonable surcharge.

18 CONFIRMATION OF ORDERS

All orders must be acknowledged within twenty four (24) hours ARO. Confirmation may be acknowledged via email or telephone; whichever is the most convenient to the Contractor. Confirmation must be directed to the Agency representative that placed the order. Contact must also be made with the Agency representative if there are any problems with the original order.

19 DELETIONS

At the end of the initial Contract Term (or any Renewal Term), the State reserves the right to delete items which have nominal usage [defined as less than one thousand dollars (\$1,000) per contract year].

20 ADDITIONS

The State reserves the right to add similar products to the contract during the contract term. Pricing will be based upon contract items of a similar nature.

21 BILLING/INVOICING/PAYMENT

Cost centers or branch offices within an Agency may require separate invoicing as specified by each Agency. The Contractor's billing system must be flexible enough to meet the needs of varying accounting systems in use by different Agencies. Electronic billing capabilities may be required by some Agencies.

Payment must be allowed by Agencies using the State's VISA Purchasing Card (P-Card). The Contractor agrees to accept P-Card payments without any additions or surcharges.

The Contractor must have the capability to accept credit cards for payment.

Bidder shall describe in detail its billing system, the frequency of its billings (weekly, monthly, etc.) as well as provide examples of invoices currently in use. Bidder should also indicate whether flexibility of billing frequency is permitted amongst Agencies. For example, Agency A requests weekly invoicing, Agency B requests monthly invoicing, Agency C requests per-order invoicing. **Fully describe electronic billing capabilities as well as credit card payment procedures (including how you will maintain security of cardholder information). Include your explanation on Attachment 3 (or on a separate document submitted with (and referencing) Attachment 3).**

22 PHONE/EMAIL SUPPORT

The Contractor must accept collect telephone calls and/or provide and maintain a toll-free number for Agency usage. Contractor must provide office and personnel resources for responding to requests, including telephone coverage weekdays (excluding state-observed holidays) <http://www.sos.idaho.gov/GENERAL/holidays.html> during the hours of 8:00 a.m. through 5:00 p.m. Mountain Time.

In addition to phone support, Contractor may also provide support and ordering capabilities electronically, via e-mail, and/or a dedicated website.

23 CATALOGS/BROCHURES

Contractor, upon request from an Agency, must provide and distribute to the Agencies color catalogs and other product brochures or information after award of a contract. Catalogs must illustrate the available products offered. Catalogs may be provided electronically.

24 RECYCLED MATERIALS

If providing products made with recycled materials, a letter of verification from the manufacturer must be included with your bid for recycled products. The letter must guarantee the waste content and the amount of post-consumer material in the product. Recycled products must meet EPA guidelines for recycled fiber content.

25 REPORTING REQUIREMENTS

Contractor will be required to submit to the Division of Purchasing reports (in electronic format) that will provide, at a minimum, the following information:

Quarterly summary and detailed line item usage reports by any Purchasing Entity using the Statewide Contract and by the Purchasing Entity receiving location, indicating all the products purchased, the date ordered, the date received, the quantity of each product by **the State's** catalog identification number, and the total cost. The report must be broken down by the three designated areas, A, B, and C. These reports must also include any purchases made by Agencies using the State Procurement Purchasing Card. When possible, reports should be in the same format as the product bidding schedule(s). Electronic reports in Excel or other approved format are required.

The Division of Purchasing may require custom reports from time to time.

Reports will be due to the Division of Purchasing within thirty (30) calendar days of the end of each quarter.

1st Quarter	July 1- Sept 30
2nd Quarter	Oct 1 – Dec 31
3rd Quarter	Jan 1 – Mar 31
4th Quarter	Apr 1 – Jun 30

26 RECORDS MAINTENANCE

Contractor shall maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor pursuant to the Contract. These records shall be retained by the

Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

27 **AUDIT RIGHTS**

The Contractor agrees to allow State and Federal auditors and State purchasing staff access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

PRICE SCHEDULE ITB20210627 Attachment 2
TYPE I. CLASS I & II. GROUP I
ENVELOPES, **PLAIN**, PLAIN WINDOW AND FAST FORWARD

COMMODITY #

31030-005 Envelope, #10 plain, open side, diagonal seam, **24# white wove**, 4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

COMMODITY #

31030-006 Envelope, #10 plain, open side, diagonal seam, **24# buff wove**, 4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

PRICE SCHEDULE
TYPE I. CLASS III. GROUP III - **ONE COLOR**
ENVELOPES, **PRINTED**

COMMODITY #

31030-020 Envelope, #6-3/4" printed, open side, diagonal seam, **24# white wove**, 3.625" X 6.500" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

31030-023 Envelope, #9 printed, open side, diagonal seam, **24# colored wove**, 3.875" X 8.875" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
500			
1000			
1500			
2000			
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

31030-024 Envelope, #9 printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

31030-024 (CONT) - **Larger quantity for AREA B ONLY**

<u>QUANTITY BREAK</u>	<u>PRICE AREA B</u>
50,000	

75,000		/M
100,000		/M

31030-025 Envelope, #9 printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875"
 Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR

AREA B ONLY	QUANTITY	PRICE	
		Rush Requested	Standard
	500		LOT
	1000		/M
	1500		/M
	2000		/M
	1 - 2 Cases		/M
	3 - 6 Cases		/M
	7 - 10 Cases		/M

COMMODITY #

31030-026 Envelope, #9 **std. window**, printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875" Box count 500, 2,500 total per case.

QUANTITY BREAK	PRICE AREA A	PRICE AREA B	PRICE AREA C
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

PRICE SCHEDULE
TYPE I. CLASS III. GROUP III - ONE COLOR
ENVELOPES, PRINTED, (CONTINUED)

COMMODITY #

31030-028 Envelope, #10, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500"
 Box count 500, 2,500 total per case.

QUANTITY BREAK	PRICE AREA A	PRICE AREA B	PRICE AREA C
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

31030-028 (CONT) - **Larger quantity for AREA B ONLY**

QUANTITY BREAK	PRICE AREA B
50,000	/M
75,000	/M
100,000	/M

COMMODITY #

31030-029 Envelope, #10, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500"
 Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR

AREA B ONLY	QUANTITY	PRICE	
		Rush Requested	Standard
	500		LOT
	1000		/M
	1500		/M
	2000		/M
	1 - 2 Cases		/M
	3 - 6 Cases		/M
	7 - 10 Cases		/M

COMMODITY #

31030-030 Envelope, #10 **std. window**, printed, open side, diagonal seam, **24# white wove**,
4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

31030-030 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
50,000	/M
75,000	/M
100,000	/M

COMMODITY #

31030-031 Envelope, #10, **std. Window**, printed, open side, diagonal seam, **24# white wove**,
4.125" X 9.500" Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> <u>Rush Requested</u>	<u>PRICE</u> <u>Standard</u>
500	LOT	LOT
1000	/M	/M
1500	/M	/M
2000	/M	/M
1 - 2 Cases	/M	/M
3 - 6 Cases	/M	/M
7 - 10 Cases	/M	/M

<p>PRICE SCHEDULE TYPE I. CLASS III. GROUP III - ONE COLOR ENVELOPES, PRINTED. (CONTINUED)</p>

COMMODITY #

31030-033 **FAST FORWARD** Envelope, #10 std. window, printed, open side, diagonal seam, 24#
white wove, 4.125" X 9.50" Box count 500, 2,500 total per case.

Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

COMMODITY #

31030-034 **FAST FORWARD** Envelope, #10 std. window, printed, open side, diagonal seam, 24#
white wove, 4.125" X 9.50" Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR
WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> <u>Rush Requested</u>	<u>PRICE</u> <u>Standard</u>
500	LOT	LOT
1000	/M	/M
1500	/M	/M
2000	/M	/M
1 - 2 Cases	/M	/M
3 - 6 Cases	/M	/M
7 - 10 Cases	/M	/M

COMMODITY #

31030-035 **FAST FORWARD TINT** Envelope, #10 **std. window**, printed, open side, diagonal seam,
 24# white wove, 4.125" X 9.50" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
1 - 2 Cases	
3 - 6 Cases	
7 - 10 Cases	

31030-035 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
100,000	/M
250,000	/M
500,000	/M

COMMODITY #

31030-036 **FAST FORWARD TINT** Envelope, #10 **std. window**, printed, open side, diagonal seam,
 24# white wove w/inside tint, 4.125" X 9.50" Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> <u>Rush Requested</u>	<u>PRICE</u> <u>Standard</u>
500	LOT	LOT
1000	/M	/M
1500	/M	/M
2000	/M	/M
1 - 2 Cases	/M	/M
3 - 6 Cases	/M	/M
7 - 10 Cases	/M	/M

<p><u>PRICE SCHEDULE</u> TYPE I, CLASS IV, GROUP IV, - TWO COLOR ENVELOPES, PRINTED</p>

COMMODITY #

31030-040 Envelope, #9 printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875"
 Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

31030-041 Envelope, #9 printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875"
 Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> <u>Rush Requested</u>	<u>PRICE</u> <u>Standard</u>
500	LOT	LOT
1000	/M	/M
1500	/M	/M
2000	/M	/M
1 - 2 Cases	/M	/M
3 - 6 Cases	/M	/M

7 - 10 Cases /M /M

COMMODITY #

31030-044 Envelope, #10, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500"
 Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 - 6 Cases	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 - 10 Cases	<input type="text"/>	<input type="text"/>	<input type="text"/>

31030-044 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
50,000	<input type="text"/> /M
75,000	<input type="text"/> /M
100,000	<input type="text"/> /M
250,000	<input type="text"/> /M
600,000	<input type="text"/> /M

COMMODITY #

31030-045 Envelope, #10, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500"
 Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> <u>Rush Requested</u>	<u>PRICE</u> <u>Standard</u>
500	<input type="text"/> LOT	<input type="text"/> LOT
1000	<input type="text"/> /M	<input type="text"/> /M
1500	<input type="text"/> /M	<input type="text"/> /M
2000	<input type="text"/> /M	<input type="text"/> /M
1 - 2 Cases	<input type="text"/> /M	<input type="text"/> /M
3 - 6 Cases	<input type="text"/> /M	<input type="text"/> /M
7 - 10 Cases	<input type="text"/> /M	<input type="text"/> /M

COMMODITY #

31030-046 **FAST FORWARD** Envelope, #10 printed, open side, diagonal seam, **24# white wove**,
 4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 - 6 Cases	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 - 10 Cases	<input type="text"/>	<input type="text"/>	<input type="text"/>

31030-046 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
50,000	<input type="text"/> /M
75,000	<input type="text"/> /M
100,000	<input type="text"/> /M
250,000	<input type="text"/> /M
500,000	<input type="text"/> /M

COMMODITY #

31030-047 **FAST FORWARD** Envelope, #10 printed, open side, diagonal seam, **24# white wove**,
 4.125" X 9.500" Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR

WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> Rush Requested	<u>PRICE</u> Standard
500	LOT	LOT
1000	/M	/M
1500	/M	/M
2000	/M	/M
1 - 2 Cases	/M	/M
3 - 6 Cases	/M	/M
7 - 10 Cases	/M	/M

COMMODITY #

31030-048 Envelope, #10 **std. window**, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> AREA A	<u>PRICE</u> AREA B	<u>PRICE</u> AREA C
1 - 2 Cases			
3 - 6 Cases			
7 - 10 Cases			

31030-048 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> AREA B
50,000	/M
75,000	/M
100,000	/M
250,000	/M
500,000	/M

PRICE SCHEDULE ITB20210627 Attachment 2
TYPE II, CLASS I, GROUP V
BROWN KRAFT ENVELOPES, PLAIN, PEEL & SEAL

COMMODITY #
31040-050 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Size 6.5" X 9.5" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			
3 - 6 Cartons			
7 - 10 Cartons			

COMMODITY #
31040-053 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Open End, Size 9" X 12"
Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			
3 - 6 Cartons			
7 - 10 Cartons			

COMMODITY #
31040-054 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Open End, Size 9.5" X 12.5"
Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			
3 - 6 Cartons			
7 - 10 Cartons			

COMMODITY #
31040-055 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Open End, Size 10" X 13"
Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			
3 - 6 Cartons			
7 - 10 Cartons			

COMMODITY #
31040-057 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Open End, Size 12" X 15.5"
Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			
3 - 6 Cartons			
7 - 10 Cartons			

TYPE II, CLASS II, GROUP VI
BROWN KRAFT ENVELOPES, PLAIN, PEEL & SEAL **PRINTED**

COMMODITY #
31040-070 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 6.5" X 9.5" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			
3 - 6 Cartons			
7 - 10 Cartons			

COMMODITY #
31040-071 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 7.5" X 10.5" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			

3 - 6 Cartons
7 - 10 Cartons

COMMODITY #

31040-072 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 9" X Bulk packed, 500 per carton.

QUANTITY
BREAK

1 - 2 Cartons
3 - 6 Cartons
7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

COMMODITY #

31040-073 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 9.5" X 12.5" Bulk packed, 500 per carton.

QUANTITY
BREAK

1 - 2 Cartons
3 - 6 Cartons
7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

COMMODITY #

31040-074 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 10" 10" X 13" Bulk packed, 500 per carton.

QUANTITY
BREAK

1 - 2 Cartons
3 - 6 Cartons
7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

COMMODITY #

31040-076 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 12" X 15.5" Bulk packed, 500 per carton.

QUANTITY
BREAK

1 - 2 Cartons
3 - 6 Cartons
7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

TYPE II, CLASS III. GROUP VII
BROWN KRAFT ENVELOPES, **PLAIN**

COMMODITY #

31040-080 Envelope, 28# Brown Kraft Plain, Open End, **Full Gummed Flap**, Size 6" X 9" Bulk 500 per carton.

QUANTITY
BREAK

1 - 2 Cartons
3 - 6 Cartons
7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

COMMODITY #

31040-085 Envelope, 28# Brown Kraft **Plain**, Open End, **Full Gummed Flap**, Size 10" X 13" Bulk 500 per carton.

QUANTITY
BREAK

1 - 2 Cartons
3 - 6 Cartons
7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

PRICE SCHEDULE
TYPE II, CLASS IV. GROUP VIII
BROWN KRAFT ENVELOPES, **PRINTED**

COMMODITY #

31040-090 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 6" X 9" Bulk

QUANTITY

PRICE

PRICE

PRICE

BREAK
 1 - 2 Cartons
 3 - 6 Cartons
 7 - 10 Cartons

AREA A

AREA B

AREA C

COMMODI
TY #

31040-091 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 6.5" X 9.5" Bulk packed, 500 per carton.

QUANTITY
BREAK
 1 - 2 Cartons
 3 - 6 Cartons
 7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

PRICE SCHEDULE TYPE II, CLASS IV, GROUP VIII BROWN KRAFT ENVELOPES, PRINTED
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COMMODITY #

31040-093 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 9" X 12" Bulk 500 per carton.

QUANTITY
BREAK
 1 - 2 Cartons
 3 - 6 Cartons
 7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

COMMODITY #

31040-094 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 9.5" X 12.5" Bulk

QUANTITY
BREAK
 1 - 2 Cartons
 3 - 6 Cartons
 7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

COMMODITY #

31040-095 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 10" X 13" Bulk packed, 500 per carton.

QUANTITY
BREAK
 1 - 2 Cartons
 3 - 6 Cartons
 7 - 10 Cartons

PRICE
AREA A

PRICE
AREA B

PRICE
AREA C

<u>PRICE SCHEDULE ITB20210627 Attachment 2</u> <u>TYPE III, CLASS III, GROUP XI</u> <u>TYVEK ENVELOPES, PLAIN</u>

COMMODITY #

31050-120 Tyvek Tearproof Envelope, Bright White Plain, Open End, Peel & Seal, Size 10" X 13" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			
3 - 6 Cartons			
7 - 10 Cartons			

COMMODITY #

31050-121 Tyvek Tearproof Envelope, Bright White Plain, Open End, Peel & Seal, Size 12" X 15.5" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons			
3 - 6 Cartons			
7 - 10 Cartons			

31024 **PARK FEE Remit** Envelope, 3.25 x 6.25, printed two sides

3" extended flap with perforation and drop gumming, sequentially numbered

Canary/MVEF & Blue/Camping, 24# color wove, Box count 500, 2000 total per case.

Both envelopes, copy's/colors, can be combined for combo pricing.

QUANTITY	PRICE PER THOUSAND (M) AREA B
12,000	
25,000	
75,000	
100,000	
125,000	

**ITB20210627
ATTACHMENT 3
Envelope Specifications/Additional Requirements**

You must complete and return this Attachment 3, in order for your bid to be considered. Items 1 through 6 require a response (be certain to fill in the brands offered throughout Paragraph 6 and certify your envelopes meet the minimum envelope specifications). Items 7 through 10 are optional. Attach additional sheets if necessary.

Name of Bidder: _____

1 Public Agency Clause (See ITB Section 7):

Contract prices shall be extended to other "Public Agencies" as defined in Idaho Code §67-2327, which reads: "Public Agency" means any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the Public Agency to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts.

_____ agrees to comply with the Public Agency Clause:
[Name of Bidder]

Authorized Signature: _____

Printed Name/Title: _____

2 Cost per 4" x 5" line shot: *\$_____ (See ITB Section 11.1)
**Will not be used for evaluation purposes but will be incorporated in the resulting contract.*

3 Description of Bidder's Billing System (See ITB Section 21):
You may hand write your response below; remove the lines and insert your response in MS Word; or attach a separate explanation (indicate 'See attached' if a separate response is provided). The space provided below is NOT intended to limit your response; attach additional sheets as needed to respond to Section 21.

4 Reference List (See ITB Section 4.1.3)

Bidders must provide with the bid response the Company name, address, phone number, and name of contact person of three (3) firms or government organizations (*excluding State of Idaho Agencies*) for which the bidder is currently furnishing or has furnished similar products in the past year.

Company 1: _____

Company 2: _____

Company 3: _____

5 Locations (See ITB Section 4.1.4)

List the locations of store or warehouse facilities and dealers that would service the State under the contract:

6 Envelope Specifications

6.1 Scope and Classification

Scope: This specification covers three (3) types of envelopes and specified classes of paper stock envelopes used by the State of Idaho.

Classification: The envelopes described by this specification are regular commercial, catalog, booklet, and special envelopes; as listed below and further described in the Bid Schedule.

6.2 Requirements: Envelopes

6.2.1 Envelope Paper Stock

6.2.1.1 White Wove Paper or White Kraft Paper: For white wove or Kraft paper, fiber content of paper supplied under this specification shall be 95% (min.) chemical cellulose, and not more than 5% groundwood fiber pulp.

6.2.1.2 Tan Colored Kraft Paper: Fiber content of paper supplied under this specification shall be 90% (min.) chemical cellulose and not more than 10% groundwood pulp.

6.2.2 General Envelope Requirements: Applies to Types I, II, & III envelopes covered by this specification.

6.2.2.1 Gumming: Brush Gumming. Light colored or clear seal gum. Thickness of gum minimum 0.0007" and maximum 0.0009". Minimum gum strip width 1/2".

6.2.2.2 Window Material: Window envelopes shall use a clear or translucent material, having a maximum opacity of 25%. Material must be free of wrinkles, streaks and excessive glare. Window must allow clear non-glare readability of OCR equipment.

6.2.2.3 Window Construction: Window material of window envelopes must be securely glued to the inside of envelopes and lie flat without curl or protruding unglued edges.

6.2.2.4 Standard Window Size and Position: Unless specified otherwise, window must be a rectangle, 1.125" X 4.50", positioned 0.875" in from the left side, and 5/8" from the bottom of the envelope (to allow room to spray IMB). Basis 22 poly, standard style window. Window dimensions 1 1/8" X 4 1/2", located 7/8" from left, 5/8" from bottom.

6.2.2.5 Imprinting: Must be available in either Reflex Blue or Black ink, at the option of the ordering Agency. Imprinting must be on one side of the envelope only, and must consist of Post Office related indicia only.

6.2.2.6 Quality and Composition: Imprinting quality must be clean and well defined image density, complete and uniform characterization. Reasonable care must be given to spacing, word division, uniformity of style, and good lineup of characters.

6.2.2.7 Address/Label Placement Marks: Printed, non-window envelopes may contain the four (4) placement marks for address or label position within the OCR read areas. This addition is at the option of the ordering agency, and at no additional cost to the agency.

6.2.2.8 Optical Character Reader (OCR) Requirements: All envelopes must meet OCR readability requirements.

- 6.2.2.9 Camera Ready Requirement: Ordering Agencies will supply Camera Ready Copy or art work for address information on envelopes. Copy or art work must be returned to the ordering agency upon completion of each order, if requested. Any errors in the copy or art work supplied by the Agency is the responsibility of the Ordering Agency.
- 6.2.2.10 Typesetting Services To Ordering Agencies: When Ordering Agencies require typesetting services, all proofs must be submitted to the Ordering Agency for approval prior to printing.
- 6.2.2.11 Endorsement Placement and Type: Endorsement must be readable and printed in the same direction as the address. There shall be a clear space of 1/4" (minimum) both above and below the endorsement. Type shall stand out clearly and be eight (8) point minimum.
- 6.2.2.12 Measurements and Tolerances: Items must be produced as described in the Bid Schedule. All measurements must be referenced to the left side and bottom of the envelope. All sizes, dimensions and window placement positions must be +/- 1/16" (0.0625") of the specified measurements.
- 6.2.2.13 Peel & Seal Feature: When specified, this must be a pressure sensitive adhesive with release liner that requires no moistening.
- 6.2.2.14 Packing: Envelopes must be packed in standard industry units. All items must be packed to ensure safe delivery to destination at lowest cost.
- 6.2.2.15 Marking: Unless otherwise specified, shipping containers must be marked with the type of envelopes, quantity contained therein, and name of Contractor or Manufacturer.
- 6.2.2.16 Substitutions: Commodities procured under this specification must not deviate from those originally contracted for without written approval from the Division of Purchasing.
- 6.2.2.17 Construction: Envelopes must be conventional solid die cut from a high die or AMC die cutter with regular round seal flaps and diagonal seams folded in.
- 6.2.2.18 Unacceptable Envelopes: Executive style envelopes, diamond shaped flaps, or diaper fold style envelopes are not acceptable.
- 6.2.2.19 Inserting and Mailing Equipment: Envelopes must perform to the satisfaction of the Ordering Agency in automatic inserting and mailing equipment used by State Agencies and the US Postal Service.
- 6.2.2.20 Brightness: Must be 75% (minimum).
- 6.2.2.21 Opacity: Envelopes Must have sufficient opacity within the OCR read area to screen out non-address printing on envelope inserts and the envelope's inner walls.

6.3 SCHEDULE I SPECIFICATIONS – REGULAR, WINDOW AND FAST FORWARD ENVELOPES

6.3.1 Stock: #4 Sulphite smooth finish, white wove mill brand.

6.3.2 Gumming: Brush Gumming. Light colored or clear seal gum. Thickness of gum minimum .0007” and maximum .0009”. Minimum gum strip width 1/2”.

6.3.3 Folding: To be folded on rotary folding machines equipped with decurlers with no holes in corners.

6.3.4 Style: Open side. Must be guaranteed for use on all State of Idaho inserting machines. Acceptable style based on past usage is die cut, open side, diagonal seam with rounded commercial flap, minimum seam overlap 1/2” minimum flap dimension at center #6-3/4” - 1/2”, #9 & #10 - 1 5/8”.

6.3.5 Box Count: 500 on all sizes, 2,500 per case.

6.3.6 **Specify Brand Offered:** _____

6.4 SCHEDULE II SPECIFICATIONS

6.4.1 PEEL & SEAL CATALOG (Schedule II)

6.4.1.1 Stock: Brownkraft

6.4.1.2 Gumming: Pressure sensitive adhesive with release.

6.4.1.3 Folding: To be folded on standard rotary open end folding machine with tight corners. Delivered flaps closed.

6.4.1.4 Style: Die cut. Open end, center seam rounded flaps, with construction as per description for each size.

6.4.1.5 Bulk packed, 500 per carton.

6.4.1.6 **Specify Brand Offered:** _____

6.4.2 BROWN KRAFT CATALOG (Schedule II)

6.4.2.1 Stock: Brownkraft

6.4.2.2 Gumming: Rotary gumming. Light colored or clear seal gum. Thickness of gum minimum .0008”.

6.4.2.3 Folding: To be folded on standard rotary open end folding machine with tight corners. Delivered flaps closed.

6.4.2.4 Style: Die cut. Open side, center seam rounded flaps, with construction as per description for each size.

6.4.2.5 Bulk packed, 500 per carton.

6.4.2.6 **Specify Brand Offered:** _____

6.5 SCHEDULE III SPECIFICATIONS

6.5.1 TYVEK (Schedule III)

6.5.1.1 Stock: Tyvek, 10 X 13 14# Minimum and 12 X 15.5 18# Minimum.

6.5.1.2 Gumming: Latex-seal that requires no moistening. Pressure Sensitive with Release Liner.

6.5.1.3 Format: Plain White.

6.5.1.4 Style: Tyvek catalog, open end.

6.5.1.5 Bulk packed, 500 per carton.

6.5.1.6 **Specify Brand Offered:** _____

6.6 SCHEDULE IV SPECIFICATIONS

6.6.1 Stock: Camping 24# color wove 3.25 x 6.25 printed both sides

6.6.2 Gumming: 3" extended flap with perforation and drop gumming, sequentially numbered

6.6.3 Format: Canary/MVEF and Blue

6.6.4 Bulk Packed, 500 per box, 2000 total per case

6.6.5 **Specify Brand Offered:** _____

CAMERA READY COPY

AN ORDERING AGENCY WILL SUPPLY CAMERA-READY COPY FOR THE INITIAL ORDER. PRINTER MAY RETAIN IN FILE FOR REPEAT ORDERS UPON APPROVAL OF ORDERING AGENCY, OTHERWISE RETURN TO AGENCY.

Optional:

7 Prompt Payment Discount?* (See ITB Section 15) _____
*Not required and will not be evaluated.

8 Additional Fee for Expedited Service (if any)*: (See ITB Section 16) _____
*Will not be evaluated; if no fee is provided none may be charged.

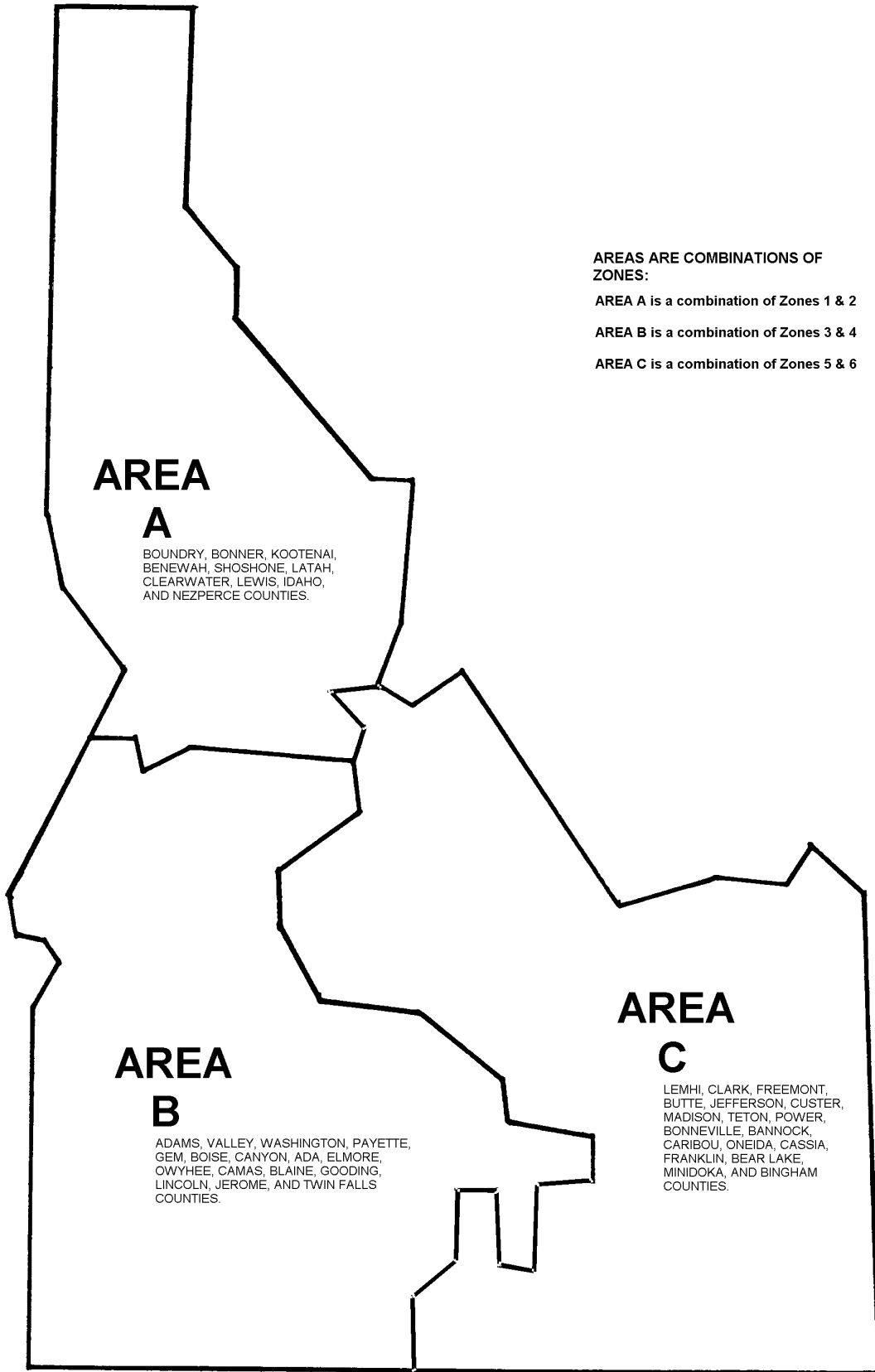
9 Changes in Camera Ready Copy up to two (2) lines: _____
*Will not be evaluated; pricing may be accepted or rejected.

10 Flat Charge for typesetting over two (2) lines: _____
*Will not be evaluated; pricing may be accepted or rejected.

Do your envelopes meet or exceed all specifications detailed in Paragraph 6, Envelope Specifications? Yes _____ No _____

Name of Bidder: _____

ATTACHMENT 4 - MAP



PRICE SCHEDULE ITB20210627 Attachment 2
TYPE I. CLASS I & II. GROUP I
ENVELOPES, **PLAIN**, PLAIN WINDOW AND FAST FORWARD

COMMODITY #

31030-005 Envelope, #10 plain, open side, diagonal seam, **24# white wove**, 4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cases	\$71.93	\$66.00	\$69.90
3 - 6 Cases	\$67.47	\$56.36	\$65.52
7 - 10 Cases	\$63.66	\$54.01	\$60.61

COMMODITY #

31030-006 Envelope, #10 plain, open side, diagonal seam, **24# buff wove**, 4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cases	\$90.95	\$81.52	\$90.95
3 - 6 Cases	\$90.95	\$75.49	\$90.95
7 - 10 Cases	\$79.97	\$73.11	\$79.97

PRICE SCHEDULE

TYPE I. CLASS III. GROUP III - **ONE COLOR**
ENVELOPES, **PRINTED**

COMMODITY #

31030-020 Envelope, #6-3/4" printed, open side, diagonal seam, **24# white wove**, 3.625" X 6.500" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cases	\$83.40	\$78.89	\$82.53
3 - 6 Cases	\$69.65	\$51.83	\$69.03
7 - 10 Cases	\$59.17	\$48.75	\$59.75

31030-023 Envelope, #9 printed, open side, diagonal seam, **24# colored wove**, 3.875" X 8.875" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
500	\$69.22	\$67.55	\$68.11
1000	\$88.93 /M	\$86.18 /M	\$88.15
1500	\$88.93 /M	\$86.18 /M	\$88.15
2000	\$88.93 /M	\$86.18 /M	\$88.15
1 - 2 Cases	\$138.58	\$123.01	\$136.66
3 - 6 Cases	\$117.13	\$99.76	\$115.27
7 - 10 Cases	\$110.02	\$92.31	\$108.09

31030-024 Envelope, #9 printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875" Box count 500, 2,500 total per case.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cases	\$103.05	\$92.28	\$100.96
3 - 6 Cases	\$84.19	\$67.92	\$82.09
7 - 10 Cases	\$72.99	\$64.72	\$67.25

31030-024 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY BREAK</u>	<u>PRICE AREA B</u>
50,000	\$25.64 /M

75,000	\$24.52	/M
100,000	\$23.55	/M

31030-025 Envelope, #9 printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875"
 Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR

AREA B ONLY	<u>QUANTITY</u>	<u>PRICE</u>			
		<u>Rush Requested</u>	<u>Standard</u>		
	500	\$44.74	LOT	\$36.06	LOT
	1000	\$ 55.10	/M	\$ 48.20	/M
	1500	\$55.10	/M	\$48.20	/M
	2000	\$55.10	/M	\$48.20	/M
	1 - 2 Cases	\$46.23	/M	\$36.90	/M
	3 - 6 Cases	\$32.37	/M	\$27.16	/M
	7 - 10 Cases	\$30.82	/M	\$25.88	/M

COMMODITY #

31030-026 Envelope, #9 **std. window**, printed, open side, diagonal seam, **24# white wove**,
 3.875" X 8.875" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u>		<u>PRICE</u>
	<u>AREA A</u>	<u>AREA B</u>	<u>AREA C</u>
1 - 2 Cases	\$117.72	\$103.12	\$115.62
3 - 6 Cases	\$95.17	\$80.13	\$93.07
7 - 10 Cases	\$80.62	\$69.24	\$78.52

PRICE SCHEDULE TYPE I. CLASS III. GROUP III - ONE COLOR ENVELOPES, PRINTED, (CONTINUED)
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COMMODITY #

31030-028 Envelope, #10, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500"
 Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u>		<u>PRICE</u>
	<u>AREA A</u>	<u>AREA B</u>	<u>AREA C</u>
1 - 2 Cases	\$106.89	\$92.28	\$103.80
3 - 6 Cases	\$88.71	\$67.92	\$82.90
7 - 10 Cases	\$74.13	\$64.72	\$69.27

31030-028 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
50,000	\$25.64 /M
75,000	\$24.52 /M
100,000	\$23.55 /M

COMMODITY #

31030-029 Envelope, #10, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500"
 Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR

AREA B ONLY	<u>QUANTITY</u>	<u>PRICE</u>			
		<u>Rush Requested</u>	<u>Standard</u>		
	500	\$40.37	LOT	\$36.06	LOT
	1000	\$55.10	/M	\$48.20	/M
	1500	\$55.10	/M	\$48.20	/M
	2000	\$55.10	/M	\$48.20	/M
	1 - 2 Cases	\$46.23	/M	\$36.90	/M
	3 - 6 Cases	\$32.66	/M	\$27.16	/M
	7 - 10 Cases	\$30.82	/M	\$25.88	/M

COMMODITY #

31030-030 Envelope, #10 **std. window**, printed, open side, diagonal seam, **24# white wove**,
4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases	\$120.19	\$105.39	\$117.05
3 - 6 Cases	\$93.99	\$79.27	\$93.99
7 - 10 Cases	\$79.51	\$75.52	\$79.51

31030-030 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
50,000	\$28.40 /M
75,000	\$27.28 /M
100,000	\$26.30 /M

COMMODITY #

31030-031 Envelope, #10, **std. Window**, printed, open side, diagonal seam, **24# white wove**,
4.125" X 9.500" Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR

<u>AREA B</u> <u>ONLY</u>	<u>QUANTITY</u>	<u>PRICE</u>	
		<u>Rush Requested</u>	<u>Standard</u>
	500	\$43.26 LOT	\$38.17 LOT
	1000	\$54.86 /M	\$48.76 /M
	1500	\$54.86 /M	\$48.76 /M
	2000	\$54.86 /M	\$48.76 /M
	1 - 2 Cases	\$52.83 /M	\$42.15 /M
	3 - 6 Cases	\$38.09 /M	\$31.71 /M
	7 - 10 Cases	\$36.06 /M	\$30.20 /M

PRICE SCHEDULE
TYPE I. CLASS III. GROUP III - ONE COLOR
ENVELOPES, PRINTED, (CONTINUED)

COMMODITY #

31030-033 **FAST FORWARD** Envelope, #10 std. window, printed, open side, diagonal seam, 24#
white wove, 4.125" X 9.50" Box count 500, 2,500 total per case.

Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases	\$120.19	\$105.39	\$117.05
3 - 6 Cases	\$93.99	\$79.27	\$93.99
7 - 10 Cases	\$79.51	\$75.52	\$79.51

COMMODITY #

31030-034 **FAST FORWARD** Envelope, #10 std. window, printed, open side, diagonal seam, 24#
white wove, 4.125" X 9.50" Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR
WILL BE ALLOWED.

<u>AREA B</u> <u>ONLY</u>	<u>QUANTITY</u>	<u>PRICE</u>	
		<u>Rush Requested</u>	<u>Standard</u>
	500	\$43.26 LOT	\$38.17 LOT
	1000	\$54.86 /M	\$48.76 /M
	1500	\$54.86 /M	\$48.76 /M
	2000	\$54.86 /M	\$48.76 /M
	1 - 2 Cases	\$52.83 /M	\$42.15 /M
	3 - 6 Cases	\$38.09 /M	\$31.71 /M
	7 - 10 Cases	\$36.06 /M	\$30.20 /M

COMMODITY #

31030-035 **FAST FORWARD TINT** Envelope, #10 **std. window**, printed, open side, diagonal seam,
 24# white wove, 4.125" X 9.50" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
1 - 2 Cases	\$118.47
3 - 6 Cases	\$90.36
7 - 10 Cases	\$85.55

31030-035 (CONT) - **Larger quantity for AREA B ONLY**

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
100,000	\$30.33 /M
250,000	\$27.74 /M
500,000	\$23.17 /M

COMMODITY #

31030-036 **FAST FORWARD TINT** Envelope, #10 **std. window**, printed, open side, diagonal seam,
 24# white wove w/inside tint, 4.125" X 9.50" Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> <u>Rush Requested</u>	<u>PRICE</u> <u>Standard</u>
500	\$46.96 LOT	\$40.37 LOT
1000	\$60.97 /M	\$54.18 /M
1500	\$60.97 /M	\$54.18 /M
2000	\$60.97 /M	\$54.18 /M
1 - 2 Cases	\$59.05 /M	\$47.38 /M
3 - 6 Cases	\$42.98 /M	\$36.15 /M
7 - 10 Cases	\$40.74 /M	\$34.21 /M

PRICE SCHEDULE
 TYPE I, CLASS IV, GROUP IV, - **TWO COLOR**
ENVELOPES, PRINTED

COMMODITY #

31030-040 Envelope, #9 printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875"
 Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases	\$104.32	\$102.00	\$104.32
3 - 6 Cases	\$77.91	\$74.43	\$77.91
7 - 10 Cases	\$74.35	\$70.88	\$74.35

31030-041 Envelope, #9 printed, open side, diagonal seam, **24# white wove**, 3.875" X 8.875"
 Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> <u>Rush Requested</u>	<u>PRICE</u> <u>Standard</u>
500	\$51.45 LOT	\$45.42 LOT
1000	\$62.27 /M	\$53.97 /M
1500	\$62.27 /M	\$53.97 /M
2000	\$62.27 /M	\$53.97 /M
1 - 2 Cases	\$51.78 /M	\$40.80 /M
3 - 6 Cases	\$35.97 /M	\$29.78 /M
7 - 10 Cases	\$33.99 /M	\$28.34 /M

COMMODITY #

31030-044 Envelope, #10, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500"
Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases	\$104.32	\$102.00	\$104.32
3 - 6 Cases	\$77.91	\$74.43	\$77.91
7 - 10 Cases	\$74.35	\$70.88	\$74.35

31030-044 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
50,000	\$26.55 /M
75,000	\$25.38 /M
100,000	\$24.28 /M
250,000	\$21.77 /M
600,000	\$20.46 /M

COMMODITY #

31030-045 Envelope, #10, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500"
Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> <u>Rush Requested</u>	<u>PRICE</u> <u>Standard</u>
500	\$51.45 LOT	\$45.42 LOT
1000	\$62.27 /M	\$53.97 /M
1500	\$62.27 /M	\$53.97 /M
2000	\$62.27 /M	\$53.97 /M
1 - 2 Cases	\$51.78 /M	\$40.80 /M
3 - 6 Cases	\$35.97 /M	\$29.78 /M
7 - 10 Cases	\$33.99 /M	\$28.34 /M

COMMODITY #

31030-046 **FAST FORWARD** Envelope, #10 printed, open side, diagonal seam, **24# white wove**,
4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cases	\$113.16	\$110.61	\$113.16
3 - 6 Cases	\$84.59	\$82.28	\$84.59
7 - 10 Cases	\$80.55	\$78.23	\$80.55

31030-046 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA B</u>
50,000	\$29.44 /M
75,000	\$28.27 /M
100,000	\$27.16 /M
250,000	\$24.66 /M
500,000	\$23.37 /M

COMMODITY #

31030-047 **FAST FORWARD** Envelope, #10 printed, open side, diagonal seam, **24# white wove**,
4.125" X 9.500" Box count 500, 2,500 total per case.

RUSH ORDERS ARE FIVE DAYS OR LESS TURNAROUND. ANY INK COLOR WILL BE ALLOWED.

AREA B ONLY

<u>QUANTITY</u>	<u>PRICE</u> Rush Requested	<u>PRICE</u> Standard
500	\$53.04 LOT	\$47.27 LOT
1000	\$67.14 /M	\$58.21 /M
1500	\$67.14 /M	\$58.21 /M
2000	\$67.14 /M	\$58.21 /M
1 - 2 Cases	\$56.04 /M	\$44.24 /M
3 - 6 Cases	\$39.85 /M	\$32.91 /M
7 - 10 Cases	\$37.58 /M	\$31.28 /M

COMMODITY #

31030-048 Envelope, #10 **std. window**, printed, open side, diagonal seam, **24# white wove**, 4.125" X 9.500" Box count 500, 2,500 total per case.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> AREA A	<u>PRICE</u> AREA B	<u>PRICE</u> AREA C
1 - 2 Cases	\$113.16	\$110.61	\$113.16
3 - 6 Cases	\$84.59	\$82.28	\$84.59
7 - 10 Cases	\$80.55	\$78.23	\$80.55

31030-048 (CONT) - Larger quantity for AREA B ONLY

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> AREA B
50,000	\$29.44 /M
75,000	\$28.27 /M
100,000	\$25.87 /M
250,000	\$24.66 /M
500,000	\$23.37 /M

PRICE SCHEDULE ITB20210627 Attachment 2
TYPE II, CLASS I. GROUP V
BROWN KRAFT ENVELOPES, PLAIN, PEEL & SEAL

COMMODITY #

31040-050 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Size 6.5" X 9.5" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$63.38	\$62.47	\$62.61
3 - 6 Cartons	\$61.36	\$54.70	\$60.57
7 - 10 Cartons	\$59.57	\$51.18	\$58.77

COMMODITY #

31040-053 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Open End, Size 9" X 12"
Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$69.22	\$64.59	\$68.46
3 - 6 Cartons	\$67.14	\$55.24	\$66.39
7 - 10 Cartons	\$59.27	\$53.21	\$59.27

COMMODITY #

31040-054 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Open End, Size 9.5" X 12.5"
Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$79.44	\$74.22	\$78.58
3 - 6 Cartons	\$77.06	\$65.89	\$76.18
7 - 10 Cartons	\$68.33	\$62.27	\$65.08

COMMODITY #

31040-055 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Open End, Size 10" X 13"
Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$79.44	\$74.22	\$78.58
3 - 6 Cartons	\$77.06	\$65.89	\$76.18
7 - 10 Cartons	\$68.33	\$62.27	\$65.08

COMMODITY #

31040-057 Envelope, 28# Brown Kraft, Peel & Seal (full gum strip seal), Open End, Size 12" X 15.5"
Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$114.15	\$102.08	\$111.61
3 - 6 Cartons	\$110.69	\$93.14	\$111.50
7 - 10 Cartons	\$94.56	\$88.48	\$94.56

TYPE II, CLASS II. GROUP VI
BROWN KRAFT ENVELOPES, PLAIN, PEEL & SEAL **PRINTED**

COMMODITY #

31040-070 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End,
Size 6.5" X 9.5" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$76.72	\$75.37	\$75.68
3 - 6 Cartons	\$70.82	\$63.12	\$69.88
7 - 10 Cartons	\$63.18	\$56.50	\$63.18

COMMODITY #

31040-071 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End,
Size 7.5" X 10.5" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$88.05	\$86.07	\$87.69

3 - 6 Cartons	\$81.29	\$72.71	\$80.68
7 - 10 Cartons	\$72.57	\$72.71	\$72.08

COMMODITY #

31040-072 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 9" X 12" Bulk packed, 500 per carton.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cartons	\$83.93	\$78.29	\$82.97
3 - 6 Cartons	\$77.47	\$65.50	\$77.47
7 - 10 Cartons	\$65.44	\$58.72	\$65.44

COMMODITY #

31040-073 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 9.5" X 12.5" Bulk packed, 500 per carton.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cartons	\$96.29	\$89.99	\$95.23
3 - 6 Cartons	\$88.88	\$76.30	\$87.91
7 - 10 Cartons	\$75.44	\$68.73	\$75.44

COMMODITY #

31040-074 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 10" X 13" 10" X 13" Bulk packed, 500 per carton.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cartons	\$102.21	\$94.39	\$100.69
3 - 6 Cartons	\$94.34	\$79.90	\$92.94
7 - 10 Cartons	\$78.78	\$72.11	\$78.78

COMMODITY #

31040-076 Envelope, 28# Brown Kraft, **Printed**, Peel & Seal (full gum strip seal), Open End, Size 12" X 15.5" Bulk packed, 500 per carton.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cartons	\$138.31	\$123.74	\$135.24
3 - 6 Cartons	\$124.41	\$107.46	\$124.85
7 - 10 Cartons	\$104.39	\$97.69	\$104.39

TYPE II, CLASS III. GROUP VII
BROWN KRAFT ENVELOPES, **PLAIN**

COMMODITY #

31040-080 Envelope, 28# Brown Kraft Plain, Open End, **Full Gummed Flap**, Size 6" X 9" Bulk packed, 500 per carton.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cartons	\$42.78	\$42.28	\$41.90
3 - 6 Cartons	\$41.48	\$35.78	\$40.62
7 - 10 Cartons	\$38.52	\$33.04	\$38.40

COMMODITY #

31040-085 Envelope, 28# Brown Kraft **Plain**, Open End, **Full Gummed Flap**, Size 10" X 13" Bulk packed, 500 per carton.

<u>QUANTITY BREAK</u>	<u>PRICE AREA A</u>	<u>PRICE AREA B</u>	<u>PRICE AREA C</u>
1 - 2 Cartons	\$66.32	\$60.23	\$65.21
3 - 6 Cartons	\$64.33	\$53.25	\$63.23
7 - 10 Cartons	\$55.34	\$49.99	\$55.34

PRICE SCHEDULE
TYPE II, CLASS IV. GROUP VIII
BROWN KRAFT ENVELOPES, **PRINTED**

COMMODITY #

31040-090 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 6" X 9" Bulk packed,

<u>QUANTITY</u>	<u>PRICE</u>	<u>PRICE</u>	<u>PRICE</u>
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<u>BREAK</u>	<u>AREA A</u>	<u>AREA B</u>	<u>AREA C</u>
1 - 2 Cartons	\$57.03	\$56.34	\$55.88
3 - 6 Cartons	\$52.65	\$45.43	\$51.58
7 - 10 Cartons	\$46.64	\$40.00	\$47.62

COMMODITY #
TY #

31040-091 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 6.5" X 9.5" Bulk packed, 500 per carton.

<u>QUANTITY</u>	<u>PRICE</u>	<u>PRICE</u>	<u>PRICE</u>
<u>BREAK</u>	<u>AREA A</u>	<u>AREA B</u>	<u>AREA C</u>
1 - 2 Cartons	\$60.85	\$59.85	\$59.85
3 - 6 Cartons	\$56.16	\$48.67	\$56.82
7 - 10 Cartons	\$59.67	\$43.03	\$49.67

PRICE SCHEDULE TYPE II, CLASS IV, GROUP VIII BROWN KRAFT ENVELOPES, PRINTED
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COMMODITY #

31040-093 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 9" X 12" Bulk packed, 500 per carton.

<u>QUANTITY</u>	<u>PRICE</u>	<u>PRICE</u>	<u>PRICE</u>
<u>BREAK</u>	<u>AREA A</u>	<u>AREA B</u>	<u>AREA C</u>
1 - 2 Cartons	\$71.55	\$66.05	\$70.61
3 - 6 Cartons	\$66.04	\$54.40	\$65.17
7 - 10 Cartons	\$58.50	\$48.35	\$54.96

COMMODITY #

31040-094 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 9.5" X 12.5" Bulk

<u>QUANTITY</u>	<u>PRICE</u>	<u>PRICE</u>	<u>PRICE</u>
<u>BREAK</u>	<u>AREA A</u>	<u>AREA B</u>	<u>AREA C</u>
1 - 2 Cartons	\$80.40	\$74.27	\$79.38
3 - 6 Cartons	\$74.22	\$61.98	\$73.27
7 - 10 Cartons	\$62.00	\$55.37	\$62.00

COMMODITY #

31040-095 Envelope, 28# Brown Kraft **Printed**, Open End, **Full Gummed Flap**, Size 10" X 13" Bulk packed, 500 per carton.

<u>QUANTITY</u>	<u>PRICE</u>	<u>PRICE</u>	<u>PRICE</u>
<u>BREAK</u>	<u>AREA A</u>	<u>AREA B</u>	<u>AREA C</u>
1 - 2 Cartons	\$88.45	\$80.32	\$86.95
3 - 6 Cartons	\$81.62	\$67.59	\$80.26
7 - 10 Cartons	\$67.21	\$60.59	\$67.21

<u>PRICE SCHEDULE ITB20210627 Attachment 2</u> <u>TYPE III, CLASS III, GROUP XI</u> <u>TYVEK ENVELOPES, PLAIN</u>

COMMODITY #

31050-120 Tyvek Tearproof Envelope, Bright White Plain, Open End, Peel & Seal, Size 10" X 13" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$172.06	\$163.21	\$172.06
3 - 6 Cartons	\$166.83	\$158.27	\$166.83
7 - 10 Cartons	\$161.92	\$153.61	\$161.92

COMMODITY #

31050-121 Tyvek Tearproof Envelope, Bright White Plain, Open End, Peel & Seal, Size 12" X 15.5" Bulk packed, 500 per carton.

<u>QUANTITY</u> <u>BREAK</u>	<u>PRICE</u> <u>AREA A</u>	<u>PRICE</u> <u>AREA B</u>	<u>PRICE</u> <u>AREA C</u>
1 - 2 Cartons	\$232.48	\$228.63	\$232.48
3 - 6 Cartons	\$225.78	\$223.49	\$225.78
7 - 10 Cartons	\$220.03	\$217.75	\$220.03

31024 **PARK FEE Remit** Envelope, 3.25 x 6.25, printed two sides

3" extended flap with perforation and drop gumming, sequentially numbered

Canary/MVEF & Blue/Camping, 24# color wove, Box count 500, 2000 total per case.

Both envelopes, copy's/colors, can be combined for combo pricing.

QUANTITY	PRICE PER THOUSAND (M)
	AREA B
12,000	\$262.65/M
25,000	\$169.78/M
75,000	\$116.70/M
100,000	\$104.79/M
125,000	\$95.56/M

**ITB20210627
ATTACHMENT 3
Envelope Specifications/Additional Requirements**

You must complete and return this Attachment 3, in order for your bid to be considered. Items 1 through 6 require a response (be certain to fill in the brands offered throughout Paragraph 6 and certify your envelopes meet the minimum envelope specifications). Items 7 through 10 are optional. Attach additional sheets if necessary.

Name of Bidder: ALLIED ENVELOPE Co.

1 Public Agency Clause (See ITB Section 7):

Contract prices shall be extended to other "Public Agencies" as defined in Idaho Code §67-2327, which reads: "Public Agency" means any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the Public Agency to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts.

ALLIED ENVELOPE Co. agrees to comply with the Public Agency Clause:
[Name of Bidder]

Authorized Signature: 
Printed Name/Title: KEN BETTINSON - PRESIDENT

2 Cost per 4" x 5" line shot: *\$ 0 (See ITB Section 11.1)
**Will not be used for evaluation purposes but will be incorporated in the resulting contract.*

3 Description of Bidder's Billing System (See ITB Section 21):
You may hand write your response below; remove the lines and insert your response in MS Word; or attach a separate explanation (indicate 'See attached' if a separate response is provided). The space provided below is NOT intended to limit your response; attach additional sheets as needed to respond to Section 21.

INVOICES ARE CREATED FOR EACH ITEM ORDERED FOLLOW THE SHIPMENT OF THE ITEM. THE INVOICE IS MAILED, E-MAILED, OR FAXED TO THE ORDERING AGENCY THE NEXT BUSINESS DAY. WE ARE VERY FLEXIBLE IN ACCOMMODATING THE NEEDS OF THE ORDERING AGENCIES. WE CURRENTLY DO NOT UTILIZE AN ELECTRONIC BILLING/ORDERING SYSTEM. ATTACHED IS A SAMPLE INVOICE SHOWING CREDIT CARD INFORMATION. CARDHOLDER INFORMATION IS FILED IN A PASSWORD PROTECTED ELECTRONIC FOLDER ACCESSIBLE ONLY TO THE PRESIDENT, VICE-PRESIDENT, & ACCOUNTS RECEIVABLE CLERK.

4 Reference List (See ITB Section 4.1.3)

Bidders must provide with the bid response the Company name, address, phone number, and name of contact person of three (3) firms or government organizations (excluding State of Idaho Agencies) for which the bidder is currently furnishing or has furnished similar products in the past year.

Company 1: FARM BUREAU MUTUAL INSURANCE
275 TIERRA VISTA DRIVE
POCATELLO ID 83201
MEGAN JOHNSON 208-239-4334

Company 2: BLUE CROSS OF IDAHO
3000 E PINE AVE
MERIDIAN ID 83642
SCOTT HERRON 986-224-4022

Company 3: ARC DOCUMENT SOLUTIONS
2700 W IDAHO ST.
BOISE ID 83702
MIKE MAHAN 208-342-4141

5 Locations (See ITB Section 4.1.4)

List the locations of store or warehouse facilities and dealers that would service the State under the contract:

ALLIED ENVELOPE Co.
634 N FIVE MILE ROAD
BOISE ID 83713

6 Envelope Specifications

6.1 Scope and Classification

Scope: This specification covers three (3) types of envelopes and specified classes of paper stock envelopes used by the State of Idaho.

Classification: The envelopes described by this specification are regular commercial, catalog, booklet, and special envelopes; as listed below and further described in the Bid Schedule.

6.2 Requirements: Envelopes

6.2.1 Envelope Paper Stock

6.2.1.1 White Wove Paper or White Kraft Paper: For white wove or Kraft paper, fiber content of paper supplied under this specification shall be 95% (min.) chemical cellulose, and not more than 5% groundwood fiber pulp.

6.2.1.2 Tan Colored Kraft Paper: Fiber content of paper supplied under this specification shall be 90% (min.) chemical cellulose and not more than 10% groundwood pulp.

6.2.2 General Envelope Requirements: Applies to Types I, II, & III envelopes covered by this specification.

6.2.2.1 Gumming: Brush Gumming. Light colored or clear seal gum. Thickness of gum minimum 0.0007" and maximum 0.0009". Minimum gum strip width 1/2".

6.2.2.2 Window Material: Window envelopes shall use a clear or translucent material, having a maximum opacity of 25%. Material must be free of wrinkles, streaks and excessive glare. Window must allow clear non-glare readability of OCR equipment.

6.2.2.3 Window Construction: Window material of window envelopes must be securely glued to the inside of envelopes and lie flat without curl or protruding unglued edges.

6.2.2.4 Standard Window Size and Position: Unless specified otherwise, window must be a rectangle, 1.125" X 4.50", positioned 0.875" in from the left side, and 5/8" from the bottom of the envelope (to allow room to spray IMB). Basis 22 poly, standard style window. Window dimensions 1 1/8" X 4 1/2", located 7/8" from left, 5/8" from bottom.

6.2.2.5 Imprinting: Must be available in either Reflex Blue or Black ink, at the option of the ordering Agency. Imprinting must be on one side of the envelope only, and must consist of Post Office related indicia only.

6.2.2.6 Quality and Composition: Imprinting quality must be clean and well defined image density, complete and uniform characterization. Reasonable care must be given to spacing, word division, uniformity of style, and good lineup of characters.

6.2.2.7 Address/Label Placement Marks: Printed, non-window envelopes may contain the four (4) placement marks for address or label position within the OCR read areas. This addition is at the option of the ordering agency, and at no additional cost to the agency.

6.2.2.8 Optical Character Reader (OCR) Requirements: All envelopes must meet OCR readability requirements.

- 6.2.2.9 Camera Ready Requirement: Ordering Agencies will supply Camera Ready Copy or art work for address information on envelopes. Copy or art work must be returned to the ordering agency upon completion of each order, if requested. Any errors in the copy or art work supplied by the Agency is the responsibility of the Ordering Agency.
- 6.2.2.10 Typesetting Services To Ordering Agencies: When Ordering Agencies require typesetting services, all proofs must be submitted to the Ordering Agency for approval prior to printing.
- 6.2.2.11 Endorsement Placement and Type: Endorsement must be readable and printed in the same direction as the address. There shall be a clear space of 1/4" (minimum) both above and below the endorsement. Type shall stand out clearly and be eight (8) point minimum.
- 6.2.2.12 Measurements and Tolerances: Items must be produced as described in the Bid Schedule. All measurements must be referenced to the left side and bottom of the envelope. All sizes, dimensions and window placement positions must be +/- 1/16" (0.0625") of the specified measurements.
- 6.2.2.13 Peel & Seal Feature: When specified, this must be a pressure sensitive adhesive with release liner that requires no moistening.
- 6.2.2.14 Packing: Envelopes must be packed in standard industry units. All items must be packed to ensure safe delivery to destination at lowest cost.
- 6.2.2.15 Marking: Unless otherwise specified, shipping containers must be marked with the type of envelopes, quantity contained therein, and name of Contractor or Manufacturer.
- 6.2.2.16 Substitutions: Commodities procured under this specification must not deviate from those originally contracted for without written approval from the Division of Purchasing.
- 6.2.2.17 Construction: Envelopes must be conventional solid die cut from a high die or AMC die cutter with regular round seal flaps and diagonal seams folded in.
- 6.2.2.18 Unacceptable Envelopes: Executive style envelopes, diamond shaped flaps, or diaper fold style envelopes are not acceptable.
- 6.2.2.19 Inserting and Mailing Equipment: Envelopes must perform to the satisfaction of the Ordering Agency in automatic inserting and mailing equipment used by State Agencies and the US Postal Service.
- 6.2.2.20 Brightness: Must be 75% (minimum).
- 6.2.2.21 Opacity: Envelopes Must have sufficient opacity within the OCR read area to screen out non-address printing on envelope inserts and the envelope's inner walls.

6.3 SCHEDULE I SPECIFICATIONS – REGULAR, WINDOW AND FAST FORWARD ENVELOPES

- 6.3.1 Stock: #4 Sulphite smooth finish, white wove mill brand.
- 6.3.2 Gumming: Brush Gumming. Light colored or clear seal gum. Thickness of gum minimum .0007" and maximum .0009". Minimum gum strip width 1/2".
- 6.3.3 Folding: To be folded on rotary folding machines equipped with decurlers with no holes in corners.
- 6.3.4 Style: Open side. Must be guaranteed for use on all State of Idaho inserting machines. Acceptable style based on past usage is die cut, open side, diagonal seam with rounded commercial flap, minimum seam overlap 1/2" minimum flap dimension at center #6-3/4" - 1/2", #9 & #10 - 1 5/8".
- 6.3.5 Box Count: 500 on all sizes, 2,500 per case.
- 6.3.6 Specify Brand Offered: PRINTMASTER

6.4 SCHEDULE II SPECIFICATIONS

6.4.1 PEEL & SEAL CATALOG (Schedule II)

- 6.4.1.1 Stock: Brownkraft
- 6.4.1.2 Gumming: Pressure sensitive adhesive with release.
- 6.4.1.3 Folding: To be folded on standard rotary open end folding machine with tight corners. Delivered flaps closed.
- 6.4.1.4 Style: Die cut. Open end, center seam rounded flaps, with construction as per description for each size.
- 6.4.1.5 Bulk packed, 500 per carton.
- 6.4.1.6 Specify Brand Offered: PRINTMASTER/PAPERONE

6.4.2 BROWN KRAFT CATALOG (Schedule II)

- 6.4.2.1 Stock: Brownkraft
- 6.4.2.2 Gumming: Rotary gumming. Light colored or clear seal gum. Thickness of gum minimum .0008".
- 6.4.2.3 Folding: To be folded on standard rotary open end folding machine with tight corners. Delivered flaps closed.

6.4.2.4 Style: Die cut. Open side, center seam rounded flaps, with construction as per description for each size.

6.4.2.5 Bulk packed, 500 per carton.

6.4.2.6 Specify Brand Offered: PRINTMASTER

6.5 SCHEDULE III SPECIFICATIONS

6.5.1 TYVEK (Schedule III)

6.5.1.1 Stock: Tyvek, 10 X 13 14# Minimum and 12 X 15.5 18# Minimum.

6.5.1.2 Gumming: Latex-seal that requires no moistening. Pressure Sensitive with Release Liner.

6.5.1.3 Format: Plain White.

6.5.1.4 Style: Tyvek catalog, open end.

6.5.1.5 Bulk packed, 500 per carton.

6.5.1.6 Specify Brand Offered: PAPER CONE

6.6 SCHEDULE IV SPECIFICATIONS

6.6.1 Stock: Camping 24# color wove 3.25 x 6.25 printed both sides

6.6.2 Gumming: 3" extended flap with perforation and drop gumming, sequentially numbered

6.6.3 Format: Canary/MVEF and Blue

6.6.4 Bulk Packed, 500 per box, 2000 total per case

6.6.5 Specify Brand Offered: EARTH CHOICE / SPRINGHILL

CAMERA READY COPY

AN ORDERING AGENCY WILL SUPPLY CAMERA-READY COPY FOR THE INITIAL ORDER. PRINTER MAY RETAIN IN FILE FOR REPEAT ORDERS UPON APPROVAL OF ORDERING AGENCY, OTHERWISE RETURN TO AGENCY.

Optional:

7 Prompt Payment Discount?* (See ITB Section 15) 0
*Not required and will not be evaluated.

8 Additional Fee for Expedited Service (if any)*: (See ITB Section 16) 0
*Will not be evaluated; if no fee is provided none may be charged.

9 Changes in Camera Ready Copy up to two (2) lines:
*Will not be evaluated; pricing may be accepted or rejected.

\$10.00 / LOT

10 Flat Charge for typesetting over two (2) lines:
*Will not be evaluated; pricing may be accepted or rejected.

\$10.00 / LOT

Do your envelopes meet or exceed all specifications detailed in Paragraph 6, Envelope Specifications? Yes No

Name of Bidder: ALLIED ENVELOPE CO.



State of Idaho

Department of Administration

Division of Purchasing

304 N 8th Street, Rm 403 (83702)

P. O. Box 83720

Boise, ID 83720-0075

Telephone (208) 327-7465

FAX (208) 327-7320

<http://purchasing.idaho.gov>

BRAD LITTLE

Governor

D. KEITH REYNOLDS

Director

VALERIE BOLLINGER

Administrator

SIGNATURE PAGE for Use with a Manually Submitted Invitation to Bid (ITB) or Request for Proposal (RFP) Response

Bids or proposals and pricing information shall be typewritten or handwritten in ink. Originals and copies of the bid or proposal shall be submitted in accordance with the solicitation documents. MANUALLY SUBMITTED BIDS/PROPOSALS MUST INCLUDE THIS SIGNATURE PAGE WITH THE ORIGINAL SIGNATURE (INK or ELECTRONIC SIGNATURE) OF AN INDIVIDUAL AUTHORIZED TO BIND THE SUBMITTING VENDOR.

NO LIABILITY WILL BE ASSUMED BY THE DIVISION OF PURCHASING FOR A VENDOR'S FAILURE TO OBTAIN THE TERMS AND CONDITIONS AND ANY PROPERLY ISSUED SOLICITATION ADDENDUMS IN A TIMELY MANNER FOR USE IN THE VENDOR'S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE VENDOR TO CONSIDER THE TERMS, CONDITIONS, AND ANY ADDENDUMS IN THE VENDOR'S RESPONSE TO THE SOLICITATION.

The words "SEALED BID" and the bid number must be noted on the outside of your SEALED BID package. To ensure that your SEALED BID is handled properly, label the exterior of your package as follows:

"SEALED BID"	BUYER: [name of the RFP or ITB Lead] SEALED BID FOR: [title of solicitation] BID NUMBER: [ITB# or RFP#] CLOSES: [Closing Date]
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Send your sealed bid package via USPS to: Division of Purchasing
PO Box 83720
Boise, ID 83720-0075

FedEx, UPS or other Couriers/Hand Deliver: Division of Purchasing
304 N 8th Street, Rm 403
Boise, ID 83702

This ITB or RFP response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed below. By my signature below I accept the terms, conditions and requirements contained in the solicitation, including, but not limited to, the STATE OF IDAHO STANDARD CONTRACT TERMS AND CONDITIONS and the SOLICITATION INSTRUCTIONS TO VENDORS in effect at the time this ITB or RFP was issued, as incorporated by reference into this solicitation; as well as any SPECIAL TERMS AND CONDITIONS incorporated in the solicitation documents (e.g. Software, Telecommunications, Banking, etc.). As the undersigned, I certify I am authorized to sign and submit this response for the Bidder/Offeror. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

BID Number: ITB 20210627 BID Title: PLAIN AND PRINTED ENVELOPES

BIDDER/OFFEROR (Company Name) ALLIED ENVELOPE Co.

ADDRESS 634 N FIVE MILE ROAD

CITY, ST, ZIP BOISE ID 83713

PHONE: 208-377-3676 FAX: 208-377-3685 FEIN: 82-0371998

E-Mail kbettinson@allied-envelope.com

THIS SIGNATURE PAGE MUST BE SIGNED WITH AN ORIGINAL HANDWRITTEN SIGNATURE (PREFERABLY IN BLUE INK) OR AN ELECTRONIC SIGNATURE AND RETURNED WITH YOUR MANUALLY SUBMITTED BID OR PROPOSAL.

Ken Bettinson
Original Signature (Manually Signed in Ink or Electronic Signature)

KEN BETTINSON
Printed Name

AUGUST 24, 2020
Date

PRESIDENT
Title