



SP-18-0018 Printed Envelopes

Current Effective Dates November 1, 2020 through October 31, 2021 Potential Final Expiration Date October 31, 2024	
Contract Administrator	Office of State Procurement Wendy Gossett Phone: 501-371-6070 Email: wendy.gossett@dfa.arkansas.gov
Mandatory Status	Mandatory
Certified Minority Vendor Status	No
AASIS Outline Agreement Number	4600045690 – Printing Papers Inc
Vendor Information	
Printing Papers Inc	James Priest Phone: 501-455-5555 Email: james@printingpapersinc.com

This Contract is for Printed Envelopes only. If your agency has a need for Envelopes with security tint which are Envelopes with a security printed design on the inside of the Envelopes, please use contract SP-20-0110 Blank and Printed Security Tinted Envelopes, located on OSP's State Contracts webpage.

CONTRACT OVERVIEW

This is a mandatory statewide contract. This contract provides Printed Envelopes to State agencies.

PERMISSIVE USERS

All State Agencies, Arkansas Public Schools, Cooperative Participants such as governmental entities, cities, counties, municipalities.

AGENCY INSTRUCTIONS

PROOFS:

Proofs must be furnished on all orders which are not an exact repeat or when not furnishing a camera-ready copy by the agency. Contractor should submit a proof any time the probability of error exists. Charge for author's alterations \$3.00 per line, not to exceed \$30.00 per page. No allowances will be made for contractor's errors, such as typographical error. Proofs required by agency on exact repeat will be \$10.00 each.



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Both the user and the Contractor are responsible for keeping accurate records showing time copy and proofs are mailed and received in order to calculate the final delivery date of the finished product. These records must show the dates proofs are mailed or delivered to the using agency and the date(s) they are returned. When the proofs are sent, the Contractor will provide a proofing document to sign indicating if corrections are necessary. The document will show the signature of the person reviewing the document, the date it was reviewed, and the necessary corrections to be made, if any. The contractor will not proceed without this signature.

IFB-SP-18-0018 Printed Envelopes, Section 2.35 for detailed information concerning timelines of the proof process.

COMPOSITION / ADDITIONAL FEES:

Typesetting of Composition

Contractor may charge up to \$10.00 for each order which requires the typesetting of composition. This charge will cover the cost of up to six (6) lines of type, the agency logo, a negative and proof to the agency. Additional composition may be charged at \$.50 per line. This amount may be charged only when the typesetting has been prepared and not photocopied. The contractor will provide type styles commonly used in the envelope industry. Non-standard type styles will be provided camera ready by the ordering agency.

Business Reply Envelope

Copy must be provided in PDF format by the ordering entity.

Postal Regulations limit areas on envelope where composition is allowed. Entity should work with Post Office to ensure correct bar coding, copy, and placement of copy.

Special Artwork or Logos

Must be provided camera ready by the ordering entity. This does not include the basic State Seal, which will be provided to the contractor in various sizes by the Office of State Procurement.

Recycle Logo

Envelopes printed on recycled stock under this contract must have the recycle logo printed on the envelope unless the using entity states on their purchase order that it is to be excluded. Placement of the logo will be determined by the contractor. Placement of the recycled logo must meet all postal regulations.

Corner Card Copy

Will be centered 3/8" from the left edge and 3/8" from the top edge of the envelope. Permissible error will be limited to 1/8" in either direction. Maximum of six (6) lines of copy.

Foreign Language

Any envelope which requires the setting of composition in a foreign language will be excluded from this contract. Agency may provide such copy in camera-ready form, in which case, the contractor shall be required to accept the order.



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Printing on Back/Flap of Envelope

The contractor may charge up to 25% of the total cost of the envelope for back or flap printing on orders with a quantity of 10,000 or fewer. No additional charge will be allowed for back or flap printing on orders with quantities above 10,000.

Upcharges

The following are considered upcharges for printing envelopes:

Color ink.

Latex Self-Seal Adhesive.

Metal clasp on Brown Kraft Envelopes.

Envelope Banding in lots of one hundred (100).

See Ordering Information and Price Sheet for pricing

Additional Information:

Printed Envelopes are packaged fifty (50) to a box.

A minimum order of 500,000 envelopes are required for No. 10 Window Envelopes with a 1/16th Edge tight glue and 8" Full Gum Adhesive, 24# White Wove.

AWARDED COMMODITIES AND SERVICES

Printed Envelopes (Various Sizes)

CONTRACT DOCUMENTS

SP-18-0018 IFB, Printed Envelopes

Addendum 1

SP-18-0018 Ordering Info and Price Sheet