SP-20-0110 Blank and Printed Security Tinted Envelopes

Current Effective Dates October 15, 2020 through October 14, 2021
Potential Final Expiration Date October 14, 2027

| 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 | 4600047805 – BNB Solutions Inc.  

Vendor Information

| BNB Solutions Inc. | Randy Burrall  
| | Phone: 501-312-7419  
| | Email: randy.burrall@bnbsinc.com  

**CONTRACT OVERVIEW**
This is a mandatory statewide contract. This contract provides Blank and Printed Security Tinted Envelopes to State agencies.

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

**AGENCY INSTRUCTIONS**

**Proofs and Acceptance/Rejection**
Purchasing Entity will supply the Contractor with production materials such as artwork, portable document format (PDF) files, and/or other data files, if available. If the Purchasing Entity does not have the production materials ready, then the Contractor will work with the Purchasing Entity directly to obtain the information needed to fulfill the Purchasing Entity’s order.

Proofs will be provided to Purchasing Entity on first initial order and any new orders that are not a repeat order via an electronic proof, unless a hard copy is requested by the Purchasing Entity. Please refer to the original

The Purchasing Entity has thirty (30) calendar days of receipt to reject/accept the product(s) and has an option to return all product(s) within the thirty (30) calendar day timeframe for any reason. If the Purchasing Entity rejects the product(s), they must contact the Contract Administrator prior to returning the product(s).

The BNB Solutions Price Sheet item line numbers correspond with the item line numbers in AASIS. The quantity breaks on the price sheet can be viewed per line item corresponding with the appropriate text line in AASIS.

**Paper Stock Brand**: Domtar  
**Ink Brand**: Sun Chemical

**Standard Features:**

White Wove 24# Bright White Paper for all Business and Booklet Style Envelopes.

White Wove 28# Bright White Paper for all Catalog Style Envelopes.

All Envelopes have black or blue color Security Tint design on inside.

Standard Window Placement for #10 Envelopes is approximately 7/8" from left side and 1/2" from bottom.

Standard Window sizing for #10 Envelopes is approximately 4 1/8" high by 9 1/2" long.

Windowed Envelopes include a polystyrene (film view) window patch that meet transparency standards prescribed by the U.S. Postal Service and are of a gauge that may be used with machine insertion.

Purchasing Entities have window size options available from the Contractor's die list.

Dry gum (dextrin) adhesive with a full gum seal on all Envelopes.

Standard Printed Envelopes include up to four (4) lines of English language text and Seal of the State of Arkansas in all in black ink.

All Envelopes have side seams.

Catalog style Envelopes have “open end” opening (opening on the short side).

Business and booklet style Envelopes have an “open side” opening (opening on the long side).

**Additional Information**

There is no minimum ordering quantity or ordering frequency restrictions.

Purchasing Entities will not be charged for Overruns, if any. Purchasing Entities should not expect overruns and should order the exact quantity needed.

Pricing includes Inside Delivery.
Envelopes are packaged in quantities of 250 or 500 per box and 1000 or 2500 per carton whichever is the most practical and cost effective for the quantity ordered.

Pricing is a per thousand Envelope price.

There is a one-time set up charge applicable to all new orders and orders that are not an exact repeat.

**AWARDED COMMODITIES AND SERVICES**
Blank Security Tint Envelopes (Various Sizes)
Printed Security Tint Envelopes (Various Sizes)

**CONTRACT DOCUMENTS**
BNB Solutions Inc Price Sheet
BNB Solutions Die List