

Specifications for R-20002A Double-Window Envelope—Certified Mail

These envelopes must be capable of high-speed insertion on a Pitney Bowes FlowMaster ZXOB. The agency has been given permission by the U.S. Postal Service to use these specifications.

Quantity: 500,000

Size: #10 (4-1/8" x 9-1/12")

Construction: **Seam** – The envelope must have double side construction with a seam width of 5/8" for the entire length of the side seam. The side seam glue must be applied in even strips and solidly bound to the envelope back. To avoid snagging in the insertion process, the side seams must be glued within 1/8" of the top edge and within 1/4" of the inner edge of the side seam.

Flap – The flap should be a **wallet-style flap** that measures 1-1/2" and must have a resin-based remoistening seal gum evenly applied to it. When the envelope is closed, the glue on the seal flap cannot come in contact with the side seam glue.

Windows – The address window will measure 1-1/8" x 4-1/2" and be located 9/16" from the left side of the envelope and 11/16" from the bottom of the envelope. The certified mail window will measure 1-3/8" x 3-1/2" and be located 2-3/8" from the left side of the envelope and 2-3/8" from the bottom of the envelope. Both windows will be covered from the inside with a one-piece window film patch. The patch must be a Dow window film, solidly glued on all sides, with no portion of the window film loose where it meets the envelope. No window glue can extend beyond the window patch.

Tinting – The inside of the envelope will have privacy tinting.

Paper: The paper used must be 28# white wove.

Ink: **Black ink** will be used for the return address area and inventory number (R-20002A) on the face of the envelope and the privacy tinting on the inside.

Green ink (PMS 347) will be used for the 3/4" x 3" color block above the certified mail endorsement window. This includes the 3/8" that bleeds over to the flap. Reverse printing will be used for the endorsement text within the color block.

Copy: A PDF of the copy will be sent via email to the successful bidder by **August 12, 2016**. A compact disc (CD) containing the PDF can be provided upon request.

Proof: A proof must be sent for review and approval prior to printing the preproduction samples. The proof is required no later than **August 26, 2016**, and must show measurement, window placement, certified mail endorsement, return address placement, and coloring. A period of 3 to 5 days will be required for review and approval by the agency.

Email to: Clarett.Blount@LA.gov
Or LDRForms.Management@LA.gov

Mail to: Attention: Forms Management
Tax Administration Division
La. Dept. of Revenue
617 N. 3rd St.
Baton Rouge, LA 70802-5428

**Preproduction
Samples:**

After approval of the proofs and prior to final printing, the vendor will be required to supply 1,500 printed preproduction samples. These samples shall be the exact envelopes in every aspect that the vendor intends to supply to the agency under the contract. Delivery of these samples must be received by **September 16, 2016**. Samples are to be furnished at the vendor's expense.

The samples should be sent to:

Attention: Clarett Blount
DOA- Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70804-9095

Test time required by the agency will be a minimum of 5 days.

Packaging:

The envelopes must be bulk-packed, 2,000 envelopes per carton. The cartons must be sized and constructed to prevent buckling or collapsing. The envelopes must fit snugly in the carton and no filler material is to be used in the carton. Cartons must be sealed with tape on the top and bottom. Staples should not be used. All full pallets must contain 40 cartons per pallet, 4 cartons per tier.

Delivery:

After approval of preproduction samples, delivery of the final product **should be not later than September 30, 2016**. Contact the Support Services Division of the Louisiana Department of Revenue at (225) 219-2100 at least 24 hours in advance of the delivery to ensure that someone will be at the warehouse when the delivery arrives. Delivery should be made to:

Louisiana Department of Revenue Warehouse
1734 Scenic Hwy.
Baton Rouge, LA 70808