

Bid Specifications R-20012A, Left-Window Envelope

These envelopes must be capable of high-speed insertion on a Pitney Bowes FlowMaster ZXOB.

Quantity: 750,000

Size: #10 (4-1/8" x 9-1/2")

Construction: Seam – The envelope should have double side construction with a seam width of 5/8" for the entire length of the side seams. 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.

Window – The window will measure 1-3/8" x 4-1/4" and be located 1/2" from the left edge of the envelope and 5/8" from the bottom of the envelope. The window 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: Reflex Blue ink will be used for the return address area and inventory number on the face of the envelope.

Copy: A PDF of the copy will be sent via email to the successful bidder by **September 20, 2016**. A compact disc (CD) containing the PDF can be provided upon request.

Pre-production Sample & Proof: A pre-production sample may be requested. A proof must be sent for review and approval prior to printing the preproduction samples. The proof is required no later than **September 26, 2016** and must show measurements (including flap and side seams) and window size and placement. A period of 3 to 5 business days will be required for review and approval by the agency.

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

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 acceptance of proofs, delivery of the final product should be no later than **October 5, 2016**. Contact the Support Services Division of the Louisiana State Department of Revenue at (225) 219-2100 at least 24 hours in advance to insure 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