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Table of Contents

Document Summary 1
Revision History 1
Table of Contents 2
1.0 SCOPE 3
2.0 APPLICABLE LAWS and INDUSTRY STANDARDS 3
 2.1 LAWS and REGULATIONS 3
 2.2 INDUSTRY STANDARDS 3
3.0 REQUIREMENTS 3
 3.1 MATERIALS 3
 3.2 CONSTRUCTION 4
 3.3 PERFORMANCE 7
 3.4 WORKMANSHIP: 7
 3.5 Table 2: TABLE OF RECYCLED PAPER ENVELOPES 7

1.0 SCOPE

This specification establishes the minimum requirements for mailing envelopes used for high speed mail inserting and mechanical sorting.

2.0 APPLICABLE LAWS and INDUSTRY STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid (IFB) form a part of this specification where referenced.

2.1 LAWS and REGULATIONS

None listed.

2.2 INDUSTRY STANDARDS

2.2.1 Technical Association of the Pulp and Paper Industry TAPPI T410

2.2.2 Courtesy Reply Mail Layout Guidelines of U.S. Postal Services Quick Service Guide (QSP) 507b

2.2.3 U.S. Postal Service Publication 25

3.0 REQUIREMENTS

Classification: Envelopes shall be of three types and three classes as specified.

Types:

Style P: Plain (without window) envelope shall be one-piece construction.

Style O: Open window envelope without window covering shall be one-piece construction.

Style W: Window envelope with window covering shall be two-piece construction, body and window. Window patches shall be firmly sealed at top or leading edge.

Classes:

Class 1: Commercial and official envelopes suitable for automatic addressing, inserting and sealing, with diagonal or diamond style seam.

Class 2: Open side, booklet envelopes suitable for automatic addressing, inserting and sealing with side seam.

Class 3: Open-end catalog envelopes suitable for mailing bulky inserts with center seam, clasp or seal adhesive.

3.1 MATERIALS

3.1.1 Post-Consumer Recycle Content (PCRC):

The envelopes shall contain a minimum of 30% PCRC. The product shall comply with at least one of the following:

- [Forest Stewardship Council \(FSC\) Chain of Custody certification](#)
- [Sustainable Forest Initiative \(SFI\) Chain of Custody certification](#)
- Equivalent third-party forest sustainability certification as determined by DGS

3.1.2 Paper Stock

Envelopes shall be made from bond, Kraft and Manila. Manila stock may be alkaline based. Ground-wood pulp is not acceptable.

The envelopes shall be provided in material, color, and weights for envelope Classes 1, 2, and 3 as specified below and in Section 3.5.

Basis weight will be determined by Technical Association of the Pulp and Paper Industry TAPPI T410. Using ream size 17 by 22 inches (431.8 by 558.8 millimeters), 500 sheets as follows:

Table 1: Paper Requirements

Envelope Class	Material	Color	Basis Weight (Substance) pounds, tolerance $\pm 5\%$
1.2	Bond/Wove	White	24
1,2,3	Bond/Wove	White	28
1,2,3	Manila	Manila	28
3	Manila	Manila	32
1,3	Kraft	Brown	28
3	Kraft	Brown	32

3.1.3 Adhesive

Adhesives used for envelope production shall be in conformance with current envelope industry standards. Flap dry gum shall be the standard moisture activated type unless latex cohesive or pressure sensitive (peel and seal) adhesives are specified in the Section 3.5. Peel and seal shall have silicon paper strip covering seal adhesive on the flap.

3.1.4 Clasp

Clasp shall be made of metal, surface coated.

3.1.5 Window Material

The product must meet the requirements in Table 1.

3.2 CONSTRUCTION

All envelope configurations in respect of dimensional measurements are shown in Diagram 1 through 24. Envelope seams are of closed type. All tolerances shall be within $\pm 1/16^{\text{th}}$ of an inch unless otherwise specified. Drawings are not to scale.

3.2.1 Class 1 – Commercial and Official Types

3.2.1.1 Envelopes shall be available in Style P, O, or W. Their sizes and designs are shown in Diagram #1 through 8, 14, 16, 18, 19 and 20.

3.2.1.2 All envelopes in this class shall have security tint blue except MCC-150071 (Diagram #18). MCC-150100 (#19), MCC-150101 (#19 with window) MCC-150102 (#20) and MCC-150103 (#20 with window) security tinted black.

3.2.1.3 Side flaps shall not overlap at center of envelopes.

3.2.1.4 Envelopes shall lie flat without curling.

- 3.2.1.5 Envelope seams shall be firmly sealed with no excess glue at seam edges. Seams shall be sealed to $\geq 1/16$ of an inch $\leq 3/16$ of an inch of the top of the seam.
 - 3.2.1.6 Flap shall be gummed to within $3/4$ of an inch from edges of envelope. Gum line depth shall be $\geq 1/2$ of an inch except for last inch at ends that may be tapered. (See Diagram 8)
 - 3.2.1.7 For MCC-150018 envelopes only, flap dry gum line shall have "split-seal" gum as specified in Diagram 8.
- 3.2.2 Class 2 – Open Side, Booklet
- 3.2.2.1 Envelopes shall be of side seam design as shown in Diagram 9, 13 & 15, 17 & 24 and be available in sizes as specified in the diagrams.
 - 3.2.2.2 Envelope seams shall be firmly sealed with no excess glue at seam edges. Envelopes shall lie flat without curling.
 - 3.2.2.3 Adhesive on top flap shall be contained such that side seam will not be sealed to flap. Side seams shall have adhesive line $\leq 1/8$ of an inch of the top edge and $\leq 1/4$ of an inch of the inner edge of the side seam.
 - 3.2.2.4 Flap shall be gummed to within 1 and $1/16$ of an inch from edges of the envelope. Gum line depths are seven eighths of an inch to fifteen sixteenths of an inch as specified in diagrams, except for last inch at ends, which may be tapered.
- 3.2.3 Class 3 - Open End with Clasp or Seal Adhesive & Catalog
- 3.2.3.1 Envelopes shall be available in Style P only and in sizes as specified in diagrams #10, 11, 12, 21, 22 and 23.
 - 3.2.3.2 Envelopes shall have gum seal adhesive as shown in Diagram 10 and 11 for MCC-150025 and 150026, or latex seal as described for MCC-150104 (21), 150105 (22) and 150106 (23). Both seal adhesive and metal clasps shall be on MCC-150038 as shown in Diagram 12.
 - 3.2.3.3 Envelopes shall be open at end with center seam $\geq 1/4$ " wide.
 - 3.2.3.4 Center seam shall be sealed to within $1/8$ of an inch of clasp base.
 - 3.2.3.5 Flap shall be scored for folding and be gummed to within specified distance from edges of the envelope.
 - 3.2.3.6 Throat depth of sealed envelopes shall be $1/4$ of an inch unless otherwise specified.
 - 3.2.3.7 Metal clasp shall be positioned on center seam overlap. Clasp hole on flap shall be five sixteens of an inch plus one sixteen of an inch in diameter. Center of hole shall be 1 and $3/4$ of an inch $\pm 1/8$ of an inch away from fold edge of flap.
- 3.2.4 MCC-150059 Envelopes (Diagram 15), Additional Requirements:
- 3.2.4.1 "Please check if address has changed" letterings shall be printed in bold Arial font size eight. A check box with similar font size shall be at the left of the letterings below the returned address

- zone. Letterings shall be ≥ 2 and $\frac{3}{4}$ of an inch from bottom of envelope.
- 3.2.4.2 "Postage Required Post Office will not deliver without proper postage." letterings shall be printed in Arial font size eight, center justified inside stamp-designated area.
- 3.2.5 MCC-150061 Envelopes (Diagram 16), Additional Requirements: "RETURN SERVICE REQUESTED" letterings shall be printed in capitalized bold Arial Black font size 12. Letterings shall be located at 2 and $\frac{1}{4}$ of an inch from top right and started at four inches from right side.
- 3.2.6 MCC-150062 Envelopes (Diagram 17), Additional Requirements: "RETURN SERVICE REQUESTED" letterings shall be printed in capitalized bold Arial Black font size 12. Letterings shall be located at 3 and $\frac{1}{2}$ of an inch from top and started at 3 and $\frac{1}{2}$ of an inch from right side.
- 3.2.7 MCC-150071 Envelopes (Diagram 18), Additional Requirements:
- 3.2.7.1 Envelopes shall have POSTNET barcode and Facing Identification Mark (FIM)
 - 3.2.7.2 positioned in conformance with the Courtesy Reply Mail Layout Guidelines of U.S. Postal Service Guide (QSP) 507b dated October 3, 2011 or later.
 - 3.2.7.3 "Please check if address has changed" letterings shall be printed in bold Arial font size eight. A check box with similar font size shall be at the left of the letterings below the returned address zone. Letterings shall be ≥ 2 and $\frac{3}{4}$ of an inch from bottom of envelope.
 - 3.2.7.4 "Postage Required Post Office will not deliver without proper postage." letterings shall be printed in Arial font size eight, center justified inside stamp-designated area.
- 3.2.8 MCC-150107 Envelopes (Diagram 24), Additional Print Requirements:
- 3.2.8.1 Business Reply Legend (boxed): The words "BUSINESS REPLY MAIL" shall be required above the address window in capital (uppercase) letters. Words "FIRST CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing Post Office.
 - 3.2.8.2 Postage Paid Line: "POSTAGE WILL BE PAID BY ADDRESSEE" in capital letters under the business reply legend box.
 - 3.2.8.3 Postage Imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" shall be printed center justified inside in stamp-designated area in upper right corner of the mail piece per 505 Quick Service Guide.
 - 3.2.8.4 Horizontal Bars: Bars must be uniform in length, at least one-inch long and one sixteen to three sixteens of an inch thick, and evenly spaced, above the delivery address line.

3.2.8.5 Envelope number “E-7334 (9/06)” shall be printed in upper left corner followed by “OFFICIAL BUSINESS” and, “PENALTY FOR PRIVATE USE, \$300”.

3.3 PERFORMANCE

3.3.1 Class 1 and Class 2 envelopes shall be suitable for automatic addressing including printing or application of printed labels, automatic insertion of material, and automatic sealing.

3.3.2 Class 1 and Class 2 envelopes shall pass acceptance performing test in automated mail production equipment in use by State of California. The passing jamming rate shall be no more than one envelope per 8000 letter sized envelopes and no more than one per 5000 booklet envelopes in test sample size of 30,000 max.

3.4 WORKMANSHIP:

3.4.1 Envelopes shall be product of good workmanship in accordance with recommendations of Envelope Institute of America (EIA) and Envelope Manufacturers Association (EMA). Envelopes shall not be wavy and free from defects that degrade appearance, performance, or serviceability including but not limited to loose or glued flaps, loose corners, puckered seams, or misplaced window patches.

3.5 Table 2: TABLE OF RECYCLED PAPER ENVELOPES

MCC #	Item Description	Envelope Size In inches	Window Sizes & Positions In inches	Diagram Number
150072	MCC150072, Envelope #10 plain, inside tint blue, white sub 24, Class 1, pointed top flap	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$	plain without window	1
150003	MCC150003, Envelope #10 plain, inside tint blue, white, sub 24, Class 1, round top flap	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$	plain without window	2
150006	MCC150006, Envelope #10 window, inside tint blue, white, sub 24, Class 1, pointed top flap	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$	1 $\frac{1}{8}$ by 4 $\frac{1}{2}$ $\frac{7}{8}$ from left and 11 sixteens from bottom	3
150066	MCC150066, Envelope #11 plain, inside tint blue, white, sub 24, Class 1, round top flap	4 $\frac{1}{2}$ by 10 $\frac{3}{8}$	plain without window plain	4
150067	MCC150067, Envelope #11 window, inside tint blue, white, sub 24, Class 1, round top flap	4 $\frac{1}{2}$ by 10 $\frac{3}{8}$	1 $\frac{1}{8}$ x4 $\frac{1}{2}$ $\frac{7}{8}$ from left and 11 sixteens from bottom	5

150063	MCC150063, Envelope #9 plain, inside tint blue, white, sub 24, Class 1, pointed top flap	3 $\frac{7}{8}$ by 8 $\frac{7}{8}$	plain without window plain	6
150065	MCC150065, Envelope #9 window, inside tint blue, white, sub 24, Class 1, round top flap	3 $\frac{7}{8}$ by 8 $\frac{7}{8}$	1 $\frac{1}{8}$ by 4 $\frac{1}{2}$ $\frac{7}{8}$ from left and 11 sixteens from bottom	7
150018	MCC150018, Envelope, warrant, window, inside tint blue, white, sub 24, Class 1, round top flap	3 $\frac{9}{16}$ by 7 $\frac{3}{4}$	1 $\frac{1}{8}$ by 3 $\frac{5}{8}$ $\frac{3}{4}$ from left, $\frac{7}{8}$ from bottom	8
150024	MCC150024, Envelope, booklet #9-1/2, manila, plain, sub 28, Class 2	9 by 12	plain without window	9
150025	MCC150025, Envelope, 10-1/2 catalog, manila, plain, sub 28, Class 3	9 by 12	plain without window	10
150026	MCC150026, Envelope, 13-1/2 catalog, manila, plain, sub 28, Class 3	10 by 13	plain without window	11
150038	MCC150038, Envelope #95, clasp manila, plain, sub 32, Class 3	10 by 12	plain without window	12
150043	MCC150043, Envelope, booklet #10 plain, white, sub 28, Class 2	9 $\frac{1}{2}$ by 12 $\frac{5}{8}$	plain without window	13
150053	MCC150053, Envelope #10 dual window, inside tint blue, white wove, sub 24, Class 1, round top flap	9 $\frac{1}{8}$ by 9 $\frac{1}{2}$	1 by 3, one from L. and 2 $\frac{5}{8}$ from bottom; 1 $\frac{1}{4}$ by 4 $\frac{1}{2}$, one from L. and $\frac{3}{4}$ from bottom	14
150059	MCC150059, Envelope, booklet #6-1/2, window, white, sub 24, Class 2, print required	6 by 9	1 $\frac{1}{8}$ by 4 $\frac{1}{2}$, $\frac{7}{8}$ from left and $\frac{1}{2}$ from bottom	15
150061	MCC150061, Envelope, custom, window, inside tint blue, white wove, sub 28, Class 1, print required	6 by 9 $\frac{1}{2}$	2 $\frac{5}{8}$ by 4 $\frac{1}{4}$, $\frac{7}{8}$ from left and 2 $\frac{1}{2}$ from bottom	16
150062	MCC150062, Envelope, custom, booklet, window, inside tint blue, white wove, sub 28, Class 2, print required	9 by 12	4 $\frac{1}{4}$ by 3 $\frac{1}{4}$, 8 from left and 3 $\frac{7}{8}$ from bottom	17
150071	MCC150071, Envelope #9 window, white wove, sub 24,	3 $\frac{7}{8}$ by 8 $\frac{7}{8}$	1 $\frac{1}{8}$ by 4 $\frac{1}{2}$, $\frac{7}{8}$ from left and 11	18

	Class 1, round top flap, print required		sixteens from bottom	
150100	MCC150100, Envelope #10 plain, sub 24 white wove, interior tint black, Class 1, peel and seal round top flap	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$	plain without window	19
150101	MCC150101, Envelope #10 window, sub 24 white wove, interior tint black, Class 1, gum seal round top flap	4 $\frac{1}{8}$ by 9 $\frac{1}{2}$	1 $\frac{1}{8}$ by 4 $\frac{1}{2}$, $\frac{7}{8}$ from left and $\frac{1}{2}$ from bottom	19 (with window)
150102	MCC150102, Envelope #11 plain, sub 24 white wove, interior tint black, Class 1, latex seal round top flap	4 $\frac{1}{2}$ by 10 $\frac{3}{8}$	plain without window	20
150103	MCC150103, Envelope #11 window, sub 24 white wove, interior tint black, Class 1, latex seal round top flap	4 $\frac{1}{2}$ by 10 $\frac{3}{8}$	1 $\frac{1}{8}$ by 4 $\frac{1}{2}$, $\frac{7}{8}$ from left and $\frac{1}{2}$ from bottom	20 (with window)
150104	MCC150104, Envelope open-end catalog, window, sub 28 white wove, interior tint black, center seam, wallet flaps, latex seal, Class 3	9 by 11 $\frac{1}{4}$	1&5 sixteens by 3 $\frac{1}{2}$, $\frac{1}{2}$ from left and 7 $\frac{3}{4}$ from bottom	21
150105	MCC150105, Envelope open-end catalog, window, sub 28 Manila, interior tint black, center seam, wallet flaps, latex seal, Class 3	9 by 11 $\frac{1}{4}$	1&5 sixteens by 3 $\frac{1}{2}$, $\frac{1}{2}$ from left and 8 $\frac{3}{4}$ from bottom	22
150106	MCC150106, Envelope open-end catalog, window, sub 28 Manila, interior tint black, center seam, wallet flaps, latex seal, Class 3	9 by 11 $\frac{1}{4}$	1&5 sixteens by 3 $\frac{1}{2}$, $\frac{1}{2}$ from left and 7 from bottom	23
150107	MCC150107, Envelope booklet, window, sub 28 brown Kraft, interior tint black, center seam, wallet flap opens at top along 12" side, gum seal, Class 2, print required	9" x 12"	1 $\frac{3}{4}$ by 5 $\frac{1}{8}$, 3 $\frac{1}{2}$ from left and $\frac{3}{4}$ from bottom	24