STATE OF NORTH CAROLINA

Department of Transportation

Invitation for Bid: 54-RC-PR29712

305 Envelopes

Date Issued: September 10, 2026

Bid Opening Date: September 24, 2026

At 2:00 PM ET

Direct all inquiries concerning this IFB to:

Roy Clark

Procurement Specialist III

Email: rclark1@ncdot.gov

Phone: 919-707-2623

STATE OF NORTH CAROLINA

Invitation for Bid

54-RC-PR29712

____

For internal State agency processing, including tabulation of bids, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

This page shall be filled out and returned with your bid.
Failure to do so shall be sufficient cause to reject your bid.

____

Vendor Name

____

Vendor eVP #

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered Vendor in good standing. You must enter the Vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at https://evp.nc.gov/SignIn

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

Refer *ALL* Inquiries regarding this IFB to:	Invitation for Bids # 54-RC-PR29712
Roy Clark rclark1@ncdot.gov 919-707-2623	Bids Will Be Electronically Opened: September 24, 2026 @ 2:00 PM ET
	UNSPCS Commodity No.: 821215 Envelopes, Printing
	Contract Type: Agency Specific Term Contract
	Using Agency: NC Department of Transportation
	Requisition No.: PR29712

EXECUTION

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this bid, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- This bid is submitted competitively and without collusion (G.S. 143-54),
- That none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- It is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- It and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned Vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this bid response to the IFB, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees or agents of Vendor's organization.

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign bid prior to submittal may render bid invalid and it MAY BE REJECTED. Late bids cannot be accepted.

<table>
<tr><td colspan="3">COMPLETE/FORMAL NAME OF VENDOR:</td></tr>
<tr><td>STREET ADDRESS:</td><td>P.O. BOX:</td><td>ZIP:</td></tr>
<tr><td>CITY & STATE & ZIP:</td><td>TELEPHONE NUMBER:</td><td>TOLL FREE TEL. NO:</td></tr>
<tr><td colspan="3">PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):</td></tr>
<tr><td colspan="3">PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:</td></tr>
<tr><td>VENDOR'S AUTHORIZED SIGNATURE:</td><td>DATE:</td><td>E-MAIL:</td></tr>
</table>

VALIDITY PERIOD

Offer shall be valid for at least ninety (90) days from date of bid opening, unless otherwise stated here: ______ days, or if extended by mutual agreement of the parties. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

BID ACCEPTANCE

If your bid is accepted, all provisions of this IFB, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this ____day of ______________, 20____, as indicated on the attached certification, by ____

(Authorized Representative of the Department of Transportation)

TABLE OF CONTENTS

1.0 PURPOSE AND BACKGROUND

The purpose of this Invitation for Bids (IFB) is to obtain pricing for and award a contract to a qualified Vendor to provide 305T (with and without Indicia) and 305R Envelopes as specified herein for the Department of Transportation/Division of Motor Vehicles.

The North Carolina Department of Transportation (NCDOT) is an agency of the State whose mission is to connect people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina. The NC Division of Motor Vehicles is a division of NCDOT who has a need to procure various envelopes to give notice as prescribed in N.C.G.S. § 20-48 Giving of Notice.

The intent of this solicitation is to award an Agency Specific Term Contract.

1.1 CONTRACT TERM

The Contract shall have an initial term of **three (3)** years, beginning on the date of final Contract execution (the "Effective Date"). In addition, and with the Vendor's concurrence, the State reserves the right to extend a contract term after the last active term.

Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

The IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee may apply to this solicitation. See paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: http://eprocurement.nc.gov/.

2.3 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions, issues, or exceptions regarding any component within this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contact award.

Other than through this process or negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's bid. This applies to any language appearing in or attached to the document as part of the Vendor's bid that purports to vary any terms and conditions or Vendors' instructions herein or to render the bid non-binding or subject to further negotiation. Vendor's bid shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this IFB response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiations and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's bid as non-responsive.

2.4 IFB SCHEDULE

The table below shows the *intended* schedule for this IFB. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	State	**September 10, 2026**
Submit Written Questions	Vendor	**September 14, 2026 No Later Than 12:30 PM ET**
Provide Responses to Questions	State	**September 16, 2026**
Samples Due	Vendors	**September 21, 2026**
Submit Bids	Vendor	**September 24, 2026 No Later Than 2:00 PM ET**

Public bid opening for this solicitation will be conducted via conference call.

Vendor may use the links or call-in number below to join the bid opening scheduled for:

September 24, 2026, at 2:00 PM EST.

MICROSOFT TEAMS MEETING

Join On Your Computer, Mobile App or Device.

JOIN THE MEETING NOW

Meeting ID: 241 561 800 383 230
Passcode: ZX9sw946

Dial-in by phone.

+1 984-204-1487,,682556481# United States, Raleigh

Phone Conference ID: 682 556 481#

Join on a video conferencing device.

Tenant key: ncgov@m.webex.com

Video ID: 111 206 914 4

2.5 BID QUESTIONS

Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB in order to submit the best bid possible. To accommodate the Bid Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum.

Written questions shall be e-mailed to *rclark1@ncdot.gov* by the date and time specified above. Vendors will enter "IFB # **54-RC-PR29712***:* Questions" as the subject for the email. Question submittals will include a reference to the applicable IFB section and be submitted in the format shown below:

Reference	Vendor Question
IFB Section, Page Number	Vendor question …?

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP), https://evp.nc.gov,* and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this IFB.

2.6 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Vendor shall bear the risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. The date and time of receipt will be marked on each bid when received. Any bid or portion thereof received after the bid submission deadline will be rejected.

All proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: https://eprocurement.nc.gov/news-events/evp-updates-vendors.

Failure to submit a bid in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's bid(s). Vendors are strongly encouraged to allow sufficient time to upload bids.

If confidential and proprietary information is included in the quote, also submit one (1) signed, REDACTED copy of the quote. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services, or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

Critical updated information may be included in Addenda to this IFB. It is important that all Vendors responding on this IFB periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this IFB and all Addenda thereto.

2.7 BID CONTENTS

Vendors shall populate all attachments of this IFB that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion

Vendor IFB responses shall include the following items and attachments, which shall be arranged in the following order:

a) Completed and signed version of EXECUTION PAGES, along with the body of the IFB.

b) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.

c) Completed version of ATTACHMENT A: PRICING

d) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM

e) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

f) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

g) Completed and signed version of ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING, if applicable

2.8 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bids must specifically identify the IFB requirements and advantages addressed by the alternate bid. Any alternate bid, in addition to the marking described above, must be clearly marked with the legend: "Alternate Bid #**54- RC-PR29712** [for 'name of Vendor']". Each bid must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate bid. Each bid must be complete and independent of other bids offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this IFB are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors referenced below which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this IFB:

TS: Thousand (i.e., QTY of 1 TS = 1,000)

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest.

All responsive bids will be reviewed, and award(s) will be based on the responsive bid(s) offering the lowest price that meets the specifications to include any required verifications set out herein, such as but not limited to past performance, references, and financial documents.

While the intent of this IFB is to award a Contract(s) to a single Vendor for all lines, the State reserves the right to make separate awards to different Vendors for one or more-line items, to not award one or more line-items or to cancel this IFB in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

If a Vendor selected for award is determined by the State to be a non-resident of North Carolina, all responsive bids will be reviewed to determine if any of them were submitted by a North Carolina resident Vendor who requested an opportunity to match the price of the winning bid, pursuant to Executive Order #50 and G.S. 143-59 (for more information, please refer to ATTACHMENT H: VENDOR REQUEST FOR EXECUTIVE ORDER #50 PRICE MATCHING. If such bid(s) are identified, the State will then determine whether any such bid falls within the price-match range, and, if so, make a Contract award in accordance with the process that implements G.S. 143-59 and Executive Order #50.

The State reserves the right to waive any minor informality or technicality in bids received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this IFB is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's bid or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB, or inquiries directed to the procurement lead named in this IFB regarding requirements of the IFB (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct an evaluation of responsive Bids, as follows:

Bids will be received according to the method stated in the Bid Submittal section above.

All bids must be received by the issuing agency not later than the date and time specified in the IFB SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that were previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids are authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the bid. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all bids should be complete and reflect the most favorable terms available from the Vendor. Prices bid cannot be altered or modified as part of a clarification.

Bids will generally be evaluated, based on completeness, content, cost and responsibility of the Vendor to supply the requested Goods and Services. Specific evaluation criteria are listed in Section 3.1 METHOD OF AWARD.

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to the State's eVP website under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this IFB, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

a) Total cost to the State
b) Level of quality provided by the Vendor
c) Process and performance capability across multiple jurisdictions
d) Protection of the State's information and intellectual property
e) Availability of pertinent skills
f) Ability to understand the State's business requirements and internal operational culture
g) Particular risk factors such as the security of the State's information technology
h) Relations with citizens and employees
i) Contract enforcement jurisdictional issues

3.5 INTERPRETATION OF TERMS AND PHRASES

This IFB serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the IFB. Except as specifically stated in the IFB, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a bid in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section, as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear about a requirement or specification or believes a change in a requirement would allow the State to receive a better bid, the Vendor is encouraged to submit these items in the form of a question during the question-and-answer period in accordance with the Bid Questions Section above.

Estimated Annual Needs	
F305T W/O INDICIA	**5,100/ TS**
F305T W/ INDICIA	**5,100/ TS**
F305R	**10,200/ TS**

4.1 PRICING

Bid price shall constitute the total cost to the State for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Complete **ATTACHMENT A: PRICING** and include in Vendor's response.

4.2 PRODUCT IDENTIFICATION

SUITABILITY FOR INTENDED USE

Vendors are requested to offer only items directly complying with the specifications herein or comparable items which will provide the equivalent capabilities, features and diversity called for herein. The State reserves the right to evaluate all bids for suitability for the required use and to award the one best meeting requirements and considered to be in the State's best interest.

4.3 TRANSPORTATION AND IDENTIFICATION

The Vendor shall deliver Free-On-Board (FOB) Destination to any requested location within the State of North Carolina with all transportation costs and fees included in the total bid price.

4.4 DELIVERY

The Vendor shall deliver Free-On-Board (FOB) Destination to the following location(s):

NC DEPARTMENT OF TRASPORTATION
1529 S BLOUNT ST
RALEIGH, NC 27603-2507

Successful Vendor **should** complete delivery within **sixty (60)** consecutive business days after receipt of order.

For completion by Vendor: Delivery will be made from __________________________________ (city, state) within _____ consecutive calendar days after receipt of purchase order. Promptness of delivery may be used as a factor in the award criteria.

<u>**Delivery Notes**</u>

- **All deliveries require twenty-four (24) hours of advance notice.**
- **Deliveries will only be accepted Monday - Friday (except state holidays) 7:00 am- 3:30 pm.**
- **Contact: Robert Tompkins – 919-814-6252 (for delivery purposes only).**

4.5 SAMPLES

Each vendor shall submit a box of five hundred (500) printed samples to the address below. Each individual sample box shall be labeled with the Vendor's name, bid number, and item number. Samples of items offered shall be furnished **prior** to bid opening, free of expense, and, if not used or destroyed, will, upon request, be returned at the Vendor's expense. A written request for return shall be made no later than thirty (30) days after the bid award, and Vendor shall provide a prepaid, pre-addressed shipping label suitable for return of the sample(s). Otherwise, the samples shall become the State's property to be used or disposed of at the State's discretion. A sample on which an award is made will be retained until the contract is completed, and then returned, if requested as specified above.

MAILING ADDRESS FOR DELIVERY OF BID SAMPLES	
via US POSTAL SERVICE	**Delivery Address by Any Other Method:** **(special delivery, overnight, or any other carrier).**
SAMPLES ***BID NUMBER: 54-RC-PR29712*** ***ATTENTION:*** *AMIR HASEMINEJAD* 3181 MAIL SERVICE CENTER, RALEIGH NC 27697-3181	***SAMPLES*** ***BID NUMBER*:** **54-RC-PR29712** ***ATTENTION:*** *AMIR HASEMINEJAD* 309 CHAPANOKE ROAD SUITE 130 RALEIGH, NC 27603

4.6 REFERENCES

Vendors shall provide at least three (3) references, using **ATTACHMENT E: CUSTOMER REFERENCE FORM**, for which your company has supplied the exact model of equipment offered. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has supplied the same or similar model of equipment offered. The State may contact these users to determine quality level of the offered equipment; as well as but not limited to user satisfaction with Vendor performance. Information obtained may be considered in the evaluation of the bid.

4.7 VENDOR'S REPRESENTATIONS

If the bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.8 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction

Each Vendor shall certify it is financially stable by completing the **ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION**. The State is requiring this certification to minimize potential performance issues from contracting with a Vendor that is financially unstable. This Certification shall be deemed continuing, and from the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

☒ Contract value in excess of $1,000,000.00

4.10 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the State. In the event that the Vendor desires to subcontract some part of the work specified herein, the Vendor shall furnish with their bid the names, qualifications, and experience of their proposed subcontractors. The Vendor shall, however, remain solely and fully liable and responsible for the work done by its subcontractor(s) and shall assure compliance with all the requirements and specifications of the contract.

4.11 SECRETARY OF STATE REGISTRATION

A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute "transacting business" in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: https://www.sosnc.gov/ to register.

Vendor has registered with the North Carolina Secretary of State: Yes ☐ No ☐

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

4.12 SUSTAINIBILITY EFFORTS

According to G.S. 143-58.2, it is the policy of this State to encourage and promote the purchase of products with recycled content and to purchase items that are reusable, refillable, repairable, more durable, and less toxic to the extent that purchase or use is practicable and cost effective.

5.0 PRODUCT SPECIFICATIONS

The specific items and all specifications that NCDOT is seeking are listed below. Items offered by the Vendor must meet or exceed the listed specifications.

5.1 SPECIFICATIONS

In addition to the NCDOT item specifications listed in the table below, all items shall conform to the following sections of the DMM Mailing Standards of the United States Postal Service, Domestic Mail Manual:

200 Commercial Letters, Cards, Flats, and Parcels

- 201 Physical Standards
  - 1.0 Physical Standards for Machinable Letters and Cards
    - 1.1 Physical Standards for Machinable Letters
      - 1.1.1 Dimensional Standards for Letters
      - 1.1.2 Weight Standards for Machinable Letters
      - 1.1.3 All Machinable Letters
  - 3.0 Physical Standards for Machinable and Automation Letters and Cards
    - 3.1 Basic Standards for Automation Letters and Cards
    - 3.2 Paper Weight
    - 3.3 Dimensions and Shape

Item #	NCDOT Specifications
1	**F305T Envelope (Without Indicia)**
	#10 with the side seam of ¾”.
	Size $4^{1}/_{8}$” X $9^{1}/_{2}$”.
	24LB white wove paper with uniform weight throughout.
	Machine insertable with up to two (2) 28# sheets fold, one courtesy reply envelope, and up to four 70# offset inserts (8 $^{1}/_{2}$" x 3 $^{2}/_{3}$”).
	Compatible with the Quadient DS-1200G4i.
	Glued evenly and cut smoothly for trouble-free performance.
	Has a seal flap with a continuous glue gum at flap depth of 1 ½”.
	All seams gummed and sealed to the edges and top to hold against friction feed without excess spillage (i.e., spillage that results in the envelopes sticking together during the insertion process).
	Envelope window $1^{5}/_{8}$” X $4^{3}/_{8}$”.
	Window constructed of clear patch material. **Note: Current window mil thickness is .00095-gauge**
	Window located on the front face, 1 ¼” from the left edge and $^{7}/_{8}$” from the bottom.
	Window welded close and tight to the top to prevent snagging during insertion process.
	Printed on the front and back with red PMS 185 and Blue PMS 286. Printed inside with Blue PMS 286 security/safety feature. See Exhibits 1 and 2. All clearances in conformance with USPS standards and specifications.
2	**F305T Envelope (With Indicia)**
	All specifications listed for item #1.

	Printing w/ Indicia.
3	**F305R Envelope (Used as a courtesy reply envelope inserted into the F305T)**
	#9 plain side seam of ¾".
	Size 3 $^{7}/_{8}$” X 8 $^{7}/_{8}$”.
	24LB white wove paper with uniform weight throughout.
	Compatible with the Quadient DS-1200G4i.
	Glued evenly and cut smoothly for trouble-free performance.
	Has a seal flap with a continuous glue gum at a flap depth of 1 ½”.
	All seams gummed and sealed to the edges and top to hold against friction feed without excess spillage (i.e., spillage that results in the envelopes sticking together during the insertion process).
	Window constructed of clear patch material.
	Printed on the front and back in black. Printed inside with black security/safety feature or completely black. See Exhibits 3 and 4. All clearances in conformance with USPS standards and specifications.

NOTE: Artwork (USPS/IMb & NCDOT), artwork placement, and Indicia codes will be provided upon contract award.

5.2 DEVIATIONS

The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that items offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming goods. Deviations shall be explained in detail on an attached sheet. However, no implication is made or intended by the State that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.2 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendors shall be required to designate and make available to the State a contract manager. The contract manager shall be the State's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

The Vendors shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues.

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.3 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consisting of various ideas to enhance business efficiencies as performance progresses.

6.4 POST AWARD MEETINGS

The Vendor, at the request of the State, may be required to meet quarterly with NCDOT support services. The purpose of these meetings will be to establish pre-production quantity needs, order placement, and delivery

6.5 ACCEPTANCE OF WORK

Performance of the work and delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Manager.

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.6 INVOICES

Vendor shall invoice the Using Agency. The standard format for invoicing shall be Single Invoices, meaning that the Vendor must provide the Using Agency with an invoice for each order. Invoices shall include detailed line-item information to allow the Using Agency to verify pricing at the point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Manufacturer Part Numbers, Material/Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

Submit Invoices to:

NC DIVISION OF MOTOR VEHICLES
ATTN: COURTNEY HART
3100 MAIL SERVICE CENTER
RALEIGH, NC 27697-3100
dmvbusinessservices@ncdot.gov

MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS ACCEPTED

6.7 DISPUTE RESOLUTION

During the performance of the Contract, the Parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor must be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.8 PRODUCT RECALL

Vendor expressly assumes full responsibility for prompt notification to the Buyer listed on the face of this IFB of any product recall in accordance with the applicable state or federal regulations. The Vendor shall support the State, as necessary, to promptly replace any such products, at no cost to the State.

6.9 PRICE ADJUSTMENTS

Prices proposed by the Vendor shall be firm against any increase for ***three hundred sixty-five (365)*** days from the effective date of the Contract.

Price increase requests shall be submitted in writing to the Contract Lead, which shall include the reason(s) for the request and contain supporting documentation for the need. Price increases will be negotiated and agreed to by both the State and Vendor in advance of any price increase going into effect. The State is not obligated to accept pricing adjustments or increases and reserves the right to accept or reject them in part or in whole. Price de-escalation or decreases may be requested by the State at any time.

It is understood and agreed that orders will be shipped at the established Contract prices in effect on the date an order is placed. Invoicing that deviates from this provision may result in Contract to cancellation.

6.10 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be made through the contract administrator.

6.11 ESTIMATED QUANTITIES

The quantities indicated herein are three-year estimates and are provided for informational purposes based on the anticipated usage year period. No maximum or minimum quantities are guaranteed. It shall be understood and agreed that the State may purchase more or less than the estimated quantities during the contract period. The State reserves the right to increase or decrease the quantities as needed. The State shall not be obligated to purchase more than its normal requirements. The State will be responsible only for items requested and received

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE

FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

7.0 ATTACHMENTS

ATTACHMENT A: PRICING FORM

Item #	QTY.	UOM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	15,300	TS	F305T W/O INDICIA	$_________	$____________
2	15,300	TS	F305T W/ INDICIA	$_________	$____________
3	30,600	TS	F305R	$_________	$____________

TOTAL EXTENDED PRICE ______________________

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:
https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open
(THIS ATTACHMENT IS NOT REQUIRED TO BE RETURNED)

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:
https://www.doa.nc.gov/pc-nc-general-terms-conditions-52025-pdf/open
(THIS ATTACHMENT IS NOT REQUIRED TO BE RETURNED)

ATTACHMENT D: RESERVED

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:
https://www.doa.nc.gov/pc-customer-reference-template-attachment-e-pdf/open
(THIS ATTACHMENT MUST BE COMPLETED AND RETURNED)

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:
https://www.doa.nc.gov/pandc/onlineforms/pc-worker-location-92021-pdf/open
(THIS ATTACHMENT MUST BE COMPLETED AND RETURNED)

ATTACHMENT G: CERIFICATION OF FINANCIAL CONDITION

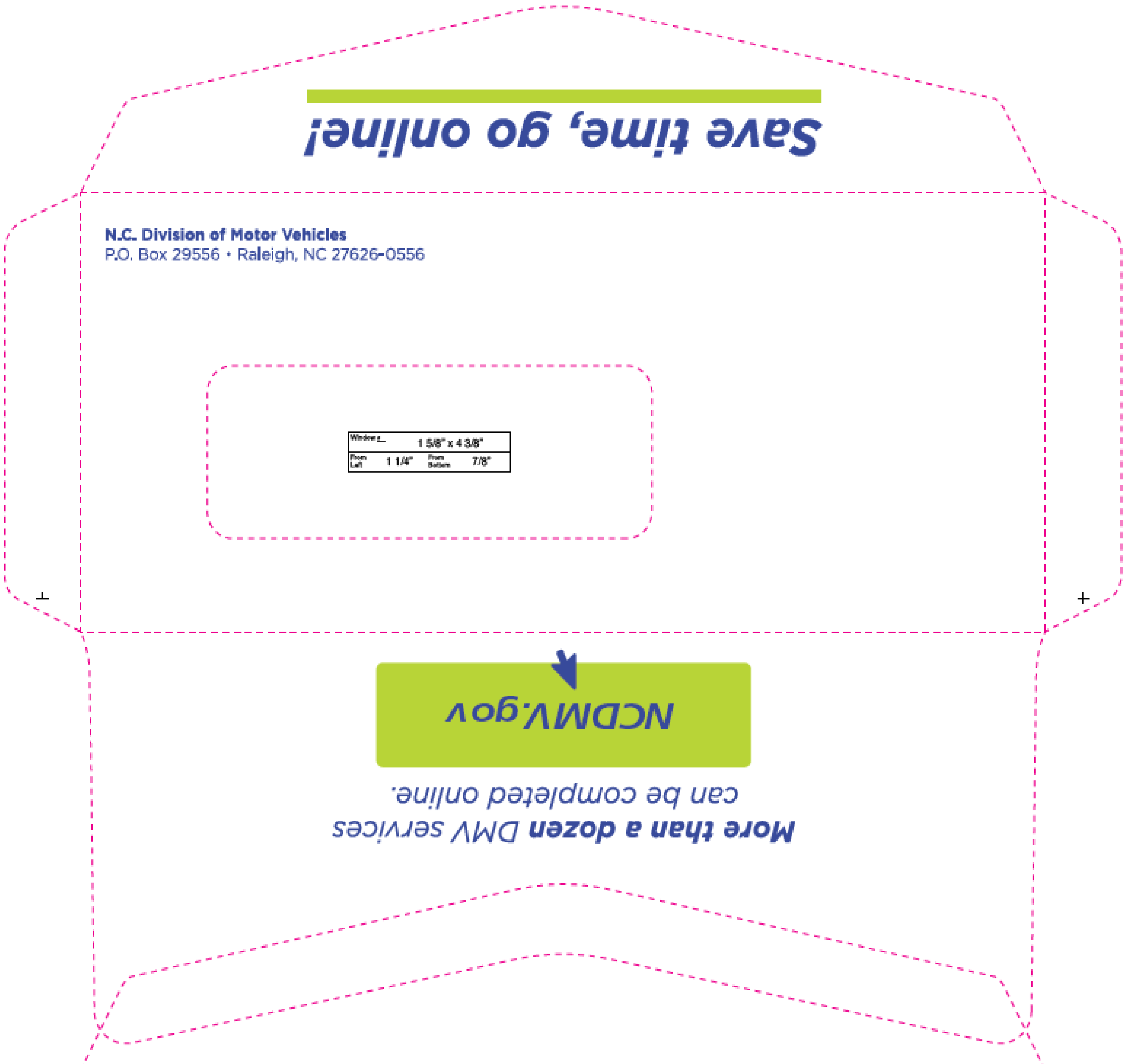
Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:
https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open
(THIS ATTACHMENT MUST BE COMPLETED AND RETURNED)

ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING

Complete, sign, and return the Vendor Request for EO50 Price-Matching, which can be found at the following link:
https://www.doa.nc.gov/pandc/onlineforms/pc-eo-50-vendor-price-matching-opportunity-92021-pdf/open
(THIS ATTACHMENT MUST BE COMPLETED AND RETURNED IF SEEKING QUALIFIED PRICE MATCH)

***** Failure to Return the Required Attachments May Eliminate Your Response from Further Consideration *****

EXHIBIT 1: F305T EXTERIOR



COPY 4 F305T W/O INDICIA 623731 NORTH CAROLINA PMS 381 R. BLUE FLEX: 97.54% 85 LPI JDE # 71588

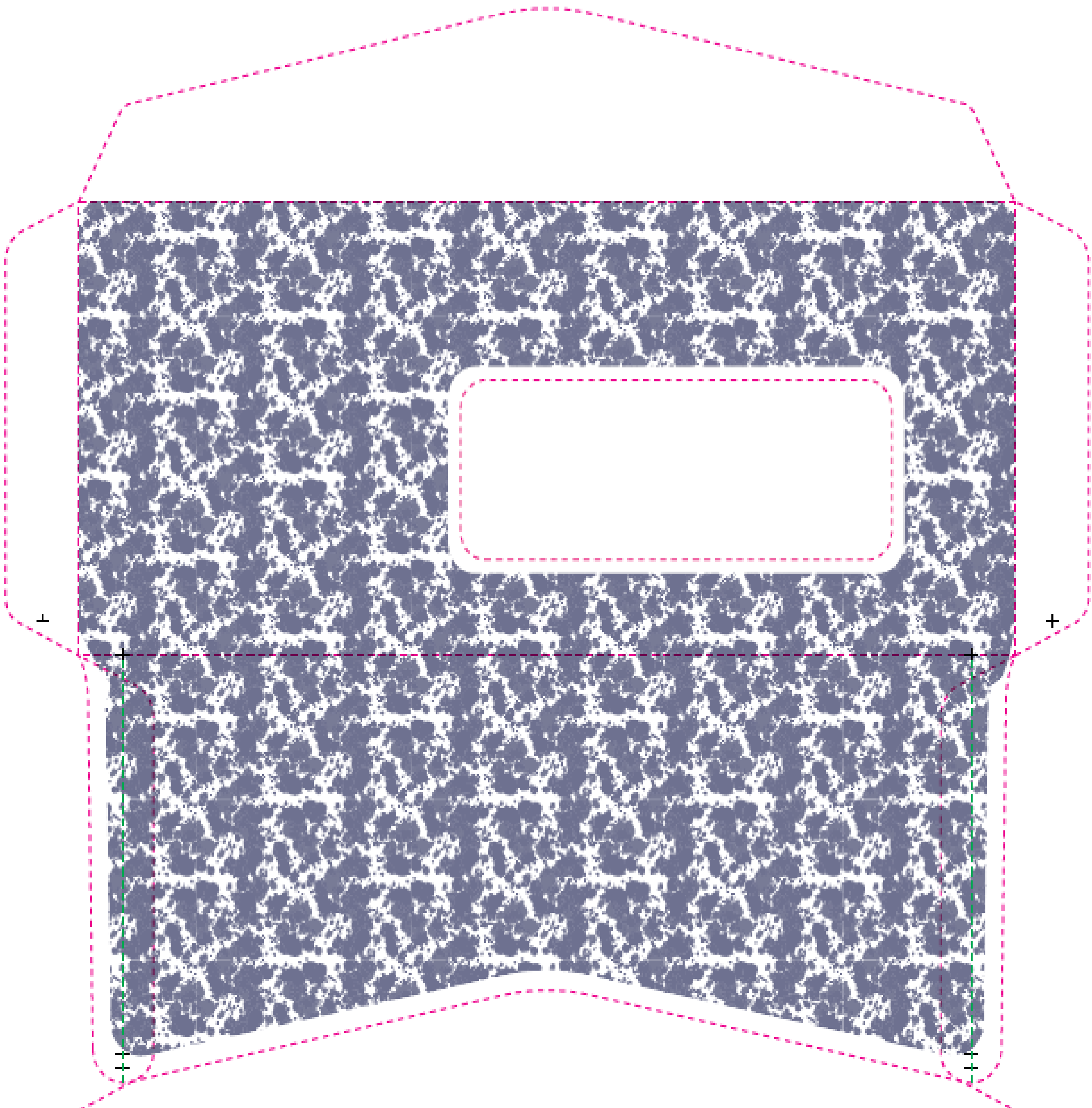
PREPRESS PROOF	
Customer Name: NC DIVISION	
WO#: 623731	Date: 12/11/25
Form#: F305T W/O INDICIA	
Size: 4 1/8" x 9 1/2"	Style:
PMS Colors	PMS 381
R. BLUE	
Paper	Die#: JDE # 71588
Cutoff Length/Cycle	Flap Size
Proof Revisions#	

STOP! Before the undersigned approves this proof, the undersigned must be absolutely certain that all copy, images and construction of the envelope (including, without limitation, all addresses, postal indicias, URLs, text, content, artwork, logos, designs, copy and slogans) are complete and accurate. If this is not true, the undersigned must (i) not sign this proof indicating approval, and (ii) indicate prominently and in writing to Tension anything that is not complete or accurate and provide the desired or necessary change, if any. By signing this proof, the undersigned and their company assumes complete and total responsibility for this proof and the resulting product including, without limitation, all risks of mistakes, omissions, infringement, compliance with all USPS or other postal regulations, as well as all legal requirements pertaining to this proof. This means, without limitation, that the undersigned shall bear all costs, including but not limited to monetary or other penalties or any other financial obligation, for altering, supplementing or otherwise correcting the product after such approval. The undersigned acknowledges and agrees that Tension's role, communications and advice regarding any of the foregoing are advisory in nature, and Tension shall have no, and disclaims all, obligations with respect to such role, communications and advice. By approving this Proof digitally (via email, text, fax or other electronic means), the person so approving represents and warrants to Tension that he/she is duly authorized to bind the customer in the same manner and effect as signing this Proof.

Approval Signature: ______________________________

Printed Name: ______________________________ Date: ______________________________

EXHIBIT 2: F305T INTERIOR SECURITY



COPY 4 ARTLINE 623731 NORTH CAROLINA DMV REFLEX BLUE FLEX: 95.63% 85 LPI JDE # 71588

PREPRESS PROOF

NORTH CAROLINE DMV
623731 12/11/25
ARTLINE
4 1/8" x 9 1/2"
REFLEX BLUE
JDE # 71588

STOP! Before the undersigned approves this proof, the undersigned must be absolutely certain that all copy, images and construction of the envelope (including, without limitation, all addresses, postal indicias, URLs, text, content, artwork, logos, designs, copy and slogans) are complete and accurate. If this is not true, the undersigned must (i) not sign this proof indicating approval, and (ii) indicate prominently and in writing to Tension anything that is not complete or accurate and provide the desired or necessary change, if any. By signing this proof, the undersigned and their company assumes complete and total responsibility for this proof and the resulting product including, without limitation, all risks of mistakes, omissions, infringement, compliance with all USPS or other postal regulations, as well as all legal requirements pertaining to this proof. This means, without limitation, that the undersigned shall bear all costs, including but not limited to monetary or other penalties or any other financial obligation, for altering, supplementing or otherwise correcting the product after such approval. The undersigned acknowledges and agrees that Tension's role, communications and advice regarding any of the foregoing are advisory in nature, and Tension shall have no, and disclaims all, obligations with respect to such role, communications and advice. By approving this Proof digitally (via email, text, fax or other electronic means), the person so approving represents and warrants to Tension that he/she is duly authorized to bind the customer in the same manner and effect as signing this Proof.

Approval Signature: ____________________

Printed Name: ____________________ Date: ____________________

EXHIBIT 3: F305R EXTERIOR

EXHIBIT 4: F305R INTERIOR SECURITY

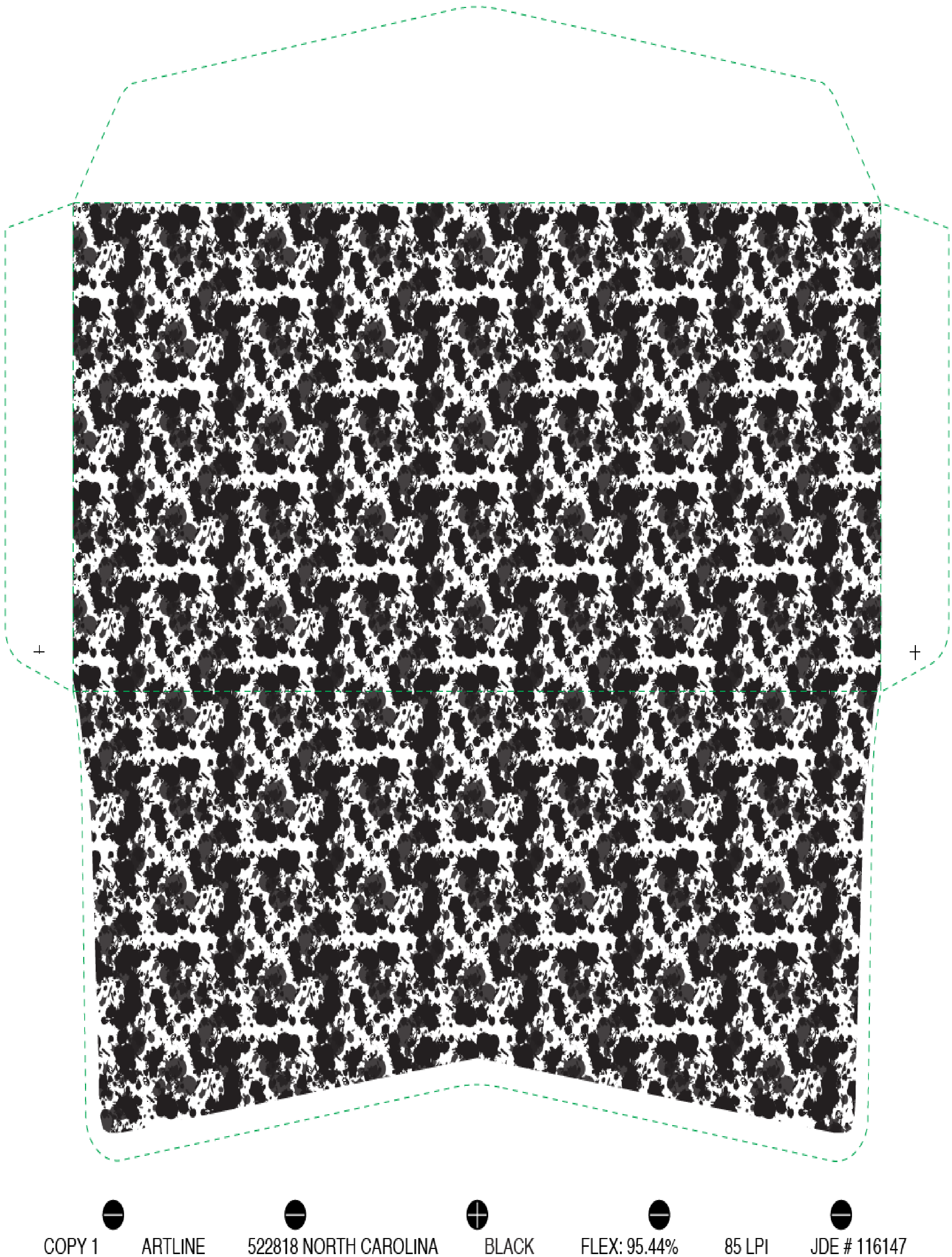
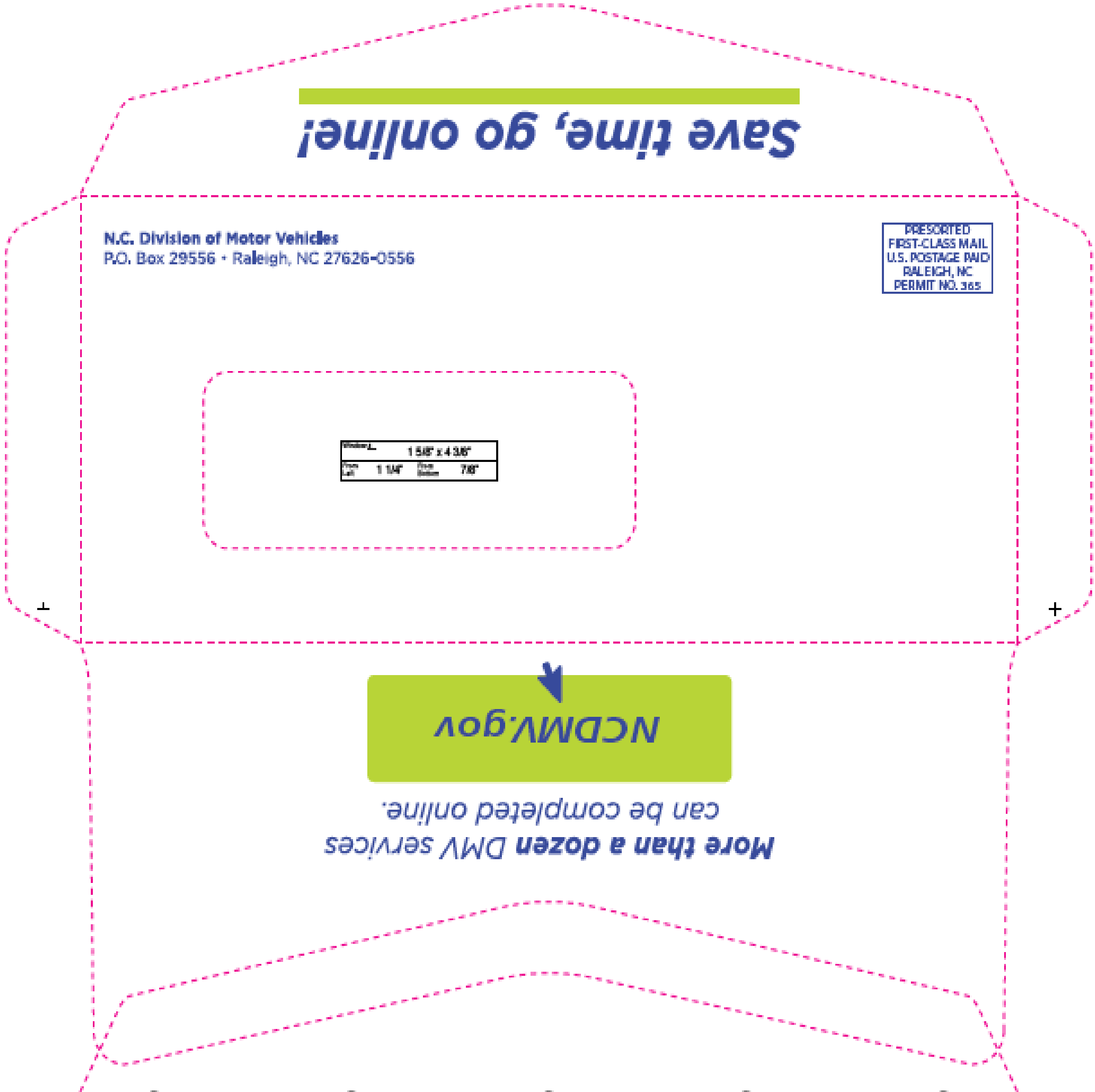


EXHIBIT 5: F305T EXTERIOR W/ INDICIA



COPY 3 F305T 623731 NORTH CAROLINA DIVISION PMS 381 R. BLUE FLEX: 97.54% 85 LPI JDE # 71588

PREPRESS PROOF

Customer Name: NC DIVISION	
623731	12/11/25
Form# F305T	
4 1/8" x 9 1/2"	
PMS Colors	PMS 381
R. BLUE	
Paper	JDE # 71588

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Approval Signature: ____

Printed Name: ______________________________ Date: ______________________