**#10 ENVELOPE DOUBLE SPECIAL WINDOW SPECIFICATIONS**

**Quantity:** 3,000,000

**Price:** Priced per thousand

#10 Envelopes (special double window). Throat to be tapered commercial cut for use on Neopost automated inserting mail machines.

-Return Address Window Size: *1x3.75in located .375 in. from left & 2.25 in. from bottom.*

-Delivery Address Window Size: *1.125x4in located 1in. from left & .75 in. from bottom)*

-Return Service Requested printed on front

**Delivery:** 250,000 per month beginning 4th Thursday in October and the 4th Thursday of each month thereafter. All shipments to be delivered to Mississippi Department of Human Services, 750 North State Street, Jackson, MS 39205. All deliveries to be made at the loading dock and into the building.

All responses must be entered through the MAGIC online portal at: <https://portal.magic.ms.gov/irj/portal>

**RFx # 3140001490**

All responses must be entered into the MAGIC portal no later than Wednesday, September 12, 2018. Responses will be opened September 12, 2018, at 10:10 a.m. in the Office of Budgets & Accounting View Bid Room on the 7th Floor; 200 South Lamar Street, Jackson, Mississippi. The Mississippi Department of Human Services reserves the right to accept/reject any and/or all bids.

If any additional information is needed, please contact the Office of Administrative Services at 601-359-4505.