

# STATE OF OHIO

Department of Administrative Services  
General Services Division  
State Printing & Mail Services

**INVITATION TO BID FOR: OHP 1400 Advanced Roadside Impaired Driving Enforcement Manual, 110# White Index for front and back covers, 20# White Bond for text, with 10 tab dividers, black ink, 8.5" x 11", 2 sided, head to head, & black coil bound.**

**BID NUMBER: 6P1052**

**BID NOTICE DATE: March 18, 2016**

**OPENING DATE: March 21, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>, FOR INSTRUCTIONS).**

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING, STANDARD CONTRACT TERMS AND CONDITIONS, SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS AND ADDITIONAL SPECIFICATIONS Revised 10/2013, are a part of this Invitation to Bid. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

Any questions or clarifications regarding this Invitation to Bid (ITB) should be directed to State Printing & Mail Services at (614)-466-0389 or e-mail: [Lynn.Allen@das.ohio.gov](mailto:Lynn.Allen@das.ohio.gov).

## SPECIFICATIONS AND PRICING

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide OHP 1400 Advanced Roadside Impaired Driving Enforcement Manual for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 750 MANUALS.**
3. **LOT PRICE AWARD:** There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein. Any award made pursuant to this Invitation to Bid shall be placed with the lowest responsive and responsible bidder having proper facilities to insure prompt performance of the work. Bidder shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point shall be dropped by DAS and not used in evaluation and any subsequent award.
4. **SPECIFICATIONS:** Coil bound manual, 10 tabs in 5-bank cut, 298p plus cover & blank back cover, black ink.
  - A. **SIZE:** Cover & Text (8.5" x 11"), Tab Dividers (9" x 11")
  - B. **STOCK:** Cover - #110 White Index, Text - #20 White Bond, Tab Dividers - 9" x 11" 5 bank format
  - C. **PRESSWORK:** Head to head].
  - D. **INK:** Black.
  - E. **BINDERY:** Black coil bind, add blank back cover
  - F. **FINISHED TRIM SIZE:** 8.5" x 11" with 10 tabs 9" x 11"
  - G. **SUPPLIED TO VENDOR:** Pdf supplied.

H. **PROOF:** A Black White laser to size, in page order and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Megan Olger Proof can be e-mailed to [printrequest@dps.ohio.gov](mailto:printrequest@dps.ohio.gov)

- If delivered or sent via Express Mail, send to 1970 W. Broad St., Columbus, OH 43223-1102  
or
- If sending via U.S. Postal Service, send to PO Box 182081, Columbus, OH 43218-2081

I. **PACKAGING:** 25 Manuals per carton & label.

J. **REQUIRED CARTON LABELS:** OHP 1400 Advanced Roadside Impaired Driving Enforcement Manual 31818 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**

**PACKING SLIP:** With delivery, provide a delivery receipt which shall include the following information: Name of ordering agency, DAS job number, ODPS order number **31818**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.

**PALLET SPECIFICATIONS:** The cartons shall be securely fastened to four-way (40 inches by 48 inches) pallets, by using shrink-wrap or stretch film. All loaded pallets shall be in cube form, so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum loaded pallet height **shall not exceed 56 inches as measured from the bottom of the pallet**. The maximum pallet load shall not exceed a maximum weight of 3,300 pounds.

5. **DELIVERY:** REQUESTED BY 4/4/16

**SHIP TO:** Ohio State Highway Patrol, 740 E. 17<sup>th</sup> Avenue, Columbus OH 43211  
Attn: Sgt. Burkhart / Ohio Traffic Safety Office

6. **INVOICE:** DAS STATE PRINTING,  
ATTN.: INVOICE PROCESSING,  
4200 SURFACE ROAD,  
COLUMBUS, OHIO 43228-1395.

**ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1052 WITH ONE SAMPLE & A DELIVERY RECEIPT.**