

STATE OF OHIO
Department of Administrative Services
General Services Division
State Printing & Mail Services

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: JFS 33212 (REV. 3/2016) U.S. VETERANS PASSPORT TO NEW OPPORTUNITIES

BID NUMBER: 6P1101

BID NOTICE DATE: MARCH 30, 2016

OPENING DATE: APRIL 4, 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)-752-0060 or e-mail: mike.ruehrmund@das.ohio.gov

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Passport booklet for use by the Ohio Department of Job & Family Services.
- 2. QUANTITY:** 4,000 (exact quantity).
- 3. UNIT PRICE AWARD:** 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. To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add the totals together. Failure to bid all items will disqualify your bid.
- 4. SPECIFICATIONS:** 28 pages plus cover, folded to 4" X 5-1/2", score cover and saddle stitch on the 5-1/2" spine, cover prints 4 color process, cover prints with bleeds, text prints 4 color, two sided, head to head.
 - A. SIZE:** 5-1/2" X 8"
 - B. STOCK:** Cover: 80# white #1 linen cover, Text: 60# white #2 uncoated offset
 - C. PRESSWORK:** Must print offset, two sided, head to head
 - D. INK:** 4 color process
 - E. BINDERY:** score, fold and saddle stitch on 5-1/2" spine
 - F. FINISHED TRIM SIZE:** 4" X 5-1/2"
 - G. TYPESETTING:** Set and strip in 5pt type cost line information, centered on bottom back outside cover.
 - H. SUPPLIED TO VENDOR:** A pdf will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
 - I. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.
 - J. PROOF:** A proof shall be delivered to: Yvette Turner, Office of Communications, 30 E. Broad Street, 32nd Floor, Columbus, OH 43215.

K. PACKAGING: Shrink wrap in packages of 100, carton pack, label with JFS 33212 (Rev. 3/2016) U.S. Veterans Passport to New Opportunities and quantity

L. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED APRIL 12, 2016 OR SOONER (DELIVER TO: WAREHOUSE SERVICES, 2098 INTEGRITY DRIVE N., COLUMBUS, OH 43209)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1101 WITH 2 SAMPLES & A DELIVERY RECEIPT.**