

STATE OF OHIO

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

INVITATION TO BID FOR: Zaleski State Forest Backpack map brochures

BID NUMBER: 6P1244

BID NOTICE DATE: May 3, 2016

OPENING DATE: May 5, 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

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Zaleski Backpack Map Brochures, printed two sides, 17" x 11", four color process, bleeds; 70# recycled matte text, folded to fit into a business envelope for use by the Ohio Department of Natural Resources.

2. QUANTITY: 5,000 EXACT.

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: Printed two sided brochure, 17" x 11", four color process, folded to 3 3/3" x 8 1/2", Shrink pack in 100's.

A. SIZE: 17" x 11" prior to fold.

B. STOCK: White 70# matte/dull or satin recycled text, grade 2.

C. PRESSWORK: Printed 2 sides. Offset or digital accepted.

D. INK: Four color process with bleeds.

E. BINDERY: Fold to 8 1/2" x 3 2/3".

F. TYPESETTING: Set type for cost line.

G. SUPPLIED TO VENDOR: Files will be furnished to the selected vendor.

- H. **PROOF:** A high resolution ink jet or digital proof shall be delivered to Don Karas, ODNR Division of Forestry, 2045 Morse Road, building H-1, Columbus, Ohio 43229-6693
- I. **PACKAGING:** Shrink-wrap 100 & label with title, quantity. . Carton pack and label same.
- J. **SHIP TO:** Don Karas,
ODNR Division of Forestry,
2045 Morse Road, building H-1,
Columbus, Ohio 43229-6693

5. **DELIVERY:** REQUESTED MAY 26, 2016

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1244 with 2 samples and a delivery receipt.