

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: FY 2017 PRINTING JOB FOLDERS

BID NUMBER: 6P1248

BID NOTICE DATE: MAY 4, 2016

OPENING DATE: MAY 9, 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 FY16 Job Folders for use by the Ohio Department of Administrative Services.
- 2. QUANTITY: 1,500.** (exact quantity).
- 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:** Folders 18 3/8" x 14 3/4" Manila folders printed in black ink head to side (3 panels print) scored and folded.
 - A. SIZE:** 18 3/8" x 14 3/4" flat. Fold the front to 8 3/4" x 14 3/4" and fold the back to 9 5/8" x 14 3/4".
 - B. STOCK:** 150# Manila Tag
 - C. PRESSWORK:** Print two sides head to side. The back does not print.
 - D. INK:** Black.
 - E. BINDERY:** Fold to 9 1/2" x 14 3/4" with 3 scores and a 4th one on the fold. **Number from 7P0001 to 7P1500. No missing or duplicate numbers.** Alpha and numeric characters to be a minimum of 3/8" high.
 - F. FINISHED TRIM SIZE:** 18 3/8" x 14 3/4"
 - G. SUPPLIED TO VENDOR:** Mock-up of type changes on a previous printed sample will be furnished to the selected vendor. Vendor responsible for making changes. Return all state supplied materials to the proof to person.
 - H. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.
 - I. PROOF:** A digital proof shall be delivered to: Christina Britton, State Printing, 4200 Surface Road, Columbus, Ohio 43228. The number location clearly marked, scored locations marked, starting and ending numbers listed and trimmed to the size of the actual folder.

J. PACKAGING: Carton pack and label FY 2017 Job File Folders. 100 folders per box with numbers contained listed. Starting and ending numbers shall be listed on each box and each carton.

5. DELIVERY: REQUESTED JUNE 3, 2016. SHIP TO: DAS, GSD, STATE PRINTING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228, ATTN: CHRISTINA BRITTON

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1248 AND INCLUDE PROOF OF DELIVERY & TWO SAMPLES.