

STATE OF OHIO

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

INVITATION TO BID FOR: OSHIIP neon notebooks

BID NUMBER: 6P1286

BID NOTICE DATE: May 11, 2016

OPENING DATE: May 13, 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 OSHIIP neon notebooks for use by the Ohio Department of Insurance.

2. QUANTITY: 15,000. (Exact quantity only).

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: The OSHIIP neon notebooks shall be 64p plus cvr & black ink on front cover, text shall be blue ink, ¼" lined notebook style, perforated ¼" from the spine, two corners rounded Neon / Fluorescent color (one side) covers shall be equal quantities of neon green, neon orange, neon yellow, neon magenta, all one side only.

A. SIZE: 5" x 3", saddle stitched on the 3" edge.

B. STOCK: Cover approximately 10 pt. (neon color one side is acceptable), shall be equal quantities of PMS 802 U neon green, PMS 804 U neon orange, PMS 803 U neon yellow, neon magenta (A color sample will be provided to match). Text shall be white 20/50# uncoated text. Grade Finders' requirement waived for this bid.

C. PRESSWORK: Cover 1 & 4 as Neon/Fluorescent, black ink front cover only; no print on inside front & back cover. Please note that printing neon / fluorescent ink is acceptable. Text shall print blue two side w/bleeds.

D. INK: Covers, PMS 802 U / 803 U / 804 U / magenta (match supplied) to match the supplied samples, one side Neon / Fluorescent booklet, outside front and back bleeds, plus black copy on cover 1. Text as blue w/bleeds.

E. BINDERY: Shall fold, perforate each text page ¼" from the spine, collate & score cover and two saddle stitches on 3" spine, round corner 2 corners.

- F. SUPPLIED TO VENDOR: Only Front Cover Art Will Be Furnished. Text art is the responsibility of the vendor.**
- G. PROOF:** A proof shall be delivered to: Michelle Farley, Ohio Dept. of Insurance, **50 W. TOWN ST., SUITE 300, COLUMBUS, OH 43215.**
- H. PACKAGING:** Shall carton pack & label cartons with:” Neon notebooks 10/15”, & quantity. Shall pack in cartons of appropriate size, there shall be no excess empty space in the carton.

5. DELIVERY: REQUESTED MAY 25, 2016.

6. SHIP TO: Michelle Farley,
OHIO DEPT. OF INSURANCE,
50 W. TOWN ST., SUITE 300,
COLUMBUS, OH 43215.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1286 with 2 samples of each neon booklet & a delivery receipt.