

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

INVITATION TO BID FOR: OSHIIP Program Brochure

BID NUMBER: 6P1287

BID NOTICE DATE: May 11, 2016

OPENING DATE: May 16, 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 Lynn Allen, 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 Program Brochures for use by the Ohio Department of Insurance.
- 2. QUANTITY: 20,000.** (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:** Brochure, 11" x 8 ½", folded, four color process.
 - A. SIZE:** 11" x 8 ½".
 - B. STOCK:** White 70# gloss text, grade 2
 - C. PRESSWORK:** Print two sides, heavy coverage.
 - D. INK:** Four color-process with bleeds.
 - E. BINDERY:** Fold to 3 ½" x 8 ½".
 - F. TYPESETTING:** Set and strip on cost line in 5pt type on outside back panel.
 - G. SUPPLIED TO VENDOR:** PDF files will be furnished to the selected vendor.
 - H. PROOF:** Michelle Farley, Ohio Department of Insurance, 50 W. Town St. Suite 300, Columbus, OH 43215. Digital email proof.
 - I. PACKAGING:** Shrink wrap in 50's carton pack and label with "OSHIIP Program Brochure 10-2015" and quantity enclosed.

5. DELIVERY: REQUESTED MAY 26, 2016

6. DELIVER TO: Michelle Farley,
Ohio Department 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 6P1287 & 2 samples & a delivery receipt.