STATE OF OHIO

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

BINDERY WORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: JOURNAL ENTRIES BINDING – VOLUME 159 (JAN – APRIL 2016)

BID NUMBER: 6P1298

BID NOTICE DATE: MAY 16, 2016

OPENING DATE: MAY 17, 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.oh.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide BINDING OF JOURNAL ENTRIES for use by the Ohio Department of Taxation.

2. QUANTITY: 1 vol. (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: Book binding 1 volume of Journal Entries in black hardback cover, gold lettering on spine that will read across left to right when book is upright.

- **A. SIZE:** 8-1/2" x 11"
- **B. STOCK:** match previous
- **C. PRESSWORK:** Gold lettering on spine of volume. Vol. EX-159 Jan-April 2016
- **D. INK:** gold
- **E. BINDERY:** Bind journal entries to book
- **F. FINISHED TRIM SIZE:** N/A
- **G. TYPESETTING:** Set type to match previous volumes.
- **H. SUPPLIED TO VENDOR:** Book 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 TAX. Contact Michelle Stover, 466-5161 for an appointment.
- **J. PROOF:** N/A

K. PACKAGING: Carton pack, label with title and quantity

L. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED JUNE 10, 2016 OR SOONER (DELIVER TO: DEPARTMENT OF TAXATION, ATTN: MICHELLE STOVER, 4485 NORTHLAND RIDGE BLVD., SOUTH SIDE DOCK DOOR, COLUMBUS, OH 43229)

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1298 AND DELIVERY RECEIPT.