

# STATE OF OHIO

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

## MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.08.1

## PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

## INVITATION TO BID FOR: DNAP Annual Newsletter 2016

**BID NUMBER: 6P1304**

**BID NOTICE DATE: May 17, 2016**

**OPENING DATE: May 19, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/aqs/viewJobLayout.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](mailto: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 the Natural Ohio Newsletter; a 12 page self-cover booklet prints four-color process plus mailing for use by the Ohio Department of Natural Resources.
- 2. QUANTITY:** 20,000 **exact**. Approx. 16,000 will mail using USPO, permit issued by USPO, Columbus facility.
- 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:** Newsletter, 12 pages self-cover, 8 ½" x 11", in four color process using 70# gloss. Mailing, postage using DNR permit. Press sheet inspection requested.
  - A. SIZE:** 8 ½" x 11", final saddle-stitched size. Shall be half folded to 5 ½" x 8 ½" and wafer sealed per USPO current regulations.
  - B. STOCK:** White 70# recycled gloss text, grade 2.
  - C. PRESSWORK:** Offset printed head to head.
  - D. INK:** Four color-process, bleeds.
  - E. BINDERY:** Fold, collate in page order, saddle-stitch and trim to 8 ½" x 11"; fold to 5 ½" x 8 ½" and wafer sealed per USPO requirements. Newsletters not mailed shall not be fold to 5 ½" x 8 ½".
  - F. TYPESETTING:** Set type for and strip in cost information.
  - G. SUPPLIED TO VENDOR:** PDF supplied. Print must be exactly as file provided at 100% or shipment will be refused.
  - H. PROOF:** A high resolution ink jet or digital hard copy proof, folded & assembled shall be delivered to ODNR Parks (for DNAP), Attn: Kris Weber / Tom Arbour, 2045 Morse Road, Bldg C-3, Columbus, Ohio 43229-6693.

- I. **PRESS JOB REQUIRES ON SITE INSPECTION OF PRESS SHEET:** Bidder must include in the bid submission, all cost associated with the travel and lodging of two State Employees to the vendor's production facility for the purpose of viewing and inspection of press sheets. The printer shall not print without receipt of approval to proceed. Press sheet inspection is requested.
- J. **MAILING LIST WILL BE PROVIDED TO THE SUCESSFUL VENDOR.**
- K. The vendor shall imprint approximately 16,000 addresses on the magazine in the space provided. Vendor shall be responsible for addressing in accordance with all USPO regulations. All addressed will require CASS encoded address, print addresses on magazines, Zip + 4 Code sort, Periodical Bulk Mail count/bundle, Periodical Bulk Mail (Permit Number XXXXX) pack/ticket bag, and run CASS report/NCOA. All mailing shall be through the United States Post Office, 2323 Citygate Drive, Columbus, OH 43218. All postage will be handled by the Division of Natural Resources. Permit issued by the Columbus USPO. No other USPO is allowed. No out-of-state mailing allowed.
- L. **SPECIAL NOTE:** The vendor shall supply the Division a copy of PS Form 3541 showing the breakdown cost of the mailing of this issue.

The supplier shall be responsible for addressing/mailing in accordance with all current USPO regulations.

- M. **PACKAGING:** Carton pack and label" DNAP 2016 Newsletter & quantity, balance NOT mailed & deliver to:  
ATTN: Tom Arbour  
NATURAL AREAS & PRESERVES  
2045 Morse Rd, Bldg. C-4  
Columbus, OH 43229

5. **DELIVERY:** JUNE 17, 2016

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

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 6P1304 with 2 samples & a delivery receipt.