

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: JFS 22782 ONE STOP MANAGEMENT FOLDER

BID NUMBER: 6P1331

BID NOTICE DATE: MAY 23, 2016

OPENING DATE: MAY 24, 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 One Stop Mgt. Folders for use by the Ohio Department of Job & Family Services.

2. QUANTITY: 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: Manila 143# Tag, dual divider classification folder. 11-3/4" width, 10" high back flap with 1" reinforced, individual tab cut and round corners. 9-1/4" front flap, straight cut, triple stitched 143# Tag divider. 11-3/4" wide, 9-1/4" high, no expansion. Printed on the inside front cover and outside front cover, one color, black ink, no bleeds.

A. SIZE: (See specifications)

B. STOCK: Manila 143# Tag

C. PRESSWORK: Print front and inside cover

D. INK: Black

E. BINDERY: Triple stitch tag divider inside folder

F. FINISHED TRIM SIZE: (see specifications)

G. TYPESETTING: N/A

H. SUPPLIED TO VENDOR: A pdf 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 DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.

J. PROOF: A laser proof shall be delivered to: Nancy Hammon, Cubicle F208, 4020 E. Fifth Avenue, Columbus, OH 43219.

K. PACKAGING: Carton pack, 40 per box, 200 per case and label with title; JFS 22782 One Stop Management Folder and quantity.

L. ADDITIONAL SPECIFICATIONS: Cartons are to be labeled with total quantity in carton, not packaged quantity.

5. DELIVERY: REQUESTED JUNE 14, 2016 OR SOONER (DELIVER TO: ODJFS, ATTN: JFS WAREHOUSE SERVICES, 2098 INTEGRITY DRIVE, N., COLUMBUS, OH 43209)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1331 WITH 2 SAMPLES & A DELIVERY RECEIPT.**