

STATE OF OHIO

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

NO SUBCONTRACTING OF PRESSWORK ALLOWED

INVITATION TO BID FOR: HSY 0008 12/15 Digest of Motor Vehicle Laws - Spanish, 5.5" x 8.5", 96 pages plus cover, saddle stitch booklet. Cover and 9 pages (page 45 and pages 66-73) will be 4 color process, balance in black. Cover: 80# white matte cover bleeds. Text is 35# newsprint with a brightness of 70

BID NUMBER: 6P1333

BID NOTICE DATE: May 23, 2016

OPENING DATE: May 26, 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 HSY 0008 12/15 Digest of Motor Vehicle Laws - Spanish for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 10,800 (108 BOXES @ 100/BOX).**
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:** Booklet, 96p using hi bright 70, 35# newsprint with separate cover, cover & some text as four color process.
 - A. **SIZE:** 5.5" x 8.5", no under sizing allowed.
 - B. **STOCK:** Cover prints on 80# white matte cover. Text prints on 35# newsprint with a brightness of 70. , Grade Finders waived.
 - C. **PRESSWORK:** Cover and text print head to head, bleed on cover. All four (4) color process shall print in one pass through printing press and maintain tight registration.
 - D. **INK:** Cover and 9 text pages (page 45 and pages 66-73) will be 4 color process and the balance will print black only. Cover and text prints two sided, head to head, full bleed.
 - E. **BINDERY:** Fold, Collate, saddle stitch on 8.5" side and trim to 5.5" x 8.5".
 - F. **FINISHED TRIM SIZE:** 5.5" x 8.5"
 - G. **TYPESETTING:** Set and strip in Cost Box info in 6 pt font.

H. SUPPLIED TO VENDOR: Pdf supplied.

I. SAMPLES: A sample may be viewed at DAS, State Printing. Contact Lynn Allen at 614-466-0389 for an appointment.

J. PROOF: A Color laser to size, in page order and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Megan Olger Proof must be provided 1 week after bid award. Please include proof of any required labels.

- If delivered or sent via Express Mail, send to 1970 W. Broad St., Columbus, OH 43223-1102

or

- If sending via U.S. Postal Service, send to PO Box 182081, Columbus, OH 43218-2081

K. PACKAGING: Carton pack & label at 100 books per carton

L. REQUIRED CARTON LABELS: HSY 0008 12/15 Digest of Motor Vehicle Laws - Spanish 32189 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**

PACKING SLIP: With delivery, provide a delivery receipt which shall include the following information: Name of ordering agency, DAS job number, ODPS order number **32189**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.

PALLET SPECIFICATIONS: The cartons shall be securely fastened to four-way (40 inches by 48 inches) pallets, by using shrink-wrap or stretch film. All loaded pallets shall be in cube form, so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum loaded pallet height **shall not exceed 56 inches as measured from the bottom of the pallet**. The maximum pallet load shall not exceed a maximum weight of 3,300 pounds.

M. ADDITIONAL SPECIFICATIONS: If using recycled paper, include recycled paper logo adjacent to cost box.

8. DELIVERY: REQUESTED BY 7/6/16

SHIP TO: ODPS Alum Creek Facility, 1583 Alum Creek Dr., Columbus OH 43209
Attention: Receiving

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1333 with 2 samples and a delivery receipt.