

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

NO SUBCONTRACTING OF PRESSWORK ALLOWED

INVITATION TO BID FOR: HSY 7605 10/15 CDL Handbook. 8-1/8" x 10-7/8", 132-page plus cover, saddle-stitched manual. Cover prints two sided, black ink on 70# white offset text. Inside text prints two sided, black ink and on 35# newsprint with 70 brightness and has no bleeds. Carton pack 26 books.

BID NUMBER: 6P1383

BID NOTICE DATE: June 1, 2016

OPENING DATE: June 7, 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 7605 10/15 CDL Handbook for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 96,590 (3,715 CARTONS @ 26/CARTON).**
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, 132p plus cover, black ink, 35# hi bright newsprint text.
 - A. **SIZE:** 8-1/8" x 10-7/8"
 - B. **STOCK:** Cover prints 70# white offset text. Text prints 35# newsprint with 70 brightness.
 - C. **PRESSWORK:** Print two sides.
 - D. **INK:** Black.
 - E. **BINDERY:** Fold, collate in page sequence, saddle stitch & trim to 8 1/8" x 10-7/8".
 - F. **FINISHED TRIM SIZE:** 8-1/8" x 10-7/8"
 - G. **TYPESETTING:** Set and strip in Cost Box information in 6pt font. If using recycled paper, include Recycled Paper logo with cost box
 - 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 Black White 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
- 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:** 26 books per carton & label.

L. **REQUIRED CARTON LABELS:** HSY 7605 10/15 CDL Handbook 32243 **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 **32243**, 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.**

5. **DELIVERY:** REQUESTED BY 7/25/16

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

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1383 with 2 samples & a delivery receipt.