

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: COM – NOTICE FOR ANNUAL REPORT OF UNCLAIMED FUNDS

BID NUMBER: 6P1384

BID NOTICE DATE: JUNE 1, 2016

OPENING DATE: JUNE 6, 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 Notice for Annual Report of Unclaimed Funds for use by the Ohio Department of Commerce
- 2. QUANTITY:** 172,355 (Quantity can vary)
- 3. UNIT PRICE AWARD:** 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. To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add the totals together. Failure to bid all items will disqualify your bid.
- 4. SPECIFICATIONS:** 11" X 6" Unclaimed Funds post cards with labels, printed, labeled and mailed before June 30, 2016
 - A. SIZE:** 11" X 6"
 - B. STOCK:** 10pt CIS Cover White
 - C. PRESSWORK:** Print two sides, head to head on 10pt CIS Cover white gloss coated. See attachment for label specifications
 - D. INK:** 4 COLOR PROCESS
 - E. BINDERY:** N/A
 - F. FINISHED TRIM SIZE:** 11" X 6"
 - G. TYPESETTING:** N/A
 - H. SUPPLIED TO VENDOR:** A previously printed sample, PC Disk, Adobe/InDesign ver. 7 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:** Proof to Becky Cheesebrew, Dept of Commerce, 77 S. High Street, 20th Floor, Columbus, OH 43215-6108
 - K. PACKAGING:** N/A

- L. ADDITIONAL SPECIFICATIONS:** See Attached Specifications for label and mailing information. Postage fee due on or before June 30, 2016. Additional specifications for Unclaimed Funds post card/labels. Finished size 11 x 6
- Label requirements: Successful vendor shall produce two (2) different formatted (dual and single bar coded) piggyback labels with a maximum of five (5) address lines (contact name, business name, three address lines), bar code information and all blank lines suppressed. Overall size of both piggyback labels shall be 3-1/8" x 1-1/2". Successful vendor shall NCOA, CASS certify address list supplied by the Department of Commerce. Return the correct address mailing list to: Jim Dowley, Ohio Department of Commerce, Division of Unclaimed Funds, 77 S. High Street, 20th Floor, Columbus, OH 43215.
- Approximately 169,375 post cards shall be mailed. Approximately 130,000 shall have the "dual" bar coded piggyback label that includes the U.S. Postal Service regulations bar code and a code 39 bar code that will be scanned by the agency with an Intermec hand-held scanning unit. The dual piggyback label will have two (2) lines of text above the code 39 bar code.
- Approximately 39,375 postcards shall have the 'single' bar code piggyback label that is the U.S. Postal regulations bar code. Successful vendor shall label postcards with piggyback labels. The contractor shall comply with all U.S. Postal Service regulations governing the use of Standard Class carrier route or with the lowest possible postage rate, and insure that all mailings are sorted, bagged, and delivered in carrier route presort or with the lowest possible postage rate. Those items with no carrier route sort number showing a zip code or Zip+4 must be sorted, bagged, and delivered to the U.S. Postal service to obtain the lowest possible postage rate available. Delivery-point bar coding shall be used whenever necessary to obtain the lowest postal rate. **The Department of Commerce shall be notified to the total postage fee on or before June 30, 2016** prior to the delivery of the postcards to the U.S. Post Office. Post cards shall be mailed using the Ohio Department of Commerce mailing permit with shipment being delivered to: Processing and Distribution Center, U.S. Postal Service, 2323 Citygate Drive, Columbus, OH 43218-9651.
- Proofs: Laser proofs of postcard and both formatted piggyback labels shall be delivered to the ordering agency.
- Delivery: Requested to mail between June 30, 2016 through July 14, 2016.
- No overruns
- Unmailed postcards to be delivered to: Becky Cheesebrew, Ohio Department of Commerce, 77 S. High Street, 20th Floor, Columbus, OH 43215.

5. DELIVERY: REQUIRED JUNE 30, 2016 (DELIVER UNMAILED CARDS TO: BECKY CHEESEBREW, OHIO DEPT OF COMMERCE, 77 S. HIGH STREET, 20TH FLOOR, COLUMBUS, OH 43215)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1384 WITH 2 SAMPLES & A DELIVERY RECEIPT.**