

**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: Wild Ohio Magazine Special 2016**

**BID NUMBER: 7P0010**

**BID NOTICE DATE: July 28, 2016**

**OPENING DATE: July 1, 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 Wild Ohio Magazine **Special** 2016, one issue for use by the Ohio Department of Natural Resources. Artwork files ready approx. July 1, 2016.

**2. QUANTITY:** 15,000. Exact.

**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:** Magazine, 32 pages plus separate cover, four color process, gloss UV and matte coating on cover 1 and 4. Approximately 12,900 to 13,400 shall mail using USPO, permit issued by USPO, Columbus facility. Mailing is split, approx. 2,117 have a Pink / Salmon 60# text insert card. Press sheet inspection of all forms requested, **Special note: Shall use 200 line resolution, at minimum.**

**NOTE: Printed Insert to be saddle-stitched in 2,117 magazines.**

**NOTE: These 2,117 magazines shall mail from a separate mail list.**

Artwork available July 1, 2016. Mailing List available July 6, 2016.

Note: Three pages of (non-updated) specs available upon request.

**A. SIZE:** 8 1/4" x 10". **(No under-sizing allowed).** **New size.** Insert card shall be 10" x 4" (flat), folded to fit between front cover & first text page to allow one stitch.

**B. STOCK: Cover:** White 80# gloss recycled cover, grade 2.

**Text as:** Matching white 80# gloss recycled text, (both shall be 10% PCW minimum).

**INSERT:** Pink / Salmon 60#.text. (not intended for postage)

- C. PRESSWORK:** Offset printed two sides to include gutter jumps, solids & screens.(insert prints two sides / digital allowed)
- D. INK:** Four-color process, bleeds, clear UV coating and matte coating on cover 1 and 4. Insert as black two sides.
- E. BINDERY:** Fold, collate in page order, saddle-stitch and trim to New size 8 1/4" x 10". (No under-sizing allowed). Pink / Salmon 60# text insert will apply only to 2,117 magazines.
- F. SUPPLIED TO VENDOR:** Artwork files ready approx. July 1, 2016. Final art as an Adobe Acrobat file with a Press Quality preset, single pages, using document bleed settings at .25 in. with crop and bleed marks and color conversion set to destination; Document CMYK U.S. Web Coated (SWOP) v2. Upon vendor request, a DVD disk can be provided with native Adobe InDesign CS6 files fonts folder; links folder and pdf.

Print must be exactly as file provided at 100% or shipment will be refused.

- G. PROOF:** Artwork available July 1, 2016. A hard copy match print proof, to size, in page order with insert proof, to size, shall be delivered to ODNR Division of Wildlife, Attn: Chad Crouch, 2045 Morse Road, Bldg G-2, Columbus, Ohio 43229-6693.  
NEW: Proof shall indicate position of all lines of the mailing address. Provide sample of inkjet mailing address for approval.
- H. 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.
- I. FULFILLMENT AND MAILING:** NOTE: Vendor shall be able to print addresses and customer ID numbers on the magazine in the space provided. **NOTE: The vendor has the option of printing directly onto the magazine or using a label.**
- J. MAILING LIST:** Two Excel files shall be provided to the vendor on or before July 6, 2016.
- K.** The vendor shall imprint approximately 12,900 to 13,400 addresses & customer ID numbers 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 7701) pack/ticket bag, and run 7 CASS report/NCOA.  
**NCOA:** The vendor is to process both mailing lists provided through the NCOA database and provide the Division of Wildlife files in an excel format; 1) those that are removed, and 2) those that have been changed/updated.  
**No out-of-country mailing allowed.**  
**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 Wildlife. Permit issued by the Columbus USPO. No other USPO is allowed. No out-of-country mailing.
- L. SPECIAL NOTE:** The vendor shall supply the Division of Wildlife a copy of PS Form 3541 showing the breakdown cost of the mailing of this issue.
- M.** The supplier shall be responsible for addressing/mailing in accordance with all current USPO regulations.
- N.** Ship balance, **NOT MAILED**, to: ODNR Division of Wildlife  
ATTN: Warehouse  
1500 Dublin Rd.  
Columbus, OH 43215
- O. PACKAGING / NOT MAILED:** Carton pack 100 per carton & label with title, quantity per carton & may be delivered to the warehouse prior to August 1, 2016. Shall notify Chad via email or voice 2 hours prior to delivery.
- Q.** All fulfillment and mailing service forms, documents, and receipts associated with this project are to be provided to

**Chad Crouch** via email (pdf format) or standard mail.

**5. DELIVERY:** Requested on August 1, 2016.

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

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 7P0010 with 2 samples and a delivery receipt.