

**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: OHIO RESOURCE GUIDE FOR RELATIVES CARING FOR CHILDREN (REV. 1/2016)**

**BID NUMBER: 7P0022**

**BID NOTICE DATE: JULY 5, 2016**

**OPENING DATE: JULY 11, 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](mailto: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 Ohio Resource Guide for use by the Ohio Department of Job & Family Services.
- 2. QUANTITY:** 3,000 (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:** 68 pages, plus cover, coil bound book. 4 color process, cover bleeds and prints one side, text prints 4 color process, two-sided.
  - A. SIZE:** 8-1/2" X 11"
  - B. STOCK:** Cover: 100# gloss white cover, Text: 80# gloss white text
  - C. PRESSWORK:** Cover prints one side with bleeds, text prints two sides
  - D. INK:** 4 color process
  - E. BINDERY:** black coil binding on 11" dimension
  - F. FINISHED TRIM SIZE:** 8-1/2" X 11"
  - G. TYPESETTING:** Set and strip in 5pt type cost box information centered on lower back cover.
  - H. SUPPLIED TO VENDOR:** A PDF will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
  - I. PROOF:** A color laser proof shall be delivered to: ODJS Office of Communications, Yvette Turner, 30 E. Broad Street, 32<sup>nd</sup> Floor, Columbus, OH 43215.

**J. PACKAGING:** Carton pack 100 per carton and label with: JFS 08146 (Rev. 1/2016), Ohio Resource Guide for Relatives Caring for Children and quantity per carton.

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

**5. DELIVERY:** REQUESTED AUGUST 2, 2016 OR SOONER (DELIVER TO: JFS WAREHOUSE, 2098 INTEGRITY ., N., COLUMBUS, OH 43209)

**INVOICE:** DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395 ALL INVOICES MUST REFERENCE: JOB NUMBER 7P0022 WITH 2 SAMPLES & A DELIVERY RECEIPT.