

STATE OF OHIO

Department of Administrative Services

General Services Division

Office of State Printing

4200 Surface Road

Columbus, Ohio 43228-1395

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ADDENDUM FOR CHANGE TO BID

ADDENDUM NO. 1 TO BID NO: 7P0038

**INVITATION TO BID: Watercraft Mail Renewal Registration
Material**

**OPENING DATE: July 14, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT
<http://apps.das.ohio.gov/AQS/vwopenjobs.aspx> FOR INSTRUCTIONS).**

ADDENDUM NOTICE DATE: 7/8/2016

**PAGE ONE TO THIS INVITATION TO BID HAS BEEN ADDENDED. REMOVE THAT CORRESPONDING
PAGE FROM THE EXISTING BID AND REPLACE WITH THE ADDENDED PAGE. THIS ADDENDUM IS
ISSUED TO ADD/CHANGE/CORRECT ADDITIONAL SPECIFICATION INFORMATION AS INDICATED BY AN
(*) ASTERISK. THE OPENING DATE REMAINS THE SAME.**

**BIDS CAN ONLY BE SUBMITTED ONLINE AT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx> THE BID
MUST BE SUBMITTED TO DAS, STATE PRINTING BY 11:00 A.M. E.S.T. ON THE OPENING DATE TO
RECEIVE CONSIDERATION FOR AWARD.**

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

*****MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.08.1*****

NO SUBCONTRACTING OF PRESSWORK ALLOWED

**INVITATION TO BID FOR: Watercraft Mail Renewal Registration
Material**

BID NUMBER: 7P0038

BID NOTICE DATE: July 8, 2016

**OPENING DATE: July 14, 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

No subcontracting of presswork allowed on this contract.

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Watercraft Mail Renewal Registration Materials (four items) for use by the Ohio Department of Natural Resources.
- 2. QUANTITY:** No overruns allowed, exact quantity required. Test samples not to be included as part of the final numbered sequence.

ITEM 1: 140,000 **RENEWAL REGISTRATION FORMS** (OVERALL SIZE SHALL BE 7-3/8" X 4" WHICH INCLUDES A 7-1/2" PERFORATION LOCATED 1/2" FROM TOP TO CREATE SNAP-OUT FORM). **Two parts.**

ITEM 2: 140,000 **REGISTRATION LETTERS** (OVERALL SIZE SHALL BE 7-1/2" X 11" FOLDED TO 3-5/8" X 7-1/2").

ITEM 3: 140,000 **CUSTOM WINDOW ENVELOPES** (8" X 4-1/2").

ITEM 4: 140,000 **CUSTOM RETURN ENVELOPES** (7-5/8" X 3-7/8").

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. Representatives of the State of Ohio, Department of Administrative Services, may inspect the bidder's plant and equipment to determine that the bidder has adequate facilities to perform the work under any given contract.

4. SPECIFICATIONS: Two (2) part renewal registration form.

A. DATA:

Two sets of data will be supplied to the successful vendor. One set is suitable for printing test forms. The other data shall be used to produce the forms to be mailed. Final data will be supplied in zip code order in four (4) separate files. The grouping shall be maintained for mail drop purposes.

Data will be provided in ASCII. Data files can be CD Rom or Electronic File Transfer.

A test tape of at least 100 registrations and the record layout will be provided to the successful vendor within 72 working hours of vendor request. Test samples are due by **October 3, 2016**.

Live data shall be requested by the successful vendor from the Division of Watercraft by **November 3, 2016**. Please allow 72 work hours for production of the live data.

Data is the property of the Division of Watercraft and shall be used only to print these renewal forms. All data furnished shall be returned to the Division of Watercraft.

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

C. TESTING:

A complete print test is mandatory and 100 test samples shall be printed by the vendor and submitted to the Division of Watercraft by **October 3, 2016** from the data provided by the Division of Watercraft. These samples will be used for test scanning at the Division of Watercraft and the banking facility contracting with the Division of Watercraft. Without written approval of the test samples from the Division of Watercraft and the banking facility, the vendor is not authorized to produce the forms. The completed samples will not be considered as part of the completed project.

The tests shall include scan testing, visual inspection, printing test and tests of the paper stock and ink. If the test samples do not conform to the specifications contained in this bid, they shall be returned to the vendor at the vendor's expense and shall be replaced within five (5) working days. **Producing additional test forms shall not change the first mail drop date.** If, upon receipt of the second test documents, the samples still do not conform to the specifications, this may result in immediate cancellation of the awarded contract. These samples shall be the complete 2-part form printed front and back. 25 samples of each envelope shall be provided along with the samples of each test printing. This is mandatory and there shall be no exceptions. It shall be demonstrated that all the envelopes are the proper size and that all windows match print spacing. The Division of Watercraft will conduct a variety of in-house tests on the samples provided by the vendor on the production run when shipments are received.

D. PAPER: Registration form consists of White, two (2) parts, stock specifications as follows:

- 1) Part 1 - 24# OCR CB
- 2) Part 2 - 16# OCR CF Spot Coat (Carbonless)

Please note that the scan line on part 2 is not to be coated.

Grade Finders Requirement waived for this Bid.

E. INK:

TEXT- Shall match **PMS 186C red**. Shall be suitable for use with MICR Toner, but is not to be scanned. Part 1 prints one side, part two shall print 2 sides.

DATA - Black shall be suitable for use with MICR Toner.

SCAN LINE – Black, MICR Toner - Suitable for scanning by lock box bank and division equipment. After job is awarded, vendor shall check with the Division of Watercraft to see how the scan line should be printed. (MICR Toner).

BOAT NUMBERS - Boat numbers on both parts shall be printed bold black.

F. PRINTING & IMAGING:

- 1) **No subcontracting.** (All components shall be done at the successful vendor's facility). The Division of Watercraft may require press/plant inspection.
- 2) Each of the parts shall be original imaged within a pre-printed format. The data imaged on both parts of the form shall be identical size, identical style and identically spaced. All forms shall exactly match the approved samples. The scan line shall have at least 1/4" clear space around data to be imaged.
- 3) Location and print of the final print scan lines shall be identical to the approved samples.
- 4) Vendor shall furnish camera ready artwork that must be typewriter friendly.
- 5) No final printing shall be done until all proofs are approved.
- 6) Vendor shall use MICR font.
- 7) Samples submitted by the Division of Watercraft will be for position only.
- 8) Vendor shall follow schedule as outlined.
- 9) The format and back of page 1 shall be printed.
- 10) The data shall be imaged from files provided by the state.
- 11) The final product shall be run at one time by **December 06, 2016**.

G. DATA PROCESSING:

Data processing and related programming shall be required. For the address, the state printed shall be "Ohio" except from those records labeled out-of-state. For out-of-state records, provide and print the appropriate state based on the zip code.

H. ENVELOPES:

1. 140,000 custom window envelope 8" x 4-1/2", 24# Bond.
2. 140,000 custom return envelope 7-5/8" x 3-7/8", 24# Bond. (Both print in black ink.)

Note: Grade Finders requirement waived for this Bid,

These envelopes shall be produced by the successful vendor. The window shall match the form spacing. Information to be printed on each envelope will be provided to the vendor. The vendor shall typeset this information. Proofs required on all envelopes. Complete package of 25 envelopes shall be submitted with the 100 samples.

I. LETTER AND MECHANICAL STUFFING:

Mechanical stuffing, inserting and mailing shall be required by the successful vendor and shall be done at the vendor's facility (no subcontracting). The letter (7-1/2" x 11") shall be 20# white bond, recycled No. 1, and prints black ink 2 sides with screens and no bleeds.

Insert 140,000 registrations and a letter folded to 3-5/8" x 7-1/2" and a return address envelope (7-5/8" x 3-7/8") into a window envelope (8" x 4-1/2"). All stuffed envelopes shall be stored to preserve the zip code order and groupings for mailing in the order specified.

J. ZIP CODE GROUPINGS:

There shall be 4 mail drops. The first mail drop shall consist of out of state and Franklin County and surrounding counties. The second mail drop shall consist of Cuyahoga County and surrounding counties. The third mail drop shall consist of Hamilton County and

surrounding counties. The remaining mail drop shall consist of the remaining zip codes. For those records found in the out-of-state file, the vendor shall supply the proper state according to the zip code provided. Successful vendor shall try and make all four mailings as equal as possible.

The Division of Watercraft personnel shall view a sample of the finished product before mailing.

K. MAILING DATES

- January 03, 2017 First mail drop
- January 09, 2017 Second mail drop
- January 17, 2017 Third mail drop
- January 23, 2017 Fourth mail drop

L. MAILINGS:

- 1) The mailing shall be handled by the awarded vendor and shall meet the dates specified.
- 2) The mailing shall include a 24# bond window envelope 8" x 4-1/2". The registration, a letter pre-folded to 3-5/8" x 7-1/2" and a 24# bond envelope 7-5/8" x 3-7/8" and shall be mechanically inserted into the 8" x 4-1/2" envelope with the address visible through the window of the envelope.
- 3) Postage will be provided by the Division of Watercraft in the form of a warrant payable to the Postmaster selected by the successful vendor. The mailing shall be mailed using a presorted first class mail permit obtained by the vendor. **This permit number shall be separate from any permit account associated with the vendor.**
- 4) The successful vendor shall affix a presorted first class barcode to the envelope for mail out according to postal regulations as presorted first class mail. Presorting services are required and shall be provided by the vendor.
- 5) The successful vendor shall provide a count of pieces processed, pieces mailed and copies of all post office documents. Vendor shall also supply a count of pieces processed, pieces mailed and post office documents with the invoice.
- 6) Documents damaged in processing shall be returned to the Division of Watercraft.

M. PROOF: A complete print test is mandatory and 100 test samples shall be printed by the vendor and submitted to the Division of Watercraft by **October 1, 2015** from the data provided by the Division of Watercraft. Any additional charges resulting from changes made on proofs by the ordering agency must be approved by DAS. Deliver proof to: Joyce Schramm, ODNR – Watercraft, 2045 Morse Road, Bldg A, Columbus, OH 43229. Vendor shall not proceed without a signed proof.

6. DELIVERY: REQUIRED SCHEDULE

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|-------------|------|--|
| October 3, | 2016 | 100 test samples delivered to Watercraft. |
| November 3, | 2016 | Deadline for live data to be pulled from Watercraft files. |
| December 6, | 2016 | Product printed and ready to mail. |
| January 3, | 2017 | First mail drop. |
| January 09, | 2017 | Second mail drop. |
| January 17, | 2017 | Third mail drop. |
| January 23, | 2017 | Fourth mail drop. |

All requests for extensions beyond original delivery date shall be directed to DAS, State Printing. Awarded contractor shall not contact ordering agency for delivery extensions. Failure to deliver promptly may result in cancellation of any awarded contract. Full delivery of this order must be completed by the date specified to avoid late delivery charges. Partial deliveries will not satisfy the requested date, unless a written request from the vendor is received and approved, prior to the delivery date, by DAS. Damages assessed for late deliveries will include work days.

7. POST AWARD CONFERENCE: The successful bidder shall be required to meet with representatives from State Printing and ODNR within 5 working days after award. Date and time will be determined at award. The meeting shall take place at ODNR, Division of Watercraft, 2045 Morse Road, Columbus, Ohio 43229

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 7P0038 with 2 samples & a delivery receipt.