

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

INVITATION TO BID FOR: Life History Card Sets

BID NUMBER: 7P0182

BID NOTICE DATE: August 16, 2016

OPENING DATE: August 19, 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

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Life History Card Sets; one set consists of 26 cards printed in process color one side, black only on the back, collated to a shrink wrapped set for use by the Ohio Department of Natural Resources.

2. QUANTITY: 1,000 Sets (one set consists of 26 cards collated in order) 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: Printed cards, 26 as four color process on the face, black back, using 175 line-screen (minimum), bleeds, large solids tight register, collated to a set, shrink-wrap & label individually, carton pack & label.

- A. SIZE:** 8 ½" x 11".
- B. STOCK:** White 120# recycled gloss cover, grade #2.
- C. PRESSWORK:** Shall offset print two sides (175 line-screen minimum).
- D. INK:** Four-color process one side, black back side with large solids, screens, tight register.
- E. BINDERY:** Collate 26 cards to a set in the order indicated.
- F. TYPESETTING:** Set type for and strip in cost information.
- G. SUPPLIED TO VENDOR:** A .pdf will be furnished to the selected vendor.

H. PROOF: A hi-res color proof shall be delivered to ODNR Division of Wildlife, Attn: Chad Crouch, 2045 Morse Road, Bldg G-2, Columbus, Ohio 43229-6693.

I. PACKAGE: Shrink-Wrap One Set of 26 Per Package & label.

J. CARTON PACK: Carton pack & label with Life History Card Sets & quantity.

K. SHIP TO: Division of Wildlife Warehouse
1500 Dublin Road
Columbus, Ohio 43215.

5. DELIVERY: Requested on or before September 22, 2016

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 7P0182 with two samples & a delivery receipt.