

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

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: PRINTING TERM CONTRACT, CATEGORY 20, QUICK COPY OF UNEMPLOYMENT CLAIM FORMS

BID NUMBER: PR1700

BID NOTICE DATE: JUNE 17, 2016

OPENING DATE: JULY 5, 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.state.oh.us

TERM OF CONTRACT: 07/13/2016 to 07/13/2018

SPECIFICATIONS AND PRICING

All questions via email only to: mike.ruehrmund@das.state.oh.us

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide copy of unemployment claim forms for use by the Ohio Department of Job & Family Services

2. SCOPE OF CONTRACT: Printing under Category 20, includes the Ohio Unemployment Compensation Review Commission (UCRC) requirements for quantities of xerographic reproduction quick printing of front and/or back sides for Unemployment Claim files printed in black ink only. This contract requires White Uncoated Offset 50# text, grade 2; Wausau Colors Uncoated Offset 60# text, grade 2; and Wausau Astrobright 60# text Uncoated Offset. The awarded vendor shall be bonded as these files are a complete documentation of an individual's work history. All information is confidential and the awarded contractor shall be considered an agent of the State for this specific purpose and bound by the laws of the Ohio Revised Code including R.C. 4141.21 and R.C. 4141.22. All information provided by the State of Ohio shall be kept accountable and under reasonable security to prevent the release to any unauthorized persons. Unemployment information shall not be used for any other purpose other than the performance of this contract. The quick copy turn-around completed jobs shall deliver to UCRC no later than 24 hours after receipt and occasionally same day as day of receipt. Each job order consists of approximately thirty five (35) files per week and averages 45 sheets. The total number of sheets is 1,575 per week. Copying individual files is labor intensive because staples and/or paper clips will need to be removed, (staples and/or paper clips do not need to be replaced) and odd sized original sheets, i.e. post-it-notes (after copying, returned to original sheet to which it was attached), and various other sizes, including envelopes need to be manually copied. Both sides of each envelope will need to be copied so the dates are copied. After completion of copying, the original sheets should be returned in the same order they were received. This includes the copied sheets. The original sheets require a paper clip on the left side and the copied sheets requires a staple in the upper left corner. The original sheets should be placed with the copied sheets and rubber banded together. This is to be done for each original and copy. After all of the jobs are completed, they should be placed in a box and returned to the UCRC. The last six (6) months the UCRC has copied approximately 114,700 copies. The annual estimated usage is 81,900 printed in black ink. The average may increase and/or decrease based solely on the unemployment claims the State of Ohio receives.

Also, printing under Category 20, includes the Ohio Unemployment Compensation Review Commission (UCRC) requirements for quantities of printing in black ink, xerographic reproduction, on uncoated stock (White and Colors) and Wausau Astrobrights on three-hole drilled paper, quick printing of front and/or back sides for Unemployment Claim files. The quick copy turn-around completed jobs shall be delivered to the UCRC no later than 24 hours after receipt. Each job order consists of the following: the unemployment and

Commission files, a transcript of the hearing and an IOC (which consists of the appeal and the Referee and Board level decisions). There are, on average seven (7) files/transcripts/IOC's per week. Each file/transcript/IOC averages 300 sheets for a total of 2100 original sheets per week. Four (4) copies need to be made of the file/transcript/IOC's for an approximate total of 8,400 sheets per week, times 52 weeks equals 436,800. The job is labor intensive to copy because of such items as post-it-notes (returned to original sheet to which it was attached) reduction of 8 1/2" x 14" files to 8 1/2" x 11, up to 20% of the jobs are double sided (a two (2) sided document to be copied is considered two (2) copies), and various sizes of paper, including envelopes. Both sides of each envelope will need to be copied so the dates are copied. After completion of copying, the original file/transcript should be returned in the same order they were received. The original file/transcript requires a rubber band and the copied file/transcript requires a separate rubber band. The original should be placed with the copied file and should have one (1) rubber band around them. This is to be done for each original and copy. After the job is completed with up to seven (7) files, they should be placed in a box and returned to the UCRC.

List the paper manufacturer and brand that you will be supplying for this contract. Failure to list the paper manufacturer and brand may deem your bid non-responsive:

White uncoated 50 # offset text, grade 2:

Colors uncoated 60# offset, grade 2:

List colors available:

Astrobrights uncoated 60# offset:

List colors available:

(Only those papers listed in The Competitive Grade Finder, 2009/2010 North American Edition, or as otherwise accepted by Grade Finders, Inc., for publication in subsequent editions of any of its paper buyers guides will be considered. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders' letter of acceptability must be included with your bid submission).

3. POST AWARD CONFERENCE: The successful bidder shall be required to meet with representatives from State Printing and ODJFS upon award of this contract. The time and place will be determined prior to contract award.

4. PLACEMENT OF PRINTING ORDERS: Purchase orders for any item(s) listed in this contract, awarded pursuant to this ITB, will be placed directly with the selected vendor by DAS, State Printing. Orders placed by any other state agency shall not be acceptable. The contractor is responsible for picking up orders on a daily basis at ODJFS Copy Center. Within 4 hours after receipt of order, the contractor must notify ODJFS Copy Center of any discrepancies within the copying specifications. No order shall specify delivery to exceed twenty four (24) hours beyond the expiration and/or cancellation date of the contract.

5. DELIVERY SCHEDULES: Delivery under this contract shall be made within twenty-four (24) hours after receipt of the order(s) and all materials. The contractor shall be responsible for picking up orders and delivery of the completed job(s).

6. SCHEDULE OF PRICES: The following evaluation units of production are estimations to produce one (1) year's requirements under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work, which may be ordered for a like period of time. Any corrections or changes made to the figures in the unit price column of the bid shall be initialed or the bid may be determined to be not responsive.

	ESTIMATED USAGE	PRICE PER 100 COPIES
35 files per week times 45 sheets per file equal 1,575 sheets to be copied per week times 52 weeks equals 81,900 copies per year	518,700	\$ _____
7 files/transcripts per week times 300 sheets per file/transcript equal 2,100 sheets to be copied per week times 4 copies of each sheet equals 8,400 sheets to be copied times 52 weeks equal 436,800 copies per year		PRICE PER 100 COPIES
Up charge for uncoated offset colors		\$ _____
Up charge for uncoated offset Astrobrights		\$ _____

7. PLANT INSPECTION: DAS, State Printing may conduct a plant inspection of the apparent low bidder's plant prior to contract award.

8. SECURITY AND CONFIDENTIALITY: The contractor shall provide, upon request, a description of security procedures at the facility doing the work, as submitted on this proposal. All claimant information is confidential and the bidder shall be considered an agent of ODJFS for this specific purpose and bound by Section 4141.22 of the Ohio Revised Code.

All disks provided by ODJFS, duplicates made by the contractor or his/her representatives, and any resultant printouts shall be kept accountable and under reasonable security to prevent release to any unauthorized persons. Disks shall not be duplicated in whole or in part for any purpose other than to create material to be used in the performance of this contract. Diskettes provided by ODJFS shall be returned to ODJFS.