

STATE OF OHIO

Department of Administrative Services General Services Division State Printing & Mail Services

INVITATION TO BID FOR: Case File Pocket Folders

BID NUMBER: 3P1057

BID NOTICE DATE: April 29, 2013

OPENING DATE: May 6, 2013 (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 10-1-07, 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.

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Case File Pocket Folders for use by the Office of the Ohio Public Defender.
- 2. QUANTITY:** 2,500 (10% Allowable overrun or no underrun allowed).
- 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:** OPDC-402, OPD1010, Pocket Folder Case File. Manila pocket folders, flat size 16-3/4" x 18-1/8", prints one color, one side, outside glued side seam edges, straight tab and thumb cut.
 - A. SIZE:** Flat size 16-3/4" x 18-1/8",
 - B. STOCK:** Springhill Manila 125# tag.
 - C. PRESSWORK:** Shall print, Flexo or equal, prints one side, no bleeds.
 - D. INK:** Black
 - E. BINDERY:** Shall die-cut, fold and score as follows: Front panel as 8- 5/8"(h) with a 2-1/2" (w) x 7/8"(h) curved thumb cut centered on front panel at top. Back panel as 9-1/2"(h) including full 7/8"(h) full tab has a small notch on left and right edge at the glued edge and curved top edges. Outside glue edges left and right are 1" wide on the 8 1/2" dimension to match provided sample exactly.
 - F. FINISHED TRIM SIZE:** 14-3/4" x 9-1/2"
 - G. TYPESETTING:** Create job from previous printed sample.
 - H. SUPPLIED TO VENDOR:** Previous printed sample to be used as artwork and construction of job - match sample with changes / additions in typesetting. WILL BE FURNISHED TO THE SELECTED VENDOR. Return all state supplied materials to the proof to person.
 - I. SAMPLES:** Sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.
 - J. PROOF:** Laser copy or equal showing all die-cut locations and mock-up of samples. Ohio Public Defender, attention: Dennis Taylor, 250 E. Broad St. 14th floor, Columbus, Ohio 43215.

K. PACKAGING: Carton pack and label with title and quantity. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton.

L. ADDITIONAL SPECIFICATIONS: N/A

5. DELIVERY: REQUESTED MAY 27, 2013. Shall deliver to: Ohio Public Defender, attention: Dennis Taylor, 250 E. Broad St. 14th floor, Columbus, Ohio 43215.

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 3P1057.