

STATE OF OHIO

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

INVITATION TO BID FOR: GED peel and seal 9 x 12 white catalog envelopes

BID NUMBER: 4P0001

BID NOTICE DATE: June 20, 2013

OPENING DATE: July 01, 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)-752-0370 or e-mail: Joe.piccione@das.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide GED Peel and Seal 9 x 12 Catalog Envelopes for use by the Ohio Department of Education.

2. QUANTITY: 250. (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: The GED Peel and Seal Catalog Envelope shall be 9" x 12" with peel and seal flap.

A. SIZE: 9" x 12"

B. STOCK: 28# white kraft. Paper exempt from Grade Finders requirement.

C. PRESSWORK: Black ink, one side.

D. BINDERY: Catalog envelope with peel and seal flap.

E. INK: Black

F. SUPPLIED TO VENDOR: Camera Copy (printed envelope) WILL BE FURNISHED TO THE SELECTED VENDOR. Return all state supplied materials to the proof to person. Printed sample is available for viewing. See Joe Piccione.

G. PROOF: Lacey Snoke, Mailstop B01, Document Management Services, Ohio Department of Education, 25 South Front Street, Columbus, OH. 43215. The proof shall be blue line with color breaks clearly marked. Vendors using direct to plate technology are required to submit a high resolution proof (Iris, Approval, etc.) that will show color and image quality to match final printed product, and a digital dylux, assembled, and folded as the finished product for proofing the content. Show cost line location on proof. Label the proof with title. Required proof delivery shall be three working days after receipt of materials. All additional proofs shall deliver three working days after the agency requests changes, and returns materials to the vendor. Note: All proofs that are hand delivered, shall be delivered, and picked-up at the ODE will call located near the loading dock guard shack off of Civic Center Drive. If the vendor wishes proofs to be returned by Next Day Air, completed return shipping forms charged to the vendors account shall be provided with the proof(s).

H. PACKAGING: Carton pack 250 per carton.

5. DELIVERY: REQUESTED JULY 17, 2013. SANDRA PHIPPS, OHIO DEPARTMENT OF EDUCATION, 25 S. FRONT ST. COLUMBUS, OH 43215.

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0001 AND INCLUDE TWO SAMPLES AND DELIVERY RECEIPT.