

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

**INVITATION TO BID FOR: Surveys**

**BID NUMBER: 4P0003**

**BID NOTICE DATE: June 20, 2013**

**OPENING DATE: July 1, 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 10-01-07, 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)-466.0389 or e-mail: [lynn.allen@das.state.oh.us](mailto:lynn.allen@das.state.oh.us).

**SPECIFICATIONS AND PRICING**

**1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Surveys, printed two sides, one score, two perforations with one tape applied on one 8 ½" edge for use by the Ohio Department of Natural Resources

**2. QUANTITY: 70,000.** (Over run / under run 2%).

**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 two sides 8 ½" x 11" form in black ink. One score is 5 ½" x 8 ½" long. Two perforations 8 ½" long are positioned ½" from each 8 ½" edge. One adhesive strip (3/8" wide x 8 ½" long with a ½" waxed protective release liner) applied to one perforated edge.

**A. SIZE:** 8 ½" x 11".

**B. STOCK:** Wausau Astrobright Terra Green 65# cover.

**C. PRESSWORK:** Offset printed two sides, large screens.

**D. INK:** Black.

**E. BINDERY:** One 8 ½" score plus two 8 ½" perforations, parallel to short edge. Apply one 3/8" x 8 ½" adhesive strip (with waxed liner) to one 8 ½" perforated edge.

**F. SUPPLIED TO VENDOR:** In Design 2.0 Mac disk furnished with old sample.

**G. PROOF:** A high resolution ink jet or digital hard copy proof with score, both perforations & tape position marked on the proof, shall be delivered to: Jean Backs, Ohio State Parks, 2045 Morse Road, C-3. Columbus, Oh 43229.

**H. PACKAGING:** Shrink Wrap either 100 or 150 (which ever...all same) & label with title and quantity. Carton pack & label same.

**5. DELIVERY REQUESTED** July 26, 2013.

**6. DELIVERY ADDRESS:** Ohio Department of Natural Resources  
Ohio State Parks  
Building I  
Attn: Virginia Ramey  
2045 Morse Rd.  
Columbus, OH 43229.

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

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 4P0003 with 2 samples & a delivery receipt.