

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

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: Deer Hunter Harvest Pre-Survey 2013

BID NUMBER: 4P0060

BID NOTICE DATE: July 12, 2013

OPENING DATE: July 17, 2013 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, and 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)-466-0389** or e-mail: 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 "2013 Deer Hunter Harvest Pre-Survey" mailer for use by the Ohio Department of Natural Resources. The project will require printing, addressing, mailing and address file updating/ maintenance of the Pre-survey Mailers.

2. QUANTITY: 18,500 (exact quantity) **(EXHIBITS A & B ATTACHED)**

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 Deer Hunter Harvest Pre-Surveys are printed four-color process, No Bleed, perforated, folded on the perforation, addressed, wafer sealed, processed for USPO mailing, and delivered to the Columbus USPO Main Facility or USPO CityGate Business Mail Facility in Columbus, OH.

5. MAILING LIST DATA SPREADSHEET

The mailing list will be provided in a Microsoft Excel file. **Updating the Excel file when mailing is mandatory.**

The original mailing list will be provided in Microsoft Excel unless some other format is requested. The Excel file will contain the following fields:

- barcode_numeric_equivalent; first name; last name; original_address; original_city; original_state; original_zip; CORRECTED ADDRESS; CORRECTEDCITY; CORRECTEDSTATE; CORRECTEDZIP; and UNDELIVERABLE.

The fields in CAPS will be blank initially. The vendor, as required by the USPS, must verify each address using the USPS software. All addressed pieces must be updated through the USPS-approved address update method (ACS, NCOA Link, or appropriate service endorsement) and must be matched using CASS/MASS-certified process before mailing and may require an update to all applicable addresses when possible. **The printer will run a 48-month NCOA update on the address list provided.**

UPDATING THE EXCELL FILE

If an address is changed/corrected, the vendor will populate the Excel file following blank fields: CORRECTED ADDRESS, CORRECTEDCITY, CORRECTEDSTATE, CORRECTEDZIP with the updated address information. If the address does not need corrected, those fields will remain blank. If the address cannot be changed/corrected and the mail is identified as **“undeliverable”**, the record **WILL NOT** be deleted. Rather, the field UNDELIVERABLE will be populated with an **“X”** indicating that the physical address does not exist or is invalid. IT IS IMPERATIVE that no records be removed from the original file. Records must be updated with changed/corrected address information or flagged as undeliverable in the original file and returned to the Division of Wildlife for use in subsequent mailings.

DEER Pre-Survey Mailers:

- A. **SIZE:** 12" x 10 ½" prior to fold. 6" x 10 ½" folded size. No over or under size allowed.
- B. **STOCK:** White McCoy Silk 100# coated cover. No substitutions allowed.
- C. **PRESSWORK:** Shall offset or digital print two sides.
- D. **INK:** Four-color process with large solids, screens, tight register, no bleeds.
- E. **BINDERY:** Perforate (12 ties per inch), 11.5" long in one position, center, to fold to 6" x 10 ½" (see **Exhibits A**) address the survey cards from the Excel spread sheet provided, fold, wafer seal with clear/transparent seals (see **Exhibit B**), process for mailing and deliver to the Columbus USPO Main Facility or USPO CityGate Business Mail Facility in Columbus OH ready to mail as specified.
WAFER SEALS must be clear/transparent, 1" circular and placed in two (2) places. See **Exhibit B** for placement of wafer seals.

TYPESETTING: N/A

6. PREPARING THE SURVEYS FOR MAILING

All Deer Hunter Harvest Pre-Survey mailers shall have individual names, addresses, postal zip code+4 Intelligent Mail barcode printed in space provided for mailing, sorted, and carton packed so each mail piece qualifies for First Class Presorted, Automation Letters and Postcards mail rates.

7. SUPPLIED TO VENDOR: Mac Files in InDesign, CS4 or Adobe Acrobat 9.0 files will be ready and can be forwarded to the selected vendor on or before **August 14** for the Pre-Survey Mailer Post Cards. Printing must be exactly as file provided at 100% or shipment will be refused.

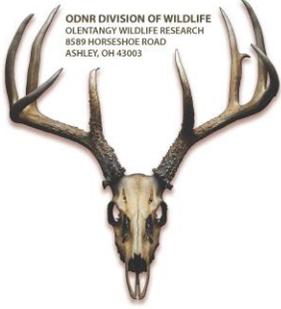
8. PROOF: A total of five (5) hard copy high resolution ink jet or digital proof of the Pre-Survey Mailers along with a folding proof shall be delivered within five (5) working days after receiving the final artwork to ODNR Division of Wildlife, Attn: Chuck Greenwalt, 2045 Morse Road, Bldg. G-2, Columbus, Ohio 43229-6693, **NO** printing will begin without a signed printing proof from an ODNR Division of Wildlife representative.

9. SPECIFIC SURVEY REQUIREMENTS AND MAILING DATE

All Deer Hunter Harvest Pre-Survey mailers;

- Quantity Mailed; **18,500;**
- Mailing Date; **September 9, 2013.**
- Address List Delivered; **August 29, 2013**
- All addresses shall appear clearly on the outside of the Deer Hunter Harvest Pre-Survey mailers and meet USPO regulations.
- Mailing for all Pre-Survey items shall meet USPO regulations for First Class Presorted, Automation Letters and Postcards mail rates, minimum sorted by first 3-digit zip. All USPO zip Intelligent Mail barcodes shall meet USPO approval.
- ALL of the printed Harvest Surveys items that are NOT mailed by the vendor are to be delivered to the ODNR, Division of Wildlife District Four, Attn: Michael J. Tonkovich, Waterloo Wildlife Research, 360 East State Street, Athens OH 45701.
- The original Microsoft Excel file **WITH** the required address changes/corrections must be sent back to the Division of Wildlife, District Four, Attn: Michael J. Tonkovich, Waterloo Wildlife Research, 360 East State Street, Athens OH 45701, immediately after the mailing is completed.

EXHIBIT A (Deer Harvest Pre-Survey Mailer)



ODNR DIVISION OF WILDLIFE
OLENTANGY WILDLIFE RESEARCH
8589 HORSESHOE ROAD
ASHLEY, OH 43003

FIRST CLASS
US POSTAGE PAID
COLUMBUS, OH
PERMIT NO. 4621

DEER HUNTER EFFORT SURVEY

6"

10 1/2"

Perforation & Fold

LOG INSTRUCTIONS:

You have been selected to participate in a deer hunter harvest and effort study. To help keep track of your hunting information, we are providing this table. However, this is NOT your official questionnaire—please don't return this table. Your questionnaire will arrive in a couple of weeks. Listed below are some instructions for completing this table.

- **Number of Days Hunted:** Record the total number of days that you hunted that week. Actual dates are not needed. Simply tally the total number of days hunted.
- **Location:** When you receive your questionnaire, we would like to know if most of your hunting was on public or private property. While there is no space to record that information here, we ask that you make a note of where you hunted. Public land would include state wildlife management areas, state and federal forests, and any other government lands. Private property would include your own land, as well as any other land that is not publicly owned.

WEEKLY DEER HUNTING LOG • 2012-2013 HUNTING SEASON

Week	Dates	Number of Days Hunted	County Hunted	Number of Deer Harvested	Week	Dates	Number of days Hunted	County Hunted	Number of Deer Harvested
1	Sept 29 - Oct 5				11	Dec 8 - Dec 14			
2	Oct 6 - Oct 12				12	Dec 15 - Dec 21			
3	Oct 13 - Oct 19				13	Dec 22 - Dec 28			
4	Oct 20 - Oct 26				14	Dec 29 - Jan 4			
5	Oct 27 - Nov 2				15	Jan 5 - Jan 11			
6	Nov 3 - Nov 9				16	Jan 12 - Jan 18			
7	Nov 10 - Nov 16				17	Jan 19 - Jan 25			
8	Nov 17 - Nov 23				18	Jan 26 - Feb 1			
9	Nov 24 - Nov 30				19	Feb 2 - Feb 8			
10	Dec 1 - Dec 7								

Dear Fellow Deer Hunter,

I'm writing to ask for your help collecting additional information about your deer hunting experiences this year. Specifically, we are interested in knowing when you hunted, in which county(s) you did most of your hunting, how many days you hunted, and what you harvested. This information will help us better understand how changes in deer abundance, hunter numbers, hunter behavior, and even changes in the landscape, may be influencing the annual deer harvest. We have randomly selected your name from thousands of Ohio's resident deer hunters.

In early-November, you will be receiving a short questionnaire that we would like you to complete regarding your deer hunting trips this season. To help you with that, we have included a hunting log with this mailing that you can use to keep track of your hunting trips. To complete the questionnaire, you will need to track the following: a) county hunted, b) days hunted, c) deer harvested, and d) location hunted (public or private property). The log included with this mailing is NOT the actual questionnaire, so please DO NOT return it. It is intended to help you keep track of your activities. When your questionnaire arrives in a couple of weeks, you will need to transfer the information that you record here. It is important that you return your questionnaire even if you did not hunt or harvest any deer. No postage is necessary and there is NO cost to you.

We hope that you will consider making this small investment of your time to help us improve Ohio's deer program. Should you have any questions about the questionnaire or the project in general, please feel free to contact me at mike.tonkovich@dnr.state.oh.us.

Respectfully yours,



Mike Tonkovich, Deer Project Leader,
ODNR, Division of Wildlife, Athens



Final trim size; 12" x 10.5"

Perforation, 6" from top edge 12 ties per inch.

Fold in half along perforation to 6" x 10.5" final size for mailing.

Indicia and return address is on outside of folded card for mailing.

10. DELIVERY: Requested on or before September 9, 2013.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0060 with two samples.