

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 Effort / Harvest Survey 2013-2014

BID NUMBER: 4P0128

BID NOTICE DATE: July 23, 2013

OPENING DATE: July 30, 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)-466-0389 or e-mail: Lynn.Allen@das.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide "Deer Hunter Effort / Harvest Survey 2013-2014 for use by the Ohio Department of Natural Resources. The project will require printing, addressing & fulfillment.

- 2. QUANTITY:** **A)** 34,000 - Standard #10/24 White, Left window envelope, black ink (*all same artwork*)
B) 34,000 - Standard #9/24 White, Business Reply Envelope, black ink. (*all same artwork*)
C) 17,900 – Survey Letters, One (1) page, Two-sided, black ink 8 ½" x 14" (legal size) white, 70# offset (**Package 1**)
D) 16,100 – Survey Reminder Letters, One (1) page, Two-sided, black ink 8 ½" x 14" (legal size) white, 70# offset (**Package 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: The Deer Hunter Effort / Harvest Surveys are printed, processed, as indicated.

SIZE: Letters as 8 ½" x 14, envelopes as spec'd

STOCK: Letters as recycled white 70# uncoated offset text, grade 2. Envelopes as specified.

PRESSWORK: As spec'd. All envelopes shall print offset. Envelopes shall not print flexo.

INK: Black.

DEER SURVEY LETTERS (NO "FLEXO-PRINT" OR XEROX COPIES PERMITTED)

LETTER FOLDED SIZE: ALL Letters/Surveys; 8.5" x 14" (legal size) folded to 8.5" x 3.5" finish size.

PAPER STOCK: White 70# uncoated offset text, grade 2.

INK: Black ink only. NO BLEED

BAR CODES: Each survey letter will require printing a unique tracking barcode (**Code 39**) and its legible equivalent numeric, to each survey letter in the space provided.

SURVEY Unique Identifier Bar Code Specifications: All Deer Harvest Effort Survey letters and the Deer Harvest Effort Surveys Reminder Letters shall have individual names, addresses, postal zip code bar code (using the post office "Intelligent Bar Code") printed in space provided for mailing, plus an individual unique identifier bar code with a legible numeric equivalent printed in the space provided on the survey letters defined in **Exhibit A**. Each individual unique identifier bar code will be specific to each individual name and the number will be assigned by the DNR and provided to the vendor with the address list. The "Unique Identifier Bar Code" will print using **Code 39**. The legible equivalent numeric is to be 8pt type or larger and may print in any sans serif font. The vendor shall print the unique bar code within the area defined by the frame on the survey letter shown on **Exhibit A**. The bar codes shall be unique, individual, and non-sequential. The bar code shall be OCR scanner readable as **Code 39**.

Exhibit A and Exhibit B will be emailed upon request.

Mailing:

Two (2) separate packages must be assembled.

PACKAGE 1; Deer Harvest Effort Survey Letter – QUANTITY 17,900

INCLUDES:

A) #10 White, Left window envelopes, Black ink. 17,900 Envelopes Required

B) #9 White Business Reply Envelopes, 17,900 Envelopes Required

C) Survey Letters, one (1) sheet, printed two-sided, Black ink, 8 ½" x 14" white, 70# Offset 17,900 Survey Letters Required.

The #10 Left window envelope (**A**) will have the survey letter form (**C**) folded and inserted so the name and address is visible through the window of the envelope. The #9 White, Business Reply Envelope (**B**) will be inserted into the #10 window envelope with the letter/survey.

PACKAGE 2; Deer Harvest Effort Reminder Survey Letter – QUANTITY 16,100

INCLUDES:

A) #10 White, Left window envelopes, Black ink. 16,100 Envelopes Required

B) #9 White Business Reply Envelopes, 16,100 Envelopes Required

D) Survey Reminder Letters, one (1) sheet, printed two-sided, Black ink, 8 ½" x 14" white, 70# Offset 16,100 Survey Reminder Letters Required.

The #10 Left window envelope (**A**) will have the survey reminder letter form (**D**) folded and inserted so the name and address is visible through the window of the envelope. The #9 White, Business Reply Envelope (**B**) will be inserted into the #10 window envelope with the letter/survey.

MAILING LIST DATA SPREADSHEET

The mailing list will be provided in a Microsoft Excel file. Updating the Excel file when mailing is mandatory. Any address updates MUST be made directly in the Excel spreadsheet provided and any deletions must be clearly noted. It is imperative that we know who was sent a mailer, and who was not.

The original mailing list will be provided in Microsoft Excel and 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 EXCEL 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 the original Microsoft Excel file WITH the required address changes/corrections must be sent back to the Division of Wildlife immediately after the mailing is completed.

SUPPLIED TO VENDOR: Mac Files in InDesign, CS6 or Adobe Acrobat X Pro files will be furnished to the selected vendor **September 23, 2013** or sooner for **ALL** Deer Harvest Effort Surveys Letters and envelopes. Printing must be exactly as file provided at 100%.

PROOF: A hard copy high resolution ink jet or digital proof of all parts of the of the Deer Harvest Effort Survey Letters and envelopes, along with a folding/inserting sample proof shall be delivered within **five (5) working** days after receiving the final artwork to ODNR Division of Wildlife

One (1) set of proofs will be delivered to:

ODNR Division of Wildlife, Graphics, 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.

SPECIFIC SURVEY MAILING REQUIREMENTS

- **Mailing dates will be staggered.**
- **Address lists supplied to the vendor in Microsoft Excel Spreadsheet as follows;**

PACKAGE 1: The #10 Left window envelope **(A)** with #9 BRM envelope **(B)** and letter/survey **(C)**.

Quantity Mailed: **17,900**

Excel Mailing list provided on **October 15, 2013;**

Mailing Date: **October 22, 2013**

PACKAGE 2; The #10 Left window envelope **(A)** with #9 BRM envelope **(B)** and letter/survey **(D)**.

Quantity Mailed; **16,100**

Excel Mailing list provided on **January 30, 2014;**

Mailing Date; **February 6, 2014**

5. DELIVERY: As Requested for each **"PACKAGE"**.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0128 with two samples of each mailing.