

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

**MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.08.1**

**INVITATION TO BID FOR: Consumers Corner Newsletter Summer 2013**

**BID NUMBER: 4P0221**

**BID NOTICE DATE: August 19, 2013**

**OPENING DATE: August 22, 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.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 Consumers Corner Newsletter for use by the Ohio Consumer's Counsel.

**2. QUANTITY:** 98,178. (1% over run / NO Under run 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:** Four color process folder, 17 x 22", folded to 11" x 5 5/8", using white 80# matte coated text, wafer sealed & mailed using the customer's Columbus permit.

**A. SIZE:** 17" x 22" prior to fold.

**B. STOCK:** White 80# matte, satin or dull text allowed, grade 2.

**C. PRESSWORK:** Offset printed two sides with screens.

**D. INK:** Four color process.

**E. BINDERY:** Fold to 11" x 5 2/3", wafer sealed per USPO directives in place at mail date.

**F. TYPESETTING:** Set type for and strip in cost information in 5 point type.

**G. SUPPLIED TO VENDOR:** In Design PC PDF file will be furnished to the selected vendor.

**H. PROOF:** A high resolution ink jet or digital proof shall be delivered to: Amy Kurt, Ohio Consumers' Counsel, 10 W. Broad St. Suite 1800, Columbus, Ohio 43215.

- I. **MAILING:** Clear wafer seals; two (2) or more (follow current USPO Requirements) shall be placed on the 11" edge; or as specified for each newsletter, per USPO requirements. The contractor shall CASS certify the mail list and produce the mailing labels from Microsoft Access 97. Contractor shall be responsible for the labeling, sorting for Presort Standard rate and mailing of the newsletter using the OCC indicia. The contractor will not be responsible for postage monies. The printing contractor shall drop ship to the United States Post Office, 2323 Citygate Drive, Columbus, OH 43218. Contractor shall provide documentation of total number of newsletters mailed, by forwarding official copies of the US Postal Service Statement of Mailing with Permit imprints. Statement shall be forwarded to: Ohio Consumers' Counsel, Attn: Bill Ferriot, 10 West Broad Street, Suite 1800, Columbus, OH 43215.
- J. **PACKAGING:** Carton pack those not mailed and deliver to:  
Bill Ferriot, Ohio Consumers' Counsel,  
10 W. Broad St. Suite 1800,  
Columbus, Ohio 43215.
- K. **DELIVERY:** Requested September 3, 2013.
- L. **SHIP TO ADDRESS:** (Any Not Mailed) Same As Proof To Address.

5. **INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395** ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0221 with 2 samples.