

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: Child Abuse and Neglect Booklet-Community

BID NUMBER: 4P0258

BID NOTICE DATE: AUGUST 28, 2013

OPENING DATE: SEPTEMBER 4, 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)-752-0060 or e-mail: mike.ruehrmund@das.state.oh.us

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Child Abuse and Neglect-Community Reference Manual for use by the Ohio Department of Job and Family Services.

2. QUANTITY: 2,000 (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: This is an Ota-bound book, 84 pages plus cover that prints two color with cover bleed

A. SIZE: 8 ½" x 11"

B. STOCK: Text: Burgo White Gloss, 80# text, No. 1 sheet. Cover: Burgo White Gloss 100# Cover, No. 1 sheet.

C. PRESSWORK: Offset printed. Text prints two sides. Cover prints one side with bleed.

D. INK: Black & PMS 280 Blue

E. BINDERY: Fold, collate, score and Ota bind (required). The covers are scored 2 times on the front after spine and 2 times on the back cover after spine.

F. FINISHED TRIM SIZE: 8 ½" x 11"

G. TYPESETTING: Set and strip in cost line information in 5 pt type.

H. SUPPLIED TO VENDOR: Pdf and PC disk will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

I. SAMPLES: A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.

J. PROOF: A laser proof shall be delivered to: Yvette Turner, 30 E. Broad Street, 32nd Floor, Columbus, OH 43215

- K. PACKAGING: Shrink wrap in packages of 10, Carton pack and label: JFS 01465 (Rev. 3/2011) Child Abuse and Neglect – Community Reference Manual with quantity per carton**
 - L. ADDITIONAL SPECIFICATIONS: Cover scores triple on front and triple on back and varnishes. Book is to be Ota bound. No duplicate cover page or back cover page.**
- 5. DELIVERY: REQUESTED SEPTEMBER 25, 2013 OR SOONER (DELIVER TO: WAREHOUSE SERVICES, 2098 INTEGRITY DR. N., COLUMBUS, OH 43209)**
- 6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0258.**