

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: Contest Poster

BID NUMBER: 4P0263

BID NOTICE DATE: August 30, 2013

OPENING DATE: September 3, 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 by email to Tim Riley at tim.riley@das.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide posters for use by the Office of the Ohio Secretary of State.

2. QUANTITY: 7,500 (EXACT QUANTITY)

3. UNIT PRICE AWARD: 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. To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add the totals together. Failure to bid all items will disqualify your bid.

4. SPECIFICATIONS: Contest Posters, 11" x 17" flat sheets prints offset, one side, four color process, bleeds, score and fold (one fold) on 11" dimension to 11" x 8.5".

A. SIZE: 11" x 17".

B. STOCK: 80# white gloss coated #2 cover. Vendor shall list manufacturer and brand.

C. PRESSWORK: Shall print offset, one side, four color process, bleeds.

D. INK: Four Color Process

E. BINDERY: 11" x 17" flat sheets score at fold (one fold) on 11" dimension to 11" x 8.5".

F. TYPESETTING: N/A

G. SUPPLIED TO VENDOR: PDF (InDesign, Illustrator or PhotoShop) files WILL BE FURNISHED TO THE SELECTED VENDOR. Return all state supplied materials to the proof to person.

H. SAMPLES: N/A.

I. PROOF: A sized, high resolution exact color match proof indicating fold: Tom Chansky, Office of the Ohio Secretary of State, 180 East Broad St., 17th Floor, Columbus, OH 43215. Electronic or PDF file proofs are not acceptable.

J. PACKAGING: Carton pack. Label cartons with the following information.**Required Carton Label Information:**

Line 1: Publication Title
Line 2: Publication Number / Revision Date
Line 3: Total Quantity Printed in this order
Line 4: Box # of # (total) boxes
Line 5: Quantity in this box

All cartons must contain equal quantity with exception of last carton. Carton weight not to exceed 50 pounds.

A document (packing slip) disclosing the quantity and the contents of the shipment shall be visible and readily available at the time of delivery. Shipping labels, if any, attached to the cartons by the vendor, shall not include words such as "To, From, Consignee or any type of address indicating direction of shipment.

Pallet Specifications: The cartons shall be securely fastened to four-way (not to exceed 48 inches by 48 inches) pallets by using shrink-wrap or stretch film. All loaded pallets shall be in cube form so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum pallet load shall not exceed a maximum weight of 2,000 pounds.

Please provide packaging details (i.e. number of boxes, quantity per box) by the time proof is approved.

Before delivery, please notify the Secretary of State's office of quantity and approximate weight of each pallet.

K. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUIRED, WITHIN TWO WEEKS OF FINAL APPROVAL OF PROOF. NO LATER THAN OCTOBER 11, 2013.

**SHIP TO: OHIO SECRETARY OF STATE'S OFFICE
ATTN: TOM CHANSKY
180 EAST BROAD STREET, 17TH FLOOR
COLUMBUS, OHIO 43215
614-466-4509**

INSIDE DELIVERY REQUIRED. BUILDING LOADING DOCK DOES NOT HAVE A PALLET LIFT. NO ELECTRONIC/MOTORIZED PALLET JACKS.

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395.
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0263 WITH A SIGNED DELIVERY RECEIPT AND TWO SAMPLES.**