

# 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: 2013/2014 OHIO INCOME TAX/TELEFILE/SCHOOL DISTRICT INCOME TAX BOOKLETS, INSTRUCTIONS AND VARIOUS FORMS**

**BID NUMBER: 4P0276**

**BID NOTICE DATE: SEPTEMBER 4, 2013**

**OPENING DATE: SEPTEMBER 11, 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](mailto:mike.ruehrmund@das.state.oh.us).

## SPECIFICATIONS AND PRICING

**1. DESCRIPTION:** The selected contractor shall be required to provide all of the following at price bid, except where noted. All packaging and mailing costs, except where noted, shall be the responsibility of the contractor. All shipping will be made FOB destination prepaid, except where noted, regardless of the point of origination or destination. All statements mentioned throughout this bid that address the "contractor" are implied for any and all persons and/or subcontractors that are approved to do work through State Printing on this print project.

## 2. ESTIMATED QUANTITIES AND GENERAL DESCRIPTION:

Item #	Description	Estimated Quantity (For Items 1 – 9)
Item 1	IT 1040/IT 1040EZ/TeleFile/SD 100; 64 Page Booklet, saddle stitched and trimmed three sides. Printing will most likely appear on all 64 pages.	575,000
Item 2	IT 1040EZ return (one page printed on both sides); 8-1/2" by 10-15/16" (+ or - 1/16") flat sheet	670,150
Item 3	IT 1040 return (two pages printed on both sides and collated); 8-1/2" by 10-15/16" (+ or - 1/16") flat sheet	820,150
Item 4	SD 100 return (one page printed on both sides); 8-1/2" by 10-15/16" (+ or - 1/16") flat sheet	240,150
Item 5	IT 1040ES vouchers, 7-1/2" X 16", one page printed one side, perforated to make four 7-1/2" x 3-2/3" vouchers and one 7-1/2" x 1-1/3" stub).	76,050
Item 6	IT 1040ES flat stock instruction sheets, 8-1/2" by 10-15/16" (+ or - 1/16") one page printed on both sides.	76,000
Item 7	SD 100ES vouchers, 7-1/2" X 16", one page printed one side, perforated to make four 7-1/2" x 3-2/3" vouchers and one 7-1/2" x 1-1/3" stub).	6,050
Item 8	IT 1040X return (one page printed on both sides); 8-1/2" by 10-15/16" (+ or - 1/16") flat sheet.	76,000

Item 9	IT 1040X flat stock instruction sheets, 8-1/2" by 10-15/16" (+ or - 1/16") one page printed on both sides.	76,000
Item 10	Additional 1,000 price for Item 1 - IT 1040/IT 1040EZ/TeleFile/SD 100; 64 Page Booklet, saddle stitched and trimmed three sides. Printing will most likely appear on all 64 pages.	Additional 1,000 Price: _____
Item 11	Additional 1,000 price for Item 2 - IT 1040EZ return (one page printed on both sides); 8-1/2" by 10-15/16" (+ or - 1/16") flat sheet	Additional 1,000 Price: _____
Item 12	Additional 1,000 price for Item 3 - IT 1040 return (two pages printed on both sides and collated); 8-1/2" by 10-15/16" (+ or - 1/16") flat sheet	Additional 1,000 Price: _____
Item 13	Additional 1,000 price for Item 4 – SD 100 return (one page printed on both sides); 8-1/2" by 10-15/16" (+ or - 1/16") flat sheet	Additional 1,000 Price: _____
Item 14	Additional 1,000 price for Item 5 - IT 1040ES vouchers, 7-1/2" X 16", one page printed one side, perforated to make four 7-1/2" x 3-2/3" vouchers and one 7-1/2" x 1-1/3" stub).	Additional 1,000 Price: _____
Item 15	Additional 1,000 price for Item 6 - IT 1040ES flat stock instruction sheets, 8-1/2" by 10-15/16" (+ or - 1/16") one page printed on both sides.	Additional 1,000 Price: _____
Item 16	Additional 1,000 price for Item 7 - SD 100ES vouchers, 7-1/2" X 16", one page printed one side, perforated to make four 7-1/2" x 3-2/3" vouchers and one 7-1/2" x 1-1/3" stub).	Additional 1,000 Price: _____
Item 17	Additional 1,000 price for Item 8 – IT 1040X return (one page printed on both sides); 8-1/2" by 10-15/16" (+ or - 1/16") flat sheet.	Additional 1,000 Price: _____
Item 18	Additional 1,000 price for Item 9 – IT 1040X flat stock instruction sheets, 8-1/2" by 10-15/16" (+ or - 1/16") one page printed on both sides.	Additional 1,000 Price: _____

**3. MULTIPLE ITEM 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. To determine the low lot total price, the state will multiply the estimated usage of each item by its corresponding unit price and add these totals together. Failure to bid all items will result in the bidder being deemed as non-responsive and no further consideration given for potential awarding of the contract. 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. DETAILED DESCRIPTION AND EXPLANATION OF ITEMS:

**Item 1 (IT 1040/IT 1040EZ/TeleFile/SD 100 Booklet):** For **shipment** to Taxation and/or banks, post offices and libraries (see Sec. 9) **575,000** copies of a 64-page, 8-1/2" by 10-15/16" (+ or - 1/16") non-addressed self-cover booklet without indicia saddle stitched and trimmed three sides. There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 575,000 and is exclusive of all basic or preliminary costs. See Item 10 for additional 1,000's ordered.

**Item 2 (IT 1040EZ flat sheet):** For **shipment** to Taxation and/or banks, post offices and libraries (see Sec. 9) **670,150 (150 of this quantity is for testing)** copies of one sheet, printed two sides. Form shall be 8-1/2" by 10-15/16" (+ or - 1/16"). There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 570,000 and is exclusive of all basic or preliminary costs. See item 11 for additional 1,000's ordered.

**Item 3 (IT 1040 flat sheet):** For **shipment** to Taxation and/or banks, post offices and libraries (see Sec. 9) **820,150 (150 of this quantity is for testing)** copies of two sheets, printed two sides and collated. Form shall be 8-1/2" by 10-15/16" (+ or - 1/16"). There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 720,000 and is exclusive of all basic or preliminary costs. See item 12 for additional 1,000's ordered.

**Item 4 (SD 100 flat sheet):** For **shipment** to Taxation and/or banks, post offices and libraries (see Sec. 9) **240,150 (150 of this quantity is for testing)** copies of one sheet, printed two sides. Form shall be 8-1/2" by 10-15/16" (+ or - 1/16"). There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 220,000 and is exclusive of all basic or preliminary costs. See item 13 for additional 1,000's ordered.

**Item 5 (IT 1040ES vouchers):** For **shipment** to Taxation, **76,050 (50 of this quantity is for testing)** copies of one sheet, printed on one side. Form shall be 7-1/2" by 16" with four horizontal perforations creating four 7-1/2" x 3-2/3" vouchers and one 7-1/2" x 1-1/3" stub. There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 80,000 and is

exclusive of all basic or preliminary costs. See item 14 for additional 1,000's ordered.

**Item 6 (IT 1040ES flat stock instruction sheet):** For **shipment** to Taxation, **76,000** copies of one sheet, printed two sides. Form shall be 8-1/2" by 10-15/16" (+ or - 1/16"). There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 80,000 and is exclusive of all basic or preliminary costs. See item 15 for additional 1,000's ordered.

**Item 7 (SD 100ES vouchers):** For **shipment** to Taxation, **6,050 (50 of this quantity is for testing)** copies of one sheet, printed on one side. Form shall be 7-1/2" by 16" with four horizontal perforations creating four 7-1/2" x 3-2/3" vouchers and one 7-1/2" x 1-1/3" stub. There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 24,000 and is exclusive of all basic or preliminary costs. See item 16 for additional 1,000's ordered.

**Item 8 (IT 1040X flat sheet):** For **shipment** to Taxation, **76,000** copies of one sheet, printed two sides. Form shall be 8-1/2" by 10-15/16" (+ or - 1/16"). There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 76,000 and is exclusive of all basic or preliminary costs. See item 17 for additional 1,000's ordered.

**Item 9 (IT 1040X flat stock instruction sheet):** For **shipment** to Taxation, **76,000** copies of one sheet, printed two sides. Form shall be 8-1/2" by 10-15/16" (+ or - 1/16"). There is the possibility that additional units may be requested. Price quoted shall be based on continuous run with the 76,000 and is exclusive of all basic or preliminary costs. See item 18 for additional 1,000's ordered.

**5. PACKAGING/DELIVERY:** Booklets for delivery to Taxation (Item 1 (IT 1040/IT 1040EZ/TeleFile/SD 100) shall be shipped by the contractor on non-returnable pallets, in cartons of 100 booklets each to 4485 Northland Ridge Blvd., South Side Dock Door, Columbus, Ohio 43229. The booklets (Item 1) for banks, post offices and libraries shall be packaged in cartons of 100 booklets. Items 2 (IT 1040EZ flat sheet), 4 (SD 100 flat sheet), 6 (IT 1040ES flat stock instruction sheet), 8 (IT 1040X flat sheet) and 9 (IT 1040X flat stock instruction sheet) for delivery to Taxation shall be packaged separately in cartons of 2,000 with cardboard divider slips between every 100 sheets and placed on non-returnable pallets that shall be shrink-wrapped. Items 2 (IT 1040EZ flat sheet) and 4 (SD 100 flat sheet) for delivery to banks, post offices and libraries shall be packaged separately in cartons of 2,000 with cardboard divider slips between every 100 sheets. Item 3 (IT 1040 flat sheet) for delivery to Taxation shall be packaged separately in cartons of 1,000 with cardboard divider slips between every 200 sheets or 100 returns and placed on non-returnable pallets that shall be shrink-wrapped. Item 3 (IT 1040 flat sheet) for delivery to banks, post offices and libraries shall be packaged separately in cartons of 1,000 with cardboard divider slips between every 200 sheets or 100 returns. Items 5 (IT 1040ES vouchers) and 7 (SD 100ES vouchers) for delivery to Taxation shall be packaged separately in cartons of 1,000 with cardboard divider slips between every 100 vouchers and placed on non-returnable pallets that shall be shrink-wrapped. All cartons shall match the size of their contents, so no additional packing is necessary. Make sure to label contents in cartons, so they are easy to identify. **All shipments to Taxation are F.O.B. destination, prepaid.**

**6. PAPER STOCK:** The contractor shall provide confirmation of the mill order acceptance, with a confirmed delivery date, of the types of paper to be used to Taxation by the date/ specified (see schedule). Sample submission with the bid shall be made as follows:

- Five 8-1/2" X 11" sheets for Item 1 (IT 1040/IT 1040EZ/TeleFile/SD 100).
- Five 8-1/2" X 11" sheets for Items 2 (IT 1040EZ Flat sheet), 3 (IT 1040 Flat sheet), 4 (SD 100 Flat sheet), 6 (IT 1040ES flat stock instruction sheet), 8 (IT 1040X flat sheet) and 9 (IT 1040X flat stock instruction sheet).
- Five sheets for Item 5 & 7 (vouchers).

No substitutions of stock will be allowed after the bid opening. **Contractor may submit a separate bill for payment of the paper costs after paper delivery is made.**

Only those papers listed in the most recent edition of the Competitive Grade Finder, or as otherwise accepted by Grade Finders, Inc., for publication in subsequent editions of its paper buyers guides will be considered. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders' letter of acceptability must be included with your bid submission.

**Failure to list the paper manufacturer and brand may deem your bid non-responsive. All papers must be listed on the bid submission form (by item number) where requested.**

**Paper for Item 1 (IT 1040/IT 1040EZ/TeleFile/SD 100):** The entire of the booklet (64 pages) shall be printed on 30-lb. newsprint.

**Paper for Items 2 (IT 1040EZ Flat sheet), 3 (IT 1040 Flat sheet), 4 (SD 100 Flat sheet), 6 (IT 1040ES flat stock instruction sheet), 8 (IT 1040X flat sheet) and 9 (IT 1040X flat stock instruction sheet):** These forms shall be printed on 50-lb. uncoated smooth white offset paper with a minimum acceptable brightness of 80 and with a minimum acceptable opacity of 89.

**Paper for Items 5 & 7 (vouchers):** The vouchers shall be printed on virgin stock 24-lb. white bond or 60-lb. uncoated offset with a minimum acceptable brightness of 80 and a minimum acceptable opacity of 89. Grain must be parallel to the direction of paper flow. Rag content must be zero & dirt content cannot exceed 10 parts per million.

**7. INK:** Regardless of the ink or paper used, the printer shall employ a process such as heat set or chemical equivalent that shall render the ink smudge-proof when two or more pieces of paper are rubbed together. Contractor shall supply Taxation with color swatches of all colors used (except for black) and their screen tint values on the paper specified in this bid.

**Ink for Items 1 (IT 1040/IT 1040EZ/TeleFile/SD 100), 6 (IT 1040ES flat stock instruction sheet), 8 (IT 1040X flat sheet) and 9 (IT 1040X flat stock instruction sheet):** Full and partial screening of one color, black ink only. Item 1 shall print with bleeds throughout the pages in the booklet.

**Ink for Items 2 (IT 1040EZ Flat Sheet), 3 (IT 1040 Flat sheet) & 4 (SD 100 Flat sheet):** Full and partial screening of black and two additional pantone colors (to be determined) for highlighting items. Contractor shall lighten or darken pantone colors to departmental approval. Screen value shall be provided on art copy by date specified. Contractor shall furnish printed color samples of Items 2, 3 & 4 prior to press run as specified in the schedule based upon the latest available proof. The third pantone color may vary between items.

**Ink for Items 5 & 7 (vouchers):** Full and partial screening of black and one additional pantone color (to be determined). Contractor shall lighten or darken pantone colors to departmental approval. Screen value shall be provided on art copy by date specified. Contractor shall furnish printed color samples of Items 5 & 7 prior to press run as specified in the schedule based upon the latest available proof. The additional pantone color may vary between items 5 and 7.

**8. PRESS SHEET INSPECTION:** Taxation may require press sheets of all press forms for the first run of the tax booklets, forms, vouchers and instructions (Items 1 through 9). The contractor's costs of providing press sheets to the agency via "overnight express delivery," shall be included in the total price for this project. If press sheets are not approved by Taxation subsequent sets of press sheets shall be required and provided at the awarded contractor's expense. The contractor shall adjust screen color as directed for all additional press runs. Taxation must approve color before print production begins. Successful contractor shall contact State Printing at least 24-48 hours prior to shipping the press sheets. The printer shall not print without receipt of approval to proceed.

**9. SHIPMENT OF BANKS, POST OFFICES AND LIBRARIES:** Contractor shall ship approximately 4,000 to 6,000 boxes of income tax booklets (Item 1: IT 1040/IT 1040EZ/TeleFile/SD 100), 90 to 110 boxes of IT 1040EZ flat sheets (Item 2), 400 to 500 boxes of IT 1040 flat sheets (Item 3) and 15 to 25 boxes of SD 100 flat sheets (Item 4) to banks, post offices and libraries. Addresses for the post offices, banks and libraries shall be provided on a spreadsheet with quantities for each location. Contractor shall use the U.S. Mail service or common carrier for shipment to Post Offices and post offices boxes at the lowest available rate. Unless later specified otherwise by Taxation, shipments to banks and libraries shall be made by the most cost effective means available with preference given to a system with a method of tracking each package. Taxation shall be responsible for all shipping and mailing costs to the banks, post offices and libraries. Shipping costs shall be billed separately from this bid. Any questions regarding charges for shipment should be addressed to Sandra Cataline at 614-466-8067.

**10. PLANT AND EQUIPMENT INSPECTION:** The Ohio Departments of Administrative Services and Taxation may inspect bidder's plant and equipment to determine that the bidder has adequate facilities to perform the work under any given contract.

**11. PROOFS:** The State of Ohio will provide final versions of each item to the contractor in 'pdf' format with color separation by the date specified. Contractor shall furnish sets of composite book blue line or equal proofs; make requested changes as and when requested. Contractor shall also furnish a color laser proof of each item. Contractor shall assist Taxation in the electronic transmission with the 'pdf' files, so the integrity of the files is not changed from their original format. This may (at the contractor's expense) warrant visit(s) to Taxation to solve any electronic file(s) issues.

Proofs are to be forwarded to:

**Ohio Department of Taxation  
4485 Northland Ridge Blvd., 1<sup>st</sup> Floor  
Columbus, Ohio 43229  
Attn: Michelle Stover (Phone 614-466-5161)**

**12. BILLING OF ITEMS:** All items are to be billed as a one-time charge (except for paper that may be billed upon delivery to the printer) after meeting required mailing and delivery schedules. All invoices must reference to the bid number shown on the first page of this bid.

No invoice will be approved for payment unless accompanied by signed delivery receipt showing quantity shipped and shipping date. Billings for all items shall be directed to:

**Ohio Department of Administrative Services  
General Services Division  
4200 Surface Road Columbus, Ohio 43228-1395  
Attn: Invoice Processing (phone 614-644-7550)**

**13. QUALITY ASSURANCE:** The contractor shall maintain a thorough quality assurance program to guarantee that the delivered forms are correct. The contractor shall replace any damaged, incomplete, discolored, mutilated forms, misprinted, or improperly assembled booklets. Any damaged, mutilated or illegibly addressed packages SHALL be shredded immediately after the printing process. Contractor shall cover the cost of reprinting and remailing including shipping, postage, paper, labor, delivery to U.S. Postal authorities and computer time and labor used by Taxation. Upon request, the contractor shall be required to submit a description of the backup equipment available in the event of a breakdown including printing and assembling.

#### **14. FEDERAL LANGUAGE REGARDING PERFORMANCE, CRIMINAL/CIVIL SANCTIONS AND INSPECTIONS:**

##### **14.1. PERFORMANCE:**

In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

- (1) All work will be done under the supervision of the contractor or the contractor's employees.
- (2) Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Disclosure to anyone other than an officer or employee of the contractor will be prohibited.
- (3) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.
- (4) The contractor certifies that the data processed during the performance of this contract will be completely purged from all data storage components of his or her computer facility, and no output will be retained by the contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.
- (5) Any spoilage or any intermediate hard copy printout that may result during the processing of IRS data will be given to the agency or his or her designee. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
- (6) All computer systems processing, storing, or transmitting Federal tax information must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.
- (7) No work involving Federal tax information furnished under this contract will be subcontracted without prior written approval of the IRS.
- (8) The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.
- (9) The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

##### **14.2 CRIMINAL/CIVIL SANCTIONS:**

- (1) Each officer or employee of any person to whom returns or return information is or may be disclosed will be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are proscribed by IRC section 7213A and 7431.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

#### 14.3. INSPECTION:

The IRS and the Agency shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, specific measures may be required in cases where the contractor is found to be noncompliant with contract safeguards.

**15. PENALTIES:** Timeliness and delivery of a correctly prepared IT 1040/IT 1040EZ/TeleFile/SD 100 booklets, forms, instructions and vouchers are extremely critical components of this proposal. Failure to meet agreed upon deadlines or quality standards shall result in a penalty of **1/2%** of the contract price **for each working day late** being applied against the contract price. An additional penalty may be the barring of said contractor from bidding on future Ohio Income Tax/TeleFile/School District Income Tax Booklets, Forms, Instructions and Vouchers.

**16. OFFSHORE CONTRACTING/SUBCONTRACTING:** No services of the Contractor or its subcontractors under this Contract will be performed outside the United States in accordance with Executive Order 2011-12K.

**17. SCHEDULE:** All proofs, artwork, sample forms, and finished products are arranged and shipped at contractor's expense. To maintain schedule, overnight delivery via UPS or its equivalent may be necessary for proofs, artwork and samples.

Date	Task or Function
09/17/13	Contractor provides confirmation of paper order and delivery date of paper.
09/17/13	Taxation sends test 'pdf' files of certain items to contractor.
09/17/13	Taxation sends files in 'pdf' format of items 2, 3, 4, 5 and 7 to contractor.
09/20/13	Contractor sends proofs of items 2, 3, 4, 5 and 7.
09/24/13	Taxation approves proofs of items 2, 3, 4, 5 and 7.
09/24/13	Contractor has the approval to print press sheets of items 2, 3, 4, 5 and 7.
09/27/13	Taxation gives approval for contractor to print quantities for testing each of items 2, 3, 4, 5 and 7. Note: Some of the text within Items 2, 3, 4, 5 and 7 may be subject to change, prior to printing on 12/09/13.
10/04/13	Contractor delivers quantities specified for testing of items 2, 3, 4, 5 and 7 to Taxation.
10/29/13	Taxation sends files in 'pdf' format of entire or all other remaining items to contractor.
11/08/13	Contractor sends color key proofs to Taxation.
11/29/13	Taxation approves all other final proofs and (if necessary) gives contractor the approval to print press sheets for all remaining items.
12/05/13	Provide contractor the addresses and carton quantities of each account and of each item that they will ship to banks, post

	offices and libraries.
12/09/13	Taxation gives approval for contractor to begin printing all items.
12/19/13	Contractor delivers the entire quantities of each item (items 1-9) that has been determined for delivery to Taxation. The balance is what will be shipped to banks, post offices and libraries from the spreadsheets provided on 12/05/13.
12/26/13	Contractor begins deliveries of Items 1, 2, 3, and 4 to banks, post offices and libraries.
01/10/14	Contractor completes deliveries of Items 1, 2, 3, and 4 to banks, post offices and libraries.

In the event of action by the Ohio General Assembly, requiring changes in the personal income tax booklets and/or forms, the schedule for returning proofs to the contractor may be delayed, but completion of the work and mail distribution shall NOT be delayed. No additional time shall be allowed or paid for in the event of printer's errors on proofs, or mailing distribution. However, in the event of action by the Ohio General Assembly requiring delays in **approving** final camera ready art by December 9, 2013, the State will negotiate change orders to maintain the original completion dates in these specifications. Bidder must provide the **maximum cost per hour, which will be charged in the event overtime is required and approved in accordance with the following paragraph.** Documentation of employee time must be supplied. Overtime will require prior approval of the Administrator of State Printing and the Revenue Processing Administrator. List the maximum cost per hour in the Additional Information section on the bid submission form.

**Note: The overtime estimate will not be used in the bid evaluation.**

**18. PARTIAL PAYMENT:** Payment will be permitted to reimburse contractor for the cost of the paper. Such partial payment will be considered against the original full contract price. Contractor shall supply Taxation with copies of the paper invoices to verify and justify the requested partial payment.

**19. ADDITIONAL INFORMATION:** The State of Ohio reserves the right to request additional information from the contractor after bid opening.

**20. RECYCLED MATERIAL:** Will product contain recycled materials?

Y/N \_\_\_\_\_ IF SO \_\_\_\_\_ %

**5. DELIVERY: REQUIRED DECEMBER 19, 2013. (SEE DELIVERY INSTRUCTIONS WITHIN SPECIFICATIONS)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0276.**