

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: JFS 02721 (Rev. 8/13) Receiving Report

BID NUMBER: 4P0316

BID NOTICE DATE: SEPTEMBER 13, 2013

OPENING DATE: SEPTEMBER 17, 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 the Receiving Reports for use by the Ohio Department of Job and Family Services.

2. **QUANTITY:** 1,000 (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 a fan a-part construction form, 3 parts carbonless, printed in black ink, one side and press numbered in red ink.

A. **SIZE:** 8 ½" x 11"

B. **STOCK:** White CB 15# carbonless, Canary CFB 14# carbonless, Pink CF 15# carbonless.

C. **PRESSWORK:** Print one side and number.

D. **INK:** Black/Red ink.

E. **BINDERY:** Fan a-part construction at the top of form. Press number in red ink, per part from 9901 to 10901.

F. **FINISHED TRIM SIZE:** 8 ½" x 11"

G. **TYPESETTING:** Typesetting maybe required.

H. **SUPPLIED TO VENDOR:** Previously printed copy 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 614-752-0060 for an appointment.

J. **PROOF:** A blueline or equal proof shall be delivered to: Fiscal Services, Mavis Alford, 30 E. Broad Street, 37th floor, Columbus, Ohio 43215

K. PACKAGING: Carton pack and label with "JFS 02721 (Rev. 8/2013) Receiving Record" with quantity per carton.

L. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED SEPTEMBER 27, 2013. SHIP TO: FISCAL SERVICES, MAVIS ALFORD, 30 E. BROAD STREET, 37TH FLOOR, COLUMBUS, OHIO 43215

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0316.