

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: Hunter Education Student Examination

BID NUMBER: 4P0351

BID NOTICE DATE: September 23, 2013

OPENING DATE: September 30, 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.

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Form 113, Hunter Education Student Examination, saddle-stitched 16 page self-cover booklet printed in one color, for use by the Ohio Department of Natural Resources.

2. QUANTITY: 25,000 (+/- 5%)

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: Booklet, 16 pages, self-cover, black ink, 8 ½" x 11", saddle-stitched, shrink 25 per pack.

- A. SIZE:** 8 ½" x 11", saddle stitched size. No Under sizing allowed.
- B. STOCK:** Cream uncoated offset 70# text, grade 2.
- C. PRESSWORK:** Offset printed head to head.
- D. INK:** Black.
- E. BINDERY:** Fold, collate in page sequence, saddle stitch & trim to 8 ½" x 11".
- F. TYPESETTING:** Set type for and strip in cost box / line in 5 point type on back cover.

- G. SUPPLIED TO VENDOR:** A .pdf will be furnished to the selected vendor. Print must be exactly as file provided at 100% or shipment will be refused.
- H. PROOF:** A hard copy high resolution ink jet or digital proof in page order, to size shall be delivered to ODNR Division of Wildlife, Attn: Graphics Manager, 2045 Morse Road, Bldg G-2, Columbus, Ohio 43229-6693.
- I. PACKAGING:** Shrink-wrap 25 per pack.
- J. CARTON:** Carton pack in 200# test cartons and label "Form 113, Hunter Education Student Examination" and quantity per carton, max 30# per carton.
- K. SHIP TO:** Division of Wildlife Warehouse, 1500 Dublin Road, Columbus, Ohio 43215.

5. DELIVERY: REQUESTED: NOVEMBER 20, 2013.

6. INVOICE: DAS STATE PRINTING,
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ATTN.: INVOICE PROCESSING,
4200 SURFACE ROAD,
COLUMBUS, OHIO 43228-1395

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0351 WITH 2 SAMPLES.