

STATE OF OHIO

Department of Administrative Services
General Services Division
Office of State Printing
4200 Surface Road
Columbus, Ohio 43228-1395

ADDENDUM FOR CHANGE TO BID

ADDENDUM NO. 1 TO BID NO: 4P0426

INVITATION TO BID: Item Number: OTTA-OT56

Item Description: Custom 10 x 13 Peel & Seal Enrollment Book Booklet Envelope

OPENING DATE: October 10, 2013 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, FOR INSTRUCTIONS).

ADDENDUM NOTICE DATE: 10/07/13

PAGES 1 AND 2 TO THIS INVITATION TO BID HAVE BEEN ADDENDED. REMOVE THOSE CORRESPONDING PAGES FROM THE EXISTING BID AND REPLACE WITH THE ADDENDED PAGES. THIS ADDENDUM IS ISSUED TO ADD/CHANGE/CORRECT ADDITIONAL SPECIFICATION INFORMATION AS INDICATED BY AN (*) ASTERISK. THE OPENING DATE REMAINS THE SAME.

BIDS CAN ONLY BE SUBMITTED ONLINE AT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>. THE BID MUST BE SUBMITTED TO DAS, STATE PRINTING BY 11:00 A.M. E.S.T. ON THE OPENING DATE TO RECEIVE CONSIDERATION FOR AWARD.

ADM 3318n 12/07/09

STATE OF OHIO

Department of Administrative Services
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State Printing & Mail Services

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: Item Number: OTTA-OT56

Item Description: Custom 10 x 13 Peel & Seal Enrollment Book Booklet Envelope

BID NUMBER: 4P0426

BID NOTICE DATE: October 4, 2013

OPENING DATE: October 10, 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)-995-5268 or e-mail: 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 10" x 13", 28# white wove booklet envelopes with Peel and Seal flap for use by the Tuition Trust Authority.

2. QUANTITY: 15,025 (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: 10" x 13", 28# white wove, booklet envelope with Peel and Seal flap, prints, one side, two color black and PMS 377, no bleeds

A. SIZE: 10" x 13" Booklet envelope

B. STOCK: 10" X 13", 28# White Wove Booklet Envelope with Peel & Seal flap. Paper is exempt from Grade Finders requirement.

C. PRESSWORK: Shall print offset, one side, two colors (solid and screens) no bleeds.

D. INK: Black and PMS 377

E. * BINDERY: 10" x 13" Booklet envelope with peel & seal flap.

F. FINISHED TRIM SIZE: 10" x 13"

G. TYPESETTING: N/A

H. SUPPLIED TO VENDOR: Provided via email, InDesign CS6 for Mac 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 Tim Riley at 614-995-5268 for an appointment.

J. PROOF: A digital color and Dylux proof, indicating flap position shall be sent to Michele Schuck at:

Ohio Tuition Trust Authority
Attn: Michele A. Schuck
Graphic Designer
35 E. Chestnut St., 8th Floor
Columbus, OH 43215-2541

K. PACKAGING: Carton pack, label with item number, item description and quantity.

L. ADDITIONAL SPECIFICATIONS: Printer shall verify and provide documentation (to proof to person) that the printed envelopes meet all USPS standards.

5. DELIVERY: REQUESTED OCTOBER 30, 2013 OR SOONER, DELIVERY INSTRUCTIONS:

DELIVERY INSTRUCTIONS:

15,000 ENVELOPES SHALL DELIVER TO:

Baesman Order Fulfillment Warehouse 4251 Leap Road, Dock 24 Hilliard, OH 43026 614-219-6735 Phone 614-850-8316 Fax fulfillment@baesman.com

Receiving hours are from 8am – 4pm, Monday through Friday. As a courtesy, Baesman requests that you fax or email delivery information at least 24 hours in advance of delivery (see fax number & email address above). Please provide the name of the carrier, vendor, and number of pallets being delivered.

Shipments may be refused if you do not adhere to the specific guidelines listed below:

- Pallet specifications are 40"x48". Maximum height is 45" (from the bottom of the pallet to the top of the load) four way pallets are preferred with a weight limit of 2,000 pounds.
- All pallets are to have a pallet load tag attached to the front of each load with vendor name and item number.
- Mixed pallets should have no more than four different items and must be clearly marked "MIXED PALLET" on all four sides. The pallet load tag must have each item listed and the number of containers per item.
- The shipment must be accompanied by a packing list. The packing list must be in plain view.
- Packing list should contain the following information:
 - Purchase order (if applicable)
 - Number of pallets
 - Item numbers
 - Item descriptions
 - Total Piece Count
 - Vendor name
 - Vendor contact (name and phone)
- All items are to be packed in uniform cartons/containers with only one item per container.
- Each container received must be labeled with the vendor name, item number and piece count. All containers should be placed on the pallet so that the label is visible on all four sides of the pallet.
- Items shall be packed in uniform cartons containing equal quantities. Only one partial container per item. For example; Item ABC has a total of 535 pieces, 10 cartons @ 50 pieces and one carton @ 35 pieces.
- All deliveries will be processed within 24 hours of receipt.
- We do not accept collect shipments.

Any questions or concerns about these requirements please contact Rhonda Lands at 614-850-2715 or email rlands@baesman.com.

25 SAMPLE ENVELOPES SHALL DELIVER TO MICHELE SCHUCK AT:

Ohio Tuition Trust Authority Attn: Michele A. Schuck Graphic Designer 35 E. Chestnut St., 8th Floor Columbus, OH 43215-2541

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0426.**