

# 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: Pub 5418 Waterbirds of Ohio Guide Book**

**BID NUMBER: 4P0460**

**BID NOTICE DATE: October 11, 2013**

**OPENING DATE: October 24, 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](mailto: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 Pub 5418, Waterbirds of Ohio Guide Book printed four-color process with bleeds throughout, 80 pages self-cover, for use by the Ohio Department of Natural Resources. **Press sheet inspections requested.**

**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, 80 pages, self-cover printed four color process (200 line), 7 1/2" x 5 1/8", stitched on the 7 1/2" edge.

**A. SIZE:** 7 1/2" x 5 1/8", saddle stitched long edge. No Under sizing allowed.

**B. STOCK:** White 70# recycled gloss text, grade #2.

**C. PRESSWORK:** Offset printed head to head.

**D. INK:** Four-color process, screens, solids and bleeds.

**E. BINDERY:** Fold, collate in page sequence, saddle stitch on the long edge.

**F. TYPESETTING:** Set type for and strip in cost box / line in 5 point type on back cover.

**G. SUPPLIED TO VENDOR:** InDesign CS6 will be furnished to the selected vendor. Print must be exactly as file provided at 100% or shipment will be refused.

- H. **PROOF:** A Match print or better proof with a folding dummy shall be delivered to ODNR Division of Wildlife, Attn: Chad Crouch, 2045 Morse Road, Bldg G-2, Columbus, Ohio 43229-6693.
- I. **JOB REQUIRES ON SITE INSPECTION OF PRESS SHEET:** Bidder must include in the bid submission, all cost associated with the travel and lodging of two State Employees to the vendor's production facility for the purpose of viewing and inspection of press sheet. The printer shall not print without receipt of approval to proceed. Press sheet inspection of multiple forms is requested.
- J. **PACKAGING:** Carton pack and label "Pub 5418 Waterbirds of Ohio Guide Book and quantity per carton, max 30# per carton.
- K. **SHIP TO:** Division of Wildlife Warehouse, 1500 Dublin Road, Columbus, Ohio 43215.

5. **DELIVERY:** REQUESTED ON OR BEFORE DECEMBER 18, 2013.

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

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 4P0460 with 2 samples & a delivery receipt.