

STATE OF OHIO

Department of Administrative Services
General Services Division
State Printing & Mail Services

INVITATION TO BID FOR: 2014 Motorcycle Year at a Glance Calendar - 21-1/2" x 34-1/2", four color process calendar with black tin top & bottom and has a top centered hanger loop. 1,000 calendars to be rolled into shipping tubes. 2,000 to be rolled into paper wrap with pull string opening style.

Special Note: Vendor to furnish actual 2014 Year at a Glance style calendar art. The art for the top and bottom of the calendar will be provided to the vendor.

Holidays will be provided to vendor and are to be printed in red, black and green (refer to list attached to order). Color behind names of months should be Pantone 1505 with black letters for names of months and color behind days of the week should be Pantone 422 with black lettering for days of week.

BID NUMBER: 4P0463

BID NOTICE DATE: October 11, 2013

OPENING DATE: October 16, 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 2014 Motorcycle Calendar for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 3,000.** 2,000 rolled into tubes & 1,000 string-wrapped.
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:** Wall calendar, black tin top & bottom, top hanger, four color, vendor supplied year-at-a-glance calendar art, some tubed, some string wrapped.
 - A. **SIZE:** 21-1/2" x 34-1/2"
 - B. **STOCK:** 100# white gloss text, grade 2.
 - C. **PRESSWORK:** Print one side.

- D. **INK:** Four color process, no bleeds on art provided to vendor. Holidays will be provided to vendor. Color behind names of months should be Pantone 1505 with black letters for names of months and color behind days of the week should be Pantone 422 with black lettering for days of week. Offset printing, one side, tight registration, no bleeds
- E. **BINDERY:** Black tin top and bottom with top centered hanger loop. Roll 1,000 into tubes and paper roll/wrap 2,000 with pull string opening style.
- F. **FINISHED TRIM SIZE:** 21-1/2" x 34-1/2"
- G. **TYPESETTING:** Set type and strip in cost box information in a 9 pt font at foot of calendar.
- H. **SUPPLIED TO VENDOR:** A PDF will be furnished to the selected vendor.
- I. **SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Lynn Allen at 614-466-0389 for an appointment.
- J. **PROOF:** A Color laser to size and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Megan Olger Vendor to furnish year at a glance style calendar art for the year 2014 that will allow a 5" upper logo and a 5-1/2" lower placement of copy on the calendar.
 - If delivered or sent via Express Mail, send to 1970 W. Broad St., Columbus, OH 43223-1102
or
 - If sending via U.S. Postal Service, send to PO Box 182081, Columbus, OH 43218-2081
- K. **PACKAGING:** Roll 1,000 into tubes and paper roll/wrap 2,000 with pull string opening style. Carton pack - do not inter-mix.
- L. **REQUIRED PACKAGE LABELS:** N/A
- M. **REQUIRED CARTON LABELS:** 26859 2014 Motorcycle Year at a Glance Calendar **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**

PACKING SLIP: With delivery, provide a delivery receipt which shall include the following information: Name of ordering agency, DAS job number, ODPS order number **26859**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.

PALLET SPECIFICATIONS: The cartons shall be securely fastened to four-way (40 inches by 48 inches) pallets, by using shrink-wrap or stretch film. All loaded pallets shall be in cube form, so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum loaded pallet height **shall not exceed 56 inches as measured from the bottom of the pallet**. The maximum pallet load shall not exceed a maximum weight of 3,300 pounds.

N. ADDITIONAL SPECIFICATIONS: If using recycled paper, include recycled paper logo adjacent to cost box.

8. DELIVERY: REQUESTED BY 11/25/2013

SHIP TO: ODPS Alum Creek Facility, 1583 Alum Creek Dr., Columbus OH 43209
Attn: Receiving

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0463 with 2 samples & a delivery receipt.