

# STATE OF OHIO

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

**INVITATION TO BID FOR: BINDING MINUTE BOOKS-2012**

**BID NUMBER: 4P0485**

**BID NOTICE DATE: OCTOBER 21, 2013**

**OPENING DATE: OCTOBER 25, 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](mailto: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 Minute Book Binding for use by the Ohio Department of Commerce.

**2. QUANTITY:** 1 each (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:** Minute Book to be Bound – 2012. Binding only with an approximate spine size of 2-1/2" of 8-1/2" X 11" sheets. Binds in Red Buckram with Gold Stamping, centered on spine to read:

Minute Book  
2012  
Ohio  
Real Estate  
Commission Board

**A. SIZE:** 8-1/2" X 11"

**B. STOCK:** Cover: Red library cover with Buckram embossed finish.

**C. PRESSWORK:** Gold stamping on spine only.

**D. INK:** Lettering in Gold

**E. BINDERY:** Bind in Red with Gold lettering.

**F. FINISHED TRIM SIZE:** 8-1/2" X 11"

### TYPESETTING:

Minute Book  
2012  
Ohio  
Real Estate  
Commission  
Vol. 1

Minute Book  
2012  
Ohio  
Real Estate  
Commission  
Vol. 2

**G. SUPPLIED TO VENDOR:** Preprinted volumes of Minute Books will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

**H. PROOF:** Fax laser proof of spine text to: Karen Bowman at 614-644-1469

**I. PACKAGING:** Wrap to protect book during shipping. Carton pack and label with contents

**J. ADDITIONAL SPECIFICATIONS:** When binding Commission volumes, do not split months in different volumes. If there are any questions please call Karen Bowman at 614/995-5791.

**5. DELIVERY: REQUESTED NOVEMBER 8, 2013 OR SOONER (DELIVER TO: RE & PROF. LICENSING, ATTN: CHRISTINA BOLDEN, 77 S. HIGH STREET, 20<sup>TH</sup> FLOOR, COLUMBUS, OH 43215-6133)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0485.**