

STATE OF OHIO
Department of Administrative Services
General Services Division
State Printing & Mail Services

INVITATION TO BID FOR: S-2 A Guide to Transition Services booklet

BID NUMBER: 4P0488

BID NOTICE DATE: October 21, 2013

OPENING DATE: October 23, 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 the S2 A booklet for use by the Ohio Rehabilitation Services Commission.

2. QUANTITY: 15,000 (4% over or under allowed)

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, 16p self cover, front cover as four color process, bleeds, leaf" 14 / folio #13 " as PMS 185 c, balance as black, saddle stitch to 8 ½" x 11", shrink 100 & label.

A. SIZE: 8 ½" x 11", no undersize allowed.

B. STOCK: White 80# gloss coated text, grade 2.

C. PRESSWORK: Print two sides.

D. INK: Four color process with bleeds front cover, folio # 13 PMS 185, balance as black.

E. BINDERY: Fold, collate in page order, saddle stitch & trim to 8 ½" x 11".

F. TYPESETTING: Set in 5 or 6 point type and strip in cost information.

G. SUPPLIED TO VENDOR: A pdf will be supplied.

H. PROOF: A hi res. Proof, to size shall be delivered to: Louise Czatt, Opportunities for Ohioans With Disabilities , Suite 300, 150 E. Campus View Blvd, Columbus, Ohio 43235

I. PACKAGING: Shrink-wrap & label "**S-2 A Guide to Transition Services, 100/pkg**". Carton pack & label same.

J. DELIVERY REQUESTED: NOVEMBER 13, 2013 sooner allowed.

K. SHIP TO: Louise Czatt,
Opportunities for Ohioans With Disabilities
150 E. Campus View Blvd,
Columbus, Ohio 43235

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0488 with 2 samples and a signed delivery receipt.