

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

INVITATION TO BID FOR: Participant Survey Card

BID NUMBER: 4P0533

BID NOTICE DATE: October 31, 2013

OPENING DATE: November 8, 2013 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, and 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.DESCRPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Participant Survey Cards, printed in four color process, scored for use by the Ohio Department of Natural Resources.

2. QUANTITY: 75,000. (4% +/-)

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: Printed card, four color process with bleeds, 3 ½" x 4", shrink-wrapped 500 & labeled, carton packed & labeled.

A. SIZE: 4" x 3 ½".

B. STOCK: White 80# gloss recycled cover, grade 2.

C. PRESSWORK: Printed on two sides with bleeds & screens.

D. INK: Four-color process, bleeds.

E. BINDERY: Score to allow later fold to 3 1/3" x 2". **DO NOT FOLD.**

G. TYPESETTING: N/A

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H. SUPPLIED TO VENDOR: Pdf will be provided.

I. PROOF: A high resolution ink jet or digital proof shall be delivered to: ODNR Division of Wildlife, Vicki Ervin, G-1, 2045 Morse Road, Columbus, Ohio 43229-6693.

J. PACKAGING: Shrink-wrap 50 and label with "Participant Survey Cards". Carton pack & label same.

5. DELIVERY REQUESTED: December 15, 2013.

DELIVER TO: DNR, Division of Wildlife, Chuck Greenwalt, G-2, 2045 Morse Road, Columbus, Ohio 43229-6693.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0533 with 2 samples & a delivery receipt.