

STATE OF OHIO

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

INVITATION TO BID FOR: Two Posters, printed & rolled into tubes

BID NUMBER: 4P0547

BID NOTICE DATE: November 4, 2013

OPENING DATE: November 6, 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 two Posters, printed, rolled into tubes for use by the Ohio Rehabilitation Services Commission.

2. QUANTITY: 60 each of TWO Posters, total of 120.

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: Two posters print one side each. Print four color process, roll each into a vendor supplied tube, keep separate.

A. SIZE: 16" x 20".

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

C. PRESSWORK: Print one side, not common.

D. INK: Four color process.

E. BINDERY: Roll each poster into a vendor supplied tube.

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: Carton pack & label, keep Poster cartons separate.

J. DELIVERY REQUESTED: NOVEMBER 14, 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 4P0547 with 2 samples and a signed delivery receipt.