

# STATE OF OHIO

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

## MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.08.1

### PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

#### INVITATION TO BID FOR: JFS 01570 STEP UP TO QUALITY PARENT OUTREACH BROCHURE

**BID NUMBER: 4P0555**

**BID NOTICE DATE: NOVEMBER 6, 2013**

**OPENING DATE: NOVEMBER 13, 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 JFS 01570 Brochure for use by the Ohio Department of Job & Family Services.

**2. QUANTITY:** 1,500 (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:** 8-1/2 X 11, 1 sheet, full color, folded to 3.67 X 8.5, 80# matte white cover stock.

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

**B. STOCK:** 80# White Matte cover stock

**C. PRESSWORK:** Print two sided, head to head

**D. INK:** full color

**E. BINDERY:** Fold to 3.67 X 8.5

**F. FINISHED TRIM SIZE:** 3.67 X 8.5

**G. TYPESETTING:** Set and strip in 5 pt. type cost line information on lower middle back panel.

**H. SUPPLIED TO VENDOR:** A pdf will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

**I. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.

**J. PROOF:** A color laser proof shall be delivered to: Yvette Turner, JFS Office of Communications, 30 E. Broad Street, Columbus, OH 43215

**K. PACKAGING:** Shrink wrap 100 per pack, carton pack, label with title and quantity. **JFS 01570 (Rev. 10/2013) Step Up to Quality Parent Outreach Brochure**

**5. DELIVERY: REQUESTED DECEMBER 4, 2013 OR SOONER (DELIVER TO: JFS WAREHOUSE SERVICES, 2098 INTEGRITY DR., N., COLUMBUS, OH 43209)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0555.**