

# STATE OF OHIO

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

## INVITATION TO BID FOR: Pub 5462 Regulations Advertising Opportunities brochure

**BID NUMBER: 4P0568**

**BID NOTICE DATE: November 12, 2013**

**OPENING DATE: November 15, 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](mailto: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 Pub 5462 for use by the Ohio Department of Natural Resources.

**2. QUANTITY:** 5,000. (5% over / under allowance)

**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:** Brochure, 17 ¼" x 8 ½", four color process, bleeds, tri folded, three clear wafer seals, some mailing, using 80# white coated recycled matte cover, fold to 5 ¾" x 8 ½", carton pack & label.

**A. SIZE:** 17 ¼" x 8 ½", prior to fold.

**B. STOCK:** White 80# matte cover (satin, dull or silk allowed), grade 2, recycled content.

**C. PRESSWORK:** Offset printed on two sides with screens & solids.

**D. INK:** Four color process, bleeds.

**E. TYPESETTING:** Set and strip in cost information line in 6 point type.

- F. BINDERY:** Score & fold to 5 ¾" x 8 ½".
- G. MAILING:** Mailing list shall be supplied. Apply 3 (three) clear wafer seals one per open side, address & mail 2,900 (+ / -) using ODNR indicia and "intelligent barcode" mailing, deliver to City Gate Drive USPO facility. All mailing shall be through the United States Post Office, 2323 Citygate Drive, Columbus, OH 43218. All postage will be handled by the Division of Wildlife. Permit issued by the Columbus USPO. No other USPO is allowed. No out-of-state mailing allowed
- H. SUPPLIED TO VENDOR:** A pdf will be furnished to the selected vendor.
- I. PROOF:** A high resolution ink jet or digital proof shall be delivered to: ODNR Division of Wildlife, Attn: Chad Crouch, G-2, 2045 Morse Road, Columbus, Ohio 43229-6693.
- J. PACKAGING FOR BALANCE NOT MAILED:** Carton pack and label with Publication number, title and quantity per carton.

**5. DELIVERY:** REQUESTED DECEMBER 5, 2013.

**DELIVERY ADDRESS FOR BALANCE NOT MAILED:** DNR WILDLIFE WAREHOUSE  
1500 DUBLIN ROAD  
COLUMBUS, OH 43215.

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

**7. ALL INVOICES MUST REFERENCE:** JOB NUMBER 4P0568 with 2 samples & a delivery receipt.