

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

INVITATION TO BID FOR: DNR 7810.13 Water Well Sealing Report

BID NUMBER: 4P0575

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

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide the DNR 7810.13 4 part, stub top form, with Crash numbering for use by the Ohio Department of Natural Resources.

2. QUANTITY: 10,000 (**Exact only**)

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: Carbonless 4 part form, perforated top stub, common front plate, common back plate, consecutively CRASH numbered in **RED**, one position.

A. SIZE: 8 ½" x 11 tear out size, (plus ½" or 7/8" perforated top stub, either allowed)

B. STOCK: Carbonless 15# bond, part 1 white CB, part 2 canary 14/17# CFB, part 3 pink 14/17# CFB, part 4 goldenrod CF. Grade Finders requirement waived for this bid. Please note: Tinting is acceptable.

C. PRESSWORK: Offset printed one side, common plate. Red Crash number, one position.

D. NUMBERING: Start: 0212700 END: 0222699

E. INK: Black all parts with crash numbering in RED.

F. BINDERY: Perforated ¾" top glued stub.

G. SUPPLIED TO VENDOR: PDF files will be furnished to the selected vendor. Print must be exactly as file provided at 100% or shipment will be refused. Do Not Scale Artwork.

H. PROOF: A high resolution ink jet or digital proof with perforation & number position clearly marked & ink color called out, shall be delivered to ODNR Creative Services, Attn: David Orr, 2045 Morse Road, Bldg. C-2, Columbus, Ohio 43229-6693.

I. PACKAGING: Shrink-wrap 50 and label with DNR 7810/13, title, and number series, quantity per pack, Carton pack and label same.

J. SHIP TO: ODNR Creative Services,
Attn: David Orr
2045 Morse Road, Bldg. G-2,
Columbus, Ohio 43229-6693

5. DELIVERY: REQUESTED December 9, 2013.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0575 with two samples and a signed packing slip.