

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

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: Guide to Registering your Trademark / Service Mark in Ohio

BID NUMBER: 4P0603

BID NOTICE DATE: November 22, 2013

OPENING DATE: November 27, 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 by email to Tim Riley at tim.riley@das.ohio.gov

SPECIFICATIONS AND PRICING

**** Please note, this job is being bid on behalf of the Secretary of State who will evaluate the bid responses and be responsible for bid selection and award. Also note that the Secretary of State will bid this job independently and use these bids in their evaluation. ****

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Guide to Registering your Trademark books for use by the Office of the Ohio Secretary of State.

**2. QUANTITY: ITEM 1: 5,000 GUIDE TO REGISTERING YOUR TRADEMARK
ITEM 2: 10,000 GUIDE TO REGISTERING YOUR TRADEMARK**

QUANTITIES ORDER FOR THIS JOB WILL BE AWARDED AT A QUANTITY OF 5,000 OR 10,000. Agency will determine the quantity to be awarded 5,000 or 10,000.

(no under run or over run will be allowed this will be an exact quantity award).

3. UNIT PRICE AWARD: 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. To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add the totals together. Failure to bid all items will disqualify your bid. The low lot total price of the ITB will be submitted to the agency for evaluation.

4. SPECIFICATIONS: Guide to Registering your Trademark, 12 page plus cover, 5.5" x 8.5" saddle stitched book, cover prints offset two sides four color process with full bleed, text sheet print offset two sides two color no bleeds.

A. SIZE: 5.5" x 8.5"

B. STOCK: Cover: White 80# Silk coated, No. 2 cover. Shall be silk finish
Text: White 50# uncoated offset text, No. 2 offset.

Please specify manufacturer and brand

C. PRESSWORK: Shall print offset, Cover: two sides, four color process, bleeds. Text: two sides, two color, no bleeds.

D. INK: Cover: four color process, Text: two color

E. BINDERY: Score cover, fold, collate and saddle-stitch on the 8-1/2" dimension.

F. TYPESETTING: N/A

- G. SUPPLIED TO VENDOR: PDF (InDesign, Illustrator or PhotoShop or PDF Adobe Creative Cloud version) files WILL BE FURNISHED TO THE SELECTED VENDOR.** Return all state supplied materials to the proof to person.
- H. SAMPLES:** N/A.
- I. PROOF:** A sized, high resolution exact color match proof: Tom Chansky, Office of the Ohio Secretary of State, 180 East Broad St., 17th Floor, Columbus, OH 43215. Electronic or PDF file proofs are not acceptable.
- J. PACKAGING:** Shrink wrap in groups of 25, Carton pack. Label cartons with the following information.

Required Carton Label Information:

Line 1: Publication Title
 Line 2: Publication Number / Revision Date
 Line 3: Total Quantity Printed in this order
 Line 4: Box # of # (total) boxes
 Line 5: Quantity in this box
 Line 6: Bundled in (25s, 50s, N/A)

All cartons must contain equal quantity with exception of last carton. Carton weight not to exceed 50 pounds.

A document (packing slip) disclosing the quantity and the contents of the shipment shall be visible and readily available at the time of delivery. Shipping labels, if any, attached to the cartons by the vendor, shall not include words such as "To, From, Consignee or any type of address indicating direction of shipment.

Pallet Specifications: The cartons shall be securely fastened to four-way (not to exceed 48 inches by 48 inches) pallets by using shrink-wrap or stretch film. All loaded pallets shall be in cube form so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum pallet load shall not exceed a maximum weight of 2,000 pounds.

Please provide packaging details (i.e. number of boxes, quantity per box) by the time proof is approved.

Before delivery, please notify the Secretary of State's office of quantity and approximate weight of each pallet.

K. ADDITIONAL SPECIFICATIONS:

- 5. DELIVERY: INSIDE DELIVERY REQUIRED, WITHIN TWO WEEKS OF FINAL APPROVAL OF PROOF. NO LATER THAN JANUARY 30, 2014.**

**SHIP TO: OHIO SECRETARY OF STATE'S OFFICE
 ATTN: TOM CHANSKY
 180 EAST BROAD STREET, 17TH FLOOR
 COLUMBUS, OHIO 43215
 614-466-4509**

INSIDE DELIVERY REQUIRED. BUILDING LOADING DOCK DOES NOT HAVE A PALLET LIFT. NO ELECTRONIC/MOTORIZED PALLET JACKS.

- 6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0603 WITH A SIGNED DELIVERY RECEIPT AND TWO SAMPLES.**