

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: Wild Ohio Magazine Winter 2014

BID NUMBER: 4P0615

BID NOTICE DATE: November 25, 2013

OPENING DATE: December 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 10-01-07, 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 Wild Ohio Magazine, Fall 2013, one issue for use by the Ohio Department of Natural Resources. Artwork files ready approx. September 3, 2013.

2. QUANTITY: TWO PRICES: 15,000.
ADDITIONAL 1,000'S (Ordered at the Same Time up To a Maximum of 4,000 additional magazines)

Final quantity will be determined January 3, 2014.

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: Magazine, 32 pages plus separate cover, four color process, UV coating on cover 1 and 4, approx. 15,000 (or more) shall mail using USPO, permit issued by USPO, Columbus facility. Press sheet inspection of all forms requested, **Special note: Shall use 200 line resolution, at minimum.**

Artwork available December 3, 2013.

Mailing list available January 3, 2014.

A. SIZE: 8 ½" x 11". (No under-sizing allowed).

B. STOCK: Cover: White 80# gloss recycled cover, grade 2. Text as: Matching white gloss recycled text, (both shall be 10% PCW).

C. PRESSWORK: Offset printed two sides to include gutter jumps, solids & screens.

D. INK: Four-color process, bleeds, clear UV coating on cover 1 and 4.

E. BINDERY: Fold to collate in page order, saddle-stitch and trim to 8 ½" x 11". (No under-sizing allowed).

F. SUPPLIED TO VENDOR: Artwork files ready approx. December 20, 2013. Final art as a DVD in Adobe In Design CS6, native files with all fonts and links included; AND one (1) file in Adobe Acrobat Pro 9, Exported as a Press Quality preset, Acrobat 8/9 (PDF 1.7) compatible, single page, using document bleed settings at .25 in. with crop and bleed marks included and color conversion set to destination; Document CMYK U.S. Web Coated (SWOP) v2.

Print must be exactly as file provided at 100% or shipment will be refused.

G. PROOF: Artwork available December 3, 2013. A hard copy match print proof, to size, in page order shall be delivered to ODNR Division of Wildlife, Attn: Chad Crouch, 2045 Morse Road, Bldg G-2, Columbus, Ohio 43229-6693.

H. PRESS JOB REQUIRES ON SITE INSPECTION OF PRESS SHEET: Bidder must include in the bid submission, all cost associated with the travel and lodging of two State Employees to the vendor's production facility for the purpose of viewing and inspection of press sheets. The printer shall not print without receipt of approval to proceed. Press sheet inspection is requested.

I. FULFILLMENT AND MAILING: NOTE: Vendor shall be able to print addresses and customer ID numbers on the magazine in the space provided.

J. MAILING LIST WILL BE PROVIDED TO THE SUCESSFUL VENDOR ON OR BEFORE January 3, 2014.

K. The vendor shall imprint approximately 15,000 (**or more**) addresses & customer ID numbers on the magazine in the space provided. Vendor shall be responsible for addressing in accordance with all USPO regulations. All addressed will require CASS encoded address, print addresses on magazines, Zip + 4 Code sort, Periodical Bulk Mail count/bundle, Periodical Bulk Mail (Permit Number 7701) pack/ticket bag, and run CASS report/NCOA. 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.

L. SPECIAL NOTE: The vendor shall supply the Division of Wildlife a copy of PS Form 3541 showing the breakdown cost of the mailing of this issue.

M. Ship balance, **NOT MAILED**, to: ODNR Division of Wildlife
ATTN: Warehouse
1500 Dublin Rd.
Columbus, OH 43215

N. PACKAGING / NOT MAILED: Carton pack 100 approx. per carton & label with title, quantity per carton & may be delivered to the warehouse **prior** to January 24, 2014.

5. DELIVERY: Requested On January 24, 2014.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0615 with 2 samples and a delivery receipt.