

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

"The awarded contractor shall not subcontract the presswork portion of this project. The presswork portion of this contract shall be performed in the awarded contractor's owned facility. All other functions associated with the production of this project may be subcontracted."

INVITATION TO BID FOR: 2014 Ohio Dr. Martin Luther King, Jr. Calendar

BID NUMBER: 4P0616

BID NOTICE DATE: November 26, 2013

OPENING DATE: December 3, 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

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide 2014 Martin Luther King, Jr. Calendar Planner for use by the Ohio Department of Administrative Services.
- 2. QUANTITY:**
 1. 20,000 (exact quantity)
 2. Additional 1,000'S (not to exceed 5,000)
- 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.
- 4. SPECIFICATIONS:** The 2014 Martin Luther King, Jr. Calendar shall be a 32 page plus cover saddle stitched booklet Text; all black ink, Cover 2 & 3; all black, Cover 1 & 4; black.
 - A. SIZE:** 8-1/2" x 7"
 - B. STOCK:** #1 80# Matte text for text and #1 80# Matte cover for cover
 - C. PRESSWORK:** Shall print offset; no bleeds, except outside cover 1 & 4 bleed, all pages print 2 sided.
 - D. INK:** Text; all black. Cover 1 & 4; Black, Add full varnish to Covers 1 & 4
 - E. BINDERY:** Saddle stitch
 - F. TYPESETTING:** Set and strip in cost line information at the bottom of Cover 4 in black ink. (or reverse out in white dependent on cover coverage)
 - G. SUPPLIED TO VENDOR:** **IN DESIGN CS3, MOCK UP AND COST INFORMATION FOR BOTH ITEMS. WILL BE FURNISHED TO THE SELECTED VENDOR. NO CHANGES SHALL BE MADE TO THE AGENCY FURNISHED DISK WITHOUT PERMISSION FROM EITHER BOBBI BELL OR DIANE FORD.** Return all state supplied materials to the "proof to" person.

- H. PROOF:** One laser in booklet format with cost line information and cost box location. Send to Bobbi Bell, DAS/EOD, 4200 Surface Road, Columbus, Ohio 43228.

Three electronic proofs; send to Bobbi Bell (bobbi.bell@das.state.oh.us), Diane Ford (forddiane@sbcglobal.net) and Rev. Joel King, Jr. (kingjir@aol.com). These 3 proofs shall be noted with cost line information and cost box location.

- I. PACKAGING:** Carton pack and label the cartons with the title of job and quantity in each carton. Cartons shall not weigh more than 35 lbs, shall not contain more than 100 and quantity in each carton must be the same.

J. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUIRED; DECEMBER 27, 2013 to Bobbi Bell destinations

Disk will be ready on December 2, 2013; pick up from Bobbi Bell, DAS/EOD, 4200 Surface Road, Columbus, Ohio 43228, 614/466-8380.

SHIP TO LOCATIONS: 19 LOCATIONS:

CALENDARS (all inside deliveries)

1. 7,000 to: Bobbi Bell, 4200 Surface Road, Columbus, 43228, 614.466.8380
2. 1,600 to: City of Columbus' Office of Community Relations, c/o Karen Nolan-Mitchell, 1111 East Broad, Suite 302, Columbus, 43215, 614.645.1993
3. 1,000 to: The King Arts Complex, c/o Darla Reid, 867 Mt. Vernon Ave., Columbus, 43203, 614.645.5464
4. 300 to: Columbus Urban League, c/o Elizabeth Evans, 788 Mt. Vernon Ave., Columbus, 43203, 614.257.6300
5. 800 to: Rev. Joel L. King, Jr., 651 Waybaugh Drive, Gahanna, 43230, 614.476.6714
6. 500 to: Toledo Urban League, c/o John Jones, 7 E. Bancroft St., Toledo, 43620, 419.509.4057
7. 500 to: The University of Toledo; c/o Joan Easler, Minority Business Development Center, 2801 W. Bankcroft Street, Toledo, 43606, 419.530.5538
8. 800 to: The National Afro-American Museum and Cultural Center, c/o Linda Buckwalter, 1350 Brushrow Road, Wilberforce, 45384, 937.376.4944
9. 500 to: Youngstown Area Urban League, c/o Thomas Conley (or Theresa), 1350 5th Ave., Suite 300, Youngstown, 44503, 330.394.4316 ext 16
10. 800 to: Akron Urban League, c/o Sherry Myricks, 440 Vernon Odom Blvd., Akron, 44307, 330.434.3101
11. 1,000 to: Cleveland Urban League, c/o Gwen Solomon, 2930 Prospect Ave., Cleveland, 44115, 216.622.0999 ext. 232
12. 1,500 to: Cincinnati Urban League, c/o Matt Hughes, 3458 Reading Rd., Cincinnati, 45229, 513.487.6534

13. 1,000 to: National Underground Railroad Freedom Center, c/o Eddie Davis (Paula Johnson), 50 E. Freedom Way, Cincinnati, 45202, 513.333.7500

14. 800 to: Portsmouth Inner City Development Corp, c/o Patrick Harris, 1206 Waller Street, Portsmouth, 45662, 740.354.6626

15. 300 to: Pastor David Wynn, Mount Vernon Baptist Church, 606 Park Street, Sydney, 45365, 937.474.9402

16. 500 to: Lima/Allen County Chamber of Commerce, c/o Teri Silone, 144 S. Main St., Lima, 45801, 419.222.6045

17. 600 to Wright State University; c/o Dr. Dana Murray Patterson, Bolinga Cultural Center, 140 Millett Hall, Dayton, 45435, 937.775.5645

18. 200 to Mt. Carmel Baptist Church; c/o Pastor Gene Armstrong, 14620 State Route 554, Bidwell, 45614, 740.388.8814

19. 300 to First Baptist Church of Nelsonville; c/o Pastor Ronald Chunn, 12 Adams St., Nelsonville, 45764, 740.753.4353

BILL TO:

DAS, State Printing, 4200 Surface Road,
Columbus, Ohio 43228
Attention: Invoice Processing

Return all materials sent by the agency to BOBBI BELL. Submit with your invoice, 2 printed samples and a copy of the signed and dated delivery receipt to: DAS, State Printing, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0616. Failure to do so may result in the invoice being returned or held for payment.