

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: GED Pass Certificates, Form 65

BID NUMBER: 4P0617

BID NOTICE DATE: November 27, 2013

OPENING DATE: December 2, 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 Joe Piccione, State Printing & Mail Services at (614)-752-0060 or e-mail: mike.ruehrmund@das.ohio.gov.

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide GED Pass Certificates for use by the Ohio Department of Education.
- 2. QUANTITY: 4,500.** (exact quantity).
- 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:** Image seal forms, **GED.** 8-1/2" x 11" pressure seal forms with sequential numbering, two colors.
 - A. SIZE:** 8-1/2" x 11"
 - B. STOCK:** White Hammermill 28# laser or Georgia Pacific Pressure Seal 28#.
 - C. PRESSWORK:** Two sides per sample provided with micro printing, and VOID pantograph and department seal in two places. The awarded vendor shall supply the border art and void pantograph. Side two prints black ink with indicia.
 - D. BINDERY:** There is cohesive gluing on all edges, per sample. Perforate around all edges (.5"), and center to create a self-mailer, per sample. Must match samples.
 - E. INK:** PMS 297 blue (match sample) and black on inner panels.
 - F. SUPPLIED TO VENDOR:** Sample form **WILL BE FURNISHED TO THE SELECTED VENDOR.** Return all state supplied materials to the proof to person.
 - G. PROOF:** Lacey Snoke, Mailstop B01, Document Management Services, Ohio Department of Education, 25 South Front Street, Columbus, OH. 43215. The proof shall be blue line with color breaks clearly marked. Vendors using direct to plate technology are required to submit a high resolution proof (Iris, Approval, etc.) that will show color and image quality to match final printed product, and a digital dylux, assembled, and folded as the finished product for proofing the content. Show cost line location on proof. Label the proof with title. Required proof delivery shall be three working days after receipt of materials. All additional proofs shall deliver three working days after the agency requests changes, and returns materials to the vendor. Note: All proofs that are hand delivered, shall be delivered, and picked-up at the ODE will-call located near the loading dock guard shack off of Civic Center Drive. If the vendor wishes proofs to be returned by Next Day Air, completed return shipping forms charged to the vendors account shall be provided with the proof(s).

H. PACKAGING: Shrink-wrap in 500's with lowest number on top. Carton pack in quantities of 1,000 per carton with lowest number on top and label with Image Seal GED Diplomas, 1,000 per carton, and starting and ending numbers

I. ADDITIONAL REQUIREMENTS: Red press number in two locations (per sample). The starting number shall be 436001 and the ending number shall be 440500. **No missing or duplicate numbers. Forms must be compatible with a FORMAX folder/sealer and HP LASER JET 4350 PRINTER.**

5. DELIVERY: REQUIRED DECEMBER 11, 2013. RACHEL SCHWAIGERT, OHIO DEPARTMENT OF EDUCATION, IMS, 1320 ARTHUR E. ADAMS DR. COLUMBUS, OH 43221

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0617 AND INCLUDE 2 SAMPLES PLUS DELIVERY RECEIPT.