

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: HSY 0008 12/13 Spanish Digest of Motor Vehicle Laws, 5.5" x 8.5", 104 pages plus cover, saddle stitch booklet, prints two sided. Cover and 9 pages will be 4 color process and the balance will print black ink. Cover prints on 80# white matte cover w/bleed. Text prints on 35# newsprint with a brightness of 70.

BID NUMBER: 4P0632

BID NOTICE DATE: December 3, 2013

OPENING DATE: December 11, 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 HSY 0008 12/13 Spanish Digest of Motor Vehicle Laws for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 12,000 (120 BOXES @ 100/BOX).**
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:** Booklet, 5 ½" x 8 ½", 104p (99 are printed) plus cover saddle-stitched, cover plus 9 text pages as four color process, balance black.
 - A. **SIZE:** 5.5" x 8.5"
 - B. **STOCK:** Cover prints on 80# white matte cover, grade 2. Text prints on 35# newsprint with a brightness of 70.
 - C. **PRESSWORK:** Cover 1 as four color process/bleed; cover 2 and 4 black, cover 3 no print. Text, 99 pages print. All four (4) color process shall print in one pass through printing press and maintain tight registration.
 - D. **INK:** Cover and 9 text pages will be 4 color process and the balance will print black only. Cover and text prints two sided, head to head, full bleed.

- E. **BINDERY:** Collate, saddle stitch on the long edge, 3 side trim to 5.5" x 8.5".
- F. **FINISHED TRIM SIZE:** 5.5" x 8.5"
- G. **TYPESETTING:** Set and strip in Cost Box info in 6 pt font.
- H. **SUPPLIED TO VENDOR:** A PDF will be furnished to the selected vendor.
- I. **SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Lynn Allen at 614-466-0389 for an appointment.
- J. **PROOF:** A Color laser to size, in page order and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Randy Bare
 - If delivered or sent via Express Mail, send to 1970 W. Broad St., Columbus, OH 43223-1102
or
 - If sending via U.S. Postal Service, send to PO Box 182081, Columbus, OH 43218-2081
- K. **PACKAGING:** Carton pack at 100 books per carton
- L. **REQUIRED CARTON LABELS:** HSY 0008 12/13 Spanish Digest of Motor Vehicle Laws 27214 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**

PACKING SLIP: With delivery, provide a delivery receipt which shall include the following information: Name of ordering agency, DAS job number, ODPS order number **27214**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.

PALLET SPECIFICATIONS: The cartons shall be securely fastened to four-way (40 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 loaded pallet height **shall not exceed 56 inches as measured from the bottom of the pallet**. The maximum pallet load shall not exceed a maximum weight of 3,300 pounds.

8. **DELIVERY:** REQUESTED BY 1/21/2014

SHIP TO: ODPS Alum Creek Facility, 1583 Alum Creek Dr., Columbus OH 43209
Attention: Receiving

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0632 with 2 samples & a delivery receipt.