

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

INVITATION TO BID FOR: Pub 5174 Educational Materials Brochure

BID NUMBER: 4P0785

BID NOTICE DATE: January 15, 2014

OPENING DATE: January 23, 2014 (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 Pub 5174 Educational Materials Brochure for use by the Ohio Department of Natural Resources.

2. QUANTITY: 2,500. (5% over / under allowance)

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: Print two sides PMS 477, sheet size 14" x 8 ½", using 70# white offset, letter fold to 3 ½" x 8 ½", face out, shrink 100 & label.

- A. SIZE:** 14" x 8 ½".
- B. STOCK:** White uncoated 70# offset, grade 2, recycled content.
- C. PRESSWORK:** Offset printed on two sides with screens & solids.
- D. INK:** PMS 477
- E. BINDERY:** Letter fold, face out to 3 ½" x 8 ½".

- F. **TYPESETTING:** Set and strip in cost information line in 6 point type.
 - G. **SUPPLIED TO VENDOR:** A pdf will be furnished to the selected vendor.
 - H. **PROOF:** A high resolution ink jet or digital proof shall be delivered to: ODNR Division of Wildlife, Dan Klein, G-2, 2045 Morse Road, Columbus, Ohio 43229-6693.
 - I. **PACKAGING:** Shrink-wrap 100 per package and label with Publication number, title and quantity per package.
 - J. Carton pack and label same.
5. **DELIVERY:** REQUESTED FEBRUARY 28, 2014.
6. **DELIVERY ADDRESS:** ODNR Division of Wildlife,
Dan Klein, G-2,
2045 Morse Road,
Columbus, Ohio 43229-6693.
7. **INVOICE: DAS STATE PRINTING,
ATTN.: INVOICE PROCESSING,
4200 SURFACE ROAD,
COLUMBUS, OHIO 43228-1395**
8. **ALL INVOICES MUST REFERENCE:** JOB NUMBER 4P0785 with 2 samples & a delivery receipt.