

STATE OF OHIO

Department of Administrative Services
General Services Division
Office of State Printing
4200 Surface Road
Columbus, Ohio 43228-1395

ADDENDUM FOR CHANGE TO BID

ADDENDUM NO. 1 TO BID NO: 4P1116

INVITATION TO BID: JFS 01570 STEP UP TO QUALITY PARENT
OUTREACH BROCHURE (REV. 10/13)

OPENING DATE: APRIL 15, 2014 (BIDS CAN ONLY BE SUBMITTED ONLINE,
VISIT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, FOR
INSTRUCTIONS).

ADDENDUM NOTICE DATE: 4/10/14

PAGE 1 TO THIS INVITATION TO BID HAS BEEN ADDENDED. REMOVE THE CORRESPONDING
PAGE FROM THE EXISTING BID AND REPLACE WITH THE ADDENDED PAGE. THIS
ADDENDUM IS ISSUED TO ADD/CHANGE/CORRECT ADDITIONAL SPECIFICATION
INFORMATION AS INDICATED BY AN (*) ASTERISK. THE OPENING DATE REMAINS THE
SAME.

BIDS CAN ONLY BE SUBMITTED ONLINE AT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>. THE
BID MUST BE SUBMITTED TO DAS, STATE PRINTING BY 11:00 A.M. E.S.T. ON THE OPENING DATE TO
RECEIVE CONSIDERATION FOR AWARD.

ADM 3318n 12/07/09

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

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: JFS 01570 STEP UP TO QUALITY PARENT OUTREACH BROCHURE (REV. 10/13)

BID NUMBER: 4P1116

BID NOTICE DATE: APRIL 9, 2014

**OPENING DATE: APRIL 15, 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 10/2013 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 JFS 01570 Brochure for use by the Ohio Department of Job & Family Services.

***2. QUANTITY:** 6,500 (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: 8-1/2 X 11, 1 sheet, full color, folded to 3.67 X 8.5, 80# matte white cover stock.

A. SIZE: 8-1/2 X 11

B. STOCK: 80# White Matte cover stock

C. PRESSWORK: Print two sided, head to head

D. INK: full color, full bleeds

E. BINDERY: Fold to 3.67 X 8.5

F. FINISHED TRIM SIZE: 3.67 X 8.5

G. TYPESETTING: Set and strip in 5 pt. type cost line information on lower middle back panel.

H. SUPPLIED TO VENDOR: A pdf will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

I. SAMPLES: A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.

- J. **PROOF:** A color laser proof shall be delivered to: Yvette Turner, JFS Office of Communications, 30 E. Broad Street, 32nd Floor, Columbus, OH 43215
- K. **PACKAGING:** Shrink wrap 100 per pack, carton pack, label with **JFS 01570 (Rev. 10/2013) Step Up to Quality Parent Outreach Brochure** and total amount in carton quantity.
- L. ***ADDITIONAL SPECIFICATIONS:** Split delivery – see instructions below

***5. DELIVERY: REQUESTED MAY 6, 2014 OR SOONER (DELIVER 5,000 TO: JFS, FAMILY ASSISTANCE, KATHY HILLS, AIR-K6-05, 4200 E. 5TH AVENUE, COLUMBUS, OH 43219 & DELIVER 1,500 TO: JFS WAREHOUSE SERVICES, 2098 INTEGRITY DRIVE NORTH, COLUMBUS, OH 43209)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1116.**