

# STATE OF OHIO

## Department of Administrative Services General Services Division State Printing & Mail Services

### INVITATION TO BID FOR: Lottery Winning Number Flip Chart

**BID NUMBER: 4P1148**

**BID NOTICE DATE: April 15, 2014**

**OPENING DATE: April 24, 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 03/2013, 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)-995-5268 or e-mail: [tim.riley@das.state.oh.us](mailto:tim.riley@das.state.oh.us).

#### SPECIFICATIONS AND PRICING

**1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Lottery Winning Number Flip Charts for use by the Ohio Lottery Commission.

**2. QUANTITY: 5,000 FLIP CHARTS** (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:** Lottery Winning Flip Charts with white plastic comb for binding, 26 page flip chart 18"h x 12"w flat sheet prints one side four color process full bleed, common copy all pages with 18-3/4"h x 12" w backer. Pages are white 70# recycled #2 text (C2S) Northwest gloss offset or equal, backer is 50PT. solid SBS backer & affix a 15" 50pt. solid white SBS double-wing easel. (Easel wing width tip to tip when flat is 12-1/2"w) 12" white (GBC or equal) Plastic comb for binding ( on top). 1/4" hole centered at head in form. Poly bag and tape seal individually carton pack 25 flip charts per carton.

**A. SIZE:** sheet size: 18'h x 12"w backer size: 18-3/4"h x 12"w

**B. STOCK: Pages / sheets:** white 70# recycled #2 text (C2S) Northwest gloss offset or equal. **Backer:** 50PT. solid SBS backer. **Easel:** 15"h 50pt. solid white SBS double-wing easel. **Comb binding:** 12" white (GBC or equal) Plastic comb for binding

**C. PRESSWORK:** Shall print one side, full bleeds, common copy all pages.

**D. INK:** Four Color Process

**E. FABRICATION / BINDERY:** Collate 26 pages with backer, bind with 12" white plastic comb binding at top, drill 1/4" hole centered at head in form, affix to a 15" double winged easel.

**F. FINISHED TRIM SIZE:** sheet size: 18'h x 12"w backer size: 18-3/4"h x 12"w

**G. SUPPLIED TO VENDOR: Artwork (PC / Adobe Acrobat 7.0) WILL BE FURNISHED TO THE SELECTED VENDOR.** Return all state supplied materials to the proof to person.

**H. PROOF:** A pre-production printed sample shall be delivered to: Irene Pagonis, Ohio Lottery Commission, 615 W. Superior Avenue, Cleveland, OH 44113. All logos are trademarks of the Ohio Lottery Commission. All artwork and disks (if applicable) are for this order only, and are to be returned to Irene Pagonis upon completion of this order. PRODUCTION SHALL NOT PROCEED WITHOUT APPROVAL OF THE PRE-PRODUCTION SAMPLE.

- I. PACKAGING:** Individually polybag (tape seal) and carton pack 25 flip charts per carton, label with title (contents) and quantity. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton.

A packing list must accompany the order or it will not be accepted. Large orders must be shrink-wrapped & on pallets not to exceed a height of six feet & double stacked skids not to exceed a height of seven feet or shipment will not be accepted.

**J. ADDITIONAL SPECIFICATIONS:**

- 5. DELIVERY: REQUIRED JUNE 20, 2014 OR SOONER**  
**SHIP TO: OHIO LOTTERY COMMISSION, WAREHOUSE**  
**ATTN: IRENE PAGONIS**  
**4301 PERKINS AVENUE**  
**CLEVELAND, OH 44103**

Delivery hours: Mon – Fri. 8:00AM to 3:00PM. No deliveries after 3:00 pm Monday through Friday.

- 6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395**  
**ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1148.**