

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: Golden Buckeye Applications and Cover Letters

BID NUMBER: 4P1162

BID NOTICE DATE: APRIL 17, 2014

OPENING DATE: APRIL 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)-752-3070 or e-mail: joe.piccione@das.ohio.gov.

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Golden Buckeye Card Applications and cover letters for use by the Ohio Department of Aging.
- 2. QUANTITY: 1,000 sets (pads).** SET/pad CONSISTS OF 50 APPLICATIONS AND A COVER LETTER (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:** Golden Buckeye Applications. 8-1/2 x 11, prints one side, black ink. Pad in 50's with cover letter and chipboard back. Cover letter is 8-1/2 x 11 and prints one side in black ink on canary index.
 - A. SIZE: 8-1/2" x 11"**
 - B. STOCK: Application:** White 20# bond, #1. **Cover letter:** Canary 90# Index
 - C. PRESSWORK:** Prints one side, cover letter and application. DIFFERENT COPY ON EACH.
 - D. INK:** Black ink.
 - E. BINDERY:** Top pad application in 50's with cover letter and chipboard back.
 - F. SUPPLIED TO VENDOR: PDF FILES WILL BE FURNISHED TO THE SELECTED VENDOR.** Return all state supplied materials to the proof to person.
 - G. PROOF:** A laser proof shall be delivered to: Peter G. Tamburro, Ohio Department of Aging, 50 W. Broad Street, 9th Floor, Columbus, OH 43215-3363.
 - H. PACKAGING:** Carton pack and label with title and quantity.

5. DELIVERY: REQUESTED MAY 02, 2014. SHIP TO:

ADM 3313 OT(Rev. 12/07/09)

OHIO DEPARTMENT OF AGING
50 WEST BROAD STREET, 9TH FLOOR
COLUMBUS, OH 43215-3363
ATTN: PETER G. TAMBURRO

INSIDE DELIVERY REQUIRED.

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395.
ALL INVOICES MUST REFERENCE: **JOB NUMBER 4P1162 AND INCLUDE SIGNED DELIVERY RECEIPT AND TWO SAMPLES.**