

STATE OF OHIO

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

PRESSWORK and ASSEMBLY SHALL NOT BE SUBCONTRACTED

INVITATION TO BID FOR: BWC NEW EMPLOYER KIT, 4 Components

BID NUMBER: 4P1316

BID NOTICE DATE: May 22, 2014

OPENING DATE: May 29, 2014. (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT [HTTP://DAS.OHIO.GOV/GSD/PRINTING/PRT.HTML](http://das.ohio.gov/gsd/printing/prt.html) 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)-752-0370 or e-mail: joe.piccione@das.state.oh.us.

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide New Employer Kits for use by the Ohio Bureau of Workers' Compensation.

2. QUANTITY: 5,000. (Allowable overrun 10%).

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: This is a kit that consists of four (4) printed pieces: a **10 X 13 booklet envelope** with a special window, inside pocket and a "peel & seal" flap; **BWC Basics**, an 8-1/2" X 11", 8 page & cover booklet; **MCO Selection Guide**, a 17" x 11" folded to 8-1/2" x 11", and an **8-1/2" x 11" letter**. The booklet, guide and letter collate and insert into the envelope (behind window pocket) and deliver to BWC for final inserting and closure.

A. SIZE: Envelope: 10" x 13", with special window and pocket inside (see **J. Additional Specifications:** below for window size and location).

Booklet: 8-1/2" x 11" – 8 pages plus cover

Guide: 17" x 11" flat, folds to 8-1/2" x 11".

Letter: 8-1/2" x 11"

B. STOCK: Envelope: 32# white Kraft

Booklet: Cover – 80# white Utopia 2 gloss cover Text – white 70# Utopia 2 gloss text

Guide: White 100# Utopia 2 gloss text

Letter: 50# White Hammermill Accent Opaque text

C. PRESSWORK: Offset – full bleeds on booklet and guide. **Shall print in one pass through press.**

D. INK: Envelope: 4 color process.

Booklet: 4 color process with aqueous coating. Full bleeds throughout. To print one pass through press.

Guide: 4 color process. No bleeds.

Letter: Black, one side.

E. BINDERY: Booklet: Score and fold cover, fold text, collate, saddle stitch and trim to 8-1/2" x 11".

Guide: Trim to 17" x 11", fold to 8-1/2" x 11".

Letter: Trim to 8-1/2" x 11"

Envelope: Insert booklet, guide and letter into envelope, behind window pocket, **DO NOT SEAL.**

- F. SUPPLIED TO VENDOR:** Acrobat PDF files WILL BE FURNISHED TO THE SELECTED VENDOR. Return all state supplied materials to the proof to person.
- G. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Joe Piccione at 614-752-0370 for an appointment.
- H. PROOF:** High definition color proofs of the Book and Guide trimmed to size and assembled as well as proofs of the envelope and letter shall be delivered to: **Shereen Streeter, BWC Communications L-25, 30 W. Spring St., Columbus, OH 43215.**
- I. PACKAGING:** Shall be carton packed and placed no more than 3 high on pallets. Label with title and quantity.
- J. ADDITIONAL SPECIFICATIONS:** Booklet envelope is 10 x 13 booklet style with a 13" Peel & Seal wallet flap. The special window is 6-1/4" wide by 4-1/4" high, located 2-1/2" from the bottom and 3-1/8" from the left side. The special window has an 11" wide by 7-1/4" high pocket glued inside behind the window 1-5/8" from the inside top edge and centered on the sides. Side seams and wallet flap.
- 5. DELIVERY:** REQUESTED BY JUNE 20, 2014. DELIVER TO: BWC WAREHOUSE, ATTN: JEFF TABOR OR LAMAR GOODMAN, 3655 BROOKHAM DR., SUITE B, GROVE CITY, OH 43123..
- 6. INVOICE:** DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1316 AND INCLUDE SIGNED DELIVERY RECEIPT & TWO SAMPLES .