

# STATE OF OHIO

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

**PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT**

**INVITATION TO BID FOR: PRINTING TERM CONTRACT, CATEGORY 65,  
OHIO LOTTERY KENOTES PUBLICATION**

**BID NUMBER: PR1421**

**BID NOTICE DATE: November 20, 2013**

**OPENING DATE: December 5, 2013 (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)-995-5268 or e-mail: [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov).

TERM OF CONTRACT: 01/01/2014 to 06/30/2016

## SPECIFICATIONS AND PRICING

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

**2. SCOPE OF CONTRACT:** The Kenotes publication is published 3-5 times each year, in quantities of 2,000 and up by the Ohio Lottery Commission. The Lottery shall purchase additional quantities (over 2,000) in quantities of 100's. No under runs shall be allowed on orders placed under this contract. The finished trim size of the publication is 5.5" x 8.5," printed in four color process, full bleeds, saddle stitched. Issues may be 8, 12 or 16 pages, self cover. All publications shall be saddle stitched on the 8.5" spine. Lottery shall have the option of increasing the number of pages as needed, in increments of 4 pages. Jobs shall be produced on presses capable of printing four (4) colors of ink or more in one pass to insure correct registration, color compliance and/or to allow for press sheet inspections. Therefore, only contractors capable of printing four (4) colors in one pass will be considered for this contract. The contractor shall furnish paper stock for orders placed under this contract. The printing contractor shall furnish **Xpedx, Endurance 70# gloss text, #1**, no substitutions allowed. The files for each issue shall be furnished in a mutually agreed upon manner using In Design CS6. The contractor may be required to scan and set photos into layout. The contractor, upon completion of production, shall apply ink jet addresses, sort addresses for the lowest possible postal rate and deliver to the United States Postal Service. The contractor shall be responsible for all bindery requirements listed within this ITB. Sub-contracting of bindery functions is acceptable. Bidders are advised to carefully read all sections of this ITB.

**3. COST BOXES:** Cost publication information shall be printed in a box form or one line of type in accordance with ORC, Section 149.13. This information shall include the month and year printed, quantity and the unit price. The contractor shall be responsible to set and strip in this information which will be provided by DAS, State Printing.

**4. SPECIAL REQUIREMENT:** Due to the nature of this publication and tight deadlines that may require multiple changes, the Ohio Lottery Commission requires that the awarded vendor provide quick-response services to the Ohio Lottery Commission. Upon request, awarded vendor shall respond with a company representative in person to their location at 615 West Superior Avenue, Cleveland, OH 44113 within 90 minutes of request.

All bidders shall provide the distance between their location and the Ohio Lottery Commission.

\_\_\_\_\_ Miles from your location to the Ohio Lottery Commission

\_\_\_\_\_ Minutes from your location to the Ohio Lottery Commission

**Bidder shall provide this information in the "Additional Information Requested" box of this ITB.**

**5. DELIVERY SCHEDULES:** Delivery of proofs shall be made within two (2) working days after receipt of order and all materials necessary to begin work on each order of printing. The contractor shall be responsible for picking up materials and the pick up and delivery of proofs at the Ohio Lottery Commission, 615 West Superior Avenue, Cleveland, OH 44113. Delivery under this contract shall be made to the Post Office four (4) working days after final proof approval. If printer's errors on original proofs are serious enough to require revised proofs, no additional time will be allowed in the schedule for making and checking such revised proofs. DAS, State Printing may, if requested by the contractor, extend the delivery schedule under this contract for any order requiring an exceptional amount of artwork.

**6. PROOF:** A contract color proof (i.e. Chromalin, ColorArt, MatchPrint) from film shall be provided by the contractor for each issue and must be approved by the ordering agency before any press run. In a direct-to-plate environment, proofs may be generated digitally, provided the quality of the digital contract proof (i.e. Iris, Kodak Approval) is comparable to a film contract proof and that they are generated from the same Raster Image Processed (RIP) files that would be used to plot to a platesetter device. In addition to the contract color proof/digital proof, a digital dylux proof (imposition proof) constructed as the final product shall be supplied at the same time as the contract color proof/digital proof. In the event changes are required after the digital proofs are made, the new RIP file shall be processed using the same software and version, hardware and profiles that were used in the creation of the original RIP file. Any additional changes made on proofs by the ordering agency must be approved by DAS, State Printing. There shall be no charge for the first requested proof. For second and subsequent proofs, see artwork pricing.

The awarded contractor shall supply the final document to the Ohio Lottery Commission as a pdf file for use on the Ohio Lottery web site. These items shall be returned within three business days after delivery of completed issues to Post Office to: Marie Kilbane Seckers, Ohio Lottery Commission, 615 West Superior Avenue, Cleveland, OH 44113.

**7. MAILING AND POSTAGE:** Address files shall be supplied to the awarded bidder on a disk in Microsoft Word and Excel. There are three lists: the agent address, employee list and a supplemental address list. The address files are updated monthly. Updated address files are submitted to the awarded vendor with each issue layout. The address lists shall be CASS certified. The publications shall be sorted, bagged and delivered to the U.S. Postal Service on Orange Avenue in Cleveland for mailing all by the contractor. This includes any zip plus four sorting, bar coding and bagging. Lottery shall provide funds for the postage of the newsletter. The contractor must comply with all U.S. Postal Service regulations governing use of automated First Class Pre Sort mail rate and insure that all mailings are sorted and delivered for the best possible postage rate. If a wafer seal is required to meet USPS automated First Class Pre Sort postal regulations for this mailing, vendor shall apply wafer seal(s) as necessary.

Contractor shall notify Lottery of the estimated postal requirements one week in advance of delivery to post office. Contractor shall contact John Hanley at 216-774-0896 or 216-774-0892 (john.hanley@lottery.ohio.gov) to determine proper postage funds for payment to USPS.

Contractor must provide documentation of total number of newsletters printed and mailed by forwarding official copies of the U.S. Postal Service Statement of Mailing with Permit imprints on a monthly basis to: Ohio Lottery Commission, 615 West Superior Avenue, Cleveland, OH 44113, Attn: John Hanley.

All overruns shall be carton packed and labeled with title, date and quantity per carton. Overruns shall be deliver to Ohio Lottery Commission, 615 West Superior Avenue, Cleveland, OH 44113, Attn: Marie Kilbane Seckers.

## 8. PREPARATORY WORK:

**8.1. ARTWORK:** All artwork accomplished by the contractor under this contract shall be billed at \$100.00 per hour. Any portion of an hour billed by the contractor for artwork shall be billed at ten (10) minute increments at a price of \$25.00 for each ten (10) minute increment. Each order will indicate the estimated time allotted for artwork. If artwork time is not indicated on the initial order request, the contractor will advise DAS, State Printing of the required artwork time. This notification shall be within forty eight (48) hours after contractor's receipt of the order and materials. The contractor shall receive approval from DAS, State Printing for all artwork time prior to proceeding with the order. If additional artwork time is found to be necessary before or during production, the contractor shall provide DAS with a request for additional artwork time prior to performing any additional work. Artwork time shall not be paid beyond the amount approved by DAS, State Printing. Artwork, for the purpose of this contract, includes authors alterations, second and subsequent blue lines, laser and color proofs and electronic media. When a disk is furnished to the contractor the hourly rate for art time shall include pre-flight, ripping process, camera/film, stripping, registration and all materials and services needed to make the plate. Film/camera and plates are not priced under artwork (see Additional Specifications, item 18).

**8.2 PHOTOS:** Vendors shall be capable of scanning and setting photos into layout. Most photos would be scanned at 600 dpi but vendor shall be capable of scanning photo at 1200 dpi if type clarity is critical. The Ohio Lottery Commission shall specify dpi to be used on each photo scan.

All bidders shall provide a price to scan and set photo in layout:

Price each to scan and set photo in layout: \$\_\_\_\_\_ (Not used in evaluation)

**Bidder shall provide this information in the "Additional Information Requested" box of this ITB.**

**8.3 PRESS SHEET INSPECTIONS:** Press sheet inspections ordered under this contract, shall be billed by the contractor at the rate of \$225.00 per press form. The contractor shall notify DAS, State Printing 48 hours in advance of press sheet inspections. Failure to do so may result in a request for delivery extension not being approved.

**9. POST AWARD CONFERENCE:** The successful bidder may be required to meet with representatives from State Printing and the Ohio Lottery Commission soon after award of this contract. The meeting shall take place at the Ohio Lottery Commission, 615 West Superior Avenue, Cleveland, OH 44113. The exact date and time for this meeting shall be determined.

**10. CONTRACTOR INQUIRIES:** Any questions or inquiries regarding this ITB may be submitted via e-mail only. Responding contractors may address e-mail inquires to [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov). Please include the name of the responding contractor sending the e-mail, the name of their representative as well as return e-mail address. This information must be provided with each e-mail or a response will not be given. The State will attempt to respond to all inquiries as promptly as possible.

**11. SCHEDULE OF PRICES:** The following evaluation units of production are estimations to produce two and one half (2.5) year's requirements under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work which may be ordered for a like period of time. Bidders shall not insert a unit cost more than three (3) digits after the decimal point. Digit(s) beyond three (3), after the decimal point, shall be dropped by DAS, State Printing and not used in evaluation and any subsequent award. **EVALUATION:** To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add these totals together. Failure to bid all items will disqualify your bid.

Pricing shall include paper stock, printing, bindery, mailing requirements and delivery.

| ITEM #  | DESCRIPTION   | ESTIMATED USAGE | UNIT/ PRICE PER 1,000 (1ST 2,000/publications) |
|---------|---|-----------------|--|
| ITEM #1 | 8 Page publication  | 20,000          | \$ _____                                       |
|         |   |                 | UNIT/PRICE ADDITIONAL QUANTITIES PER 1,000     |
| ITEM #2 | 8 Page publication additional quantities of 1,000's                     | 15,000          | \$ _____                                       |
|         |   |                 | UNIT/ PRICE PER 1,000 (1ST 2,000/publications) |
| ITEM #3 | Price for additional 4 page press form                                  | 20,000          | \$ _____                                       |
|         |   |                 | UNIT/ PRICE ADDITIONAL QUANTITIES PER 1,000    |
| ITEM #4 | Price for additional 4 page press form additional quantities of 1,000's | 15,000          | \$ _____                                       |