

STATE PRINTING COMPETITIVE QUOTE INSTRUCTIONS

1. Competitive Quotes shall be sent to Department of Administrative Services (DAS), State Printing via facsimile to (614) 752-0070. Quotes may also be mailed or delivered to DAS, State Printing, located at 4200 Surface Road, Columbus, Ohio 43228-1395. The quote shall be on file in the aforementioned office prior to the date and hour of the quote closing. Vendor should retain copy for records. Any quote submitted with insufficient postage will not be accepted. All quotes will be opened at 8:00 a.m. Eastern Standard Time on the next workday after closing date. Quotes received after 5:00 p.m. Eastern Standard Time on the day of the closing shall be disqualified and not considered. The job number and closing date shall be marked clearly on the facsimile or on the outside of the envelope containing mailed or delivered quotes. A vendor should also place his/her name and address on the facsimile or envelope. Failure to show job number will void your quote. Additional data may be attached to the quote form. Any requests to make changes in a quote must be sent to DAS, State Printing prior to the closing date. Exceptions to specifications may be considered in determining lowest and best quote.
2. All quote offers are firm. Check your quote carefully because errors cannot be corrected after the quote is received.
3. Once accepted, a quote may not be rescinded or canceled by the vendor. DAS may accept or reject any or all quotes, in whole or in part, and may waive minor defects in a quote if no prejudice results to the rights of another vendor or the public.
4. Vendor shall furnish all information requested in the Request for Quotation. If there is not enough space on the quote form, additional sheets may be attached. Each additional sheet shall carry the job number and the delivery date.
5. The total invoice price of any order placed under this Request for Quotation shall not exceed \$33,500 including author's alterations, regardless of overrun/under run provisions.
6. Price quotations shall be freight prepaid, F.O.B. destination, unless otherwise specified by DAS on the specifications.
7. The State of Ohio is exempt from taxation. Federal transportation and excise taxes, as well as state excise taxes shall not be included in quote prices. Excise tax exemption certificates will be furnished upon request.
8. Unit price governs the award unless otherwise specified in the Request for Quotation. When the award is based upon lot total price, unit prices must be entered and extended by multiplying the unit price by the quantity, and totaled on all items. DAS may elect to extend or may correct the extension where an arithmetic error has been made by the vendor.
9. Any contract resulting from this Request for Quotation is binding on the successful vendor. Failure of the contractor to meet or perform any of the contract terms/conditions shall provide DAS cause to rescind or cancel the contract and purchase replacement articles or services of comparable grade in the open market. Costs and expenses in excess of the contract price necessitated by such replacement purchases shall be reimbursed by the contractor to the State of Ohio. DAS does not waive the right to insist upon future compliance with these specifications when there is undiscovered delivery of nonconforming goods and services.
10. Contracts shall be awarded to the lowest responsive and responsible vendor in accordance with Ohio Revised Code, Section 125.11. Quote evaluations are subject to domestic preference provision of 41 U.S.C.A. 10a -10d and Ohio Revised Code, Section 125.11 and any rules promulgated by the Department of Administrative Services.
11. Any contract resulting from an acceptance of the Request for Quotation shall require full compliance with Title VI of the Civil Rights Act of 1964 as amended March 1972, Presidential Executive Order 11246, Governor's Executive Order January 27, 1972, Section 125.56 and Section 125.11 of the Ohio Revised Code.
12. Challenges or appeals on a quote award shall be directed to DAS, State Printing, 4200 Surface Road, Columbus, Ohio 43228-1395.
13. Any failure to meet the scheduled delivery date shall result in the contractor being assessed liquidated damages in the amount of one percent (1%) of the value of the purchase order/request for each day beyond the stated delivery date.
14. Any camera-ready art, disc, CD and/or negatives shall be returned to the customer agency upon completion of the job. Any samples furnished become part of the contract.
15. Contractor shall plainly mark the State Printing job number and document number on all packages and papers and submit a separate invoice in quadruplicate for each order. Invoices may not be approved for payment unless accompanied by a signed delivery receipt showing quantity delivered and delivery date and two printed samples of the requested item. Rejected goods shall remain vendor's property.
16. DAS, State Printing Contractual Terms and Conditions applies to all jobs and ensuing contracts.
17. Only those papers listed in The Competitive Grade Finder, 2006/2007 North American Edition, Fortieth Anniversary Edition or as otherwise accepted by Grade Finders, Inc., for publication in subsequent editions of any of its paper buyers guides will be considered. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders' letter of acceptability must be included with your bid submission.
18. **Contractor's Warranty Against an Unresolved Finding for Recovery.** Ohio Revised Code (O.R.C.) Section 9.24 prohibits the State from awarding a contract to any bidder against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of the award. By submitting a bid, bidder warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this ITB, without notifying DAS of such finding.
19. **Suspension and Debarments.** The Department of Administrative Services will not award a contract for goods or services, funded in whole or in part with Federal funds, to a person who has been suspended or debarred from doing business with the State of Ohio or who appears on the Federal Excluded Parties Listing System <http://epls.arnet.gov/>.
20. **DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION**
The Bidder being awarded the Contract must complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form published by the Ohio Department of Public Safety/Ohio Homeland Security (click on link to obtain form). This form is to certify that the contractor does not provide material assistance to any organization on the United States, Department of State's terrorist exclusion list. The completion of this form is considered a Condition Precedent for Execution of a Contract. Failure to complete the certification may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have seven (7) calendar days, after notification, to submit the completed form.