

The Supreme Court of Ohio

REQUEST FOR PROPOSALS

Number: 2015 - 6

ISSUING OFFICE: Children and Families Section

Date: April 1, 2015

Proposals Due to the Supreme Court of Ohio:

April 8, 2015 at 5:00 PM Eastern Time

NOTICE

R.C. Section 9.24 prohibits the Supreme Court from awarding a contract to any offeror against whom the Auditor of State has issued a finding for recovery if the finding for recovery is unresolved at the time of award. By submitting a proposal, an offeror warrants that it is not now, and will not become subject to an unresolved finding for recovery under R.C. Section 9.24, prior to the award of any contract arising out of this Request for Proposals, without notifying the Supreme Court of such finding.

(1) Overview

The Supreme Court of Ohio is looking for bids to print bench guides for the judiciary on abuse, neglect, and dependency cases.

There are 3 parts to this project:

- 1: (7) one-pocket folders (9x12 w/ 4" pockets) that are wire bound with a cover and back cover; all pockets are 4"; glued on outer edge only;
- 2: (20) cards of various sizes on cast-coated (2 sides) paper to give appearance of lamination; and
- 3: Collating cards and inserting into the proper pocket.

IMPORTANT NOTES

- The color set up of each file is dependent upon the printer's preference: Black + 1 Pantone; OR CMYK. Please specify preference when responding.
- This is the 2nd edition of this project; photos of the first project are in Appendix A.
- No extra samples are available to give to printers when bidding on this project. However, bidders are welcome to view the first project in person. Contact Carol Taylor at carol.taylor@sc.ohio.gov to make arrangements to view the piece.

The delivery schedule of the proof is required within 15 business days of receipt of job.

(2) Scope of Work or Deliverables

The quantity required is 6,000 pieces of each item. It is the intent of these specifications to describe a Dependency Bench Guide.

Below are the specifications for the deliverables.

Part 1: Bound set of pocket folders with front/back covers (7 single pieces = 1 set)

Quantity	3,000 sets
Size:	Finished Size = 9" x 12"
Ink:	Black + Either 1 Pantone or CMYK (printer's preference)
Paper:	110# white matte cover; 90-92 brightness (sample requested) Each piece prints 2 sides
Piece #1	Front cover; 1 grayscale image; bleeds 3 sides Back side prints 2 colors; full bleed

Piece #2 Front side has 4” pocket with 2-color printing on pocket; pocket bleeds 3 sides; pocket glues on outer edge only
 Back side prints 2 colors; full bleed

Piece #3 FRONT AND BACK SIDES HAVE 4” pocket with 2-color printing on pocket; pocket bleeds 3 sides; pocket glues on outer edge only

Pieces #4 & #5 Front side has 4” pocket with 2-color printing on pocket; pocket bleeds 3 sides; pocket glues on outer edge only
 Back side prints 2 colors; NO bleeds

Piece #6 Front side has 4” pocket with 2-color printing on pocket; pocket bleeds 3 sides; pocket glues on outer edge only
 Back side prints 1 color; full bleed

Piece #7 Front side has 4” pocket with 2-color printing on pocket; pocket bleeds 3 sides; pocket glues on outer edge only
 Back side is the back cover; 2-color printing; bleeds 3 sides

Binding: 5/8” Wire; black

Part 2: 20 bench cards of various sizes

Quantity: 3,000 pieces of each card

Ink: Black + Either 1 Pantone or CMYK (printer’s preference)

Paper: 12 pt white; cast-coated; coated on 2 sides; 92 brightness (sample requested)

- Intention is to give appearance that each card is laminated;
- suggestions or recommendations welcomed

Card Specifications:

Card 1 8.5 x 10.5 flat; prints 2 sides; 2 colors; bleeds 3 sides

Card 2 8.5 x 11 folded (1 fold); 17 x 11 flat; 2 colors; bleeds 3 sides; prints 2 sides

Card 3 8.5 x 11 folded (1 fold); 17 x 11 flat; 2 colors; bleeds 3 sides; prints 2 sides

Card 4 8.5 x 11 folded (1 fold); 17 x 11 flat; 2 colors; bleeds 3 sides; prints 2 sides

Card 5 8.5 x 9 flat; prints 2 sides; 2 colors; bleeds 3 sides on front only

Card 6	8.5 x 9.5 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 7	8.5 x 10 flat; prints 2 sides; 2 colors; bleeds 3 sides on front only
Card 8	8.5 x 10.5 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 9	8.5 x 11 flat; prints 2 sides; 2 colors; bleeds 3 sides on front only
Card 10	8.5 x 8.5 folded (1 fold); 17 x 8.5 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 11	8.5 x 9 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 12	8.5 x 9.5 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 13	8.5 x 10 flat; prints 2 sides; 2 colors; bleeds 3 sides on front only
Card 14	8.5 x 10.5 flat; prints 2 sides; 2 colors; bleeds 3 sides on front only
Card 15	8.5 x 11 folded (1 fold); 17 x 11 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 16	8.5 x 10.5 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 17	8.5 x 11 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 18	8.5 x 10 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 19	8.5 x 10.5 flat; prints 2 sides; 2 colors; bleeds 3 sides
Card 20	8.5 x 11 folded (1 fold); 17 x 11 flat; prints 2 sides; 2 colors; bleeds 3 sides

Part 3: Collating Bench Cards & Inserting into Proper Pocket

Pocket 1 = Cards 1 & 2

Pocket 2 = Card 3

Pocket 3 = Card 4

Pocket 4 = Cards 5 through 9

Pocket 5 = Cards 10 through 15

Pocket 6 = Cards 16 & 17

Pocket 7 = Cards 18 through 20

Miscellaneous Information:

All Files: Adobe InDesign CS 6

Handling: Carton pack w/ label

Other Information:

*****The Supreme Court of Ohio does not agree to incur cost of overruns.*****

(3) Additional Requirements

There are no additional requirements.

(4) Terms and Conditions

The Supreme Court is exempt from taxation. Federal transportation and excise taxes, as well as state excise taxes shall not be included in the proposal prices. Excise tax exception certificates will be furnished upon request.

This purchase will not be subject to state taxes; tax exempt number: 31-6402047.

The Supreme Court represents that it will have adequate funds to meet the obligations that will be incurred by contract. However, the Supreme Court shall have at its option the right to terminate any resulting contract should its appropriations, spending authority, or other revenues be reduced or, if applicable, if grant funds used to support this project are reduced or terminated.

Vendor warrants that it is not subject to an unresolved finding for recovery under R.C. Section 9.24. If the warranty is false on the date the parties sign a contract awarding vendor's proposal, the contract is void *ab initio*, and the vendor must immediately repay to the Supreme Court any funds paid under the contract.

All proposals offered are firm. Check your proposal carefully because errors cannot be corrected after the proposals are opened. It is a condition of any award, under this proposal, that vendors shall deliver at prices quoted, even if in error.

A proposal, upon acceptance by the Supreme Court, immediately creates a binding contract between the vendor and the Supreme Court. Once accepted, it may not be rescinded, canceled, or modified by the vendor.

Any contract resulting from this request for proposals is binding on the successful vendor. Failure of the contractor to meet or perform any of the contract terms or conditions shall permit the Supreme Court to rescind or cancel the contract and purchase replacement articles or services of comparable grade in the open market. The contractor shall reimburse costs and expenses in excess of the contract price necessitated by such replacement purchases to the Supreme Court. The Supreme Court does not waive the right to insist upon future compliance with these proposal specifications when there is undiscovered delivery of non-conforming goods or services.

(5) **Notice Regarding Disclosure of Confidential, Proprietary Information and Trade Secrets**

The Supreme Court hereby advises vendors that all documents submitted in response to this Request for Proposals, including those documents that purportedly contain trade secret information, will become public records. The Supreme Court will allow the public, including other vendors, to inspect and obtain copies of these documents in accordance with section 149.43, Ohio Revised Code, after the Request for Proposals deadline expires unless: 1) in its response to this Request for Proposals, the vendor clearly identifies the document or document excerpt that the vendor believes is not a public record as defined in section 149.43, Ohio Revised Code; 2) in its response to this Request for Proposals, the vendor identifies the statutory provisions that exempt the document or document excerpt from the public records provisions of section 149.43, Ohio Revised Code; or 3) Supreme Court staff determine that the document or document excerpt is not a public record as defined in section 149.43, Ohio Revised Code. In weighing whether a vendor's proposal contains trade secret information that may be protected from disclosure under section 149.43, Ohio Revised Code, and *State ex rel. Seballos v. School Employees Retirement Sys.* (1994), 70 Ohio St.3d 667, Supreme Court staff may consider the definition of "trade secret" in section 1333.61(D), Ohio Revised Code, and the factors described in *State ex rel. The Plain Dealer v. Ohio Dept. of Ins.* (1997), 80 Ohio St.3d 513.

(6) **Format and Content of Vendor's Proposal**

Submitted proposals should provide a concise delineation of the vendor's capabilities to provide the equipment and perform the services requested. The proposal submitted must provide the requested information in sufficient detail to enable the Supreme Court to evaluate vendors pursuant to the specifications and other requirements.

Solicited vendors responding to the request for proposals should satisfy all the requirements specified in the request for proposals to qualify.

Two complete and signed copies of the proposal must be submitted for evaluation. Please provide the name; telephone and facsimile numbers, including area code; and street and electronic mail addresses of the representatives of the company who may be contacted regarding this proposal. In addition, any request for confidentiality regarding the proposal submitted must be clearly delineated by the vendor. Proposals shall be clearly marked as follows:

Supreme Court of Ohio Request for Proposals Number 2015-6.
Attn: Carol Taylor
The Supreme Court of Ohio
65 South Front Street, 10th Floor
Columbus, Ohio 43215-3431

(7) **Evaluation Criteria**

The proposals received will be evaluated by the Supreme Court, which may accept or reject any or all proposals, in whole or in part, and may waive minor defects in a proposal, if no prejudice results to the rights of another vendor or to the public.

All proposals will be evaluated on the basis of the vendor's understanding of the project, quality of the proposed solution, services offered, personnel recommended for project, and costs. All information should be presented in the format recommended by this Request for Proposals. With this information the Supreme Court will select a vendor who provides the lowest, responsive and responsible proposal.

(8) Submission of Proposal and Contact Information

Sealed proposals are to be received no later than **March 24, at 5:00 p.m.** The Supreme Court reserves the right to reject any and all proposals. The preparation of the proposal shall be at the vendor's expense. All proposals will be opened on March 25, 2015, at 9:00 a.m., in the office of Carol Taylor at the Supreme Court of Ohio.

All inquiries concerning this RFP must be submitted in writing to Carol Taylor, Public Information Office, via email to Carol.Taylor@sc.ohio.gov or facsimile [fax number (614) 387- 9529].

Reponses to the inquiries will be posted on the Children and Families Section website by **5:00 p.m. on Friday, March 20, 2015** at <http://www.supremecourt.ohio.gov/JCS/CFC/default.asp> and will be faxed or mailed via the United States Post Office to interested parties upon request.

(9) Equal Employment Opportunity Policy

The Supreme Court is an equal opportunity employer. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 5 (Equal Employment Opportunity), a copy of which can be obtained from the office issuing this request for proposals.

(10) Discrimination and Sexual Harassment

The Supreme Court prohibits discrimination and sexual harassment. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 6(A) (Discrimination and Sexual Harassment), a copy of which can be obtained from the office issuing this request for proposals.

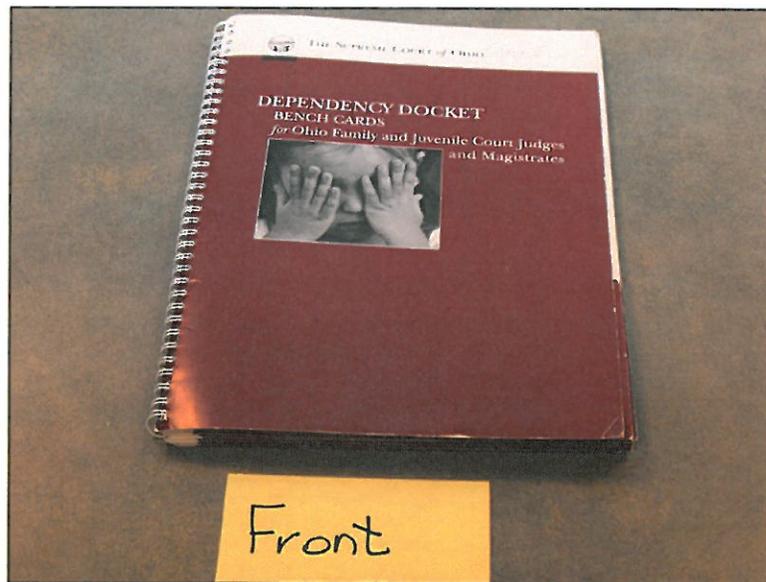
(11) Drug and Alcohol Free Workplace

The Supreme Court intends to provide a drug and alcohol free workplace. Persons conducting or seeking to conduct business with the Supreme Court are subject to Adm. P. 19 (A-C), a copy of which can be obtained from the office issuing the request for proposals.

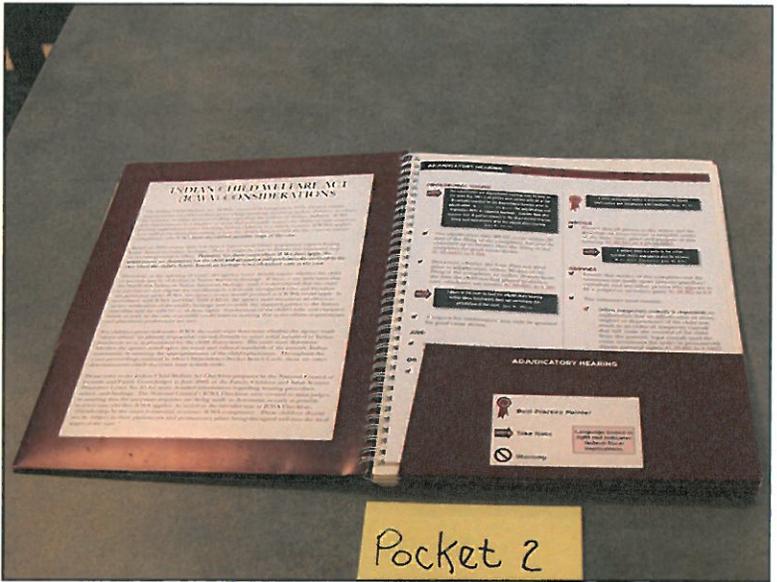
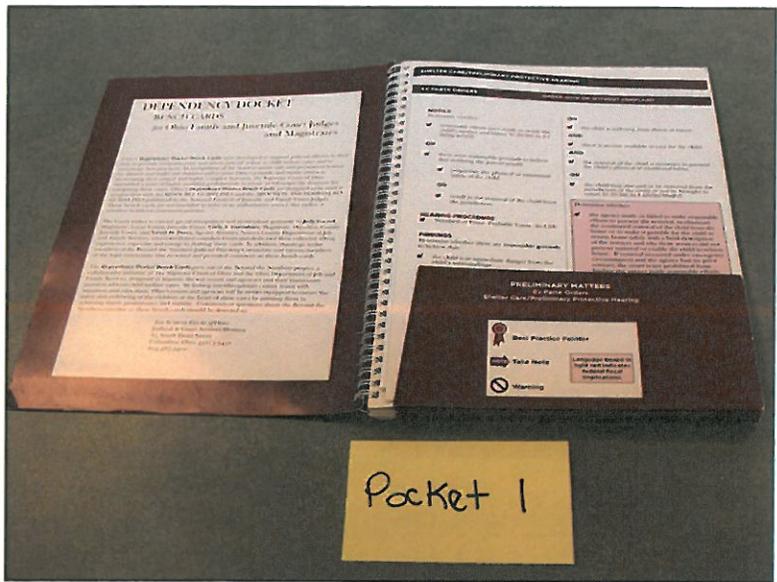
(12) Attachments

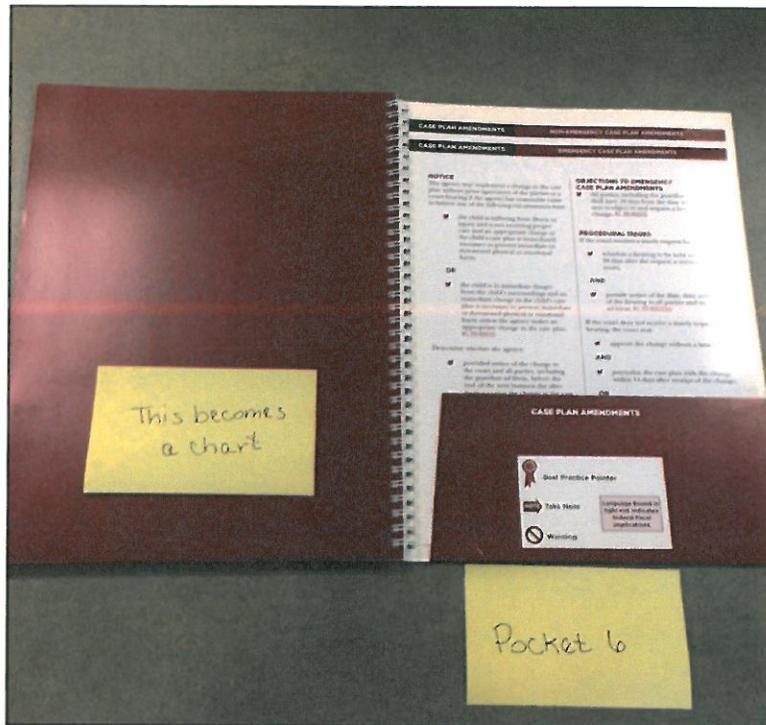
Appendix A – photos of the first edition of the product.

Photographs of First Edition of Project; **Yellow Notes Show How the
New Edition of Project will be Constructed**

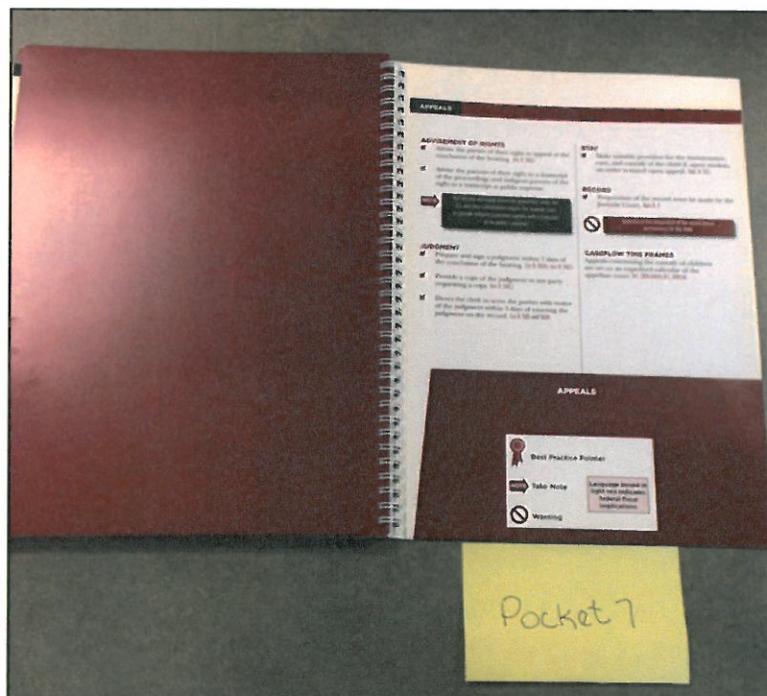


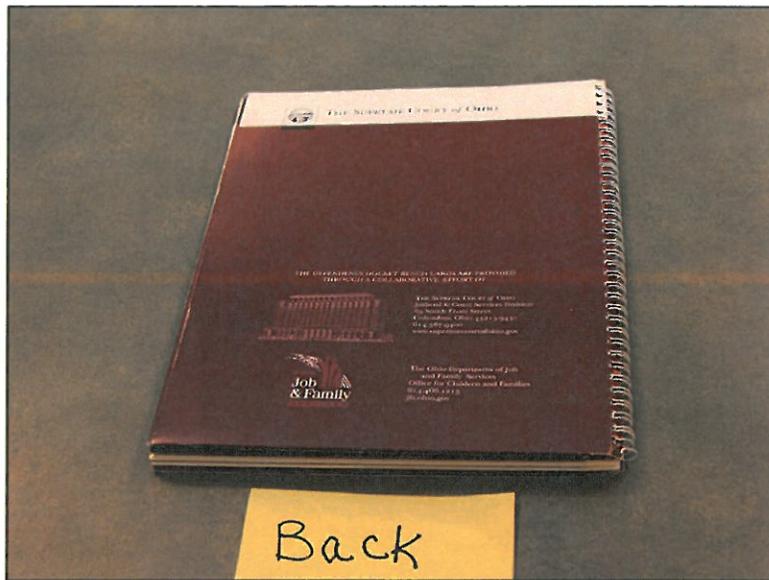
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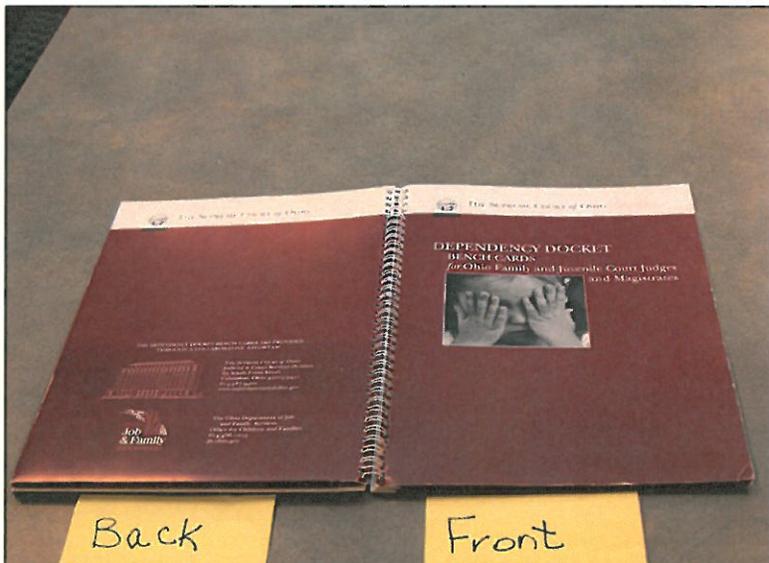


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