

**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: BCI & I CIVILIAN BACKGROUND CHECK CARDS**

**BID NUMBER: 6P1176**

**BID NOTICE DATE: APRIL 15, 2016**

**OPENING DATE: APRIL 18, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>, FOR INSTRUCTIONS).**

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING, STANDARD CONTRACT TERMS AND CONDITIONS, SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS AND ADDITIONAL SPECIFICATIONS Revised 10/2013, 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)-752-0060 or e-mail: [mike.ruehrmund@das.ohio.gov](mailto:mike.ruehrmund@das.ohio.gov)

**SPECIFICATIONS AND PRICING**

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide BCI & I Civilian Background Check Cards for use by the Ohio Board of Nursing.
- 2. QUANTITY:** 10,000 (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:** 8" X 8" card, prints two sided, black & blue, Wausau 67# exact vellum, bar coded with consecutive number (see sample), shrink wrap 50 per package.
  - A. SIZE:** 8" X 8"
  - B. STOCK:** Wausau 67# exact vellum
  - C. PRESSWORK:** Prints two sides, bar code number sequence 9903891801-9903901800
  - D. INK:** Blue & Black
  - E. BINDERY:** Shrink wrap in 50
  - F. FINISHED TRIM SIZE:** 8" X 8"
  - G. TYPESETTING:** N/A
  - H. SUPPLIED TO VENDOR:** A previously printed sample will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
  - I. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.
  - J. PROOF:** A proof shall be delivered to: Katha Bloomer, Ohio Board of Nursing, 17 S. High Street, Suite 400, Columbus, OH 43215.

**K. PACKAGING:** Carton pack, label with title and quantity

**L. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUIRED APRIL 29, 2016 OR SOONER (DELIVER TO: KATHA BLOOMER, OHIO BOARD OF NURSING, 17 S. HIGH STREET, SUITE 400, COLUMBUS, OH 43215)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1176 WITH 2 SAMPLES & A DELIVERY RECEIPT.**