

STATE OF OHIO
Department of Administrative Services
General Services Division
State Printing & Mail Services

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.08.1

INVITATION TO BID FOR: OHP 1387 10/09 Bar Code Separator Page. Prints one-side black, on 8.5" x 11", 70# white uncoated offset text. Carton pack & label.

BID NUMBER: 6P1196

BID NOTICE DATE: April 21, 2016

OPENING DATE: April 27, 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)-466-0389 or e-mail: Lynn.Allen@das.ohio.gov.

SPECIFICATIONS AND PRICING

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide OHP 1387 10/09 Bar Code Separator Pages for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 60,000.**
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:** One side form, black ink, carton pack & label.
 - A. **SIZE:** 8.5" x 11"
 - B. **STOCK:** White 70# uncoated offset text, grade 2
 - C. **PRESSWORK:** One-sided
 - D. **INK:** Black.
 - E. **FINISHED TRIM SIZE:** 8.5" x 11"
 - F. **SUPPLIED TO VENDOR:** A PDF will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

G. PROOF: A Black White laser to size and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Gary Cassell Proof may be emailed to PrintRequest@dps.ohio.gov, please include required carton label as indicated below.

- If delivered or sent via Express Mail, send to 1970 W. Broad St., Columbus, OH 43223-1102

or

- If sending via U.S. Postal Service, send to PO Box 182081, Columbus, OH 43218-2081

H. PACKAGING: Carton Pack

I. REQUIRED CARTON LABELS: OHP 1387 10/09 Bar Code Separator Page 32058 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**

PACKING SLIP: With delivery, provide a delivery receipt which shall include the following information: Name of ordering agency, DAS job number, ODPS order number **32058**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.

PALLET SPECIFICATIONS: The cartons shall be securely fastened to four-way (40 inches by 48 inches) pallets, by using shrink-wrap or stretch film. All loaded pallets shall be in cube form, so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum loaded pallet height **shall not exceed 56 inches as measured from the bottom of the pallet.** The maximum pallet load shall not exceed a maximum weight of 3,300 pounds.

5. DELIVERY: REQUESTED BY 6/15/16

SHIP TO: ODPS Shipley Building, 1970 W. Broad St., Columbus OH 43223
Attn: Michelle Thrash – OHP Central Records, Rm 126

6. INVOICE: DAS STATE PRINTING,
ATTN.: INVOICE PROCESSING,
4200 SURFACE ROAD,
COLUMBUS, OHIO 43228-1395.

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1196 with 2 samples & a delivery receipt.