

# 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: ODJFS PROPERTY LABELS

**BID NUMBER: 6P1232**

**BID NOTICE DATE: APRIL 29, 2016**

**OPENING DATE: MAY 4, 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.state.oh.us](mailto:mike.ruehrmund@das.state.oh.us).

#### SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide ODJFS Property Labels for use by the Ohio Department of Job & Family Services.
- 2. QUANTITY:** 30,000 (exact quantity).
- 3. UNIT PRICE AWARD:** 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. 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 the totals together. Failure to bid all items will disqualify your bid.
- 4. SPECIFICATIONS:** Labels, pressure sensitive, 1-1/2" x 3/4", shaded gray with red ink print using 2 mil polyester gloss coat, die cut, waste removed, 1000 per roll, wound out with bottom of copy dispensing first.
  - A. SIZE:** 1-1/2" x 3/4"
  - B. STOCK:** 2 mil gloss coat polyester
  - C. PRESSWORK:** Print one side with UV coating
  - D. INK:** gray & red (see attached sample)
  - E. BINDERY:** Wound out with bottom of copy dispensed first, die cut, waste removed.
  - F. FINISHED TRIM SIZE:** 1-1/2" x 3/4"
  - G. TYPESETTING:** Awarded vendor may need to reset 4 lines of type.
  - H. SUPPLIED TO VENDOR:** A copy 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: OEBS/BBS Information Management, Attn: Phil Anderson, Main Floor/102, 2098 Integrity Drive N., Columbus, OH 43209
  - K. PACKAGING:** Carton pack, label with "ODJFS Property Labels" title and quantity per carton.

**L. ADDITIONAL SPECIFICATIONS:**

**M. 5. DELIVERY: REQUESTED MAY 25, 2016 OR SOONER (DELIVER TO: OEBS/BBS INFORMATION MANAGEMENT, ATTN: PHIL ANDERSON, MAIN FLOOR/102, 2098 INTEGRITY DRIVE N., COLUMBUS, OH 43209)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1232 WITH 2 SAMPLES & A DELIVERY RECEIPT.**

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State of Ohio**  
  
**Department of Job  
& Family Services**

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