

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

**INVITATION TO BID FOR: OOD Plastic Signature Cards.**

**BID NUMBER: 6P1247**

**BID NOTICE DATE: May 4, 2016**

**OPENING DATE: May 6, 2014 (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](mailto: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 Signature Cards for use by the Opportunities for Ohioan's with Disabilities.

**2. QUANTITY: 1,000**

**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:** This is a plastic screen printed, die-cut card with rounded corners. Typesetting required.

**A. SIZE:** 4" x 2 ½"

**B. STOCK:** White 60 mil plastic (thicker allowed), grade finders waived.

**C. TYPESETTING:** Typeset "**Opportunities for Ohioan's with Disabilities**" to appear above the rectangle and update the web address and replace below the phone number.

**D. PRESSWORK:** Screen print one side.

**E. INK:** Black background white lettering. One side only.

**F. BINDERY:** Shall have rounded corners, die-cut rectangle approximately 3 3/8" x 3/4" centered on the card

**G. FINISHED TRIM SIZE:** 4" x 2 ½"

**H. SUPPLIED TO VENDOR:** Old Xerox copy for format.

- I. **PROOF:** A digital proof shall be sent to: Lindsey Blusiewicz, OOD, 3<sup>rd</sup> floor, 150 E. Campus View Blvd., Columbus, Ohio 43235.
  
- J. **PACKAGING:** Shrink-wrap 25 & label with title qty.
  
- 5. **DELIVERY:** REQUESTED MAY 26, 2016.
  
- 6. **INVOICE:** DAS STATE PRINTING,  
ATTN.: INVOICE PROCESSING,  
4200 SURFACE ROAD,  
COLUMBUS, OHIO 43228-1395.

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 6P1247 with 2 samples and a signed delivery receipt.