

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: SCBC-1 Service Center Batch Control Form 1-Part

BID NUMBER: 6P1260

BID NOTICE DATE: MAY 10, 2016

OPENING DATE: MAY 12, 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

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide SCBC Batch Control Form 1-Part for use by the Ohio Department of Taxation.
- 2. QUANTITY:** 100,000 (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:** SCBC Batch Control Form 1-part. Single sheet, printed one side with black and MICR ink, 3/8" hole drilled in center, form size 7-3/8" X 3-3/4".
 - A. SIZE:** 7-3/8" X 3-3/4"
 - B. STOCK:** White 24# Bond #1
 - C. PRESSWORK:** Print one side, no bleeds, with MICR printing. Common MICR number on each. MICR number shall be exactly 1/4" from the bottom of the form. Location of the print and MICR number shall be consistent from form to form.
 - D. INK:** Black ink for text and MICR ink for MICR number only.
 - E. BINDERY:** 3/8" drilled hole located in center of form as marked on artwork file.
 - F. SUPPLIED TO VENDOR:** pdf of form (file will be e-mailed to awarded vendor). Return all state supplied materials to the proof to person.
 - G. PROOF:** A Laser proof or equal. Note location of 3/8" hole and MICR number on proof and a **test run of 200 completed forms**. Proof shall be delivered to: Michelle Stover, Ohio Department of Taxation, 4485 Northland Ridge Blvd., South Side Dock Door, Columbus Ohio 43229. Vendor shall not print without approval of the test run.
 - H. PACKAGING:** Shrink-wrap forms in 100's and carton pack. Label cartons with title and quantity.

- I. **ADDITIONAL SPECIFICATIONS: Make sure MICR and all properties meets all standards set forth by American National Standards Institute (ANSI)** MICR number is static, smudges or ink coverage that is too light will not be acceptable for the copy or the MICR number.
5. **DELIVERY: REQUESTED MAY 25, 2016 OR SOONER. (DELIVER TO: OHIO DEPARTMENT OF TAXATION, ATTN: MICHELLE STOVER, 4485 NORTHLAND RIDGE BLVD., SOUTH SIDE DOCK DOOR, COLUMBUS OHIO 43229.**
6. **INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1260 AND INCLUDE DELIVERY RECEIPT & 2 SAMPLES.**