

STATE OF OHIO

Department of Administrative Services
General Services Division
State Printing & Mail Services

INVITATION TO BID FOR: ID Badge with codes

BID NUMBER: 6P1301

BID NOTICE DATE: May 16, 2016

OPENING DATE: May 20, 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

DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide ID Card w/codes, a plastic card for use by the North Coast Behavioral Center.

2. QUANTITY: 1,500. EXACT.

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: Plastic card, approx. 20 mil, four color face, black back, round corners, punch 7/16" x 1/8" slot.

NOTICE: NO ARTWORK EXISTS. Complete artwork creation shall be part of this bid. Artwork pdf shall be emailed to State Printing upon completion of his project.

A. SIZE: 3 3/8" x 2 1/8" with round corners.

B. STOCK: White plastic, approximate 20 mil. Grade Finders requirement waived for this Bid.

C. PRESSWORK: Printed two side, digital allowed.

D. INK: Black one side, four color one side.

E. BINDERY: Punch a slot and round corner.

F. TYPESETTING: Typeset per mock-up supplied change the **PHONE NUMBER TO 2222 in one position.**

G. SUPPLIED TO VENDOR: A .pdf will be supplied.

H. PROOF: A high resolution ink jet or digital proof shall be emailed to Charles Bailey, North Coast Behavioral Center, Northfield, Ohio 44067.

i. PACKAGING: Carton pack & label with title & quantity.

J. SHIP TO: Charles Bailey, 1756 Sagamore Road, North Coast Behavioral Center. Northfield, Ohio 44067.

K. 5. DELIVERY: JUNE 3, 2016.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1301 with 2 samples & a delivery receipt.