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: BMV 2400 10/15 Reinstatement Fee Plan Palm Card. 4.25" x 11". Head to head, four color process, 80# white gloss coated cover, shrink-wrap & label @ 50/pkg.

BID NUMBER: 6P1327

BID NOTICE DATE: May 20, 2016

OPENING DATE: May 26, 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**.

SPE
CIFICATIONS AND PRICING

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide BMV 2400 10/15 Reinstatement Fee Plan Palm Card for use by the Ohio Department of Public Safety.

2. **EXACT QUANTITY: 75,000 (1500 PKGS @ 50/PKG)**.

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:** Card in our color process, 4 ¼" x 11", shrink 50 & label.

   A. **SIZE:** 4.25" x 11"

   B. **STOCK:** White 80# gloss coated recycled cover, grade 2.

   C. **PRESSWORK:** Print two side

   D. **INK:** Four color process.

   E. **BINDERY:** Trim to size.

   F. **FINISHED TRIM SIZE:** 4.25" x 11"

G. TYPESETTING: Set 5 point type and strip in lower centered / back side.

H. SUPPLIED TO VENDOR: Pdf supplied.

I. SAMPLES: A sample may be viewed at DAS, State Printing. Contact Lynn Allen at 614-466-0389 for an appointment.

J. PROOF: A Color laser to size and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Randy Bare Proof may be emailed to Printrequest@dps.ohio.gov

- 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

K. PACKAGING: Shrink-wrap & label @ 50/pkg

L. REQUIRED PACKAGE LABELS: BMV 2400 10/15 Reinstatement Fee Plan Palm Card. 32233 50/PKG

M. REQUIRED CARTON LABELS: BMV 2400 10/15 Reinstatement Fee Plan Palm Card. 32233 **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 **32233**, 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 6/30/16

SHIP TO: ODPS Alum Creek Facility, 1583 Alum Creek Dr., Columbus OH 43209
Attention: Receiving

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1327 with two samples & a delivery receipt.