

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: Human Trafficking Window Clings. Prints 1 side, full color, full bleed, Finish Size 11 1/2" x 3 3/4", static cling , weather resistant and uv coating. Shall adhere to the inside window to view from outside the window.

BID NUMBER: 6P1335

BID NOTICE DATE: May 23, 2016

OPENING DATE: May 25, 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

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Human Trafficking static clings for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 100.**
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:** window static cling in four color process, 11 1/2" x 3 3/4", UV coating, digital allowed. Shall view from outside the window.
 - A. **SIZE:** 11 1/2" x 3 3/4".
 - B. **STOCK:** Static Cling material, Grade Finders waived.
 - C. **PRESSWORK:** Print one side, digital allowed.
 - D. **INK:** Four color process wiuth UV coat, bleed
 - E. **BINDERY:** UV coating.
 - F. **FINISHED TRIM SIZE:** 11 1/2" x 3 3/4".

G. SUPPLIED TO VENDOR: Pdf supplied.

H. 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: Megan Olger 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

I. REQUIRED CARTON LABELS: Human Trafficking Window Clings 32159 **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 **32159**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.

8. DELIVERY: REQUESTED BY 7/8/2016

SHIP TO: ODPS Shipley Building, 1970 W. Broad St., Columbus OH 43223
Attention: S/Lt. Menendez, Lower Lever, (023)

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 1335 with 2 samples & a delivery receipt.