

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

**INVITATION TO BID FOR: Reflective Labels for State Forest Trail Posts**

**BID NUMBER: 6P1362**

**BID NOTICE DATE: May 25, 2016**

**OPENING DATE: June 1, 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](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 Reflective post labels for use by the Ohio Department of Natural Resources.

**2. QUANTITY: 2,500 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:** Label, reflective in four color process for outdoor use in Ohio forest weather extremes.

**A. SIZE:** 3" 3"

**B. STOCK:** Reflective, Scotch lite with pressure sensitive permanent adhesive.

**C. PRESSWORK:** Screen printed or digital for outdoor use in both summer & winter in Ohio, one side.

**D. INK:** Black fade proof inks required for outdoor use in both summer & winter in Ohio, yellow background may be printed.

**E. BINDERY:** N/A

**F. SUPPLIED TO VENDOR:** Files will be furnished to the selected vendor.

**G. PROOF:** A high resolution proof to Alice Glaser, ODNR Forestry, 2045 Morse Road, H-1, Columbus, Ohio 43229-6693.

**H. PACKAGING: SHRINK 100 & label.** Carton pack & label.

**5. SHIP TO:**       **Alice Glaser**  
ODNR Division of Forestry,  
2045 Morse Road, **Bldg. H-1**  
Columbus, Ohio 43229-6693

**6. DELIVERY:** REQUESTED JUNE 20, 2016

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

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 6P1362 & a delivery receipt.