

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

No Subcontracting allowed.

INVITATION TO BID FOR: BMV 5796 (TTS06C) All-Purpose Vehicle Temporary Sticker. Prints both sides, black ink, on 3" x 3", 6 Mil White reflective sticker, w/split-back liner or bend & peel, & State of Ohio outline kiss-cut to size 2.5" x 2.5", with instructions printed on backing. Sequential numbering. Shrinkwrap @ 27/pkg.

The use of Sub Contractors is not permitted for this request.

BID NUMBER: 7P0032

BID NOTICE DATE: July 7, 2016

OPENING DATE: July 13, 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 BMV 5796 (TTS06C) All-Purpose Vehicle Temporary Stickers for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 4,050 (150 PKGS @ 27/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** Die cut to shape of Ohio, reflective label, numbered, screen printed face, kiss cut.
 - A. **SIZE:** The sticker shall be 3" x 3", with a 2.5" wide (max) and 2.5" long (max), kiss-cut outline of the State of Ohio.
 - B. **STOCK:** Material shall be 6 Mil White, reflective sheeting, with pressure-sensitive permanent weather resistant adhesive that will withstand temperatures of minus 10 degrees Fahrenheit or warmer. It shall form a durable bond to any well-painted, or unpainted corrosion-proof material; such as galvanized steel, aluminum, etc. Stickers applied in accordance with instructions, shall not blister, lift, or delaminate when subjected to gasoline, kerosene, diesel oils, water, steam, and cleaning detergents normally encountered in cleaning and washing services, nor fade, disintegrate, or come off from extended exposure within a period of three years. The liner shall be split at, or near the center of each sticker.
 - C. **PRESSWORK:** Screen printed face, printed backer.
 - D. **NUMBERING:** Serialized range numbering shall be an 18 pt, Arial font, centered in the box located in the upper right-hand corner of the sticker. See additional list of ranges starting with 1X3E1 & ending with 1Z3X9. Omit all "Letter O" and "Letter I" ranges.

- E. **INK:** Both sticker and backing are printed in Black, weather and fade resistant ink. Sticker prints on one side with sequential numbering in Black. Liner prints one-sided in Black only.
- F. **BINDERY:** The sticker must be 3" x 3", with a 2.5" wide and 2.5" long, kiss-cut outline of the State of Ohio.
- G. **FINISHED TRIM SIZE:** The sticker must be 3" x 3", with a 2.5" wide and 2.5" long, kiss-cut outline of the State of Ohio.
- H. **SUPPLIED TO VENDOR:** Pdf supplied.
- I. **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: Gary Cassell Proof to include required package and carton labels 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
- J. **PACKAGING:** Stickers shall be shrinkwrapped 27 decals per package, in sequential order, with the lowest number on top, in a carton of 12 packages (324 stickers). Each package shall pack from left to right in carton, consecutively from top to bottom, with lowest package number on top, and consecutive number range listed on package and carton labels. All skids should be marked with the ranges, as well.
- K. **REQUIRED PACKAGE LABELS:** BMV 5796 (TTS06C) All-Purpose Vehicle Temporary Stickers 32415 27/PKG Serialized range in package in sequential order with the lowest number on top.
- L. **REQUIRED CARTON LABELS:** BMV 5796 (TTS06C) All-Purpose Vehicle Temporary Stickers 32415 Serialized range in Carton 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 **32415**, 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 8/30/16

SHIP TO: OPI Lebanon, 3791 State Route 63, Lebanon OH 45036
Attn: Nathan Martin / John Tura

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 7P0032 with 2 void samples & a delivery receipt.