

# STATE OF OHIO

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

**INVITATION TO BID FOR: BMV 1728 4/12 Booklet License Plate Envelope, 13-1/8" x 7-1/8" 32# white kraft, self seal flap, print black on flap.**

**BID NUMBER: 2P1163**

**BID NOTICE DATE: April 12, 2012**

**OPENING DATE: April 16, 2012 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, FOR INSTRUCTIONS).**

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING, STANDARD CONTRACT TERMS AND CONDITIONS, SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS AND ADDITIONAL SPECIFICATIONS Revised 10-1-07, 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.state.oh.us](mailto:Lynn.Allen@das.state.oh.us).

## SPECIFICATIONS AND PRICING

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Booklet License Plate Envelope for use by the Ohio Department of Public Safety.
2. **QUANTITY:** 105,000. **210 BOXES @ 500 (105,000)** (Allowable 2% overrun, No underruns).
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:** Custom size envelope, printed flap, box 500 & label.
  - A. **SIZE:** 13-1/8" x 7-1/8"
  - B. **STOCK:** 32# White Kraft, Grade Finders requirement waived for this Bid.
  - C. **PRESSWORK:** Print address on flap.
  - D. **INK:** Black
  - E. **BINDERY:** Self Seal Flap required.
  - F. **FINISHED TRIM SIZE:** 13-1/8" x 7-1/8"
  - G. **SUPPLIED TO VENDOR:** A PDF will be furnished to the selected vendor.
  - H. **SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Lynn Allen at 614-466-0389 for an appointment.

I. **PROOF:** A Black White laser to size and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Patty Clark Proof maybe mailed to PrintRequest@dps.state.oh.us

- 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:** Carton pack & label @ 500

K. **REQUIRED CARTON LABELS:** BMV 1728 4/12 Booklet Plate Envelope 23974 **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 **23974**, 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 MAY 11, 2012.

**SHIP TO:** OPI Lebanon, 3791 State Route 63, Lebanon OH 45036  
ATTN: Mark Mechley

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

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 2P1163 with 2 samples & a delivery receipt.