

# STATE OF OHIO

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

**PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT**

**INVITATION TO BID FOR: DMR-0098 Compensatory Time/Overtime Pay  
Authorization forms**

**BID NUMBER: 3P0101**

**BID NOTICE DATE: JULY 25, 2012**

**OPENING DATE: AUGUST 1, 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 Patrick Means, State Printing & Mail Services at (614)-752-0370 or e-mail: [Joe.piccione@das.state.oh.us](mailto:Joe.piccione@das.state.oh.us).

## **SPECIFICATIONS AND PRICING**

**1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide DMR-0098 Compensatory Time/Overtime Pay Authorization forms for use by the Ohio Department of Mental Retardation.

**2. QUANTITY: 7,200.** (exact quantity).

**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:** The Compensatory Time/Overtime Pay Authorization forms shall be a three part carbonless 8-1/2" x 11" fan-apart/peel pack (no stub) form printed with black ink.

**A. SIZE:** 8-1/2" x 11"

**B. STOCK:** Part 1: white 20# CB. Part 2: canary 20# CFB. Part 3: Pink 20# CF.

**C. PRESSWORK:** All three parts print with the same copy, one side, no bleeds, black ink.

**D. INK:** Black

**E. BINDERY:** Fan Apart adhesive on top 8-1/2" edge.

**F. SUPPLIED TO VENDOR: Sample only WILL BE FURNISHED TO THE SELECTED VENDOR.** Return all state supplied materials to the proof to person.

**G. PROOF:** A constructed proof shall be delivered to: Rachel Lane, Gallipolis Developmental Center, 2500 Ohio Avenue, Gallipolis, OH 45631. NO EMAIL PROOFS.

**H. PACKAGING:** Shrink wrap in 100's and carton pack. Label all cartons with title and quantity.

**5. DELIVERY: REQUESTED AUGUST 17, 2012.** Rachel Lane, Gallipolis Developmental Center, 2500 Ohio Avenue, Gallipolis, OH 45631

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395.  
ALL INVOICES MUST REFERENCE: JOB NUMBER 3P0101 AND INCLUDE 2 SAMPLES AND DELIVERY RECEIPT.**