

STATE OF OHIO

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

INVITATION TO BID FOR: Crime Scene Response Unit Decals in two sizes. Three (3) are 26.35" W x 7.8"H (one title). Five (5) are 46.68"W x 3"H (one title). Reflective decal material, 3M 680CR-85 Reflective black 3M Scotchlite reflective stock.

BID NUMBER: 3P0673

BID NOTICE DATE: January 23, 2013

OPENING DATE: January 28, 2013 (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.

SPECIFICATIONS AND PRICING

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Crime Scene Response Unit Decals for use by the Ohio Department of Public Safety.
2. **QUANTITY: TWO ITEMS: 3 OF THE 26.35" ITEM
5 OF THE 46.68" ITEM**
.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:** There are two sizes, the three small decals are all the same; the five larger decals are all the same.
 - A. **SIZE:** Three (3) as 26.35" W x 7.8"H / Five (5) as 46.68"W x 3"H
 - B. **STOCK:** 3M 680CR-85 Reflective black; 3M Scotchlite reflective stock.
 - C. **PRESSWORK:** Per specification.
 - D. **BINDERY:** Kiss-died.
 - E. **POSITIONING:** Pre-spaced on a backing sheet 'kiss-died' with the waste peeled away. Face liner shall be laminated over the lettering so the letters will remain in their pre-spaced position after backing sheet is removed prior to application.
 - F. **FINISHED TRIM SIZE: Two sizes.** (Stacked) 26.35" W x 7.8"H / (Long) 46.68"W x 3"H

G. SUPPLIED TO VENDOR: A PDF will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

H. SAMPLES: No sample exists.

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: Randy Bare Proof may be emailed 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: Contents shall be wrapped and clearly identified on the outside of the package. Each package shall have an affixed label that indicates the contents: 25440, Crime Scene Response Unit, (Stacked), Quantity-3 and 25440, Crime Scene Response Unit, (Long), Quantity-5

K. REQUIRED PACKAGE LABELS: Contents shall be wrapped and clearly identified on the outside of the package. Each package shall have an affixed label that indicates the contents: 25440, Crime Scene Response Unit, (Stacked), Quantity-3 and 25440, Crime Scene Response Unit, (Long), Quantity-5

L. REQUIRED CARTON LABELS: Contents shall be wrapped and clearly identified on the outside of the package. Each package shall have an affixed label that indicates the contents: 25440, Crime Scene Response Unit, (Stacked), Quantity-3 and 25440, Crime Scene Response Unit, (Long), Quantity-5 **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 **25440**, 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 2/27/2013

SHIP TO: ODPS Alum Creek Facility, 1583 Alum Creek Dr., Columbus OH 43209
Att: Fleet Management

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 3P0673 with a delivery receipt.