

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

INVITATION TO BID FOR: Hanging Pass Card, 3 paper colors

BID NUMBER: 4P0007

BID NOTICE DATE: June 20, 2013

OPENING DATE: July 2, 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 Hanging Passes in 3 paper colors for use by the Ohio Department of Natural Resource.
- 2. QUANTITY:** 120,000. (2% over or under allowed). 20,000 Re-entry red, 50,000 terra green; 50,000 solar yellow
- 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:** Cards, die cut, waste removed, printed in black, shrink wrapped 100.
 - A. SIZE:** 3 1/4" x 5 3/8".
 - B. STOCK:** Three paper colors Wausau 65# Astrobright cover: 40,000 as Terra Green. 10,000 as Re-Entry Red, 40,000 as Solar Yellow.
 - C. PRESSWORK:** Printed one side. Common plate.
 - D. INK:** Black.
 - E. BINDERY:** Die-cut as hang tag with 1" diameter hole, 1/2" from top 3 1/4" edge plus slit/slice to the left edge, waste removed.
 - F. SUPPLIED TO VENDOR:** Pdf file.
 - G. PROOF:** A high resolution proof with die cut clearly marked shall be emailed to: Jean Backs, Ohio State Parks, 2045 Morse Road, C-3. Columbus, Oh 43229.

H. PACKAGING: Shrink-wrap100.

I. CARTON PACK: Carton & label with title and quantity per carton.

5. DELIVERYREQUESTED: JULY 31, 2013.

SHIP TO: ODNR Building I,
Attn: Virginia Ramey,
2045 Morse Rd.
Columbus, OH 43229.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0007 with 2 samples & a delivery receipt.