

STATE OF OHIO

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

INVITATION TO BID FOR: BAR CODED PROPERTY LABELS

BID NUMBER: 4P0247

BID NOTICE DATE: AUGUST 23, 2013

OPENING DATE: AUGUST 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) 752-0060 or e-mail: mike.ruehrmund@das.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Bar Coded Property Labels for use by the EPA.

2. QUANTITY: 1,000 (exact quantity).

3. UNIT PRICE AWARD: 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. To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add the totals together. Failure to bid all items will disqualify your bid.

4. SPECIFICATIONS: 2 ½" x 7/8" Void PET w/color, Bar Coded Label, printed one side, laminated, "Property of Ohio Environmental Protection Agency", reverse printed in black number/bar coding in black, 500 per roll.

A. SIZE: 2 ½" x 7/8" rounded corners.

B. STOCK: White void polyester, laminated with clear polyester, 10mil. Label adhesive must be permanent.

C. PRESSWORK: Printed one side. **Match sample** & black consecutive numbering / bar coding Starting number 0340001, Ending number 0345000. No missing or duplicate numbers.

D. NUMBERING: Starting number 026000 & Ending number 027000. No missing or duplicate numbers.

E. INK: Black numbering & barcoding, "Property of Ohio Environmental Protection Agency" reverse printed in black.

F. BINDERY: roll labels on 3" core, 500 per core. Rounded corners, waste removed

G. FINISHED TRIM SIZE: 2 ½" x 7/8".

H. TYPESETTING: Awarded may need to set two lines of text "Property of Ohio Environmental Protection Agency" bar code and number.

I. SUPPLIED TO VENDOR: Previously printed label, FOR LAYOUT PURPOSES ONLY, will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

J. SAMPLES: A sample may be viewed at DAS, State Printing.

K. PROOF: A color laser proof shall be delivered to: Ohio EPA, Attn: Opal Iezzi, 50 W. Town St., Suite 700, Columbus, OH 43215.

L. PACKAGING: 500 labels per roll on 3" core. Carton pack, label with title and quantity.

M. ADDITIONAL SPECIFICATIONS: Sample below-change department title and numbering sequence and use black ink.

5. DELIVERY: REQUESTED SEPTEMBER 13, 2013 OR SOONER DELIVER TO: OHIO EPA, 50 W. TOWN STREET, SUITE 700, COLUMBUS, OH 43215.

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0247.**

