

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

INVITATION TO BID FOR: RSC ADDRESS LABELS IN A DISPENSER.

BID NUMBER: 4P0291

BID NOTICE DATE: September 6, 2013

OPENING DATE: September 10, 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 Address labels with plates changes for use by the Ohio Department of Rehabilitation Services Commission.
- 2. QUANTITY:** Two addresses with 30,000 each, 6 addresses with 20,000 each, 7 addresses with 10,000 each for a total of 250,000 labels. . (Exact quantity required).
- 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:** This is a high gloss, pressure sensitive permanent adhesive label with rounded corners, rolls of 500 each in dispenser boxes on a carrier strip with waste removed.
 - A. SIZE:** Labels to measures 3" x 1" with rounded corners, 500 per roll.
 - B. STOCK:** White 60@ high gloss pressure sensitive label stock with permanent adhesive. Grade Finders requirement waived for this Bid.
 - B. PRESSWORK:** Print one side only for each different label.
 - C. INK:** Black ink.
 - D. BINDERY:** Shall have rounded corners with waste removed on a carrier strip 1 1/8". Rolls of 500 to be placed into separate dispensers. Cores shall be at minimum 1".
 - E. FINISHED TRIM SIZE:** 3" x 1" on a 1 1/8" carrier strip with waste removed.
 - F. SUPPLIED TO VENDOR:** Disk furnished InDesign CS5 with a previous printed sample WILL BE FURNISHED TO THE SELECTED VENDOR.
 - G. PROOF:** A digital or blue line or equal proof shall be sent for each address required to: Louise Czatt, RSC, Suite 300, 150 E. Campus View Blvd., Columbus, Ohio 43235.
 - H. PACKAGING:** Label to be on rolls of 500 each in dispenser boxes. Each address is to be packed in a separate carton and a label put on the outside of the carton indicating the address within.

- I. **ADDITIONAL SPECIFICATIONS:** Addresses provided on disk. Labels to be in 500 per roll and in dispenser boxes.
5. **DELIVERY: REQUESTED SEPTEMBER 25, 2013.**
6. **INVOICE:** DAS STATE PRINTING,
ATTN.: INVOICE PROCESSING,
4200 SURFACE ROAD,
COLUMBUS, OHIO 43228-1395.

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0291 with 2 samples of each label and a signed delivery receipt.