

STATE OF OHIO

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

INVITATION TO BID FOR: Lottery "KENO" Window Decals

BID NUMBER: 4P0431

BID NOTICE DATE: October 7, 2013

OPENING DATE: October 15, 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)-995-5268 or e-mail: tim.riley@das.state.oh.us.

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide window decals for use by the Ohio Lottery Commission.
- 2. QUANTITY: 3,000.** (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:** Lottery "KENO" Window Decal, round 7" diameter decal, screen prints two sides, four color process plus barrier film plus four color process, bleeds). 004 clear vinyl with low tac removable adhesive one side, split back liner for easy removal.
 - A. SIZE:** round 7" diameter
 - B. STOCK:** 004 clear vinyl with low tac removable adhesive one side, split back liner for easy removal.
 - C. PRESSWORK / IMPRINT:** Screen print two sides, bleeds - four color process plus barrier film plus four color process ("Keno Establishment" artwork)
 - D. INK:** Full color (UV fade resistant)
 - E. BINDERY:** Die cut split back liner for ease of removal.
 - F. FINISHED TRIM SIZE:** round 7" diameter
 - G. SUPPLIED TO VENDOR:** Artwork (PC / Adobe Acrobat 7.0) WILL BE FURNISHED TO THE SELECTED VENDOR. Return all state supplied materials to the proof to person.
 - H. PROOF:** An exact color match proof shall be delivered to: Irene Pagonis, Ohio Lottery Commission, 615 West Superior Avenue, Cleveland, OH 44113. All logos are trademarks of the Ohio Lottery Commission. All artwork and disks (if applicable) are for this order only, and are to be returned to Irene Pagonis upon completion of this order.

- I. **PACKAGING:** Shrink wrap in packs of 100, and label with title and quantity. Carton pack in 1000 (10 packs of 100) and label with title and quantity. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton.

A packing list must accompany the order. No deliveries after 3:00pm, Monday-Friday.

J. **ADDITIONAL SPECIFICATIONS:**

5. **DELIVERY: REQUESTED, NOVEMBER 30, 2013 OR SOONER. SHIP TO: OHIO LOTTERY COMMISSION, WAREHOUSE
ATTN: IRENE PAGONIS
4301 PERKINS AVENUE
CLEVELAND, OH 44103**

No deliveries after 3:00 pm Monday through Friday.

6. **INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0431.**