

STATE OF OHIO

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

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: CERTIFICATE WITH POP-OUT ID CARDS

BID NUMBER: 4P0454

BID NOTICE DATE: OCTOBER 11, 2013

OPENING DATE: OCTOBER 17, 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.oh.gov

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Certificate with Pop-out ID cards for use by the Ohio Department of Agriculture.
- 2. QUANTITY:** 1,000 (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:** 8-1/2" X 11", horizontal perforation at 5.5", 4 id cards die cut to size (match sample for dimensions)
 - A. SIZE:** 8-1/2" X 11"
 - B. STOCK:** 24# bond, ORC qualified paper (MOCR/MICR)
 - C. PRESSWORK:** State Seal prints one side, 5 locations (4 cards and top half of certificate)
 - D. INK:** reflex blue (screened at 25%-match sample)
 - E. BINDERY:** Shrink wrap 100 per package
 - F. FINISHED TRIM SIZE:** 8-1/2" X 11"
 - G. TYPESETTING:** N/A
 - H. SUPPLIED TO VENDOR:** A pdf will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
 - I. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.
 - J. PROOF:** A proof shall be delivered to: Ohio-Animal Industry, Attn: Erin Ireland, 8995 E. Main St., Bldg. #6, Reynoldsburg, OH 43068.
 - K. PACKAGING:** Shrink wrap 100 per package, carton pack, label with dealer/premise card paper and quantity

L. ADDITIONAL SPECIFICATIONS: 7.375" X 4.75" patch on face and back using .5 mil self-contained overlamine. Flood coated with a varnish, die cut perforations to form 4 ID cards. One full width perforation at 5.5". Cards are laser imaged and coating should be toner receptive.

5. DELIVERY: REQUESTED NOVEMBER 4, 2013 OR SOONER (DELIVER TO: OHIO-ANIMAL INDUSTRY, 8995 E. MAIN ST., BLDG. #6, REYNOLDSBURG, OH 43068)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0454.**