

STATE OF OHIO

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

SUBCONTRACTING SHALL NOT BE ALLOWED UNDER THIS CONTRACT

INVITATION TO BID FOR: BELTSS Embossed Gold Foil Seals

BID NUMBER: 4P0524

BID NOTICE DATE: October 30, 2013

OPENING DATE: November 5, 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)-752-0370 or e-mail Joe.piccione@das.ohio.gov

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide BELTSS Embossed Seals for use by the Ohio Department of Aging.
- 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:** Department of Aging Gold Seals – 2” diameter, gold foil, matte finish background, permanent adhesive, embossed labels. The die is not furnished. It is the Great Seal of the State of Ohio.
 - A. SIZE:** 2” diameter ”
 - B. STOCK:** 3 mil gold foil, matte finish background, permanent adhesive labels with carrier strip.
 - C. BINDERY:** Die cut with pinked edge / starburst, embossed, with waste removed from carrier strip.
 - D. FINISHED TRIM SIZE:** 2” diameter ”
 - E. SUPPLIED TO VENDOR:** (PC / Adobe Acrobat 7.0) file and sample WILL BE FURNISHED TO THE SELECTED VENDOR. Emboss from artwork. Return all state supplied materials to the proof to person.
 - F. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Joe Piccione at 614-752-0370 for an appointment.
 - G. PROOF:** An exact sample proof shall be delivered to: Peter G. Tamburro, Ohio Department of Aging, 50 W. Broad St., 9th floor, Columbus, OH 43215-3363.
 - H. PACKAGING:** Produce on single roll of 1,000 labels with waste removed. Carton pack and label with title and quantity.
 - I. ADDITIONAL SPECIFICATIONS:** Emboss from artwork.

5. DELIVERY: REQUESTED, NOVEMBER 22, 2013. Shall deliver to: Ohio Department Aging, 50 W. Broad St., 9th Floor, Columbus, OH 43215.

6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0524 AND INCLUDE 2 SAMPLES & DELIVERY RECEIPT.