

# STATE OF OHIO

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

## MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.08.1

**INVITATION TO BID FOR: OHP 0410 11/13 HP-90 Application for Crash Report. Two-side black, on 8.5" x 11", 50# white uncoated offset, tri-folded. Shrink-wrap & label 700 pkgs @ 100/pkg.**

**BID NUMBER: 4P0552**

**BID NOTICE DATE: November 5, 2013**

**OPENING DATE: November 14, 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](mailto: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 OHP 0410 11/13 HP-90 Application for Crash Reports for use by the Ohio Department of Public Safety.
2. **EXACT QUANTITY: 70,000** (700 PKGS @ 100/PKG).
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:** Two side form, print black, fold, shrink-wrap & label 100.
  - A. **SIZE:** 8.5" x 11"
  - B. **STOCK:** White 50# uncoated offset text, grade 2.
  - C. **PRESSWORK:** Print two sides.
  - D. **INK:** Black.
  - E. **BINDERY:** Tri-fold
  - F. **FINISHED TRIM SIZE:** 8 ½" x 11".
  - G. **TYPESETTING:** N/A

- H. SUPPLIED TO VENDOR:** A PDF will be furnished to the selected vendor.
- I. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Lynn Allen at 614-466-0389 for an appointment.
- J. PROOF:** A Black White laser to size and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Drema Pyles Proof may be emailed to PrintRequest@dps.state.oh.us
- If delivered or sent via Express Mail, send to 1970 W. Broad St., Columbus, OH 43223-1102  
or
  - If sending via U.S. Postal Service, send to PO Box 182081, Columbus, OH 43218-2081
- K. PACKAGING:** Shrink-wrap & label @ 100/pkg
- L. REQUIRED PACKAGE LABELS:** OHP 0410 11/13 HP-90 Application for Crash Report 27080 100/pkg
- M. REQUIRED CARTON LABELS:** OHP 0410 11/13 HP-90 1Application for Crash Report 27080 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**

**PACKING SLIP:** With delivery, provide a delivery receipt which shall include the following information: Name of ordering agency, DAS job number, ODPS order number **27080**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.

**PALLET SPECIFICATIONS:** The cartons shall be securely fastened to four-way (40 inches by 48 inches) pallets, by using shrink-wrap or stretch film. All loaded pallets shall be in cube form, so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum loaded pallet height **shall not exceed 56 inches as measured from the bottom of the pallet.** The maximum pallet load shall not exceed a maximum weight of 3,300 pounds.

**5. DELIVERY:** REQUESTED BY 12/30/13

**SHIP TO:** ODPS Alum Creek Facility, 1583 Alum Creek Dr., Columbus OH 43209  
Attn: Receiving

**9. INVOICE:** DAS STATE PRINTING,  
ATTN.: INVOICE PROCESSING,  
4200 SURFACE ROAD,  
COLUMBUS, OHIO 43228-1395.

**ALL INVOICES MUST REFERENCE:** JOB NUMBER 4P0552 with 2 samples & a delivery receipt.