

STATE OF OHIO

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

INVITATION TO BID FOR: Inventory Tags, bar coded in rolls

BID NUMBER: 4P0610

BID NOTICE DATE: November 25, 2013

OPENING DATE: December 2, 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.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Inventory Tags / Bar Coded Property Labels for use by the Ohio Department of Natural Resources.

2. QUANTITY: 2,000 (exact quantity).

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: Roll label, 1 3/4" x 5/8", Void, tamper proof, Bar Coded Label, printed one side, laminated, copy "ODNR-DOGRM", number/bar coding in black, 500 per roll.

A. SIZE: 1 3/4"m x 5/8" rounded corners.

B. STOCK: White void polyester, laminated with clear polyester, 10mil. Label adhesive must be permanent.

C. PRESSWORK: Printed one side, black consecutive numbering / bar coding Starting number **E734 04000 00 OG**, Ending number **E734 05999 00 OG**. No missing or duplicate numbers.

D. NUMBERING: Starting number **E734 04000 00 OG**, Ending number **E734 05999 00 OG**. No missing or duplicate numbers.

E. INK: Black numbering & barcoding,

F. BINDERY: roll labels on 3" core, 500 per core. Rounded corners, waste removed

G. FINISHED TRIM SIZE: 1 3/4" x 5/8".

H. TYPESETTING: Awarded vendor shall typeset "ODNR-DOGRM"

I. PROOF: A color laser proof shall be delivered to: Rich Compton, ODNR-DOGRM, 2045 Morse Road, Bldg F-2, Columbus, OH 432229.

J. PACKAGING: 500 labels per roll on 3"core. Carton pack, label with title and quantity.

K. ADDITIONAL SPECIFICATIONS: Finished product must meet DAS requirements and RoHS Compliance and Regulations. Bar Code Symbology = Code 39, Text above bar code in all CAPS, Number of digits = 9-Alpha Numeric, Radius corners on label.

5. DELIVERY: REQUESTED DECEMBER 27, 2013 OR SOONER

DELIVER TO SAME as proof to, above.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0610 with 2 samples & a delivery receipt.