

STATE OF OHIO

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

INVITATION TO BID FOR: OH! Lottery Banner Rolls

BID NUMBER: 4P1147

BID NOTICE DATE: April 15, 2014

OPENING DATE: April 23, 2014 (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 03/2013, 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 banners for use by the Ohio Lottery Commission.
- 2. QUANTITY:** 25 (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:** OH! Lottery banner Rolls, 2400" x 18" banner, screen prints one side, two spot colors, OH! Lottery Logo Step and Repeat Horizontal, Image size is 23.5" W x 16" H. Drop ship to 10 Ohio locations please note distribution list below under section 5.
 - A. SIZE:** 2400"L x 18"H banner
 - B. STOCK:** .008 mil white banner polyethylene with matte finish
 - C. PRESSWORK / IMPRINT:** Screen print one side, no bleeds, two spot colors, Image size: 23.5" W x 16" H (Step and Repeat)
 - D. INK:** PMS 200 Red and PMS 2725 Lavender (UV fade resistant ink)
 - E. FABRICATION / BINDERY:** Print, Trim to size. Reroll on saw cut tube
 - F. FINISHED TRIM SIZE:** 2400"L x 18"H banner
 - 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:** A pre-production sample of material stock with imprint 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. **PRODUCTION SHALL NOT PROCEED WITHOUT APPROVAL OF THE PRE-PRODUCTION SAMPLE.**
 - I. PACKAGING:** Reroll on saw cut tube (one banner per roll), kraft wrap and label with title (contents) and quantity. Carton pack and label with title (contents) and quantity. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton for each version.

A packing list with quantity of contents must accompany the order or it will not be accepted. Large orders must be shrink-wrapped & on pallets not to exceed a height of six feet & double stacked skids not to exceed a height of seven feet or shipment will not be accepted.

J. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED, JUNE 30, 2014 OR SOONER. SHIP TO LOCATIONS: DISTRIBUTION LIST:

BANNER ROLL (2,400"l x 18"w) - DELIVERY LOCATIONS/QUANTITIES

		<u>Quantity</u>
Ohio Lottery Central Warehouse	4301 Perkins Avenue Cleveland, Ohio 44103 Attn: Scott Kronik Phone: (216) 774-0750	7 rolls
Region 1 – Cleveland	Ohio Lottery Commission 1100 Resource Drive, Suite 5 Brooklyn Hts. Business Center Brooklyn Hts., OH 44131 Attn: Dana Rowland Phone: (216) 774-5671	2 rolls
Region 2 – Toledo	Ohio Lottery Commission 315 Arco Drive Toledo, OH 43607 Attn: Keith Sokoloski Phone: (216) 774-5672 (800) 589-6442	2 rolls
Region 3 – Dayton	Ohio Lottery Commission 7462 Webster Street Dayton, OH 45414 Attn: Kent Hopper Phone: (937) 264-4200 (800) 589-6463	2 rolls
Region 4 – Cincinnati	Ohio Lottery Commission 10840 Kenwood Rd. Cincinnati, OH 45242 Attn: Eldridge Fancher Phone: (216) 774-5674 (800) 589-9882	2 rolls
Region 5 – Columbus	Ohio Lottery Commission 780 Morrison Road Columbus, OH 43230 Attn: Larry Kirkpatrick Phone: (216) 774-5675 (800) 589-6445	2 rolls
Region 6 – Athens	Ohio Lottery Commission 170 West Union Street Athens, OH 45701 Attn: Ken Moser Phone: (216) 774-5676 (800) 589-6466	2 rolls
Region 7 – Akron-Canton	Ohio Lottery Commission 5926 Mayfair Road North Canton, OH 44720 Attn: Heather Thomas Phone: (330) 497-5410 (800) 589-6467	2 rolls

BANNER ROLL (2,400"l x 18"w) - DELIVERY LOCATIONS/QUANTITIES (Continued)

Region 8 – Youngstown	Ohio Lottery Commission 242 Federal Plaza West Youngstown, OH 44503 Attn: Bob Matasy Phone: (216) 774-5678 (800) 589-6468	2 rolls
Region 9 – Lorain	Ohio Lottery Commission 300 West Erie & Broadway Lorain, OH 44052 Attn: Mary Stempowski Phone: (216) 774-5679 (800) 589-6469	2 rolls

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1147.**