

**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: EXP 4034 SHEEP ENTRY CARD**

**BID NUMBER: 4P1165**

**BID NOTICE DATE: APRIL 18, 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 10/2013, 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)-752-0060 or e-mail: [mike.ruehrmund@das.state.oh.us](mailto:mike.ruehrmund@das.state.oh.us).

**SPECIFICATIONS AND PRICING**

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Sheep Entry Cards for use by the Ohio Expo Center.
- 2. QUANTITY:** 1,500 (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:** Sheep Entry Cards. 2-part carbonless form, prints one color, one side, common plate. 8" x 4".
  - A. SIZE:** 8" x 4"
  - B. STOCK:** Part 1, White 15# CB carbonless and Part 2 Buff 33# ledger CF
  - C. PRESSWORK:** One side, common plate.
  - D. INK:** Black
  - E. BINDERY:** Fan apart adhesive on top 8" dimension (match sample).
  - F. FINISHED TRIM SIZE:** 8" x 4"
  - G. TYPESETTING:** N/A
  - H. SUPPLIED TO VENDOR:** A previously printed sample 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 laser proof shall be delivered to: Stacey French, Ohio Expo Center, 717 17<sup>th</sup> Avenue, Columbus, OH 43211.
  - K. PACKAGING:** Shrink wrap in packages of 500, carton pack, label with title and quantity.

**L. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUESTED JUNE 27, 2014 OR SOONER (DELIVER TO: STACEY FRENCH, OHIO EXPO CENTER, 717 17<sup>TH</sup> AVENUE, COLUMBUS, OH 43211)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1165.**