

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: DMH MAR LABELS FOR MH BHO

BID NUMBER: 4P1170

BID NOTICE DATE: APRIL 18, 2014

OPENING DATE: APRIL 24, 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.

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide MAR Labels for MH BHO for use by the Ohio Department of Mental Health.
- 2. QUANTITY:** 250,000 (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:** DMH Mar Labels for MH BHO, continuous pin-fed labels, one wide, 3" X 1-7/16"
 - A. SIZE:** 3" X 1-7/16"
 - B. STOCK:** White 60# uncoated, smooth, virgin, with permanent adhesive. For use in Lexmark 2400 series printer.
 - C. PRESSWORK:** N/A
 - D. INK:** N/A
 - E. BINDERY:** Single row of labels, with round corners and waste removed. Carrier strip with pin feed holes left and right, Horizontally perforate every 1-1/2" between labels.
 - F. FINISHED TRIM SIZE:** Labels = 3" X 1-7/16" Carrier Strip = 3-3/4" wide
 - G. TYPESETTING:** N/A
 - H. SUPPLIED TO VENDOR:** Previous 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 sample proof to: Michael Nabors, 30 E. Broad Street, 36th Floor, Columbus, OH 43215-3430

K. PACKAGING: Custom, one wide label, continuous, 3" X 1-7/16", horizontally perforated every label, permanent adhesive, fanfold every 6 labels and carton pack in quantities of 5,000 labels per carton. Label cartons with 915-34-2158 and quantity.

L. ADDITIONAL SPECIFICATIONS: The vendor shall guarantee the performance of the labels in Lexmark 2400 series printers.

5. DELIVERY: REQUESTED MAY 9, 2014 OR SOONER (DELIVER TO: DEPARTMENT OF MENTAL HEALTH, OSS LORI CONTINI, 2150 W. BROAD STREET, COLUMBUS, OH 43223-1200)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1170.**