

# 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: COM 5141 APPLICATION FOR EXHIBITION PERMIT

**BID NUMBER: 4P1317**

**BID NOTICE DATE: MAY 22, 2014**

**OPENING DATE: MAY 28, 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 COM 5141 for use by the Ohio Department of Commerce.

**2. QUANTITY:** 15,000 (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:** 8-1/2" X 11", One sided, 4 part NCR carbonless form, one color, press numbered in red, shrink wrap in 25 per package.

**A. SIZE:** 8-1/2" X 11"

**B. STOCK:** 20# white carbonless paper – Pt.1 CB, Pt. 2 CF & CB, Pt. 3 CF & CB, Pt. 4 CF

**C. PRESSWORK:** Print one side, one color, common plate

**D. INK:** Black

**E. BINDERY:** Press numbering in Red starting with 36271 – 51271. Fan-a-part adhesive

**F. FINISHED TRIM SIZE:** 8-1/2" X 11"

**G. TYPESETTING:** N/A

**H. SUPPLIED TO VENDOR:** An Adobe disk 7.0 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: Commerce-State Fire Marshal, Attn: Jennifer Smith, 8895 East Main Street, Reynoldsburg, OH 43068

**K. PACKAGING:** Package 25 per pack, label with "Application for Exhibition Permit" and quantity

**L. ADDITIONAL SPECIFICATIONS:** No missing or duplicate numbers

**5. DELIVERY: REQUESTED JUNE 6, 2014 (DELIVER TO: COMMERCE-STATE FIRE MARSHAL, ATTN: JENNIFER SMITH, 8895 EAST MAIN STREET, REYNOLDSBURG, OH 43068)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1317.**