

STATE OF OHIO

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

INVITATION TO BID FOR: BAR CODED PROPERTY LABELS

BID NUMBER: 4P1331

BID NOTICE DATE: May 23, 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 10-1-07, 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 Bar Coded Property Labels for use by the Ohio Rehabilitative Services Commission.

2. QUANTITY: 7,500 (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: 2 ½" x 7/8" Void polyester w/color, Bar Coded Label, printed one side, laminated, "Property of OOD", reverse printed in red, number/bar coding in black, 500 per roll.

- A. SIZE:** 2 ½" x 7/8" rounded corners.
- B. STOCK:** White void polyester, laminated with clear polyester, 10mil. Label adhesive must be permanent.
- C. PRESSWORK:** Printed one side. PMS 195 Red & black consecutive numbering / bar coding Starting number 307501, Ending number 315000. No missing or duplicate numbers.
- D. NUMBERING:** Starting number 307501, Ending number 315000. No missing or duplicate numbers.
- E. INK:** Black numbering & barcoding, "Property of OOD" reverse printed in red
- F. BINDERY:** Roll labels on 3" core, 500 per core. Rounded corners, waste removed.
- G. FINISHED TRIM SIZE:** 2 ½" x 7/8".
- H. TYPESETTING:** Awarded may need to set two lines of text "Property of OOD" bar code and number.
- I. SUPPLIED TO VENDOR:** Previously printed label, FOR LAYOUT PURPOSES ONLY, will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
- J. SAMPLES:** A sample may be viewed at DAS, State Printing.

K. PROOF: A color laser proof shall be delivered to: ORSC, Attn: Prisna Manirochana, 150 E. Campus View Blvd, Suite 150, Columbus, OH 43235.

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

M. 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 JUNE 10, 2014

6. DELIVER TO: OOD, Attn: Prisna Manirochana,
150 E. Campus View Blvd, Suite 150,
Columbus, OH 43235.

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

ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1331 with 2 samples & a delivery receipt.