

STATE OF OHIO

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

INVITATION TO BID FOR: ASSET BAR CODE LABELS

BID NUMBER: 5P1010

BID NOTICE DATE: MARCH 31, 2015

OPENING DATE: APRIL 6, 2015 (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.oh.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Asset Bar Code Labels for use by the Ohio Department of Job & Family Services.

2. QUANTITY: 20,000 (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: 2" x 1" Void PET w/color, Asset Bar Code Label, printed one side, laminated, numbered in red, text/bar code in black, 1000 per roll.

A. SIZE: 2" X 1"

B. STOCK: White void polyester, laminated with clear polyester, 10mil. Label adhesive must be permanent.

C. PRESSWORK: Print text and bar code in black, consecutive number in red. Starting number JFS420000, Ending number JFS439999. No missing or duplicate numbers.

D. INK: black and red

E. BINDERY: roll labels on 3" core, 1000 per core. Rounded corners, waste removed

F. FINISHED TRIM SIZE: 2" X 1"

G. TYPESETTING: Awarded may need to set two lines of text, bar code and number.

H. SUPPLIED TO VENDOR: Black and white copy of voided label 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 color laser proof shall be delivered to: OEBS/BBS/Information Management, Attn: Phil Anderson, 2098 Integrity Drive, N., Main Floor/102, Columbus, OH 43209.

K. PACKAGING: 1000 labels per roll on 3"core. Carton pack, label with title and quantity.

- L. **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 APRIL 27, 2015 OR SOONER (DELIVER TO: OEBS/BBS/INFORMATION MANAGEMENT, ATTN: PHIL ANDERSON, MAIN FLOOR/102, 2098 INTEGRITY DRIVE N., COLUMBUS, OH 43209)**
- 6. **INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 5P1010 WITH 2 SAMPLES & A DELIVERY RECEIPT.**