

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER OT905912	OPENING DATE (1:00 p.m.) MARCH 26, 2012	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1- ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DPS034	BID NOTICE DATE MARCH 9, 2012	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____Days, Net 30 Days			
<u>PARTICIPATING AGENCY(IES):</u> DEPARTMENT OF PUBLIC SAFETY C/O OHIO PENAL INDUSTRIES, LEBANON CORRECTIONAL INSTITUTION, 3791 STATE ROUTE 63, LEBANON, OHIO 45036			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 03/09/12			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> PLASTIC BAGS FOR LICENSE PLATES			
Attached are pages 1 and 7 to this Invitation to Bid. Remove the corresponding page from the existing bid and replace with the attached.			
As indicated herein, this addendum is issued to update the formatting of the front page and add information regarding <u>CHANGES IN ARTWORK</u> .			

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		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DPS034	BID NOTICE DATE MARCH 5, 2012	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____Days, Net 30 Days			
PARTICIPATING AGENCY(IES): DEPARTMENT OF PUBLIC SAFETY C/O OHIO PENAL INDUSTRIES, LEBANON CORRECTIONAL INSTITUTION, 3791 STATE ROUTE 63, LEBANON, OHIO 45036			
<p>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</p> <p>PLASTIC BAGS FOR LICENSE PLATES</p> <p>TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>06/01/12</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>05/31/15</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 02/2011, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE		AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The original signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder not sign their bid in black ink. Bidder certifies, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

*Formatting of the front page has been updated.

SPECIFICATIONS (cont.)

VI. BAG COLOR AND DESIGN

The bags shall either be printed or clear (void of all print). The color and design of the bags shall be as indicated below.

- A. Regular size fourteen inch by seven inch (14" x 7") and small size nine inch by five and one half inch (9" x 5-½") printed bags shall have strips and printing as indicated in your proposal (page 9) and on Exhibits I thru IV (page10-13).
- B. Clear bags of both sizes shall have no printing front or back.
- C. "The School Bus Law" shall be printed on the back side of the printed bags.

VII. PRINTING

- A. The printing shall be distinct; i.e., not out of registration or fuzzy in any way. The colors shall not bleed into each other or into the lettering, figures, and logo designs.
- B. The printing shall not rub off, crack, craze, or change color during the shelf life.
- C. The colors shall match the following Pantone® Matching System (PMS) standards: Blue - PMS540C; White - Opaque .

VIII. WORKMANSHIP

All the bags shall be free from gels, streaks, pinholes, particles, or undisposed raw materials. There shall be no visible defects such as tears, blisters, imperfect seals, or seams which may impair serviceability. All defective bags shall be replaced by the contractor at no additional cost to the State.

IX. PROOFS

The contractor shall submit to the ODPS Attn: Mr. Mark Contosta, Chief, Purchasing, 1970 West Broad Street, Columbus, OH 43223 for approval of a proof of both the regular size bags and the small motorcycle bags prior to production runs.

X. OWNERSHIP OF ARTWORK, PRINTING PLATES, AND PROOFS

All artwork, printing plates, master copies, proofs, and all other materials related to the design of these license plates shall become the property of the State and shall be delivered to the State upon its demand at no charge to the State .

XI. CHANGES IN ARTWORK

During the life of any contract awarded pursuant to the ITB, the State may make changes to the artwork related to the design and color of the license plate plastic bags. The State will provide the necessary artwork. Any expense incurred due to changes of artwork or printing plates initiated and approved by the State shall be paid for by the State.

*A future change for a blue, red, and white printed front with a blue printed back is expected.

XII. COMPATIBILITY WITH EXISTING MACHINERY

All bags must be compatible with the Automated Packaging Systems, Incorporated, Automatic "Autobag" machines with Vertical Tower Assembly, Model Number #H-100V currently being utilized at the LeCl.

XIII. PRE-PRODUCTION SAMPLES

- A. Bidders shall provide fifty (50) pre-production samples of unprinted bags to insure that their bags will work on the above cited machines; and for evaluation, acceptance and approval by the OPI and the ODPS before making the final award.
- B. The bags delivered under any resulting contract shall strictly comply with the approved samples.