



Department of Alcohol &  
Drug Addiction Services

**Ted Strickland**, Governor  
**Angela Cornelius Dawson**, Director

May 17, 2010

Re: Invitation to Bid #ADA10-042  
Personalized Department Pens

To Ohio Vendor:

The Ohio Department of Alcohol and Drug Addiction Services has identified your firm from existing lists and invites your company to bid on a current State contracting opportunity.

Please see attached "Invitation to Bid" form for Contract deliverables and time frames.

To assure consideration, please submit your Intent to Bid by May 21, 2010 via fax to ATTN: Duane Casto, Fax # 614-387-7956. All vendors submitting an Intent to Bid may also submit any questions by May 21, 2010.

Please note the submission deadline for this bid is May 26, 2010.

Thank you for your interest.

Sincerely,

Rosaland Tye, Chief Fiscal Officer  
Ohio Department of Alcohol and Drug Addiction Services

ODADAS' Vision: "An addiction-free Ohio that promotes health, safety, and economic opportunity."

280 North High Street, 12th Floor  
Columbus, Ohio 43215-2550  
Main 614-466-3445

FAX 614-728-4936  
TDD 614-644-9140  
800-788-7254 Treatment and Recovery Hotline  
[www.odadas.state.oh.us](http://www.odadas.state.oh.us)  
*The State of Ohio is an equal opportunity employer.*



# Ohio Department of Alcohol and Drug Addiction Services

## Invitation to Bid

Date: May 17, 2010

Bid #: ADA10-042

Notice of Intent to Bid Required By: May 21, 2010

\* Intent to Bid letter must be received in order for bids to be considered.

**(Closed MBE Bid)**

Bid Submission Required By: May 26, 2010

Vendor's Name: _____	
Vendor's Address: _____	
City: _____	State: _____ Zip Code: _____
Contact Person: _____	Phone Number: _____
Signature: _____	Federal Tax Id Number: _____
Certified MBE/EDGE Vendor with the State of Ohio? (please check): _____	

**Project: Personalized Department Pens**

<u>Item #</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount</u>
	Personalized, translucent "Element" click pen – Medium Point, black ink (Asstd. Colors - red, green, blue, purple) w/ silver barrel and matching silver trim color  Text for Personalization (in white):  <b>Ohio Department of Alcohol and Drug Addiction Services</b>  <b>1-800-788-7254</b>	25,000		
			<b>Shipping &amp; Handling</b>	
			<b>Grand Total:</b>	

\*\* Fax completed bid form to Duane Casto at 614-387-7956.