

**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: FOUR ITEMS:**

- 1. BMV 5804 8/12 Driver Examination Station Sign-In Sheet. One-side black, 20/50# white offset/bond, shrink-wrap & label @ 100/pkg.**
- 2. BMV 5805 8/12 Commercial Driver License Exam Sign-In Sheet. One-side black, 8-1/2" x 11" , 20/50# white offset/bond, pad @ 100/pad.**
- 3. BMV 5806 8/12 Commercial Driver License Examiner Log. One-side black, 8-1/2" x 11" 20/50# white offset/bond, shrink-wrap & label @ 50/pkg.**
- 4. BMV 5807 8/12 CDL Skills Test Score Sheet. Two-side black, 8-1/2" x 11" 20/50# white bond/offset, pad @ 100/pad, shrink-wrap & label @ 5pads/pkg.**

**BID NUMBER: 3P0167**

**BID NOTICE DATE: August 15, 2012**

**OPENING DATE: August 22, 2012 (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.state.oh.us](mailto:Lynn.Allen@das.state.oh.us).

**SPECIFICATIONS AND PRICING**

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide BMV 5804 8/12 , BMV 5805 8/12 , BMV 5806 8/12, BMV 5807 8/12 for use by the Ohio Department of Public Safety.
- 2. QUANTITY: 210,000 TOTAL** There are 4 titles with various quantities for each title.

**BMV 5804-60,000,**  
**BMV 5805-60,000,**  
**BMV 5806-30,000,**  
**BMV 5807-60,000** (Allowable 4% overrun, No underruns).

- 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:** There are 4 titles, some are one side, some are two sides with various quantities for each title.

- A. SIZE:** 8 1/2" X 11"
- B. STOCK:** White 20/50# uncoated bond./offset, grade 2
- C. PRESSWORK:** Three titles are one side, one title is two side, see above.
- D. INK:** Black
- E. BINDERY:** BMV 5805-pad@100/pad, BMV 5807-pad@100/pad.
- F. FINISHED TRIM SIZE:** 8 1/2" x 11"
- G. SUPPLIED TO VENDOR:** A PDF will be furnished to the selected vendor.
- H. PROOF:** A Black White laser to size and carton and/or package label proofs shall be sent to Ohio Department of Public Safety, Printing & Mail Services ATTN: Randy Bare Proofs may be emailed to PrintRequest@dps.state.oh.us
  - If delivered or sent via Express Mail, send to 1970 W. Broad St., Columbus, OH 43223-1102
  - or
  - If sending via U.S. Postal Service, send to PO Box 182081, Columbus, OH 43218-2081
- I. PACKAGING:** BMV 5804 Shrink-wrap 100/pkg, BMV 5805 -none, BMV 5806 Shrink-wrap 50/pkg, BMV 5807 Shrink-wrap 5 pads/pkg
- J. REQUIRED PACKAGE LABELS ITEM 1:** BMV 5804 8/12 Driver Examination Station Sign-In Sheet 24619 100/pkg  
**REQUIRED PACKAGE LABELS ITEM 3:** BMV 5806 8/12 Commercial Driver License Examiner Log 24621 50/pkg  
**REQUIRED PACKAGE LABELS ITEM 4:** BMV 5807 8/12 CDL Skills Test Schore Sheet 24622 5 pads/pkg
- K. REQUIRED CARTON LABELS ITEM 1:** BMV 5804 8/12 Driver Examination Station Sign-In Sheet 24619 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**  
**REQUIRED CARTON LABELS ITEM 2:** BMV 5805 8/12 Commercial Driver License Exam Sign-In Sheet 24620 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**  
**REQUIRED CARTON LABELS ITEM 3:** BMV 5806 8/12 Commercial Driver License Examiner Log 24621 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**  
**REQUIRED CARTON LABELS ITEM 4:** BMV 5807 8/12 CDL Skills Test Schore Sheet 24622 **and quantity in carton. All cartons must contain equal quantity with the exception of last carton.**  
**PACKING SLIP:** With delivery, provide a delivery receipt which shall include the following information: Name of ordering agency, DAS job number, ODPS order number **SEE REFERENCE NUMBER ABOVE FOR EACH ITEM**, quantity ordered, quantity shipped, requested delivery date, actual date of delivery, title of material, and change order(s), if applicable.  
**PALLET SPECIFICATIONS:** The cartons shall be securely fastened to four-way (40 inches by 48 inches) pallets, by using shrink-wrap or stretch film. All loaded pallets shall be in cube form, so they are stackable. The loaded cartons shall not extend beyond the perimeter of the pallet. The maximum loaded pallet height **shall not exceed 56 inches as measured from the bottom of the pallet.** The maximum pallet load shall not exceed a maximum weight of 3,300 pounds.
- L. ADDITIONAL SPECS:** Do not mix packages/cartons/ pallets.

**5. DELIVERY:** REQUESTED BY 9/24/2012

**SHIP TO:** ODPS Alum Creek Facility, 1583 Alum Creek Dr., Columbus OH 43209

**6. INVOICE:** DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395.  
**ALL INVOICES MUST REFERENCE: JOB NUMBER 3P0167 WITH 2 SAMPLES OF EACH FORM & ADELIVERY RECEIPT.**