

# STATE OF OHIO

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

### PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

### INVITATION TO BID FOR: OHIO HEALTHY PROGRAM MATERIALS – RINGS OF FUN

**BID NUMBER: 6P1045**

**BID NOTICE DATE: March 17, 2016**

**OPENING DATE: March 22, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/AQS/vwopenjobs.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 by email to Tim Riley at [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov)

#### SPECIFICATIONS AND PRICING

**1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Ohio Healthy Program Materials - Flip Charts for use by the Ohio Department of Health.

**2. QUANTITY: 150 SETS.** (exact quantity). One each of four different versions of flip charts equals one set..  
150 (exact quantity) ITEM 1: TODDLERS 50 page (25 sheets) self-cover flip chart  
150 (exact quantity) ITEM 2: SCHOOL AGED 50 page (25 sheets) self-cover flip chart  
150 (exact quantity) ITEM 3: PRESCHOOL 52 page (26 sheets) self-cover flip chart  
150 (exact quantity) ITEM 4: INFANTS 44 page (22 sheets) self-cover flip chart

**3. MULTIPLE 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. To determine the low lot total price, the state will add the lot price of each item together. Failure to bid all items will result in the bidder being deemed as non-responsive and no further consideration given for potential awarding of the contract. 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:** Ohio Healthy Program Materials - Flip Charts, 5.5" x 4.25" flip chart, page / sheet count listed above includes cover, prints two sides, head to head, bleeds, offset, four color process or digital full color, minimum 600 dpi, 3 mil laminate two sides flush cut with rounded corners drill 3/16" hole in upper left hand corner 1/4" from top and left edges, bind with one 1.5" metal ring through 3/16" hole in upper left hand corner for each of the 4 flip chart versions. Previous Job 6P0421

**A. SIZE:** 5.5" x 4.25"

**B. STOCK:** 100# white matte coated, #1 cover

**C. PRESSWORK:** Shall print offset or digital full color (minimum 600 dpi) head to head, bleeds.

**D. INK:** Four color process or digital full color (minimum 600 dpi), laminate with clear plastic 3 mil laminate both sides.

**E. BINDERY:** Laminate with clear plastic 3 mil laminate both sides, flush cut with rounded corners, collate, drill 3/16" hole in upper left hand corner 1/4" from top and left edges, bind with one 1.5" metal ring through 3/16" hole in upper left hand corner for each of the 4 flip chart versions.

**F. FINISHED TRIM SIZE:** 5.5" x 4.25" with rounded corners

**G. SUPPLIED TO VENDOR:** Email PDF files and cost line information WILL BE FURNISHED TO THE SELECTED VENDOR. Return all state supplied materials to the proof to person.

**H. SAMPLES:** A sample may be viewed at DAS, State Printing. Email Tim Riley at [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov) for an appointment.

**I. PROOF:** A high resolution color proof of each version with position of 3/16" hole in upper left hand corner clearly marked shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St., 4<sup>th</sup> floor, Columbus, OH 43215

**J. PACKAGING:** Box pack one of each version in box to make up one set, label with title and quantity. Carton pack and label with title and quantity. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton.

**K. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUESTED APRIL 15, 2016, OR SOONER:** Shall deliver to Ohio Department of Health, Attn: Sandra Christian, 246 N. High St., 7th floor, Columbus, OH 43215

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395**  
**ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1045 WITH 2 SAMPLES & A DELIVERY RECEIPT.**