

# 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: HEA 4495 Automated Appointment Reminder Cards**

**BID NUMBER: 6P1049**

**BID NOTICE DATE: March 18, 2016**

**OPENING DATE: March 24, 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 reminder cards for use by the Ohio Department of Health.

**2. QUANTITY:** 72,000 (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:** HEA 4495 Automated Appointment Reminder Cards, 11" x 8.5" flat sheet, prints one side, 4 color process, no bleeds with two perforations (laser compatible) one vertical and one horizontal (full length and width of sheet). Paper shall be short grain – 8-1/2" direction to allow for laser printing. Previous job 6P0010

**A. SIZE:** 11" x 8.5", Paper shall be short grain – 8-1/2" direction to allow for laser printing.

**B. STOCK:** Exact White 80# Vellum Bristol cover

**C. PRESSWORK:** Shall print offset, one side, no bleeds

**D. INK:** Four color process with laser compatible ink.

**E. BINDERY:** Perforate (Micro perforations) one 8-1/2" vertical perforation, 5-1/2" from right edge and one 11" horizontal perforation, 4-1/4" from top. Perforations must be laser compatible.

**F. FINISHED TRIM SIZE:** 11" x 8.5"

**G. TYPESETTING:** N/A

**H. SUPPLIED TO VENDOR:** Email artwork file (PC, Adobe Acrobat 7.0) and cost line information 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. Email Tim Riley at [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov) for an appointment.

- J. PROOF:** A exact color match proof and paper sample (short grain) shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St., Columbus, OH 43215
- K. PACKAGING:** Shrink wrap in 50's and label with title "HEA 4495 7/15" and quantity. Carton pack 20 shrink wrap packs of 50 and label the same. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton.
- L. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUESTED APRIL 22, 2016 OR SOONER (DELIVER TO:** Ohio Department of Health, Warehouse, 900 Freeway Drive, North, Bldg. 8, Columbus, OH 43229.

**PRINTER SHALL CONTACT ODH WAREHOUSE, RICH HUDKINS AT 614-468-8914, 24 HOURS PRIOR TO DELIVERY.**

Large jobs 50 cartons or more must be palletized and off loadable with pallet jack, off- loading by hand unacceptable for large jobs. Pallets must be 48" length by 40" wide.

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1049.**