

**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: 3981.23 “How to Breastfeed” Book - Spanish**

**BID NUMBER: 6P1051**

**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 books for use by the Ohio Department of Health.

**2. QUANTITY:** 4,000 (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:** “How to Breastfeed” Book, 28 page self-cover 7” X 10” book, prints offset, four color process, plus gloss aqueous coat, head to head, full bleeds. Saddle stitch on 10” dimension.

**A. SIZE:** 7” X 10”

**B. STOCK:** White 100# Gloss coated, #1 text

**C. PRESSWORK:** Shall print offset, head to head, full bleeds. Shall print in one pass through the press each side.

**D. INK:** Four color process, plus gloss aqueous coating.

**E. BINDERY:** Score on folds, fold, collate and saddle stitch on 10” dimension.

**F. FINISHED TRIM SIZE:** 7” X 10”

**G. SUPPLIED TO VENDOR:** Email, artwork (PC /PDF) will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

**H. SAMPLES:** A laser print may be viewed at DAS, State Printing. Contact Tim Riley at 614/995-5268 for an appointment.

**I. PROOF:** An high resolution exact color match proof and paper sample shall be delivered to: Kennon Hughes, Printing Coordinator, 4<sup>th</sup> floor, 246 N. High St., Columbus, OH 43215.

**J. PACKAGING:** Shrink wrap in 25’s and label with title “3981.23 1/16” and quantity, carton pack the same. 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 22, 2016 OR SOONER: SHALL DELIVER TO OHIO DEPARTMENT OF HEALTH/WIC, BLDG. #8, 900 FREEWAY DRIVE, N., COLUMBUS, OH 43229.**

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.

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

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1051.**