

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: DMH-5542 PRESCRIPTION LABELS

BID NUMBER: 6P1138

BID NOTICE DATE: APRIL 10, 2016

OPENING DATE: APRIL 15, 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 at (614)-752-0060 or e-mail: mike.ruehrmund@das.ohio.gov

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide DMH-5542 for use by the Ohio Department of Mental Health.
- 2. QUANTITY:** 50,000 ea (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:** Prescription Labels, Continuous pin feed form printed one color, 2-3/4" X 1-3/4"
 - A. SIZE:** 2-3/4" X 1-3/4"
 - B. STOCK:** White Vellum 60#, pressure sensitive label stock offset with permanent self-adhesive.
 - C. PRESSWORK:** Offset, one side no bleeds.
 - D. INK:** Reflex Blue
 - E. BINDERY:** Pinfeed holes on carrier strip left and right side. Horizontal perforation every 2".
 - F. FINISHED TRIM SIZE:** 2-3/4" x 1-3/4" on 3-3/4" pin feed carrier with waste removed, with rounded corners
 - G. TYPESETTING:** Awarded vendor may need to typeset 3 lines of text.
 - H. SUPPLIED TO VENDOR:** A mock up and picture of existing labels 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. Contact Mike Ruehrmund at 614-752-0060 for an appointment.
 - J. PROOF:** A Color laser proof and sample labels to: NBH, 1756 Sagamore Road, P.O. Box 305, Northfield, OH 44067
 - K. PACKAGING:** 1 roll of 1000, labels on outside of roll, carton pack with title and quantity.
 - L. ADDITIONAL SPECIFICATIONS:**

5. DELIVERY: REQUESTED APRIL 29, 2016 OR SOONER (DELIVER TO: NBH, 1756 SAGAMORE ROAD, NORTHFIELD, OH 44067)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1138 WITH 2 SAMPLES & A DELIVERY RECEIPT.**