

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: DMHAS 0027 APPLICATION FOR VOLUNTARY ADMISSION

BID NUMBER: 6P1139

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 0027 Application for Voluntary Admission for use by the Ohio Department of Mental Health.
- 2. QUANTITY:** 2,500 (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:** Two part carbonless form with 1/2" stub, print one side, head to head, common plate, 5 holes (5/16") drilled, shrink wrapped 50 per package.
 - A. SIZE:** 8-1/2" X 11-1/2" including 1/2" stub
 - B. STOCK:** Part 1-15# Canary CB, Part 2-15# Canary CF
 - C. PRESSWORK:** Print one side, head to head, common plate
 - D. INK:** Black
 - E. BINDERY:** 1/2" stub at the top of the form, 5 holes drilled per sample (5/16")
 - F. FINISHED TRIM SIZE:** 8-1/2" X 11-1/2" including stub
 - G. TYPESETTING:** N/A
 - H. SUPPLIED TO VENDOR:** A previously printed sample 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 laser proof shall be delivered to: Charles Bailey, DMH-NBH, 1756 Sagamore Rd., Northfield, OH 44067 (330/467-7131 ext. 1148)

K. PACKAGING: Shrink wrap 50 sets per package, carton pack, label with "915-34-0018 DMHAS 0027" and quantity per box.

L. ADDITIONAL SPECIFICATIONS:

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

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1139 WITH 2 SAMPLES & A DELIVERY RECEIPT.**