

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: BAR-1006 INSPECTION FORMS

BID NUMBER: 6P1246

BID NOTICE DATE: MAY 3, 2016

OPENING DATE: MAY 5, 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 Inspection Forms for use by the Ohio State Barber Board.
- 2. QUANTITY:** 20,000 forms/ 400 pads. (Exact quantity).
- 3. 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. 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:** This is an 5 1/2" x 8 1/2", 3 part form, 50 sets per pad with a 3/4" stub, side stitched and a full wrap around cover to place between receipts to avoid show through, and black tape over stitches.
 - A. SIZE:** 5 1/2" x 8 1/2" with a 3/4" stub at top
 - B. STOCK:** All parts carbonless: White CB 15#, Canary CFB 17#, Pink CF 15# with chipboard back, 100# Manila Tag and wrap around cover extended to place between receipts.
 - C. PRESSWORK:** Print one side only
 - D. INK:** Black
 - E. BINDERY:** Collate into sets, stitch 50 sets per pad with chipboard back, with full wrap around cover, scored, to fit between receipts
 - F. FINISHED TRIM SIZE:** 5 1/2" x 9 1/4" with full wrap around cover (as sample)
 - G. TYPESETTING:** N/A
 - H. SUPPLIED TO VENDOR:** Previous printed sample for art will be furnished to the selected vendor. Return all state supplied materials.
 - 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 or equal shall be delivered to: Lena Wright, Ohio State Barber Board, 77 S. High Street, 16th floor, Columbus, Ohio 43215. Email address is: Lena.wright@BRB.state.oh.us

K. PACKAGING: Pad 50 sets per pad, shrink wrap 10 pads per package and label with title and quantity. Carton pack and label with title and quantity.

L. ADDITIONAL SPECIFICATIONS: To have a wrap-around cover with tape, chipboard back, extended wrap around cover to place between sets.

5. DELIVERY: REQUIRED MAY 18, 2016 RUSH!. SHIP TO: OHIO STATE BARBER BOARD, 77 S. HIGH STREET, 16TH FLOOR, COLUMBUS, OHIO 43215, ATTN: LENA WRIGHT.

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1246 AND INCLUDE DELIVERY RECEIPT AND TWO SAMPLES.**