

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-4286 PRESCRIPTION LABELS

BID NUMBER: 6P1250

BID NOTICE DATE: MAY 5, 2016

OPENING DATE: MAY 10, 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 Prescription Labels for use by the Ohio Department of Mental Health.
- 2. QUANTITY:** 20,000 (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:** DMH-4286, Prescription Labels, Continuous pin feed form printed one color, PMS red, 2-3/4" X 1-3/4".
 - A. SIZE:** 2-3/4" x 1-3/4" on 3-3/4" pin feed carrier with waste removed.
 - B. STOCK:** White Vellum 60#, pressure sensitive label stock offset with permanent self-adhesive.
 - C. PRESSWORK:** Print one side, offset, no bleeds
 - D. INK:** PMS Red
 - E. BINDERY:** Pin feed 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.
 - G. TYPESETTING:** Vendor may need to re-create 3 lines of text
 - H. SUPPLIED TO VENDOR:** Scanned sample will be sent to the selected vendor. Return all state supplied materials to the proof to person.
 - I. SAMPLES:** A scanned sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.
 - J. PROOF:** A proof shall be delivered to: Color laser proof to: Dannielle Fair, 3000 Erie Street South, Massillon, Ohio 44648.
 - K. PACKAGING:** Packaged as 12 rolls of 1,000. Carton pack and label with title and quantity.

L. ADDITIONAL SPECIFICATIONS: Labels on outside of roll. Printed across the roll top of design. Adhesive must be a high grade of adhesive that will stick to plastic or glass containers and withstand cold and hot temperatures. Rounded corners on labels.

5. DELIVERY: REQUESTED MAY 24, 2016 OR SOONER. DELIVERY TO: HEARTLAND BEHAVIORAL HEALTHCARE, 3000 ERIE STREET SOUTH, MASSILLON OHIO 44648.

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1250 WITH 2 SAMPLES & A DELIVERY RECEIPT.**