

**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: MEDICATION ADMIN RECORD TOLEDO 394**

**BID NUMBER: 6P1265**

**BID NOTICE DATE: MAY 10, 2016**

**OPENING DATE: MAY 13, 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](mailto: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 Medication Administration Record Toledo 394 for use by the Ohio Department of Mental Health.
- 2. QUANTITY:** 3,000 (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:** Medication Admin Record Toledo 394, 2 color form, 11" X 8-1/2", include signatures in printing.
  - A. SIZE:** 11" X 8-1/2"
  - B. STOCK:** Boise OCR/Laser Tag White 100# tag #1
  - C. PRESSWORK:** Shall print offset. Two sides, head to foot, Cyan on front, and black on back of form, no bleeds, signatures to be included in printing.
  - D. INK:** Black and Cyan
  - E. BINDERY:** Trim to size. Three hole drill, 1/4" holes 1/4" from 11" edge, 4-1/4" center to center. Two hole drill 1/4" holes, 1/4" from 8-1/2" edge 2-3/4" center to center. Must match provided sample
  - F. FINISHED TRIM SIZE:** 11" X 8-1/2"
  - G. TYPESETTING:** The awarded vendor may have to reset entire form and should include this in their submitted quote pricing. The forms print with type screens, reversed type and grids. Add Form Name "Toledo 394" to black side of form, bottom right corner, on the last line. (see original)
  - H. SUPPLIED TO VENDOR:** Previous sample with signatures will be furnished to the awarded 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 Blue line proof or equal, showing hole locations and 50 plain paper test sheets to: Denise Dean, Office of Support Services, 2150 W. Broad St., Columbus, OH 43223.

- K. PACKAGING:** Shrink wrap in 250's, carton pack in 1000's and label with STOCK ITEM-915-34-0106T TOLEDO CORR and quantity
  - L. ADDITIONAL SPECIFICATIONS:** Paper is being run on Lexmark Model #X656de. Make sure test samples are included with proof.
- 5. DELIVERY: REQUESTED MAY 27, 2016 OR SOONER (DELIVER TO: DEPARTMENT OF MENTAL HEALTH, LORI CONTINI, OSS, 2150 W. BROAD ST., COLUMBUS, OH 43223)**
- 6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1265 WITH 2 SAMPLES & A DELIVERY RECEIPT.**