

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 ADMINISTRATION REC-RICHLAND 396

BID NUMBER: 6P1266

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

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide DMH 0125 Medication Admin Record for use by the Ohio Department of Mental Health.
- 2. QUANTITY:** 5,000 (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:** Print offset, two sides, head to foot, cyan on front and black on the back, no bleeds, prints signatures on one side.
 - A. SIZE:** 11" X 8-1/2"
 - B. STOCK:** #1 Boise OCR/Laser TagX 100# Bright white
 - C. INK:** Black and Cyan
 - D. 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
 - E. FINISHED TRIM SIZE:** 11" X 8-1/2"
 - F. TYPESETTING:** N/A
 - G. SUPPLIED TO VENDOR:** A previously printed sample with signatures will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
 - H. SAMPLES:** A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.
 - I. PROOF:** A color proof showing hole-drill placement and signatures. 50 plain test sheets shall accompany the proof delivered to: Denise Dean, Central Pharmacy In-Patient, 2150 West Broad Street, Columbus, OH 43223-1200
 - J. PACKAGING:** Shrink wrap 4 packages of 250 each, 1,000 per carton and carton pack, title and label with "915-34-0106L – STOCK ITEM FOR RICHLAND ONLY"

K. ADDITIONAL SPECIFICATIONS: Paper must run through Lexmark Printer #X656de.

5. DELIVERY: REQUESTED MAY 27, 2016 OR SOONER (DELIVER TO: OFFICE OF SUPPORT SERVICES, ATTN: LORI CONTINI, 2150 W BROAD STREET, COLUMBUS, OH 43223-1200)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1266 WITH 2 SAMPLES & A DELIVERY RECEIPT.**