

STATE OF OHIO
Department of Administrative Services
General Services Division
State Printing & Mail Services

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.08.1

INVITATION TO BID FOR: Physician Telephone Orders Forms

BID NUMBER: 6P1296

BID NOTICE DATE: May 16, 2016

OPENING DATE: May 19, 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)-466.0389 or e-mail: lynn.allen@das.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Physician Telephone orders, 3 parts carbonless for use by the Ohio Veteran's Home.

2. QUANTITY: 4,375 sets (exact)

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: Three-part black printed carbonless form, 8 ½" x 11 3/16", perforated 7/8" stub, burst size 8 ½" x 10 3/8". Both part 1 and 2 have perforations at 3 ¼" and at 6 ½" from the stub, parallel to the stub. Part 3 has copy change and five ¼" punched holes located ¼" from the 8 ½" edge, opposite from stub edge. Part 1 and 2 burst sized at 8 ½" x 9 11/16". Part 3 has three strips of adhesive with release liner located at 2 ¾", at 5 7/8" and at 9 1/4" parallel to the stub. Part 3 is 5/8" longer than part 1 & 2. Note there is one spot glue line across the 8 ½" dimension between all parts at 6 1/8" from the bottom (stub included).

A. SIZE: 8 ½" x 11 3/16" over all, 7/8" perforated stub, 8 ½" x 10 3/8" burst size.

B. STOCK: Carbonless bond, part 1 as white 15# CB, part 2 as pink 14# CFB, part 3 as canary 15" CF. Grade Finders requirement is waived for this Bid.

C. PRESSWORK: Printed one side.

D. INK: Black.

D. BINDERY: Stub size 7/8". Both part 1 and 2 have perforations at 3 ¼" and at 6 ½" from the stub, parallel to the stub. Part 3 has copy change and five ¼" punched file holes located ¼" from the 8 ½" edge, 1 3/8" on center, centered on the 8 ½" edge. Part 1 and 2 sized at 8 ½" x 9 5/8" (burst). Part 3 has three strips of adhesive with release liner located at 2 ¾", at 5 7/8" and at 9 ¼", parallel to the stub. Part 3 is 5/8" longer than part 1 & 2. Note one spot glue line across the 8 ½" dimension between all parts at 6 1/8" from the bottom (stub included).

E. SUPPLIED TO VENDOR: Old sample and a pdf.

F. PROOF: A high resolution proof of each part showing perforations and tape position and all drill hole positions shall be delivered to. Ohio Veterans Home Georgetown Attn: Lori Chorpenng. 2003 Veterans Blvd. Georgetown, Ohio 45121

G. PACKAGING: Shrink-wrap 125 sets per package and label with title and quantity. Carton pack & label same.

H SHIP TO: Ohio Veterans Home Georgetown Attn: Lori Chorpenng.
2003 Veterans Blvd.
Georgetown, Ohio 45121

5. DELIVERY: REQUESTED JUNE 8, 2016.

6. INVOICE: DAS STATE PRINTING,
ATTN.: INVOICE PROCESSING,
4200 SURFACE ROAD,
COLUMBUS, OHIO 43228-1395

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1296 WITH 2 samples & a delivery receipt.