

# STATE OF OHIO

Department of Administrative Services  
General Services Division  
Office of State Printing  
4200 Surface Road  
Columbus, Ohio 43228-1395

=====

## ADDENDUM FOR CHANGE TO BID

ADDENDUM NO. 1 TO BID NO: 6P1334

INVITATION TO BID: FACILITY INSPECTION REPORT

OPENING DATE: MAY 26, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>, FOR INSTRUCTIONS).

ADDENDUM NOTICE DATE: 5/24/2016

PAGE 1 TO THIS INVITATION TO BID HAS BEEN ADDENDED. REMOVE THE CORRESPONDING PAGE FROM THE EXISTING BID AND REPLACE WITH THE ADDENDED PAGE. THIS ADDENDUM IS ISSUED TO ADD/CHANGE/CORRECT ADDITIONAL SPECIFICATION INFORMATION AS INDICATED BY AN (\*) ASTERISK. THE OPENING DATE REMAINS THE SAME.

---

BIDS CAN ONLY BE SUBMITTED ONLINE AT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>. THE BID MUST BE SUBMITTED TO DAS, STATE PRINTING BY 11:00 A.M. E.S.T. ON THE OPENING DATE TO RECEIVE CONSIDERATION FOR AWARD.

---

ADM 3318n 12/07/09

**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: FH/EMB Inspection Sheets, 3 part, wrap-a-round cover**

**BID NUMBER: 6P1334**

**BID NOTICE DATE: MAY 23, 2016**

**OPENING DATE: MAY 26, 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 FH/EMB Inspection Sheet sets for use by the Ohio Board of Embalmers & Funeral Directors.

**\* 2. QUANTITY:** 3,750 sets, 25 sets per wrap around cover. (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:** 8-1/2" x 11" plus 1/2" top stub. All parts get a perforation. Side stitch at top with full wrap around manila tag cover, 25 sets to a book.

**A. SIZE:** 8-1/2" x 11-1/2" including stub.

**B. STOCK:** Part 1 as white 15# CB, part 2 as pink 14# CFB, part 3 as canary 15# CF and cover as 125#, .009 manila tag cover with 4 scores where it wraps.

**C. PRESSWORK:** Offset, common copy on 1/2/3 front only. Cover is blank.

**D. INK:** Black

**E. BINDERY:** Collate and side stitch at head with 3 stitches

**F. FINISHED TRIM SIZE:** 8-1/2" x 11-1/2"

**G. TYPESETTING:** make sure new revision date appears at the bottom of the form (6/2016)

**H. SUPPLIED TO VENDOR:** A pdf will be furnished to the selected 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 laser proof showing perforation shall be delivered to: Dan Finrock, Board of Embalmers & Funeral Directors, 77 S. High St., 16<sup>th</sup> floor, Columbus, OH 43215.

**K. PACKAGING:** Carton pack, maximum 35#. Same quantity in all cartons except last one.

**5. DELIVERY: REQUESTED JUNE 15, 2016 OR SOONER. (DELIVER TO: DAN FINFROCK, BOARD OF EMBALMERS & FUNERAL DIRECTORS, 77 S. HIGH ST., 16<sup>TH</sup> FLOOR, COLUMBUS, OH 43215)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1334 INCLUDING 2 SAMPLE SETS AND A SIGNED DELIVERY RECEIPT.**