

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: OHIO SAFE HAVEN FOR NEWBORNS (Rev. 12/2013)

BID NUMBER: 7P0005

BID NOTICE DATE: JUNE 24, 2016

OPENING DATE: JULY 1, 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.oh.gov

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Ohio Safe Haven for Newborns for use by the Ohio Department of Job & Family Services.
- 2. QUANTITY:** 2,000 (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:** 8" x 9" brochures printed in 4 color process, head to head, full bleeds or full digital color, scored and folded.
 - A. SIZE:** 8" X 9"
 - B. STOCK:** White Gloss Cover 80#, No. 1 sheet.
 - C. PRESSWORK:** Print two sides head to head with full bleed.
 - D. INK:** Four color process with bleed or full digital color.
 - E. BINDERY:** Score and fold to 4" x 9"
 - F. FINISHED TRIM SIZE:** 4" x 9"
 - G. TYPESETTING:** Set and strip cost line on bottom of back cover.
 - 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:** An exact match color proof shall be delivered to: Yvette Turner, 32nd Floor, 30 E. Broad Street, Columbus, OH 43215
 - K. PACKAGING:** Shrink wrap 50 per package and label: JFS 08099 (Rev. 12/2013) Ohio's Safe Haven for Newborns with quantity per carton. Cartons are to be labeled with total amount in carton not packaged quantity.

L. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED AUGUST 2, 2016 OR SOONER (DELIVER TO: ODJFS FORMS WAREHOUSE, 2098 INTEGRITY DR., N., COLUMBUS OHIO 43209.)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 7P0005 WITH 2 SAMPLES & A DELIVERY RECEIPT.**