

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: Social/Emotional Developmental Wheel

BID NUMBER: 3P0917

BID NOTICE DATE: March 27, 2013

OPENING DATE: April 3, 2013 @ 11:00 AM (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, FOR INSTRUCTIONS).

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING, STANDARD CONTRACT TERMS AND CONDITIONS, SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS AND ADDITIONAL SPECIFICATIONS Revised 10-1-07, 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)-995-5268 or e-mail: stephanie.pumphrey@das.state.oh.us

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide social/emotional developmental wheels for use by the Ohio Department of Health.
- 2. QUANTITY:** 100,000 (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:** Social/Emotional Developmental Wheel, two (2) die-cut circular wheels, one wheel is with a V notch that allows copy on the second wheel to be viewed/read and is attached in register with a 3/16" brass eyelet. Fit is critical and will be spot checked. Separate copy for each version.
 - A. SIZE:** Part one shall be approximately 6.95" in diameter with a V notch and the finished trim size for part two shall be approximately 7-1/2" in diameter.
 - B. STOCK:** 14pt SBS Ancora Coated Card Stock
 - C. PRESSWORK:** Shall print offset, prints one side on part one in four-color process with full bleed, part two prints two sides head to head in four-color process with full bleed. Shall have large solids and heavy coverage on both parts, with aqueous coating on all printed surfaces. One pass through press each side for each version.
 - D. INK:** Shall be four-color process, plus aqueous coating on both parts for each version.
 - E. BINDERY:** Attach part one and part two of each version in register with swivel brass grommet centered in part one and part two. This shall allow part one to spin and enable user to read all copy printed on part two in alignment. Fit is critical and shipment will be spot-checked. Items not in register will be rejected.
 - F. FINISHED TRIM SIZE:** Part one shall be approximately 6.95" in diameter with a V notch and the finished trim size for part two shall be approximately 7-1/2" in diameter.
 - G. TYPESETTING:** Set cost line in 5pt type at bottom of back on each version. Position per sample

- H. **SUPPLIED TO VENDOR:** Adobe Acrobat 7.0 PDF, printed sample and cost line information will be furnished to the selected vendor. Return all state supplied materials..
- I. **SAMPLES:** A pdf sample may be viewed at DAS, State Printing. Contact Stephanie Pumphrey at 614-995-5268 for an appointment.
- J. **PROOF:** A high resolution color proof of each version shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St., 4th floor, Columbus, OH 43215
- K. **PACKAGING:** Shrink wrap 50 per pack and label with title "**Social/Emotional Developmental Wheel**" and the quantity per pack.

5. DELIVERY: REQUESTED APRIL 22, 2013 OR SOONER. DELIVER TO: OHIO DEPARTMENT OF HEALTH, WAREHOUSE, 900 FREEWAY DRIVE, BLDG. 8, COLUMBUS, OH 43229.

PRINTER SHALL CONTACT ODH WAREHOUSE, PHYLLIS GREEN AT 614-752-1353, 24 HOURS PRIOR TO DELIVERY.

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 3P0917. PLEASE INCLUDE A SAMPLE.**