

# 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: DRC 5454 Medication Administration Record**

**BID NUMBER: 4P0024**

**BID NOTICE DATE: JULY 3, 2013**

**OPENING DATE: JULY 10, 2013 (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)-752-0060 or e-mail: [mike.ruehrmund@das.state.oh.us](mailto:mike.ruehrmund@das.state.oh.us).

#### SPECIFICATIONS AND PRICING

**1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide ODRC MAR FOR THE CIPS LABELS for use by the Ohio Department of Mental Health.

**2. QUANTITY:** 60,000 (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:** DRC 5454 Medical Administration Record. Prints two sides, two color, 11" X 8-1/2", 5-holes drilled (3 across the top and 2 on the side.

**A. SIZE:** 11" X 8-1/2"

**B. STOCK:** 100# Boise OCR/laser tag #1

**C. PRESSWORK:** Print offset, two sides, head to foot, cyan on front and black on the back, no bleeds

**D. INK:** Black and Cyan

**E. 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.

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

**G. TYPESETTING:** N/A

**H. SUPPLIED TO VENDOR:** Previously printed sample 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 or equivalent to Joell Buchanan, Office of Support Services, 2150 W Broad Street, Columbus, OH 43223.

**K. PACKAGING:** Shrink-wrap in 250's and carton pack 4 packages per case for a total of 1000 per case. Label all cartons with title and quantity enclosed. **INCORRECT SHRINK-WRAPPING AND CARTON PACKING WILL WARRANT REFUSAL OF DELIVERY.**

**L. ADDITIONAL SPECIFICATIONS: Must match sample**

**5. DELIVERY: REQUESTED JULY 26, 2013 OR SOONER (DELIVER TO: LORI CONTINI, OSS, 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 4P0024.**