

# 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: DMH 0369 PRESCRIPTION BLANKS-2 PART FORM**

**BID NUMBER: 4P0025**

**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 DMH 0369 Prescription Blanks for use by the Ohio Department of Mental Health.

**2. QUANTITY:** 46,800 (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:** Two part carbonless form with each part being different, 4-5/8" X 6.5" with 1/2" stub on left 4-5/8" side of form, crash numbered in red, no shading, match sample.

**A. SIZE:** 4-5/8" X 6.5"

**B. STOCK:** part 1 – white 15# CB, part 2 – pink 15# CF

**C. PRESSWORK:** Print one side, two part, black with red crash number (match sample)

**D. INK:** Black and red

**E. BINDERY:** Crash number in red 3341101 - 3387900

**F. FINISHED TRIM SIZE:** 4-5/8" X 6.5"

**G. TYPESETTING:** N/A

**H. SUPPLIED TO VENDOR:** Previously printed form 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 actual proof showing 2 different parts and how the form is put together shall be delivered to: Tracie Taylor, 2150 W Broad St., Columbus, OH 43223. (Do Not Fax Proof)

**K. PACKAGING:** Shrink wrap 100, 468 packages, 12 packages per case for a total of 39 cartons. Label cartons with title and sequence numbers.

**L. ADDITIONAL SPECIFICATIONS: No missing or duplicate numbers.**

**5. DELIVERY: REQUESTED JULY 26, 2013 OR SOONER (DELIVER TO: LORI CONTINI, OFFICE OF SUPPORT SERVICES, 2150 W. BROAD ST., COLUMBUS, OH 43223)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0025.**