

# 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

### PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

### INVITATION TO BID FOR: DMH 0008 INTERDISCIPLINARY PROGRESS NOTES

**BID NUMBER: 4P0106**

**BID NOTICE DATE: JULY 22, 2013**

**OPENING DATE: JULY 29, 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 0008 Interdisciplinary Progress Notes for use by the Ohio Department of Mental Health.

**2. QUANTITY:** 75,000 (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:** DMH 0008 Interdisciplinary Progress Notes. Black ink, two sides, 8-1/2" x 11"

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

**B. STOCK:** #3 white 50# uncoated offset.

**C. PRESSWORK:** Two sides head to foot, line copy, no bleeds.

**D. INK:** Black

**E. BINDERY:** 5 hole drill at top (match sample). 5/16" holes, 5/16" from top, 1-3/8" center to center, first hole 1-3/8" from left side. Pad in 100's at top (8-1/2" dimension) with chipboard backer (1500 pads).

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

**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 blue line or equal, showing drill hole size and location shall be delivered to: Michael Nabors, State Office Tower, 30 East Broad Street, 36th floor, Columbus, OH 43215-3430.

**K. PACKAGING:** Carton pack and label with title and quantity

**L. ADDITIONAL SPECIFICATIONS:** N/A

5. **DELIVERY: REQUESTED AUGUST 9, 2013 OR SOONER (DELIVER TO: LORI CONTINI, DMH, OSS, 2150 W. BROAD STREET, COLUMBUS, OH 43223-1200, 614/752-0147)**
6. **INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0106.**