

STATE OF OHIO

Department of Administrative Services General Services Division State Printing & Mail Services

INVITATION TO BID FOR: DMH – GEN 1025 GENERAL RECEIPT BOOK

BID NUMBER: 4P0107

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

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide GEN 1025 General Receipt Book for use by the Ohio Department of Mental Health.

2. QUANTITY: 12,000 (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: GEN 1025 General Receipt Book, two part forms, print black with black crash imprint numbering, forms book with wrap around cover, 8-1/2" X 11", 4 receipts per page, 50 sets per book, 60 books.

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

B. STOCK: Part 1: 20# CB White. Part 2: 20# CF Canary Part 3: 105# Tag CF Manila. Chipboard backing and 140# Manila wrap around cover

C. PRESSWORK: Offset, prints one side only.

D. INK: Black text and black numbering.

E. BINDERY: Part one perforates 1" from 11" left margin, part two remains in book. Crash imprint black numbering, sequence 032001 to 044000, no missing or duplicate numbers. Side stitch on 11" margin with 50 sets with chipboard back and tag wrap around cover.

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

F. TYPESETTING: N/A

G. SUPPLIED TO VENDOR: Previously printed samples will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

H. SAMPLES: A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.

I. PROOF: A laser proof, indicating number sequence, perforation and numbering location. Ohio Department of Mental Health, Joell Buchanan, Office of Support Services, 2150 W. Broad St., Columbus, OH 43223.

G. PACKAGING: Carton pack, label with title and starting and ending numbers on each carton.

J. ADDITIONAL SPECIFICATIONS: Part one perfs only, part two remains in book.

5. DELIVERY: REQUESTED AUGUST 12, 2013 OR SOONER (DELIVER TO: DMH, LORI CONTINI, 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 4P0107.**