

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: MEDICATION ADMIN RECORD NCI 398

BID NUMBER: 4P0282

BID NOTICE DATE: SEPTEMBER 5, 2013

OPENING DATE: SEPTEMBER 11, 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 medication admin record NCI 398 for use by the Ohio Department of Mental Health.
- 2. QUANTITY:** 6,000 (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:** Medication Admin Record NCI 398, 2 color form, 11" X 8-1/2", include signatures in printing.
 - A. SIZE:** 11" X 8-1/2"
 - B. STOCK:** 100# Boise OCR/Laser Tag #1
 - C. PRESSWORK:** Shall print offset. Two sides, head to foot, Cyan on front, and black on back of form, no bleeds, signatures to be included in printing.
 - D. INK:** Black and Cyan
 - E. BINDERY:** Trim to size. Three hole drill, ¼" holes ¼" from 11" edge, 4-1/4" center to center. Two hole drill ¼" holes, ¼" 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:** The awarded vendor may have to reset entire form and should include this in their submitted quote pricing. The forms print with type screens, reversed type and grids.
 - H. SUPPLIED TO VENDOR:** Previous sample with signatures will be furnished to the awarded 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:** Send a blue line proof or equal, showing hole locations and 50 sheets of actual paper for testing in printer prior to completion of the job to: Mary Kay Devlin, Office of Support Services, 2150 W. Broad St., Columbus, OH 43223. 614/752-0176.
 - K. **PACKAGING:** Shrink wrap in 250's, carton pack in 1000's and label with NON-STOCK ITEM-FOR CPIP ONLY "NCI" and quantity
 - L. **ADDITIONAL SPECIFICATIONS:** Must match provided sample. Printing on Lexmark model #656de.
5. **DELIVERY: REQUESTED SEPTEMBER 26, 2013 OR SOONER (DELIVER TO: DEPARTMENT OF MENTAL HEALTH, LORI CONTINI, OSS, 614/752-0136, 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 4P0282.**