

# 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: 4434 WIC ID Card Holder - Spanish

BID NUMBER: 4P0386

BID NOTICE DATE: September 27, 2013

OPENING DATE: October 3, 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)-995-5268 or e-mail: [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov).

#### SPECIFICATIONS AND PRICING

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide HEA 4434, WIC ID card holders for use by the Ohio Department of Health.
2. **QUANTITY: 5,000 (EXACT QUANTITY)**
3. **LOT PRICE AWARD:** There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein. Any award made pursuant to this Invitation to Bid shall be placed with the lowest responsive and responsible bidder having proper facilities to insure prompt performance of the work. 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.
4. **SPECIFICATIONS:** HEA 4434, WIC ID Card Holder - Spanish. 14" x 8-1/2" flat sheet, prints, two sides, head to head, in black ink, no bleeds with three scores on the 8-1/2" dimension and double parallel folds to 3-1/2" x 8-1/2".
  - A. **SIZE:** 14" x 8-1/2"
  - B. **STOCK:** Wausau, Exact, or Springhill, Buff, 90# index.
  - C. **PRESSWORK:** Shall print offset, one color, head to head, no bleeds. Shall print in one pass through the press each side.
  - D. **INK:** Black
  - E. **BINDERY:** Score at folds and double parallel fold to 3.5 x 8.5 per sample. Scores and folds must be accurate.
  - F. **FINISHED TRIM SIZE:** 14" x 8-1/2", fold to 3.5 x 8.5
  - G. **TYPESETTING:** N/A
  - H. **SUPPLIED TO VENDOR:** PDF AND 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 Stephanie Pumphrey at 614-995-5268 for an appointment.

**J. PROOF:** A proof shall be delivered to: Kennon Hughes & Letitia Wilson, Printing Coordinator, 246 N. High St., 4<sup>th</sup> floor, Columbus, OH 43215

**K. PACKAGING:** Shrink wrap in 50's and label with title "HEA 4434, Rev. 7/12, WIC ID Card Holder – Spanish" and quantity, carton pack the same. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton.

**L. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUESTED, OCTOBER 25, 2013.** Shall deliver to Ohio Department of Health, Warehouse #8, 900 Freeway Drive North, Bldg. 8, Columbus, OH 43229.

**PRINTER SHALL CONTACT ODH WAREHOUSE, PHYLLIS GREEN AT 614-752-1353, 24 HOURS PRIOR TO DELIVERY.**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395**  
**ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0386.**