

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 Administration Record-Madison Corr

BID NUMBER: 4P0486

BID NOTICE DATE: OCTOBER 21, 2013

OPENING DATE: OCTOBER 28, 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 Administration Record-Madison Corr. 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: Medical Administration Record-Madison Corr., Prints two sides, two color, 11" X 8-1/2", 5-holes drilled (3 across the top and 2 on the side. Signatures print in black on back side, bottom of form. (Match Sample)

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

B. STOCK: Boise OCR/Laser Tag Bright White 100# white tag #1

C. PRESSWORK: Print offset, two sides, head to foot, cyan on front and black on the back, no bleeds

D. INK: Cyan and Black.

E. BINDERY: Trim to size, three hole drill, 1/4" holes, 1/4" from 11" edge, 4-1/4" center to center, two hole drill 1/4" holes 1/4" 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: N/A

H. SUPPLIED TO VENDOR: Previously printed sample with original signatures 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:** Laser proof or equivalent and 50 sheets of plain paper stock for testing to Joell Buchanan, DMH, 2150 W. Broad Street, Columbus, OH 43223
 - K. **PACKAGING:** Shrink-wrap in 250's and 1000 per carton. Label all cartons with title NON-STOCK ITEM-FOR CPIP ONLY "MADISON" and quantity enclosed. **INCORRECT SHRINK-WRAPPING, AND CARTON PACKING WILL WARRANT REFUSAL OF DELIVERY**
 - L. **ADDITIONAL SPECIFICATIONS:** MUST HAVE PRICE AND PROOF APPROVED PRIOR TO PRINTING. Paper is being run on Lexmark Model #X656de
5. **DELIVERY: REQUESTED NOVEMBER 12, 2013 OR SOONER. DELIVER TO: LORI CONTINI, DEPARTMENT OF MENTAL HEALTH, OSS, 2150 W. BROAD STREET, COLUMBUS, OH 43223-1200, 614/752-0136.**
6. **INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395 ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0486.**