

STATE OF OHIO

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

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: DMH 0326 MEDICATION ADMIN RECORD

BID NUMBER: 4P0526

BID NOTICE DATE: OCTOBER 30, 2013

OPENING DATE: NOVEMBER 5, 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 DMH 0326 Medication Admin Record for use by the Ohio Department of Mental Health.

2. QUANTITY: 60,000 (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: One part continuous pin fed form, printed one color, two sides, head to foot, with screens and no bleeds, match sample.

A. SIZE: 9-1/2" X 22", burst to 8-1/2" X 22"

B. STOCK: Mead moistrite ledger white 32#

C. PRESSWORK: Shall print offset, two sides, head to foot, screens and no bleeds

D. INK: Black

E. BINDERY: 1/2" cut vertical perforation left and right side. Tear perforation 1" from top of form. Fold score 11" from top of form, tear perforation every 22" between forms (must be removable but not come apart when feeding through printer) Drill ten total holes – punched 1/4" diameter holes, 1/4" above & below the 11" fold score, 1-3/8" center to center (when form is folded, the holes must match). All bindery must match provided sample

F. FINISHED TRIM SIZE: 9-1/2" X 22", burst to 8-1/2" X 22"

G. TYPESETTING: N/A

H. SUPPLIED TO VENDOR: A 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 test run of 100 continuous forms are required for approval and should be delivered to Michael Nabors, 30 E Broad Street, 8th Floor, Columbus, OH 43215.

K. PACKAGING: Carton pack 500 per carton (120 cartons) and label: 915-34-0100, DMHAS 0326

L. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED NOVEMBER 20, 2013 OR SOONER. (DELIVER TO: LORI CONTINI, 2150 W. BROAD STREET, COLUMBUS, OH 43223)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0526.**