

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: DMH 0202 STOREROOM REQUISITION

BID NUMBER: 4P0527

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 forms for use by the Ohio Department of Mental Health.
- 2. QUANTITY:** 7,200 sets (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:** 3-part carbonless set, common plate, one side, crash numbered, black ink.
 - A. SIZE:** 8-1/2" X 11"
 - B. STOCK:** Part 1: CB white 20#, Part 2: CFB canary 17#, Part 3: CF pink 20#
 - C. PRESSWORK:** Print one side, common plate. Crash numbered 301301-308500
 - D. INK:** black
 - E. BINDERY:** Fan a part adhesive, numbered 301301-308500
 - F. FINISHED TRIM SIZE:** 8-1/2" X 11"
 - G. TYPESETTING:** N/A
 - H. SUPPLIED TO VENDOR:** A pdf will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
 - I. SAMPLES:** No sample available.
 - J. PROOF:** A laser proof shall be delivered to: Joell Buchanan, Office of Support Services, 2150 W. Broad Street, Columbus, OH 43223. Joell.buchanan@mh.ohio.gov

K. PACKAGING: Shrink wrap 50 per package, carton pack, label with "915-34-2084" and quantity.

L. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED NOVEMBER 20, 2013 OR SOONER (DELIVERY 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 4P0527.**