

# STATE OF OHIO

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

### INVITATION TO BID FOR: GEN 1015 RECEIVING REPORT

**BID NUMBER: 4P0535**

**BID NOTICE DATE: OCTOBER 31, 2013**

**OPENING DATE: NOVEMBER 7, 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](mailto: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 GEN 1015 for use by the Ohio Department of Mental Health.

**2. QUANTITY:** 50,000 (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:** GEN 1015 Receiving Report. Continuous three-part pin feed form printed one side in black with red crash numbering, 8-1/2" X 8-1/2"

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

**B. STOCK:** page 1 white 15# CB, page 2 canary 14# CFB, page 3 pink, 15# CF

**C. PRESSWORK:** Print one side, black, common plate

**D. INK:** Black with red number crash imprint for numbering

**E. BINDERY:** Horizontal perforation every 8-1/2" between forms, four legged crimp every 2 Numbering sequence 0822001 to 0872000.

**F. FINISHED TRIM SIZE:** 8-1/2" X 8-1/2"

**G. TYPESETTING:** N/A

**H. SUPPLIED TO VENDOR:** 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:** Laser proof or equal to: Joelle Buchanan/Lori Contini, 2150 W. Broad Street, Columbus Ohio 43223-1200. Proof shall show numbering sequence.

**K. PACKAGING:** Fanfold and carton pack 1,000 forms per box and label with numbering sequence. Label information as ADM 3313 OT (Rev. 12/07/09)

follows:

GEN 1015  
RECEIVING REPORTS  
BEGINNING # \_\_\_\_\_ TO ENDING # \_\_\_\_\_

**L. ADDITIONAL SPECIFICATIONS:** Crash numbering in Red, sequence 0822001 to 0872000. Match number location on sample. Vendor to proof sequence for missing or duplicate numbers.

**5. DELIVERY: REQUESTED NOVEMBER 21, 2013 OR SOONER (DELIVER TO: LORI CONTINI, OSS, 2150 W. BROAD STREET, COLUMBUS, OH 43223-1200)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0535.**