

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: 3988.23 “How to Breastfeed” book

BID NUMBER: 4P0538

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)-995-5268 or e-mail: 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 “How to Breastfeed” books for use by the Ohio Department of Health.
- 2. QUANTITY:** 10,000 (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:** 3988.23 How to Breastfeed. 12 page plus cover, 7” x 10” book, prints head to head, 4 color process with bleeds. Saddle stitch on 10” dimension. Cover scores.
 - A. SIZE:** 7” x 10”
 - B. STOCK:** Cover: Utopia Two 80# White Gloss Coated, #2 Cover. Text: Utopia Two 80# White Gloss Coated, #2 Text.
 - C. PRESSWORK:** Shall print offset, head to head, bleeds. Shall print in one pass through the press each side.
 - D. INK:** Four color process
 - E. BINDERY:** Score cover, fold, collate and saddle stitch on 10” dimension.
 - F. FINISHED TRIM SIZE:** 7” x 10”
 - G. TYPESETTING:** Set cost line in 5pt type at bottom of outside back cover.
 - H. SUPPLIED TO VENDOR:** A pdf and cost line information 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. Email Tim Riley at tim.riley@das.ohio.gov for an appointment.

- J. PROOF:** A high resolution exact color match proof shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St. 4th floor, Columbus, OH 43215
- K. PACKAGING:** Shrink wrap in 50's and label with title "3988.23 04/12" 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 DECEMBER 12, 2013 OR SOONER Shall deliver to: Ohio Department of Health, Warehouse, 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.

Large jobs 50 cartons or more must be palletized and off loadable with pallet jack, off- loading by hand unacceptable for large jobs. Pallets must be 48" length by 40" wide.

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0538.**