

**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: Your Status is Negative (HIV) Palm Cards**

**BID NUMBER: 4P0539**

**BID NOTICE DATE: November 4, 2013**

**OPENING DATE: November 12, 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 by email to Tim Riley at [tim.riley@das.ohio.gov](mailto: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 Palm Cards for use by the Ohio Department of Health.

**2. QUANTITY: ITEM #1: 100,000.** (Exact quantity).

**ITEM #2: ADDITIONAL QUANTITIES OF 10,000**

**PRICE PER ADDITIONAL QUANTITY OF (10,000) TEN THOUSAND:** Vendor shall provide per unit price for additional quantities of 10,000.

**3. MULTIPLE ITEM 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. To determine the low lot total price, the state will multiply the estimated usage of each item by its corresponding unit price and add these totals together. Failure to bid all items will result in the bidder being deemed as non-responsive and no further consideration given for potential awarding of the contract. 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:** Your Status is Negative (HIV) Palm Cards, Die cut 3.5" diameter flat sheet circles, 4 color process w/bleeds, 80# white gloss cover

**A. SIZE:** 3.5 " diameter circles.

**B. STOCK:** 80# white gloss, #2 cover.

**C. PRESSWORK:** Print two sides.

**D. INK:** 4 color process w/bleeds.

**E. BINDERY:** Trim to size

**F. TYPESETTING:** Set and strip in 5 pt type cost line information at the bottom of the sheet.

**G. SUPPLIED TO VENDOR:** A pdf will be furnished to the selected vendor

**H. SAMPLES:** A sample may be viewed at DAS, State Printing. Email Tim Riley at [tim.riley@das.ohio.gov](mailto:tim.riley@das.ohio.gov) for an appointment.

- I. **PROOF:** A high resolution exact color match proof shall be delivered to: Kennon Hughes, 246 N. High Street, 4<sup>th</sup> floor, Columbus, Ohio 43215
- J. **FINISHED TRIM SIZE:** 3.5 " diameter circles
- K. **PACKAGING:** Shrink wrap in 100's and label with title 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 2, 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 4P0539.**