

STATE OF OHIO

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

INVITATION TO BID FOR: HEA 5305B Food Service Operation License and 995.11 BEH License Paper

BID NUMBER: 4P0550

BID NOTICE DATE: November 6, 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 at (614)-995-5268 or e-mail: tim.riley@das.state.oh.us.

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Food Service Operations Licenses and BEH License Paper for use by the Ohio Department of Health.

2. QUANTITY: ITEM #1: 50,000 Food Service Operations Licenses (Exact Quantity).
ITEM #2: 100,000 BEH License Paper (Exact Quantity).

3. MULTIPLE 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. To determine the low lot total price, the state will add the lot price of each item 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: ITEM #1: HEA 5305B Food Service Operation License. 8-1/2" x 11" flat sheet, prints, one side, two colors, with black and PMS 348 green, pantograph, bleeds (3 sides), perforates (one micro laser perforation) with audit numbers. Audit number in red bleed-through ink begins with 9760001 and ends with 9810000.

ITEM #2: 995.11 100,000 BEH License Paper. 8-1/2" x 11" flat sheet, prints, one side, one color, PMS 348 green, pantograph, bleeds (3 sides), perforates (one micro laser perforation).

A. SIZE: 8-1/2" x 11".

B. STOCK: White #4 laser compatible 24# bond. Paper is exempt from Grade Finders requirement. Vendor shall list manufacturer and brand.

C. PRESSWORK: ITEM #1 HEA 5305B Food Service Operation License. Shall print offset one side only, two colors with "bleed-through" red audit numbering, (No missing or duplicate numbers), bleeds 3 sides.

ITEM #2 100,000 BEH License Paper. Shall print offset one side only, one color bleeds 3 sides.

D. INK: ITEM #1: HEA 5305B Food Service Operation License. Laser compatible inks, black and PMS 348 green.
ITEM #2 995.11 BEH License Paper. Laser compatible ink PMS 348 green

E. BINDERY: Horizontal micro laser perforation at 5-1/2" from top.

- F. **FINISHED TRIM SIZE:** 8-1/2" x 11".
- G. **TYPESETTING:** N/A
- H. **SUPPLIED TO VENDOR:** Email PDF file 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 Tim Riley at 614-995-5268 for an appointment.
- J. **PROOF:** A color proof with customized pantograph with the word "copy" of both items shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St., 4th floor, Columbus, OH 43215
- K. **PACKAGING:** Shrink wrap each item separately 200 per pack and label with title and quantity. **ITEM #1** carton pack with audit numbers in ascending order, face up and label with title and quantity. **Item #2** carton pack and label with title and quantity. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton.
- L. **ADDITIONAL SPECIFICATIONS:**
 - 1. Laser "anchor" required to adhere the laser printed information to the form.
 - 2. Customized pantograph with the word "copy" to appear at least 4 times at all settings of the color copier when photocopied.

5. **DELIVERY: REQUESTED NOVEMEBR 27, 2013.** Shall deliver to Ohio Department of Health, Receiving Dept., 35 E. Chestnut St., Columbus Ohio, 43215

6. **INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395**
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0550.