

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: "STEPS Living Positive, Being Healthy" books

BID NUMBER: 4P0565

BID NOTICE DATE: November 12, 2013

OPENING DATE: November 19, 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

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide "STEPS Living Positive, Being Healthy" books for use by the Ohio Department of Health.

2. QUANTITY: ITEM #1: 15,000. (Exact Amount).

ITEM #2: ADDITIONAL QUANTITIES OF 1,000, PRICE PER ADDITIONAL QUANTITY OF (1,000) ONE THOUSAND: Vendor shall provide per unit price for additional quantities of 1,000.

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: "STEPS Living Positive, Being Healthy" books, 5.5" x 3.75", 56 page plus cover, continuous plastic coil bound book. Print two sides, four color process, bleeds.

A. SIZE: 5.5" x 3.75"

B. STOCK: Cover: White 100# Gloss coated, #1 cover. Text: White 80# Gloss coated, #1 text, Cover and text sheets shall be the same manufacturer and brand.

C. PRESSWORK: Shall print offset, two side, bleeds.

D. INK: Four color process

E. BINDERY: Continuous plastic coil bind on the top 5.5" edge with white plastic coil binding.

F. FINISHED TRIM SIZE: 5.5" x 3.75"

G. TYPESETTING: Set cost line in 5pt type at bottom of outside back cover.

H. SUPPLIED TO VENDOR: Email artwork file (PDF) and cost line information WILL BE FURNISHED TO THE SELECTED VENDOR. Return all state supplied materials to the proof to person.

I. PROOF: An exact color match proof shall be delivered to: Kennon Hughes, Printing Coordinator,
246 N. High St., 4th floor, Columbus, OH 43215

J. PACKAGING: Shrink wrap in 25's and label with title "STEPS living positive, being healthy – HIV Prevention" and quantity. 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.

K. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED DECEMBER 20, 2013. Shall deliver to: Shall deliver to Ohio Department of Health, Warehouse, 900 Freeway Drive, North, Bldg. 8, Columbus, OH 43229

PRINTER SHALL CONTACT ODH WAREHOUSE, RICH HUDKINS 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 4P0565.**