

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: HEA 4472 Welcome to WIC Letter - Spanish

BID NUMBER: 4P0566

12/2013

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 carbonless forms for use by the Ohio Department of Health.
- 2. QUANTITY:** 6,000. (Exact amount).
- 3. 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. 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:** HEA 4472, Welcome to WIC Letter, Spanish. 17" x11", two part carbonless fan apart forms that prints one side in black ink. Common plate.
 - A. SIZE:** 17" x11"
 - B. STOCK:** Carbonless. Part one as white 15# CB, part two as white 15# CF. Paper is exempt from Grade Finders requirement. Vendor shall list manufacturer and brand.
 - C. PRESSWORK:** Shall print, head to head. Common copy front plate for both parts.
 - D. INK:** Black
 - E. BINDERY:** Collate into 2 part sets with fan apart adhesive on left-hand side 11" dimension.
 - F. FINISHED TRIM SIZE:** 17" 12x11"
 - G. TYPESETTING:** N/A
 - H. SUPPLIED TO VENDOR:** Email (PDF files) 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 blue line or equal proof of each item shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St., Columbus, OH 43215
If the vendor wishes proofs to be returned by Next Day Air, completed return shipping forms charged to the vendors account shall be provided with the proof(s).

- K. **PACKAGING:** Shrink wrap in 100's and label with title "HEA 4472/Span 10/12" and quantity, carton pack and label the same. Carton weight not to exceed 35 LBS. All cartons of each item must contain equal quantity with the exception of last carton.

L. **ADDITIONAL SPECIFICATIONS:**

5. **DELIVERY: REQUIRED DECEMBER 13, 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 RICH HUDKINS AT 614-752-1353, 24 HOURS PRIOR TO DELIVERY.

6. **INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395**
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0566 AND INCLUDE TWO SAMPLES & DELIVERY RECEIPT.