

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: 5A's Provider Cards, Two Versions

BID NUMBER: 4P0593

BID NOTICE DATE: November 20, 2013

OPENING DATE: November 27, 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 5A's Provider Cards for use by the Ohio Department of Health.
- 2. QUANTITY:** **ITEM #1: 5,000** 5A'S PROVIDER CARD – MD (exact quantity).
ITEM #2: 5,000 5A'S PROVIDER CARD – PREGNANCY (exact quantity).
- 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:** 5A's Provider Cards, two versions, 3.5" x 9.5" flat sheet, prints two sides, four color process, flood aqueous gloss coating, score and fold at 3.5" dimension to 3.5" x 4.75".
 - A. SIZE:** 3.5" x 9.5", folds to 3.5" x 4.75".
 - B. STOCK:** Utopia one, White 100# gloss coated, #1 cover.
 - C. PRESSWORK:** Shall print offset, two sides, four color process and flood aqueous gloss coating two sides.
 - D. INK:** Four color process and aqueous gloss coating.
 - E. BINDERY:** Trim to size, score and fold (one fold) at 3.5" dimension to 3.5" x 4.75".
 - F. FINISHED TRIM SIZE:** 3.5" x 9.5" folds to 3.5" x 4.75".
 - G. TYPESETTING:** Set cost line in 5pt type at bottom back side of card. (back inside panel when folded).

- H. SUPPLIED TO VENDOR: Email artwork file (PC, Adobe Acrobat 7.0) 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. Contact Tim Riley at 614-995-5268 for an appointment.
- J. PROOF:** A high resolution exact color match proof shall be delivered to: Kennon Hughes, 246 N. High St., 6th floor, Columbus, OH 43215.
- K. PACKAGING:** Shrink wrap each version separately in 25's and label with title and quantity. Carton pack each version separately 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:** Please note front side of both cards start with the statement: "Please choose the statement that best describes your smoking status."
- 5. DELIVERY: REQUESTED DECEMBER 30, 2013 OR SOONER** Shall deliver to: Dawn Engles, Ohio Department of Health, 246 N. High St., 6th floor, Columbus, OH 43215.
- 6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395**
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0593.