

# 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

### INVITATION TO BID FOR: HEA 4462 10/13 "WIC Cannot Serve You" 2 Part Fan-apart Carbonless Form

**BID NUMBER: 4P1145**

**BID NOTICE DATE: April 15, 2014**

**OPENING DATE: April 23, 2014 (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 03/3014, 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.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 Carbonless Forms for use by the Ohio Department of Health.
2. **QUANTITY:** 26,000 (exact quantity).
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:** 8-1/2" x 11", two part carbonless, fan-apart form. Prints one side, one color, common plate on both parts.
  - A. **SIZE:** 8-1/2" x 11"
  - B. **STOCK:** Part 1: 15# white carbonless CB, Part 2: 15# white carbonless CF. Paper is exempt from Grade Finders requirement. Vendor shall list manufacturer and brand.
  - C. **PRESSWORK:** Shall print one side, no bleeds. Common plate for front side of both parts.
  - D. **INK:** Black
  - E. **BINDERY:** Collate and fan apart adhesive on top 8-1/2" dimension to create two part (fan apart) form.
  - F. **FINISHED TRIM SIZE:** 8-1/2" x 11"
  - G. **TYPESETTING:** N/A
  - H. **SUPPLIED TO VENDOR:** Email files (PDF) will be furnished to the selected vendor. Return all state supplied materials to the proof to person.
  - I. **SAMPLES:** A laser print may be viewed at DAS, State Printing. Contact Tim Riley at 614-9955268 for an appointment.
  - J. **PROOF:** A blue line or equal proof shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St., 4<sup>th</sup> floor, Columbus, OH 43215 or a PDF file emailed to Kennon Hughes at [Kennon.Hughes@odh.ohio.gov](mailto:Kennon.Hughes@odh.ohio.gov) will be acceptable.

**K. PACKAGING:** Shrink wrap in 100's and label with title "HEA 4462 10/13" 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, MAY 21, 2014 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.**

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 4P1145.**