

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: HEALTH TIP CARDS

BID NUMBER: 4P1156

BID NOTICE DATE: APRIL 15, 2014

OPENING DATE: APRIL 22, 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 10/2013, 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)-752-0060 or e-mail: mike.ruehrmund@das.oh.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Health Tip cards for use by the Ohio Department of Health.

2. QUANTITY: 204,500 (exact quantity)

- 20,000 – ITEM 1, 3950.23, C1, Feeding Your One Year Old
- 20,000 – ITEM 2, 3947.23, FB3, Feeding Your Baby/FB3
- 20,000 – ITEM 3, 3969.23, FB4, Feeding Your Baby 6-8 Months/FB4
- 12,000 – ITEM 4, 3948.23, FB5, Feeding Your Baby/FB5
- 16,000 – ITEM 5, 3970.23, FB6, Feeding Your Baby 8 & 9 Months/FB6
- 20,000 – ITEM 6, 3971.23, FB7, Feeding Your Baby 9-12 Months/FB7
- 12,000 – ITEM 7, 3978.23, FB8, Power Packed Foods for Babies/FB8
- 10,500 – ITEM 8, 3930.23, Eating Right, Feeling Good/P1
- 10,000 – ITEM 9, 3934.23, Indigestion & Heartburn/P5
- 16,000 – ITEM 10, 3935.23, Constipation/P6
- 8,000 – ITEM 11, 3972.23, Get off the Bottle/TMF4
- 20,000 – ITEM 12, 3953.23, Feeding Your 3yr Old/C4
- 20,000 – ITEM 13, 3954.23, Feeding Your 4 Yr. Old/C5

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: Health Tip Cards 13 different cards, 5.5" x 8.5" flat sheets, print four color process, two sides, bleeds.

A. SIZE: 5.5" x 8.5"

B. STOCK: 80# white gloss coated, #2 cover

C. PRESSWORK: Shall print offset, head to head, bleeds. Shall print in one pass through the press each side.

- D. **INK:** Four color process
- E. **BINDERY:** Trim to size, 5.5" x 8.5"
- F. **FINISHED TRIM SIZE:** 5.5" x 8.5"
- G. **TYPESETTING:** Set cost line in 5pt type at bottom of the back of the card
- H. **SUPPLIED TO VENDOR (Kennon Hughes will send Artwork)(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 Mike Ruehrmund at 614/752-0060 for an appointment.
- J. **PROOF:** A high resolution exact color match proof shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St., 4th floor, Columbus, OH 43215
- K. **PACKAGING:** Shrink wrap each item separately in 50's and label each item separately with corresponding number and artwork date 12/09 (example: 3950.23, 12/09) and quantity. Carton pack each item separately label with corresponding number, letter reference and quantity. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton of each item.
- L. **ADDITIONAL SPECIFICATIONS:**

5. DELIVERY: REQUESTED, MAY 21, 2014 OR SOONER (DELIVER TO: OHIO DEPARTMENT OF HEALTH, WAREHOUSE, 900 FREEWAY DRIVE, NORTH, BLDG. 8, COLUMBUS, OH 43229.

PRINTER SHALL CONTACT ODH WAREHOUSE, PHYLLIS GREEN 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 4P1156.**