

# 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: GEN 1038 REQUEST FOR PURCHASE

**BID NUMBER: 4P1169**

**BID NOTICE DATE: APRIL 18, 2014**

**OPENING DATE: APRIL 24, 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.state.oh.us](mailto:mike.ruehrmund@das.state.oh.us).

#### SPECIFICATIONS AND PRICING

1. **DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide Request for Purchase for use by the Ohio Department of Mental Health.
2. **QUANTITY:** 7,500 (exact quantity).
3. **UNIT PRICE AWARD:** 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. To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add the totals together. Failure to bid all items will disqualify your bid.
4. **SPECIFICATIONS:** 3 part carbonless form, common plate, one color, one side, 8-1/2" X 11-3/4" including 3/4" stub.
  - A. **SIZE:** 8-1/2" X 11-3/4"
  - B. **STOCK:** Part 1-15# white cb, Part 2-14# canary cfb, Part 3-15# pink cf
  - C. **PRESSWORK:** Prints one side, common plate
  - D. **INK:** black
  - E. **BINDERY:** 3/4" stub
  - F. **FINISHED TRIM SIZE:** 8-1/2" X 11-3/4"
  - G. **TYPESETTING:** N/A
  - H. **SUPPLIED TO VENDOR:** A previously printed sample in lieu of actual artwork 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 laser proof shall be delivered to: DMH, Lori Contini, 2150 W. Broad St., Columbus, OH 43223-1200
  - K. **PACKAGING:** Shrink wrap 50 per package, carton pack, label with "915-34-2127" and quantity

**L. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUESTED MAY 9, 2014 OR SOONER (DELIVER TO: DMH, LORI CONTINI, 2150 W. BROAD ST., COLUMBUS, OH 43223-1200)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P1169.**