

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: 0292.13 Listeriosis Brochures

BID NUMBER: 4P1326

BID NOTICE DATE: May 23, 2014

OPENING DATE: May 29, 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 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 brochures for use by the Ohio Department of Health.

2. QUANTITY: 10,000. (Exact Amount)

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: 0292.13 Listeriosis brochure, 11" x 8.5" flat sheet, prints two sides, 4 color process, no bleed, score and "C" folds to 3.67" x 8.5".

A. SIZE: 11" x 8.5"

B. STOCK: Utopia Two, White 80# matte coated, text

C. PRESSWORK: Shall print offset, head to head, no bleed. Shall print in one pass through the press each side.

D. INK: Four color process

E. BINDERY: Score on folds, "C" fold to 3.67" x 8.5".

F. FINISHED TRIM SIZE: 11" x 8.5"

G. TYPESETTING: Set cost line in 5pt type at bottom of middle back fold.

H. SUPPLIED TO VENDOR: Email artwork file (PC / PDF) 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, Printing Coordinator, 4th floor, 246 N. High St., Columbus, OH 43215.

K. PACKAGING: Shrink wrap in 100's and label with title 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.

5. DELIVERY: REQUESTED JUNE 23, 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 4P1326.**