

**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: ODH 0234.13 "Calming Your Fussy Baby" brochures**

**BID NUMBER: 4P1333**

**BID NOTICE DATE: May 24, 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](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 ODH 0234.13 "Calming Your Fussy Baby" brochures for use by the Ohio Department of Health.
- 2. QUANTITY:** 17,000. (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:** ODH 0234.13, "Calming Your Fussy Baby" Brochure, 11"x 8.5", prints four color process, two sides, bleeds, score and "C"-folds to 3.67" x 8.5".
  - A. SIZE:** 11"x 8.5"
  - B. STOCK:** White, 100# matte 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:** Score and "C"-fold to 3.67" x 8.5"
  - F. FINISHED TRIM SIZE:** 11" x 8.5" "C"-folds to 3.67" x 8.5"
  - G. TYPESETTING:** Set cost line in 5pt type on bottom of middle back fold.
  - H. SUPPLIED TO VENDOR:** Email(PC ADOBE ACROBATE 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 color proof shall be delivered to: Kennon Hughes, Printing Coordinator, 246 N. High St., Columbus, OH 43215  
If the vendor wishes proofs to be returned by Next Day Air, completed return shipping forms charged to the vendors account shall be provided with the proof(s).

**K. PACKAGING:** Shrink wrap in 25's and label with title "0234.13 5/14" and quantity, carton pack and label the same. Carton weight not to exceed 35 LBS.

**L. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUESTED JUNE 25, 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 4P1333.**