

STATE OF OHIO

Department of Administrative Services
General Services Division
State Printing & Mail Services

INVITATION TO BID FOR: DMH 0100 FOLDER MEDICAL RECORD 3”

BID NUMBER: 5P0498

BID NOTICE DATE: NOVEMBER 5, 2014

OPENING DATE: NOVEMBER 10, 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 DMH 0100 Folder Medical Record 3” for use by the Department of Mental Health.
- 2. QUANTITY:** 3,750 (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:** DMH 0100 Folders Medical Record 3”. Front panel is 9” x 11-1/2” and the back panel is 9-1/2” x 12-1/4”, with tyvek gusset, prints one color.
 - A. SIZE:** Front panel is 9” x 11-1/2” and the back panel is 9-1/2” x 12-1/4”.
 - B. STOCK:** Shall be 20 pt genuine type 1 press board with rounded corners, light blue #204. Shall match sample.
 - C. PRESSWORK:** Shall Print offset on one side, each part.
 - D. INK:** Black
 - E. BINDERY:** Round corners. End tab configuration, gray tyvek gusset fully gummed and fasteners
 - F. FINISHED TRIM SIZE:** Front panel is 9” x 11-1/2” and the back panel is 9-1/2” x 12-1/4”.
 - G. TYPESETTING:** N/A
 - H. SUPPLIED TO VENDOR:** Previously printed sample 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 blue line or equal shall be delivered to: Michael Nabors, 30 W Broad St., 36th Floor, Columbus, OH 43215.
 - K. PACKAGING:** Carton pack 25 per, and label with (835-44-1010 folders medical 3” DMH 0100).

L. ADDITIONAL SPECIFICATIONS: Folders print on outside front panel, and inside back panel. There is a 3" fully gummed gray tyvek gusset accordion style w-fold and 2 fasteners with a 2" capacity. Fasteners must be bonded, heat sealed, perm clip fasteners. The fasteners must be installed 1/8" from the top of the folder, per sample. Please make sure that the fasteners and gusset size is exactly the size specified. Folders must have end tab configuration for open style shelving. Position of fasteners is inner left front panel top position #1, and inner back panel top position #3. Tyvek gusset shall be machine folded and free of wrinkles and fully gummed. The proof must be approved before production begins. Will not accept partial box.

5. DELIVERY: REQUESTED NOVEMBER 21, 2014 OR SOONER (DELIVER TO: LORI CONTINI, OSS, DEPARTMENT OF MENTAL HEALTH, 2150 W BROAD STREET, COLUMBUS, OH 43223)

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 5P0498 WITH 2 SAMPLES & A DELIVERY RECEIPT.**