INVITATION TO BID FOR: DMHAS 0025 APPLICATION FOR EMERGENCY ADMISSION

BID NUMBER: 6P0309

BID NOTICE DATE: SEPTEMBER 10, 2015


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 DMHAS 0025 Application for Emergency Admission for use by the Ohio Department of Job & Family Services.

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: 2 originals, 4 part carbonless form, 5/8” stub, 8-1/2” X 11-5/8” unburst, one color, one side, match sample.

   A. SIZE: 8-1/2” X 11-5/8” including 5/8” stub

   B. STOCK: Part 1-Pink 15# CB, Part 2-Pink 15# CF, Part 3-Pink 15# CB, Part 4-Pink 15# CF

   C. PRESSWORK: Print one side, head to head-Page 1 & 2 are common plate and Page 3 & 4 are common plate

   D. INK: Black

   E. BINDERY: 5/8” stub, 5 hole drilled (5/16” holes, 1-3/8” C to C), match sample

   F. FINISHED TRIM SIZE: 8-1/2” X 11-5/8”

   G. TYPESETTING: N/A

   H. SUPPLIED TO VENDOR: Previously printed form will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

   I. SAMPLES: N/A

   J. PROOF: A laser proof showing exact construction shall be delivered to: Michael Nabors, State Office Tower, 30 E. Broad St., 8th Floor, Columbus, OH 43215.
K. **PACKAGING:** Shrink wrap 50 per package, carton pack and label with 915-34-0017, DMHAS 0025 APPL FOR EMER ADM and quantity. (150 packages)

L. **ADDITIONAL SPECIFICATIONS:**

5. **DELIVERY:** REQUESTED SEPTEMBER 30, 2015 OR SOONER (DELIVER TO: SUSAN PRITCHETT, OFFICE OF SUPPORT SERVICES, 2150 W BROAD STREET, 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 6P0309 WITH 2 SAMPLES & A DELIVERY RECEIPT.