

STATE OF OHIO

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

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: 3775.13 Help Me Grow Intervention Brochure - English

BID NUMBER: 6P0823

BID NOTICE DATE: January 19, 2016

OPENING DATE: January 26, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/AQS/vwopenjobs.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 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: 3775.13 Help Me Grow Intervention Brochure, 11" by 8.5" flat sheet, prints offset, four color process, two sides, bleeds, score at folds and "c" folds to 3.667 by 8.5".

A. SIZE: 11" by 8.5"

B. STOCK: 80# gloss coated #2 cover

C. PRESSWORK: Shall print offset, head to head, full bleeds. Shall print in one pass through the press each side.

D. INK: Four color process

E. BINDERY: Score at folds and "c" fold to 3.667 by 8.5"

F. FINISHED TRIM SIZE: 11" by 8.5" folds to 3.667 by 8.5"

G. TYPESETTING: Set cost line in 5pt type at bottom of back outside panel.

H. SUPPLIED TO VENDOR: Email artwork (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: Sample not available.

J. PROOF: A high resolution exact color match proof of each version shall be delivered to: Kennon Hughes, Printing Coordinator, 4th floor, 246 N. High St., Columbus, OH 43215.

K. PACKAGING: Shrink wrap in 50's and label with title "3775.13 HMG Early Intervention Brochure" and quantity, carton pack and label with title and quantity. Carton weight not to exceed 35 LBS. All cartons must contain equal quantity with the exception of last carton.

L. ADDITIONAL SPECIFICATIONS: N/A

5. DELIVERY: REQUESTED FEBRUARY 26, 2016 (DELIVER TO) Ohio Department of Health, Warehouse,
900 Freeway Drive, North, Bldg. 8, Columbus, OH 43229.

PRINTER SHALL CONTACT ODH WAREHOUSE, RICH HUDKINS AT 614-468-8914, 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 6P0823.