



# 2019 Health Form & Folder Specifications

MANUFACTURERS ONLY. NO BROKERS. ITEMS AWARDED AS ONE JOB.

Connecticut  
State Department  
of Education  
  
450 Columbus Blvd.  
Hartford, CT 06103  
  
[portal.ct.gov/sde](http://portal.ct.gov/sde)

**Job name** Cumulative Health Record (CHR-1) folder  
**Quantity** 66,950 — No overrun  
**Size** Flat: 11.5" × 18"  
 Score and fold to 11.5" × 9.25"  
 Includes tab: Die-cut left side, top (0.5" × 6")  
**Ink** 1/1 Black  
**Bleeds** None  
**Stock** 175# Sulphite White Tag — No substitutions  
**Artwork** Press-ready PDF  
**Proof** Digital  
**Packaging** Shrinkwrap in 50s and carton pack  
**Delivery** FOB Hartford, CT, 15 days ARO

**Job name** Health Assessment Record (HAR-3) form  
**Quantity** 236,100 — No overrun  
**Size** Flat: 11" × 17"  
 Folded: 8.5" × 11"  
**Ink** 1/1 Black  
**Bleeds** None  
**Stock** 20# Light Blue #4 Sulphite— No substitutions  
**Artwork** Press-ready PDF  
**Proof** Digital  
**Packaging** Shrinkwrap in 100s and carton pack  
**Delivery** FOB Hartford, CT, 15 days ARO

**BID DEADLINE** 4 p.m., Wednesday, April 17, 2019  
 E-MAIL your bid to [matthew.falconer@ct.gov](mailto:matthew.falconer@ct.gov)  
 Late bids will not be accepted.

**Contact** Matthew Falconer  
 860-713-6585  
[matthew.falconer@ct.gov](mailto:matthew.falconer@ct.gov)