

# STATE OF OHIO

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

### INVITATION TO BID FOR: AGR 2760 NOTICE OF INSPECTION

**BID NUMBER: 3P0522**

**BID NOTICE DATE: NOVEMBER 29, 2012**

**OPENING DATE: DECEMBER 6, 2012 (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 10-1-07, 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.state.oh.us](mailto:mike.ruehrmund@das.state.oh.us)

#### SPECIFICATIONS AND PRICING

**1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide AGR 2760 Notice of Inspection for use by the Ohio Department of Agriculture.

**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:** AGR 2760, Pesticide Notice of Inspection, two part carbonless, page 1 prints one side, page 2 prints two sided, printed in black

**A. SIZE:** 8-1/2" X 11"

**B. STOCK:** Carbonless stock-Part 1 CB 20# White, Part 2 CF 20# Canary

**C. PRESSWORK:** Part 1 printed one side, part 2 printed 2 sides

**D. INK:** Black

**E. BINDERY:** Fan a part adhesive on 8-1/2" dimension

**F. FINISHED TRIM SIZE:** 8-1/2" X 11"

**G. TYPESETTING:** Change Revision Date to Rev. 11/12

**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:** A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.

**J. PROOF:** A laser proof shall be delivered to: Jill Patterson, 8995 E. Main Street, Bldg. 23, Reynoldsburg, OH 43068

**K. PACKAGING:** Shrink wrapped in packages of 200, carton pack label with title and quantity

**L. ADDITIONAL SPECIFICATIONS:**

**5. DELIVERY: REQUESTED JANUARY 21, 2013 (DELIVER TO: OHIO DEPARTMENT OF AGRICULTURE, 8995 E. MAIN ST., BLDG 23, REYNOLDSBURG, OH 43068)**

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395  
ALL INVOICES MUST REFERENCE: JOB NUMBER 3P0522.**