

STATE OF OHIO

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

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.08.1

INVITATION TO BID FOR: AGR 2788 REPORT OF NURSERY STOCK INSPECTION

BID NUMBER: 4P1323

BID NOTICE DATE: MAY 23, 2014

OPENING DATE: MAY 28, 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.state.oh.us.

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide AGR 2788 Report of Nursery Stock Inspection book for use by the Ohio Department of Agriculture.

2. QUANTITY: 50 each (exact quantity).

3. LOT PRICE AWARD: There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein. Any award made pursuant to this Invitation to Bid shall be placed with the lowest responsive and responsible bidder having proper facilities to insure prompt performance of the work. 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.

4. SPECIFICATIONS: 3 part carbonless form, common plate, prints one color, manila wrap around cover, 3/4" stub.

A. SIZE: 8-1/2" X 11-3/4" including stub

B. STOCK: Part 1: white 15# CB, Part 2: Pink 14# CBF, Part 3: Canary 15# CF

C. PRESSWORK: Prints one side, one color

D. INK: Black

E. BINDERY: 50 forms per book, with wrap around cover with 2 staples across top dimension (match sample)

F. FINISHED TRIM SIZE: 8-1/2" X 11-3/4" including stub

G. TYPESETTING: N/A

H. SUPPLIED TO VENDOR: A 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 laser proof shall be delivered to: Darla Rock, Ohio Department of Agriculture, Plant Pest Control, 8995 E Main Street, Bldg. #23, Reynoldsburg, OH 43068

K. PACKAGING: Carton Pack, label with title and quantity. No more than 10 books per carton.

L. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED JUNE 6, 2014 OR SOONER (DELIVER TO: DARLA ROCK, OHIO DEPARTMENT OF AGRICULTURE, PLANT PEST CONTROL, 8995 E MAIN STREET, 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 4P1323.**