

REQUEST FOR QUOTE

QUOTE NUMBER: DYS10CIR01

DATE ISSUED: March 1, 2010

The Ohio Department of Youth Services (ODYS) is requesting quotes for:

HEAVY DUTY, SNUB-NOSE, DIESEL, CREW-CAB TRUCK WITH BOX BODY FOR
CIRCLEVILLE
JUVENILE CORRECTIONAL FACILITY (CJCF)

INQUIRY PERIOD BEGINS: March 1, 2010

INQUIRY PERIOD ENDS: March 11, 2010, 8:00 AM

OPENING DATE: March 15, 2010

OPENING TIME: 2:00 PM Eastern Standard Time

OPENING LOCATION: DYS Central Office
51 N. High Street
Columbus, OH 43215

ATTN: Tiffany Knight, DYS MBE/EDGE Officer

Note: This Request for Quote is an MBE SET-ASIDE. Only DAS/EOD-certified vendors may respond or be considered.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [Not applicable to "Excepted Products"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
 - United States: _____(State) Canada Mexico (Go to B-1)
 - Other: (Specify Country)_____ (Go to A-2)

2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
 - Yes (Go to Section B-1) No (Go to Section A-3)

3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.
 - _____ (Item) _____ (Country of Origin)
 - _____ (Item) _____ (Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The Contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 - Yes (Go to C) No (Go to B-2)

2. Bidder has significant economic presence within the State of Ohio.
 - Yes (Answer a, b, c, d below) No (Go to B-3)
 - a) Bidder has paid the required taxes due the State of Ohio Yes No
 - b) Bidder is registered with the Ohio Secretary of State
 - Yes (Charter/Registration No.: _____) No

Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://www.sos.state.oh.us/>
 - c) Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - d) Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)

3. Border state bidder:
 - Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)

4. Border state bidder: mined products mined in respective border state Yes No Not Applicable



C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business Yes No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:
<http://www.state.oh.us/das/Eod/edge/Index.htm>

D. DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION (DMA)

The Bidder being awarded this Contract must be registered with the Ohio Business Gateway (OBA) at <http://obg.ohio.gov> to file for DMA precertification; if you are not already registered you must:

- 1 register with the Ohio Business Gateway (OBG) at <http://obg.ohio.gov>;
- 2 review the Terrorist Exclusion List at http://www.homelandsecurity.ohio.gov/DMA_Terrorist/terrorist_exclusion_list.pdf;
3. complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf and submit this with your bid response.

Failure to complete the certification may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have seven (7) calendar days, after notification, to submit the form.

REQUEST TO QUOTE
QUOTE Number: **DYS10CIR01**
Diesel Crew Cab Truck with Box Body

This Request for Quote is an MBE Setaside. Only Certified MBE's will be considered for award.

OPEN DATE: *March 15, 2010, 2:00 PM EST*

The Ohio Department of Youth Services (ODYS), will accept quotes for **Diesel Crew Cab Truck with Box Body** as specified.

Bid Instructions:

Interested bidders should return the entire bid document, including the attached Cost Summary form with their quote pricing for the service requested. Completed quotes **MUST** be returned in a **sealed envelope**, via hand-delivered or mail/courier service and must be received **prior to 2:00 on the open date listed above**:

DYS Central Office
Attn: Tiffany Knight, Agency MBE/EDGE Officer
51 North High Street
Columbus, OH 43215
by:
03/15/10, 2:00 PM EST.

Quotes received after that date and time will not be considered for award. All Quotes should be completed on the enclosed pricing form and must include all of the requirements set forth below to be considered.

Bidders must also submit a copy of their W-9 form and DAS Certified MBE Letter.

Award of this ITB for Diesel Crew Cab Truck with Box Body, as described, will be made by a purchase order, and will incorporate all terms and conditions of this bid.

NOTE: If bids exceed the Agency's Purchasing Threshold, no award can be made. This requirement will then be transferred to the Office of State Purchasing for processing.

Scope of Work can be found in Specifications, attached.

Award will be made to the lowest responsive, responsible bidder.

RFY DYS10CIR01
Diesel Crew Cab Truck with Box Body

Number of days required for begin/completion ARO: _____

Specify "begin and completion" time after purchase order notification. ***Time may be a factor in award of this bid.***

I attest that I am a representative of the organization listed in this Bid and have the authority to bind the bidder to provide the services as specified in the attached Scope of Work for the time period specified at the cost listed above.

Signature:	
Name (Print):	
Company:	
Contact Info: Tel:	
Contact Info: Fax:	
Contact Email Address:	

Ohio Elections Law

A. Prohibition

State agencies whose directors or heads are appointed by the Governor are prohibited by Divisions (I) and (J) of Section 3517.13 of the Revised Code from awarding any noncompetitively bid contract for the purchase of goods or services costing more than \$500.00 to an entity listed in those Divisions if a party listed in those Divisions or the spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to the Governor's campaign committee.

Complete and return Attachment One with the bid response.

Ohio Ethics and Conflict of Interest Laws – See Attachment One

In accordance with Executive Order 2007-01S, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S; (2) it has reviewed and understands the Ohio ethics and conflict of interest laws; and, (3) will take no action inconsistent with those laws and this order. The Vendor or Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio.

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency 90 - 120 days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within seven (7) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (i.e. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

UTILITY BODY PLAN: The Bidder may submit a description, in detail, with supporting drawings (may be clear hand drawn sketches) and literature showing the type and specifications of the enclosed utility body being offered as part of their bid submission. Bidder may submit a plan (may be clear hand drawn sketches) indicating location of wiring harness, clearance and other lights, and body height and width with your bid. If said information is not provided with the bid submission the bidder will have seven (7) calendar days after request/notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will multiply the required quantity by the unit price to determine the lowest responsive and responsible bidder.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by line item.

DATA SHEET: Shown below are the specification requirements for equipment that the state desires to purchase. These specifications are only considered as necessary to establish functional requirements. Proprietary design, exact dimensions, capacities, or restrictive features will not preclude acceptance of other recognized alternates meeting comparable performance requirements as determined by the Director, Department of Administrative Services. List all deviations from specifications. Failure to comply may deem the bid not responsive.

SPECIFICATIONS

SCOPE: The specifications in this Invitation to Bid (ITB) describe a 2010 or later model, new, never titled model Heavy-Duty, snub-nose, 14,500 GVWR Crew Cab Truck, fitted with a 91" x 96", enclosed utility body, with tuck away lift gate, with occupant capacity of one (1) driver plus up to two (2) additional persons, with a diesel engine and 6-speed automatic transmission for the Circleville Juvenile Correctional Facility, 640 Island Road, Circleville, OH 43113. This vehicle, to be used as a multi-purpose maintenance/laundry vehicle, must be bid with all standard equipment as described in the manufacturer's printed literature, as well as all optional items similarly described. All items not specified which are necessary to provide a complete utility truck shall be furnished by the successful bidder and conform in strength, quality and workmanship. Equipment offered must meet the full operational capacities of the vehicle specified. The vehicle bid must be the latest model and include the latest engineering changes. Any deviation from these specifications must be stated in writing with your bid.

In accordance with the Ohio Administrative Code, section 123:5, the use of a brand name, or equal, within these specifications, is to be considered an indication of type and quality desired. Substantially equivalent products to those designated will be considered for award.

A. General Specifications:

1. This item shall be a multi-purpose maintenance/laundry/equipment transportation vehicle which has been modified or converted, if necessary, to provide an 18', fully enclosed utility box body with tuck away lift gate. It is the responsibility of the vendor to supply the basic vehicle and to convert or modify, if necessary, it in accordance with these specifications.
2. The successful vendor shall provide a complete operating vehicle and the vehicle shall conform in strength, quality of material and workmanship to what is provided by the automobile industry generally. The vehicle to be provided shall be at least the latest current model vehicle, incorporating the latest engineering changes. All parts necessary to provide a complete passenger transportation vehicle shall be provided and all parts shall be new.
3. The vehicle shall conform to all applicable Motor Vehicle Laws of the State of Ohio, and to Title 49, Code of Federal Regulations, Part 38, Sub-parts A and B, in addition to these specifications. The vehicle shall conform to all applicable Federal Motor Vehicle Safety Standards.
4. The vendor shall provide with the vehicle, upon delivery, a pamphlet, brochure or similar literature describing (and instructing) the use of the vehicle and shall demonstrate to the recipient the proper use and configuration of its various operating systems.
 - a. Demonstration of the tuck away lift gate system must be performed to insure correct use of the system. The vendor's representative shall be thoroughly trained in the system's use so that he or she can properly instruct the agency representative in its use.
 - b. As part of the instruction process, the instructor shall have the student actually operate the to assure familiarity with its use. This process ("hands on" instruction) shall be repeated until the student completely understands the system's use and will be able to instruct others in its use.
 - c. Adequate time shall be allowed to accomplish this instruction and costs shall be included in the bid price.
5. Advertisement: Dealer name-signs shall not be affixed to any part of the delivered vehicle and/or equipment.
6. Service: The vehicle will be completely dealer serviced and conditioned according to the manufacturer's pre-delivery recommendations and all equipment is to be completely installed with all adjustments made which are required to prepare the vehicle for immediate and continuous operations upon delivery. Unit shall conform to all current Federal Safety Regulations including OSHA. All standard equipment not specifically mentioned shall be furnished.
7. Service Policy: The successful bidder shall furnish with the vehicle delivery, the Manufacturer's Owner Service Policy. In addition, the Owner's Service Policy shall be recognized and accepted by all authorized dealers within the boundaries of the state of Ohio regardless of the location of the district under which he operates.

B. Vehicle:

The vehicle shall be equipped with all of the vehicle manufacturer's standard equipment (or the vehicle manufacturer's better optional equipment), unless otherwise specified. The basic vehicle which the successful vendor supplies shall be the following or current model year equivalent.

1. New, Untitled 2010 or newer, Isuzu NPR HD/W4500 or equivalent with a 150 inch wheelbase minimum, Snub-Nose Cab, with Power Group and the following equipment:
2. Engine Size: 5.19 – 5.2 Liter 4-cylinder, 205 HP @ 2400 RPM Turbo/Intercooled diesel engine or equivalent
3. Six (6) Speed, double overdrive lock-u, 2nd-6th gears, Automatic Transmission.
4. Cab – All-steel, low cab forward, BBC 70-71", 45o mechanical tilt with torsion assist.
5. Power windows and door locks, tinted glass, cruise control, Tilt/telescoping Steering Wheel and floor mats.
6. Full-floating single speed with hypoid gearing Rear Axle, rated at 14,550 lb. Semi-elliptical steel alloy multi-leaf springs and shock absorbers suspension; Front axle – reverse Elliot "I" beam rated at 6380 lbs. Semi-elliptical steel alloy tapered leaf springs with stabilizer bar and shock absorbers. The bidder is to state the standard rear axle ratio being provided and is to quote any additional ratio(s) that may be available when preparing their bid.
7. 12-Volt, negative ground, dual maintenance-free Batteries, 750 CCA each, 110-amp alternator with integral regulator
8. 30 Gallon Fuel Tank, mounted and protected by frame rail.

9. Dual-circuit, vacuum-assisted hydraulic service brakes with Electronic Brake Distribution (EBD) disc Brakes. Parking brake should be mechanical, cable-actuated, internal expanding drum type, transmission mounted. Standard, vacuum-operated exhaust brake; 4-channel antilock brake system.
10. Exterior Paint: Standard White Clear Coat
11. Minimum GVWR of 14,500 lbs.
12. 16" x 6" Steel 6-hole disc Wheels, painted white with 215/85R 16E tubeless steel-belted Radial Tires, all-season front and rear.
13. Engine Block heater
14. Engine oil pan heater
15. Full-size spare wheel.
16. Air conditioning, back-up alarm, engine shutdown and hour meter, and, tinted glass.
17. Flat Floor – Raised 6" To Eliminate Wheel Wells. Flooring; Full Rubber – Black
18. Interior Mirror – 6" x 16"
19. 2 Exterior Remote and Heated Side View Mirrors – Rosco or equivalent
20. Seating to accommodate 3 across; High Back Driver's Seat – and fold-down workstation
21. Instrumentation to include tachometer and key fluid checks.
24. All other standard factory equipment to include
 - a. 5# Fire Extinguisher
 - b. 13 Unit First Aid Kit
 - c. Reflector Triangles.

C. Requirements:

All parts not specifically mentioned, which are necessary to provide a complete unit, or which are normally furnished as standard equipment, shall be furnished by the successful bidder and shall conform in strength/quality of material and workmanship to what is provided by the industry in general. All equipment and/or materials will be new and unused.

1. 18' , 91" x 96, Enclosed Body for NPR HD/W4500 Diesel Cab, 14,500 lbs., 150' wheelbase;
2. For Cab/Truck: 127-128 ' Cab to rear axle, 170–171' Cab to end of rear bumper; 241-242 overall length
3. Tough Shell overhead door, or equivalent.
4. 1-1/8" Hardwood floor.
5. 3" I-Beam 12" C/L Cross members, 4" I-Beam Longsills
6. Composite corners.
7. 5-1/2" Aluminum, front corner posts, extended, one-piece rear corner posts.
8. 3/8" Plywood sides.
9. One-piece, .032" crowned Aluminum roof with anti-snap bows.
10. LED FMVSS 108 Clearance lights.
11. One (1), 12-volt Dome light with cab switch.
12. 10 rope ties
13. One-way, 4" formed channel, full-width step bumper.
14. One (1) curbside grab handle.

15. Waterbase undercoating.
16. Mudflaps
17. Maxon TE-20 Lift Gate Package, or equivalent.
18. Side panels tucked behind rub rail.
19. Sealed wire harness

D. Service Policy and Warranty:

The successful vendor shall furnish with the vehicle with the manufacturer's owner service policies and warranties for the basic Cab/Chassis, and the modification of the vehicle and all equipment.

1. The warranty for the basic Cab/Chassis shall be the manufacturer's standard warranty. The radial tires shall be covered by the warranty that is standard to the industry.
2. The warranty for the modifications of the vehicle shall provide that all repairs and replacements needed due to factory defects shall be furnished and installed promptly without charge by authorized service representatives for a period of one (1) year after final delivery and acceptance of the vehicle. The warranty for the conversion and modifications of the vehicle shall also provide that all necessary service adjustments shall be made promptly without charge by authorized service representatives within 90 days after the delivery and acceptance of the vehicle.
3. The tuck away lift system shall be covered by a warranty providing that all replacement parts and repairs due to defects in material or workmanship shall be furnished and installed promptly without charge by an authorized service representatives within the first year after the delivery and acceptance of the vehicle.
4. The seats, air conditioning, driver hand controls, shall be covered by a warranty providing that all replacement parts and repairs needed due to defects in material or workmanship shall be provided without charge within the first year after delivery and acceptance of the vehicle.

E. Miscellaneous:

Meet All Federal and State Vehicle Regulations

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q.,):

List names of subcontractors who will be performing work under the Contract.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

FEDERAL TAXPAYER IDENTIFICATION FORM W-9: All Bidders should download the attached Federal Taxpayer Identification W-9 Form and submit it as part of their bid response. The W-9 form must be completed and must display an original signature. Copied or stamped signatures are not acceptable.

To download the W-9 form from your internet explorer:

- type: <http://www.irs.gov/pub/irs-pdf/fwfp.pdf>
- under IRS Resources, select Forms and Publications
- select Download by Form and Instruction Number
- from the list of pdf files, select Item 1105, Form Number W-9
- download, complete the form, submit with the bid response

This completed form should be returned as part of the bid response. Failure to complete this page may deem your bid not responsive. This requirement applies to all Bidders: Bidders who have not previously done business with the State as the awardee of an ODYS competitively bid Invitation to Bid, or, Request for Proposal, and also to currently awarded contractors as well. The DAS Central Accounting System requires that all contractor W-9 forms be periodically updated by submission of a new form. If the above information is not provided with the bid submission the bidder will have seven (7) calendar days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.\

INSURANCE REQUIREMENTS: Bidders should provide with their bid, documentation of the following insurance coverages required by the Supplemental Contract Terms and Conditions, Articles S-12 and S-13 (refer to the Bid Page One, link to Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions):

1. Ohio Bureau of Workers Compensation Certificate or in the case of non-state of Ohio bidders, proof of workers compensation insurance in your state of domicile.
2. Employer's Liability (Stop Gap) insurance with limits of not less than one million (\$ 1,000,000.00) dollars.
3. Automobile Liability with limits in accordance with Federal and State laws.
4. Commercial General Liability (CGL) Insurance:
 - a. Limits of \$500,000.00 per occurrence.
 - b. Limits of \$1,000,000.00 annual aggregate.
 - c. To be compliant, the CGL policy must include the following three endorsements:
 - 1) a blanket waiver of subrogation.
 - 2) a statement that the Contractor's CGL coverage is primary over any other coverage.
 - 3) designate the state of Ohio as an additional insured.

INSURANCE REQUIREMENTS (CONTINUED): Notice to Bidders regarding the certificates of insurance: If the Bidder does not currently carry the amounts of coverage and/or the required endorsements specified above, the Bidder should provide a letter from their insurance company stating that the Bidder's coverage will be increased to the specified amounts and/or the required endorsements will be added to the policy upon award of the ensuing Contract. The letter from the insurance company should also be submitted with the Bid. An updated insurance certificate, compliant with the requirements of the Contract Terms and Conditions, must be delivered to the Office of the Agency Procurement Officer within ten (7) days after notification of pending award. Failure to provide a compliant certificate within the stated timeframe will cause the State to deem the Bidder not-responsive and no further consideration for award will be given.

AFFIRMATIVE ACTION PROGRAM VERIFICATION: The Ohio Revised Code (ORC) requires all contractors from whom the state or any of its political subdivisions make purchases have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons. An Affirmative Action Program Verification Form must be submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). The form verifies the company's commitment to implement steps to ensure equal employment opportunity within their organization. Prior to the award of a contract a prospective vendor must have filed verification with the state of Ohio EOD that the contractor has a written affirmative action program. Verifications may be submitted online at the following URL: <http://das.ohio.gov/Eod/AEEEO.htm> Contact the Ohio Department of Administrative Services Equal Opportunity Division at (614) 752 9273 to obtain a user name and password and follow the directions at the above URL to register your program and obtain a verification letter. For questions or help with filing a verification please contact the Affirmative Action/EEO Unit at (614) 466-8380. Prospective vendors should submit proof with their bid that they have an Affirmative Action Program on file with the state of Ohio DAS/EOD. If said information is not provided with the bid submission the bidder will have seven (7) calendar days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

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Bid Submission Checklist

Mandatory Submittals – To Accompany The Bid Response *

<u>Submitted</u>	<u>Submittal Description</u>	<u>Page Reference</u>
_____	Bid Cover Page, Signed In Blue Ink	Page 1
_____	Buy Ohio & Domestic References	Page 2
_____	DAS/EOD Certified MBE Certification	Page 3
_____	Bid Price Page	Page 3
_____	Auto Liability Insurance Checklist	Page 8
_____	Contractor Disclosure Certifications	Page 9
	Submittals Required During The Evaluation Process **	
_____	Declaration Regarding Material Assistance or Non-Assistance To A Terrorist Organization	Page 2
_____	Floor Plan And Securement System	Page 4
_____	Federal Taxpayer Identification Form W-9	Page 9
_____	Insurance Requirements ***	Page 9 - 10
_____	Approved Affirmative Action Program Certification	Page 10

* Mandatory submissions must be submitted with the bid response. Refer Bid Page 3, Mandatory/Required Submissions.

** Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within ten (10) calendar days after notification, to the ODYS. Refer Bid Page 3, Mandatory/Required Submissions.

*** Submit an Acord Certificate or similar certificate from your insurance agent/carrier showing compliance with the required coverage amounts.