

# INVITATION TO BID

State of Ohio  
Department of Administrative Services  
General Services Division  
Office of State Printing

The original signed bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <b>PR-1043</b>	OPENING DATE (1:00 p.m.) <b>04/14/2010</b>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395  Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
REQ./INDEX NO.	BID NOTICE DATE <b>03/30/2010</b>	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days			
BILL TO: DAS State Printing 4200 Surface Road Columbus, Ohio 43228		SHIP TO: DAS Fulfillment Services 2088 Integrity Drive Columbus, Ohio 43207	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. <b>06/21/2010</b>		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D.	
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF STATE PRINTING IS SOLICITING BIDS FOR:</u></p> <p>Pneumatic Conveying Waste and Trim Removal System.</p> <p><u>QUANTITY AND DURATION:</u> This Invitation to Bid, which is not a contract, is considered to be a one-time procurement offer for the product(s)/service(s) as listed herein. The successful Contractor may commence performance of the awarded contract upon receipt of an official state of Ohio Purchase Order (ADM0523/ORDE). Upon completion of the contract and upon receipt of proper invoices, payment will be provided by the ordering agency. The contract will then be considered as complete and no further purchases may be placed against the contract. With the exception of approved overrun/underrun tolerances, any deviations from the quantity listed in the awarded contract shall not be permissible nor acceptable.</p> <p>INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING; STANDARD CONTRACT TERMS AND CONDITIONS; AND SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, Rev. 10-01-07 are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: <a href="#">Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions</a>. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at <a href="http://www.ohio.gov/procure">www.ohio.gov/procure</a>. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)		DATE

The original signed bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m. on the above listed opening date to receive consideration for award. It is requested that the bidder not sign their bid in black ink. Bidder certifies, by signature affixed to this bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

## 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](#)"]

- 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)
- 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)
- 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):

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.  
 Yes (Go to C)     No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio.     Yes (Answer a, b, c, d below)     No (Go to B-3)
  - Bidder has paid the required taxes due the state of Ohio     Yes     No
  - 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/>
  - Bidder has ten or more employees based in Ohio or border state.     Yes     No (Go to B-2d)
  - Bidder has seventy-five percent or more employees based in Ohio or border state.     Yes     No (Go to B-3)
- Border state bidder:  
 Yes (Specify which state then go to B-2c):  KY     MI     NY     PA     IN     No (Go to B-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://das.ohio.gov/Eod/Edge/Index.htm>

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

The Bidder being awarded this Contract must:

- review the Terrorist Exclusion List at [http://www.publicsafety.ohio.gov/links/terrorist\\_exclusion\\_list.pdf](http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf)
- complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form <http://www.publicsafety.ohio.gov/links/HLS0038.pdf> and submit this with your bid response.

Failure to complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form 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.

PRICE SCHEDULE:

Bidders 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 the Office of Procurement Services and not used in evaluation and any subsequent order.

ITEM NO.	QTY.	UNIT	DESCRIPTION (UNSPSC CODE 11140000)	UNIT PRICE	EXTENDED AMOUNT
1.	1	EA	Pneumatic conveying waste and trim removal system.	\$ _____	\$ _____

SPECIAL CONTRACT 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.

SPECIFICATION QUESTIONS: Information regarding submission of questions and clarifications for this bid is provided on page one (1) of the bid. Through the indicated inquiry closure date, bidders may visit the State Purchasing website to post bid related questions at <www.ohio.gov/procure>. Answers to all bidder questions will be posted on the State Purchasing website and linked to the bid number. Bidders can make their own inquiry and/or review all inquiry questions/responses from the same website page from which the bid document is downloaded. The State will make every effort to respond to website inquiries within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective bidder shall respond to any verbal instructions or changes to this bid. Only bid communications, issued by the Department of Administrative Services, Office of Procurement Services, in a public, published format, will be considered valid.

SITE VISIT: Prior to submitting their bid response, the bidder should visit the agency in order to survey the facility and to become familiar with the requirements of the bid. The bidder must contact the facility to schedule an appointment. Visits should be scheduled no later than five (5) days before the bid opening date. To schedule an appointment, please contact Joe Tucker at 614-644-6355. Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract. Any questions that are a result of a site visit are subject to the Specification Questions clause stated above.

MANUFACTURER IDENTIFICATION OF COMMODITY: All bidders are to indicate in the spaces below the manufacturer's name, model, brand or style number for product bid. Failure to comply with this stipulation may result in the bidder being deemed as not responsive

Manufacturer/Brand: \_\_\_\_\_

Model No.: \_\_\_\_\_

Warranty: \_\_\_\_\_  
Eighteen (18) month minimum parts and labor warranty required.

\*Optional Accessories/costs available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Not included in the evaluation.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within 60 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.

SPECIAL CONTRACT TERMS AND CONDITIONS (Cont'd)

**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 State Printing to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. 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.

**AUTHORIZED DEALER:** Bidders responding to this bid will be authorized dealers for/or the manufacturers of the products they are offering. Bidders are requested to submit, with the bid, certification attesting to the fact that they are authorized dealers for/or the manufacturers. This certification is to be on manufacturer's letterhead, signed by a duly authorized representative of the manufacturer. Failure to submit this certification may result in the bidder being deemed as not responsive

**EVALUATION:** Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders".

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

**INSURANCE REQUIREMENTS:**

Bidders should provide with their bid, documentation of the following insurance coverage 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 Workers' Compensation Certificate.
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 Insurance:
  - a. Minimum limits of \$500,000.00 per occurrence.
  - b. Minimum limits of \$1,000,000.00 annual aggregate.
  - c. The State shall be listed as the certificate holder.
  - d. To be compliant, the Commercial General Liability policy must include the following three endorsements:
    - 1) a blanket waiver of subrogation.
    - 2) a statement that the Commercial General Liability coverage is primary over any other coverage.
    - 3) a designation of the State as an additional insured.

An insurance certificate, compliant with the requirements of the Contract Terms and Conditions, must be delivered to the Office of State Printing within seven (7) calendar days after notification. Failure to provide a compliant certificate within the stated time frame will cause the bidder to be deemed not responsive.

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 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.

## SPECIFICATIONS

### I. SCOPE

The State of Ohio, Department of Administrative Services, Office of State Printing, is soliciting bids for a pneumatic conveying edge trim and waste removal system. This invitation to bid (ITB) is issued to purchase the pneumatic conveying system as a turn-key in ready-to-use condition which includes delivery and installation. This system will pneumatically convey paper trim from four existing APS Pitney Bowes inserters and discharge the scrap into a Gaylord container located on the back wall of the warehouse at an approximate distance of 312 feet. Connections will be made to each inserter hood with the trim routed to a floor mounted system fan and directed back to the separator located in the warehouse area. The separator will be located above the Gaylord container. Contractor shall provide an enclosure for the Gaylord container to fit into. This enclosure is intended to minimize dust blowout. Bidder shall provide four hanging filter bags installed at separator to collect dust. The system must allow for adding a baler in the future without changing the entire system. The system shall have additional capacity and include expansion capacity in the separator for an additional 4 inserters.

The successful bidder will make required connections to existing utilities. Successful bidder shall provide supervision, by a factory certified technician, for the assembly of all equipment including electrical, ventilation, and plumbing hook-ups, and the technician shall perform the initial start-up, testing, and training for the new equipment and its components. The successful bidder is responsible for complying with any security policies and procedures of the Office of State Printing. The successful bidder is responsible for possessing and utilizing all knowledge obtained from conducting a site visit to the facility, including the utilities and structural knowledge of the installation site and the security rules and regulations of the facility. The contractor is responsible for obtaining all permits and licenses as required, at no cost to the State.

### II. GENERAL REQUIREMENTS

All features are to be standard for the model unless the below requirements identify manufacturer available options and typical installation or construction variations. Bidder's response must include Design, Equipment, Electrical, Construction / Installation in providing a turn-key in ready to use pneumatic conveying edge trim and waste removal system. Finished product will be complete when all requirements are met and training in operation is complete.

- 1 - Control panel for operation of the system.
- 1-Remote operator station with start/stop.
- 2 - Main and remote electrical enclosures to include a "green" illuminated start pushbutton and "red" stop push button for system fan, Emergency-stop pushbutton.
- 1- Heavy-duty material handling fan with 25 Hp. Motor.
- 1-25 HP motor starter/disconnect
- 1-Separator with 1 inlet, outlet, hopper, and hanging frame. Must include additional capacity to accommodate four additional inserters
- 1-Separator chute
- 1 - Gaylord enclosure.
- 1-Lot of galvanized pipe, minimum 24 gauge metal pipe, elbows, utilizing quick disconnects and necessary fittings to complete the installation (approximately 312 feet).
- Paint is required on equipment and sub steel.
- 1- Hanging filter bags with a zipper on the bottom to empty the dust when necessary and capacity to accommodate four additional inserters.
- 1 - 3 phase 60 Hz. 480-volt AC input power.
- 1 - Industrial dust free electrical control enclosure.
- 1 - 100AMP main fused disconnect.
- 1 - Individual motor starter with class "J" fuse protection and over load relays for 25 HP System Fan
- 1 - 110 Volt control transformer.
- All necessary hardware
- Lockout tag out safety disconnects for all motors.
- System must be installed so that it can be moved and reinstalled.
- Installation of the system must be performed by certified and safety trained mechanics.
- Equipment operators must be certified on operation of all installation equipment.
- Contractor will be responsible for site cleanup of shipping materials and installation debris.
- Price must include all Freight, FOB destination.

- Vendor will provide equipment operation and training for ten (10) operators.
- Contractor must provide a complete set of system design and electrical wiring diagrams.

**BID SUBMISSION CHECK-OFF LIST**

The following information is provided for the bidder's convenience. The information required with the bid response should be attached to the bidder's response. This checklist does not guarantee that the bidder is in compliance with all submittal requirements as stated in this bid. It is the bidder's responsibility to thoroughly review and respond to all of the submittal requirements as stated in this bid.

**Required With The Bid Response**

Page 1	Submitted and Signed (Blue ink)	_____
Page 2	Certificate for Domestic and Ohio Preference (Page 2)	_____
Page 3	Pricing Page	_____
Page 3	Manufacturer Identification of Commodity	_____
Page 4	Disclosure of Subcontractors/Joint Ventures	_____

**Required During The Evaluation Process**

Page 1	Affirmative Action Verification Form (Standard Terms And Conditions, V. – I.)	_____
Page 2	Declaration Regarding Material Assistance (DMA Form) {May be submitted with the response}	_____
Page 4	Authorized Dealer Statement {May be submitted with the response}	_____
Page 4	Descriptive Literature (upon request only)	_____
Page 4	Workers' Compensation (S-12) {May be submitted with the response}	_____
Page 4	Automobile and General Liability requirements (S-13) {May be submitted with the response}	_____
Page 3	Method of Delivery {Should be submitted with the response}	_____