# INVITATION TO BID

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

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.

BID NUMBER: 0B115411-C
OPENING DATE (1:00 p.m.): MARCH 18, 2011

General Services Division
Office of Procurement Services
4200 Surface Road
Columbus, OH 43228-1395

Attn: Bid Desk

REQ./INDEX NO.: DMH011122226
BID NOTICE DATE: 03/07/11

BIDDER NAME

STREET ADDRESS ☐ Check if remit address is different and list on separate sheet

CITY STATE ZIP

COUNTY

MBE/EDGE CERTIFICATE NUMBER

TELEPHONE NO. ( )

TOLL FREE NO. 1 - ( )

CONTACT PERSON

FAX NO. ( )

BIDDER'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)

☐ E-Mail ☐ 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: DEPARTMENT OF MENTAL HEALTH
CENTRAL WAREHOUSE
3201 ALBERTA STREET
COLUMBUS, OH 43204

SHIP TO: CENTRAL WAREHOUSE
C/O DICK COLD STORAGE
3080 VALLEYVIEW DRIVE
COLUMBUS, OH 43204

DELIVERY REQUESTED
F.O.B./ DEST.P.P.D. 05/05/11

DELIVERY OFFERED (IF DIFFERENT)
F.O.B./ DEST.P.P.D.

## MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:

| ITEM | QUANTITY | UNIT | DESCRIPTION (385-06) | UNIT PRICE | EXTENDED PRICE |
|---|---|---|---|---|---|
| 1. | 750 | CS | **MUFFINS, APPLE SPICE, PREPARED, FROZEN (273-33-1050) (72,000 PORTIONS IS THE TOTAL QUANTITY DESIRED)** | _____ | _____ |
| 2. | 1500 | CS | **MUFFINS, BLUEBERRY, PREPARED, FROZEN (273-33-1052A) (144,000 PORTIONS IS THE TOTAL QUANTITY DESIRED)** | _____ | _____ |

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 the evaluation and any subsequent award.

The following documents (are part of the food bid manual) apply to this bid, all of which become the contract upon award:

- Required Certification for Bidding (Page 2)(Rev. July, 2009) (1 page) – Must complete and return with response to receive domestic and Ohio preference
- Disclosure of Subcontractors/Joint Ventures (Page 2A) (Rev. 07/06) (1 page) – Should complete and return with response *
- One-Time Food Bid Special Terms and Conditions (Rev. 05/01/07) (1 page)
- Nutrition Label/Information (Rev. 10/06/06) (1 page) – **Items 1 and Item 2:** Should return specified information with response *
- Ingredient List – **Item 1 and Item 2:** Should return specified information with response *
- Item Specification (Rev. 11/26/07) (1 page) – **Items 1 and Item 2:** Must complete information requested on document and return with response
- Appendix – General Specifications (Rev. 06/18/10) (2 pages)
- Instructions, Terms and Conditions for Bidding; Standard Contract Terms and Conditions; and Supplemental Terms and Conditions (Rev. 10/01/07) (11 pages). All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

All onetime food specifications may be viewed at http://procure.ohio.gov/pdf/FoodManual.pdf at the State Procurement website.

Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services by letter or telephone at (614) 728-4307 or through the Internet at http://www.ohio.gov/procure. Questions posted to the website should be submitted a minimum of one (1) business day prior to the bid opening date.

* See paragraph 2 of "One-Time Food Bid Special Terms and Conditions"

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 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 its bid, that the information provided by it in its bid, including the Required Certification for Bidding, is accurate and complete. Bidder declares to have read and understood 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.**

ADM3214 (Rev. 07/01/09)