

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.		BIDDER NAME	
BID NUMBER OT901812	OPENING DATE (1:00 p.m.) AUGUST 1, 2011	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. DOH005	BID NOTICE DATE JULY 11, 2011	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			
PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF HEALTH, OHIO BUCKLES BUCKEYES CHILD PASSENGER SAFETY PROGRAM, 246 NORTH HIGH STREET, COLUMBUS, OHIO 43215			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: CHILD SAFETY SEAT ACQUISITION AND DISTRIBUTION			
<p>TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>November 1, 2011</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>October 31, 2013</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 02/2011, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/. All questions should be submitted a minimum of seven (7) 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 its 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://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx>

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
- 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.

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.

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 ten (10) 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.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will: multiply the unit cost of each type of car safety seat by the estimated usage listed in the bid and then add each of these totals together to arrive at a total for each year of the contract. For an estimated contract value, the State will add pricing for both contract years together. Failure to bid all items may result in the bidder being deemed not responsive.

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.

FIRM FIXED-PRICE CONTRACT: The contract is a Firm Fixed-Price Contract. The Contractor(s) is required to provide to the using agency supplies or services at the listed price(s) for the duration of the contract, and any extensions thereto.

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.

INSURANCE: See Articles S-12 & S-13, Page 10 of the "Supplemental Contract Terms and Conditions", revised 02/2011.

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://business.ohio.gov/efiling/> 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. Approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments web site: <http://odnapps01.odn.state.oh.us/das-eod/bmswebaavp.nsf/b2aee95274adf1028525735a005c938d> 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 five (5) business 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.

SPECIAL CONTRACT TERMS AND CONDITIONS: (Cont'd.)

PRODUCT SAMPLES: The bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not included as part of their bid response, the bidder will be required to provide the samples within ten (10) calendar days after notification. Failure to provide the samples within the stated time period will result in the bidder being deemed not responsive. After award of the contract, the samples will be used as a basis of comparison with actual product delivered under contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS: The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

USAGE REPORTS: Every six (6) months the contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Jack Hill II.

SPECIFICATIONS FOR ACQUISITION AND DISTRIBUTION OF CHILD SAFETY SEATS

I. SCOPE:

The Ohio Department of Health, Ohio Buckles Buckeyes (OBB) Child Passenger Safety Program is seeking a qualified contractor to provide and distribute Convertible Child Safety Seats, Combination Forward Facing Child Safety Seats and Back Belt Positioning Booster Seats to eighty-eight (88) OBB Distribution Sites throughout Ohio.

II. REQUIREMENTS:

A. The initial two (2) shipments will consist of sixteen (16) seats first (1st) shipment and fourteen (14) seats per second (2nd) shipment per OBB Distribution Site. Any additional shipments may be for any quantity delivered to any of the OBB Distribution Sites.

1. The first delivery is scheduled for November 30, 2011.
2. The second delivery is scheduled for February 28, 2012.
3. The seat allocation is as follows:

<u>Seat Allocation</u>	<u>1st Shipment</u>	<u>2nd Shipment</u>
13 Counties	16 Convertibles	14 Convertibles
12 Counties	12 Convertibles 4 HBBPB Boosters	10 Convertibles 4 HBBPB Boosters
3 Counties	12 Convertibles 4 HBBPB Boosters	12 Convertibles 2 HBBPB Boosters
4 Counties	10 Convertibles 6 HBBPB Boosters	10 Convertibles 4 HBBPB Boosters
2 Counties	10 Convertibles 2 HBBPB Boosters 4 No Back Boosters	10 Convertibles 4 HBBPB Boosters

II. REQUIREMENTS: (Cont'd.)

<u>Seat Allocation</u>	<u>1st Shipment</u>	<u>2nd Shipment</u>
5 Counties	10 Convertibles 2 HBBPB Boosters 4 No Back Boosters	10 Convertibles 4 No Back Boosters
2 Counties	10 Convertibles 2 HBBPB Boosters 4 No Back Boosters	8 Convertibles 2 HBBPB Boosters 4 No Back Boosters
6 Counties	8 Convertibles 4 HBBPB Boosters 4 No Back Boosters	8 Convertibles 2 HBBPB Boosters 4 No Back Boosters
2 Counties	12 Convertibles 4 No Back Boosters	10 Convertibles 4 HBBPB Boosters
3 Counties	12 Convertibles 4 No Back Boosters	10 Convertibles 4 HBBPB Boosters
1 County	12 Convertibles 4 HBBPB Boosters	10 Convertibles 4 No Back Boosters
1 County	12 Convertibles 4 No Back Boosters	12 Convertibles 2 HBBPB Boosters
4 Counties	8 Convertibles 4 HBBPB Boosters 4 No Back Boosters	10 Convertibles 4 No Back Boosters
19 Counties	8 Convertibles 4 HBBPB Boosters 4 No Back Boosters	6 Convertibles 4 HBBPB Boosters 4 No Back Boosters
1 County	6 Convertibles 6 HBBPB Boosters 4 No Back Boosters	6 Convertibles 4 HBBPB Boosters 4 No Back Boosters
1 County	8 Convertibles 8 No Back Boosters	10 Convertibles 4 HBBPB Boosters
9 Counties	10 Convertibles 2 HBBPB Boosters 4 No Back Boosters	6 Convertibles 4 HBBPB Boosters 4 No Back Boosters

4. Total Number of Seats Delivered for Shipments One(1) and Two (2):

<u>Type Seats</u>	<u>Total for Both Shipments</u>	<u>1st Shipment</u>	<u>2nd Shipment</u>
Convertible Seats	1746	938	808
HBBPB Booster Seats	474	246	228
No Back Booster Seats	420	224	196
Total Number of Car Seats	2640	1408	1232

- B. All deliveries will be destination prepaid by the shipper and inside delivery to all OBB Distribution Sites at no additional charge.
- C. A list of delivery sites and the delivery schedule will be provided after the contract award.
- D. Product Specifications:
 - 1. Specification for Backless (“no-back”) Belt Positioning Booster Child Safety Seat.
 - a. Backless (“no-back”) Belt Positioning Booster (BPB) child safety seats must be suitable for children between 40 lbs. to 100 lbs and up to 57 inches in height.
 - b. Child restraint must be certified to meet Federal Motor Vehicle Safety Standard 213.
 - c. Backless BPB Seats must be used in the forward facing position only.
 - d. Backless BPB Seats must be used with the vehicle lap and shoulder seat belt system.
 - e. Backless BPB Seat must have a shoulder belt clip guide and padded armrests to help ensure proper seat belt positioning of the shoulder and lap portions of the belt.
 - f. Prefer padded, easy-to-remove, machine washable, fabric cover.

2. Specifications for Convertible Child Safety Seat

- a. Convertible infant rear-facing (RF) and toddler forward-facing child restraint systems.
- b. Child restraint must meet all current federal government (NHTSA) FMVSS-213 standards and the new FMVSS-225 standards for Lower Anchors and Tethers for Children (LATCH).
- c. Must be suitable for children between 5 lbs. to 50 lbs. and up to 40 inches in height.
- d. Must be approved for RF 5 lbs. to 35 lbs. – 35 lbs. and FF 20 lbs. – 22 lbs to a minimum of 50-100 lbs.
- e. Must have a 5-point internal harness protection system.
- f. Must have at least 4 sets of shoulder strap slots and 2 crotch strap locations.
- g. Car seat must recline to a 45 degree angle for the rear-facing position.
- h. The safety belt routing track must be wide enough to easily accept a standard vehicle safety belt threaded through the car seat safely under the legs of the child in the rear-facing position.
- i. Must have recline position for infants and upright position for toddlers.
- j. Must have harness retainer clip for the 5 pt. internal harness systems and locking clip included.
- k. Prefer padded, easy to remove washable cloth-covered fabric.
- l. Must have a pre-installed tether strap with tilt-lock adjuster.
- m. No overhead shield or T-shield convertible seats accepted.
- n. Child safety seats must be completely assembled upon delivery.

3. Specifications for High Back Belt Positioning Booster Child Safety Seats

- a. High Back Belt Positioning Booster (BPB) child safety seats must be suitable for children between 30 lbs. to 100 lbs. and 38 inches to at least 57 inches in height.
- b. Child restraint system must meet all current federal government (NHTSA) FMVSS-213 standards.
- c. High Back BPB Booster Seats must be used in the forward facing position only.
- d. High Back BPB Booster Seats must be used with the vehicle lap and shoulder seat belt system.
- e. High back BPB Booster Seats must support the back and head of the child up to at least 57 inches in height.
- f. High Back BPB Seat must have open-loop shoulder belt guides and padded armrests to help ensure proper seat belt positioning of the shoulder and lap portions of the belt.
- g. Prefer padded, easy to remove washable cloth covered fabric.
- h. High Back BPB Booster seats must be completely assembled upon delivery.
- i. Prefer removable back for transition to a backless booster for children 40-100 lbs.

III. CONTRACTOR REQUIREMENTS:

The contractor must have been in business as a manufacturer of child passenger safety seats for a minimum of five (5) years. Bidder (Contractor) is to provide certification on company letterhead and other documentation that they are a manufacturer of child passenger safety seats and have been in business for a minimum of five (5) years. Letter should also include reference: ITB number, product description, number of years in business and pertinent contact information. This documentation should be included with the bid response.

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.

PRICE SCHEDULE:

ITEM ID NO.:	PRODUCT DESCRIPTION	ESTIMATED YEARLY USAGE	UNIT PRICING 11/01/11 through 10/31/12	UNIT PRICING 11/01/12 through 10/31/13
188	Convertible Seats	1746	\$ Unit	\$ Unit
5977	No Back Booster Seats	420	\$ Unit	\$ Unit
5978	HBBPB Seats	474	\$ Unit	\$ Unit

