

# 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 <u>OT901911</u>	OPENING DATE (1:00 p.m.) <u>JULY 30, 2010</u>	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	
		COUNTRY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
REQ./INDEX NO. DMH002F	BID NOTICE DATE JULY 23, 2010	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): DEPARTMENT OF MENTAL HEALTH, CENTRAL WAREHOUSE, 3201 ALBERTA ST., COLUMBUS, OH 43204			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:  <b>BASES, MEAT AND POULTRY, LOW SODIUM</b>			
<b>TERM OF CONTRACT:</b> 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>10/01/2010</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>09/30/2013</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.			
<b>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS,</b> Revised 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.			
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.			
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.procure.ohio.gov/">www.procure.ohio.gov/</a> All questions should be submitted a minimum of five (5) working days prior to the bid opening date.			
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](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.

**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 within fourteen (14) 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.

**MINIMUM ORDERS:** No order shall be placed against a contract awarded pursuant to this Invitation to Bid for delivery F.O.B. destination, transportation charges pre-paid, at any one time to any one destination for less than ten-thousand (10,000) pounds, assorted.

**PRODUCT SAMPLES:** Samples may be requested from one or more bidders during the evaluation period. A sample shall consist of two (2) containers of each flavor of meat and poultry base specified herein. Parcels containing samples are to be clearly labeled with the bidder's company name, the bid number, and the bid opening date. The product sample should be labeled in accordance with the information provided by the bidder on the bid response as to manufacturer, brand name, and product code number. Sample submitted shall be the same product offered on the bidder's bid response and the same product delivered, if bidder should receive an award. Samples shall be sent to the Food Service Section, Central Warehouse, 3201 Alberta Street, Columbus, OH 43204, Attn: Mr. Steve Knight (614) 752-0026, Ext. 21.

Bidders shall submit samples only upon request. Only one (the first) shipment of samples submitted by a bidder for an ITB will be evaluated. Failure to supply samples during the evaluation period, within seven (7) calendar days of the request from Central Warehouse shall deem your bid not responsive. There will be a taste test of the sample to determine acceptability. Awards will be based on product compliance with specifications, and determined by the Food Service Section to be equal in all material respects to the product referenced in this Invitation to Bid, and test results as to texture, consistency, odor, color, taste, etc. Samples may also be submitted to the United States Department of Agriculture, Ohio Department of Agriculture or independent private laboratory for analysis, prior to award. Any analysis performed shall be per the Association of Analytical Chemists Official Methods

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.

**EVALUATION:** Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the price per finished gallon by the estimated usage listed in the bid and then add each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

**CONTRACT AWARD:** The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the price per finished gallon by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

**FIXED-PRICE WITH ECONOMIC ADJUSTMENT:** The contract prices(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

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: Russell Perry.

## SPECIFICATIONS

### I. SCOPE, CLASSIFICATION, AND DEFINITION

- A. Scope: The purpose of this bid is to obtain a contractor to supply low sodium meat and poultry bases for food service use in the state institutions of the State of Ohio. Product shall be delivered to the Department of Mental Health, Central Warehouse, 3201 Alberta St, Columbus, OH 43204. The contractor shall provide these bases as specified herein. The term of any ensuing contract is to be three (3) years, from October 1, 2010 (or upon the date DAS signs the contract) through September 30, 2013.
- B. Classification
  - 1. Gravy Base – Beef with Cooked Beef, Low Sodium
  - 2. Gravy Base – Chicken with Cooked Chicken, Low Sodium
- C. Definition: The term "finished gallon" as used in this document means a standard US gallon liquid unit of measure (128 fluid ounces), prepared per the instructions and ready to use.

### II. REQUIREMENTS

- A. Salient Characteristics
  - 1. All ingredients of the meat bases shall be clean, sound, wholesome, and uniformly blended. When prepared according to package directions the meat bases shall dissolve in boiling water.
  - 2. The product shall have no off-odors or off-colors and shall have a flavor typical of its type.
  - 3. There shall be no evidence of foreign material, rodent or insect infestation, or extraneous material.
  - 4. All materials used shall be of food grade quality. Product delivered shall be equal to or better than the approved bid sample in palatability and overall appearance.
- B. Regulatory Requirements
  - 1. The chicken and beef shall originate and be produced, processed, and stored in compliance with all applicable provisions of the Meat and Poultry Inspection Act and regulations promulgated therein.
  - 2. Guaranty: By the signature affixed on page 1 of this bid, contractor guarantees that, as of the date of delivery to the state or the state's agent, the product(s) offered is (are) not adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act ("the ACT"), and not an article which may not, under the provisions of section 404, 505, or 512 of the Act, be introduced into interstate commerce.

SPECIFICATIONS, CONT'D

C. Product Description

1. Beef Flavor Base, Low Sodium

- a. All beef ingredients shall be fabricated and processed by plants inspected and approved by the USDA.
- b. Product shall not contain monosodium glutamate (MSG).
- c. Shall meet the requirements of Commercial Item Description (CID) A-A-20202 A, Type 1 (beef flavor), Class 2 (Low Sodium), Style A, C or D (powdered, paste or granular).
- d. Product shall not require refrigerated storage. Must have a minimum shelf life of six (6) months at room temperature.
- e. Each pound shall make a minimum of six (6) gallons of excellent broth with beef-like character.

2. Chicken Flavor Base, Low Sodium

- a. All chicken ingredients shall be fabricated and processed by plants inspected and approved by the USDA.
- b. Product shall not contain monosodium glutamate (MSG).
- c. Shall meet the requirements of Commercial Item Description (CID) A-A-20202 A, Type 2 (chicken flavor), Class 2 (Low Sodium), Style A, C or D (powdered, paste or granular).
- d. Product shall not require refrigerated storage. Must have a minimum shelf life of six (6) months at room temperature.
- e. Each pound shall make a minimum of six (6) gallons of excellent broth with real chicken character.

D. Documentation

An ingredients list should be included with the bid response. A copy of the label with listed nutritional facts should be included with the bid response. The label is to comply with Federal Regulation 7 CFR Parts 210 and 20 (Child Nutrition Program). A nutritional label or manufacturer's specification sheet listing the same information as shown below is acceptable. If not provided as part of the bid response, the Bidder must provide said literature (both the ingredient list and the nutritional statement) within seven (7) calendar days after request/notification by the Office of Procurement Services.

Sample of Nutrition Label:

<b>Nutrition Facts</b>		
<b>Serving Size 1 cup (228g)</b>		
Servings Per Container 2		
Amount per serving		
Calories 90	Calories from Fat 30	
% Daily Value *		
Total Fat 3g.	0%	
Saturated Fat 0g	0%	
Cholesterol 0 mg	0%	
Sodium 300 mg	0%	
Total Carbohydrate 13g	0%	
Dietary Fiber 3g	0%	
Sugars 3g		
Protein 3g		
Vitamin A 80%	Vitamin C 60%	
Calcium 4%	Iron 4%	
Percent Daily Values are based on a 2,000-calorie diet. Your daily values may be higher or lower depending on your calorie needs:		
	Calories:	2,000    2,500
Total Fat/Less than	65 g	80 g
Sat Fat/Less than	20 g	25 g
Cholesterol/Less than	300 mg	300 mg
Sodium/Less than	2,400 mg	2,400 mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g
Calories per gram:		
Fat 9	Carbohydrates 4	Protein 4

SPECIFICATIONS, CONT'D

E. Packaging and Labeling

1. All containers must be plastic or metal. Product may be packed in one (1) lb. containers, no less than 12 to a case, 4-6 #10 cans per case, or 4 one (1) gallon containers per case. Product must provide a minimum shelf life of six (6) months at room temperature.
2. Containers larger than one (1) lb. must be provided with a reusable cover.
3. All shipments are to be palletized and stretch wrapped. Contractor(s) shall furnish commodity palletized on either disposable pallets or 40" x 48" 4-way (GMA) pallets for truckload deliveries. Weight shall not exceed 2500 lbs. Pallets of equal value will be exchanged at the time of delivery, or as arranged between the contractor and Central Warehouse.
4. All packages will be delivered to the state of Ohio in compliance with all Federal, State, and local mandatory requirements and regulations as they apply to preparation, packaging, labeling, storage and distribution.
5. All packages will be suitably labeled. The label will bear the name of the product, name and address of the manufacturer or distributor, ingredients in order of preponderance and a statement of net weight. Label shall be protected so as to preclude smearing and/or spotting.

F. Delivery

1. All products shall be shipped to the Department of Mental Health, Central Warehouse, 3201 Alberta Street, Columbus, OH 43204, as indicated on page 1 of the bid.
2. The contractor shall contact the Department of Mental Health, Central Warehouse at (614) 752-0026, Extension 10 to schedule an appointment for unloading prior to loading for shipment. Unloading by appointment only. Receiving hours are from 8:00 a.m. to 2:00 p.m.
3. No partial deliveries will be accepted unless prior approval has been granted by the Department of Mental Health, Central Warehouse, Mr. Steve Knight at (614) 752-0026, Ext. 21.

YOUR BID:

Bidders shall not insert unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by State Purchasing and not used in evaluation and any subsequent award.

All containers must be plastic or metal. Product may be packed in one (1) lb. containers, no less than 12 to a case, 4-6 #10 cans per case, or 4-one (1) gallon containers per case. Each bidder must provide information requested for each product listed below.

BEEF FLAVOR BASE, LOW SODIUM

ITEM ID NO.	PRODUCT DESCRIPTION	ESTIMATED ANNUAL USAGE	BRAND OFFERED	PRICE PER FINISHED GALLON	PRICE PER CASE
7927	Beef Flavor Base, Low Sodium	200,000 Finished Gallons		\$	\$

CASE PACK: \_\_\_\_\_

STYLE: \_\_\_\_\_

FINISHED GALLONS PER CASE: \_\_\_\_\_

CHICKEN FLAVOR BASE, LOW SODIUM

ITEM ID NO.	PRODUCT DESCRIPTION	ESTIMATED ANNUAL USAGE	BRAND OFFERED	PRICE PER FINISHED GALLON	PRICE PER CASE
2499	Chicken Flavor Base, Low Sodium	270,000 Finished Gallons		\$	\$

CASE PACK: \_\_\_\_\_

STYLE: \_\_\_\_\_

FINISHED GALLONS PER CASE: \_\_\_\_\_

**DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES:**

List name of suppliers who will be providing product under the Contract.

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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 suppliers, 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 suppliers, subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. 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.

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.

**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 Procurement Services 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.

**AFFIRMATIVE ACTION PROGRAM VERIFICATION:** An Affirmative Action Program Verification Form must be submitted to the Equal Opportunity Division 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 vendor must be verified with the state of Ohio EOD that a written affirmative action program is on file. Verifications must be submitted online at the Ohio Business Gateway (OBG Help 866-644-6468). The application/renewal website is within the Ohio Business Gateway at: <https://ohiobusinessgateway.ohio.gov/OBG/Membership/Security.mvc/Login#MainContainer> Prospective vendors should submit proof with their bid that they have an Affirmative Action Program on file with the state of Ohio DAS/EOD. Failure to submit a Affirmative Action Program Verification Form with the bid, or within seven (7) calendar days upon request from the Office of Procurement Services, will deem your bid not responsive. Approved plans and contact information for EOD can be viewed at <http://eodreporting.oit.ohio.gov/searchEODReporting.aspx> Inquiries should be made at 614-466-8380.