

## REQUEST FOR PROPOSALS

**RFP NUMBER:** CSP902511  
**INDEX NUMBER:** LDC020  
**UNSPSC CATEGORY:** 5030000, 5040000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, is requesting proposals for:

Produce: Fresh Fruits and Vegetables

**RFP ISSUED:** September 8, 2010  
**INQUIRY PERIOD BEGINS:** September 8, 2010  
**INQUIRY PERIOD ENDS:** September 27, 2010 at 8:00 a.m.  
**PROPOSAL DUE DATE:** October 4, 2010 by 1:00 p.m.

Proposals received after the due date and time will not be evaluated.

**OPENING LOCATION:** Department of Administrative Services  
Office of Procurement Services  
ATTN: Bid Desk  
4200 Surface Rd.  
Columbus, OH 43228-1395

Offerors must note that all proposals and other material submitted will become the property of the state and may be returned only at the state's option. Proprietary information should not be included in a proposal or supporting materials because the state will have the right to use any materials or ideas submitted in any proposal without compensation to the offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

**This RFP consists of five (5) parts and thirteen (13) attachments, totaling 76 consecutively numbered pages. Please verify that you have a complete copy.**

## PART ONE: EXECUTIVE SUMMARY

**PURPOSE.** This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of listed state agencies, (the Agency), is soliciting competitive sealed proposals (Proposals) for Produce: Fresh Fruits and Vegetables. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the required Scope of Work (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

Once awarded, the term of the Contract will be from March 1, 2011 through February 28, 2013. The State may solely renew this Contract at the discretion of DAS for a period of one month. Any further renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed twenty-four (24) months unless DAS determines that additional renewal is necessary. Renewals are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium. DAS may renew all or part of this Contract subject to the satisfactory performance of the Contractor and the needs of the Agency.

Any failure to meet a deadline in the submission or evaluation phases and any objection to the dates for performance of the Work may result in DAS refusing to consider the Proposal of the Offeror.

**BACKGROUND.** State agencies/institutions purchase fresh produce under a state contract awarded as a result of a competitive sealed bid. Agencies/institutions purchase approximately \$4,922,675.00 from the DAS produce contract in fiscal year 2010. Contract pricing includes delivery to state agencies and institutions.

**OBJECTIVES.** DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

The purpose of this RFP is to obtain a Contractor to supply and deliver fresh fruits and vegetables for food service at state of Ohio institutions. There are currently 49 state institutions receiving these products, and this new contract will be a mandatory contract for the State institutions.

**CALENDAR OF EVENTS.** The schedule for the RFP process is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Work schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

### DATES:

#### Firm Dates

RFP Issued:	September 8, 2010
Inquiry Period Begins:	September 8, 2010
Inquiry Period Ends:	September 27, 2010, at 8:00 a.m.
Proposal Due Date:	October 4, 2010, by 1:00 p.m.

#### Estimated Dates

Contract Award Notification:	TBD
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NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

PART TWO: STRUCTURE OF THIS RFP

ORGANIZATION. This RFP is organized into five (5) parts and ten (10) attachments. The parts and attachments are listed below.

PARTS:

Part One	Executive Summary
Part Two	Structure of this RFP
Part Three	General Instructions
Part Four	Evaluation of Proposals
Part Five	Award of the Contract

ATTACHMENTS:

Attachment One	Work Requirements and Special Provisions
Part One	Work Requirements
Part Two	Special Provisions
Attachment Two	Requirements for Proposals
Attachment Three	General Terms and Conditions
Part One	Performance and Payment
Part Two	Work & Contract Administration
Part Three	Ownership & Handling of Intellectual Property & Confidential Information
Part Four	Representations, Warranties, and Liabilities
Part Five	Acceptance and Maintenance
Part Six	Construction
Part Seven	Law & Courts
Attachment Four	Contract
Attachment Five	Offeror Profile Summary
5-A	Offeror Profile Form
5-B	Offeror Account Form
5-C	Offeror Account Form
5-D	Offeror Account Form
Attachment Six	Offeror's Candidate References
Attachment Seven	Offeror Performance Form
Attachment Eight	Ohio's Fresh Fruit and Vegetable Harvest Calendar
Attachment Nine	State Agency Institution Locations and Current Delivery Schedule
Attachment Ten	Market Basket Items - Laid In Cost Information
Attachment Eleven	Average Laid In Cost Information
Attachment Twelve	Cost Summary Form
Attachment Thirteen	Additional Costs

### PART THREE: GENERAL INSTRUCTIONS

The following sections provide details on how to get more information about this RFP and how to respond to this RFP. All responses must be complete and in the prescribed format.

CONTACTS. The following person will represent DAS:

Jennifer Dammeyer, CPPB  
Ohio Department of Administrative Services  
Office of Procurement Services  
4200 Surface Road  
Columbus, OH 43228-1395

During the performance of the Work, a State representative (the "Agency Work Representative") will represent the Agency and be the primary contact for matters relating to the Work. The Agency Work Representative will be designated in writing after the Contract award.

INQUIRIES. Offerors may make inquiries regarding this RFP any time during the inquiry period listed in the Calendar of Events. To make an inquiry, Offerors must use the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find It Fast".
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFP Number found on Page 1 of the document. (RFP numbers begin with the letters "CSP")
5. Click "Find It Fast" button.
6. On the document information page, click "Submit Inquiry".
7. On the document inquiry page, complete the required "Personal Information" section by providing:
  - a. First and last name of the prospective Offeror's representative who is responsible for the inquiry.
  - b. Name of the prospective Offeror.
  - c. Representative's business phone number.
  - d. Representative's e-mail address.
8. Type the inquiry in the space provided including:
  - a. A reference to the relevant part of this RFP.
  - b. The heading for the provision under question.
  - c. The page number of the RFP where the provision can be found.
9. Click the "Submit" button.

Offerors submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt of the inquiry. Offerors will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.

Offerors may view inquiries and responses using the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>.
2. From the Navigation Bar on the left, select "Find It Fast".
3. Select "Doc/Bid/Schedule #" as the Type.
4. Enter the RFP Number found on Page 1 of the document. (RFP numbers begin with the letters "CSP")
5. Click "Find It Fast" button.
6. On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.

DAS will try to respond to all inquiries within 48 hours of receipt, excluding weekends and State holidays. DAS will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

Offerors are to base their RFP responses, and the details and costs of their proposed products, on the requirements and performance expectations established in this RFP for the future contract, not on details of any other potentially related contract or work. If Offerors ask questions about existing or past contracts using the Internet Q&A process, DAS will use its discretion in deciding whether to provide answers as part of this RFP process.

DAS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions or deadlines.

**PROTESTS.** Any Offeror that objects to the award of a Contract resulting from the issuance of this RFP may file a protest of the award of the Contract, or any other matter relating to the process of soliciting the Proposals. Such protest must comply with the following information:

1. The protest must be filed by a prospective or actual bidder objecting to the award of a Contract resulting from the RFP. The protest must be in writing and contain the following information:
  - a. The name, address, and telephone number of the protester;
  - b. The name and number of the RFP being protested;
  - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  - d. A request for a ruling by DAS;
  - e. A statement as to the form of relief requested from DAS; and
  - f. Any other information the protester believes to be essential to the determination of the factual and legal questions at issue in the written request.
2. A timely protest will be considered by DAS, on behalf of the agency, if it is received by the DAS Office of Procurement Services (OPS) within the following periods:
  - a. A protest based on alleged improprieties in the issuance of the RFP, or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals, must be filed no later than five (5) business days prior to the proposal due date.
  - b. If the protest relates to the recommendation of the evaluation committee for an award of the Contract, the protest must be filed as soon as practicable after the Offeror is notified of the decision by DAS regarding the Offeror's proposal.
3. An untimely protest may be considered by DAS at the discretion of DAS. An untimely protest is one received by the DAS OPS after the time periods set in paragraph 2 above. In addition to the information listed in paragraph 1, untimely protests must include an explanation of why the protest was not made within the required time frame.
4. All protests must be filed at the following location:

Department of Administrative Services  
Office of Procurement Services  
4200 Surface Road  
Columbus, OH 43228-1395

SUBJECT: CSP902511 GDC005

This protest language only pertains to this RFP offering.

**ADDENDA TO THE RFP.** If DAS decides to revise this RFP before the Proposal due date, an addendum will be announced on the State Procurement Web site.

Offerors may view addenda using the following process:

1. Access the State Procurement Web site at <http://www.ohio.gov/procure>;
2. From the Navigation Bar on the left, select "Find It Fast";
3. Select "Doc/Bid/Schedule #" as the Type;
4. Enter the RFP Number found on Page 1 of the document (RFP numbers begin with the letters "CSP");
5. Click "Find It Fast" button;
6. On the document information page, click on the addendum number to display the addendum.

When an addendum to this RFP is necessary, DAS may extend the Proposal due date through an announcement on State Procurement Web site. Addenda announcements may be provided any time before 5:00 p.m. on the day before the Proposal is due. It is the responsibility of each prospective Offeror to check for announcements and other current information regarding this RFP.

After the submission of Proposals, addenda will be distributed only to those Offerors whose submissions are under active consideration. When DAS issues an addendum to the RFP after Proposals have been submitted, DAS will permit Offerors to withdraw their Proposals.

This withdrawal option will allow any Offeror to remove its Proposal from active consideration should the Offeror feel that the addendum changes the nature of the transaction to the extent that the Offeror's Proposal is no longer in its interests. Alternatively, DAS may allow Offerors that have Proposals under active consideration to modify their Proposals in response to the addendum, as described below.

Whenever DAS issues an addendum after the Proposal due date, DAS will tell all Offerors whose Proposals are under active consideration whether they have the option to modify their Proposals in response to the addendum. Any time DAS amends the RFP after the Proposal due date, an Offeror will have the option to withdraw its Proposal even if DAS permits modifications to the Proposals. If the Offerors are allowed to modify their Proposals, DAS may limit the nature and scope of the modifications. Unless otherwise stated in the notice by DAS, modifications and withdrawals must be made in writing and must be submitted within ten (10) business days after the addendum is issued. If this RFP provides for a negotiation phase, this procedure will not apply to changes negotiated during that phase. Withdrawals and modifications must be made in writing and submitted to DAS at the address and in the same manner required for the submission of the original Proposals. Any modification that is broader in scope than DAS has authorized may be rejected and treated as a withdrawal of the Offeror's Proposal.

**PROPOSAL SUBMITTAL.** Each Offeror must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components (Cost Proposal and Technical Proposal) in separate sealed envelopes/packages. Each Technical Proposal package must be clearly marked "CSP902511 RFP – Technical Proposal" on the outside of each Technical Proposal package's envelope. Each Cost Proposal package must be clearly marked "CSP902511 RFP – Cost Proposal" on the outside of each Cost Proposal package's envelope. Each Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages.

The Offeror must also submit, in the sealed package, a complete copy of the Proposals on CD-ROM in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate. In the event there is a discrepancy between the hard copy and the electronic copy, the hard copy will be the official Proposal. Proposals are due no later than the proposal due date, at 1:00 p.m. Proposals submitted by e-mail or fax are not acceptable and will not be considered. Proposals must be submitted to:

Department of Administrative Services  
Office of Procurement Services - Bid Desk  
4200 Surface Road  
Columbus, OH 43228-1395

DAS will reject any Proposals or unsolicited Proposal addenda that are received after the deadline. An Offeror that mails its Proposal must allow adequate mailing time to ensure its timely receipt. DAS recommends that Offerors submit proposals as early as possible. Proposals received prior to the deadline are stored, unopened, in a secured area until 1:00 p.m. on the due date. Offerors must also allow for potential delays due to increased security. DAS will reject late proposals regardless of the cause for the delay.

Each Offeror must carefully review the requirements of this RFP and the contents of its Proposal. Once opened, Proposals cannot be altered, except as allowed by this RFP.

By submitting a Proposal, the Offeror acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements. DAS is not responsible for the accuracy of any information regarding this RFP that was gathered through a source different from the inquiry process described in the RFP.

ORC Section 9.24 prohibits DAS from awarding a Contract to any Offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a Proposal, the Offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding. ORC Section 9.231 applies to this contract.

DAS may reject any Proposal if the Offeror takes exception to the terms and conditions of this RFP, fails to comply with the procedure for participating in the RFP process, or the Offeror's Proposal fails to meet any requirement of this RFP. Any question asked during the inquiry period will not be viewed as an exception to the Terms and Conditions.

**CONFIDENTIAL INFORMATION.** DAS procures goods and services through a Request for Proposal (RFP), in a transparent manner. As such, the process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract. Further, the DAS will open for public inspection all proposals provided to the DAS in response to this RFP.

Therefore, an Offeror should not provide DAS with any information that the Offeror wishes the DAS not to provide to the public pursuant to a public request for such information. (Note: DAS will attempt to redact ancillary personal information such as social security numbers and Tax Identification Numbers from public inspection). Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

However, if the Offeror chooses to include information it deems proprietary or trade secret information, the Offeror may designate such information as confidential and request that such information not be considered as public records and open for inspection. DAS shall review such requests provided the following:

1. The Offeror provides both an electronic copy and paper (hard) copies of the Proposal;
2. The Offeror clearly designates such information as confidential, proprietary, or trade secret, as appropriate at the time of Proposal submission;
3. The Offeror submits the designated material in a sealed container clearly marked "Confidential" and such material is readily separable from the Proposal; and
4. The Offeror redacts such information from the electronic copy of the Proposal.

DAS will review such information to determine whether the material is of such nature that confidentiality is warranted.

The decision as to whether such confidentiality is appropriate rests solely with DAS. If DAS determines that the information marked as confidential, trade secret, or proprietary, is not ancillary to the Proposal and that DAS needs such information in the evaluation of the proposal or that the information does not meet a statutory exception to disclosure, DAS will make the information available to the public. DAS will inform the Offeror, in writing, of the information DAS does not consider confidential for purposes of public disclosure.

Upon receipt of DAS' determination that all or some portion of the Offeror's designated information is not confidential, the Offeror may exercise the following options:

1. Withdraw the Offeror's entire Proposal;
2. Request that DAS evaluate the Proposal without certain information DAS deemed "public" (DAS will return such information to the Offeror); or
3. Withdraw the designation of confidentiality, trade secret, or proprietary information for such information and request DAS review the Proposal in its entirety.

Finally, if information submitted in the Proposal is not marked as "Confidential", it will be determined that the Offeror waived any right to assert such confidentiality.

DAS will retain all Proposals, or a copy of them, as part of the Contract file for at least ten (10) years. After the retention period, DAS may return, destroy, or otherwise dispose of the Proposals or the copies.

WAIVER OF DEFECTS. DAS may waive any defects in any Proposal or in the submission process followed by an Offeror. DAS will only do so if it believes that it is in the State's interests and will not cause any material unfairness to other Offerors.

MULTIPLE OR ALTERNATE PROPOSALS. DAS accepts multiple Proposals from a single Offeror, but DAS requires each such Proposal be submitted separately from every other Proposal the Offeror makes. Additionally, the Offeror must treat every Proposal submitted as a separate and distinct submission and include in each Proposal all materials, information, documentation, and other items this RFP requires for a Proposal to be complete and acceptable. No alternate Proposal may incorporate materials by reference from another Proposal made by the Offeror or refer to another Proposal. DAS will judge each alternate Proposal on its own merit.

ADDENDA TO PROPOSALS. Addenda or withdrawals of Proposals will be allowed only if the addendum or withdrawal is received before the Proposal due date. No addenda or withdrawals will be permitted after the due date, except as authorized by this RFP.

PROPOSAL INSTRUCTIONS. Each Proposal must be organized in an indexed binder ordered in the same manner as the response items are ordered in Attachment Two of this RFP.

DAS wants clear and concise Proposals. Offerors should, however, take care to completely answer questions and meet the RFP's requirements thoroughly. All Offerors, including current contract holders, if applicable, must provide detailed and complete responses as Proposal evaluations, and subsequent scores, are based solely on the content of the Proposal.

No assumptions will be made or values assigned for the competency of the Offeror whether or not the Offeror is a current or previous contract holder.

The requirements for the Proposal's contents and formatting are contained in an attachment to this RFP.

DAS will not be liable for any costs incurred by an Offeror in responding to this RFP, regardless of whether DAS awards the Contract through this process, cancels this RFP for any reason, or contracts for the Work through some other process or by issuing another RFP.

## PART FOUR: EVALUATION OF PROPOSALS

EVALUATION OF PROPOSALS. The evaluation process consists of, but is not limited to, the following steps:

1. Certification. DAS shall open only those proposals certified as timely by the Auditor of State.
2. Initial Review. DAS will review all certified Proposals for format and completeness. DAS normally rejects any incomplete or incorrectly formatted Proposal, though it may waive any defects or allow an Offeror to submit a correction. If the Offeror meets the formatting and mandatory requirements listed herein, the State will continue to evaluate the proposal.
3. Proposal Evaluation. The procurement representative responsible for this RFP will forward all timely, complete, and properly formatted Proposals to an evaluation committee, which the procurement representative will chair. The evaluation committee will rate the Proposals submitted in response to this RFP based on criteria and weight assigned to each criterion.

The evaluation committee will evaluate and numerically score each Proposal that the procurement representative has determined to be responsive to the requirements of this RFP. The evaluation will be according to the criteria contained in this Part of the RFP. An attachment to this RFP may further refine these criteria, and DAS has a right to break these criteria into components and weight any components of a criterion according to their perceived importance.

The committee may also have the Proposals or portions of them reviewed and evaluated by independent third parties or various State personnel with technical or professional experience that relates to the Work or to a criterion in the evaluation process. The committee may also seek reviews of end users of the Work or the advice or evaluations of various State committees that have subject matter expertise or an interest in the Work. In seeking such reviews, evaluations, and advice, the committee will first decide how to incorporate the results in the scoring of the Proposals. The committee may adopt or reject any recommendations it receives from such reviews and evaluations.

The evaluation will result in a point total being calculated for each Proposal. At the sole discretion of DAS, any Proposal, in which the Offeror received a significant number of zeros for sections in the technical portions of the evaluation, may be rejected.

DAS will document all major decisions in writing and make these a part of the Contract file along with the evaluation results for each Proposal considered.

4. Clarifications & Corrections. During the evaluation process, DAS may request clarifications from any Offeror under active consideration and may give any Offeror the opportunity to correct defects in its Proposal if DAS believes doing so does not result in an unfair advantage for the Offeror and it is in the State's best interests. Any clarification response that is broader in scope than what DAS has requested may result in the Offeror's proposal being disqualified.
5. Interviews, Demonstrations, and Presentations. DAS may require top Offerors to be interviewed. Such presentations, demonstrations, and interviews will provide an Offeror with an opportunity to clarify its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The presentations, demonstrations, and interviews will be scheduled at the convenience and discretion of DAS. DAS may record any presentations, demonstrations, and interviews. No more than the top three (3) Proposals may be requested to present an oral presentation of their proposed Work Plan to the committee.
6. Contract Negotiations. Negotiations will be scheduled at the convenience of DAS. The selected Offeror(s) are expected to negotiate in good faith.
  - a. General. Negotiations may be conducted with any Offeror who submits a competitive Proposal, but DAS may limit discussions to specific aspects of the RFP. Any clarifications, corrections, or negotiated revisions that may occur during the negotiations phase will be reduced to writing and incorporated in the RFP, or the Offeror's Proposal, as appropriate. Negotiated changes that are reduced to writing will become a part of the Contract file open to inspection to the public upon award of the Contract. Any Offeror whose response continues to be competitive will be accorded fair and equal treatment with respect to any clarification, correction, or revision of the RFP and will be given the opportunity to negotiate revisions to its Proposal based on the amended RFP.

- b. Top-ranked Offeror. Should the evaluation process have resulted in a top-ranked Proposal, DAS may limit negotiations to only that Offeror and not hold negotiations with any lower-ranking Offeror. If negotiations are unsuccessful with the top-ranked Offeror, DAS may then go down the line of remaining Offerors, according to rank, and negotiate with the next highest-ranking Offeror. Lower-ranking Offerors do not have a right to participate in negotiations conducted in such a manner.
- c. Negotiation with Other Offerors. If DAS decides to negotiate with all the remaining Offerors, or decides that negotiations with the top-ranked Offeror are not satisfactory and negotiates with one or more of the lower-ranking Offerors, DAS will then determine if an adjustment in the ranking of the remaining Offerors is appropriate based on the negotiations. The Contract award, if any, will then be based on the final ranking of Offerors, as adjusted.

Negotiation techniques that reveal one Offeror's price to another or disclose any other material information derived from competing Proposals are prohibited. Any oral modification of a Proposal will be reduced to writing by the Offeror as described below.

- d. Post Negotiation. Following negotiations, DAS may set a date and time for the submission of best and final Proposals by the remaining Offeror(s) with which DAS conducted negotiations. If negotiations were limited and all changes were reduced to signed writings during negotiations, DAS need not require the submissions of best and final Proposals.

It is entirely within the discretion of DAS whether to permit negotiations. An Offeror must not submit a Proposal assuming that there will be an opportunity to negotiate any aspect of the Proposal. DAS is free to limit negotiations to particular aspects of any Proposal, to limit the Offerors with whom DAS wants to negotiate, and to dispense with negotiations entirely.

DAS generally will not rank negotiations. The negotiations will normally be held to correct deficiencies in the preferred Offeror's Proposal. If negotiations fail with the preferred Offeror, DAS may negotiate with the next Offeror in ranking. Alternatively, DAS may decide that it is in the interests of the State to negotiate with all the remaining Offerors to determine if negotiations lead to an adjustment in the ranking of the remaining Offerors.

From the opening of the Proposals to the award of the Contract, everyone working on behalf of the State to evaluate the Proposals will seek to limit access to information contained in the Proposals solely to those people with a need to know the information. They will also seek to keep this information away from other Offerors, and the evaluation committee will not be allowed to tell one Offeror about the contents of another Offeror's Proposal in order to gain a negotiating advantage.

Before the award of the Contract or cancellation of the RFP, any Offeror that seeks to gain access to the contents of another Offeror's Proposal may be disqualified from further consideration.

The written changes will be drafted and signed by the Offeror and submitted to DAS within a reasonable period of time. If DAS accepts the change, DAS will give the Offeror written notice of DAS' acceptance. The negotiated changes to the successful offer will become a part of the Contract.

- e. Failure to Negotiate. If an Offeror fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, DAS may terminate negotiations with that Offeror and collect on the Offeror's proposal bond, if a proposal bond was required in order to respond to this RFP.
- 7. Best and Final Offer. If best and final proposals, or best and final offers (BAFOs), are required, they may be submitted only once; unless DAS makes a determination that it is in the State's interest to conduct additional negotiations. In such cases, DAS may require another submission of best and final proposals. Otherwise, discussion of or changes in the best and final proposals will not be allowed. If an Offeror does not submit a best and final proposal, the Offeror's previous Proposal will be considered the Offeror's best and final proposal.
  - 8. Determination of Responsibility. DAS may review the highest-ranking Offerors or its key team members to ensure that the Offeror is responsible. The Contract may not be awarded to an Offeror that is determined not to be responsible. DAS' determination of an Offeror's responsibility may include the following factors: the experience of the Offeror and its key team members; past conduct and past performance on previous contracts; ability to execute this contract properly; and management skill. DAS will make such determination of responsibility based on the Offeror's Proposal, reference evaluations, and any other information DAS requests or determines to be relevant.

9. Reference Checks. DAS may conduct reference checks to verify and validate the Offeror's or proposed candidate's past performance. Reference checks indicating poor or failed performance by the Offeror or proposed candidate may be cause for rejection of the proposal. In addition, failure to provide requested reference contact information may result in DAS not including the referenced experience in the evaluation process.

The reference evaluation will measure the criteria contained in this part of the RFP as it relates to the Offeror's previous contract performance including, but not limited, to its performance with other local, state, and federal entities. DAS reserves the right to check references other than those provided in the Offeror's Proposal. DAS may obtain information relevant to criteria in this part of the RFP, which is deemed critical to not only the successful operation and management of the Work, but also the working relationship between the State and the Offeror.

FINANCIAL ABILITY. Part of the Proposal evaluation criteria is the qualifications of the Offeror which include, as a component, the Offeror's financial ability to perform the Contract. This RFP may expressly require the submission of financial statements from all Offerors in the Proposal contents attachment. If the Proposal contents attachment does not make this an expressed requirement, DAS may still insist that an Offeror submit audited financial statements for up to the past three (3) years if DAS is concerned that an Offeror may not have the financial ability to carry out the Contract.

In evaluating an Offeror's financial ability, the weight DAS assigns, if any, to that financial ability will depend on whether the Offeror's financial position is adequate or inadequate. That is, if the Offeror's financial ability is adequate, the value assigned to the Offeror's relative financial ability in relation to other Offerors may or may not be significant, depending on the nature of the Work. If DAS believes the Offeror's financial ability is not adequate, DAS may reject the Proposal despite its other merits.

DAS will decide which phases are necessary. DAS has the right to eliminate or add phases at any time in the evaluation process.

To maintain fairness in the evaluation process, all information sought by DAS will be obtained in a manner such that no Offeror is provided an unfair competitive advantage.

MANDATORY REQUIREMENTS. The following Table 1 contains items that are considered minimum requirements for this RFP.

Determining the Offeror's ability to meet the minimum requirements is the first step of the DAS evaluation process. The Offeror must demonstrate, to DAS, it meets all minimum requirements listed in the Mandatory Requirements section (Table 1). The Offeror's response to the minimum requirements must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 1 of the Offeror's Proposal in the "Cover Letter and Mandatory Requirements" section. (Refer to Attachment Two of the RFP document for additional instructions.)

DAS will evaluate Tab 1, alone, to determine whether the Proposal meets all Mandatory Requirements. If the information contained in Tab 1 does not clearly meet every Mandatory Requirement, the Proposal will be disqualified by DAS and DAS will not evaluate any other portion of the Proposal.

**TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS**

Mandatory Requirements	Accept	Reject
1. The Offeror and any proposed subcontractors possess a valid Perishable Agricultural Commodities Act (PACA) license. Copy of current license(s) shall be included after the Cover Letter under Tab 1.		
2. Offeror provides documentation that they have maintained a 97% or better fill rate for the past twelve (12) months for their three (3) largest dollar customers. Fill rate shall be determined as specified in paragraph III.I on page 20.		

Mandatory Requirements	Accept	Reject
3. The Offeror has a fixed or established place of business which shall not be limited to a permanent structure, warehouse or building at which: <ul style="list-style-type: none"> <li>a. Necessary and appropriate produce and produce handling equipment and fixtures are maintained.</li> <li>b. An adequate quantity of inventory is stored, offered for sale, sold, and delivered.</li> <li>c. Specifically designated personnel are available to handle transactions during appropriate and specified business hours.</li> </ul>		
4. Offeror has a current <a href="#">Blue Book</a> (Produce Reporter Co.) rating of at least "C" for payment description and at least "XXX" for moral responsibility. Offeror shall provide a copy of said report with their proposal.		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

**PROPOSAL EVALUATION CRITERIA.** If the Offeror provides sufficient information to DAS, in Tab 1, of its proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next part of the evaluation process which involves the scoring of the Proposal Technical Requirements, followed by the scoring of the Cost Proposals. In the Proposal evaluation phase, DAS rates the Proposals submitted in response to this RFP based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

**TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	750 Points
Proposal Cost	1,750 Points
Total	2,500 Points

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

- DOES NOT MEET (0): Response does not comply substantially with requirements or is not provided.
- WEAK (1): Response was poor related to meeting the objectives.
- WEAK TO MEETS (2): Response indicates the objectives will not be completely met or at a level that will be below average.
- MEETS (3): Response generally meets the objectives (or expectations).
- MEETS TO STRONG (4): Response indicates the objectives will be exceeded.
- STRONG (5): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

**TABLE 3 - TECHNICAL PROPOSAL EVALUATION**

Criterion	Weight	Rating (0=Does not Meet to 5=Strong)	Extended Score
<b>Offeror Profile</b>			
1. The Offeror shall complete Attachment Five A, Offeror Profile Form, discussing the firm's fresh fruit and vegetable corporate experience. Information provided must include, but is not limited to: <ul style="list-style-type: none"> <li>a. Number of years as a full-line fresh fruit and vegetable distributor</li> <li>b. Calendar years 2009 and 2010 (through 07/31/10) annual dollar value sales</li> <li>c. Current total number of full-line fresh fruit and vegetable accounts</li> <li>d. Average number of deliveries per week during calendar years 2009 and 2010 (through 07/31/10)</li> <li>e. Delivery range / territory for current customers.</li> </ul>	15		
2. The Offeror shall complete Attachments Five B through Five D for their three (3) highest dollar value contracts over the last three (3) years.	10		
3. The Offeror shall provide documentation that a 97% or better fill rate has been maintained for the past twelve (12) months for their three (3) highest dollar value customers. Documentation may consist of a certification on the Offeror's company letterhead signed by an officer of the company.	15		
4. The Offeror shall name a Customer Service contact for the account and complete Attachment Six for the proposed candidate.	5		
5. The Offeror has significant Ohio presence, defined as locations within the state, sales staff within the state, employees in the state; ten or more employees based in Ohio or have seventy-five percent or more employees based in Ohio. The Offeror has paid taxes due to the state of Ohio, and is registered with the Ohio Secretary of State. Offeror shall provide complete information to determine an Ohio presence.	5		
<b>Offeror' s Facility</b>			
1. The Offeror shall provide a written description of their facility (or facilities) to include the following: location, total number of square feet, square feet of climate controlled area, number of buildings, type of buildings, etc. The information provided shall include a discussion of the different temperatures and humidity settings in the warehouse and how the settings are monitored.	15		

Offeror' s Facility (Con't.)			
2. The Offeror shall provide a description of its sanitation and pest control program for all facilities/equipment.	15		
3. The Offeror shall provide, with the RFP response, information regarding their quality control program (including qualifications and experience of Offeror's quality control personnel and the type of training required and/or provided).	10		
4. The Offeror shall submit copies of their three (3) most recent independent warehouse audits ( <a href="#">ASI</a> , <a href="#">AIB</a> , etc.) and/or any state or USDA warehouse inspection reports performed within the last twenty-four (24) months.	10		
Work Plan			
1. The Offeror shall submit a plan for providing produce to all institutions listed in Attachment Nine and how the plan fits in with current company operation. Information to be included:  a. Current open warehouse space (square footage) b. Percentage of open warehouse space available c. Current delivery fleet and how any contract awarded pursuant to this bid will impact the current delivery fleet d. Plans for acquiring and/or leasing additional warehouse space and/or delivery vehicles e. Any plans to subcontract any deliveries with documentation of the relationship with the subcontractor and which customers will be supported by the subcontractor.	15		
2. The Offeror shall provide a proposed method of distributing weekly price lists and an ordering procedure for weekly orders by institutions.	15		
3. The Offeror shall submit a proposed delivery schedule, showing proposed days and times for deliveries to all institutions listed in Attachment Nine.	10		
4. The Offeror shall submit a written plan demonstrating their ability and commitment to procure Ohio-grown produce, when available during the Ohio growing season.	10		

Total Technical Score: \_\_\_\_\_

In this RFP, the State asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

COST PROPOSAL POINTS. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror Proposals. In this method, the lowest cost proposed will receive the Maximum Allowable Points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted cost proposal given the maximum number of points possible for this criterion. Other acceptable cost proposals will be scored as the ratio of the lowest price proposal to the proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: \_\_\_\_\_

FINAL STAGES OF EVALUATION. The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: \_\_\_\_\_ + Cost Score: \_\_\_\_\_ = Total Score: \_\_\_\_\_

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the proposal evaluation phase.

REJECTION OF PROPOSALS. DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in its interests to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

DISCLOSURE OF PROPOSAL CONTENTS. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. DAS will prepare a registry of Proposals containing the name and address of each Offeror. That registry will be open for public inspection after the Proposals are opened.

PART FIVE: AWARD OF THE CONTRACT

CONTRACT AWARD. DAS plans to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

The signature page for the Contract is included as Attachment Four of this RFP. In order for an Offeror's Proposal to remain under active consideration, the Offeror must sign, the two (2) copies enclosed, in blue ink and return the signed Contracts to DAS with its response. Submittal of a signed Contract does not imply that an Offeror will be awarded the Contract. In awarding the Contract, DAS will issue an award letter to the selected Contractor. The Contract will not be binding on DAS until the duly authorized representative of DAS signs both copies and returns one (1) to the Contractor, the Agency issues a purchase order, and all other prerequisites identified in the Contract have occurred.

DAS expects the Contractor to commence work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

CONTRACT. If this RFP results in a Contract award, the Contract will consist of this RFP including all attachments, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The general terms and conditions for the Contract are contained in Attachment Three of this RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This RFP, as amended;
2. The documents and materials incorporated by reference in the RFP;
3. The Offeror's proposal, as amended, clarified, and accepted by DAS; and
4. The documents and materials incorporated by reference in the Offeror's Proposal.

Notwithstanding the order listed above, change orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS  
PART ONE: WORK REQUIREMENTS

This attachment describes the Work and what the Contractor must do to complete the Work satisfactorily. It also describes what the Offeror must deliver as part of the completed Work and it gives a detailed description of the Work's schedule.

I. SCOPE OF WORK. The purpose of this RFP is to obtain a Contractor to supply and deliver fresh fruits and vegetables for food service at state of Ohio institutions. No items other than fresh produce or processed fresh produce shall be provided under any contract issued pursuant to this Request for Proposal (prepared salads, bottled water, shell and/or boiled eggs, cheese, dairy products, snacks, etc.). Failure of the Contractor to meet the work requirements listed herein may result in termination of the Contract.

A. Classification. The products covered by these specifications shall include, but shall not be limited to, the following:

1. Fruits

- a. Apples
- b. Avocados
- c. Bananas
- d. Blueberries
- e. Cantaloupes
- f. Clementines
- g. Dates
- h. Grapefruit
- i. Grapes
- j. Honeydew
- k. Kiwi
- l. Lemons
- m. Nectarines
- n. Oranges
- o. Peaches
- p. Pears
- q. Pineapple
- r. Plums
- s. Strawberries
- t. Tangerines
- u. Tangelos
- v. Watermelon

2. Vegetables

- a. Beans, Green
- b. Broccoli
- c. Cabbage, Green
- d. Cabbage, Red
- e. Carrots, Loose
- f. Carrots, Cut, Peeled, Ready-To-Eat
- g. Cauliflower
- h. Celery
- i. Corn, Sweet
- j. Cucumbers
- k. Lettuce
- l. Mushrooms
- m. Onions, Green
- n. Onions, Red
- o. Onions, Yellow, Jumbo
- p. Peppers, Bell, Green
- q. Peppers, Bell, Red
- r. Peppers, Bell, Yellow
- s. Potatoes, Idaho
- t. Potatoes, Red
- u. Potatoes, Russet

- v. Potatoes, White
- w. Radishes
- x. Squash, Zucchini
- y. Tomatoes, 5x6
- z. Tomatoes, 6x6
- aa. Tomatoes, Cherry
- bb. Tomatoes, Grape
- cc. Yams

3. Processed Fruits/Vegetables. May include, but shall not be limited to, the following:

- a. Carrot Sticks
- b. Celery, Diced
- c. Celery Sticks
- d. Lettuce, Chopped
- e. Lettuce, Shredded
- f. Onion, Diced
- g. Peppers, Bell, Green, Diced
- h. Slaw Mix (Shredded cabbage and carrots)
- i. Salad, Tossed
- j. Tomatoes, Diced

II. APPLICABLE DOCUMENTS

- A. United States Department of Agriculture (USDA) Grade Standards for Fresh Vegetables and any amendments thereto. Grade standards for vegetables are available at:

<http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateN&page=FreshMarketVegetableStandards>

- B. United States Department of Agriculture Grade Standards for Fresh Fruits and any amendments thereto. Grade standards for fruits are available at:

<http://www.ams.usda.gov/AMSV1.0/ams.fetchTemplateData.do?template=TemplateN&page=FreshMarketFruitStandards>

- C. Perishable Agricultural Commodities Act (PACA), 1930 (7 U.S.C. Parts 46 through 48 and 50 through 52) and any amendments thereto. The specified clauses from the Code of Federal Regulations are available at:

[http://www.access.gpo.gov/nara/cfr/waisidx\\_09/7cfrv2\\_09.html](http://www.access.gpo.gov/nara/cfr/waisidx_09/7cfrv2_09.html)

- D. Ohio's Fresh Fruit and Vegetable Harvest Calendar. The harvest calendar is available at:

<http://ouohio.org/index.php?page=whats-in-season>

III. GENERAL REQUIREMENTS

- A. Quality.

1. All produce, with the exception of white potatoes U.S. Number 2 grade, shall be U.S. Number 1 quality, as defined in the applicable grade standards.
2. All items shall be as fresh as possible with minimal processing.
3. The Contractor shall guarantee the freshness and quality of produce delivered. Product deemed unacceptable by institution shall be rejected. Reasons for rejection of product shall include, but not necessarily be limited to:
  - a. Product or excess product shipped due to Contractor error
  - b. Product damaged in shipment
  - c. Product with concealed or latent damage
  - d. Product not meeting shelf life requirements
  - e. Product not meeting minimum quality requirements
  - f. Product delivered in unsanitary delivery vehicles
  - g. Product not transported in temperature controlled delivery vehicles

Rejected product shall be replaced by Contractor within forty-eight (48) hours with no additional delivery charge. Repeated occurrences of rejected product may be basis for immediate cancellation of Contract.

4. Guaranty: 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.
- B. All items provided that are not of domestic source shall be labeled as to country of origin. If items are not individually labeled regarding country of origin, the package in which they are provided to institutions shall be clearly marked with a label or stamp providing country of origin information.
- C. Processed vegetables are not to be treated with any preservatives or chemicals during the preparation and packaging process.
- D. Packaging.
1. Items shall be shipped in original cartons in sizes standard to the industry or shall be repacked in less than case quantities, if needed.
  2. Processed items will be gas flushed and packed in approved barrier bags and packed without chemical preservatives.
- E. Order Procedure.
1. Institutions shall issue a monthly or quarterly blanket purchase order for produce against which invoices will be vouchered for payment.
  2. Contractor shall develop a mutually acceptable system for issuing weekly price lists to institutions and receiving orders, e.g. Contractor will email a weekly price list/order sheet on a selected day of the week to institutions for the following week's delivery, with institutions completing the order sheet and faxing or e-mailing same to Contractor within two (2) business days, or other similar system. The weekly price/order sheet distributed to state institutions by the Contractor shall also be emailed to the Office of Procurement Services. Orders may also be placed utilizing Contractor's electronic method of order placement. Electronic order system utilization shall not result in any cost to the state of Ohio for software or training. If electronic order system is utilized, Contractor shall be responsible for any user training required. User training shall be provided onsite. Should an order not be received from an institution by the deadline provided by the Contractor, the Contractor shall contact the institution via email or telephone regarding the missing order.
  3. If an item ordered by an institution is unavailable, is unavailable in stage of ripeness specified or is unavailable in size/count ordered, the Contractor shall contact the institution prior to delivery. The Contractor shall find out if institution would like to revise the size/count/stage of ripeness for the item in question, to delete the item from the order or to order another item instead. The ordering system developed under paragraph III.E.2. above shall allow time for such issues to be addressed. No unauthorized substitutions shall be made by the Contractor.
  4. Should an institution require delivery of less than the standard carton packaging for an item (broken case), the Contractor shall provide same, adding the broken case charge, if any, to the item price.
- F. Delivery.
1. Deliveries shall be made in accordance with the delivery schedule specified in paragraph V.A. Current delivery schedule is detailed in Attachment Nine.
  2. If the Contractor's delivery truck arrives at the institution and is advised by institution personnel that Contractor will be unable to complete the delivery within a reasonable timeframe (approximately one hour) due to security issues, etc. at the institution, the Contractor shall proceed with any other deliveries due at other institutions. Contractor shall contact the institution by telephone later the same day to verify whether acceptance of delivery is possible that day. If institution is unable to receive delivery later that day, the Contractor shall redeliver the following day. If the Contractor has no deliveries scheduled in the vicinity of the institution on the re-delivery day, the Contractor may charge the institution round trip map

mileage at the rate of \$0.45 per mile. Mileage charges shall be added to the invoice as a separate line item. Allowable mileage charge may be adjusted over the life of the Contract. The Office of Procurement Services will advise the Contractor of any change in the allowable rate.

3. All products purchased on any contract awarded pursuant to this bid shall be shipped directly from the Contractor's produce distribution center with a refrigerated warehouse appropriate to the variety of fruits and vegetables stored within.
4. Refrigerated items shall be transported in a sanitary vehicle pre-cooled to a minimum temperature of 35 degrees Fahrenheit and a maximum temperature of 45 degrees Fahrenheit. Vehicle shall be capable of maintaining temperature within specified range to destination(s).
5. Deliveries will not be accepted on Saturday, Sunday, or on state-observed holidays, unless otherwise agreed to by an institution. Contractor and institutions shall make mutually agreeable arrangements for delivery to be made the business day before or after said holiday. State-observed holidays are:
  - a. New Year's Day
  - b. Martin Luther King, Jr. Day
  - c. President's Day
  - d. Memorial Day
  - e. Independence Day
  - f. Labor Day
  - g. Columbus Day
  - h. Veterans Day
  - i. Thanksgiving Day
  - j. Christmas Day
6. Contractor's delivery personnel shall provide prompt and efficient service.
7. Contractor's delivery personnel shall make inside dock delivery. Institution personnel and/or their designees shall not participate in unloading Contractor's truck.

G. Packaging and Labeling.

1. Packing and packaging shall be in accordance with good commercial practice. Shipping containers shall be in compliance with the National Motor Freight Classification and Uniform Freight Classification Code.
2. Labeling shall be in accordance with commercial labeling complying with the Federal Food, Drug and Cosmetic Act and regulations promulgated there under. Standard precautionary markings such as "Keep Refrigerated" shall be used on all cases when appropriate.

H. Invoice: The Contractor shall invoice each institution separately for its purchases.

- I. Fill Rate: The order fill rate shall be at least 97% without substitutions for produce. Order fill rates shall be calculated on an on-time, per order basis as follows:

The number of cases accepted divided by the number of cases ordered multiplied by 100 shall determine the fill rate percentage.

Definitions

1. Cases accepted shall be product the customer received with the exception of damaged cases, mis-picks and/or product substitutions.
2. Cases ordered shall be product requested by the customer.

Calculation of the fill rate shall not include rejected product, damaged cases, mis-picks and/or product substitutions. No other method of fill rate calculation shall be accepted.

- J. Recall Notification: In the event of a product recall, the Contractor shall provide written notification to the Office of Procurement Services and each institution that has received the recalled product as soon as possible. The notices shall include, at a minimum, a complete product description, Contract and delivery order number, reason for the recall, level of the recall, the amount of product delivered to the institution(s) and disposition instructions. The Contractor shall provide product replacement or credit for any product removed or recalled. Each institution shall have the option of either accepting replacement product or receiving credit for product removed/recalled.
- K. Ohio-Grown Produce: When seasonally available, of the specified quality and of competitive price, the state's preference is for Ohio-grown produce. Information on Ohio products and Ohio growers can be found at: <http://ohioproud.org/> or <http://ohiovegetables.org/>

#### IV. CONTRACTOR QUALIFICATIONS

- A. The Contractor shall be a full line fruit and vegetable distributor having an established, permanent business for which all bonding and/or licensing requirements have been met. Fixed or established place of business shall mean, but shall not be limited to, a permanent structure, warehouse or building at which:
1. Necessary and appropriate produce and produce handling equipment and fixtures are maintained.
  2. An adequate quantity of inventory is stored, offered for sale, sold, and delivered.
  3. Specifically designated personnel are available to handle transactions during appropriate and specified business hours.
- B. The Offeror shall possess and maintain a valid [Perishable Agricultural Commodities Act \(PACA\)](#) license throughout the term of the Contract. Failure to maintain a valid PACA license during the Contract term may result in termination of Contract.
- C. Offeror shall have a current [Blue Book](#) (Produce Reporter Co.) rating of at least "C" for payment description and at least "XXX" for moral responsibility. Offeror shall provide a copy of said report with their proposal.
- D. Offeror shall have maintained a 97% or better fill rate for the past twelve (12) months for its three (3) highest dollar value customers. Fill rate shall be determined as specified in paragraph III.I.
- E. The Contractor shall develop and maintain a quality program for product acquisition, warehousing and distribution to assure the following:
1. Standardized product quality
  2. Usage of first-in, first-out (FIFO) principles
  3. Shelf life monitoring
  4. Items free of damage
  5. Selection and delivery of correct items and quantities
  6. Customer satisfaction monitoring
  7. Satisfactory corrective action and resolution of complaints
  8. Prompt reporting of product recalls to institutions and the Office of Procurement Services.
- F. The Contractor shall develop and maintain a sanitation and pest control program for food items in storage facilities and delivery equipment in compliance with industry standards, federal, state and local laws and regulations. Records of inspections shall be maintained and made available to the Office of Procurement Services upon request. Any inspection findings documenting a critical sanitation deficiency shall be reported immediately to the Office of Procurement Services, along with an attached report of corrective action.

V. CONTRACTOR RESPONSIBILITIES

- A. Delivery Schedule. Upon receipt of Contract, Contractor shall contact institutions to establish a mutually agreeable weekly delivery schedule. The Contract pricing includes one (1) delivery per location per week. The institution list of state agencies is specified in Attachment Nine, along with the current delivery schedule. The delivery schedule should indicate a delivery time, plus or minus one hour. Final delivery schedule will be mutually agreed upon with the awarded Contractor and the institution as some institutions have specific requirements for dates or times of delivery. It is recognized by the state that weather conditions may cause delays, as well as security-related issues at some institutions. Repeated occurrences of late delivery caused by factors other than those cited above may be basis for immediate cancellation of Contract.

Although the RFP calls for one (1) delivery per week, the State may ask the Offeror to make either two (2) or three (3) deliveries per week for a few state agencies. Please provide the delivery fee price the Offeror shall charge for such additional deliveries on Attachment Thirteen (13).

Although the State will not consider the delivery fee price provided by the Offeror for additional deliveries (attachment 13) as part of the evaluation and award process, the State will hold the Offeror to the delivery fee provided in attachment 13. Please be advised that if no delivery fee is provided the State will interpret this to mean that there is no charge for additional deliveries. Those institutions choosing to receive a second or third weekly delivery shall do so on a consistent basis throughout the term of the Contract and not on an "as needed" basis.

B. Customer Service

1. Contractor's Contact. The Contractor shall designate a contact that shall serve as a liaison between the Contractor and state institutions. The contact person shall be responsible for operation and administration of the Contract, shall be responsible for reports/audit documentation and shall respond to the Office of Procurement Services and institutions in a timely manner. The name and contact information of the customer service representative(s) shall be made available to the Office of Procurement Services and all state institution food service contacts prior to the start of the contract.
1. Market Report. The Contractor shall provide a brief cover note to the institutions/Office of Procurement Services with the weekly ordering/price list. The note shall address market conditions, supply availability, product quality, associated growing areas, price trends, weather conditions and handling tips. The note shall also address cost effective alternatives available.

- C. The Contractor shall maintain all pertinent financial and accounting records and evidence pertaining to the Contract in accordance with generally accepted principles of accounting and other procedures specified by the state of Ohio.

The state reserves the right to inspect the Contractor's and/or subcontractor's facilities and audit records, including purchasing records and original invoices during the term of any contract issued pursuant to this RFP to verify price accuracy and recoup overcharges. Records and facilities shall be made available for audit with ten (10) days prior notice. State personnel may include the Office of State Auditor, the Office of Procurement Services, any using agency, the Ohio State Highway Patrol, and the Ohio and/or United States Department of Agriculture. Financial and accounting records shall be made available at the Contractor's office upon request from the state of Ohio, its designees or the Ohio Auditor of State at any time during the Contract period and any renewal thereof, and for three (3) years from expiration date and final payment on the Contract or renewal thereof.

- D. Reports. All reports shall be in the form of an unprotected Excel spreadsheet and shall be emailed to Jennifer Dammeyer, Office of Procurement Services at [Jennifer.dammeyer@das.state.oh.us](mailto:Jennifer.dammeyer@das.state.oh.us). Reports shall be prepared and submitted every six (6) months, due March 15th and September 15<sup>th</sup> for each contract year.

1. Contract Usage Reports. The Contract usage reports shall be prepared as follows:
  - a. Descending Dollar Value Report – The report shall be organized by line item containing the item description, pack, size, quantity and total dollar value of the quantity delivered. The report shall be prepared for the state as a whole and also by institution.
  - b. Grower/Supplier Report – The report shall be organized by grower/supplier and shall list all items purchased, quantity and dollar value. The report shall note whether the source of the product is a grower or a supplier.

- c. Delivery and Broken Carton Report – The report shall be organized by line items and shall contain the item description and shall list the number of broken carton by line item and by institutions.
  - d. Deliveries per week – The report shall include the name of the institution, the number of deliveries per week by institution plus the day(s) and approximate time of delivery per institution.
2. Ohio-Grown Product Report. The report shall be organized by line item and shall include only those line items for which the Contractor supplied Ohio-grown produce during the reporting period. The report shall list both Ohio-grown and non-Ohio-grown quantities for each applicable line item during the reporting period. The report shall contain the item description, pack, size, quantity and total dollar value of the quantity delivered. The report shall be prepared for the state as a whole.
  3. Fill Rate Report. The fill rate shall be determined as specified in paragraph III.I. The report shall be prepared for the state as a whole and also by institution. The report shall address the fill rate both with and without substitutions and shall include a list of items that were not in stock, rejected, damaged, substitutes and mis-picks.

#### VI. INSTITUTION RESPONSIBILITIES

- A. Institution shall place weekly orders to Contractor in a timely manner: in accordance with procedure specified in paragraph V.A. Failure to order in a timely manner negatively impacts the Contractor's ability to operate effectively and to make timely deliveries. Repeated failure of institution to comply with this specification will result in referral of the issue by the Contractor to the Office of Procurement Services for resolution.
- B. Institution personnel shall be present at dock to review invoice and verify quantities received prior to removing produce from dock to refrigeration.
- C. Institution shall practice proper food rotation procedures and shall store produce under proper refrigeration temperatures.

#### VII. PRICING

##### A. Definitions

1. Laid In Cost. Shall be defined as the cost to the Contractor of the fresh product, "field brokerage", FOB shipping point plus freight, cooling, top ice, temperature recorder to the produce distribution center. This shall include all costs associated with "laying in" the product to the distribution center. The laid in cost is a variable component of the total price is defined as the last invoice price the Contractor has paid to a grower or supplier (including freight) for delivery to the Contractor's facility.
2. Rebates. The State requires the Contractor to pass on any rebates given by the grower/distributor. The laid in cost should reflect the rebate given, subtracting the rebate amount from the cost. No rebate pricing shall be included in the pricing given on Attachments Ten through Twelve.
3. Mark Up. Shall be defined as the percentage added to laid in costs by the Contractor for Market Basket Items listed on Attachment 10. Mark up shall cover all costs associated with providing the required products listed herein not covered by laid in cost, including but not limited to, transportation to institutions, processing, packaging, wages, benefits, overhead, profit, etc. The markup is a firm, fixed component of the total price.
4. Broken Case. An item pick representing a quantity less than a full case. The Offeror shall provide the fee charged for such broken cases on Attachment Thirteen (13). If no price is listed with the RFP response then no additional fee may be charged for broken cases.
5. Additional Deliveries. Deliveries beyond one (1) delivery per week. The Offeror shall provide the fee charged for such additional deliveries on Attachment Thirteen (13). If no price is listed with the RFP response then no additional fee may be charged for additional deliveries.

B. Product Pricing

1. Pricing for Market Basket Items Listed on Attachment Ten, Market Basket Items - Laid In Cost Information: Offeror shall indicate the laid in cost per each/carton/bag on Attachment Ten and the markup percentage per each/carton/bag in the column provided on the forms. Documentation of pricing as noted in Section VIII. A. 1. below shall be submitted with the Cost Proposal.

Offeror shall indicate markup percentage for items not in the Market Basket on Attachment Twelve, with its proposal response. Failure to provide complete documentation may deem the Offeror not responsive and lead to no further consideration for award of the contract.

2. Pricing for Items not included in the Market Basket: Prior to award, the state may request that the Offeror provide initial pricing as noted in section VII.A and B for all items listed on pages 17 and 18 that are not in the Market Basket. Pricing and documentation, as noted in section VII.A and B, shall be submitted within fifteen (15) working days of request. Failure to provide complete documentation may deem the Offeror not responsive and lead to no further consideration for award of the Contract.
3. Offeror shall indicate the charge to be added to the total item price, if any, for additional deliveries, beyond one (1) delivery per week, and for breaking a case. Failure to enter a price on Attachment Thirteen (13) will be considered no charge and will become part of the contract.
4. 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.

C. Contract Pricing

1. The Contractor shall utilize the latest invoice method of laid in cost determination, which shall be the basis for determining the product price until another delivery of the item has been received. This will be the only method of determining product cost to be utilized throughout the Contract term.
2. Contractor shall issue a weekly price list/order sheet to institutions. The weekly price list/order sheet shall list only the total price for each item (laid in cost plus markup percentage). This weekly pricing adjustment will supersede the Economic Price Adjustment clause found on page 34-35.

VIII. WORK PLAN. Offeror's Work Plan shall include all items listed below.

A. Documentation

1. Documentation of laid in costs (legible copies of supplier invoices and bills of lading) must be submitted with the bid response for each item in the Market Basket and information from same shall be listed on Attachment Twelve of the RFP. For purpose of evaluation, laid in costs for the weeks of December 20 through December 26, 2009 and June 20 through June 26, 2010 shall be used. All invoices shall be from sources the Offeror plans to use during the term of any contract issued pursuant to this bid. The invoices shall include, but shall not be limited to, the following information:
  - a. Grower/supplier company name
  - b. Offeror company name
  - c. Invoice date
  - d. Item description
  - e. Quantity
  - f. Price

If the invoice for the item does not include the cost of transport to the Offeror's facility, the Offeror must submit copies of bills of lading for the item(s). If several items are included on the bill of lading, the Offeror must attach to the copy a breakdown of the amount of freight cost to be assigned to each item on that bill of lading. An explanation of how the breakdown was determined must be included.

If the Offeror has received more than one delivery of any item(s) for the specified week, copies of all invoices and bills of lading for the specified week shall be forwarded with the proposal response. In the case of multiple purchases of an item for the specified week by the Offeror, the Office of Procurement Services will use an average laid in cost for item. The Offeror shall put the average laid in cost on Attachment Ten.

If an item(s) in the Market Basket was not delivered to the Offeror in the weeks specified above, invoice(s), etc. for the latest week's delivery of the item previous to that of December 20 through December 26, 2009 and June 20 through June 26, 2010 shall be submitted and used in the evaluation. Failure to submit pricing/invoices for all items in the Market Basket will deem the proposal not responsive and no further consideration for award will be given.

2. The Offeror shall provide a document discussing the firm's fresh fruit and vegetable corporate experience. Information provided shall include:
  - a. Number of years as a full-line fresh fruit and vegetable distributor
  - b. Calendar years 2009 and 2010 (through 08/31/10) annual dollar value sales
  - c. Current total number of full-line fresh fruit and vegetable accounts
  - d. Average number of deliveries per week during calendar years 2009 and 2010 (through 07/31/10)
3. The Offeror shall provide a written description of their facility (or facilities) to include: location, total number of square feet, square feet of climate controlled area, number of buildings, type of buildings, etc. The information provided shall include a discussion of the different temperatures and humidity settings in the warehouse and how the settings are monitored.
4. The Offeror shall provide documentation that a 97% or better fill rate has been maintained for the past twelve (12) months for its three (3) highest dollar volume customers. Documentation may consist of a certification on the Offeror's company letterhead signed by an officer of the company.
5. The Offeror shall submit copies of their three (3) most recent independent warehouse audits ([ASI](#), [AIB](#), etc.) and/or any state or USDA warehouse inspection reports performed within the last twenty-four (24) months.
6. The Offeror shall complete Attachments Five B through Five D for their three (3) highest dollar value contracts over the last three (3) years. Address the following for each of the contracts:
  - a. Account name
  - b. Length of time account has been maintained
  - c. Annual dollar value
  - d. Number of delivery locations
  - e. Average number of line items per delivery
  - f. On time delivery percentage
  - g. Order fill rate (cases ordered versus cases accepted) without substitutions annually
  - h. Point of contact
  - i. Telephone number for point of contact

The performance records provided may be utilized as references for the Offeror. Information requested may include verification of information supplied by Offeror, effectiveness of Offeror's personnel, and Offeror's contract performance.

7. The Offeror shall provide information regarding their quality control program (including qualifications and experience of Offeror's quality control personnel) and the type of training required and/or provided.
8. The Offeror shall provide a description of their sanitation and pest control program for all facilities/equipment.
9. The Offeror shall submit a written description of the company's plan for providing produce to all institutions listed herein and how the plan fits within the current company operation. Information to be included:
  - a. Current open warehouse space (square footage)
  - b. Percentage of open warehouse space available
  - c. Current delivery fleet and how any contract awarded pursuant to this proposal will impact the current delivery fleet
  - d. Plans for acquiring and/or leasing additional warehouses space and/or delivery vehicles
  - e. Any plans to subcontract any deliveries with documentation of your relationship with the subcontractor and which customers will be supported by the subcontractor.

10. The Offeror shall provide a proposed method of distributing weekly price lists and an ordering procedure for weekly orders by institutions.
11. The Offeror shall submit a proposed delivery schedule, showing proposed days and times for deliveries to all institutions listed in Attachment Nine.
12. As specified in paragraph III.K., the state's preference is for Ohio-grown produce. The Offeror shall submit, on company letterhead and signed, a written plan demonstrating their ability and commitment to procure Ohio-grown produce. The plan shall include Ohio-grown produce items provided to customers throughout the past year, a list of Ohio growers utilized and any planned outreach efforts to cultivate new sources. Copies of current contracts with Ohio growers or letter of commitment from Offeror to Ohio grower are acceptable as part of the plan.
13. The Offeror shall name a Customer Service contact and complete Attachments Six A, B and C for the proposed candidate.
14. During the proposal evaluation, the state may request from the Offeror documentation of Offeror's financial condition in accordance with Ohio Revised Code Section 9.312(A). Such evidence may include, but is not limited to:
  - a. Balance sheets and revenue statements for the Offeror's two (2) most recent fiscal years;
  - b. Statement of income and related earnings;
  - c. Statement of changes in financial position;
  - d. Letter from Offeror's banking institution;
  - e. Statement from certified public accounting firm.

If Offeror is a subsidiary of a larger corporate entity, such evidence must break out the subsidiary data.

15. During the proposal evaluation, the state may request from the Offeror a site visit of their facility and an oral presentation. A minimum of seven (7) calendar days notice will be given for the site visit or oral presentation.

#### IX. NOTES

- A. The following state of Ohio institutions are exempt from use of any term contract issued pursuant to this proposal due to the termination of state-operated food service at the institutions:
  1. Department of Mental Health – All institutions under this department
  2. Department of Developmental Disabilities:
    - a. Cambridge Developmental Center
- B. During the term of any contract issued pursuant to this RFP, weekly orders may reflect changes in produce requirements due to changes in population, budget constraints, product availability, menu changes, past usage analysis, institution lockdown, and/or some other unanticipated circumstance.

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS  
PART TWO: SPECIAL PROVISIONS

CONTRACTOR RESPONSIBILITIES. The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

THE OFFEROR'S FEE STRUCTURE. The Contractor will be paid as proposed on the Cost Summary Form after the Agency approves the receipt of product(s) and continued completion of all deliverables.

REIMBURSABLE EXPENSES. None.

BILL TO ADDRESS.

Contractor shall bill individual institutions based on the purchase order received from the agency, institution or entity.

## ATTACHMENT TWO: REQUIREMENTS FOR PROPOSALS

**PROPOSAL FORMAT.** Each Proposal must include sufficient data to allow the State to verify the total cost for the Work and all of the Offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply will be an unacceptable response and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The Offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following information, chronologically in order, with tabbed sections as listed below:

1. Cover Letter and Mandatory Requirements
2. Certification
3. Offeror Disclosure of Location of Services and Data
4. Signed Contracts
5. Offeror Profile and Prior Projects
6. Staffing Plan
7. Personnel Profile Summary
8. Work Plan
9. Support Requirements
10. Conflict of Interest Statement
11. Assumptions
12. Proof of Insurance
13. Payment Address
14. Contract Performance
15. W-9 Form and Additional Vendor Information Form
16. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA)
17. Affirmative Action Plan
18. Cost Summary Form

### REQUIREMENTS:

1. **Cover Letter.** The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the Offeror. The cover letter will provide an executive summary of the solution the Offeror plans to provide. The letter must also have the following:
  - a. A statement regarding the Offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, and principal place of business.
  - b. A list of the people who prepared the Proposal, including their titles.
  - c. The name, phone number, fax number, e-mail address, and mailing address of a contact person who has authority to answer questions regarding the Proposal.
  - d. A list of all subcontractors, if any, that the Offeror will use on the Work if the Offeror is selected to do the Work. In addition, the Contractor must provide a list of the work each of the subcontractors will be performing.
  - e. For each proposed subcontractor, the Offeror must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:
    - 1) The subcontractor's legal status, tax identification number, and principal place of business address.
    - 2) The name, phone number, fax number, e-mail address, and mailing address of a person who is authorized to legally bind the subcontractor to contractual obligations.
    - 3) A description of the work the subcontractor will do.
    - 4) A commitment to do the work if the Offeror is selected.
    - 5) A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP.
    - 6) A statement that the Subcontractor will maintain any permits, licenses, and certifications required to perform work.

- f. A statement that the Offeror's proposed solution for the Work meets all the requirements of this RFP.
- g. A statement that the Offeror has not taken any exception to the Terms and Conditions.
- h. A statement that the Offeror does not assume there will be an opportunity to negotiate any aspect of the proposal.
- i. A statement indicating the Offeror will comply with all Federal and Ohio (Ohio Revised Code) Laws and Rules of the Ohio Administrative Code as those law and rules are currently enacted and promulgated, and as they may subsequently be amended and adopted.
- j. A statement that the Contractor shall not substitute, at Work start-up, different personnel from those evaluated by the State except when a candidate's unavailability is no fault of the Contractor (e.g., Candidate is no longer employed by the Contractor, is deceased, etc.).
- k. A statement that the Offeror is not now, and will not become subject to an "unresolved" finding for recovery under Revised Code Section 9.24, prior to the award of a Contract arising out of this RFP, without notifying DAS of such finding.
- l. A statement that all the Offerors personal and business associates are in compliance with Chapter 3517 of the Revised Code regarding limitations on political contributions and will remain in compliance for the duration of the Contract and with all applicable provisions that extend beyond the expiration of the Contract. Refer to the Political Contributions paragraph in Attachment Three, Part Seven of this RFP document.
- m. All contractors from whom the State or any of its political subdivisions make purchases in excess of \$2500.00 shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as referred to in division (E)(1) of section 122.71 of the Revised Code. Annually, each such contractor shall file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity office of the Department of Administrative Services. Provide a statement that the Offeror has been approved through this affirmative action program. Refer to the Affirmative Action paragraph in Attachment Two and to the Equal Employment Opportunity paragraph in Attachment Three, Part Seven of this RFP.

All Offerors who seek to be considered for a contract award must submit a response that contains an affirmative statement using the language in paragraph(s) a. through m. above.

Responses to all Mandatory Requirements from Table 1 must be included in this section (Tab 1).

All Offerors who seek to be considered for a contract award must be registered with the Ohio Secretary of State. The Offeror's Charter/Registration number shall be included in the Cover Letter. Questions regarding this registration should be directed to (614) 466-3910 or visit their Web site at: <http://www.sos.state.oh.us/>

2. **CERTIFICATION.** Each Proposal must include the following certification signed by the individual Offeror.

*(Insert Company name)* affirms they are the prime Offeror.

*(Insert Company name)* affirms it shall not and shall not allow others to perform work or take data outside the United States without express written authorization from the Agency Work Representative.

*(Insert Company name)* affirms that all personnel provided for the Work, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents.

*(Insert Company name)* affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

*(Insert Company name)* agrees that it is a separate and independent enterprise from the state of Ohio, the Agency, and the Department of Administrative Services. *(Insert Company name)* has a full opportunity to find other business and has made an investment in its business. Moreover *(Insert Company name)* will retain sole and absolute discretion in the judgment of the manner and means of carrying out its obligations and activities under the Contract. This Contract is not to be construed as creating any joint employment relationship between *(Insert Company name)* or any of the personnel provided by *(Insert Company name)*, the Agency, or the Department of Administrative Services.

*(Insert Company name)* affirms that the individuals supplied under the Contract are either: (1) employees of *(Insert Company name)* with *(Insert Company name)* withholding all appropriate taxes, deductions, or contributions required under law; or (2) independent contractors to *(Insert Company name)*.

*If the Offeror's personnel are independent Contractors to the Offeror, the certification must also contain the following sentence:*

*(Insert Company name)* affirms that it has obtained a written acknowledgement from its independent Contractors that they are separate and independent enterprises from the state of Ohio and the Department of Administrative

Services and the Agency for all purposes including the application of the Fair Labor Standards Act, Social Security Act, Federal Unemployment Tax Act, Federal Insurance Contributions Act, the provisions of the Internal Revenue Code, Ohio tax law, worker's compensation law and unemployment insurance law.

3. OFFEROR DISCLOSURE OF LOCATION OF SERVICES AND DATA. As part of the Proposal, the Offeror must disclose the following:

- a. The location(s) where all services will be performed.
- b. The location(s) where any State data applicable to the Contract will be maintained or made available.
- c. The principal location of business for the Contractor.

During the performance of this Contract, the Offeror must not change the location(s) of the country where the services are performed, change the location(s) of the country where the data are maintained, or made available without prior written approval of the Department of Administrative Services.

4. Signed Contracts. The Offeror must provide two (2) originally signed, blue ink copies of the included Contract, Attachment Four. Offeror must complete, sign and date both copies of the Contract and include it with their Proposal. (Attachment Four).

5. Offeror Profile and Accounts. Each Proposal must include a profile of the Offeror's capability, capacity, and relevant experience working on projects similar to this Work. The profile must also include the Offeror's legal name; address; telephone number; fax number; e-mail address; home office location; date established; ownership (such as public firm, partnership, or subsidiary); firm leadership (such as corporate officers or partners); number of employees; number of employees engaged in tasks directly related to the Work; and any other background information that will help the State gauge the ability of the Offeror to fulfill the obligations of the Contract. The financial stability of the company should also be described and is considered a necessary component of this portion of the Proposal's response. This RFP includes Offeror Profile Summary Form as Attachment Five A which must be completed for the Offeror. The Offeror must use this form and fill it out completely to provide the Offeror requirement information.

The Offeror shall also provide information on the firm's background as well as evidence that it has in place the personnel, internal procedures, and any other resources required under the terms of the Contract to ensure successful performance and contract compliance. Offerors must describe current operational capacity of the organization and the Offeror's ability to absorb the additional workload resulting from this Project. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.

The Offeror must document previous experience and expertise in providing its three (3) highest dollar volume accounts, similar in size and complexity, in the previous three (3) years. These accounts must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely for each of the three (3) provided. The Offeror must use these forms and fill them out completely. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.

6. Staffing Plan. The Offeror must provide a staffing plan that identifies the number of personnel required to do the Work and their responsibilities on the Work. The State is seeking a staffing plan that matches the proposed Work personnel and qualifications to the activities and tasks that will be completed on the Work. In addition, the plan must have the following information:

- a. A contingency plan that shows the ability to add more staff if needed to ensure meeting the Work's due date(s).
- b. A discussion of the Offeror's ability to provide qualified replacement personnel.

7. Personnel Profile Summary. This RFP includes Offeror Candidate References as Attachment Six. The Offeror must use this form and fill it out completely for the Customer Service contact only. The form must be completed using typewritten or electronic means. The form may be recreated electronically, but all fields and formats must be retained. Failure to recreate the form accurately may lead to the rejection of the Offeror's Proposal.

Candidate References. If fewer than three (3) references are provided, the Offeror must include information as to why fewer than three (3) references were provided. The State may disqualify the proposal if fewer than three (3) projects are given. (Refer to Attachment Six.)

For each reference the following information must be provided:

1. Candidate's Name.
2. Contact Information. The contact name, title, phone number, e-mail address, company name, and mailing address must be completely filled out. If the primary contact can not be reached, the same information must be included for an alternate contact in lieu of the primary contact. Failure to provide requested contact information may result in the State not including the reference experience in the evaluation process.
3. Dates of Experience. Must be completed to show the length of time the candidate performed the technical experience being described, not the length of time the candidate worked for the company. The Offeror must complete these dates with a beginning month and year and an ending month and year.
4. Description of the Related Service Provided. The State does not assume that since the technical requirement is provided at the top of the page that all descriptions on that page relate to that requirement. Contractors must reiterate the technical experience being described, including the capacity in which the experience was performed and the role of the candidate in the reference account as it relates to this RFP

One of the criteria on which the State may base the award of the Contract is the quality of the Offeror's Work Team. Switching personnel after the award will not be accepted without due consideration. The Offeror must propose a Work Team that collectively meets all the requirements in this RFP. Additionally, each team member may have mandatory requirements listed in this RFP that the team member must individually meet. All candidates proposed must meet the technical experience for the candidate's position and be named.

8. Work Plan. Offeror must fully describe its current capacity, approach, methods, and specific work steps for doing the specified Work. The State encourages responses that demonstrate a thorough understanding of the nature of the Work and what the Contractor must do to complete the Work satisfactorily. To this end, the Offeror must submit for this section of the Proposal the Work plan that will be used to create a consistent, coherent management plan of action that will be used to guide the Work. The Work plan should include detail sufficient to give the State an understanding of the Offeror's knowledge and approach.

The Work Plan must demonstrate an understanding of the requirements of the Work as described in Attachment One Part One Work Requirements. Describe the methodologies, processes and procedures it will utilize in the implementation and production of the Scope of Work. Provide a comprehensive Work Plan that gives ample description and detail as to how it proposes to accomplish this work and what resources are necessary to meet the deliverables.

The State seeks insightful responses that describe proven state-of-the-art methods. Recommended solutions should demonstrate that the Offeror would be prepared to immediately undertake and successfully complete the required tasks. The Offeror's Work Plan should clearly and specifically identify key personnel assignments. (NOTE: The staffing plan should be consistent with the Work plans).

Additionally, the Offeror should address potential problem areas, recommended solutions to the problem areas, and any assumptions used in developing those solutions.

9. Support Requirements. The Offeror must describe the support it wants from the State other than what the State has offered in this RFP. Specifically, the Offeror should address the following:
  - a. Nature and extent of State support required in terms of staff roles, percentage of time available, etc.;
  - b. Assistance from State staff and the experience/qualification level required; and
  - c. Other support requirements.

The State may not be able or willing to provide the additional support the Offeror lists in this part of its Proposal. The Offeror must therefore indicate whether its request for additional support is a requirement for its performance. If any part of the list is a requirement, the State may reject the Offeror's Proposal if the State is unwilling or unable to meet the requirements.

10. Conflict of Interest Statement. Each Proposal must include a statement indicating whether the Offeror or any people that may work on the Contract through the Offeror have a possible conflict of interest (e.g., employed by the State of Ohio, etc.) and, if so, the nature of that conflict. The State has the right to reject a Proposal in which a conflict is disclosed or cancel the Contract if any interest is later discovered that could give the appearance of a conflict.
11. Assumptions. The Offeror must provide a comprehensive listing of any and all of the assumptions that were made in preparing the proposal. If any assumption is unacceptable to the State, it may be cause for rejection of the Proposal. No assumptions shall be included regarding negotiation, terms and conditions, and requirements.
12. Proof of Insurance. In this section, the Offeror must provide the certificate of insurance required by the General Terms & Conditions, Attachment Three, Part Two. The policy may be written on an occurrence or claims made basis.
13. Payment Address. The Offeror must provide the address to which payments to the Offeror will be sent.
14. Contract Performance. The Offeror must complete Attachment Eight, Offeror Performance Form.
15. W-9 Form and Vendor Information Form. The Offeror must complete Federal Form W-9, Request for Taxpayer Identification Number and Certification form and the Vendor Information Form (OBM-5657) in their entirety. At least one (1) original of each form (signed in blue ink) must be submitted in the "original" copy of the Proposal. All other copies of the Proposal may contain duplicates of these completed forms. If a subsidiary company is involved, Offerors must have an original W-9 and OBM-5657 for both the parent and subsidiary companies. These documents and directions can be found on the OBM Web site under the heading "Vendor Forms" at <http://www.ohiosharedservices.ohio.gov/Vendors.aspx>

The form requires either a Standard Industrial Classification (SIC) code or a North American Industry Classification System (NAICS) code. These codes can be found at: [http://www.osha.gov/pls/imis/sic\\_manual.html](http://www.osha.gov/pls/imis/sic_manual.html) for the SIC codes or <http://www.census.gov/eos/www/naics/> for the NAICS codes. Offeror shall follow instructions to determine the proper code.

16. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA). The Offeror being awarded this Contract must be registered with the Ohio Business Gateway (OBG) at <http://obg.ohio.gov> to file for DMA pre-certification; if you are not already registered you must:
  - a. Register with the Ohio Business Gateway (OBG) at:  
<http://obg.ohio.gov>
  - b. 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)
  - c. Complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form at:  
<http://www.publicsafety.ohio.gov/links/HLS0038.pdf>

Submit a hardcopy of this completed form with your RFP response. You must then return to the OBG and complete the form for online submission under "Electronic Filing." It is important that you submit the DMA form online at OBG and in hardcopy with the Proposal.

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

17. Affirmative Action. Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be completed using:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's Web site:

<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

Copies of approved Affirmative Action plans shall be supplied by the Offeror as part of its Proposal or inclusion of an attestation to the fact that the Offeror has completed the process and is pending approval by the EOD office.

18. Cost Summary Form. The Cost Summary Form (Attachment Twelve) must be submitted with the Offeror's Proposal. In addition, documentation of laid in costs for all Market Basket items must be included with the Cost Summary (Attachments Ten and Eleven). No mention of or reference to, the Cost Proposals may be made in responses to the general, technical, performance, or support requirements of this RFP. Failure to complete Attachments Ten through Twelve in their entirety and submit all supporting documentation for the laid in costs will deem the proposal not responsive and no further consideration for award will be given.

NOTE: Offeror's should ensure Cost Proposals are submitted separately from the Technical Proposals, as indicated the Proposal Submittal paragraph of this RFP (see Part Three). This information should not be included in the Technical Proposal.

The State shall not be liable for any costs the Offeror does not identify in its Proposal.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS  
PART ONE: PERFORMANCE AND PAYMENT

STATEMENT OF WORK. The RFP and the Offeror's Proposal (collectively referred to as the "RFP") are a part of this Contract and describe the Work (the "Project") the Contractor will do and any materials the Contractor will deliver (the "Deliverables") under this Contract. The Contractor will do the Project in a professional, timely, and efficient manner and will provide the Deliverables in a proper fashion. The Contractor will also furnish its own support staff necessary for the satisfactory performance of the Project.

The Contractor will consult with the appropriate State representatives and others necessary to ensure a thorough understanding of the Project and satisfactory performance. The State may give instructions to or make requests of the Contractor relating to the Project. The Contractor will comply with those instructions and fulfill those requests in a timely and professional manner. Those instructions and requests will be for the sole purpose of ensuring satisfactory completion of the Project and will not amend or alter the scope of the Project.

TERM. Unless this Contract is terminated, or expires without renewal, it will remain in effect until the Project is completed to the satisfaction of the State and the Contractor is paid. The current General Assembly cannot commit a future General Assembly to an expenditure. Therefore, this Contract will automatically expire at the end of each biennium. The State however, may renew this Contract in the next biennium by issuing written notice to the Contractor of the decision to do so. This expiration and renewal procedure will also apply to the end of any subsequent biennium during which the Project continues. Termination or expiration of this Contract will not limit the Contractor's continuing obligations with respect to Deliverables that the State paid for before termination or limit the State's rights in such.

It is understood that the State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails at any time to continue funding for the payments and other obligations due as part of this Contract, the State's obligations under this Contract are terminated as of the date that the funding expires without further obligation of the State

The Project has a completion date that is identified in the RFP. The RFP may also have several dates for delivery of Deliverables or reaching certain milestones in the Project. The Contractor must make those deliveries, meet those milestones, and complete the Project within the times the RFP and the mutually agreed to Work Plan requires. If the Contractor does not meet those dates, the Contractor will be in default, and the State may terminate this Contract under the termination provision contained below. The State may also have certain obligations to meet. Those obligations, if any, are also listed in the RFP. If the State agrees that the Contractor's failure to meet the delivery, milestone, or completion dates in the RFP is due to the State's failure to meet its own obligations in a timely fashion, then the Contractor will not be in default, and the delivery, milestone, and completion dates affected by the State's failure to perform will be extended by the same amount of time as the State's delay. The Contractor may not rely on this provision unless the Contractor has in good faith exerted all professional management skill to avoid an extension and has given the State meaningful written notice of the State's failure to meet its obligations within five (5) business days of the Contractor's realization that the State's delay will impact the Project. The notice to the State must be directed at making the State aware of its delay and the impact of its delay. It must be sent to the Agency Project Representative and the State Procurement Representative. Remedies resulting from the State's delay will be at the State's discretion.

The State seeks a complete Project. Any incidental items omitted in the RFP will be provided as part of the Contractor's not-to-exceed fixed price. The Contractor must fully identify, describe, and document all systems that are delivered as a part of the Project. All hardware, software, supplies, and other required components (such as documentation, conversion, training, and maintenance) for the Project to be complete and useful to the State are included in the Project and the not-to-exceed fixed price.

ECONOMIC PRICE ADJUSTMENT. The Contract prices(s) will remain firm throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that already being processed; or on purchase orders that have been filled.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. 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 adjustment, 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 adjusted costs 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. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

COMPENSATION. In consideration of the Contractor's promises and satisfactory performance, the State will pay the Contractor the amount(s) identified in the RFP (the "Fee"), plus any other expenses identified as reimbursable in the RFP. In no event will payments under this Contract exceed the "not-to-exceed" amount in the RFP without the prior, written approval of the State and, when required, the Ohio Controlling Board and any other source of funding. The Contractor's right to the Fee is contingent on the complete and satisfactory performance of the Project or, in the case of milestone payments or periodic payments of an hourly, daily, weekly, monthly, or annual rate, all relevant parts of the Project tied to the applicable milestone or period. Payment of the Fee is also contingent on the Contractor delivering a proper invoice and any other documents required by the RFP.

An invoice must comply with the State's then-current policies regarding invoices and their submission. The State will notify the Contractor in writing within fifteen (15) business days after it receives a defective invoice of any defect and provide the information necessary to correct the defect.

The Contractor will send all invoices under this Contract to the "bill to" address in the RFP or in the applicable purchase order.

The State will pay the Contractor interest on any late payment as provided in Section 126.30 of the Ohio Revised Code (the "Revised Code"). If the State disputes a payment for anything covered by an invoice, within 15 business days after receipt of that invoice, the State will notify the Contractor, in writing, stating the grounds for the dispute. The State may then deduct the disputed amount from its payment as a non-exclusive remedy. If, in the opinion of the State, a material breach has occurred by the Contractor, the State retains the right to withhold payment from the Contractor. Both parties agree that an attempt at resolution of any claims or material breach or disputes will first be made jointly by the Contractor Project Manager, the Contractor Project Principal, the Agency Project Representative and the State Procurement Administrator. If, within 30 calendar days following the above notification, the claim or dispute has not been resolved, only then will it be submitted to non-binding mediation (pursuant to the rules as stipulated by the American Arbitration Association). A claim or dispute must be submitted to non-binding mediation prior to the initiation of any formal legal process. The State will consult with the Contractor as early as reasonably possible about the nature of the claim or dispute and the amount of payment affected. When the Contractor has resolved the matter to the State's satisfaction, the State will pay the disputed amount within 30 business days after the matter is resolved. No payments are required to be made by the State until the matter is resolved.

If the State has already paid the Contractor on an invoice but later disputes the amount covered by the invoice, and if the Contractor fails to correct the problem within 30 calendar days after written notice, the Contractor will reimburse the State for that amount at the end of the 30 calendar days as a non-exclusive remedy for the State. On written request from the Contractor, the State will provide reasonable assistance in determining the nature of the problem by giving the Contractor reasonable access to the State's facilities and any information the State has regarding the problem.

REIMBURSABLE EXPENSES. The State will pay all reimbursable expenses identified in the RFP, if any, in accordance with the terms in the RFP and, where applicable, Section 126.31 of the Revised Code. The Contractor will assume all expenses that it incurs in the performance of this Contract that are not identified as reimbursable in the RFP.

In making any reimbursable expenditure, the Contractor will always comply with the more restrictive of its own, then-current internal policies for making such expenditures or with the State's then-current policies. All reimbursable travel will require the advance written approval of the State's Agency Project Representative. All reimbursable expenses will be billed monthly and paid by the State within 30 business days of receiving the Contractor's invoice.

CERTIFICATION OF FUNDS. None of the rights, duties, or obligations in this Contract will be binding on the State, and the Contractor will not begin its performance, until all the following conditions have been met:

1. All statutory provisions under the Revised Code, including Section 126.07, have been met.
2. All necessary funds are made available by the appropriate state agencies.
3. If required, approval of this Contract is given by the Controlling Board of Ohio.

If the State is relying on Federal or third-party funds for this Contract, the State gives the Contractor written notice that such funds have been made available.

EMPLOYMENT TAXES. Each party will be solely responsible for reporting, withholding, and paying all employment related taxes, payments, and withholdings for its own personnel, including, but not limited to, Federal, state and local income taxes, social security, unemployment or disability deductions, withholdings, and payments (together with any interest and penalties not disputed with the appropriate taxing authority). All people the Contractor provides to the State under this Contract will be deemed employees of the Contractor for purposes of withholdings, taxes, and other deductions or contributions required under the law.

SALES, USE, EXCISE, AND PROPERTY TAXES. The State is exempt from any sales, use, excise, and property tax. To the extent sales, use, excise, or any similar tax is imposed on the Contractor in connection with the Project, such will be the sole and exclusive responsibility of the Contractor. The Contractor will pay such taxes, together with any interest and penalties not disputed with the appropriate taxing authority, whether they are imposed at the time the services are rendered or at a later time.

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.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS  
PART TWO: WORK & CONTRACT ADMINISTRATION

RELATED CONTRACTS. The Contractor warrants that the Contractor has not and will not enter into any contracts without written approval of the State to perform substantially identical services for the State such that the Project duplicates the work done or to be done under the other contracts.

SUBCONTRACTING. The Contractor may not enter into subcontracts for the Work after award without written approval from the State. The Contractor will not need the State's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the RFP.

The State's approval of the use of subcontractors does not mean that the State will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold the State harmless for and will indemnify the State against any such claims.

The Contractor will assume responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. The Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide exclusions for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages the State in any way, the Contractor will indemnify the State for the damage.

RECORD KEEPING. The Contractor will keep all financial records in accordance with generally accepted accounting procedures consistently applied. The Contractor will file documentation to support each action under this Contract in a manner allowing it to be readily located. The Contractor will keep all Project-related records and documents at its principal place of business or at its office where the work was performed.

The Contractor will keep a separate account for the Project (the "Project Account"). All payments made from the Project Account will be only for obligations incurred in the performance of this Contract and will be supported by contracts, invoices, vouchers, and any other data needed to audit and verify the payments. All payments from the Project Account will be for obligations incurred only after the effective date of this Contract unless the State has given specific written authorization for making prior payments from the Project Account.

AUDITS. During the term of this Contract and for three (3) years after the payment of the Contractor's Fee, on reasonable notice and during customary business hours, the State may audit the Contractor's records and other materials that relate to the Project. This audit right will also apply to the State's duly authorized representatives and any person or organization providing financial support for the Project.

Unless it is impracticable to do so, all records related to this Contract must be kept in a single location, either at the Contractor's principle place of business or its place of business where the work was done. If this is not practical, the Contractor will assume the cost of collecting, organizing, and relocating the records and any technology needed to access the records to the Contractor's office nearest Columbus whenever the State or anyone else with audit rights requests access to the Contractor's Project records. The Contractor will do so with all due speed, not to exceed five (5) business days.

If any audit reveals any material deviation from the Project's specifications, any misrepresentation, or any overcharge to the State, the State will be entitled to recover damages, as well as the cost of the audit.

For each subcontract in excess of \$25,000, the Contractor will require its subcontractors to agree to the requirements of this section and of the record-keeping section. Subcontracts with smaller amounts involved need not meet this requirement. The Contractor may not artificially break up contracts with its subcontractors to take advantage of this exclusion.

INSURANCE. The Contractor shall provide the following insurance coverage at its own expense throughout the term of this Contract:

1. Workers' compensation insurance, as required by Ohio law, and, if some of the Project will be done outside Ohio, the laws of the appropriate state(s) where work on the Project will be done. The Contractor shall also maintain employer's liability insurance with at least a \$1,000,000 limit.
2. Commercial General Liability insurance coverage for bodily injury, personal injury, wrongful death, property damage. The defense cost shall be outside of the policy limits. Such policy shall designate the state of Ohio as an additional insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. At a minimum, the limits of the insurance shall be:

\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Per Occurrence Limit  
\$1,000,000 Personal and Advertising Injury Limit  
\$100,000 Fire Legal Liability  
\$10,000 Medical Payments

The policy shall also be endorsed to provide the State with 30-day prior written notice of cancellation or material change to the policy. It is agreed upon that the Contractor's Commercial General Liability shall be primary over any other insurance coverage.

3. Commercial Automobile Liability insurance with a combined single limit of \$500,000.

Certificates for Worker's Compensation and proof of insurance must be provided. The certificate(s) must be in a form that is reasonably satisfactory to the State as to the contents of the policies and the quality of the insurance carriers. All carriers must have at least an "A-" rating by A.M. Best.

STATE PERSONNEL. During the term of this Contract and for one (1) year after completion of the Project, the Contractor will not hire or otherwise contract for the services of any state employee involved with the Project.

REPLACEMENT PERSONNEL. If the Offeror's Proposal contains the names of specific people who will work on the Project, then the quality and professional credentials of those people were material factors in the State's decision to enter into this Contract. Therefore, the Contractor will use all commercially reasonable efforts to ensure the continued availability of those people. Also, the Contractor will not remove those people from the Project without the prior, written consent of the State except as provided below.

The Contractor may remove a person listed in its Proposal from the Project if doing so is necessary for legal or disciplinary reasons. The Contractor must make a reasonable effort to give the State 30 calendar days' prior, written notice of the removal.

The Contractor must have qualified replacement people available to replace any people listed by name in its Proposal. When the removal of a listed person is permitted under this Section, or if a person becomes unavailable, the Contractor will submit the resumes for two (2) replacement people for each person removed or who otherwise becomes unavailable. The Contractor will submit the two (2) resumes, along with such other information as the State may reasonably request, within five (5) business days after the decision to remove a person is made or the unavailability of a listed person becomes known to the Contractor.

The State will select one of the two proposed replacements or will reject both of them within ten business days after the Contractor has submitted the proposed replacements to the State. The State may reject the proposed replacements for any legal reason(s). Should the State reject both replacement candidates due to their failure to meet the minimum qualifications identified in the RFP, or should the Contractor fail to provide the notice required under this Section or fail to provide two

qualified replacement candidates for each removed or unavailable person, the Contractor will be in default and the cure period for default specified elsewhere in this Contract will not apply. In the event of such a default, the State will have the right to terminate this Contract and to have the damages specified elsewhere in this Contract for termination due to default.

The State may determine that proposed replacement candidates meet the minimum qualifications of this Contract and still substantially reduce the value the State perceived it would receive through the work of the original individual(s) the Contractor proposed and on whose credentials the State decided to enter into this Contract. Therefore, the State will have the right to reject any candidate that the State determines will provide it with diminished value.

Should the State reject both proposed candidates for any legal reason other than their failure to meet the minimum qualifications identified in the RFP, then such rejection may be deemed a termination for convenience.

The State has an interest in providing a healthy and safe environment for its employees and guests at its facilities. The State also has an interest in ensuring, and right to ensure, that its operations are carried out in an efficient, professional, legal, and secure manner. The State, therefore, will have the right to require the Contractor to remove any individual working on the Project if the State determines that any such individual has or may interfere with the State's interests identified above. In such a case, the request for removal will be treated as a case in which an individual providing services under this Contract has become unavailable, and the Contractor will follow the procedures identified above for replacing unavailable people. This provision applies to people engaged by the Contractor's subcontractors if they are listed as key people in the Proposal.

CONTRACT NON-COMPLIANCE. A primary goal of the Agency is to assure that the program receives high quality services from the Contractor. To this end, the Agency will work in partnership with the Contractor(s) to meet this goal. The partnership is defined by the Contract and it is important that communication between the Contractor and state agencies be open and supportive. Should contract non-compliance be an issue, the Agency shall make every effort to resolve the problem.

1. Non-Compliance Issues. Contractor non-compliance with the specifications and terms and conditions outlined in the Contract may result in the imposition of remedies as explained below in paragraph 2.

The Agency must be promptly notified of any procedural changes outside the technical requirements listed herein.

2. Resolution for Contract Non-Compliance. The Agency will be responsible for monitoring the Contractor's performance and compliance with the terms, conditions, and specifications of the contract.
  - a. For any infractions not immediately remedied by the Contractor, the Agency will notify DAS through a Complaint to Vendor (CTV) to help resolve the infraction.
  - b. DAS will impose upon the Contractor remedies for non-compliance regarding contract specifications and terms and conditions. Remedies imposed will be in proportion with the severity of the non-compliance and may be progressive in nature.

SUSPENSION AND TERMINATION. The State may terminate this Contract if the Contractor defaults in meeting its obligations under this Contract and fails to cure its default within the time allowed by this Contract, or if a petition in bankruptcy (or similar proceeding) has been filed by or against the Contractor. The State may also terminate this Contract if the Contractor violates any law or regulation in doing the Project, or if it appears to the State that the Contractor's performance is substantially endangered through no fault of the State. In any such case, the termination will be for cause, and the State's rights and remedies will be those identified below for termination for cause.

On written notice, the Contractor will have 30 calendar days to cure any breach of its obligations under this Contract, provided the breach is curable. If the Contractor fails to cure the breach within 30 calendar days after written notice or if the breach is not one that is curable, the State will have the right to terminate this Contract. The State may also terminate this Contract in the case of breaches that are cured within 30 calendar days but are persistent. "Persistent" in this context means that the State has notified the Contractor in writing of the Contractor's failure to meet any of its obligations three (3) times. After the third notice, the State may terminate this Contract without a cure period if the Contractor again fails to meet any obligation. The three (3) notices do not have to relate to the same obligation or type of failure. Some provisions of this Contract may provide for a shorter cure period than 30 calendar days or for no cure period at all. Those provisions will prevail over this one. If a particular section does not state what the cure period will be, this provision will govern.

The State may also terminate this Contract for its convenience and without cause or if the Ohio General Assembly fails to appropriate funds for any part of the Project. If a third party is providing funding for the Project, the State may also terminate this Contract should that third party fail to release any Project funds. The RFP identifies any third party source of funds for the Project.

The notice of termination, whether for cause or without cause, will be effective as soon as the Contractor receives it. Upon receipt of the notice of termination, the Contractor will immediately cease all work on the Project and take all steps necessary to minimize any costs the Contractor will incur related to this Contract. The Contractor will also immediately prepare a report

and deliver it to the State. The report must be all-inclusive; no additional information will be accepted following the initial submission. The report must detail the work completed at the date of termination, the percentage of the Project's completion, any costs incurred in doing the Project to that date and any Deliverables completed or partially completed but not delivered to the State at the time of termination. The Contractor will also deliver all the completed and partially

completed Deliverables to the State with its report. If delivery in that manner would not be in the State's interest, then the Contractor will propose a suitable alternative form of delivery.

If the State terminates this Contract for cause, it will be entitled to cover for the Project by using another Contractor on such commercially reasonable terms as it and the covering contractor may agree. The Contractor will be liable to the State for all costs related to covering for the Project to the extent that such costs, when combined with payments already made to the Contractor for the Project before termination, exceed the costs that the State would have incurred under this Contract. The Contractor will also be liable for any other direct damages resulting from its breach of this Contract or other action leading to termination for cause.

If the termination is for the convenience of the State, the Contractor will be entitled to compensation for any work on the Project that the Contractor has performed before the termination. Such compensation will be the Contractor's exclusive remedy in the case of termination for convenience and will be available to the Contractor only once the Contractor has submitted a proper invoice for such, with the invoice reflecting the amount determined to be owing to the Contractor by the State. The State will make that determination based on the lesser of the percentage of the Project completed or the hours of work performed in relation to the estimated total hours required to perform the entire applicable unit(s) of Work.

The State will have the option of suspending rather than terminating the Project where the State believes that doing so would better serve its interests. In the event of a suspension for the convenience of the State, the Contractor will be entitled to receive payment for the work performed before the suspension. In the case of suspension of the Project rather than termination for cause, the Contractor will not be entitled to any compensation for any work performed. If the State reinstates the Project after suspension for cause, rather than terminating this Contract after the suspension, the Contractor may be entitled to compensation for work performed before the suspension, less any damage to the State resulting from the Contractor's breach of this Contract or other fault. Any amount due for work before or after the suspension for cause will be offset by any damage to the State from the default or other event giving rise to the suspension.

In the case of a suspension for the State's convenience, the amount of compensation due to the Contractor for work performed before the suspension will be determined in the same manner as provided in this section for termination for the State's convenience. The Contractor will not be entitled to compensation for any other costs associated with a suspension for the State's convenience. No payment under this provision will be made to the Contractor until the Contractor submits a proper invoice.

Any notice of suspension, whether with or without cause, will be effective immediately on the Contractor's receipt of the notice. The Contractor will prepare a report concerning the Project just as is required by this Section in the case of termination. After suspension of the Project, the Contractor will perform no work without the consent of the State and will resume work only on written notice from the State to do so. In any case of suspension, the State retains its right to terminate this Contract rather than to continue the suspension or resume the Project. If the suspension is for the convenience of the State, then termination of the Contract will be a termination for convenience. If the suspension is with cause, the termination will also be for cause.

The State will not suspend the Project for its convenience more than once during the term of this Contract, and any suspension for the State's convenience will not continue for more than 30 calendar days. If the Contractor does not receive notice to resume or terminate the Project within the 30-day period, then this Contract will terminate automatically for the State's convenience at the end of the 30 calendar day period.

Any default by the Contractor or one of its subcontractors will be treated as a default by the Contractor and all of its subcontractors. The Contractor will be solely responsible for satisfying any claims of its subcontractors for any suspension or termination and will indemnify the State for any liability to them. Each subcontractor will hold the State harmless for any damage caused to them from a suspension or termination. They will look solely to the Contractor for any compensation to which they may be entitled.

The Contractor may, at its discretion, request termination with a minimum 60 day notice in writing. The State will review the request and respond in writing to the Contractor with its findings.

#### CONTRACT REMEDIES.

1. Actual Damages. Contractor is liable to the state of Ohio for all actual and direct damages caused by Contractor's default. The State may buy substitute supplies or services, from a third party, for those that were to be provided by Contractor. The State may recover the costs associated with acquiring substitute supplies or services, less any expenses or costs saved by Contractor's default, from Contractor.
2. Liquidated Damages. If actual and direct damages are uncertain or difficult to determine, the State may recover liquidated damages in the amount of 1% of the value of the order, deliverable or milestone that is the subject of the default, for every day the default is not cured by Contractor.

3. Deduction of Damages from Contract Price. The State may deduct all or any part of the damages resulting from Contractor's default from any part of the price still due on the contract, upon prior written notice being issued to the Contractor by the State.

REPRESENTATIVES. The State's representative under this Contract will be the person identified in the RFP or a subsequent notice to the Contractor as the "Agency Project Representative". The Agency Project Representative will review all reports made in the performance of the Project by the Contractor, will conduct all liaison with the Contractor, and will accept or reject the Deliverables and the complete Project. The Agency Project Representative may assign to a manager, responsibilities for individual aspects of the Project to act as the Agency Project Representative for those individual portions of the Project.

The Contractor's Project Manager under this Contract will be the person identified in the Proposal as the "Project Manager." The Project Manager will conduct all liaisons with the State under this Contract. Either party, upon written notice to the other party, may designate another representative. The Project Manager may not be replaced without the approval of the State if that individual is identified in the Proposal as a key individual on the Project.

WORK RESPONSIBILITIES. The State will be responsible for providing only those things expressly identified, if any, in the RFP. If the State has agreed to provide facilities or equipment, the Contractor, by signing this Contract, warrants that the Contractor has either inspected the facilities and/or equipment or has voluntarily waived an inspection and will work with the equipment and/or facilities on an "as is" basis.

The Contractor will assume the lead in the areas of management, design, and development of the Project. The Contractor will coordinate the successful execution of the Project and direct all Project activities on a day-to-day basis, with the advice and consent of the Agency Project Representative. The Contractor will be responsible for all communications regarding the progress of the Project and will discuss with the Agency Project Representative any issues, recommendations, and decisions related to the Project.

If the Project, or parts of it, requires installation on the State's property, the State will provide the Contractor with reasonable access to the installation site for the installation and any site preparation that is needed. After the installation is complete, the Contractor will complete an installation letter and secure the signature of Agency Project Representative certifying that installation is complete and the Project, or applicable portion of it, is operational. The letter will describe the nature, date, and location of the installation, as well as the date it was certified as installed and operational by the Agency Project Representative.

Unless otherwise provided in the RFP, the Contractor will be responsible for obtaining all official permits, approvals, licenses, certifications, and similar authorizations required by any local, state, or Federal agency for the Project and maintaining them throughout the duration of this Contract.

CHANGES. The State may make reasonable changes, within the general scope of the Project. The State will do so by issuing a written order under this Contract describing the nature of the change ("Change Order"). Additionally, if the State provides directions or makes requests of the Contractor without a change order, and the Contractor reasonably believes the directions or requests are outside the specifications for the Project, the Contractor will have the right to request a Change Order from the State. Scope of Work changes will be managed as follows: pricing will be provided from the Contractor to the State. The State will execute a Change Order once it and the Contractor have agreed on the description of and specifications for the change as well as any equitable adjustments that need to be made in the Contractor's Fee or the performance schedule for the Work. Within five (5) business days after receiving the Change Order, the Contractor will sign it to signify agreement.

If a change causes an increase in the cost of, or the time required for, the performance of the Project, the Contractor will notify the State in writing and request an equitable adjustment in the Contractor's Fee, the delivery schedule, or both before the Contractor signs the Change Order. If the Contractor claims an adjustment under this section in connection with a change to the Project not described in a written Change Order, the Contractor must notify the State of the claim within five (5) business days after the Contractor is notified of the change and before work on the change begins. Otherwise, the Contractor will have waived the claim. In no event will the State be responsible for any increase in the Fee or revision in any delivery schedule unless the relevant change was specifically ordered in writing by the State and the Contractor has complied with the requirements of this section. Provided the State has complied with the procedure for Change Orders in this section, nothing in this clause will excuse the Contractor from proceeding with performance of the Project, as changed.

Where an equitable adjustment to the Contractor's Fee is appropriate, the State and the Contractor may agree upon such an adjustment. If the State and the Contractor are unable to agree, and the Contractor seeks an equitable adjustment in its Fee, either party may submit the dispute to the senior management of the Contractor and the State for resolution. If, within 30 calendar days following referral to senior management, the claim or dispute has not been resolved, only then will it be submitted to non-binding mediation (pursuant to the rules as stipulated by the American Arbitration Association). A claim or dispute must be submitted to non-binding mediation prior to the initiation of any formal legal process. Costs of mediation will be shared equally. Both parties further agree to use best efforts to resolve any claims or disputes arising during the performance of this Contract within 30 calendar days following the initiation of the dispute process. The resolved amount will be the not-to-exceed amount of the Change Order. If the change involves removing a requirement from the Project or replacing one part of the Project with the change, the State will get a credit for the work no longer required under the original scope of the Project. The credit will be calculated in the same manner as the Contractor's Fee for the change, and the not-to-exceed amount will be reduced by this credit.

The Contractor will be responsible for coordinating changes with its subcontractors and adjusting their compensation and performance schedule. The State will not pay any subcontractor for the Change Order. If a subcontractor will perform any work under a Change Order, that work must be included in the Contractor's not-to-exceed amount and calculated in the same manner as the Contractor's equitable adjustment for the portion of the work the Contractor will perform. The Contractor will not receive an overhead percentage for work a subcontractor will do under a Change Order.

EXCUSABLE DELAY. Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delayed party will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date as soon as practicable after notice of delay. In the event of any such excusable delay, the date of performance or of delivery will be extended for a period equal to the time lost by reason of the excusable delay. The delayed party must also describe the cause of the delay and what steps it is taking to remove the cause. The delayed party may not rely on a claim of excusable delay to avoid liability for a delay if the delayed party has not taken commercially reasonable steps to mitigate or avoid the delay. Things that are controllable by the Contractor's subcontractors will be considered controllable by the Contractor, except for third-party manufacturers supplying commercial items and over whom Contractor has no legal control.

INDEPENDENT STATUS OF THE CONTRACTOR. The parties will be acting as independent contractors. The partners, employees, officers, and agents ("Personnel") of one party, in the performance of this Contract, will act only in the capacity of representatives of that party and not as Personnel of the other party and will not be deemed for any purpose to be Personnel of the other. Each party assumes full responsibility for the actions of its Personnel while they are performing services pursuant to this Contract and will be solely responsible for paying its Personnel (including withholding of and/or paying income taxes and social security, workers' compensation, disability benefits and the like). Neither party will commit, nor be authorized to commit, the other party in any manner. The Contractor's subcontractors will be considered the agents of the Contractor for purposes of this Contract.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS  
PART THREE: OWNERSHIP & HANDLING OF INTELLECTUAL PROPERTY & CONFIDENTIAL INFORMATION

CONFIDENTIALITY. The State may disclose to the Contractor written material or oral or other information that the State treats as confidential ("Confidential Information"). Title to the Confidential Information and all related materials and documentation the State delivers to the Contractor will remain with the State. The Contractor must treat such Confidential Information as secret if it is so marked, otherwise identified as such, or when, by its very nature, it deals with matters that, if generally known, would be damaging to the best interests of the public, other contractors or potential contractors with the State, or individuals or organizations about whom the State keeps information. By way of example, information should be treated as confidential if it includes any proprietary documentation, materials, flow charts, codes, software, computer instructions, techniques, models, information, diagrams, know-how, trade secrets, data, business records, or marketing information. By way of further example, the Contractor also must treat as confidential materials such as police and investigative records, files containing personal information about individuals or employees of the State, such as personnel records, tax records, and so on, court and administrative records related to pending actions, any material to which an attorney-client, physician-patient, or similar privilege may apply, and any documents or records expressly excluded by Ohio law from public records disclosure requirements.

The Contractor agrees not to disclose any Confidential Information to third parties and to use it solely to do the Project. The Contractor will restrict circulation of Confidential Information within its organization and then only to people in the Contractor's organization that have a need to know the Confidential Information to do the Project. The Contractor will be liable for the disclosure of such information whether the disclosure is intentional, negligent, or accidental, unless otherwise provided below.

The Contractor will not be liable for any unintentional disclosure of Confidential Information that results despite the Contractor's exercise of at least the same degree of care as it normally takes to safeguard its own secrets, except when the Contractor's procedures are not reasonable given the nature of the Confidential Information or when the disclosure nevertheless results in liability to the State.

The Contractor will not incorporate any portion of any Confidential Information into any work or product, other than a Deliverable, and will have no proprietary interest in any of the Confidential Information. Furthermore, the Contractor will cause all of its employees who have access to any Confidential Information to execute a confidentiality agreement incorporating the obligations in this section.

The Contractor's obligation to maintain the confidentiality of the Confidential Information will not apply where such: (1) Was already in the Contractor's possession before disclosure by the State, and such was received by the Contractor without obligation of confidence; (2) Is independently developed by the Contractor; (3) Is or becomes publicly available without breach of this Contract; (4) Is rightfully received by the Contractor from a third party without an obligation of confidence; (5) Is disclosed by the Contractor with the written consent of the State; or (6) Is released in accordance with a valid order of a court or governmental agency, provided that the Contractor (a) Notifies the State of such order immediately upon receipt of the order and (b) Makes a reasonable effort to obtain a protective order from the issuing court or agency limiting disclosure and use of the Confidential Information solely for the purposes intended to be served by the original order of production. The Contractor will return all originals of any Confidential Information and destroy any copies it has made on termination or expiration of this Contract.

The Contractor may disclose Confidential Information to its subcontractors on a need-to-know basis, but they will be obligated to the requirements of this section.

HANDLING OF THE STATE'S DATA. The Contractor must use due diligence to ensure computer and telecommunications systems and services involved in storing, using, or transmitting State data are secure and to protect that data from unauthorized disclosure, modification, or destruction. To accomplish this, the Contractor must:

1. Apply appropriate risk management techniques to ensure security for all sensitive data, including but not limited to any data identified as Confidential Information elsewhere in this Contract.
2. Ensure that its internal security policies, plans, and procedures address the basic security elements of confidentiality, integrity, and availability.
3. Maintain plans and policies that include methods to protect against security and integrity threats and vulnerabilities, as well as and detect and respond to those threats and vulnerabilities.
4. Maintain appropriate identification and authentication process for information systems and services associated with State data.
5. Maintain appropriate access control and authorization policies, plans, and procedures to protect system assets and other information resources associated with State data.
6. Implement and manage security audit logging on information systems, including computers and network devices.

The Contractor must maintain a robust boundary security capacity that incorporates generally recognized system hardening techniques. This includes determining which ports and services are required to support access to systems that hold State data, limiting access to only these points, and disable all others. To do this, the Contractor must use assets and techniques such as properly configured firewalls, a demilitarized zone for handling public traffic, host-to-host management, Internet protocol specification for source and destination, strong authentication, encryption, packet filtering, activity logging, and implementation of system security fixes and patches as they become available. The Contractor must use two-factor authentication to limit access to systems that contain particularly sensitive State data, such as personally identifiable data.

Unless the State instructs the Contractor otherwise in writing, the Contractor must assume all State data is both confidential and critical for State operations, and the Contractor's security policies, plans, and procedure for the handling, storage, backup, access, and, if appropriate, destruction of that data must be commensurate to this level of sensitivity. As part of the Contractor's protection and control of access to and use of data, the Contractor must employ appropriate intrusion and attack prevention and detection capabilities. Those capabilities must track unauthorized access and attempts to access the State's data, as well as attacks on the Contractor's infrastructure associated with the State's data. Further, the Contractor must monitor and appropriately address information from its system tools used to prevent and detect unauthorized access to and attacks on the infrastructure associated with the State's data.

The Contractor must use appropriate measures to ensure that State's data is secure before transferring control of any systems or media on which State data is stored. The method of securing the data must be appropriate to the situation and may include erasure, destruction, or encryption of the data before transfer of control. The transfer of any such system or media must be reasonably necessary for the performance of the Contractor's obligations under this Contract.

The Contractor must have a business continuity plan in place. The Contractor must test and update the IT disaster recovery portion of its business continuity plan at least annually. The plan must address procedures for response to emergencies and other business interruptions. Part of the plan must address backing up and storing data at a location sufficiently remote from the facilities at which the Contractor maintains the State's data in case of loss of that data at the primary site. The plan also must address the rapid restoration, relocation, or replacement of resources associated with the State's data in the case of a disaster or other business interruption. The Contractor's business continuity plan must address short- and long-term restoration, relocation, or replacement of resources that will ensure the smooth continuation of operations related to the State's data. Such resources may include, among others, communications, supplies, transportation, space, power and environmental controls, documentation, people, data, software, and hardware. The Contractor also must provide for reviewing, testing, and adjusting the plan on an annual basis.

The Contractor may not allow the State's data to be loaded onto portable computing devices or portable storage components or media unless necessary to perform its obligations under this Contract properly. Even then, the Contractor may permit such only if adequate security measures are in place to ensure the integrity and security of the data. Those measures must include a policy on physical security for such devices to minimize the risks of theft and unauthorized access that includes a prohibition against viewing sensitive or confidential data in public or common areas. At a minimum, portable computing devices must have anti-virus software, personal firewalls, and system password protection. In addition, the State's data must be encrypted when stored on any portable computing or storage device or media or when transmitted from them across any data network. The Contractor also must maintain an accurate inventory of all such devices and the individuals to whom they are assigned.

Any encryption requirement identified in this provision must meet the Ohio standard as defined in Ohio IT standard ITS-SEC-01, "Data Encryption and Cryptography".

The Contractor must have reporting requirements for lost or stolen portable computing devices authorized for use with State data and must report any loss or theft of such to the State in writing as quickly as reasonably possible. The Contractor also must maintain an incident response capability for all security breaches involving State data whether involving mobile devices or media or not. The Contractor must detail this capability in a written policy that defines procedures for how the Contractor will detect, evaluate, and respond to adverse events that may indicate a breach or attempt to attack or access State data or the infrastructure associated with State data.

In case of an actual security breach that may have compromised State data, including but not loss or theft of devices or media, the Contractor must notify the State in writing of the breach within 24 hours of the Contractor becoming aware of the breach, and fully cooperate with the State to mitigate the consequences of such a breach. This includes any use or disclosure of the State data that is inconsistent with the terms of this Contract and of which the Contractor becomes aware, including but not limited to, any discovery of a use or disclosure that is not consistent with this Contract by an employee, agent, or subcontractor of the Contractor.

The Contractor must give the State full access to the details of the breach and assist the State in making any notifications to potentially affected people and organizations that the State deems are necessary or appropriate. The Contractor must document all such incidents, including its response to them, and make that documentation available to the State on request. In addition to any other liability under this Contract related to the Contractor's improper disclosure of State data, and regardless of any limitation on liability of any kind in this Contract, the Contractor will be responsible for acquiring one year's identity theft protection service on behalf of any individual or entity whose personally identifiable information is compromised while it is in the Contractor's possession.

OWNERSHIP OF DELIVERABLES. All deliverables produced by the Contractor and covered by this Contract, including any software modifications, and documentation, shall be owned by the State, with all rights, title, and interest in all intellectual property that come into existence through the Contractor's custom work being assigned to the State. Additionally, the Contractor waives any author rights and similar retained interests in custom-developed material. The Contractor will provide the State with all assistance reasonably needed to vest such rights of ownership in the State. The Contractor will retain ownership of all tools, methods, techniques, standards, and other development procedures, as well as generic and preexisting shells, subroutines, and similar material incorporated in any custom Deliverable ("Pre-existing Materials") if the Contractor provides the non-exclusive license described in the next paragraph.

The Contractor may grant the State a worldwide, non-exclusive, royalty free, perpetual license to use, modify, sell, and otherwise distribute all Pre-existing Materials that are incorporated in any custom-developed Deliverable rather than grant the State ownership of the Pre-existing Materials provided however, that the State may distribute such Pre-existing materials to the extent required by governmental funding mandates. The Contractor will not include in any custom Deliverable any intellectual property unless such has been created under this Contract or qualifies as Pre-existing Material. If the Contractor wants to incorporate any Pre-existing Materials in a custom Deliverable, the Contractor must first disclose this and seek the State's approval for doing so in advance. On the request of the Contractor, the State will incorporate any proprietary notice the Contractor may reasonably want for any Pre-existing Materials included in a custom Deliverable in all copies the State makes of that Deliverable.

Subject to the limitations and obligations of the State with respect to Pre-existing Materials, the State may make all custom Deliverables available to the general public without any proprietary notices of any kind.

LICENSE IN COMMERCIAL MATERIAL. As used in this section, "Commercial Material" means anything that has been developed at private expense by the Contractor or a third party, commercially available in the marketplace, subject to intellectual property rights, and readily copied through duplication on magnetic media, paper, or other media. Examples include written reports, books, pictures, videos, movies, computer programs, and computer source code and documentation.

Any Commercial Material that the Contractor intends to deliver as a Deliverable must have the scope of the license granted in such material disclosed in the RFP or as an attachment referenced in the RFP, if that scope of license is different from the scope of license contained in this section for Commercial Materials.

Except for Commercial Material that is software ("Commercial Software"), if the Commercial Material is copyrighted and published material, then the State will have the rights permitted under the Federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material is patented, then the State will have the rights permitted under the Federal patent laws for each copy of the Commercial Material delivered to it by the Contractor.

Except for Commercial Software, if the Commercial Material consists of trade secrets, then the State will treat the material as confidential. In this regard, the State will assume all obligations with respect to the Commercial Material that the Contractor assumes under the Confidentiality section of this Contract with respect to State secrets. Otherwise, the State will have the same rights and duties permitted under the Federal copyright laws for each copy of the Commercial Material delivered to it by the Contractor, whether or not the material is copyrighted when delivered to the State.

For Commercial Software, the State will have the rights in items (1) through (8) of this section with respect to the software. The State will not use any Commercial Software except as provided in items (1) through (8) of this section or as expressly stated otherwise in this Contract. The Commercial Software may be:

1. Used or copied for use in or with the computer or computers for which it was acquired, including use at any State installation to which such computer or computers may be transferred.
2. Used or copied for use in or with a backup computer for disaster recovery and disaster recovery testing purposes or if any computer for which it was acquired is inoperative.
3. Reproduced for safekeeping (archives) or backup purposes.
4. Modified, adapted, or combined with other computer software, but the modified, combined, or adapted portions of the derivative software incorporating any of the Commercial Software will be subject to same restrictions set forth in this Contract.

5. Disclosed to and reproduced for use on behalf of the State by support service contractors or their subcontractors, subject to the same restrictions set forth in this Contract.
6. Used or copied for use in or transferred to a replacement computer.

However:

7. If the Commercial Software delivered under this Contract is published and copyrighted, it is licensed to the State without disclosure prohibitions.
8. If any Commercial Software is delivered under this Contract with the copyright notice in 17 U.S.C. 401, it will be presumed to be published, copyrighted, and licensed to the State without disclosure restrictions, unless a statement substantially as follows accompanies such copyright notice: "Unpublished -- rights reserved under the copyright laws of the United States." The State will treat such Commercial Software as Confidential Information to the extent that such is actually the case.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS  
PART FOUR: REPRESENTATIONS, WARRANTIES, AND LIABILITIES

GENERAL WARRANTIES. The Contractor warrants that the recommendations, guidance, and performance of the Contractor under this Contract will: (1) Be in accordance with sound professional standards and the requirements of this Contract and without any material defects; (2) Unless otherwise provided in the RFP, be the work solely of the Contractor; and (3) No Deliverable will infringe on the intellectual property rights of any third party.

Additionally, with respect to the Contractor's activities under this Contract, the Contractor warrants that: (1) The Contractor has the right to enter into this Contract; (2) The Contractor has not entered into any other contracts or employment relationships that restrict the Contractor's ability to perform the contemplated services; (3) The Contractor will observe and abide by all applicable laws and regulations, including those of the State regarding conduct on any premises under the State's control; (4) The Contractor has good and marketable title to any goods delivered under this Contract and in which title passes to the State; (5) All hardware, software, firmware, and similar devices and materials provided under this Contract will be designed to operate without regard to the turning of a century and process dates in a manner that takes into account dates occurring before and after the turning of a century; and (6) The Contractor has the right and ability to grant the license granted in any Deliverable in which title does not pass to the State.

The warranty regarding material defects is a 1-year warranty. All other warranties will be continuing warranties. If any portion of the Project fails to comply with these warranties, and the Contractor is so notified in writing, the Contractor will correct such failure with all due speed or will refund the amount of the compensation paid for such portion of the Project. The Contractor will also indemnify the State for any direct damages and claims by third parties based on a breach of these warranties. This obligation of indemnification will not apply where the State has modified or misused the Deliverable and the claim is based on the modification or misuse. The State agrees to give the Contractor notice of any such claim as soon as reasonably practicable. If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement claim that is pending may actually succeed, the Contractor will do one (1) of the following four (4) things: (1) Modify the Deliverable so that it is no longer infringing; (2) Replace the Deliverable with an equivalent or better item; (3) Acquire the right for the State to use the infringing Deliverable as it was intended for the State to use under this Contract; or (4) Remove the Deliverable and refund the amount the State paid for the Deliverable and the amount of any other Deliverable or item that requires the availability of the infringing Deliverable for it to be useful to the State.

SOFTWARE WARRANTY. If this Contract involves software as a Deliverable, then, on acceptance and for 12 months after the date of acceptance of any Deliverable that includes software, the Contractor warrants as to all software developed under this Contract that: (a) the software will operate on the computer(s) for which the software is intended in the manner described in the relevant software documentation, the Contractor's Proposal, and the RFP; (b) the software will be free of any material defects; (c) the Contractor will deliver and maintain relevant and complete software documentation, commentary, and source code; and (d) the source code language used to code the software is readily available in the commercial market, widely used and accepted for the type of programming involved, and support programming in the language is reasonably available in the open market; and (e) the software and all maintenance will be provided in a professional, timely, and efficient manner.

For Commercial Software licensed from a third party that is incorporated in a Deliverable, the Contractor represents and warrants that it has done 1 of the following 3 things: (a) obtained the right from the third-party licensor to commit to the warranties and maintenance obligations in this Section; (b) obtained a binding commitment from the licensor to make those warranties and maintenance obligations directly to the State; or (c) fully disclosed in the RFP any discrepancies between the requirements of this section and the commitment the third-party licensor has made.

In addition, for Commercial Software that is incorporated in a Deliverable, the Contractor will: (a) maintain or cause the third-party licensor to maintain the Commercial Software so that it operates in the manner described in the RFP (or any attachment referenced in the RFP) and relevant Commercial Software documentation; (b) supply technical bulletins and updated user guides; (c) supply the State with updates, improvements, enhancements, and modifications to the Commercial Software and documentation and, if available, the commentary and the source code; (d) correct or replace the Commercial Software and/or remedy any material programming error that is attributable to the Contractor or the third-party licensee; (e) maintain or cause the third-party licensor to maintain the Commercial Software and documentation to reflect changes in the subject matter the Commercial Software deals with; (f) maintain or obtained a commitment from the third-party licensor to maintain the Commercial Software so that it will properly operate in conjunction with changes in the operating environment in which it is designed to operate.

For purposes of the warranties and the delivery requirements in this Contract, software documentation means well written, readily understood, clear, and concise instructions for the software's users as well as a system administrator. The software documentation will provide the users of the software with meaningful instructions on how to take full advantage of all of the capabilities designed for end users. It also means installation and system administration documentation for a system administrator to allow proper control, configuration, and management of the software. Source code means the uncompiled operating instructions for the entire System. The Contractor will not be obligated to

provide source code for Commercial Software unless it is readily available from the licensor. The source code will be provided in the language in which it was written and will include commentary that will allow a competent programmer proficient in the source language to readily interpret the source code and understand the purpose of all routines and subroutines contained within the source code.

EQUIPMENT WARRANTY. If any electrical equipment, mechanical device, computer hardware, telecommunications hardware, or other type of physical machinery ("Equipment") will be a part of any Deliverable, the following warranties apply. The Contractor warrants that the Equipment fully complies with all government environmental and safety standards applicable to the Equipment. The Contractor also warrants for 1 year from the acceptance date of the Equipment that the Equipment will perform substantially in accordance with specifications described in the RFP, the user manuals, technical materials, and related writings published by the manufacturer for the Equipment. The foregoing warranties will not apply to Equipment that is modified or damaged after title passes to the State.

The Contractor will notify the State in writing immediately upon the discovery of any breach of the warranties given above.

The Contractor's will do the following if any Equipment does not meet the above warranties:

1. Cause the Equipment to perform as required, or, if that is not commercially practicable, then;
2. Grant the State a refund equal to the amount the State paid for the Equipment or, if such has not been individually priced, the manufacturer's suggested retail price for the Equipment.

Except where the Contractor's breach of a warranty makes it not possible for the State to do so, the State will return the affected Equipment to the Contractor in the case of a refund under the previous paragraph.

GENERAL EXCLUSION OF WARRANTIES. The State makes no warranties, express or implied, other than those express warranties contained in this contract. The contractor also makes no warranties of merchantability or fitness for a particular purpose except as follows: If the Contractor has been engaged under the scope of work in the RFP to design something to meet a particular need for the State, then the Contractor does warrant that the contractor's work will meet the stated purpose for that work.

INDEMNITY. The Contractor will indemnify the State for any and all claims, damages, law suits, costs, judgments, expenses, and any other liabilities resulting from bodily injury to any person (including injury resulting in death) or damage to property that may arise out of or are related to Contractor's performance under this Contract, providing such bodily injury or property damage is due to the negligence of the Contractor, its employees, agents, or subcontractors.

The Contractor will also indemnify the State against any claim of infringement of a copyright, patent, trade secret, or similar intellectual property rights based on the State's proper use of any Deliverable under this Contract. This obligation of indemnification will not apply where the State has modified or misused the Deliverable and the claim of infringement, is based on the modification or misuse. The State agrees to give the Contractor notice of any such claim as soon as reasonably practicable and to give the Contractor the authority to settle or otherwise defend any such claim upon consultation with and approval by the Office of the State Attorney General. If a successful claim of infringement is made, or if the Contractor reasonably believes that an infringement claim that is pending may actually succeed, the Contractor will take one (1) of the following four (4) actions:

1. Modify the Deliverable so that is no longer infringing.
2. Replace the Deliverable with an equivalent or better item.
3. Acquire the right for the State to use the infringing Deliverable as it was intended for the State to use under this Contract.
4. Remove the Deliverable and refund the fee the State paid for the Deliverable and the fee for any other Deliverable that required the availability of the infringing Deliverable for it to be useful to the State.

LIMITATION OF LIABILITY. NOTWITHSTANDING ANY LIMITATION PROVISIONS CONTAINED IN THE DOCUMENTS AND MATERIALS INCORPORATED BY REFERENCE INTO THIS AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

1. NEITHER PARTY WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS OR DAMAGE OF ANY KIND, INCLUDING BUT NOT LIMITED TO LOST PROFITS, EVEN IF THE PARTIES HAVE BEEN ADVISED, KNEW, OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES.
2. THE CONTRACTOR FURTHER AGREES THAT THE CONTRACTOR SHALL BE LIABLE FOR ALL DIRECT DAMAGES DUE TO THE FAULT OR NEGLIGENCE OF THE CONTRACTOR.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS  
PART FIVE: ACCEPTANCE AND MAINTENANCE

STANDARDS OF PERFORMANCE AND ACCEPTANCE. If the RFP does not provide otherwise, the acceptance procedure will be an informal review by the Agency Project Representative to ensure that each Deliverable and the Project as a whole comply with the requirements of this Contract. The Agency Project Representative will have up to 30 calendar days to do this. No formal letter of acceptance will be issued, and passage of the 30 calendar days will imply acceptance, though the State will issue a notice of noncompliance if a Deliverable or the Project as a whole does not meet the requirements of this Contract. If the Agency Project Representative issues a letter of noncompliance, then the Contractor will have 30 calendar days to correct the problems listed in the noncompliance letter. If the Contractor fails to do so, the Contractor will be in default without a cure period. If the Agency Project Representative has issued a noncompliance letter, the Deliverables or the Project as a whole will not be accepted until the Agency Project Representative issues a letter of acceptance indicating that each problem noted in the noncompliance letter has been cured. If the problems have been fixed during the 30 day period, the Agency Project Representative will issue the acceptance letter within 15 calendar days.

If the Project fails to meet the standard of performance after 90 calendar days from the start of the performance period, the Contractor will be in default and will not have a cure period. In addition to all other remedies the State may have under this Contract, the State will have the right to request correction or replacement of the relevant portion of the Project.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS  
PART SIX: CONSTRUCTION

ENTIRE DOCUMENT. This Contract is the entire agreement between the parties with respect to the subject matter and supersedes any previous statements or agreements, whether oral or written.

BINDING EFFECT. This Contract will be binding upon and inure to the benefit of the respective successors and assigns of the State and the Contractor.

AMENDMENTS – WAIVER. No change to any provision of this Contract will be effective unless it is in writing and signed by both parties. The failure of either party at any time to demand strict performance by the other party of any of the terms of this Contract will not be a waiver of those terms. Waivers must be in writing to be effective. Either party may at any later time demand strict performance.

SEVERABILITY. If any provision of this Contract is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Contract will remain in full force and effect to the extent that such does not create an absurdity.

CONSTRUCTION. This Contract will be construed in accordance with the plain meaning of its language and neither for nor against the drafting party.

HEADINGS. The headings used herein are for the sole sake of convenience and will not be used to interpret any section.

NOTICES. For any notice under this Contract to be effective it must be made in writing and sent to the address of the appropriate contact provided elsewhere in the Contract, unless such party has notified the other party, in accordance with the provisions of this section, of a new mailing address. This notice requirement will not apply to any notices that this Contract expressly authorized to be made orally.

CONTINUING OBLIGATIONS. The terms of this Contract will survive the termination or expiration of the time for completion of Project and the time for meeting any final payment of compensation, except where such creates an absurdity.

ATTACHMENT THREE: GENERAL TERMS AND CONDITIONS  
PART SEVEN: LAW & COURTS

COMPLIANCE WITH LAW. The Contractor agrees to comply with all applicable federal, state, and local laws in the conduct of the Work.

DRUG-FREE WORKPLACE. The Contractor will comply with all applicable state and Federal laws regarding keeping a drug-free workplace. The Contractor will make a good faith effort to ensure that all the Contractor employees, while working on state property, will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.

CONFLICTS OF INTEREST. No Personnel of the Contractor may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Additionally, the Contractor will not knowingly permit any public official or public employee who has any responsibilities related to this Contract or the Project to acquire an interest in anything or any entity under the Contractor's control if such an interest would conflict with that official's or employee's duties. The Contractor will disclose to the State knowledge of any such person who acquires an incompatible or conflicting personal interest related to this Contract. The Contractor will take steps to ensure that such a person does not participate in any action affecting the work under this Contract. This will not apply when the State has determined, in light of the personal interest disclosed, that person's participation in any such action would not be contrary to the public interest.

OHIO ETHICS AND ELECTIONS LAW.

A. Ethics Law

Contractor hereby certifies that all applicable parties listed in Division (I)(3) or (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of O.R.C. Section 3517.13.

In accordance with Executive Order 2007-01S, Contractor, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S, (2) 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 Contractor understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract and may result in the loss of other contracts with the State of Ohio.

Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws.

B. Political Contributions

The Contractor affirms in its cover letter that, as applicable to the Contractor, all personal and business associates are in compliance with Chapter 3517 of the Revised Code regarding limitations on political contributions and will remain in compliance for the duration of the Contract and with all applicable provisions that extend beyond the expiration of the Contract.

DECLARATION OF MATERIAL ASSISTANCE. In accordance with R.C. 2909.33(C), I certify that I meet one of the following conditions:

- A. I have not received, nor will receive as a result of this contract, an aggregate amount greater than one hundred thousand dollars (\$100,000) in business or funding, excluding personal benefits, from the state, instrumentalities, or political subdivisions during the current fiscal year;

Or

- B. 1. I have received, or will receive as a result of this contract, an aggregate amount greater than one hundred thousand dollars (\$100,000) in business or funding, excluding personal benefits, from the state, instrumentalities, or political subdivisions during the current fiscal year.

And

2. I have either pre-certified with the Office of Budget and Management, or have completed the Declaration of Material Assistance form as certifying that I have not provided material assistance to any organization on the Terrorist Exclusion List, as that term is defined in R.C. 2909.21.

EQUAL EMPLOYMENT OPPORTUNITY. The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be completed using:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's Web site:

<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

INJUNCTIVE RELIEF. Nothing in this Contract is intended to limit the State's right to injunctive relief if such is necessary to protect its interests or to keep it whole.

ASSIGNMENT. The Contractor may not assign this Contract or any of its rights or obligations under this Contract without the prior, written consent of the State.

GOVERNING LAW. This Contract will be governed by the laws of Ohio, and venue for any disputes will lie exclusively with the appropriate court in Franklin County, Ohio.

ATTACHMENT FOUR  
CONTRACT

This Contract, which results from RFP CSP902511, entitled Produce: Fresh Fruits and Vegetables is between the state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of state agencies, (the "State") and

\_\_\_\_\_  
(the "Contractor").

If this RFP results in a contract award, the Contract will consist of this RFP including all attachments, written addenda to this RFP, the Contractor's proposal, and written, authorized addenda to the Contractor's proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The form of the Contract is this one (1) page attachment to the RFP, which incorporates by reference all the documents identified above. The general terms and conditions for the Contract are contained in another attachment to the RFP. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This RFP, as amended;
2. The documents and materials incorporated by reference in the RFP;
3. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
4. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, change orders and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

This Contract has an effective date of the later of March 1, 2011 or the occurrence of all conditions precedent specified in the General Terms and Conditions.

**IN WITNESS WHEREOF**, the parties have executed this Contract as of the dates below.

_____ (Contractor)	<u>Department of Administrative Services</u> <u>(State of Ohio Agency)</u>
_____ (Signature)	_____ (Signature)
_____ (Printed Name)	<u>Hugh Quill</u> <u>(Printed Name)</u>
_____ (Title)	<u>Director, Department of Administrative Services</u> <u>(Title)</u>
_____ (Date)	_____ (Date)

ATTACHMENT FIVE A  
OFFEROR PROFILE FORM

Offeror's Legal Name:	Address:	
Phone Number:	Fax Number:	E-mail Address:
Home Office Location:	Date Established:	Ownership:
Firm Leadership:	Number of Employees:	Number of Employees Directly involved in Tasks Directly Related to the Work:
<p>Offeror must include:</p> <ul style="list-style-type: none"><li>a. Number of years as a full-line fresh fruit and vegetable distributor</li><li>b. Calendar years 2009 and 2010 (through 07/31/10) annual dollar value sales</li><li>c. Current total number of full-line fresh fruit and vegetable accounts</li><li>d. Average number of deliveries per week during calendar years 2009 and 2010 (through 07/31/10)</li></ul> <p>Additional background information may be included.</p>		

ATTACHMENT FIVE B  
OFFEROR ACCOUNT FORM

Customer Company Name:	Contact:
Address:	Phone Number: E-mail:
Annual Volume	Beginning Date of Contract (Month/Year):

The Offeror shall complete Attachments Five B through Five D for their three (3) highest dollar value contracts over the last three (3) years. These accounts must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely, one form for each of the three (3) accounts provided. The Offeror must use these forms and fill them out completely.

ATTACHMENT FIVE C  
OFFEROR ACCOUNT FORM

Customer Company Name:	Contact:
Address:	Phone Number: E-mail:
Annual Volume	Beginning Date of Contract (Month/Year):

The Offeror shall complete Attachments Five B through Five D for their three (3) highest dollar value contracts over the last three (3) years. These accounts must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely, one form for each of the three (3) accounts provided. The Offeror must use these forms and fill them out completely.

ATTACHMENT FIVE D  
OFFEROR ACCOUNT FORM

Customer Company Name:	Contact:
Address:	Phone Number: E-mail:
Annual Volume	Beginning Date of Contract (Month/Year):

The Offeror shall complete Attachments Five B through Five D for their three (3) highest dollar value contracts over the last three (3) years. These accounts must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely, one form for each of the three (3) accounts provided. The Offeror must use these forms and fill them out completely.

ATTACHMENT SIX  
OFFEROR'S CANDIDATE REFERENCES

Candidate's Name: \_\_\_\_\_

Candidate's Proposed Position: Customer Service Contact

Three (3) professional references who have received services from the candidate in the past three (3) years

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-mail:	
Annual Volume	Beginning Date of Service: Month/Year	Ending Date of Service: Month/Year	
Description of account size, complexity, and the candidate's role on this account.			
Company Name:		Contact Name:	
Address:		Phone Number:	
		E-mail:	
Annual Volume	Beginning Date of Service: Month/Year	Ending Date of Service: Month/Year	
Description of account size, complexity, and the candidate's role on this account.			
Company Name:		Contact Name:	
Address:		Phone Number:	
		E-mail:	
Annual Volume	Beginning Date of Service: Month/Year	Ending Date of Service: Month/Year	
Description of account size, complexity, and the candidate's role on this account.			

ATTACHMENT SEVEN  
OFFEROR PERFORMANCE FORM

The Offeror must provide the following information for this section for the past seven (7) years. Please indicate yes or no in each column.

Yes/No	Description
	The Offeror has had a contract terminated for default or cause. If so, the Offeror must submit full details, including the other party's name, address, and telephone number.
	The Offeror has been assessed any penalties in excess of five thousand dollars (\$5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Offeror must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Offeror was the subject of any governmental action limiting the right of the Offeror to do business with that entity or any other governmental entity.
	Has trading in the stock of the company ever been suspended? If so provide the date(s) and explanation(s).
	The Offeror, any officer of the Offeror, or any owner of a twenty percent (20%) interest or greater in the Offeror has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Offeror, any officer of the Offeror, or any owner with a twenty percent (20%) interest or greater in the Offeror has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item above is affirmative, the Offeror must provide complete details about the matter. While an affirmative answer to any of these items will not automatically disqualify an Offeror from consideration, at the sole discretion of the State, such an answer and a review of the background details may result in a rejection of the Offeror's proposal. The State will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Offeror's performance on the Work, and the best interests of the State.



ATTACHMENT NINE  
STATE AGENCY INSTITUTION LOCATIONS

The following state of Ohio institutions will purchase produce requirements from any term contract issued pursuant to this bid. Listed below are the institution names, addresses, Food Service contacts and telephone numbers.

1. District 1

Allen Correctional Institution, 2338 North West Street, Lima, OH 45801, Mr. John Azzarello, (419) 224-8000, Ext. 2170

2. District 2

Northwest Ohio Developmental Center, 1101 South Detroit Avenue, Toledo, OH 43614, Mr. Stanley Griffen, Jr., (419) 385-0231

Tiffin Developmental Center, 600 North River Road, Tiffin, OH 44883, Ms. Gail Eby-Bowers or Ms. Karen Barney, (419) 447-1450, Ext. 3139

Toledo Correctional Institution, 2001 East Central Avenue, Toledo, OH 43608, Mr. Elisha Walton, (419) 726-7977

3. District 3

Grafton Correctional Institution, 2500 South Avon-Beldon Road, Grafton, OH 44044, Ms. Mary Lou Kiessling, (440) 748-1161, Ext. 5762

Lorain Correctional Institution, 2075 South Avon-Beldon Road, Grafton, OH 44044, Mr. Joseph Kay, (440) 748-1049

Mansfield Correctional Institution, 1150 North Main Street, Mansfield, OH 44901, Mr. Lanny Imboden, (419) 525-4455

Mohican Juvenile Correctional Facility, 1012 ODNR Mohican 51, Perrysville, OH 44864, Ms. Donna Cooley, (419) 994-4127, Ext. 245

Ohio Veterans Home – Sandusky, 3416 Columbus Avenue, Sandusky, OH 44870, Mr. Tim Schultz, (419) 625-2454, Ext. 1655

Richland Correctional Institution, 1001 Olivesburg Road, Mansfield, OH 44905, Mr. Edward Ridenour, (419) 526-2100, Ext. 2424

4. District 4

Indian River Juvenile Correctional Facility, 2775 Indian River Road, Massillon, OH 44647, Ms. Jane Eclm, (330) 834-2710

Ohio State Penitentiary, 878 Coitsville-Hubbard Road, Youngstown, OH 44505, Food Service Manager, (330) 743-0700

Trumbull Correctional Institution, 5701 Burnett Road, Leavittsburg, OH 44430, Ms. Michele Reamensnyder, (330) 898-0820, Ext. 2096

Youngstown Developmental Center, 4891 East County Line Road, Mineral Ridge, OH 44440, Ms. Amy Fryda, (330) 544-2231

5. District 5

Mount Vernon Developmental Center, 1250 Vernonview Drive, Mount Vernon, OH 43050, Ms. Patricia Smith, (740) 393-6343

Southeastern Correctional Institution, 5900 B.I.S. Road, Lancaster, OH 43130, Mr. Charles Ressler, (740) 653-4324

6. District 6

Circleville Juvenile Correctional Facility, 640 Island Road, Circleville, OH 43113, Ms. Trudy McCullough, (740) 477-2500, Ext. 5016

Columbus Developmental Center, 1601 West Broad Street, Columbus, OH 43222, Ms. Lynne Ehret, (614) 272-3120

Correctional Reception Center, 11781 State Route 762, Orient, OH 43146, Mr. Edgar Zillner, (614) 877-2441, Ext. 7491

Corrections Medical Center, 1990 Harmon Avenue, Columbus, OH 43223, Mr. Clarence McClain, (614) 445-5960, Ext. 2409

Corrections Training Academy, 11781 State Route 762, Orient, OH 43146, Mr. Anthony Ruffin, (614) 877-4345, Ext. 285

Franklin Pre-Release Center, 1800 Harmon Avenue, Columbus, OH 43223, Ms. Tangye Hight, (614) 445-8600, Ext. 2161  
London Correctional Institution, 1580 State Route 56, London, OH 43140, Mr. Dwight Pressler, (740) 852-2454, Ext. 1170  
Madison Correctional Institution, 1851 State Route 56, London, OH 43140, Mr. James Smith, (740) 852-9777, Ext. 2639 or 2439  
Marion Correctional Institution, 940 Marion-Williamsport Road, Marion, OH 43302, Ms. Edith Nnachetam, (740) 382-5781, Ext. 2314  
North Central Correctional Institution, 690 Marion-Williamsport Road East, Marion, OH 43302, Mr. Patrick Omameh, (740) 387-7040, Ext. 2420  
Ohio Reformatory for Women, 1479 Collins Avenue, Marysville, OH 43040, Mr. Robert Loeloff, (937) 642-1065, Ext. 2025  
Ohio School for the Deaf, 500 Morse Road, Columbus, OH 43214, Ms. Julianna Carvi, (614) 728-4058  
Ohio State School for the Blind, 5220 North High Street, Columbus, OH 43214, Mr. Bob Zoldak, (614) 752-1507  
Pickaway Correctional Institution, 11781 State Route 762, Orient, OH 43146, Mr. Earl Harris, (614) 877-4362, Ext. 219  
Scioto Juvenile Correctional Facility, 5993 Home Road, Delaware, OH 43015, Mr. Sean Elkins, (740) 881-3250, Ext. 240

7. District 7

Dayton Correctional Institution, 4104 Germantown Road, Dayton, OH 45417, Ms. Valerie Shaw, (937) 263-0060, Ext. 2240  
Montgomery Developmental Center, 7650 Timbercrest Drive, Huber Hts., OH 45424, Ms. Marchell Hill, (937) 233-8108, Ext. 203  
Montgomery Education & Pre-Release Center, 1901 South Gettysburg Avenue, Dayton, OH 45418, Ms. Jackie Walker, (937) 262-9853, Ext. 2103

8. District 8

Lebanon Correctional Institution, 3791 State Route 63, Lebanon, OH 45036, Ms. Mollie Dow, (513) 932-1211, Ext. 3112  
Southwest Ohio Developmental Center, 4399 East Bauman Lane, Batavia, OH 45103, Ms. Frooz Thielking, (513) 738-8272  
Warren Correctional Institution, 5787 State Route 63, Lebanon, OH 45036, Mr. Philip Martin, (513) 932-3388, Ext. 2008

9. District 9

Chillicothe Correctional Institution, 15802 State Route 104 North, Chillicothe, OH 45601, Mr. Lloyd Turner, (740) 774-7080, Ext. 2277  
Ohio River Valley Juvenile Correctional Center, 4696 Gallia Pike, Franklin Furnace, OH 45629, Ms. Kim Wilson, (740) 354-7044  
Ohio Veterans Home – Georgetown, 2003 Veterans Boulevard, Georgetown, OH 45121, Ms. Gayle Chadwell, (937) 378-2900, Ext. 2750  
Ross Correctional Institution, 16149 State Route 104, Chillicothe, OH 45601, Ms. Judith Hill, (740) 774-7065, Ext. 2605  
Southern Ohio Correctional Facility, 1724 State Route 728, Lucasville, OH 45699, Mr. Robert Taylor, (740) 259-5544, Ext. 3463

10. District 10

Gallipolis Developmental Center, 2500 Ohio Avenue, Gallipolis, OH 45631, Mr. John Born, (740) 446-1642, Ext. 385  
Hocking Correctional Facility, 16759 Snake Hollow Road, Nelsonville, OH 45764, Ms. Tracy Grimm, (740) 753-1917, Ext. 268  
Noble Correctional Institution, 15708 State Route 78, Caldwell, OH 43724, Mr. Bruce Geese, (740) 732-5188, Ext. 2420

11. District 11

Belmont Correctional Institution, 68518 Bannock Road, State Route 331, St. Clairsville, OH 43950, Ms. Mildred Land, (740) 695-5169, Ext. 2601

12. District 12

Cuyahoga Hills Juvenile Correctional Facility, 4321 Green Road, Highland Hills, OH 44128, Ms. Cindy Cox, (216) 464-8200, Ext. 2236  
Northeast Pre-Release Center, 2675 East 30th Street, Cleveland, OH 44101, Mr. Revonne Drake, (216) 771-6460, Ext. 2113  
Warrensville Developmental Center, 4325 Green Road, Highland Hills, OH 44128, Ms. Carolyn Hope, (216) 464-7400, Ext. 462

During the term of any contract issued pursuant to this bid, it is possible that institutions may be terminated from contract due to program changes/institution closure. In the event new institutions open, contractor will be responsible for providing the institution(s) produce requirements also.



Current Delivery Schedule

<u>Facility Code</u>	<u>District</u>	<u>Facility Name</u>	<u>Delivery Day</u>
A.C.I.	1	Allen Correctional Institution	Wednesday
T.C.I.	2	Toledo Correctional Institution	Friday
N.W.O.D.C.	2	Northwest Ohio Development	Friday
T.D.C.	2	Tiffin Developmental Center	Wednesday
G.C.I.	3	Grafton Correctional Institution	Wednesday
LOR C.I.	3	Lorain Correctional Institution	Wednesday
MAN C.I.	3	Mansfield Correctional Institution	Tuesday
RIC C.I.	3	Richland Correctional Institution	Tuesday
M.J.C.	3	Mohican Juvenile Facility	Tuesday
O.V.H.S.	3	*Ohio Veterans Home	Wednesday
I.R.J.C.F.	4	Indian River Juvenile	Tuesday
O.S.P.	4	Ohio State Penitentiary	Tuesday
TRUM C.I.	4	Trumbull Correctional Institution	Tuesday
Y.D.C.	4	Youngstown Development	Tuesday
M.V.D.C.	5	Mount Vernon Developmental	Tuesday
S.E.C.I.	5	Southeastern Correctional Institution	Thursday
C.J.C.F.	6	Circleville Juvenile	Thursday
C.R.C.	6	Correctional Reception Center	Monday
C.D.C.	6	Columbus Developmental	Wednesday
C.M.C.	6	Correctional Medical Center	Wednesday
C.T.A.	6	Correctional Training Academy	Monday
F.P.R.C.	6	Franklin Pre-Release Center	Wednesday
LON C.I.	6	London Correctional Institution	Monday
MAD C.I.	6	**Madison Correctional Institution	Monday
N.C.C.I.	6	North Central Correctional Institution	Wednesday
O.R.W.	6	Ohio Reformatory for Woman	Wednesday
O.S.D.	6	Ohio School For The Deaf	Wednesday
O.S.B.	6	Ohio School For The Blind	Wednesday
P.C.I.	6	Pickaway Correctional Institution	Monday
S.J.C.F.	6	Scioto Juvenile	Wednesday
MAR C.I.	6	Marion Correctional Institution	Wednesday
D.C.I.	7	Dayton Correctional Institution	Wednesday
M.D.C.	7	Montgomery Developmental	Wednesday
M.E.P.R.C.	7	Montgomery Education + Pre-Release	Wednesday
LEB C.I.	8	Lebanon Correctional Institution	Thursday
S.W.O.D.C.	8	Southwest Ohio Developmental	Thursday
W.C.I.	8	Warren Correctional Institution	Thursday
C.C.I.	9	Chillicothe Correctional Institution	Thursday
O.R.V.J.C.C.	9	Ohio River Valley Juvenile	Friday
O.V.H.G.	9	Ohio Veterans Home	Thursday
ROS C.I.	9	Ross Correctional Institution	Thursday

S.O.C.F.	9	Southern Ohio Correctional Institution	Friday
G.D.C.	10	Gallipolis Developmental	Friday
H.C.F.	10	Hocking Correctional Institution	Thursday
N.C.I.	10	*Noble Correctional Institution	Wednesday
B.C.I.	11	Belmont Correctional Institution	Wednesday
C.H.J.C.F.	12	Cuyahoga Hills Juvenile	Tuesday
N.E.P.R.C.	12	Northeast Pre-Release	Wednesday
W.D.C.	12	Warrensville Developmental	Tuesday

\*Institutions that want 2 or more deliveries per week. Others may be added if they desire.

\*\* Institution needs deliveries changed to Wednesdays.

ATTACHMENT TEN

CATEGORY A - MARKET BASKET ITEMS - LAID IN COST INFORMATION

**Supplier Invoices – December 20 through December 26, 2009**

	Apples, Red Delicious, Fancy, 125 ct.	Apples, Red Delicious, Fancy 113ct	Apples, Golden Delicious, Fancy, 125 ct.	Apples, Golden Delicious, Fancy 113 ct	Bananas, 40 lb.	Oranges, Navel, and Valencia, 113 ct.	Pears, D’Anjou, and Bartlett 120 ct.
Invoice No.							
Company Name							
Date							
Quantity							
Carton/Bag Price	\$	\$	\$	\$	\$	\$	\$
Additional misc. charge beyond that listed on previous line (other than freight) (attach documentation of same)	\$	\$	\$	\$	\$	\$	\$
Freight charge, if not included in carton/bag price (attach documentation of same)	\$	\$	\$	\$	\$	\$	\$
Total Laid In Cost	\$	\$	\$	\$	\$	\$	\$
Total Laid In Cost per unit	\$	\$	\$	\$	\$	\$	\$
Markup percentage	%	%	%	%	%	%	%
Markup amount per unit	\$	\$	\$	\$	\$	\$	\$
Institution Cost (Laid In Cost +Markup) per unit							

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. **NOTE:** If there are additional invoices for an item(s), duplicate page and list additional invoice(s) information. **FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.**

ATTACHMENT TEN

CATEGORY A - MARKET BASKET ITEMS - LAID IN COST INFORMATION (Cont'd)

**Supplier Invoices – December 20 through December 26, 2009**

	Cabbage, Green, 45 lb 10/12ct bag/carton	Celery, 24/30,ct. carton	Lettuce, Head, Iceberg, 24 ct.	Onions, Spanish, Yellow, Jumbo, 50 lb.	Peppers, Bell, Green, Medium/Large/X- Large 24 ct	Potatoes, White, size non-A, 4 oz. and up, U.S. No. 1, 50 lb.
Invoice No.						
Company Name						
Date						
Quantity						
Carton/Bag Price	\$	\$	\$	\$	\$	\$
Additional misc. charge beyond that listed on previous line (other than freight) (attach documentation of same)	\$	\$	\$	\$	\$	\$
Freight charge, if not included in carton/bag price (attach documentation of same)	\$	\$	\$	\$	\$	\$
Total Laid In Cost	\$	\$	\$	\$	\$	\$
Total Laid In Cost per unit	\$	\$	\$	\$	\$	\$
Markup percentage	%	%	%	%	%	%
Markup amount per unit	\$	\$	\$	\$	\$	\$
Institution Cost (Laid In Cost +Markup) per unit	\$	\$	\$	\$	\$	\$

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. **NOTE:** If there are additional invoices for an item(s), duplicate page and list additional invoice(s) information. **FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.**

ATTACHMENT TEN

CATEGORY A - MARKET BASKET ITEMS - LAID IN COST INFORMATION (Cont'd)

**Supplier Invoices – December 20 through December 26, 2009**

	Potatoes, White, size non-A, 4 oz. and up, U.S. No. 2, 50 lb.	Potatoes, Russet, 6 oz. and up, No. 1, 50 lb.	Potatoes, Idaho Russet Burbank, 120 ct.	Lettuce, Chopped, 4/5 lb.	Lettuce, Shredded, 4/5 lb.	Slaw Mix (Shredded Cabbage and Carrots), 4/5 lb.	Salad, Tossed, 4/5 lb.
Invoice No.							
Company Name							
Date							
Quantity							
Carton/Bag Price	\$	\$	\$	\$	\$	\$	\$
Additional misc. charge beyond that listed on previous line (other than freight) (attach documentation of same)	\$	\$	\$	\$	\$	\$	\$
Freight charge, if not included in carton/bag price (attach documentation of same)	\$	\$	\$	\$	\$	\$	\$
Total Laid In Cost	\$	\$	\$	\$	\$	\$	\$
Total Laid In Cost per unit	\$	\$	\$	\$	\$	\$	\$
Markup percentage	%	%	%	%	%	%	%
Markup amount per unit	\$	\$	\$	\$	\$	\$	\$
Institution Cost (Laid In Cost +Markup) per unit	\$	\$	\$	\$	\$	\$	\$

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. **NOTE:** If there are additional invoices for an item(s), duplicate page and list additional invoice(s) information. **FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.**

ATTACHMENT TEN

CATEGORY A - MARKET BASKET ITEMS - LAID IN COST INFORMATION (Cont'd)

**Supplier Invoices – June 20 through June 26, 2010**

	Apples, Red Delicious, Fancy, 125 ct.	Apples, Red Delicious, Fancy 113ct	Apples, Golden Delicious, Fancy, 125 ct.	Apples, Golden Delicious, Fancy 113 ct	Bananas, 40 lb.	Oranges, Navel, and Valencia, 113 ct.	Pears, D'Anjou, and Bartlett 120 ct.
Invoice No.							
Company Name							
Date							
Quantity							
Carton/Bag Price	\$	\$	\$	\$	\$	\$	\$
Additional misc. charge beyond that listed on previous line (other than freight) (attach documentation of same)	\$	\$	\$	\$	\$	\$	\$
Freight charge, if not included in carton/bag price (attach documentation of same)	\$	\$	\$	\$	\$	\$	\$
Total Laid In Cost	\$	\$	\$	\$	\$	\$	\$
Total Laid In Cost per unit	\$	\$	\$	\$	\$	\$	\$
Markup percentage	%	%	%	%	%	%	%
Markup amount per unit	\$	\$	\$	\$	\$	\$	\$
Institution Cost (Laid In Cost +Markup) per unit							

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. **NOTE:** If there are additional invoices for an item(s), duplicate page and list additional invoice(s) information. **FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.**

ATTACHMENT TEN

CATEGORY A - MARKET BASKET ITEMS - LAID IN COST INFORMATION (Cont'd)

**Supplier Invoices – June 20 through June 26, 2010**

	Cabbage, Green, 45 lb.10/12 ct. bag/carton	Celery, 24/30,ct. carton	Lettuce, Head, Iceberg, 24 ct.	Onions, Spanish, Yellow, Jumbo, 50 lb.	Peppers, Bell, Green, Medium/Large/X- Large 24 ct	Potatoes, White, size non-A, 4 oz. and up, U.S. No. 1, 50 lb.
Invoice No.						
Company Name						
Date						
Quantity						
Carton/Bag Price	\$	\$	\$	\$	\$	\$
Additional misc. charge beyond that listed on previous line (other than freight) (attach documentation of same)	\$	\$	\$	\$	\$	\$
Freight charge, if not included in carton/bag price (attach documentation of same)	\$	\$	\$	\$	\$	\$
Total Laid In Cost	\$	\$	\$	\$	\$	\$
Total Laid In Cost per unit	\$	\$	\$	\$	\$	\$
Markup percentage	%	%	%	%	%	%
Markup amount per unit	\$	\$	\$	\$	\$	\$
Institution Cost (Laid In Cost +Markup) per unit	\$	\$	\$	\$	\$	\$

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. **NOTE:** If there are additional invoices for an item(s), duplicate page and list additional invoice(s) information. FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.

ATTACHMENT TEN

CATEGORY A - MARKET BASKET ITEMS - LAID IN COST INFORMATION (Cont'd)

**Supplier Invoices – June 20 through June 26, 2010**

	Potatoes, White, size non-A, 4 oz. and up, U.S. No. 2, 50 lb.	Potatoes, Russet, 6 oz. and up, No. 1, 50 lb.	Potatoes, Idaho Russet Burbank, 120 ct.	Lettuce, Chopped, 4/5 lb.	Lettuce, Shredded, 4/5 lb.	Slaw Mix (Shredded Cabbage and Carrots), 4/5 lb.	Salad, Tossed, 4/5 lb.
Invoice No.							
Company Name							
Date							
Quantity							
Carton/Bag Price	\$	\$	\$	\$	\$	\$	\$
Additional misc. charge beyond that listed on previous line (other than freight) (attach documentation of same)	\$	\$	\$	\$	\$	\$	\$
Freight charge, if not included in carton/bag price (attach documentation of same)	\$	\$	\$	\$	\$	\$	\$
Total Laid In Cost	\$	\$	\$	\$	\$	\$	\$
Total Laid In Cost per unit	\$	\$	\$	\$	\$	\$	\$
Markup percentage	%	%	%	%	%	%	%
Markup amount per unit	\$	\$	\$	\$	\$	\$	\$
Institution Cost (Laid In Cost +Markup) per unit	\$	\$	\$	\$	\$	\$	\$

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. **NOTE:** If there are additional invoices for an item(s), duplicate page and list additional invoice(s) information. **FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.**

ATTACHMENT ELEVEN  
AVERAGE LAID IN COST FORM

Offeror must complete Attachment Eleven in its entirety. FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.

CATEGORY A - Market Basket Items

ITEM	PACK	ESTIMATED ANNUAL USAGE	INSTITUTION COST 12/20/09 THROUGH 12/26/09	INSTITUTION COST 06/20/10 THROUGH 06/26/10	AVERAGE COST
Apples, Red Delicious, Fancy	125 ct. carton	28,092 cartons	\$	\$	\$
Apples, Red Delicious, Fancy	113 ct. carton	3,736 cartons	\$	\$	\$
Apples, Golden Delicious, Fancy	125 ct. carton	13,040 cartons	\$	\$	\$
Apples, Golden Delicious, Fancy	113 ct. carton	2,363 cartons	\$	\$	\$
Bananas	40 lb. carton	38,346 cartons	\$	\$	\$
Oranges, Navel and Valencia	113 ct. carton	21,382 cartons	\$	\$	\$
Pears, D'Anjou and Bartlett	120 ct. carton	2,102 cartons	\$	\$	\$
Cabbage, Green	45 lb 10/12. bag/carton	26,948 bags/cartons	\$	\$	\$
Celery,	24/30 ct. carton	cartons	\$	\$	\$
Lettuce, Head, Iceberg	24/carton	3,468 cartons	\$	\$	\$
Onions, Spanish, Yellow, Jumbo	50 lb. bag	6,528 bags	\$	\$	\$
Peppers, Bell, Green, Medium/Large/XLarge	24/carton	4,216 cartons	\$	\$	\$
Potatoes, White, No. 1	50 lb. bag	4,576 bags	\$	\$	\$
Potatoes, White, No. 2	50 lb. bag	26,590 bags	\$	\$	\$
Potatoes, Russet, No. 1, 6 oz. and up	50 lb. bag	5,904 bags	\$	\$	\$
Potatoes, Idaho Russet Burbank	120 ct. carton	19,874 cartons	\$	\$	\$

CATEGORY A - Market Basket Items (cont.)

ITEM	PACK	ESTIMATED ANNUAL USAGE	INSTITUTION COST 12/20/09 THROUGH 12/26/09	INSTITUTION COST 06/20/10 THROUGH 06/26/10	AVERAGE COST
Lettuce, Chopped	4/5 lb. bags/carton	4,350 cartons	\$	\$	\$
Lettuce, Shredded	4/5 lb. bags/carton	7,162 cartons	\$	\$	\$
Slaw Mix, Shredded, with Carrots	4/5 lb. bags/carton	24,542 cartons	\$	\$	\$
Tossed Salad	4/5 lb. bags/carton	38,848 cartons	\$	\$	\$

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.

ATTACHMENT TWELVE  
COST SUMMARY FORM

Produce: Fresh Fruits and Vegetables  
 CSP902511  
 UNSPSC CATEGORY CODE: 5030000, 5040000

Offeror must complete Attachment Ten in its entirety (Market Basket Items and Supplier Invoices) and submitted with all supporting documentation of laid in costs. FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.

CATEGORY A - Market Basket Items

The Extended Cost is the Institution Cost (Average) per item multiplied by the Estimated Annual Usage.

ITEM	PACK	ESTIMATED ANNUAL USAGE	INSTITUTION COST (AVERAGE)	EXTENDED COST
Apples, Red Delicious, Fancy	125 ct. carton	28,092 cartons	\$	\$
Apples, Red Delicious, Fancy	113 ct. carton	3736 cartons	\$	\$
Apples, Golden Delicious, Fancy	125 ct. carton	13,040 cartons	\$	\$
Apples, Golden Delicious, Fancy	113 ct. carton	2,363 cartons	\$	\$
Bananas	40 lb. carton	38,436 cartons	\$	\$
Oranges, Navel and Valencia	113 ct. carton	21,382 cartons	\$	\$
Pears, D'Anjou and Bartlett	120 ct. carton	2,102 cartons	\$	\$
Cabbage, Green	45 lb. 10/12 bag/carton	26,948 bags/cartons	\$	\$
Celery	24/30 ct. carton	3,468 cartons	\$	\$
Lettuce, Head, Iceberg	24/carton	3,468 cartons	\$	\$
Onions, Spanish, Yellow, Jumbo	50 lb. bag	6,528 bags	\$	\$
Peppers, Bell, Green, Medium/Large/XLarge	24/carton	4,216 cartons	\$	\$

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.

Estimated Annual Usages is not a commitment by the State to purchase this, or any, amount.

If there is a discrepancy between attachments eleven and twelve institutional average cost, attachment twelve institutional average cost will supersede.

CATEGORY A - Market Basket Items (cont.)

Offeror must complete Attachment Ten in its entirety (Market Basket Items and Supplier Invoices) and submitted with all supporting documentation of laid in costs. FAILURE TO COMPLETE ALL TABLES OR PROVIDE ALL DOCUMENTATION WILL DEEM THE PROPOSAL NOT RESPONSIVE AND NO FURTHER CONSIDERATION FOR AWARD WILL BE GIVEN.

The Extended Cost is the Institution Cost (Average) per item multiplied by the Estimated Annual Usage.

ITEM	PACK	ESTIMATED ANNUAL USAGE	INSTITUTION COST (AVERAGE)	EXTENDED COST
Potatoes, White, No. 1	50 lb. bag	4,576 bags	\$	\$
Potatoes, White, No. 2	50 lb. bag	26,590 bags	\$	\$
Potatoes, Russet, No. 1	50 lb. bag	5,904 bags	\$	\$
Potatoes, Idaho Russet Burbank	120 ct. carton	19,874 cartons	\$	\$
Lettuce, Chopped	4/5 lb. bags/carton	4,350 cartons	\$	\$
Lettuce, Shredded	4/5 lb. bags/carton	7,162 cartons	\$	\$
Slaw Mix, Shredded, with Carrots	4/5 lb. bags/carton	23,098 cartons	\$	\$
Tossed Salad	4/5 lb. bags/carton	38,848 cartons	\$	\$
Total Category A				\$

CATEGORY B	ESTIMATED ANNUAL LAID-IN COST OF ITEMS	MARKUP PERCENTAGE	EXTENDED COST CATEGORY B
Percentage of laid-in cost to be added as a mark up for items not listed in Category A – Market Basket	\$648,915	%	\$

CATEGORY C	ESTIMATED ANNUAL BROKEN CASE	COST PER CASE	EXTENDED COST CATEGORY C
Additional charge for broken case	30	\$	\$

Category A + Category B + Category C = Grand Total			\$
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Estimated Annual Usages is not a commitment by the State to purchase this, or any, amount.

If there is a discrepancy between Attachments Eleven and Twelve institutional average cost, Attachment Twelve institutional average cost will supersede.

ATTACHMENT THIRTEEN  
ADDITIONAL COSTS

Cost for 2<sup>nd</sup> and / or 3<sup>rd</sup> delivery per week: \$\_\_\_\_\_ per delivery plus \$\_\_\_\_ cents per mile (round trip map mileage) (not used in evaluation). The maximum delivery charge the state will pay is \$0.45 or less per mile.

Restocking Fee for items ordered in error by institution: \_\_\_\_\_% or \$\_\_\_\_\_ (not used in evaluation)

All costs must be in U.S. Dollars.

The State will not be responsible for any costs not identified.