State of Ohio DAS
RS901309
Online Bidder Response Form Exhibit

1 Bidder response to RS901309

REQUIRED CERTIFICATION FOR BIDDING
NOTE THE STATE OF OHIO REQUIRES CERTAIN MANDATORY SUBMITTALS (Must be submitted with the Bid Response), **REQUIRED SUBMITTALS** (If not submitted with the Bid, the Bidder must provide within four (4) calendar days of a notification or by the close of business on Tuesday January 20, 2009, whichever is first), **AND DESIRABLE SUBMITTALS** (Suggested But Not Required) for participation in the bid process)

Instruction: All Bidders must complete as instructed all requirements below along with uploading and attaching a completed and signed copy of the Qualification Summary attached as a specification file.
Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.0 and 125.11 and Administrative Code Section 12:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process.
BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE

2 SECTION A. Domestic Source (Buy America) Certification - MANDATORY SUBMITTAL

Not Applicable to "Excepted Products"
Mandatory submissions must be submitted with the bid response. Refer to MANDATORY/REQUIRED SUBMISSIONS

Specification 1 : **A-1.** Where is each product/service being offered, mined, raised, grown, produced or manufactured?

Response :
- ○ United States, designate State in comment box and **go to Section B-1**
- ○ Canada, **go to Section B-1**
- ○ Mexico, **go to Section B-1**
- ○ Other: Define Other Country in comment box and proceed to **A-2**

Specification 2 : **A-2.** End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.

Response :
- ○ Yes, go to **Section B-1**
- ○ No, go to **A-3**

Specification 3 : **A-3.** The Bidder hereby certifies that each end product, except the products listed BELOW by Item and Country of Origin, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

Response : (Text)

Specification 4 : A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the State of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

AGREE

Response : ○ Yes ○ No

3 SECTION B. OHIO Preference (BUY OHIO) - MANDATORY SUBMITTAL

Mandatory submissions must be submitted with the bid response. Refer to MANDATORY/REQUIRED SUBMISSIONS

Specification 1 : **B-1.** The products/services being offered are raised, grown, produced, mined or manufactured in Ohio?

Response :
- ○ Yes, go to **Section C**
- ○ No, go to **B-2**

Specification 2 : **B-2. BIDDERS ECONOMIC PRESENCE**

(Bidders are to specify their economic presence in this section)

Bidder has significant economic presence within the State of Ohio?

Response :
- ○ Yes, answer B-2a, B-2b, B-2c, B-2d below
- ○ No, go to **B-3**

Specification 3 : B-2a. Bidder has paid the required taxes due to the State of Ohio

Response : ○ Yes ○ No

Specification 4 : B-2b. Bidder is registered with the Ohio Secretary of State
If yes, Enter the Charter/Registration Number in Comment Box.
Questions regarding registration should be directed to the office of Ohio Secretary of State at (614) 466-3910 or visit their web site at:
http://www.sos.state.oh.us

Response : ○ Yes ○ No

Specification 5 : B-2c. Bidder has ten or more employees based in Ohio or border state.
If no, go to B-2d

Response : ○ Yes ○ No

Specification 6 : B-2d. Bidder has seventy-five percent or more employees based in Ohio or border state.
If no, go to B-3

Response : ○ Yes ○ No

Specification 7 : **B-3.** Border state bidder

Response :

- ☐ YES, Kentucky, go to B-2c
- ☐ YES, Michigan, go to B-2c
- ☐ YES, Pennsylvania, go to B-2c
- ☐ YES, Indiana, go to B-2c
- ☐ NO, go to B-4

Specification 8 : **B-4.** Border state bidder: mined products minded in respective border state

Response :

- ○ YES
- ○ NO
- ○ Not Applicable

4 SECTION C. EDGE (E.D.G.E.) DESIGNATION - MANDATORY SUBMITTAL

Mandatory submissions must be submitted with the bid response. Refer to MANDATORY/REQUIRED SUBMISSIONS

Specification 1 : Bidder is certified E.D.G.E. business
For more information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at: http:www.state.oh.us/das/Eod/edge/Index.htm

Response : ○ Yes ○ No

5 SECTION D. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) - REQUIRED SUBMITTAL - Required by Close of Business Tuesday January 20, 2009

The Bidder being awarded this Contract must be registered with the Ohio Business Gateway (OBA) at http://obg.ohio.gov to file for DMA precertification; if you are not already registered you must:
1. register with the Ohio Business Gateway (OBG) at http://obg.ohio.gov
2. review the Terrorist Exclusion List at
http://www.homelandsecurity.ohio.gov/DMA_Terrorist/terrorist_exclusion_list.pdf
3. complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf and submit this in the file upload section below.
Failure to complete the certification may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the response below, the Bdder must provide the said documenation/materials within four (4) days, after notification or by close of business Tuesday January 20, 2009 whichever is first, to the Office of State Purchasing. Refer to Bid MANDATORY/REQUIRED SUBMISSIONS.

Specification 1 : Upload Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form

Response : FILE UPLOAD

6 SECTION E. SPECIAL TERMS AND CONDITIONS - MANDATORY SUBMITTAL

BIDDER QUALIFICATIONS
Mandatory submissions must be submitted with the bid response. Refer to MANDATORY/REQUIRED SUBMISSIONS

Specification 1 : **I.** Bidder shall upload here a pdf copy of a signed letter stating ability to show proof of Worker's Compensation Liability Insurance, and General

Liability Insurance per the Contract Terms and Conditions (REV. 10/1/07), Articles S-12 and S-13. Insurance must meet the minimum requirements, of the State of Ohio, as stated in these paragraphs. See INSURANCE REQUIREMENTS clause on page 21 of this Invitation to Bid / Qualification Summary

Response : FILE UPLOAD

Specification 2 : **II.** Bidders responding to this Invitation to Bid must be authorized dealers or manufacturers of the products they are bidding. Bidders shall upload here, with the pre-qualification response, certification attesting that they are the manufacturer or an authorized dealer of the manufacturer of the products being bid. This certification must be on the manufacturer's letterhead, signed by a duly authorized manufacturer's representative.

Response : FILE UPLOAD

Specification 3 : **III.** The Bidder shall submit descriptive literature of the supplies being offered as part of their pre-qualification response. Descriptive literature should be in the form of technical data or specification sheets detailing the manufacturer, brand and grade, as well as physical properties of each product/item bid. Descriptive literature should include product description and display how the product meets the minimum specification requirements, practical use applications, and any qualifying standard/certification. [Refer to Special Terms and Conditions, page 3 BIDDER QUALIFICATIONS, Section III for complete requirements]. Descriptive literature as described above will be used in the evaluation during the pre-qualification to determine the bidder(s) ability to perform this contract.

Response : FILE UPLOAD

Specification 4 : **IV.** Only those papers listed in the most current edition of the Paper Buyer's Encyclopedia will be considered. Mill and Business Equipment brands and private label brands are acceptable. For products not listed in the Competitive Grade Finder, a copy of Grade Finders' letter of acceptability must be included with your responses.
Once a bidder has indicated and/or quoted a particular manufacturer and brand, any subsequent contract will be issued manufacturer and brand specific. No substitutes for brands bid are authorized or accepted. Bidders must state the Mill Brand Equivalent of paper bid as private label.

Upload Grade Finders letter of Acceptability Here
Download "Item Identification Pages" attached worksheet to resident computer and Upload as second file responses with Manufacturer Name, Brand and Bidder Item Number for Mill Brand and Private Label, along with Item 6 "not evaluated" pricing for 4-way Pallets and Restocking Charges

No.	Name	Description	Upload Date	Actions
1	Item_Identification_Pages.xls	Item Identification ...	12/28/2008 10:52 PM	View/Download

Response :

Specification 5 : **V.** Bidders shall submit with their qualification documents the name, full address, contact name and contact information of the warehouse(s) from which items bid will be stocked and distributed, as an uploaded document

here.

Response : FILE UPLOAD

Specification 6 : **VI.** The State of Ohio requires the Items listed this Invitation to Bid/Qualification Summary to be delivered to multiple locations within the State of Ohio. Approximately 85% of orders for the items in this category are for carton quantities less than 39 cartons. Over 80% of all orders for items in this bid/qualification summary require inside or desktop delivery, some to locations where no delivery dock is available. Prospective bidders who bid on items in this bid/qualification summary shall include, and upload here, with their qualification summary a detailed statement of to their ability, capability and qualifications for executing delivery service as described above in accordance with the requirements of the DELIVERY SCHEDULE and DELIVERY REQUIREMENTS clauses of Qualification Summary.

Response : FILE UPLOAD

Specification 7 : **VII.** Bidders shall complete and submit in SECTION I below with their qualification summary the Bidder Disclosure Statements as defined in this Invitation to Bid / Qualification Summary.
Confirm bidder completion of Section I

Response : ○ Yes ○ No

Specification 8 : **VIII.** Bidders shall complete and submit (upload here) with their qualification summary the DISCLOSURE OF SUBCONTRACTORS/JOINT VENTURES on page 20 of this Invitation to Bid / Qualification Summary

Response : FILE UPLOAD

Specification 9 : **IX.** Bidders shall complete and submit (upload here) with their qualification summary AUTOMOBILE LIABILITY INSURANCE REQUIREMETNS AND CHECKLIST on page 20 of this Invitation to Bid / Qualification Summary

Response : FILE UPLOAD

Specification 10 : **X.** Bidders shall provide with their qualification summary (upload here) a Compliance Statement on mill letterhead. See II General Paper Specifications paragraph C. on Page 11 of the specification of this Invitation to Bid / Qualification Summary.

Response : FILE UPLOAD

7 SECTION F. AFFIRMATIVE ACTION PROGRAM VERIFICATION - REQUIRED SUBMITTAL - Required by Close of Business Tuesday January 20, 2009

Failure to complete the certification may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the Bid, the Bidder must provide the said documentation/materials within four (4) calendar days after notification or by the close of business Tuesday, January 20, 2009 whichever is first, to the Office of State Purchasing. Refer to Bid MANDATORY/REQUIRED SUBMISSIONS

Specification 1 : The Ohio Revised Code (ORC) requires all contractors from whom the state or any of its political subdivisions make purchases have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons. An Affirmative

Action Program Verification Form must be submitted to the Ohio EOD to comply with the affirmative action requirements [ORC 125.111 (B)]. Prior to the award of a contract a prospective vendor must have filed verification with the state of Ohio EOD that the contractor has a written affirmative action program. Verifications may be submitted online at the following URL: http://das.ohio.gov/eod/aapv.htm The verification letter is to be uploaded here (refer to page 20 of this Invitation to Bid/Qualification Summary for complete details and instructions):

Response : FILE UPLOAD

8 SECTION G. FEDERAL TAXPAYER IDENTIFICATION FORM W-9 - REQUIRED SUBMITTAL - Required by the Close of Business Tuesday January 20, 2009

Failure to complete the certification may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the Bid, the Bidder must provide the said documentation/materials within four (4) calendar days after notification or by the close of business Tuesday, January 20, 2009 whichever is first, to the Office of State Purchasing. Refer to Bid MANDATORY/REQUIRED SUBMISSIONS

Specification 1 : All Bidders should download a Federal Request for Taxpayer Identification Number and Certification W-9 Form and submit (upload here) it as part of their bid response. The W-9 form must be completed and must display an original signature.
To download the W-9 form from your internet explorer: http://www.irs.gov/pub/irs-pdf/fwp.pdf. Refer to page 21 of this Invitation to Bid/Qualification Summary for complete details.

Response : FILE UPLOAD

9 SECTION H. INSURANCE REQUIREMENTS-REQUIRED SUBMITTAL-Required by the Close of Business Tuesday January 20, 2009

Failure to complete the certification may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the Bid, the Bidder must provide the said documentation/materials within four (4) calendar days after notification or by the close of business Tuesday, January 20, 2009 whichever is first, to the Office of State Purchasing. Refer to Bid MANDATORY/REQUIRED SUBMISSIONS

Specification 1 : Bidder should provide with their bid (upload here), documentation of the following insurance coverage required by the Supplemental Contract Terms and Conditions, Articles S-12 and S-13 (refer to the Bid Page One, link to Instructions: Instructions to Bidders for Reverse Auction, Standard Contract Terms and Conditions, and Supplemental Contact Terms and Conditions) [Refer to page 21 of this Invitation to Bid/Qualification Summary for complete details]

Response : FILE UPLOAD

10 SECTION I. BIDDER DISCLOSURE STATEMENTS - MANDATORY SUBMITTAL (Refer to Section E. Specification 7 Above and page 22 of this Invitation to Bid/Qualification Summary)

Bidders must provide a declarative answer (yes/no) to the following questions. If any answer is affirmative, the Bidder must provide full details about the matter. While not an automatic cause for disqualification, an affirmative answer may result in an evaluation of the Bidder's responsibility. A decision will then be made based on the seriousness of the matter, the matter's possible impact on the performance of the Contract, and the best interests of the State.

Specification 1 : **A.** Has the Bidder and/or subject company had any contract cancelled for default or cause?

Response : ○ Yes ○ No

Specification 2 : **B.** Has the Bidder and/or subject company been assessed any penalties including liquidated damages, under any of its existing or past contracts with any organization or government entity?

Response : ○ Yes ○ No

Specification 3 : **C.** Has the Bidder and/or subject company been the subject of any governmental action limiting the right of the Bidder and/or subject company to do business with that entity or any other governmental entity?

Response : ○ Yes ○ No

Specification 4 : **D.** Has trading in the stock of the subject company ever been suspended? If yes, give the date and explanation.

Response : ○ Yes ○ No

Specification 5 : **E.** Has the Bidder and/or subject company previously operated as a like-kind business under any other business name and/or taxpayer identification number?

Response : ○ Yes ○ No

Specification 6 : **F.** Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the subject company, filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding?

Response : ○ Yes ○ No

Specification 7 : **G.** has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company been convicted of a felony or is currently under indictment on felony charges?

Response : ○ Yes ○ No

Specification 8 : **H.** Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) interest or greater in the company had a finding or recovery action issued by the Ohio Auditor of State for a sum of funds due the state of Ohio?

Response : ○ Yes ○ No

11 SECTION J. RS901309-COPY PAPER DELIVERY COST-REQUEST FOR INFORMATION-NOT PART OF BIDDING PRICE - DESIRABLE SUBMITTAL - Suggested but not required

REQUEST FOR INFORMATION-COPY PAPER DELIVERY COST: Although this Invitation to Bid/Qualification Summary requests a single delivered price for all state of Ohio locations within the state, DAS desires to gather more detailed information on bidder's cost or pricing for the delivery of various types of paper for copiers, office printers

and fax machines associated with this bid/qualification summary. Bidders are requested to and should complete the following request for information and submit it with their qualification summary. Your response in connection with this section will not be part of the bid and will not be used in the evaluation process. Please refer to the state of Ohio Bid District Map on page 24 of this Bid/Qualification Summary for reference. Complete the information requested in the attached spreadsheet table. Include the bidder's full name and address, contact person and the location (city/state/zip code) of the bidder's warehouse or distribution center that would furnish shipment and delivery for any award made pursuant to this bid/qualification summary. Pricing for each state of Ohio Bid District / Order Shipment size combination should be in dollars per hundredweight ($/cwt) for the order/shipment size indicated. Desirable Submittal is recommended but not mandatory or required for participation in the bid process. If not submitted with your bid, bidders will be requested to submit this information within seven (7) business days of written request for same from DAS State Purchasing.

Specification 1 : 1. Download the attached "COPY PAPER DELIVERY COST" worksheet and save to your resident computer
2. Enter Bidder full name and address, contact person and the location (city/state/zip code) in the assigned fields.
2. Complete all required price/bid request for information in dollars per hundredweight ($/cwt).
3. SAVE ALL Information and Upload as a FILE RESPONSE to this Request for Information Section J.

No.	Name	Description	Upload Date	Actions
1	COPY PAPER DELIVERY COST WORKSHEET.xls	COPY PAPER DELIVERY ...	12/17/2008 11:31 AM	View/Download

Response : FILE UPLOAD

12 SECTION K. - State of Ohio OBM Form EFT - Direct Deposit Form (OBM-1234) - DESIRABLE SUBMITTAL - Suggested but not required

Desirable Submittals are those submittals which the State of Ohio DAS Office of State Purchasing recommends be submitted with your bid/qualification summary but which are not mandatory or required for participation in the bid process.

Specification 1 : Refer to STATE OF OHIO OFFICE OF BUDGET AND MANAGEMENT ELECTRONIC FUNDS TRANSFER PAYMENT PROGRAM

Response : FILE UPLOAD

13 SECTION L. ADDITIONAL INFORMATION BY BIDDER

This section is available for the Bidder to upload any additional information they deem important for the State of Ohio to review as part of their bid submission not including pricing information that will support responses in any or all of the sections above.

Specification 1 : Additional Information by the Bidder to support responses to any and all sections above can be uploaded here

Response : FILE UPLOAD

14 SECTION M. CONFIRMATION - BID COVER PAGE - MANDATORY SUBMITTAL

Mandatory submissions must be submitted with the bid response. Refer to MANDATORY/REQUIRED SUBMISSIONS

Specification 1 : By the signature affixed to **PAGE 1** of the Invitation to Bid / Qualification Summary (Scanned and uploaded here as part of this online response), Bidder hereby certifies that the above information and all information submitted is true and accurate.

Response : FILE UPLOAD