

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: DUST MOPS AND ACCESSORIES; FLOOR PADS, BUFFING, STRIPPING, BURNISHING AND POLISHING; MOP YARN AND RAW MATERIALS FOR SCOURING PADS, HAND PADS, FLOOR PADS AND PAD HOLDERS.

CONTRACT No.: SA900710

EFFECTIVE DATES: 12/15/09 to 12/31/12

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. SR900410 that opened on 11/13/09. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to THE OHIO DEPARTMENT OF MENTAL HEALTH, CENTRAL WAREHOUSE, 3201 ALBERTA ST., COLUMBUS, OH 43204 and OHIO DEPARTMENT OF REHABILITATION AND CORRECTION, OHIO PENAL INDUSTRIES, OHIO REFORMATORY FOR WOMEN, OPI FLAG SHOP, 1479 COLLINS AVE, MARYSVILLE OH, 43040 OR SOUTHERN OHIO CORRECTIONAL FACILITY, OPI SHOE SHOP, LUCASVILLE-MINFORD RD. , LUCASVILLE, OH 45699, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Dan Cartwright
dan.cartwright@das.ohio.gov

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:



<http://www.ohio.gov/procure>

Signed: _____
Hugh Quill, Director Date

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NOTICE: This Invitation to Bid will be conducted by Reverse Auction. Bidders should carefully read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 of this Invitation to Bid prior to proceeding. The responses received will be for submission of documentation only, to pre-qualify bidders to participate in a Reverse Auction. The Reverse Auction will tentatively be held on November 25, 2009. Time frames will be determined and stated in the actual invitation to the reverse auction. The reverse auction platform will be available for placeholder bids as stated in the invitation issued by HedgeHog Inc. to qualified bidders. Products offered in this Qualification Summary will be the same products bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. This Qualification Summary does not require submission of pricing at this time. Prospective bidders shall indicate in the spaces provided on the Item Identification page (page 15), the Processor (Manufacturer), Brand Name and Product Code Number for each item. Bidders should expect samples to be requested before or immediately following the reverse auction event.

REVERSE AUCTION QUALIFICATION SUMMARY SUBMITTALS: Reverse auction qualification summaries shall be submitted in paper form in a sealed envelope with the bid number clearly marked on the exterior. If the bidder uses an express mail or courier service, the bid number must be clearly marked on the exterior of the express mail or courier envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope, with the bid number clearly marked on the inside envelope. DAS must receive the qualification summary no later than 1:00 p.m. the day the summaries are scheduled for opening. DAS receives summaries during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday, except state observed holidays. DAS does not accept summaries with insufficient postage, collect on delivery, or through electronic means. Summaries must be delivered to the following address: Department of Administrative Services, General Services Division, Office of Procurement Services, ATTN.: Bid Desk, 4200 Surface Road Columbus, OH 43228-1385.

The ITB Contract award process by Reverse Auction has three (3) distinctive parts:

1. The submission and evaluation of the Invitation To Bid By Reverse Auction Qualification Summary.
2. The submission of pricing by reverse auction for qualified bidders. Price delivered FOB Destination Prepaid, will be the price required to be entered during the reverse auction.
3. Contract award evaluation by category that may include product sampling.

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

MANDATORY/REQUIRED SUBMISSIONS: Mandatory submissions must be submitted with the bid/qualification summary response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said required documentation/materials within three (3) calendar days after notification, to the Office of State Purchasing. Failure to provide mandatory submissions with the bid response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed not responsive and the bid response will be immediately disqualified with no further consideration given for potential awarding of the Contract. For specific submission requirements, Bidders should refer to MANDATORY SUBMISSION - BIDDER QUALIFICATIONS below and the Bid Submission Check List on page 16 for a listing of those mandatory submissions due with the bid response and those other submissions that should be submitted with the bid response, but which do not become mandatory until requested by DAS.

MANDATORY SUBMISSION - BIDDER QUALIFICATIONS: To participate in the Reverse Auction bidders must pre-qualify. In order to be deemed responsive, responsible and qualified to participate in the reverse auction, bidders must provide the following mandatory submissions with their pre-qualification response. Pre-qualification responses are due on November 13, 2009 by 1:00 PM EST. For more information see the Mandatory and Required Submittals Section of the Bid Submission Checklist on page 16 of this Invitation to Bid.

- A. Bidders shall supply a letter stating ability to show proof of Workers' Compensation Liability Insurance, and General Liability Insurance per the Contract Terms and Conditions (Rev. 10/01/07), 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 8 of this Invitation to Bid / Qualification Summary.
- B. Bidders responding to this Invitation to Bid must be authorized dealers or manufacturers of the products they are bidding. Bidders shall submit, 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.
- C. Descriptive literature or manufacturer's specification sheets must be submitted with the prequalification response for each item/manufacturer bid. Specification sheets must be labeled with the name of the manufacturer, the style or item number and the number of the item bid corresponding to the number of the item on the Item Identification Page (page 15) of this qualifying summary. The state acknowledges that it may receive bids from multiple

Distributors bidding the same manufacturer's products. In such situations, specification sheets/samples may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such specification sheets/samples are accompanied by written documentation on the manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the specification sheets/samples are provided. Any bidder not appearing on this listing and who have failed to furnish requested specification sheets/samples may be considered not responsive.

- D. Bidders shall complete and submit the Item Identification Information on page 15. This contract will be awarded by category. Bidders may pre-qualify for multiple categories by providing the complete information for each category. Bidders should NOT SUPPLY BID PRICING with your pre-qualification summary information submittal. Bidders shall indicate on the Item Identification Page for each item offered in the spaces provided; the 1) Manufacturer Name 2) Brand Name (if applicable) and 3) Item/Style Number for each item bid. Items offered by bidders during pre-qualification will be the same items bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. Once a bidder has indicated and/or quoted a particular manufacturer, brand, item/style number, any subsequent contract will be issued manufacturer and brand specific. No substitutes for brand item/style bid are authorized or will be accepted.
- E. Bidders shall complete and submit with their bid the DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES on page 5 of this Invitation to Bid / Qualification Summary.
- F. Bidders shall complete and submit with their bid the BIDDER DISCLOSURE STATEMENTS on page 5 of this Invitation to Bid / Qualification Summary.
- G. Bidders shall complete and submit with their bid the AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST on pages 5 and 6 of this Invitation to Bid / Qualification Summary.
- H. Bidders shall complete and submit with their bid the DISCLOSURE OF FULFILLMENT HOUSES on page 6 of this Invitation to Bid / Qualification Summary

Bidders who complete the pre-qualification process and who are deemed to be qualified bidders for at least one category based upon complete submission of all qualification criteria and specification compliant products as required by this reverse auction qualification summary, will be notified and invited to participate in the Online Reverse Auction Event for the items specified in the category(s) for which they pre-qualified.

BIDDER DISCLOSURE STATEMENTS: The Bidder must provide a declarative (yes/no) answer regarding 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. Within the past five (5) years:

ITEM	DISCLOSURE STATEMENT	YES	NO
A	Has the Bidder and/or subject company had a contract cancelled for default or cause?		
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 governmental entity?		
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?		
D	Has trading in the stock of the subject company ever been suspended? Give date and explanation.		
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?		
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?		
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 any felony charge?		
H	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company had a finding for recovery action issued by the Ohio Auditor of State for a sum of funds due the state of Ohio?		

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. This form shall be completed and returned as part of the bid response. Failure to complete this page may deem your bid not responsive.

AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST - Reference: Supplemental Contract Terms & Conditions – Page 10, Article S-13

Automobile Liability - Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker, or Subcontractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on State property to make deliveries or to perform services.

Disclosure Of Subcontractors / Joint Ventures (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q.):

List names of subcontractors who will be performing work under the Contract.

_____	_____
_____	_____
_____	_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

DISCLOSURE OF FULFILLMENT HOUSES:

[Fulfillment Houses are defined as follows: A third party that performs outsourced storage, order picking, packing, shipment and/or tracking activities for the Contractor.] Bidders seeking to enter into a materials contract shall disclose the following: (use additional sheets if necessary)

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all Fulfillment Houses (Name/City/State/Country)

c) Location where inventory to support the Contract will be maintained (Name/City/State/Country)

d) Has this Fulfillment House ever been asked to withdraw from a contract with the state of Ohio, either as a Fulfillment House or as a direct contractor to the State? Yes No

e) Has this Fulfillment House ever been asked to withdraw from a contract with another state or government body?
Yes No

f) Location where inventory to support the Contract will be maintained (Name/City/State/Country)

The state of Ohio neither approves nor disapproves of any Fulfillment House. The State reserves the right to authorize or fail to authorize the use of any Fulfillment House. Prior removal from a contract or contracts may be cause for disqualification.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is complete, correct, true and accurate. The Bidder agrees that no changes will be made to this list of fulfillment houses without amendment to the contract issued subsequent to the analysis of bids. Any attempt by the Bidder/Contractor to change or otherwise alter Fulfillment House locations where services will be performed without prior amendment to the contract, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SWEATSHOP FREE: By the signature affixed to this qualification summary response, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the bid are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder in furnishing the supplies or services described in the bid and awarded to the Bidder. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

PRODUCT SAMPLES: The bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not included as part of their bid response, the bidder will be required to provide the samples within five (5) business days after notification. Failure to provide the samples within the stated time period will result in the bidder being deemed not responsive. After award of the contract, the samples will be used as a basis of comparison with actual product delivered under contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS. The State acknowledges that it may receive bids from multiple distributors bidding the same manufacturer's product. In such situations, specification samples may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such specification samples are accompanied by written documentation, on manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the specification samples are provided. Any bidder not appearing on this listing and/or bidders failing to furnish requested specification samples, will result in the bidder being deemed non-responsive.

When submitting samples, the outside of shipping carton is to be clearly marked, "samples", with the bid or reverse auction qualification summary number and the opening date. All samples must be tagged to clearly indicate the bid or reverse auction qualification summary number, index number, bid category/item number for which the samples are being submitted. Unmarked samples will not be considered and the bidder will be considered not responsive.

If samples are to be returned bidders must include a self-addressed return mailing label and sufficient postage for said samples. Failure to comply with the foregoing will result in the samples becoming the property of the state of Ohio. After award of a contract the samples of the successful bidder will be retained until the expiration of this contract and the samples will be used as a basis of comparison with actual product delivered under the contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within thirty (30) days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

MINIMUM ORDERS: There is no minimum order requirement. All orders placed against a contract awarded pursuant to this Invitation to Bid for delivery F.O.B. destination, transportation charges pre-paid, at any one time to any one destination will be for quantities by shipping unit as defined on page 15.

ORDER PLACEMENT AND ACCEPTANCE: The contractor must be capable of receiving orders via FAX, phone, email or U.S. Mail. Purchase orders for any item(s) listed in the contract awarded pursuant to this bid will be placed directly with the successful contractor by the using agency. No order will specify delivery to exceed ninety (90) days beyond the expiration and/or cancellation date of this contract.

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this bid or in any contract awarded pursuant to this bid. The contractor must provide merchandise/service in shipping unit quantity(s) as indicated in the bid/bid response/contract.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the estimated annual usage of each item by its corresponding shipping unit price and then add these totals together within each category for which the bidder is qualified. Failure to bid all items in a category for which the bidder is qualified may result in the bidder being deemed not responsive.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder(s) by low category total. Low category total will be determined by multiplying the shipping unit price by the estimated annual usage listed in the bid and then adding each of the totals together within each category to arrive at a total for that category. Failure to bid all items in a category for which the bidder is qualified may result in the bidder being deemed not responsive.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first six (6) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

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

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

INSURANCE REQUIREMENTS: Bidders should provide with their bid, documentation of the following insurance coverages 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 Contract Terms and Conditions):

1. Ohio Bureau of Workers Compensation Certificate or in the case of non-state of Ohio bidders, proof of workers compensation insurance in your state of domicile.
2. Employer's Liability (Stop Gap) insurance with limits of not less than one million (\$1,000,000.00) dollars.
3. Automobile Liability with limits in accordance with Federal and State laws.
4. Commercial General Liability (CGL) Insurance:
 - a. Limits of \$500,000.00 per occurrence.
 - b. Limits of \$1,000,000.00 annual aggregate.
 - c. To be compliant, the CGL policy must include the following three endorsements:
 - 1) a blanket waiver of subrogation.
 - 2) a statement that the Contractor's CGL coverage is primary over any other coverage.
 - 3) designate the state of Ohio as an additional insured.

If the Bidder does not currently carry the amounts of coverage and/or the required endorsements specified above, the Bidder should provide a letter from their insurance company stating that the Bidder's coverage will be increased to the specified amounts and/or the required endorsements will be added to the policy upon award of the ensuing Contract. The letter from the insurance company should also be submitted with the Bid. If a compliant insurance certificate is not provided with the bid submission the bidder should have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

INSURANCE DOCUMENTS: Upon the policy renewal date, the contractor must submit, within thirty (30) days, updated insurance documents showing compliance with all applicable coverages required by this contract. As required, the documents must include a current Workers' Compensation Certificate and an Accord Certificate of all applicable insurance coverages and must include all required Commercial General Liability endorsements as described in Articles S-12 and S-13 of the Supplemental Terms and Conditions of this contract.

Failure to maintain compliant insurance coverage per Article S-12 and S-13 of the Supplemental Contract Terms and Conditions will be considered a default and will be cause for cancellation of the contract under the Standard Contract Terms and Conditions, Section I, Item C, Part 1.

These documents shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Dan Cartwright. (dan.cartwright@das.state.oh.us)

FEDERAL TAXPAYER IDENTIFICATION FORM W-9 - Notice to Bidders: All Bidders should download a Federal Request for Taxpayer Identification Number and Certification W-9 Form and submit it as part of their bid response. The W-9 form must be completed and must display an original signature. Copied or stamped signatures are not acceptable.

To download the W-9 form from your internet explorer:

- type: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- under IRS Resources, select Forms and Publications
- select Download by Form and Instruction Number
- from the list of pdf files, select Item 1007, Form Number W-9
- download, complete the form, submit with the bid response

This completed form should be returned as part of the bid response. Failure to complete this page may deem your bid not responsive. This requirement applies to all Bidders: Bidders who have not previously done business with the State as the awardee of an Office of State Purchasing competitively bid Invitation to Bid, Request for Proposal, or State Term Schedule and also to currently awarded contractors as well. The DAS Central Accounting System requires that all contractor W-9 forms be periodically updated by submission of a new form.

If a current W-9 is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

AFFIRMATIVE ACTION PROGRAM VERIFICATION: The Ohio Revised Code (ORC) requires all contractors from whom the State or any of its political subdivisions make purchases have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons. An Affirmative Action Program Verification Form must be submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). The form verifies the company's commitment to implement steps to ensure equal employment opportunity within their organization. Prior to the award of a contract a prospective vendor must have filed verification with the state of Ohio EOD that the contractor has a written affirmative action program. Verifications may be submitted online at the following URL: <http://www.das.ohio.gov/eod/aapv.htm> Contact the Ohio Department of Administrative Services Equal Opportunity Division at (614) 752 9273 to obtain a user name and password and follow the directions at the above URL to register your program and obtain a verification letter. For questions or help with filing verification please contact the Affirmative Action/EEO Unit at (614) 466-8380. Prospective vendors should submit proof with their bid that they have an Affirmative Action Program on file with the state of Ohio DAS/EOD. If said information is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

EXCEPTIONS: Any exceptions to the specifications in this bid must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.

REFERENCE TO ALTERNATE TERMS: Any reference which may appear on any price list, literature or specification sheet(s), to any terms and conditions such as "F.O.B Shipping Point" or "Prices Subject to Change", will not be part of any contract with the successful bidder and will be disregarded by the state of Ohio.

USAGE REPORTS: Every twelve (12) months the contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Dan Cartwright

STATE OF OHIO OFFICE OF BUDGET MANAGEMENT ELECTRONIC FUNDS TRANSFER PAYMENTS PROGRAM: The awarded contractor should consider registering for the state of Ohio, Office of Budget Management's Electronic Funds Transfer Payments program. By registering and participating in this program, contractors reduce costs for both the contractor and state of Ohio and insure that payments for goods or services are transmitted promptly and accurately. To register for this program, go to: www.obm.ohio.gov/ select Forms from the left side menu and scroll down to Vendor Forms, download and print form EFT – Direct Deposit Form (OBM-1234) review, complete, sign and submit it in accordance with the instructions on the form.

SPECIFICATIONS

SCOPE

The purpose of this bid is to obtain a contractor(s) to supply Dust Mops, and Accessories; Floor Pads, Buffing, Stripping, Burnishing and Polishing, ordered by the Ohio Department of Mental Health (DMH), Central Warehouse for distribution to State institutions as specified herein, F.O.B. destination prepaid. Additionally, this bid is to obtain a contractor(s) to supply Mop Yarn and raw materials for Scouring Pads, Hand Pads, Floor Pads and Pad Holders ordered by the Department of Rehabilitation and Correction (DRC) for the Ohio Penal Industries, Ohio Reformatory for Women (ORW) or Southern Ohio Correctional Facility (SOCF) as specified herein, F.O.B. destination prepaid. The term of any contract issued pursuant to this bid shall be for a period of three (3) years, from December 1, 2009 through November 30, 2012.

CATEGORY I

DUST MOP, COTTON, RECTANGULAR AND COMPONENT PARTS (finished products for DMH)

I. SCOPE

These specifications shall cover a rectangular shape cotton dust mop that "slips-on" over a metal frame; the metal frame, and a hardwood handle that snaps onto the metal frame which will allow for complete swivel action or a rigid handle for use in dusting floors.

II. CLASSIFICATIONS

A. Type I - Slip-On Dust Mop Head

1. 3-1/4" x 18"
2. 3-1/4" x 36"

B. Type II - Metal Dust Mop Frame

1. 3-1/4" x 36"

C. Type III - Dust Mop Handle

III. REQUIREMENTS

- A. Mop Head Yarn - Shall have looped ends of not less than 4/ply cotton, 4 twist/1 inch, cotton, 735 yards per pound for inside loops and ply cotton, 588 yards per pound for outside loops. Shall have two inside rows of loop fringe sewn directly onto backing with 2 rows of parallel stitching. One row of fringe sewn to outside edges with 2 rows of parallel stitching.
- B. Yarn - Shall be 2" looped 4 ply/4 twists, 1 inch, natural color 100 % cotton yarn, 18" mop head shall be 6.8 oz. (+-) 10% total yarn weight and the 36" mop head shall be 12.2 oz.(+) 10% total yarn weight. Yarn shall be clean and free of any defects that affect appearance or durability.
- C. Backing Fabric - The 18" mop head shall be 20" L x 4.75" W, 2.2 oz. and the 36" mop head shall be 40" L x 4.75" W, 2.2 oz. cotton duck, nylon or polyester material, with all rows of fringe, including outside row sewn to underside of mop backing.
- D. Tape - All edges shall be overcast or bound with at least 1/4" cotton herringbone woven tape using nylon or polyester thread.
- E. Mop Head - It shall be launderable, pre-shrunk, pre-laundered, dyed (color fast), and ready for immediate use or treating by purchaser. The 18" mop head shall be 19.5" L x 4.75" W mop head 7.8 oz. minimum finished wt. (+-) 10 % and the 36" mop head shall be 39" L x 4.75" W mop head 14 oz. minimum wt. (+ -) 10%.
- F. Handle - Shall be close grained hardwood with a maximum moisture of not more than 12 percent without defects or grain slope steeper than "1 per "15. Shall be sanded smooth and waxed, lacquered or varnished. Shall be approximately 58" in length and 7/8" minimum in diameter.
- G. Swivel - The end of mop handle shall have a sliding sleeve and snap-lock device. The sliding sleeve allows either Construction free swiveling of mop head or locks it into an upright rigid position. The snap-lock device allows the removing or placing of handle onto the metal frame by pressing the snap-lock open. Shall fit Type II Dust Mop Frames.

H. Frame Construction - The frame shall be of a rectangular shape with rounded ends, made of continuous rod without rough or sharp edge to damage mop head pocket. Must be of proper size to fit Type I Dust Mop Heads as appropriate and Type III Handle.

IV. PACKAGING

Each type shall be packaged in accordance with their classification of one dozen (12) of each class to a case. All items shall be packed in such a manner to insure carrier acceptance and safe delivery to destination. Unless otherwise specified, shipping containers for each type and class shall be marked with the name of the commodity as defined by the contract or order under which shipment is made and quantity contained therein. Country of origin shall be clearly indicated on each container.

CATEGORY II

FLOOR PADS, MACHINE TYPE (finished products for DMH)

I. SCOPE

These specifications shall cover floor maintenance pads used for buffing, scrubbing, stripping and burnishing floors which are suitable for mounting on power driven, rotary disc type floor maintenance machines.

II. CLASSIFICATION

Floor maintenance pads shall be of the following class, and sizes and shall be as specified with each class.

Type II pads shall be curled natural hair, blended with synthetic fibers, 1 inch (25.4 mm) minimum thickness, for operation from 750 to 2500 RPM [Per Specification A-A-3004, Article 2.1, Classification, Type II.]

<u>CLASS</u>	<u>COLOR</u>	<u>SIZES</u>
4 - Burnishing	White/Creme/Beige	20" dia.

Type III pads shall be polyester or polyester blended with nylon, 1 inch (25.4 mm) minimum thickness, for spray operation from 150 to 750 RPM [Per Specification A-A-3004, Article 2.1, Classification, Type III.]

<u>CLASS</u>	<u>COLOR</u>	<u>SIZES</u>
1 - Buffing	Red	20" dia.
2 - Scrubbing	Blue	20" dia.
3 - Stripping	Brown	20" dia.

III. APPLICABLE DOCUMENTS

The latest revision of Commercial Item Description (CID) A-A-3004, Pad, Floor Polishing Machine, shall apply. View the specification at <http://assist.daps.dla.mil/quicksearch/>

IV. REQUIREMENTS

- A. Material - The materials used in the manufacture of floor maintenance pads shall be either curled hair, nylon, polyester or a blend of nylon and polyester and suitable for the intended use in accordance with good commercial practice. Recycled materials shall be used where practicable.
- B. Abrasive Particles - Shall be made of either natural or synthetic abrasives.
- C. Bonding Adhesives - Shall be of good quality. The materials used shall not support the growth of bacteria and must be of such denier, density, strength, quality, and workmanship to produce a cohesive pad, uniform in structure and reversible with equal performance on each side.
- D. Pads - Shall withstand repeated washings in strong detergent-ammonia (stripping) solutions for removal of accumulated wax, dirt, etc., and the matrix shall retain its original condition after rinsing with water, detergent solutions, oil, wax, or other material normally encountered in floor maintenance operations.

Floor pads - Shall be suitably designed and fabricated for use with rotary disc electric floor polishers or other machines having driving heads similar to floor polishers.

- 1. The floor pads shall be resilient so as to contact the floor over their entire area while in use.
- 2. Pads shall be provided with a scored or removable center hole 3-3/8" plus or minus 1/8" diameter. The sizes of the pads shall be in accordance with Article II, above (class, colors and sizes) as to the sizes

specified within a tolerance of plus or minus 5/16", total runout. The center hole shall be concentric with the outside diameter specified in Section 3.2 of CID A-A-3004.

3. The abrasive content of the pads shall be uniform, within plus or minus 15% through a cross sectional thickness of the pad when tested in accordance with 3.5.1 of CID A-A-3004.

V. SPECIAL REQUIREMENTS

The pads shall be made of a one piece, unified mat. The materials of the pads shall be formed or bonded into a solid disc, and a center hole shall be provided as specified above (Pads 1., 2., & 3). Pads of spirally wound ribbons of interlocking fibers are not acceptable

- A. Type II, Class 4 - Burnishing pads shall be engineered to be used on floor machines with a minimum RPM of 2000. The pad shall provide the precise mechanical action to clean and produce a super high gloss finish in one pass of spray buffing or dry buffing. The pad will resist loading and will be capable of being cleaned for re-use. All requirements of CID A-A-3004 shall apply with regard to abrasion, thickness and gloss testing.
- B. Type III, Class 1 - Buffing pads shall be suitable for polishing and buffing of various types of floors such as ceramic, vinyl, rubber, or asphalt tiles and marble or terrazzo. The buffing pads, when tested in accordance with 3.4.1 of CID A-A-3004, shall remove no less than 0.00 g or no more than 0.50 g of weight when averaged from the substrate material.
- C. Type III, Class 2 - Scrubbing pads shall be suitable for cleaning and scrubbing the type of floors specified in Class 1. The scrubbing pads, when tested in accordance with 3.4.1 of CID A-A-3004, shall remove no less than 0.98 g or no more than 2.62 g of weight when averaged from the substrate material.
- D. Type III, Class 3 - Stripping pads shall be suitable for scouring and stripping the type of floors specified in Class 1 and in addition, wood and concrete floors. The stripping pads, when tested in accordance with 3.4.1 of CID A-A-3004, shall remove no less than 1.65 g or no more than 4.48 g of weight when averaged from the substrate material.

VI. PERFORMANCE

The floor maintenance pads shall wear evenly and buff, scrub, or strip uniformly as the pads wear down. The thick pads shall be capable of being washed throughout their life without reducing their effectiveness. The floor pads are intended for heavy-duty floor care and maintenance.

VII. TESTING

- A. Testing, for evaluation of the product offered, may be done at the direction of State Purchasing and/or the State agency for which the purchase is made. The cost of the samples used and the cost of the testing shall be the responsibility of the supplier. The product(s) furnished under this specification shall be tested by the following methods or approved equally applicable procedures.
- B. Test methods will incorporate test procedures specified in CID A-A-3004, Section 3 – Salient Characteristics.

VIII. PACKAGING

Each type and class shall be packed in accordance with their appropriate class and size, five (5) each pads per case. Unless otherwise specified, shipping container for each type and class shall be marked with the name of the manufacturer and name of the commodity as defined by the contract or order under which shipment is made and quantity contained therein.

All items shall be packed in such a manner to guarantee carrier acceptance and safe delivery to destination.

CATEGORY III

MOP YARN (raw materials for ORW)

I. SCOPE

These specifications shall cover Mop Yarn used by the Ohio Penal Industries (ORW) in the manufacturing of mops.

II. CLASSIFICATION

- A. Mop Yarn, rayon synthetic blend, four-ply, on tube.
- B. Mop Yarn, rayon synthetic blend, eight-ply, on cone.

III. REQUIREMENTS

- A. General: Apply to both 4-ply and 8-ply mop yarn:
1. Single yarn cotton count (weight) of NE 0.90 +/- 5%.
 2. Yield of single yarn: 718.2 to 793.8 yds/lb.
 3. Minimum plied tensile strength for 4-ply, 42.0 lbs. and 8 ply, 79.0 lbs.
 4. Single yarn to be Rotor Spun with 4.9 "Z" directions turns per inch.
 5. Color - White
- B. Four-Ply Yarn specific requirements:
1. 4-Ply shall be twisted with 1.2 "S" directions turns per inch.
 2. Shall yield 176 yards to 189 yards per lb.
 3. Shall be put up on 80 lbs tubes.
 4. Bales shall have 40 ends or strands per tube.
 5. 80 lb. bales shall be palletized 12 bales per 40" x 48" pallet.
- C. Eight-Ply Yarn specific requirements:
1. 8-ply shall be twisted with 0.90 "S" direction turns per inch.
 2. Shall yield 88 yards to 94.5" yards per lb.
 3. Shall be put up on 12 lb. 11.5", 3 degree 51 minute cones.
 4. Maximum cone diameter is 10" OD.
 5. 12 lb. cones shall be palletized 54 cones per 40" x 48" pallet.

CATEGORY IV

SCOURING SPONGES, HAND PADS, FLOOR PADS AND PAD HOLDERS (raw materials for SOFC)

I. SCOPE

These specifications shall cover the raw materials used by the Ohio Penal Industries (SOFC) in the manufacturing of Scouring Sponges, Hand Pads, Floor Pads and Pad Holders.

II. CLASSIFICATION

- A. Scouring Sponges
- B. Hand Pads
- C. Floor Pads
- D. Pad Holders

III. REQUIREMENTS

- A. Scouring Sponges:
1. 1" thick Yellow cellulose sponge with green hand pad
 2. 100% polyester fiber from post consumer and industrial recycled waste
 3. water-based latex resins used in binding process
 4. 40" x 40" sheet
 5. 50 sheets per pallet, shrink-wrapped
- B. Hand Pads:
1. Green medium duty hand pad
 2. 100% polyester fiber from post consumer and industrial recycled waste
 3. water-based latex resins used in binding process
 4. 56" x 80 linear yards per roll
 5. Free loaded on pallet
- C. Floor Pads:
1. All pad material is 1" thick except brown pad material can be 7/8" thick
 2. 100% polyester fiber from post consumer and industrial recycled waste where possible
 3. water-based latex resins used in binding process
 4. 56" x 40 linear yards per roll
 5. The pads shall be made of a one piece unified mat. The materials of the pads shall be formed or bonded. Pads of spirally wound ribbons of interlocking fibers are not acceptable.

6. All floor pad raw materials are to adhere to the same specifications as Category II above and document CID A-A-3004 which can be found at <http://assist.daps.dla.mil/quicksearch/>
- A. Type II, Class 4 - Burnishing pads shall be engineered to be used on floor machines with a minimum RPM of 2000. The pad shall provide the precise mechanical action to clean and produce a super high gloss finish in one pass of spray buffing or dry buffing. The pad will resist loading and will be capable of being cleaned for re-use. All requirements of CID A-A-3004 shall apply with regard to abrasion, thickness and gloss testing.
 - B. Type III, Class 1 - Buffing pads shall be suitable for polishing and buffing of various types of floors such as ceramic, vinyl, rubber, or asphalt tiles and marble or terrazzo. The buffing pads, when tested in accordance with 3.4.1 of CID A-A-3004, shall remove no less than 0.00 g or no more than 0.50 g of weight when averaged from the substrate material.
 - C. Type III, Class 2 - Scrubbing pads shall be suitable for cleaning and scrubbing the type of floors specified in Class 1. The scrubbing pads, when tested in accordance with 3.4.1 of CID A-A-3004, shall remove no less than 0.98 g or no more than 2.62 g of weight when averaged from the substrate material.
 - D. Type III, Class 3 - Stripping pads shall be suitable for scouring and stripping the type of floors specified in Class 1 and in addition, wood and concrete floors. The stripping pads, when tested in accordance with 3.4.1 of CID A-A-3004, shall remove no less than 1.65 g or no more than 4.48 g of weight when averaged from the substrate material.
7. Free loaded on pallet

Below is the description of the five (5) types of floor pad material required:

<u>Color</u>	<u>Use</u>	<u>Speed</u>
Brown	Stripping	Up to 750 RPM
Blue	Scrubbing	Up to 750 RPM
Red	Buffing	Up to 750 RPM
White	Polishing/Burnishing	Up to 2,500 RPM
Natural Hair	Ultra High Speed Burnishing (Hair)	Up to 2,500 RPM

D. Pad Holders:

1. Must have universal socket for handle
2. Built-in teeth on base accepts 4 1/2" x 10" cleaning pads
3. Accepts any 15/16" diameter tapered or threaded handle
4. 3 5/8" W x 9 1/2" L
5. 12 per case

Contract Pricing

OAKS ITEM NO.	DESCRIPTION	Cost Per (shipping unit)	Source/ Manufacturer	BRAND	PRODUCT CODE NO.
Category I – Vendor: Joshen Paper and Packaging					
17140	Slip-on dust mop head, 12 per case 3-1/4" x 18"	\$29.65 (Case)	Greenwood Mop & Broom	Greenwood	00610
17141	Slip-on dust mop head, 12 per case 3-1/4" x 36"	\$39.60 (Case)	Greenwood Mop & Broom	Greenwood	00612
17142	Metal dust mop frame, 12 per case 3-1/4" x 36"	\$35.16 (Case)	Greenwood Mop & Broom	Greenwood	00624
17143	Dust mop handle, 12 per case	\$63.25 (Case)	Greenwood Mop & Broom	Greenwood	00602
Category II – Vendor: Cottingham Paper					
17144	20" dia. floor pad, 5 per case, burnishing white, creme, beige	\$9.86 (Case)	ACS	Type 42	42-20
17145	20" dia. floor pad, 5 per case, buffing, red	\$9.77 (Case)	ACS	Type 51	51-20
17146	20" dia. floor pad, 5 per case, scrubbing, blue	\$10.05 (Case)	ACS	Type 53	53-20
17147	20" dia. floor pad, stripping, brown	\$10.52 (Case)	ACS	Type 71	71-20
Category III – Vendor: Jones Companies					
17982 OPI- 010810	Mop yarn, rayon synthetic blend, four-ply, on tube	\$1.376 (per pound)	Jones Co.	5510 4-ply	5510040042-040
17983 OPI- 020810	Mop yarn, rayon synthetic blend, eight- ply, on cone	\$1.419 (per pound)	Jones Co.	5510 8-ply	5510080032-001
Category IV – Vendor: Joshen Paper and Packaging					
17148 OPI- 019264	Scouring sponges, 40" x 40" sheet, 50 sheets per pallet	\$604.50 (Pallet)	ACS	ACS	74-sheet
17149 OPI- 029264	Hand pads, 56" x 80 linear yards per roll	\$233.75 (Roll)	ACS	ACS	5096-80
17150 OPI- 019263	Floor pads, brown, stripping, 56" x 40 linear yards per roll	\$261.96 (Roll)	ACS	ACS	71-roll-56
17151 OPI- 029263	Floor pads, blue, scrubbing, 56" x 40 linear yards per roll	\$239.80 (Roll)	ACS	ACS	53-roll-56
17152 OPI- 039263	Floor pads, red, buffing, 56" x 40 linear yards per roll90	\$219.65 (Roll)	ACS	ACS	51-roll-56
17153 OPI- 049263	Floor pads, white, polishing, 56" x 40 linear yards per roll	\$219.65 (Roll)	ACS	ACS	41-roll-56
17154 OPI- 059263	Floor pads, nat. hair, burnishing, 56" x 40 linear yards per roll	\$219.65 (Roll)	ACS	ACS	35-roll-56
17155 OPI- 069263	Pad holders, 12 per case 3 5/8"W x 9 1/2"L	\$88.14 (Case)	Continental	Continental	20931

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*

* Indicates a price increase effective for all orders received on or after February 29, 2012.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:



Purchase Orders To:
0000070267
Joshen Paper & Packaging
5808 Grant Ave.
Cuyahoga Heights, OH 44105

Remit To:
Joshen Paper & Packaging of Cleveland
PO Box 643754
Pittsburgh, PA 15264-3754

CONTRACTOR'S CONTACT: Anthony Salyers

Preferred method of receiving purchase orders:



Purchase Orders To:
0000154627
Cottingham Paper Co., A Division of Acorn Distributers Inc.
324 East 2nd Ave.
Columbus, OH 43201

Remit To:
Cottingham Paper Co., A Division of Acorn Distributers Inc.
324 East 2nd Ave.
Columbus, OH 43201

CONTRACTOR'S CONTACT: Melissa Langstaff

Preferred method of receiving purchase orders:

Purchase Orders To:
0000104903
Jones Companies, LTD.
312 South 14th Ave.
Humboldt, TN 38343

Remit To:
Jones Companies, LTD.
312 South 14th Ave.
Humboldt, TN 38343

CONTRACTOR'S CONTACT: Andrew Dailey

Preferred method of receiving purchase orders:

BID CONTRACT NO.: SA900710-1 (12/31/12)

DELIVERY: 30 Days A.R.O.

TERMS: Net 30 Days

Toll Free: (800) 793-2247 – Ext. 350
Telephone: (800) 793-2247 – Ext. 350
FAX: (216) 640-2716
E-Mail: salyers@joshen.com
fax or email to Contractor's contact

BID CONTRACT NO.: SA900710-2 (12/31/12)

DELIVERY: 30 Days A.R.O.

TERMS: Net 30 Days

Toll Free: (800) 229-2065
Telephone: (614) 294-6444
FAX: (614) 294-7042
E-Mail: mlangstaff@acorndistributors.com
fax or email to Contractor's contact

BID CONTRACT NO.: SA900710-3 (12/31/12)

DELIVERY: 30 Days A.R.O.

TERMS: Net 30 Days

Telephone: (731)-784-2832
Toll Free No.: (800)-238-8334
Fax: (800)-235-9276
E-mail: adailey@jonesyarn.com
fax or email to Contractor's contact

PART B

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICE
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

PRIMARY CONTRACT No.: SA900710

MOP YARN

The Department of Administrative Services has accepted Reverse Auction Qualification Summaries submitted in response to invitation to Bid By Reverse Auction No. SA901310 that opened on 5/10/2010 and Bid pricing submitted during the Reverse Auction event on 5/19/2010. The evaluation of the submissions has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a Contract for the item(s) listed therein. The bid response, to include the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Supplemental Requirements Contract. As indicated in the Invitation to Bid, any award(s) resulting from this bid will be incorporated into the above referenced Primary Requirements Contract. In the event that any of the terms, conditions or specifications of the Requirements Contract differ, the terms, conditions or specifications of this Supplemental Requirements Contract shall prevail.

This Supplemental Requirements Contract is effective beginning 6/15/2010 and will expire on 12/31/2012 unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Supplemental Requirements Contract is available to DRC as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

Questions regarding this Supplemental Requirements Contract may be directed to:

Dan Cartwright
dan.cartwright@das.ohio.gov

The signed Supplemental Requirements Contract and Amendment(s) thereto, are available for review at and/or downloading from the DAS website at the following address:



<http://www.ohio.gov/procure>

Signed: _____
Hugh Quill, Director

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SUPPLEMENTAL BID Any award made as a result of this bid will become part of contract No. SA900710 effective 6/1/10.

NOTICE: This Invitation to Bid will be conducted by Reverse Auction. Bidders should carefully read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 of this Invitation to Bid prior to proceeding. The responses received will be for submission of documentation only, to pre-qualify bidders to participate in a Reverse Auction. The Reverse Auction will tentatively be held on March 26, 2010. Time frames will be determined and stated in the actual invitation to the reverse auction. The reverse auction platform will be available for placeholder bids as stated in the invitation issued by HedgeHog Inc. to qualified bidders. Products offered in this Qualification Summary will be the same products bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. This Qualification Summary does not require submission of pricing at this time. Prospective bidders shall indicate in the spaces provided on the Item Identification page (page 11), the Processor (Manufacturer), Brand Name and Product Code Number for each item. Bidders should expect samples to be requested before or immediately following the reverse auction.

REVERSE AUCTION QUALIFICATION SUMMARY SUBMITTALS: Reverse auction qualification summaries shall be submitted in paper form in a sealed envelope with the bid number clearly marked on the exterior. If the bidder uses an express mail or courier service, the bid number must be clearly marked on the exterior of the express mail or courier envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope, with the bid number clearly marked on the inside envelope. DAS must receive the qualification summary no later than 1:00 p.m. the day the summaries are scheduled for opening. DAS receives summaries during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday, except state observed holidays. DAS does not accept summaries with insufficient postage, collect on delivery, or through electronic means. Summaries must be delivered to the following address: Department of Administrative Services, General Services Division, Office of Procurement Services, ATTN.: Bid Desk, 4200 Surface Road Columbus, OH 43228-1385.

The ITB Contract award process by Reverse Auction has three (3) distinctive parts:

1. The submission and evaluation of the Invitation To Bid By Reverse Auction Qualification Summary.
2. The submission of pricing by reverse auction for qualified bidders. Price delivered FOB Destination Prepaid, will be the price required to be entered during the reverse auction.
3. Contract award evaluation that may include product sampling.

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

MANDATORY/REQUIRED SUBMISSIONS: Mandatory submissions must be submitted with the bid/qualification summary response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said required documentation/materials within three (3) calendar days after notification, to the Office of State Purchasing. Failure to provide mandatory submissions with the bid response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed not responsive and the bid response will be immediately disqualified with no further consideration given for potential awarding of the Contract. For specific submission requirements, Bidders should refer to MANDATORY SUBMISSION - BIDDER QUALIFICATIONS below and the Bid Submission Check List on page 12 for a listing of those mandatory submissions due with the bid response and those other submissions that should be submitted with the bid response, but which do not become mandatory until requested by DAS.

MANDATORY SUBMISSION - BIDDER QUALIFICATIONS: To participate in the Reverse Auction bidders must pre-qualify. In order to be deemed responsive, responsible and qualified to participate in the reverse auction, bidders must provide the following mandatory submissions with their pre-qualification response. Pre-qualification responses are due on May 10, 2010 by 1:00 PM EST. For more information see the Mandatory and Required Submittals Section of the Bid Submission Checklist on page 12 of this Invitation to Bid.

- A. Bidders shall supply a letter stating ability to show proof of Workers' Compensation Liability Insurance, and General Liability Insurance per the Contract Terms and Conditions (Rev. 10/01/07), 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 8 of this Invitation to Bid / Qualification Summary.
- B. Bidders responding to this Invitation to Bid must be authorized dealers or manufacturers of the products they are bidding. Bidders shall submit, 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.
- C. Descriptive literature or manufacturer's specification sheets must be submitted with the prequalification response for each item/manufacturer bid. Specification sheets must be labeled with the name of the manufacturer, the style or item number and the number of the item bid corresponding to the number of the item on the Item Identification Page (page 11) of this qualifying summary. The state acknowledges that it may receive bids from multiple

Distributors bidding the same manufacturer's products. In such situations, specification sheets/samples may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such specification sheets/samples are accompanied by written documentation on the manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the specification sheets/samples are provided. Any bidder not appearing on this listing and who have failed to furnish requested specification sheets/samples may be considered not responsive.

- D. Bidders shall complete and submit the Item Identification Information on page 11. Bidders should NOT SUPPLY BID PRICING with your pre-qualification summary information submittal. Bidders shall indicate on the Item Identification Page for each item offered in the spaces provided; the 1) Manufacturer Name 2) Brand Name (if applicable) and 3) Item/Style Number for each item bid. Items offered by bidders during pre-qualification will be the same items bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. Once a bidder has indicated and/or quoted a particular manufacturer, brand, item/style number, any subsequent contract will be issued manufacturer and brand specific. No substitutes for brand item/style bids are authorized or will be accepted.
- E. Bidders shall complete and submit with their bid the DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES on page 5 of this Invitation to Bid / Qualification Summary.
- F. Bidders shall complete and submit with their bid the BIDDER DISCLOSURE STATEMENTS on page 5 of this Invitation to Bid / Qualification Summary.
- G. Bidders shall complete and submit with their bid the AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST on pages 5 and 6 of this Invitation to Bid / Qualification Summary.
- H. Bidders shall complete and submit with their bid the DISCLOSURE OF FULFILLMENT HOUSES on page 6 of this Invitation to Bid / Qualification Summary

Bidders who complete the pre-qualification process and who are deemed to be qualified bidders based upon complete submission of all qualification criteria and specification compliant products as required by this reverse auction qualification summary, will be notified and invited to participate in the online Reverse Auction Event.

BIDDER DISCLOSURE STATEMENTS: The Bidder must provide a declarative (yes/no) answer regarding 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. Within the past five (5) years:

ITEM	DISCLOSURE STATEMENT	YES	NO
A	Has the Bidder and/or subject company had a contract cancelled for default or cause?		
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 governmental entity?		
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?		
D	Has trading in the stock of the subject company ever been suspended? Give date and explanation.		
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?		
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?		
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 any felony charge?		
H	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company had a finding for recovery action issued by the Ohio Auditor of State for a sum of funds due the state of Ohio?		

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. This form shall be completed and returned as part of the bid response. Failure to complete this page may deem your bid not responsive.

AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST - Reference: Supplemental Contract Terms & Conditions – Page 10, Article S-13

Automobile Liability - Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker, or Subcontractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on State property to make deliveries or to perform services.

Disclosure Of Subcontractors / Joint Ventures (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q.):

List names of subcontractors who will be performing work under the Contract.

_____	_____
_____	_____
_____	_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

DISCLOSURE OF FULFILLMENT HOUSES:

[Fulfillment Houses are defined as follows: A third party that performs outsourced storage, order picking, packing, shipment and/or tracking activities for the Contractor.] Bidders seeking to enter into a materials contract shall disclose the following: (use additional sheets if necessary)

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all Fulfillment Houses (Name/City/State/Country)

c) Location where inventory to support the Contract will be maintained (Name/City/State/Country)

d) Has this Fulfillment House ever been asked to withdraw from a contract with the state of Ohio, either as a Fulfillment House or as a direct contractor to the State? Yes No

e) Has this Fulfillment House ever been asked to withdraw from a contract with another state or government body?
Yes No

f) Location where inventory to support the Contract will be maintained (Name/City/State/Country)

The state of Ohio neither approves nor disapproves of any Fulfillment House. The State reserves the right to authorize or fail to authorize the use of any Fulfillment House. Prior removal from a contract or contracts may be cause for disqualification.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is complete, correct, true and accurate. The Bidder agrees that no changes will be made to this list of fulfillment houses without amendment to the contract issued subsequent to the analysis of bids. Any attempt by the Bidder/Contractor to change or otherwise alter Fulfillment House locations where services will be performed without prior amendment to the contract, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SWEATSHOP FREE: By the signature affixed to this qualification summary response, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the bid are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder in furnishing the supplies or services described in the bid and awarded to the Bidder. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

PRODUCT SAMPLES: The bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not included as part of their bid response, the bidder will be required to provide the samples within five (5) business days after notification. Failure to provide the samples within the stated time period will result in the bidder being deemed not responsive. After award of the contract, the samples will be used as a basis of comparison with actual product delivered under contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS. The State acknowledges that it may receive bids from multiple distributors bidding the same manufacturer's product. In such situations, specification samples may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such specification samples are accompanied by written documentation, on manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the specification samples are provided. Any bidder not appearing on this listing and/or bidders failing to furnish requested specification samples, will result in the bidder being deemed non-responsive.

When submitting samples, the outside of shipping carton is to be clearly marked, "samples", with the bid or reverse auction qualification summary number and the opening date. All samples must be tagged to clearly indicate the bid or reverse auction qualification summary number, index number, bid category/item number for which the samples are being submitted. Unmarked samples will not be considered and the bidder will be considered not responsive.

If samples are to be returned bidders must include a self-addressed return mailing label and sufficient postage for said samples. Failure to comply with the foregoing will result in the samples becoming the property of the state of Ohio. After award of a contract the samples of the successful bidder will be retained until the expiration of this contract and the samples will be used as a basis of comparison with actual product delivered under the contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within thirty (30) days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

MINIMUM ORDERS: There is no minimum order requirement. All orders placed against a contract awarded pursuant to this Invitation to Bid for delivery F.O.B. destination, transportation charges pre-paid, at any one time to any one destination will be for quantities by shipping unit as defined on page 11.

ORDER PLACEMENT AND ACCEPTANCE: The contractor must be capable of receiving orders via FAX, phone, email or U.S. Mail. Purchase orders for any item(s) listed in the contract awarded pursuant to this bid will be placed directly with the successful contractor by the using agency. No order will specify delivery to exceed ninety (90) days beyond the expiration and/or cancellation date of this contract.

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this bid or in any contract awarded pursuant to this bid. The contractor must provide merchandise/service in shipping unit quantity(s) as indicated in the bid/bid response/contract.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the estimated annual usage of each item by its corresponding shipping unit price and then add these totals together. Failure to bid all items may result in the bidder being deemed not responsive.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the shipping unit price by the estimated annual usage listed in the bid and then adding these together to arrive at a lot total. Failure to bid all items may result in the bidder being deemed not responsive.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first six (6) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

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

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

INSURANCE REQUIREMENTS: Bidders should provide with their bid, documentation of the following insurance coverages 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 Contract Terms and Conditions):

5. Ohio Bureau of Workers' Compensation Certificate or in the case of non-state of Ohio bidders, proof of workers' compensation insurance in your state of domicile.
6. Employer's Liability (Stop Gap) insurance with limits of not less than one million (\$1,000,000.00) dollars.
7. Automobile Liability with limits in accordance with Federal and State laws.
8. Commercial General Liability (CGL) Insurance:
 - a. Limits of \$500,000.00 per occurrence.
 - b. Limits of \$1,000,000.00 annual aggregate.
 - c. To be compliant, the CGL policy must include the following three endorsements:
 - 1) a blanket waiver of subrogation.
 - 2) a statement that the Contractor's CGL coverage is primary over any other coverage.
 - 3) designate the state of Ohio as an additional insured.

If the Bidder does not currently carry the amounts of coverage and/or the required endorsements specified above, the Bidder should provide a letter from their insurance company stating that the Bidder's coverage will be increased to the specified amounts and/or the required endorsements will be added to the policy upon award of the ensuing Contract. The letter from the insurance company should also be submitted with the Bid. If a compliant insurance certificate is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

INSURANCE DOCUMENTS: Upon the policy renewal date, the contractor must submit, within thirty (30) days, updated insurance documents showing compliance with all applicable coverages required by this contract. As required, the documents must include a current Workers' Compensation Certificate and an Acord Certificate of all applicable insurance coverages and must include all required Commercial General Liability endorsements as described in Articles S-12 and S-13 of the Supplemental Terms and Conditions of this contract.

Failure to maintain compliant insurance coverage per Article S-12 and S-13 of the Supplemental Contract Terms and Conditions will be considered a default and will be cause for cancellation of the contract under the Standard Contract Terms and Conditions, Section I, Item C, Part 1.

These documents shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Dennis Kapenga. (dennis.kapenga@das.state.oh.us)

FEDERAL TAXPAYER IDENTIFICATION FORM W-9 - Notice to Bidders: All Bidders should download a Federal Request for Taxpayer Identification Number and Certification W-9 Form and submit it as part of their bid response. The W-9 form must be

completed and must display an original signature. Copied or stamped signatures are not acceptable.

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Rev. 6/01/10
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To download the W-9 form from your internet explorer:

- type: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- under IRS Resources, select Forms and Publications
- select Download by Form and Instruction Number
- from the list of pdf files, select Item 1007, Form Number W-9
- download, complete the form, submit with the bid response

This completed form should be returned as part of the bid response. Failure to complete this page may deem your bid not responsive. This requirement applies to all Bidders: Bidders who have not previously done business with the State as the awardee of an Office of State Purchasing competitively bid Invitation to Bid, Request for Proposal, or State Term Schedule and also to currently awarded contractors as well. The DAS Central Accounting System requires that all contractor W-9 forms be periodically updated by submission of a new form.

If a current W-9 is not provided with the bid submission the bidder will have three (3) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

AFFIRMATIVE ACTION PROGRAM VERIFICATION: The Ohio Revised Code (ORC) requires all contractors from whom the State or any of its political subdivisions make purchases have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons. An Affirmative Action Program Verification Form must be submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). The form verifies the company's commitment to implement steps to ensure equal employment opportunity within their organization. Prior to the award of a contract a prospective vendor must have filed verification with the state of Ohio EOD that the contractor has a written affirmative action program. Verifications may be submitted online at the following URL: <http://business.ohio.gov/efiling/> Contact the Ohio Department of Administrative Services Equal Opportunity Division at (614) 752 9273 to obtain a user name and password and follow the directions at the above URL to register your program. Approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments web site: <http://odnapps01.odn.state.oh.us/das-eod/bmswebaavp.nsf/b2aee95274adf1028525735a005c938d> For questions or help with filing a verification please contact the Affirmative Action/EEO Unit at (614) 466-8380. Prospective vendors should submit proof with their bid that they have an Affirmative Action Program on file with the state of Ohio DAS/EOD. If said information is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

EXCEPTIONS: Any exceptions to the specifications in this bid must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.

REFERENCE TO ALTERNATE TERMS: Any reference which may appear on any price list, literature or specification sheet(s), to any terms and conditions such as "F.O.B Shipping Point" or "Prices Subject to Change", will not be part of any contract with the successful bidder and will be disregarded by the state of Ohio.

USAGE REPORTS: Every twelve (12) months the contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Dennis Kapenga.

STATE OF OHIO OFFICE OF BUDGET MANAGEMENT ELECTRONIC FUNDS TRANSFER PAYMENTS PROGRAM: The awarded contractor should consider registering for the state of Ohio, Office of Budget Management's Electronic Funds Transfer Payments program. By registering and participating in this program, contractors reduce costs for both the contractor and state of Ohio and insure that payments for goods or services are transmitted promptly and accurately. To register for this program, go to: www.obm.ohio.gov select Forms from the left side menu and scroll down to Vendor Forms, download and print form EFT – Direct Deposit Form (OBM-1234) review, complete, sign and submit it in accordance with the instructions on the form.

SPECIFICATIONS

SCOPE

The purpose of this bid is to obtain a contractor to supply Mop Yarn ordered by the Department of Rehabilitation and Correction (DRC) for the Ohio Penal Industries, Ohio Reformatory for Women (ORW), F.OAB. destination prepaid. The term of any contract issued pursuant to this bid shall be for a period of approximately three (3) years, from June 1, 2010 through December 31, 2012.

CATEGORY III (on Contract SA900710)

MOP YARN (raw materials for ORW)

I. SCOPE

These specifications shall cover Mop Yarn used by the Ohio Penal Industries (ORW) in the manufacturing of mops.

II. CLASSIFICATION

- A. Mop Yarn, rayon synthetic blend, four-ply, on tube.
- B. Mop Yarn, rayon synthetic blend, eight-ply, on cone.

III. REQUIREMENTS

A. General: Apply to both 4-ply and 8-ply mop yarn:

- 1. Single yarn cotton count (weight) of NE 0.90 +/- 5%.
- 2. Yield of single yarn: 718.2 to 793.8 yds/lb.
- 3. Minimum plied tensile strength for 4-ply, 42.0 lbs. and 8 ply, 79.0 lbs.
- 4. Single yarn to be Rotor Spun with 4.9 "Z" directions turns per inch.
- 5. Color - White

B. Four-Ply Yarn specific requirements:

- 1. 4-Ply shall be twisted with 1.2 "S" directions turns per inch.
- 2. Shall yield 176 yards to 189 yards per lb.
- 3. Shall be put up on 80 lb. tubes.
- 4. Bales shall have 40 ends or strands per tube.
- 5. 80 lb. bales shall be palletized 12 bales per 40" x 48" pallet.

C. Eight-Ply Yarn specific requirements:

- 1. 8-ply shall be twisted with 0.90 "S" direction turns per inch.
- 2. Shall yield 88 yards to 94.5" yards per lb.
- 3. Shall be put up on 12 lb. 11.5", 3 degree 51 minute cones.
- 4. Maximum cone diameter is 10" OD.
- 5. 12 lb. cones shall be palletized 54 cones per 40" x 48" pallet.

CONTRACT ITEMS

PRODUCT TO BE BID DURING REVERSE AUCTION: Successfully qualified bidders will be required to provide the products stated below in the event of a contract award. Pricing submitted during the subsequent reverse auction shall not contain a cost of 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. Price is to be FOB destination prepaid. Failure to submit qualifying information for all items may result in the bidder being deemed not responsive. Failure to submit pricing for all items during the subsequent reverse auction will result in the bidder being deemed not responsive.

OAKS ITEM ID NO.	DESCRIPTION	EST. ANNUAL USAGE (shipping unit)	Source/ Manufacturer	BRAND	PRODUCT CODE NO.	PRICE PER POUND
Category III (on Contract SA900710)						
17982 OPI-010810	Mop yarn, rayon synthetic blend, four-ply, on 80 lb. tubes, 12 tubes (bales) per pallet	21 (Pallets) Approx. 20,000 lbs.	Jones Co.	5510 4-ply	5510040042-040	\$1.376
17983 OPI-020810	Mop yarn, rayon synthetic blend, eight-ply, on 12 lb. cones, 54 cones per pallet	23 (Pallets) Approx.15,000 lbs.	Jones Co.	5510 8-ply	5510080032-001	\$1.419

BID SUBMISSION CHECK-OFF LIST

<u>Submitted</u>		<u>Required</u>
	<u>Required with the Bid Response</u>	
_____	Bid Cover Page, Signed in Blue Ink (Page 1)	_____ Yes
_____	Required Certification For Bidding (Page 2)	_____ Yes
_____	Disclosure Of Subcontractors/Joint Ventures (Page 6)	_____ Yes
_____	Completed ITEM IDENTIFICATION (Page 11)	_____ Yes
_____	Insurance requirements documentation (page 8)	_____ Yes
_____	Authorized dealer or manufacturer letters (page 3)	_____ Yes
_____	Descriptive Literature (page 3)	_____ Yes
_____	Completed BIDDERS DISCLOSURE STATEMENTS (page 5)	_____ Yes
_____	Completed AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST (page 5)	_____ Yes
_____	Completed DISCLOSURE OF FULFILLMENT HOUSES (page 6)	_____ Yes
_____	Completed DMA Form (link on Page 2)	_____ Yes
_____	Completed W-9 Form (link on Page 8)	_____ Yes
	<u>Required During the Bid Evaluation Process</u>	
_____	Samples (page 7, 5 days after request) {UPON REQUEST ONLY}	_____ Yes
_____	Affirmative Action Verification Form (V. – I.) (links on page 9)	_____ Yes

This checklist is provided solely for the Bidder's benefit. Submission of the mandatory/required materials does not guarantee that the Bidder will be deemed compliant with all of the specifications and requirements as stated in this Bid. Completing this checklist does not absolve the Bidder's responsibility to thoroughly review and understand all of the specifications and requirements as stated in this Bid.

NOTES

Role of HedgeHog Inc.

HedgeHog Inc. has been contracted to host and manage the Online Reverse Auction event via the OhioDAS ProcurePort at <https://ohiodas.hedgehog.com>

HedgeHog Inc. will manage all services to support this online event including:

- Reception of all Bidders Registering on the OhioDAS ProcurePort (<https://ohiodas.hedgehog.com>) in order to participate in the Online Reverse Auction event.
- Contact qualified bidders regarding their participation in the online bidding event based on specific state of Ohio DAS ProcurePort requirements.
- Answer all questions relating to the online bidding process and bidding platform.
- Train invited bidders, in advance of the scheduled live online Reverse Auction event, on using the bid platform through a demonstration (mock) open event.
- Conduct the live Online event in accordance with the requirements specified in this document.
- Provide final bid reports to the state of Ohio DAS at the conclusion of the live online reverse auction event.
- HedgeHog, Inc Contact Information: M-F 8:30 AM to 5:00 PM EST _ 1-800-208-2335 / helpdesk@hedgehog.com (24/7)

Schedule (Tentative)

April 26, 2010 _ SA901310 Invitation to Bid by Reverse Auction Qualification Summary posts per page 1.

May 10, 2010 _ Qualifying Summaries due to DAS Procurement Services per page 1.

May 11, 2010 _ Sample requests sent to vendors, if required.

May 13, 2010 _ Invitation to Live Auction Issued to Qualified Bidders by HedgeHog Inc.

May 13-18, 2010 _ Qualified Bidders Registered and Trained by HedgeHog Inc.

May 19, 2010 _ Live Reverse Auction conducted.

May 28, 2010 _ Completion of sample process, if required.

June 1, 2010 _ Contract Award.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID CONTRACT NO.: SA900710-4 (12/31/12)

Purchase Orders To:
0000104903
Jones Companies, LTD.
312 South 14th Ave.
Humboldt, TN 38343

DELIVERY: 30 Days A.R.O

TERMS: Net 30 Days

Remit To:
Jones Companies, LTD.
312 South 14th Ave.
Humboldt, TN 38343

CONTRACTOR'S CONTACT: Andrew Dailey

Telephone: (731)-784-2832
Toll Free No.: (800)-238-8334
Fax: (800)-235-9276
E-mail: adailey@jonesyarn.com
fax or email to Contractor's contact

Preferred method of receiving purchase orders:

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
4	2/29/12	Indicates a price increase effective for all orders received on or after February 29, 2012
3	6/10/10	Add part B to add pricing and contractor for category III (Mop Yarn) from bid SA901310
2	02/05/10	Change Contract number from SR900410 to SA900710 (not a revenue share)
1	1/15/10	Add OPI order numbers to the contract price page