

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 11/14/13

**RFP NUMBER: CSP908314
INDEX NUMBER: OPI062**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Penal Industries (OPI), a Division of Rehabilitation and Correction (DRC) is requesting proposals for:

Concentrated Janitorial Supplies, Chemicals and Support for Soap Production and Cleaning Products

Attached is page(s) 2 and 5 to this Request for Proposal (RFP). Remove the corresponding pages from the existing RFP and replace with the attached.

Reason for Addendum.

This addendum is issued to update Safety Data Sheet (SDS) requirements in accordance with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and add Attachment I: HCS – GHS New Standards.

PROPOSAL DUE DATE:	November 27, 2013
OPENING LOCATION:	Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395

TABLE OF CONTENTS

	<u>Section Number</u>
Cover Page (to be signed by Offeror) and Schedule of Events	Cover (Page 1)
Glossary of Terms	Page 2
Executive Summary (Objectives, Background and Scope of Work)	1.0
Evaluation of Proposals	2.0
Cost Summary	3.0
Award of the Contract	4.0
Links to Instructions, Forms, Terms and Conditions and additional resources	5.0
Guide for Proposal Submission	6.0

SUPPLEMENTS-CLICK ON LINK TO VIEW DOCUMENT

Attachment A	Janitorial Product Literature/Specifications Sheet Sample
Attachment B	Product Bottle Label Sample
Attachment C	Product Shipping Label Sample
Attachment D	Raw Materials (Powder) Packaging Label Sample
Attachment E	Raw Materials (Liquid) Packaging Label Sample
Attachment F	Product Catalog Sample
Attachment G	Raw Materials Safety Data Sheets
Attachment H	Finished Products Safety Data Sheets
Attachment I	HCS – GHS New Standards*

RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
GHS:	Globally Harmonized System of Classification and Labeling of Chemicals
Mandatory:	Must, Will, Shall
MSDS:	Material Safety Data Sheets
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SDS:	Safety Data Sheets
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

*Indicates the addition of Attachment I: HCS-GHS New Standards

15. Delivery and Acceptance. Supplies will be delivered to the participating agency within fifteen (15) days after receipt of order. 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.
 16. Delivery Notification. Supplies will be delivered to the participating agency Monday through Friday, except state holidays, between the hours of 8:00 a.m. through 2:30 p.m. only. Shipment will be made to the Southeastern Correctional Institution, Ohio Penal Industries (OPI) Warehouse, 5900 B.I.S. Road, Lancaster, Ohio 43130, Attn: Robert Starkey (740) 653-4324 ext. 2098. In the event that a delivery problem cannot be resolved with the institution contact person, contact OPI Purchasing Department, 1221 McKinley Avenue, Columbus, OH 43229 at (614) 752-1053 or fax (614) 752-0303.
 17. Notice to Offerors. Security considerations at the correctional institution could create abnormal delays or rejections of shipment(s). This could be due to a fog alert, emergency lockdown or other inclement weather conditions. It is very important to call Facility Manager prior to sending a truck for delivery. Although these delays are rare they may happen several times per year at an institution.
 18. The Contractor must be able and willing to provide supplemental production capacity to produce identical items, including labeling and packaging, in the event that OPI cannot meet customer requirements due to emergency situation or due to excessive demand at the Contractor's actual costs.
- A. Deliverables. In addition to supplying the janitorial products listed herein the Contractor will be also be required to provide the following services to OPI. The cost of these services shall be incorporated into the pricing for the provided products.
1. Environmental/ Safety & Health Department: In an effort to effectively monitor and to ensure compliance with all governing regulations that is associated with this Contract, the Contractor shall provide the following to OPI at no additional charge:
 - a. A computer-based program (i.e. Adobe or equivalent) will identify each janitorial product by its Product Name and Product Number.
 - b. For each product, a link shall be provided that will allow the user to access Safety Data Sheets, Product Specifications, Safety Posters, Proper Mixing Ratios, Proper Usage Procedures and any other pertinent data as determined by the industry standards. Any suggested or required personal protective equipment, recommended precautions and/or cleaning/housekeeping procedures must be listed. Primary and secondary labels must also be available via this link.
 2. Product Labeling
 - a. Each product label shall identify the Product Name, Product Number, manufacture and address. Also EPA Registration Number, Sub-Registration Numbers for all EPA required information (if applicable).
 - b. Each label shall contain the GHS (Globally Harmonized System of Classification and Labeling of Chemicals)
 - c. Each label shall be in English and Spanish language where applicable due to registered products.
 - d. Each product claiming Green Seal Certification, Designed for the Environment (DFE) and/or Bio-preferred products must so state on the label.
 3. Safety Data Sheets (SDS)
 - a. Each Safety Data Sheet shall be colored coded according to the requirement of the Globally Harmonized Systems of Classification and Labeling of Chemicals (GHS) which include the coloring of Hazardous Pictograms. The frame of the pictogram must be "Red" and the symbol inside the pictogram must be "Black ", all other areas / sections can be in black & white. (See Attachment I for Training PowerPoint presentation on GHS requirements)*
 - b. The SDS will contain the Product Name and the Product Number in the upper left corner. The center shall contain the OPI Logo (a copy of OPI SDS template will be provided after the award of the Contract). The upper right corner will contain OPI's address, telephone number and Poison Control telephone number. Every Safety Data Sheet will contain the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) requirements. See Attachments G & H for sample Safety Data Sheets.

*Indicates an update to Safety Data Sheets (SDS) color coded requirements.