

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <u>OT906410</u>	OPENING DATE (1:00 p.m.) <u>FEBRUARY 26, 2010</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. COM003	BID NOTICE DATE FEBRUARY 16, 2010	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____Days, Net 30 Days			
<u>PARTICIPATING AGENCY(IES):</u> OHIO DEPARTMENT OF COMMERCE, DIVISION OF LIQUOR CONTROL, 6606 TUSSING ROAD, REYNOLDSBURG, OH 43068			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 02/16/10			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> REGIONAL DISTRIBUTION AND TRANSPORTATION SERVICES FOR SPIRITUOUS LIQUOR AND PAPER BAGS			
Attached are pages 22 and 23 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to add Exhibit C and change Exhibit C to Exhibit D.			

Exhibit C*

Trucking Stats and Estimated Cost Assumptions for 2010 Bid

Ohio Department of Commerce, Division of Liquor Control

Districts	T/A Tractors	T/A Straight Trucks	Projected Mileage	Trailers 45' x 96" w/ E-Track	Trailers 40' x 96" w/ E-track	10' conveyor Sections	5' Conveyor Sections	Electric Pallet Jacks for Dock	Manual Pallet Jacks for Trailers
<i>Columbus</i>	3-4	1	150,000	6	4	40	10	3	8
Districts	Monthly Warehouse Rent Charge	Available Square Footage	Holiday Weeks	Palletized Deliveries					
<i>Columbus</i>	\$1,500	5,500	5 days delivered in 4	20					
Expenses									
			Equipment Cost	Annual Trucking Expenditures			Annual Trucking Costs		
Hand-held scanners (3 year life) 8 RF Scanner Chargers			\$30,000	Tech Support Agreement for Scanning Software & Scanning Maint.			\$3,000		
6 Thermal Printers (3 year life)			\$4,000	Thermal Receipt Paper			\$ 100		
Scanner Programming			\$25,500	Forms			\$ 2,000		
				Cell Phones, GPS Tracking, Phone Services, Etc.			\$ 6,500		
				Shrink Wrap (550 rolls – 20"x6500',70 guage film)			\$18,000		
				Trailer Seals			\$ 1,000		

Contractors should assume that onetime costs for items such as hand-held bar code scanners, thermal or laser printers, software or software programming, application interface development, and system connectivity may be possible. Re-occurring costs must also be assumed for items such as: hardware and software maintenance; supplies such as forms, paper, trailer seals, and shrink wrap; on-going telecommunications (system connectivity, land lines, cell) and GPS services.

*Indicates Exhibit C added to bid.

Exhibit D*

Scanning Formats and Requirements

The trucking company must provide equipment, software, and training to implement an inventory management system and a scanning procedure on the dock prior to loading the truck and from the truck to the outlet at time of delivery with the goal being zero differences in count between what the outlet ordered (except inventory scratches) and what the contract trucking company delivered. A printed copy of the dock scan is retained by the Contractor.

1. The warehouses and trucking facilities have about 1 ½ days to fill, check and load the orders for delivery. The cycle takes three days:
 - a. *day one* - order is processed by DOLC and turned over to the warehouse;
 - b. *day two* - the order is picked, scanned and corrected, if necessary;
 - c. *day three* - the order is delivered.
2. The cycle begins with the Division's nightly automated polling process where orders are retrieved by the DOLC. The orders are reviewed for appropriateness by DOLC. By approximately 10:00 a.m. the orders are released for processing. The DOLC system compares the requested cases to the inventory as reported to DOLC by the warehouse's warehouse management system (WMS). If the product is not within our top 150 selling brands and there is a system inventory of zero, a scratch eliminates that item from records communicated back to the warehouses' WMS.
3. The warehouse contractor will, through its WMS, provide to the trucking contractor a daily copy of file(s) as obtained from DOLC. The copy of the daily order file will be appropriately adjusted to show changes from original order(s) to final order(s) as changed by inventory outages, shipment of partial cases and/or any other event that causes a modification to DOLC's original order(s). The data prepared by warehouse(s) for Trucking Contractors must be able to be communicated through a secure electronic connection (internet, VPN, or dedicated connection) with the capability of transferring and receiving files via secure API, FTPS, SFTP or HTTPS in a like manner as data is communicated between the warehouse(s) WMS and the Division's systems.

The file includes sales outlet identification, Agency Invoice number(s), date, liquor brand codes and quantities, and a grand total by case and bottle. From the file transfer the data is loaded into or made assessable to hand-held scanning devices. After the physical scan of the load, the data is downloaded to the trucking contractor's inventory management system for a comparison and creation of an exception report showing any discrepancies between what the warehouse contractor submitted as a complete load and what was scanned. Load discrepancies will be resolved using this method of cross-checking for accuracy prior to delivery to sales outlet and by exchanging cases if wrong size or brand, adding cases if short, returning cases if over, etc.

Trucking and Warehouse Contractors will provide adequate personnel for immediate resolution to load discrepancies.

4. This data must be stored, archived, retrievable, accessible at all times via software & equipment in use by the contractor and supported by at least two (2) highly trained personnel. The Contractor, at their expense, will modify system(s), equipment, or software when instructed, and are required to do so by the DOLC at any time during the life of the contract.

Questions and Answers:

- a. All of the warehouse managers have been instructed to educate their employees who pull the product to stack the pallets in such a manner that all cases are stacked so that case code labels face outward. In the instance of the middle stacked cases, the person scanning simply moves the 3 or 4 middle end cases. If there are multiple cases of a single brand, either in the middle stack or an outside stack, the case can be scanned once and a quantity key used.
- b. In a timed scan test on the dock with experienced staff members a scan averaged about five minutes per pallet with an average case count of 45-50 cases per pallet.
- c. At the time of delivery to outlets the driver can scan the front row and one side row of a pallet before moving any cases. He then puts these scanned cases on the track (or off of the truck in method dictated by facility). Only then does he have to begin to move cases in order to scan them by turning a stack at a time.
- d. A printed copy of the scan at the time of delivery must be provided to the sales outlet.

*Indicate change, Exhibit C is now Exhibit D.

Landscaped – Highlight line before pasting. Delete if not needed.

Portrait – Highlight line before pasting. Delete if not ne