

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>OT900611</u>	OPENING DATE (1:00 p.m.) <u>AUGUST 20, 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. DOH021	BID NOTICE DATE AUGUST 12, 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 HEALTH, BUREAU OF NUTRITION SERVICES, WIC PROGRAM			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 08/11/10			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> WIC INVESTIGATIVE SERVICES			
Attached are pages 9 and 10 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 extend the bid opening date to August 20, 2010. To indicate a change to the "Bidder Qualifications", page 9 and to change to the Driver's License Requirement on Page 10.			

SPECIFICATIONS AND REQUIREMENTS (CONT'D)

1. Vendor witness briefings and administrative reviews are held in Columbus, Ohio.
2. The presence and testimony of all investigators who participated in the respective investigation is mandatory.
3. The Contractor is responsible for ensuring the timely appearance of the investigators at all reviews and witness briefings.
4. The Contractor is responsible for ensuring that all investigators remain present at the hearing until dismissed by an authorized Ohio Department of Health representative.

B. Invoices

1. The Contractor shall invoice ODH monthly for services the Contractor provides.
2. An itemized statement listing the services provided; the dates services were provided, the county where services were provided, WIC four digit vendor number, coupon number, and the amount of payment due, shall accompany the invoice.
3. Invoices shall be sent to ODH, ATTN: Accounts Payable, P.O. Box 118, Columbus, Ohio 43216-0118. ODH will reimburse the Contractor within sixty (60) days from the later of:
 - a. Receipt by the department of a properly completed invoice and all ODH/WIC Program Retail Vendor Compliance Reports;
4. ODH shall return any invalid or incomplete invoice to the Contractor within fifteen (15) days after ODH receives the invoice. An explanation will accompany the invoice that states the reason for return and any information needed to correct the invoice.
5. Final invoices for services provided under this contract shall be submitted by the Contractor no later than ninety (90) days following the termination of the contract.

V. BIDDER QUALIFICATIONS

- A. At least three (3) years of experience in the investigative business providing similar services as specified in this Invitation to Bid (ITB).
- B. The bidder must submit with the bid response, three (3) letters of recommendation from current or past clients who have done similar business with the bidder within the past three (3) years.
- * C. Licensed as a private investigator and security guard provider (Class A) or private investigator (Class B) with the Ohio Department of Public Safety, Division of Homeland Security. Bidder must provide a copy(ies) of the valid Investigator(s) license(s) with the bid submittal; for the company and the individual investigator(s).
- D. A letter of certification on company letterhead that certifies that the Bidder is not currently under suspension and/or debarred by the federal government that would prohibit said Bidder from accepting a contract award that is federally funded.

E. Insurance coverage must include the following:

1. Commercial General Liability insurance coverage for bodily injury, personal injury, wrongful death, property damage. The defense cost shall be outside of the policy limits. The Contractor's Commercial General Liability shall be primary over any other insurance coverage. At a minimum, the limits of the insurance shall be:
 - \$ 2,000,000 General Aggregate
 - \$ 2,000,000 Products/Completed Operations Aggregate
 - \$ 1,000,000 per Occurrence Limit
 - \$ 1,000,000 Personal and Advertising Injury Limit
 - \$ 100,000 Fire Legal Liability
 - \$ 10,000 Medical Payments
2. Commercial Automobile Liability insurance with a combined single limit of \$500,000.

* To indicate a change to the bidder qualifications for licensing; and a copy of license(s) must be submitted with the bid.

SPECIFICATIONS AND REQUIREMENTS (CONT'D)

- F. All above mentioned insurance coverage premiums must be paid by the Contractor throughout the term of this contract. Each year, updated insurance renewal forms must be sent two weeks prior to the anniversary of the policy date to:

Ohio Department of Administrative Services
General Services Division
Office of Procurement Services
Attn: Jan Fitzpatrick
4200 Surface Road
Columbus, Ohio 43228

If the Contractor fails to submit copies of updated insurance forms, falsifies reports or fails to submit the forms in a timely manner, DAS may terminate or cancel this Contract.

- * G. Contractor shall have a staff of diverse ethnic backgrounds, to include at a minimum one Caucasian, and one African-American. Contractor must demonstrate how investigators meet the diverse WIC participant profile, including participants in rural, urban and suburban areas. Each investigator must possess a current and valid driver's license.

VI. BIDDER RESPONSIBILITIES

The successful bidder is responsible for:

- A. All delivery costs incurred during any contract awarded as a result of this ITB. This also includes the cost of the camera, film developing and/or printing and postage.
- B. Working email and facsimile equipment through which the State WIC can contact the Contractor's designated representative. The Contractor shall notify State WIC of any changes including, but not limited to, switching phone companies, changing phone, facsimile number or email address, in writing at least five (5) calendar days prior to any change.
- C. Appointing a designated representative as the State WIC's contact. Any change to this designated representative's information, including, but not limited to, their replacement or phone number, must be in writing at least five (5) days prior to the change.
- D. The bidder(s) must submit documentation to include a minimum of three (3) references.
- E. Guaranteeing that all investigators, both current and new hires, be approved and trained by the State WIC office prior to performing any WIC investigations.
- F. Completing the attached form (Attachment D) and submitting it to the State WIC Office. This form will be forwarded to The OIS Division of the Ohio State Highway Patrol to complete a background check. All background checks for each current and new employee must be completed, submitted and approved by the State WIC office prior to the employee performing any compliance buys.
- G. Notifying WIC within 24 hours of any investigator that leaves the employment of the Contractor, either voluntarily or through termination.
- * H. Notifying WIC of any potential new hires who may be used for WIC investigations and providing information of the individual's qualifications so that WIC can make an initial determination as to whether the individual meets the qualifications for conducting WIC investigations under the terms of this contract.
- I. Allowing WIC to choose specific investigators employed by the Contractor to conduct buys at identified stores.
- J. Guaranteeing attendance of all respective investigators at witness briefings and administrative reviews for buys that occurred within the contract period even if the actual hearing is outside of the contract time period.
- K. Replacing any lost or damaged video recording device with the exact same model that State WIC originally provided.
- * To indicate a change in the driver's license requirement and the notification of a new hire.