

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 OT906511	OPENING DATE (1:00 p.m.) APRIL 6, 2011	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 MARCH 31, 2011	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			
PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF COMMERCE, DIVISION OF LIQUOR CONTROL, 6606 TUSSING ROAD, REYNOLDSBURG, OH 43068			
ADDENDUM FOR CHANGE ADDENDUM NO.: 2 REVISION DATE: 03/23/2011			
<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 1 and 6 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 indicate an update to the Bidder Responsibilities Part A and to extend the bid opening to April 6, 2011.			

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The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
OT906511	* April 6, 2011	CITY STATE ZIP	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. COM003	BID NOTICE DATE MARCH 10, 2011	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			
PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF COMMERCE, DIVISION OF LIQUOR CONTROL, 6606 TUSSING ROAD, REYNOLDSBURG, OH 4306			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u></p> <p>REGIONAL DISTRIBUTION AND TRANSPORTATION SERVICES FOR SPIRITUOUS LIQUOR AND PAPER BAGS</p> <p>* Indicates an extension of the bid date opening to April 6, 2011.</p> <p>TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>June 1, 2011</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>May 31, 2014</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment or letter. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10-01-07, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/. All questions should be submitted a minimum of seven (7) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE	

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

SPECIFICATIONS FOR REGIONAL DISTRIBUTION AND TRANSPORTATION SERVICES
FOR SPIRITUOUS LIQUOR AND PAPER BAGS

I. SCOPE AND CLASSIFICATION:

The Division of Liquor Control wishes to obtain contractual services for the pickup and delivery of certain items (as specified) from designated district warehouse and/or sales outlets.

II. BIDDER RESPONSIBILITIES:

- * A. No bidder directly or indirectly, through or by its directors, officers, principal stockholders (minimum of five percent ownership), partners, employees, members, agents, or otherwise shall have any interest in any distillery, rectifier, importer, or retailer of spirituous liquor. In addition, none of the above named classes of persons shall have, directly or indirectly, any interest in the business of any bidder submitting a bid for this contract. Nor shall any director, officer, principal stockholder (minimum of five percent ownership), member, partner, employee, or agent of a bidder have been convicted of any crime which, in the sole discretion of the Superintendent of the Division, is reasonably related to such person's fitness to conduct the business described in this Invitation to Bid. The bidder agrees to authorize the Division to accomplish criminal background checks, as determined to be appropriate by the Superintendent of the Division, on all persons referenced herein prior to the award of any contract pursuant to this Invitation to Bid. The criminal background checks must be conducted in accordance with the procedures required by the Division of Liquor Control.

B. The bidder shall furnish at the time of bid submission:

1. Copy of actual types and amounts of insurance that will be kept in force during the life of the contract.
2. The bidder shall submit a detailed security plan with the bid. Said plan shall include that the Contractor's agents shall carry identification and the Contractor's vehicles shall be clearly marked as belonging to the Contractor. The Contractor shall permit the Superintendent of the Division of Liquor Control, or the Superintendent's representative, to inspect its premises and vehicles to determine adequacy of security. Delivery vehicles shall be provided with a security barrier to provide physical separation and security of cartons.
3. Bidder must submit with the bid a copy of the company's current application for PUCO certification of permanent permit status to operate in the state of Ohio. The bidder must detail in the application at least twelve (12) months experience in transportation operation prior to the submittal of this.

Bidder shall list the Division of Liquor Control as a shipper on the contract carrier's permit application, which must be approved by the Public Utilities Commission of Ohio and/or any other applicable state or federal agency regulating contract carriers.

4. A letter attesting that the services offered in response to this invitation, meet or exceed the specifications covering the service or services herein, must be submitted with each response. Furthermore, this letter shall be on business or corporate letterhead paper and signed by an officer of the company or someone who can bind the company.

Failure to submit the above items may cause your bid response to be deemed as non-responsive and the bid response may be immediately disqualified with no further consideration given for potential awarding of the contract.

* Indicates an update to the Bidder Responsibilities Part A.

