

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 RS902612	OPENING DATE (1:00 p.m.) APRIL 9, 2012	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. GDC042	BID NOTICE DATE MARCH 29, 2012	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			
<p>PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.</p>			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 03/29/12			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:			
On-Line Sale/Auction of Surplus Goods			
Attached are pages 1, 7 and 12-16 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 Change FDIC information and correct page numbers.			

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THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: On-Line Sale/Auction of Surplus Goods <u>TERM OF CONTRACT:</u> 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>May 1, 2012</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>March 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. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency. <u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u> , Revised 02/2011, 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. 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. Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure . All questions should be submitted a minimum of five (5) working days prior to the bid opening date.			
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.

*INDICATES CHANGE

SPECIFICATIONS AND REQUIREMENTS

I. SCOPE OF WORK

The Department of Administrative Services, Office of Procurement Services is requesting bids for the on-line sale and auction of surplus goods. The Ohio Department of Transportation (ODOT) will be utilizing this site to sell all of their surplus vehicles and miscellaneous equipment. ODOT is anticipating sales of 1100 items per year. All other state agencies and the State's Cooperative Purchasing Program members will also be able to sell their surplus via this site.

The items to be sold will be offered "as is, where is". The State makes no guarantee as to the condition of the items. All sales are final.

The contract resulting from this bid will allow for three phases for the sale of surplus goods: Phase 1 will have the items accessible only to State agencies at a pre-determined price for seven (7) days. Phase 2 will expand the availability to other political sub-divisions in Ohio at a pre-determined price for seven (7) days. Phase 3 will allow all remaining items to become available to the general public. If the item is not sold, the Contractor will notify the Seller and automatically re-list the item to Phase 3.

The Contractor will provide an established and secure website that allow separate sign-on authorities and use for 1) the sale of surplus items and 2) the auction of surplus items.

The Contractor will contact the Seller via email only after payment has been received. (A valid purchase order from a State agency or political subdivision will be considered payment.) The Contractor will notify the Seller of payment from buyer within two hours via an automated email during normal business hours of 8:00 am to 5:00 pm Eastern Standard Time (EST). If payment is received outside of this normal time period, the Contractor must contact the Seller within two hours of the start of the next business day.

The Contractor will not receive any funds from either the Seller or DAS; however, the Contractor will receive a percentage of the Buyer's premium.

The Contractor will keep accurate records consistent with the approved Generally Accepted Accounting Principles (GAAP), of all state surplus listings, sales activities and customer information. DAS, ODOT and all other selling entities, will be given access to all of this information if requested.

II. ON-LINE SALE/AUCTION PROCESS

- A. One winner per bid item.
- B. This individual has five (5) days to make payment or they forfeit the item. Once forfeited, the Contractor must notify the Seller automatically via email and re-list the item for another seven (7) days on the auction website within 24 hours of the forfeit.
- C. The Contractor collects the monies due which includes the selling price, the convenience fee if credit cards are used, and the Buyer's premium (Contractor's commission and DAS revenue share).
- D. The Contractor notifies the Seller within two business hours that the money has been received. If applicable, the Seller prepares the title to the individual.
- E. *The Contractor retains his portion of the Buyer's premium and the convenience fee if applicable. The Contractor deposits the remaining money into a segregated, interest bearing; Federal Deposit Insurance Corporation (FDIC) approved account. (If the deposited money will ever exceed \$250,000, multiple accounts must be used.)
- F. On the first and fifteenth of each month, the Contractor sends the Seller the account balance from the segregated, interest bearing, FDIC approved account, which includes the sale/auction price and any interest earned. This payment should include all monies received to date. A copy of the Excel spread sheet reconciling all items sold must be included.

*INDICATES CHANGE

SPECIFICATIONS AND REQUIREMENTS

- B. AUCTION WEBSITE: The auction website must be accessible to state agencies, municipalities and political subdivisions and also the general public and must include the following features:
1. Secure communication path that guarantees confidentiality through pass words and encryption for all customer information as well as State emails and authorization levels.
 2. Categorized and searchable inventory that includes the ability to search by our governmental part numbers as well as descriptions.
 3. Display item number, item description, governmental part number, photos, item title, number of bids placed, Bidder number of current high Bidder, current bid amount and next required bid amount.
 4. Item descriptions, inventory quantities and photos that can be updated after bidding has started. All inputted information must also be able to be corrected by Seller once the item is listed if a mistake is found.
 5. Item descriptions that are user defined and completely customizable.
 6. Secure server to collect Buyer data (registration) and credit card information.
 7. Same day invoicing and auction reconciliation via email.
 8. Online registration to collect pertinent Buyer data (name, company address, phone number, email, fax number, shipping information.)
 9. Email confirmation of registration to verify that email address was entered correctly.
 10. Ability to register once for all auctions.
 11. Ability to retrieve Bidder number and password online.
 12. Ability to give results in Excel, comma delimited text files, and written formats to the Seller.
 13. Email receipts to Buyers and Sellers within two business hours of payment received.
 - a. Receipts must contain all Buyer information including: name, address, phone numbers, email, payment method, Buyer id number.
 - b. Receipts must contain item purchased, date of payment received, governmental part number, quantity, Item description, subtotal, tax, Buyers premium, convenience fee for credit cards, total, type of payment, status of payment, status or order (live or cancelled.)
 14. Ability to utilize auto-extended bid closing at end time if desired by the Seller.
 15. Variable bid increments.
 16. Staggered lot ending times.
 17. Auction software that is hosted on multiple redundant servers.
 18. Email notifications to outbid Bidders.
 19. Reserve functions.
 20. Automatic pop up after bid is entered, showing the amount of bid entered and asking for verification that the customer wants to bid that amount.

*INDICATES CHANGE

SPECIFICATIONS AND REQUIREMENTS

VIII. CONTRACTOR QUALIFICATIONS In order to be deemed responsive and responsible, Bidders must submit their responses to the following requirements:

- A. Proof of a minimum of four (4) years' experience conducting on-line auctions.
- B. Proof of having conducted \$5,000,000 or more on-line auction sales. An on-line auction is defined as an auction where all bids are submitted via the internet not in conjunction with a live auction.
- C. Listing of a minimum of three entities for which you have performed a similar scope of work utilizing: sales site, auction site, and authority levels.
- D. A minimum of three references must be willing to provide a signed statement (on the reference's authorized stationary) verifying sales and a recommendation letter that details the Bidder's outstanding service in providing on-line multi-level sales/auction services. This list must include entity name, phone number, contact name, email address and dollar value of on-line auction/sales performed.
- E. Marketing/Advertising plan used to attract a larger data base for on-line sales to the general public. The website must be listed within the top twenty listings on Google (or a comparable search engine) for State Surplus Auctions. There will be no charge to the State for any advertising costs.
- F. An extensive on-line test will be required of the apparent lowest responsive and responsible Bidder before any award is made. A test file from ODOT will be provided 24 hours before the scheduled test. This test will be held at DAS, 4200 Surface Road, Columbus, OH and will require full access to the proposed websites by DAS personnel. Each feature in Section VIII. Will be tested and all necessary reporting, accounts payable and accounts receivables will be investigated.

*INDICATES CHANGE

BID PRICE PAGE

Bidders must complete this Bid Price Page by submitting a percentage for the Buyer's total premium. This premium is to include the 0.75% revenue share percentage to DAS.

Total Buyers Premium _____ %

In the event that a state agency other than ODOT (or any State's Cooperative Purchasing Program member) elects to list less than 50 items on the website and requires the Contractor to travel to a specific site, take pictures, record pertinent data and download the information, a flat fee charge may be utilized.

This service will be offered at no additional charge for 50 or more items.

* This fee may never be used, and will not be considered in this bid evaluation to determine the lowest responsive, responsible bidder.

*** Flat Fee Charge** \$ _____

*INDICATES CHANGE

ATTACHMENT A
DEPARTMENT OF ADMINISTRATIVE SERVICES
STANDARD AFFIRMATION AND DISCLOSURE FORM
EXECUTIVE ORDER 2011-12K
Governing the Expenditure of Public Funds on Offshore Services

By the signature affixed hereto, the Contractor affirms, understands and will abide by the requirements of Executive Order 2011-12K. If awarded a contract, both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States.

The Contractor shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information may subject the Contractor to sanctions. If the Contractor will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal location of business of Contractor:

(Address) (City, State, Zip)

Name/Principal location of business of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

2. Location where services will be performed by Contractor:

(Address) (City, State, Zip)

Name/Location where services will be performed by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name) (Address, City, State, Zip)

*INDICATES CHANGE

ATTACHMENT A. CONT'D

Contractor also affirms, understands and agrees that Contractor and its Subcontractors are under a duty to disclose to the State any change or shift in location of services performed by Contractor or its subcontractors before, during and after execution of any contract with the State. Contractor agrees it shall so notify the State immediately of any such change or shift in location of its services. The State has the right to immediately terminate the contract, unless a duly signed waiver from the State has been attained by the Contractor to perform the services outside the United States.

On behalf of the Contractor, I acknowledge that I am duly authorized to execute this Affirmation and Disclosure form and have read and understand that this form is part of any Contract that Contractor may enter into with the State and is incorporated therein.

By: _____
Contractor

Print Name: _____

Title: _____

Date: _____

*INDICATES CHANGE.