

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 0B102316	OPENING DATE (1:00 p.m.) FEBRUARY 22, 2016	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. 85583	BID NOTICE DATE 2/8/16	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			
BILL TO: Emailing invoices is preferred: invoices@ohio.gov with "DPS Origin A77" in the subject line and the U. S. mail address on the invoice. Or U. S. Mail to: DPS Origin A77 Ohio Shared Services PO Box 182880 Columbus Ohio 43218-2880		SHIP TO: Ohio Department of Public Safety, C/O Ohio Penal Industries Lebanon Correctional Institution State Route 63 Lebanon, OH 45036	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. March 18, 2016		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D. _____	
<p>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</p> <p>Coated Aluminum for License Plates</p> <p>QUANTITY AND DURATION: This Invitation to Bid, which is not a contract, is considered to be a one-time procurement offer for the product(s)/service(s) as listed herein. The successful Contractor may commence performance of the awarded contract upon receipt of an official State of Ohio Purchase Order (ADM0523/ORDE). Upon completion of the contract and upon receipt of proper invoices, payment will be provided by the ordering agency. The contract will then be considered as complete and no further purchases may be placed against the contract. With the exception of approved overrun/underrun tolerances, any deviations from the quantity listed in the awarded contract shall not be permissible nor acceptable.</p> <p>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. 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>INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/. Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number"; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.</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.

PRICE SCHEDULE

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

ITEM NO.	DESCRIPTION	PLATE SIZE	UOM	ESTIMATED QTY	PRICE/CWT
TBD	COATED ALUMINUM FOR LICENSE PLATES	12.125" /0.032	CWT	7,000	\$
TBD	COATED ALUMINUM FOR LICENSE PLATES	12.125" /0.027	CWT	850	\$
TBD	COATED ALUMINUM FOR LICENSE PLATES	7.125" /0.027	CWT	150	\$

Contains recycled materials – Y/N: _____ if Yes _____%. (Will not be part of the evaluation)

The remainder of this page was intentionally left blank

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency sixty (60) days after receipt of initial purchase order and, in accordance with paragraphs S-8, S-9, and S-10 of the Supplemental Contract Terms and Conditions. The delivery location will be noted on the purchase order issued by the participating agency. Packing slip(s) with the coil Heat and Tag numbers are required at time of delivery. Bidder is required to submit proof of mill order to DPS within seven (7) days of receiving the purchase order. Documentation shall include at a minimum, mill supplier name, date of bidder's order, quantity of bidder's order, and expected delivery from mill to bidder.

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. Failure to adhere to all delivery requirements may result in delayed payment. Deliveries are to be made to the following location:

Department of Public Safety C/O Ohio Penal Industries –
Lebanon Correctional Institution
State Route 63
Lebanon, OH 45036
Attn: Kenneth VanCleve – (513) 932-1211, ext. 3026

Delivery is to be made between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 1:30 p.m., Monday through Friday. No deliveries on state observed holidays, Saturdays, or Sundays. In the event a problem cannot be resolved with the institution OPI contact person, contact the Department of Public Safety, Jeff Shadburn, 1970 West Broad Street, Columbus, OH 43218 at (614) 466- 2890. The Contractor recognizes the security requirements for entering Agency's facilities and acknowledges receipt of the "Standards of Conduct for Contractor" (DRC 4376).

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the requested quantity of the line item by its corresponding unit price to arrive at the extended price. Failure to provide a unit price may result in the bidder being deemed as not-responsive.

AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the unit cost by the estimated usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

PRODUCT SAMPLES: The Bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine responsive and responsible bidders. If requested by DAS, the bidder will be required to provide the samples within seven (7) calendar days after notification. Failure to provide the samples within the stated time period may result in the bidder being deemed not responsive. After award of the ITB, the samples will be used as a basis of comparison with actual product delivered under contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

MILL SUPPLIER: Bidder is required to list the mill supplier(s) in the electronic bid. Only shipments from the approved mill suppliers will be accepted. All costs associated with the pickup and replacement of orders from unapproved mill suppliers will be at the responsibility of the bidder.

SPECIAL CONTRACT TERMS AND CONDITIONS cont'd

BIDDER QUALIFICATIONS: Bidder Qualifications will be used to determine the capacity of the bidder to perform the requirements of the ITB. Bidder will respond "Yes" or "No" to the questions for each qualification. DAS reserves the right to request documentation of qualifications during the evaluation. Bidders that do not meet these requirements may be disqualified. Failure to respond may deem the bid not-responsive.

	YES or NO
1. Bidder has been in business for three (3) or more years.	
2. Bidder is either ISO9000 or ISO9001 certified with the International Organization for Standardization, or equivalent certification. If bidder is submitting an equivalent certification, bidder will attach information with the bid response.	
3. If requested by DAS, bidder will supply two (2) references from customers with a similar scope and size to the requirements of this ITB.	
4. Bidder is not a reseller of scrap material, and adds some value to the manufacturing process.	

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q.): [For Supplies only Bids]:

List names of subcontractors who will be performing work under the Contract.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SPECIFICATIONS

I. SCOPE

This invitation to bid (ITB) consists of annual purchases totaling approximately eight hundred thousand (800,000) pounds of chrome free, environmentally friendly conversion coated, strip aluminum for the manufacture of license plates as stated herein. These license plates must be made of aluminum which will be produced for a multi-year (minimum of four (4) years) function as per the specification provided herein. The basic aluminum, before hot and cold rolling, is to be made in the United States of America (USA).

II. GENERAL REQUIREMENTS

- A. Condition of aluminum: The aluminum strip must be continuous, in coils, free of welds and laps, edge damage, or other imperfections which could mar a uniform appearance. The aluminum must be free of dirt and loose coatings or other contaminants upon receipt at the OPI manufacturing facility.
- B. Properties of aluminum: This coated license plate aluminum must have properties which allow it to be embossed to a height of 3/16 inch in aluminum license plate dies without warping, breaking of the metal, peeling, or flaking of the license plate coating from the base metal.
- C. Subsequent Testing: During the life of this contract, the state, at its option and at the Contractor's expense, may make tests, at random, in accordance with ASTM standards to check the Contractor's compliance and conformity with this specification.

III. SPECIFICATION OF THE STRIP

- A. Material: Shall be aluminum strip defined below and conforms to ASTM B209, "Standard Specification for Aluminum and Aluminum Alloy Sheet Plate," approved November 1, 2010 and ASTM 8449, "Standard Specification for Chromates on Aluminum," approved June 1, 2010, and free of any powdery residue, oil, or other foreign material which may affect adhesion of reflective sheeting.
- B. Special Requirements for 0.032 Gauge Thickness:
 - 1. Alloy Temper 3105 Temper H22 ASTM B209 or latest revision.
 - 2. Target Yield Strength 14 (ksi)
 - 3. Tensile 23 (ksi)
 - 4. Elongation 15%
 - 5. Unpainted and Oil Free: The strip shall be dry, no paint and no oil.
- C. Special Requirements for 0.027 Gauge Thickness:
 - 1. Alloy Temper 3105 Temper H22 ASTM B209 or latest revision.
 - 2. Target Yield Strength 28 (ksi)
 - 3. Tensile 35 (ksi)
 - 4. Elongation 2%
 - 5. Unpainted and Oil Free: The strip shall be dry, no paint and no oil.

SPECIFICATIONS (Cont'd.)

D. Dimensions:

1. Aluminum strip

a. Thickness:

1. 0.027 (approximately 20% of the total purchase)
2. 0.032 (approximately 80% of the total purchase)

b. Width (regular sized plates): 12.125"

c. Width (small sized plates): 7.125"

2. Tolerance:

- a. Thickness - aluminum strip: +/- 0.003"
- b. Width - both sized plates: +/- 0.010"

IV. SPECIFICATION OF THE COIL

A. Coil Size:

1. 20" I.D. Fiber Core
2. 48" O.D. (absolute maximum O.D.)

B. Coil Widths:

1. 12.125" width of coil (for regular size plates)
2. 7.125" width of coil (for small size plates)

C. Coil Condition: Oil – Coil must not be oiled.

V. PACKAGING

A. One Coil Per Skid: Eleven hundred (1,100) lbs. minimum weight to one thousand, seven hundred - fifty (1,750) lbs. maximum weight per skid for orders of the 12.125" width. Six hundred-fifty (650) lbs. minimum weight to one thousand -forty (1,040) lbs. maximum weight per skid for orders of the 7.125" width. Bands around circumference of coil. Skids shall be packaged and wrapped to insure proper protection against environmental circumstances and damage. Skids must be stackable and have center support. Skids are to be liftable and stackable with a forklift to a height of eight (8) skids high.

B. Delivery truck must be set up for rear and side unloading with a forklift.

VI. SHIPPING

Truckload lots of approximately forty thousand (40,000) lbs. per truck. Two truckloads a week will be delivered until order is complete.

VII. NOTES

- A. The ODPS reserves the right to have defective or damaged coils of aluminum either replaced by new coils or receive credit for the defective or damaged coils.
- B. The ODPS may eliminate the fiber core requirement during the contract term.
- C. The Contractor is expected to meet the quantity requirements as indicated on the purchase order. Quantity shortages on purchase orders are not acceptable. Contractor is required to have prior approval from the ODPS for purchase order overages. Overages without prior approval may not be accepted and returned at Contractors expense.