

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 OB100421 OPENING DATE (1:00 p.m.) December 18, 2020 General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet CITY STATE ZIP COUNTY MBE/EDGE CERTIFICATE NUMBER TELEPHONE NO. TOLL FREE NO. () 1-() CONTACT PERSON FAX NO. ()	
REQ./INDEX NO. 0000232348	BID NOTICE DATE November 23, 2020	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: Ohio Department of Rehabilitation and Correction 4545 Fisher Rd., Suite D Columbus, OH 43228		SHIP TO: Ohio Department of Rehabilitation and Correction 4545 Fisher Rd., Suite D Columbus, OH 43228	
DELIVERY REQUESTED F.O.B./DEST.P.P.D. 45 Days A.R.O.		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>High-Speed Scanners</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 STANDARD TERMS AND CONDITIONS, Revised 05/15/2020, 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>Contract Components. Once awarded, the Contract will consist of: the complete Invitation to Bid, including the Instructions to Bidders, the Standard Contract Terms and Conditions, any Special Contract Terms and Conditions, the bid specifications and any written addenda or amendments to the Invitation to Bid or Contract; the completed competitive sealed bid, including proper modifications, clarifications and samples; and applicable, valid State of Ohio purchase orders or other ordering documents ("Contract").</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.

CERTIFICATION STATEMENTS

Bidders claiming preference for Domestic Source End Products, the Ohio preference, and/or the Veteran Friendly Business Enterprise (VBE) must complete the following information. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** The state reserves the right to clarify any information during the evaluation process.

*****BIDDERS MUST COMPLETE THE APPROPRIATE CERTIFICATION BELOW TO RECEIVE THE PREFERENCE.*****

A. DOMESTIC PREFERENCE (BUY AMERICAN): Revised Code 125:11 and Administrative Code 123:5-1(K)
[Not applicable to "[Excepted Products](#)"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
 United States: _____(State) Canada Mexico (Go to B-1)
 Other: (Specify Country)_____ (Go to A-2)
2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued. Yes (Go to Section B-1) No (Go to Section A-3)
3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy American Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

_____ (Item) _____ (Country of Origin)

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B. OHIO PREFERENCE (BUY OHIO): Revised Code 125:09 and Administrative Code 123:5-1-06

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes No (Go to B-2)
 2. Bidder has significant economic presence within the state of Ohio. Yes (Answer a, b, c, d below) No (Go to B-3)
 - a) Bidder has paid the required taxes due the state of Ohio Yes No
 - b) Bidder is registered with the Ohio Secretary of State
 Yes (Charter/Registration No.: _____) No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://sos.state.oh.us/>
 - c) Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - d) Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)
 3. Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)
 4. Border state bidder: mined products mined in respective border state Yes No Not Applicable
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C. VETERANS PREFERENCE (BUY VETERAN): Revised Code 9.318 and Administrative Code 123:5-1-16

Is the bidder a certified Veteran Friendly Business Enterprise as defined in Administrative Code 123:5-1-01(KK)
 Yes No

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 within 45 days after receipt of order. The delivery location will be noted on the purchase order issued by the participating agency. 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.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within five (5) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will deduct the trade-in values of the five (5) eligible scanners from the total cost of the five (5) new scanners being purchased. The State will review the submitted information and descriptive literature to confirm that the items bid meet the requirements in the Specifications. Failure to bid trade-in values may deem the bid not responsive.

CONTRACT AWARD: The items listed are being bid as Brand Name or Approved Equal in accordance with Ohio Administrative Code 123:5-1-10(l). Bidders who offer alternate items to the Brand Names listed must provide detailed written justification with their Bid, describing how the alternate items offered meet or exceed the Brand Name items specified. The specifications for the Brand Names listed are considered necessary only to establish functional requirements. Proprietary design, exact dimensions, capacities, or restrictive features will not preclude acceptance of other recognized alternates meeting comparable performance requirements as determined by the State. Bidder signifies compliance or non-compliance with specifications by listing and outlining all deviations from specifications on company letterhead and returning it with the bid. Failure to provide this information may deem the bid not responsive. The contract will be awarded to the lowest responsive and responsible bidder by low lot total.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONTINUED)

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES:

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.

SPECIFICATIONSA. SCOPE AND CLASSIFICATION

The Ohio Department of Rehabilitation and Correction (ODRC) is seeking five (5) Kodak i5250V hi-speed scanners, or equivalent, for use by the ODRC records department to scan inmate files and other official documents to archive into the Hyland OnBase records retention database. The bid price will include the cost of shipping and delivery, installation, operator training, and removal and disposal of the five (5) existing high-speed scanners at the Ohio Department of Rehabilitation and Correction Central Office location. The awarded contractor shall provide, labor, supplies, components, and any other incidentals required to complete this project according to the specifications and requirements. There shall be no other billable expenses.

B. SPECIFICATIONS

1. Kodak i5250V Scanner (Or Equivalent)
 - a. The following specifications represent the minimum acceptable characteristics and capabilities of the scanners.
 - i. Type: B&W/Color
 - ii. Flatbed: No
 - iii. Scan Mode: Duplex
 - iv. ADF: Yes
 - v. Interface: USB 2.0
 - vi. Daily Duty Cycle: Unlimited
 - vii. Resolution: 600 dpi
 - viii. ADF Throughput @ 200dpi Monochrome
 - ix. Duplex Landscape: 300 ipm
 - x. Duplex Portrait: 300 ipm
 - xi. Simplex Landscape: 150 ppm
 - xii. Simplex Portrait: 150 ppm
 - xiii. ADF Throughput @ 200dpi Color
 - xiv. Duplex Landscape Color: 300 ipm
 - xv. Duplex Portrait Color: 300 ipm
 - xvi. Simplex Landscape Color: 150 ppm
 - xvii. Simplex Portrait Color: 150ppm
 - xviii. ADF Info
 - xix. ADF Feeder Capacity: 750 Pages
 - xx. ADF Feeder Paper Size Min. - W x L: 2.5" x 2.5"
 - xxi. ADF Feeder Paper Size Max. - W x L: 12" x 40"
 - xxii. Platform Support: Windows XP/Win Vista/Win 7
 - xxiii. Standard Warranty: 3 Month: On-Site (5x9x4)
 - xxiv. Must interface with Hyland Onbase Records Retention Database

C. TRADE-INS

1. In conjunction with the purchase of the High-Speed Scanners, the State of Ohio seeks to trade-in five (5) used scanners to offset the cost of the new scanner purchases. Bidders shall indicate trade-in credit in the Bid Price Schedule. Failure to indicate trade-in credit may result in the bid being deemed not responsive. The required trade-in scanner makes and models are as follows:
 - a. Four (4) Kodak Ngeniuty 9125DC
 - b. One (1) Fujitsu fi-5950

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.

Corresponding serial numbers for trade-in units are notated in parentheses. All page scan figures on trade-in devices are estimates.

BID ITEM NO.	QTY.	UNIT	DESCRIPTION	MANUFACTURER AND PART NUMBER OFFERED	UNIT PRICE
1.	5	EA	Hi-Speed Scanner		
				ESTIMATED TOTAL PAGES SCANNED	TRADE-IN CREDIT
2.	1	EA	Trade-In: Fujitsu fi-5950 (100038)	4,200,000	
3.	1	EA	Trade-In: Kodak Ngenuity 9125DC (47448547)	620,000	
4.	1	EA	Trade-In: Kodak Ngenuity 9125DC (47448548)	5,000,000	
5.	1	EA	Trade-In: Kodak Ngenuity 9125DC (47448545)	4,300,000	
6.	1	EA	Trade-In: Kodak Ngenuity 9125DC (47448549)	2,600,000	
				TOTAL AFTER TRADE-IN CREDIT APPLIED:	

Price to include shipping and delivery charge, installation, operator training, and removal and disposal of the five (5) existing trade-in scanners at the Ohio Department of Rehabilitation and Correction Central Office location.

All installed equipment and/or materials will be new and unused.