

**INVITATION TO BID BY
REVERSE
AUCTION**

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

**QUALIFICATION
SUMMARY**

| | | | |
|--|--|--|-----------------------------|
| The Original Signed Qualification Summary must be submitted in a sealed envelope to the Office of Procurement Services to receive consideration to participate in the on-line auction. | | BIDDER NAME | |
| QUALIFICATION SUMMARY NUMBER SA900510 | QUALIFICATION SUMMARY DUE DATE (1:00 P.M.) FEBRUARY 24, 2010 | 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. OPI030 | QUALIFICATION SUMMARY NOTICE DATE FEBRUARY 10, 2010 | CONTRACTOR'S E-MAIL ADDRESS | |

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 REHABILITATION AND CORRECTIONS, OHIO PENAL INDUSTRIES, 1221 MCKINLEY AVENUE, COLUMBUS, OH 43222

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

FABRIC: TWILL, CHAMBRAY, QUILTED LINING MATERIAL AND CLOTH SHEETING

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 05/01/10 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 04/30/13 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the 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.

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.

INSTRUCTIONS TO BIDDERS AND REVERSE AUCTION 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: Instructions to Bidders for Reverse Auction, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions.](#) (All prior versions of Instructions to Bidder, Contract Terms and Conditions are null and void.

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) <i>(Please sign in blue ink)</i> | DATE |
|-------------------------|---|------|

The ORIGINAL signed Bid must be received at the Office of Procurement Services by 1:00 p.m. on the above listed due date to receive consideration to participate in the Reverse Auction event. Facsimile or electronic copies are not acceptable. The Qualification Summary must be submitted in a sealed envelope with the Reverse Auction number clearly listed on the exterior of the envelope. It is requested that the Bidder NOT sign Qualification Summary bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its Qualification Summary, that the information provided by it in its Qualification Summary, 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 by Reverse Auction and agrees to fulfill the requirements of any awarded contract at the prices bid. The sealed Qualification Summary will be publicly opened and certified by a representative of the Auditor of State on the above listed due date. Responses received after the above due date and time will not be considered.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [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 America 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)

_____ (Item) _____ (Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.

Yes (Go to C) 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://www.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

C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business Yes No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:

<http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx>

D. DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION (DMA)

The Bidder being awarded this Contract must:

1. review the Terrorist Exclusion List at http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf

2. complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form <http://www.publicsafety.ohio.gov/links/HLS0038.pdf> and submit this with your bid response.

Failure to complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have seven (7) calendar days, after notification, to submit the form.

NOTICE: This Invitation to Bid will be conducted by Reverse Auction. Bidders should carefully read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 of this Invitation to Bid prior to proceeding. The Reverse Auction will be held on Wednesday, March 24, 2010 beginning at 1:00 PM EST until 1:45 PM EST with extension periods as indicated by bids. Bidders should review Appendix A - THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS on pages 14 through 19 to this bid/qualification summary to familiarize themselves with the qualification and Reverse Auction process.

REVERSE AUCTION QUALIFICATION SUMMARY SUBMITTALS: Reverse auction qualification summaries shall be submitted in paper form in a sealed envelope with the bid number clearly marked on the exterior. If the bidder uses an express mail or courier service, the bid number must be clearly marked on the exterior of the express mail or courier envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope, with the bid number clearly marked on the inside envelope. DAS must receive the qualification summary no later than 1:00 PM EST on Wednesday February 24, 2010. DAS receives summaries during the hours of 8:00 AM through 4:30 PM Monday through Friday, except state observed holidays. DAS does not accept summaries with insufficient postage, collect on delivery, or through electronic means. Summaries must be delivered to the following address: Department of Administrative Services, General Services Division, Office of Procurement Services, ATTN.: Bid Desk, 4200 Surface Road Columbus, OH 43228-1385.

SPECIAL 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.

MANDATORY AND REQUIRED SUBMISSIONS: Mandatory submissions must be submitted with the bid/qualification summary response. Failure to provide mandatory submissions with the bid/qualification summary response will result in the Bidder being deemed not responsive and the bid/qualification summary response will be immediately disqualified with no further consideration given for award of a contract. Required documentation/materials should be submitted with the bid/qualification summary response. If not submitted with the bid/qualification summary response, the Bidder must provide the said required documentation/materials within seven (7) calendar days after notification, to the Office of State Purchasing. Failure to provide required submissions in accordance with notifications and within the stated time period will result in the Bidder being deemed not responsive and the bid response will be immediately disqualified with no further consideration given for possible award of the Contract. For specific submission requirements, Bidders should refer to MANDATORY SUBMISSION - BIDDER QUALIFICATIONS below and the Bid Submission Check List on page 13 for a listing of those mandatory submissions due with the bid/qualification summary response and required submissions that should be submitted with the bid/qualification summary response, but which do not become mandatory until requested by DAS.

MANDATORY SUBMISSION - BIDDER QUALIFICATIONS: To participate in the Reverse Auction bidders must pre-qualify. In order to be deemed responsive, responsible and qualified to participate in the reverse auction, bidders must provide the following mandatory submissions with their pre-qualification response. Pre-qualification responses are due on Wednesday, February 24, 2010, 1:00 PM EST. For more information see the Mandatory and Required Submittals Section of the Bid Submission Checklist on page 13 of this Invitation to Bid.

- A. Reverse Auction Qualification Summary (RAQS) Cover Page; Page 1. completed and signed in BLUE ink.
- B. Required Certification for Bidding, RAQS page 2 with sections A. B. and C. completed.
- C. Bidders shall submit descriptive literature or manufacturer's specification sheets with the bid/qualification summary response for each item bid. Descriptive literature or specification sheets should clearly describe how the item(s) offered meet the specifications for the items on pages 10 and 11 of this RAQS/Bid. Descriptive literature or manufacturer's specification sheets must be labeled with the category and item number corresponding to the category and number in the item specifications and on the Item Identification Page 12 of this RAQS. The state acknowledges that it may receive bids from multiple distributors bidding the same manufacturer's products. In such situations, descriptive literature or specification sheets may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such descriptive literature or specification sheets are accompanied by written documentation on the manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the descriptive literature or specification sheets are provided. Any bidder not appearing on this listing and who have failed to furnish requested descriptive literature or specification sheets will be considered not responsive.

- D. Bidders shall complete the RAQS/Bid Item Identification Information Table on page 12 of this bid and submit with their bid/qualification summary response. DO NOT SUPPLY BID PRICING with your bid/qualification summary submittal. Bidders shall indicate on the Item Identification Information Table on Page 12 for items offered in the spaces provided; the 1) Manufacturer or Mill Name 2) Brand Name (if applicable) and 3) Item/Style Number (if applicable) and the Bidder's suggested minimum order quantity for each item. Items offered by bidders during pre-qualification will be the same items bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. Once a bidder has indicated and/or quoted a particular manufacturer, brand, item/style number, any subsequent contract will be issued manufacturer and brand specific. No substitutes for brand item/style bid are authorized or will be accepted. Bidders must bid all items. Failure to offer/bid all items will render your bid not responsive.
- E. Bidders shall complete and submit the DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES on page 4 below of this invitation to bid / qualification summary.
- F. Bidders shall complete and submit with their bid the BIDDER DISCLOSURE STATEMENTS on page 5 of this invitation to bid / qualification summary.
- G. Bidders shall complete and submit the AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST below on page 6 this invitation to bid / qualification summary.
- H. Bidders shall complete and submit the DISCLOSURE OF FULFILLMENT HOUSES on page 6 of this invitation to bid / qualification summary.

Bidders who complete the pre-qualification process and who are deemed to be qualified bidders based upon complete submission of all mandatory submittals and timely submission of all requested required submissions and specification compliant products as required by this reverse auction qualification summary, will be notified and invited to participate in the Online Reverse Auction Event for the items for which they have been deemed qualified.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Page RA – 10 of 14, Standard Contract Terms and Conditions, Section V, Item Q): Bidders seeking to enter into a supplies contract shall disclose the following:

List names of subcontractors who will be performing work under the Contract. (Use additional sheets if necessary)

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 section may deem your bid not responsive.

BIDDER DISCLOSURE STATEMENTS: The Bidder must provide a declarative (yes/no) answer regarding the following questions. If any answer is affirmative, the Bidder must provide full details about the matter. While not an automatic cause for disqualification, an affirmative answer may result in an evaluation of the Bidder's responsibility. A decision will then be made based on the seriousness of the matter, the matter's possible impact on the performance of the Contract, and the best interests of the State. Within the past five (5) years:

| ITEM | DISCLOSURE STATEMENT | YES | NO |
|------|--|-----|----|
| A | Has the Bidder and/or subject company had a contract cancelled for default or cause? | | |
| B | Has the Bidder and/or subject company been assessed any penalties including liquidated damages, under any of its existing or past contracts with any organization or governmental entity? | | |
| C | Has the Bidder and/or subject company been the subject of any governmental action limiting the right of the Bidder and/or subject company to do business with that entity or any other governmental entity? | | |
| D | Has trading in the stock of the subject company ever been suspended? Give date and explanation. | | |
| E | Has the Bidder and/or subject company previously operated as a like-kind business under any other business name and/or taxpayer identification number? | | |
| F | Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the subject company, filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding? | | |
| G | Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company been convicted of a felony or is currently under indictment on any felony charge? | | |
| H | Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company had a finding for recovery action issued by the Ohio Auditor of State for a sum of funds due the state of Ohio? | | |

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. This form shall be completed and returned as part of the bid response. Failure to complete this page may deem your bid not responsive.

AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST - Reference: Supplemental Contract Terms & Conditions – Page 10, Article S-13

Automobile Liability - Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker, or Subcontractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

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 FULFILLMENT HOUSES:

Fulfillment Houses are defined as follows: A third party that performs outsourced storage, order picking, packing, shipment and/or tracking activities for the Contractor. Bidders seeking to enter into a materials contract shall disclose the following: (use additional sheets if necessary)

If awarded a contract under this RAQS/Bid, do you intend to use Fulfillment Houses as defined above to fulfill your obligations under any ensuing contract? Yes: No:

If you answered yes above, please complete the following information.

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all Fulfillment Houses (Name/City/State/Country)

c) Location where inventory to support the Contract will be maintained (Name/City/State/Country)

d) Has this Fulfillment House ever been asked to withdraw from a contract with the state of Ohio, either as a Fulfillment House or as a direct contractor to the State? Yes No

e) Has this Fulfillment House ever been asked to withdraw from a contract with another state or government body?
Yes No

f) Location where inventory to support the Contract will be maintained (Name/City/State/Country)

The state of Ohio neither approves nor disapproves of any Fulfillment House. The State reserves the right to authorize or fail to authorize the use of any Fulfillment House. Prior removal from a contract or contracts may be cause for disqualification.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is complete, correct, true and accurate. The Bidder agrees that no changes will be made to this list of fulfillment houses without amendment to the contract issued subsequent to the analysis of bids. Any attempt by the Bidder/Contractor to change or otherwise alter Fulfillment House locations where services will be performed without prior amendment to the contract, 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.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within thirty (30) days after receipt of 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. 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.

NOTE: All deliveries are to be coordinated with the Institution. The delivery location is:

OPI Garment Shop
Allen Correctional Institution,
2338 North West Street
Lima, OH 45801
Contact: Mr. Ron Ditto

Deliveries will be accepted between the hours of 8:00 AM to 10:00 AM and 12:00 PM to 2:00 PM, Monday through Friday, excluding state observed holidays. The carrier is to call the OPI Garment Shop at the institution at 419 224 8000 Ext 3069 or 419 228 9265 prior to arrival for authorization to deliver.

No deliveries will be accepted during foggy or adverse weather conditions in accordance with institution security procedures.

All damaged items received shall be noted on the driver's Bill of Lading, placed back on the truck, and returned to the contractor for prompt replacement.

PRODUCT SAMPLES: The bidder(s) may be required to submit samples of the supplies being offered. The samples may be used in the evaluation process to determine the lowest responsive and responsible bidder. If requested 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 will result in the bidder being deemed not responsive. After award of the contract, the samples will be used as a basis for comparison with actual product delivered under contract. Any variation between the samples and product 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.

SAMPLE SUBMISSION: Samples if requested, shall be a manufacturer's labeled minimum cut of one (1) yard full cut swatch to State Purchasing, Attn: Walter Schneider, 4200 Surface Rd., Columbus, OH 43228-1395 for each item bid, on or before the deadline date specified by DAS State Purchasing, marked as to width, weight per square yard, yarn construction, thread count, and finish.

CONTRACT AWARD: A contract will be awarded to the lowest responsive and responsible bidder.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, estimated usages which will be used in the evaluation are noted on the RAQS/Bid Item Identification Page, page 12 of this bid/qualification summary. The estimated usage for each line item will be multiplied by the prices submitted by individual bidders in the live online Reverse Auction event to determine the estimated cost per line item. The estimated cost for each line item will be totaled to determine the lowest responsive and responsible bidder. Failure to bid all items will render your bid not responsive.

MINIMUM ORDER: No order shall be placed against a contract awarded pursuant to this bid for less than twenty-five (\$25.00) dollars. The minimum dollar value of any order placed against a contract awarded pursuant to this bid for delivery F.O.B. destination, transportation charges prepaid, at any one time to one destination, shall not be less than one hundred dollars (\$100.00) For orders greater than twenty-five dollars (\$25.00) but less than one hundred (\$100.00), See S-10, Minimum Orders – Transportation Charges; of the Supplemental Contract Terms and Conditions.

AUTHORIZED DISTRIBUTOR OR MANUFACTURERS REPRESENTATIVE: Bidders responding to this Reverse Auction Qualification Summary must be authorized distributors, manufacturers or representatives of manufacturers of the items bid. Bidders may be required to submit proof of the above. If requested, bidders will have seven (7) calendar days to provide proof of the relationship. If requested Bidders shall submit certification attesting that they are the manufacturer or an authorized dealer, mill representative or broker of the products being bid. This certification must be on the manufacturer's letterhead, signed by a duly authorized employee of the manufacturer.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first six (6) months duration of the contract. Thereafter, the Contractor may submit a request to adjust their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price adjustment must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

USAGE REPORTS: Every six (6) months each contractor must submit a report (written or on disk or via email in Excel format) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walter Schneider; walter.schneider@das.state.oh.us.

FEDERAL TAXPAYER IDENTIFICATION FORM W-9 - Notice to Bidders: All Bidders should download a Federal Request for Taxpayer Identification Number and Certification W-9 Form and submit it as part of their bid response. The W-9 form must be completed and must display an original signature. Copied or stamped signatures are not acceptable.

To download the W-9 form from your internet explorer:

- type: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>
- download and complete the form and submit the completed form with your bid response

This completed form should be returned as part of the bid response. If a current W-9 is not provided with the bid submission the bidder will have seven (7) calendar days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

AFFIRMATIVE ACTION PROGRAM VERIFICATION: The Ohio Revised Code (ORC) requires all contractors from whom the State or any of its political subdivisions make purchases have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons. An Affirmative Action Program Verification Form must be submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). The form verifies the company's commitment to implement steps to ensure equal employment opportunity within their organization. Prior to the award of a contract a prospective vendor must have filed verification with the state of Ohio EOD that the contractor has a written affirmative action program. Verifications may be submitted online at the following URL: <http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx> For questions or help with filing a verification contact the Affirmative Action/EEO Unit at (614) 466-8380. Prospective vendors should submit proof with their bid that they have an Affirmative Action Program on file with the state of Ohio DAS/EOD. If said information is not provided with the bid submission the bidder will have seven (7) calendar days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

INSURANCE REQUIREMENTS: Bidders should provide with their bid, documentation of the following insurance coverages required by the Supplemental Contract Terms and Conditions, Articles S-12 and S-13 (refer to the Bid Page One, link to Instructions: Instructions to Bidders for Reverse Auction, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions):

1. Ohio Bureau of Workers Compensation Certificate or in the case of non-state of Ohio bidders, proof of workers compensation insurance in your state of domicile.
2. Employer's Liability (Stop Gap) insurance with limits of not less than one million (\$1,000,000.00) dollars.
3. Automobile Liability with limits in accordance with Federal and State laws.
4. Commercial General Liability (CGL) Insurance:
 - a. Limits of \$500,000.00 per occurrence.
 - b. Limits of \$1,000,000.00 annual aggregate.
 - c. To be compliant, the CGL policy must include the following three endorsements:
 - 1) a blanket waiver of subrogation.
 - 2) a statement that the Contractor's CGL coverage is primary over any other coverage.
 - 3) designate the state of Ohio as an additional insured.

If the Bidder does not currently carry the amounts of coverage and/or the required endorsements specified above, the Bidder should provide a letter from their insurance company stating that the Bidder's coverage will be increased to the specified amounts and/or the required endorsements will be added to the policy upon award of the ensuing Contract. The letter from the insurance company should also be submitted with the Bid. If a compliant insurance certificate is not provided with the bid submission the bidder will have seven (7) calendar days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

INSURANCE DOCUMENTS: Upon the policy renewal date, the contractor must submit, within thirty (30) days, updated insurance documents showing compliance with all applicable coverages required by this contract. As required, the documents must include a current Workers' Compensation Certificate and an Acord Certificate of all applicable insurance coverages and must include all required Commercial General Liability endorsements as described in Articles S-12 and S-13 of the Supplemental Terms and Conditions of this contract and/or in the INSURANCE REQUIREMENTS clause above.

Failure to maintain compliant insurance coverage per Article S-12 and S-13 of the Supplemental Contract Terms and Conditions will be considered a default and will be cause for cancellation of the contract under the Standard Contract Terms and Conditions, Section I, Item C, Part 1.

These documents shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walt Schneider. (walter.schneider@das.state.oh.us)

DATA SHEET: Shown below on pages 10 and 11 are the specification requirements for the supplies that the state desires to purchase. These specifications are only considered as necessary 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 Director, Department of Administrative Services. Bidder signifies compliance or non-compliance with specifications by listing and outlining all deviations from specifications and returning them with the RAQS submittal. Failure to comply with specifications as stated herein may deem the bid not responsive.

REFERENCES TO ALTERNATE TERMS: Any reference, which may appear on any price list or literature, to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change, will not be part of any contract with the successful bidder(s) and will be disregarded by the state of Ohio.

SIZES AND COLORS: Bidders shall offer all sizes and colors as stated per item within each line item. Failure to bid offer all sizes and colors stated will deem your bid not responsive.

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this bid or in any contract awarded pursuant to this bid. The contractor must provide merchandise in unit quantity(s) as indicated in the bid/bid response/contract.

SPECIFICATIONS FOR TWILL, CHAMBRAY, QUILTED LINING MATERIAL AND CLOTH SHEETING

I. SCOPE

These specifications cover various types of fabrics and materials for OPI Correctional Industries.

II. CLASSIFICATION OF MATERIALS

- Item 1. Twill Fabric
- Item 2. Chambray Fabric
- Item 3. Quilted Lining Material
- Item 4. Cloth Sheeting, 42" Wide
- Item 5. Cloth Sheeting, 54" Wide

III. GENERAL REQUIREMENTS

A. Workmanship: All fabrics and materials are to be free from any type of manufacturing defects, dirt, and debris, which could impair the fabric's appearance and/or serviceability. Such defective fabric and/or materials discovered when the original roll, carton and/or bale is opened and inspected for use will be returned immediately at the contractor's expense.

B. Fabrics: All fabrics and materials offered in response to this bid are to be first quality.

1. Twill Fabric:

Minimum Width: 60"
Minimum Weight: 7.25 oz. per square yard
Yarns: 65% polyester, 35% cotton blend
Construction: 86 x 42 weave + 3%; 128 minimum thread count
Tensile Strength: Warp 150 + 10%, Fill 80 + 10%
Finish: Crease Resistant Finish; pre-shrunk with 2% to 3% residual shrinkage
Selvage: Selvage edges
Put-up: 200 yds.
Colors: Navy Blue, Bleached White, Khaki, and Orange
Dye: Navy & Khaki colors – vat dyed, Orange reactive dyed, white - bleached.

2. Chambray Fabric:

Minimum Width: 60"
Minimum Weight: 4.5 oz. per square yard
Yarns: 50% polyester, 50% coated cotton
Construction: 90 x 54 weave, 134 minimum thread count
Finish: Crease Resistant Finish; pre-shrunk with 2% to 3% residual shrinkage
Selvage: Selvage edges
Put-up: 200 yds.
Color: Blue; vat dyed; lot shaded

SPECIFICATIONS FOR TWILL, CHAMBRAY, QUILTED LINING MATERIAL AND CLOTH SHEETING
– (CONTINUED)

3. Quilted Lining Material:

Minimum Width: 60"
Minimum Weight: 5.5 oz. per square yard
Quilting Design: 3" box, corner to corner with nylon sewing thread
Yarns: Face - 100% nylon or 100% polyester
Backing - Non-woven, spun bonded nylon fabric
Padding - 100% resin bonded polyester fiberfill
Thread - 100% nylon or 100% polyester
Construction: Face Only: Nylon 96 x 68 weave or polyester 90 x 50 weave
Finish: Washable not to exceed 2% to 3% residual shrinkage
Put-up: 60 yards or less
Color: Navy Blue, Orange

4. Cloth Sheeting 42 Inches:

Minimum Width: 42"
Minimum Weight: 3.5 oz. per square yard
Yarns: 50% polyester, 50% cotton blend
Construction: 180 total thread count per square inch with a minimum of 172 total thread count per square inch.
Finish: Crease Resistant Finish; pre-shrunk with 2% to 3% residual shrinkage
Selvage: Double selvage edges
Put-up: Rolls, minimum 200 yards, maximum 500 yards
Color: Bleached White

5. Cloth Sheeting 54 Inches:

Minimum Width: 54"
Minimum Weight: 3.5 oz. per square yard
Yarns: 50% polyester, 50% cotton blend
Construction: 180 total thread count per square inch with a minimum of 172 total thread count per square inch.
Finish: Crease Resistant Finish; pre-shrunk with 2% to 3% residual shrinkage
Break Strength: Warp 65, Fill 65
Selvage: Double selvage edges
Put-up: Rolls, minimum 200 yards, maximum 500 yards
Color: Bleached White

- C. Unless otherwise specified, all fabric is to be on 1-3/4" to 2" (inside diameter) core and pre-numbered piece tag with shade securely attached to the end of each core.

V. PACKAGING

Fabric and materials are to be packaged as such to protect the products from the adverse effects of humidity, light, dust, physical damage due to impact and crushing during shipment and storage. Packages are to be clearly marked to indicate contents.

Please complete the following: ITEMS IN THIS BID CONTAIN RECYCLED MATERIALS - Y/N: _____.
IF SO _____. The foregoing will not be a part of the bid evaluation.

SWEATSHOP FREE: By the signature affixed to this RAQS/Bid submission, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the RAQS/Bid are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder in furnishing the supplies or services described in the bid and awarded to the Bidder. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

RAQS/BID ITEM IDENTIFICATION PAGE

NOTICE: This Invitation to Bid is being conducted by Reverse Auction. Bidders should read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 and the MANDATORY SUBMISSION - BIDDER QUALIFICATIONS clause on pages 3 and 4 of this Invitation to Bid prior to proceeding. The responses received will be for submission of documentation only to pre-qualify bidders to participate in an Online Reverse Auction Event which will be held on Wednesday March 24, 2010 beginning at 1:00 PM EST until 1:45 PM EST with extension periods as indicated by bids.

This reverse auction is a low lot award. A contract will be awarded to the lowest responsive and responsible Bidder for all items in the bid. Failure to offer all items will deem the Bidder's bid not responsive. Bidders shall offer all colors indicated. Failure to offer all colors indicated will deem the Bidder's bid not responsive. During the live Reverse Auction event Bidders will bid by reducing their item bid prices by dollars and cents decrements. At no time during the reverse auction process and live event will participants in the live reverse auction event have access to the identities, bids or totals of other participants. During the live reverse auction event Bidders will be able to view their own current ranking in the bidding and their own prices and dollar total for each item bid.

MANDATORY INFORMATION REQUIRED WITH YOUR PRE-QUALIFICATION RESPONSE. This pre-qualification does not require submission of pricing. **DO NOT SUPPLY PRICING** with your pre-qualification summary submittal. The pre-qualification however does require Bidders supply the information listed below. Bidders shall indicate on the Item Identification Information Table below in the spaces provided; the 1) Manufacturer or Mill Name 2) Item/Style Number (if applicable), and the Bidder's suggested minimum order quantity for each item. Items offered by bidders during pre-qualification will be the same items bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. Once a bidder has indicated and/or quoted a particular manufacturer, brand, item/style number, any subsequent contract will be issued manufacturer and brand specific. No substitutes for brand item/style bid are authorized or will be accepted. Bidders must bid all items. Failure to offer/bid all items will render your bid not responsive.

ITEM IDENTIFICATION INFORMATION TABLE

| UNSPSC Number | OPI Item # | Description | Mfgr or Mill Name | Style or Item Number | Bidder's Suggested Min Order Quantity | Unit of Measure | Estimated Annual Use Linear Yards |
|---------------|------------|---|-------------------|----------------------|---------------------------------------|-----------------|-----------------------------------|
| 11161700 | 010091 | Twill Fabric, Navy Blue, 60" | | | | Linear Yard | 100,000 |
| 1161700 | 020091 | Twill Fabric, Bleached White, 60" | | | | Linear Yard | 12,000 |
| 11161700 | 030091 | Twill Fabric, Khaki, 60" | | | | Linear Yard | 8,000 |
| 11161700 | 040091 | Twill, Fabric, Orange, 60" | | | | Linear Yard | 4,000 |
| 11161700 | 010092 | Chambray Fabric, Blue, 60" | | | | Linear Yard | 48,000 |
| 11161700 | 010096 | Quilted Lining Material, Navy Blue, 60" | | | | Linear Yard | 12,000 |
| 11161700 | 020096 | Quilted Lining Material, Orange, 60" | | | | Linear Yard | 600 |
| 11161700 | 010095 | Cloth Sheeting, Bleached White, 42" | | | | Linear Yard | 10,000 |
| 11161700 | 030095 | Cloth Sheeting, Bleached White, 54" | | | | Linear Yard | 110,000 |

Bid Submission Checklist

*Mandatory Submissions – Must Accompany the Reverse Auction Qualification Summary Submittal/Response

| <u>Submitted</u> | <u>Mandatory Submittal Description</u> | <u>Page Reference</u> |
|------------------|--|-----------------------|
| _____ | Bid Cover Page, Signed in BLUE Ink. | Page 1 |
| _____ | Required Certification for Bidding, RAQS page 2 with sections A. B. and C. completed | Page 2 |
| _____ | Provide Descriptive Literature for Items Bid | Page 4 |
| _____ | Completed RAQS Item Identification Information Table | Page 12 |
| _____ | Completed Disclosure of Subcontractors / Joint Ventures | Page 4 |
| _____ | Completed Bidder Disclosure Statements | Page 5 |
| _____ | Completed Automobile Liability Insurance Requirements Checklist | Page 5 |
| _____ | Completed Disclosure of Fulfillment Houses | Page 6 |

** Submittals Required During the Evaluation Process – Should be Submitted with the Reverse Auction Qualification Summary Submittal/Response However Not Required Until Requested by DAS

| | | |
|-------|---|--------|
| _____ | Declaration of Material Assistance / Non Assistance (DMA) | Page 2 |
| _____ | Authorized Distributor / Manufacturers Representative Certification | Page 7 |
| _____ | Product Samples (required only after requested) | Page 7 |
| _____ | State of Ohio Required Insurance *** (Acord Certificate) | Page 9 |
| _____ | Affirmative Action Program Verification | Page 8 |
| _____ | Federal Taxpayer Identification Form W-9 | Page 8 |

* Mandatory submissions must be submitted with the Reverse Auction Qualification Summary/Bid response.

** Required documentation / materials should be submitted with the Reverse Auction Qualification Summary Submittal/Response. If not submitted with the RAQS Submittal/Response, the Bidder must provide the said documentation / materials within seven (7) calendar days after notification by the Office of State Purchasing.

*** Submit an Acord certificate of insurance or similar certificate from your insurance agent/carrier showing compliance with the required coverage amounts and containing the state of Ohio required endorsements. See Insurance Requirements Contract Standard Terms and Conditions Article S-12 and S-13 and INSURANCE REQUIREMENTS clause on Page 9.

APPENDIX A – THE REVERSE AUCTION BID QUALIFICATION AND LIVE AUCTION PROCESS

Section One: General Information:

1.0 Introduction

The state of Ohio Department of Administrative Services (DAS). General Services Division Office of Procurement Services (OPS), is conducting an Invitation to Bid (ITB) by Reverse Auction for Fabric: Twill, Chambray, Quilted Lining Material and Cloth Sheeting. There are Three Steps to Responding to this ITB:

Step One: Bidders respond to this ITB by submitting all information requested in the ITB Reverse Auction Qualification Summary outlined in the MANDATORY SUBMISSIONS / BIDDER QUALIFICATION clause on pages 3 and 4 and on the Bid Submission Checklist on page 13 of this Invitation to Bid/Qualification Summary. Reverse auction qualification summaries shall be submitted in paper form in a sealed envelope with the bid number clearly marked on the exterior. If the bidder uses an express mail or courier service, the bid number must be clearly marked on the exterior of the express mail or courier envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope, with the bid number clearly marked on the inside envelope. DAS must receive the qualification summary containing all mandatory submissions no later than 1:00 PM EST on Wednesday February 24, 2010. DAS receives summaries during the hours of 8:00 PM through 4:30 PM, Monday through Friday, except state observed holidays. DAS does not accept summaries with insufficient postage, collect on delivery, or through electronic means. Summaries must be delivered to the following address: Department of Administrative Services, General Services Division, Office Of Procurement Services, ATTN.: Bid Desk, 4200 Surface Road Columbus, OH 43228-1385.

Step Two: Upon review of bidders' Reverse Auction Qualification Summary submissions which are timely submitted, DAS Office of Procurement Services will issue invitations to participate in the online Reverse Auction Event to bidders who have submitted specification compliant products and who have completely satisfied all mandatory submission requirements. Invitations will be issued by letter by U.S. Mail and by e-mail to the email address furnished on page one (1) of the bidder's Reverse Auction Qualification Summary Response. Bidders deemed qualified who have previously registered at <https://ohiodas.hedgehog.com> will be sent an invitation to participate in the online reverse auction event which will include a user ID and password unique to the online reverse auction event. Bidders who have not previously registered, proceed to Step Three below.

Step Three: After receiving an invitation to participate in the online Reverse Auction Event if a bidder has not previously registered at <https://ohiodas.hedgehog.com> they may follow the registration steps below to obtain a USER ID and PASSWORD. (The application is supported by Microsoft Internet Browser 5.5 or higher). Follow the following registration steps:

- 1) On the main page <https://ohiodas.hedgehog.com>, under the "New Users" section, click on the "Register here" link.
- 2) On the Registration page, complete all the required information.
- 3) There is a field named "Reference Number", input the ITB Reference Number in which you have been invited to participate in this field.
- 4) As a new registrant you will be requested to select all general categories that are applicable to your company under the "Category" section. You can select a category and move it to the selected box by clicking on the arrow buttons.
- 5) Once you complete the form, select SAVE
- 6) Upon successful registration, you will see an onscreen message noting your registration submission.
- 7) Successful registration will permit a bidder's participation in the Online Reverse Auction Event.

1.1 Review of All Posted Documents

All Bidders wishing to respond to the ITB by Reverse Auction should carefully read and comply with all requirements and instructions in the Invitation To Bid by Reverse Auction Qualification Summary.

1.2 Role of HedgeHog Inc.

HedgeHog Inc. has been contracted to host and manage the Online Reverse Auction event via the OhioDAS ProcurePort at <https://ohiodas.hedgehog.com>

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

HedgeHog Inc. will manage all services to support this online event including:

- Reception of all Bidders Registering on the OhioDAS ProcurePort (<https://ohiodas.hedgehog.com>) in order to participate in the Online Reverse Auction event.
- Contact qualified bidders regarding their participation in the online bidding event based on specific state of Ohio DAS ProcurePort requirements.
- Answer all questions relating to the online bidding process and bidding platform.
- Train invited bidders, in advance of the scheduled live online Reverse Auction event, on using the bid platform through a demonstration (mock) auction event.
- Conduct the live Online event in accordance with the requirements specified in this document.
- Provide final bid reports to the state of Ohio DAS at the conclusion of the live online reverse auction event.

Section Two: Contact Information

2.1 Communication Before and During Event

| | |
|--|-----------------------|
| HedgeHog, Inc. Contact Information | |
| Live Help Desk Telephone Support Available M-F 8:30 AM to 5:00 PM EST | 1-800-208-2335 |
| | |
| Email Help Desk Support Available 24/7 with responses within 24 hours or sooner | helpdesk@hedgehog.com |

Section Three: Bid Schedule

| | |
|--|--|
| Online Reverse Auction Event Registration Time Line | March 10 – March 12, 2010 |
| <ol style="list-style-type: none"> 1. DAS/HedgeHog issue invitations to qualified Bidders containing a Bid Unit Price Spreadsheet. 2. If not already registered, bidders who are invited to participate in the Online Reverse Auction MUST register at https://ohiodas.hedgehog.com. 3. Bidders must follow the registration instructions posted on Page 30, Section One. General Information 1.0 Introduction, Step Three. 4. Bidders who register on the site will receive email notification with a USER ID and PASSWORD 5. Bidders who already registered and who are deemed qualified will be sent an invitation including USER ID and PASSWORD and the Unit Price Bid Spreadsheet. | <p>March 10 - 12, 2010</p> <p>March 10, 2010: Open for Registration:</p> <p>4:30 PM (EST), March 12, 2010: Deadline for Invited Bidder Registration:</p> |
| Online Reverse Auction Training | March 10 – 17, 2010 |
| <ol style="list-style-type: none"> 1. Bidders are invited to schedule Reverse Auction Training with HedgeHog 2. A list of available training dates/times and instructions will be sent with the Registration Invitation. All training is on a “first come / first served” basis. 3. Bidders may contact the Help Desk Support anytime by email or phone to address questions regarding the Live Bid session as defined in Section Two: Contact Information | <p>Contact Matt Meighan w/HedgeHog at matt.meighan@hedgehog.com or 800-208-2335 to schedule training</p> |

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

| | |
|---|---|
| Bidder Participation Requirements | March 17, 2010 and up to 12:30 PM (EST) March 24, 2010 |
| <ol style="list-style-type: none"> 1. Bidders are <u>Required</u> to accept the Online Participation Agreement and Terms in advance to participate in the Live Online Reverse Auction Event. Access to the Participation Agreement can be found on the “Welcome to OhioDAS ProcurePort Online Bid Event” invitation. 2. Bidder acceptance is completed by entering the USER ID and PASSWORD assigned with the Invitation email. 3. Proxy Bids: Bidders who need to submit Proxy Bids must contact the Auction Administrator as soon as possible by email. Proxy Bids will only be submitted with a signed agreement between the Bidder and the Online Bid Host, Hedgehog, Inc. | <p>Due date for submission of invited qualified bidder acceptance of Reverse Auction terms and conditions:</p> <p>March 24, 2010 12:30 PM (EST)</p> <p>Auction Administrator email: matt.meighan@hedgehog.com</p> |
| Live Ohio DAS ProcurePort Reverse Auction | March 24, 2010 |
| <ol style="list-style-type: none"> 1. Live Auction: Bidders should log onto the Bid Site up to 15 minutes before the event opens live. 2. Bidders access the Bid Page by selecting the Live “Bid” Button on the Auction events list. 3. Bidders will submit bids on the Bid page and select “Place Bid” to view their current ranking. 4. Bidders can view updates to their bid page instantly. 5. Bidders may submit questions during the Live Event via email or contact the Help Desk immediately if they need assistance with placing bids. See Section Two for contact information. | <p>1:00 PM (EST) Live Bidding Opens</p> <p>Estimated duration 45 minutes with Extension periods as indicated by the Bid.</p> |
| State of Ohio DAS Final Bid Validation & Award Process | March 25 – April 30, 2010 |
| State of Ohio Contract Inception | May 1, 2010 |

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

Section Four: Bid Process

FREQUENTLY ASKED QUESTIONS

1. HOW ARE INVITATIONS ISSUED?

The state of Ohio, in conjunction with HedgeHog Inc., grants access of this event to the qualified bidders via email followed by written notification via U. S. Mail.

2. HOW DOES THE STATE OF OHIO DAS MAINTAIN MARKET INTEGRITY AND BEST PRACTICES USING THE OHIODAS PROCUREPORT?

The OhioDAS ProcurePort operates a fair and competitive online bid platform. Best practices have been established to govern the participants in this online event. The state of OhioDAS has the right to accept or reject any and all bids or proposals. Any proposal and bid that does not address all requirements outlined in this ITB by Reverse Auction will be considered not responsive and subject to rejection. No bids will be accepted outside of the Online Bid platform or once the event is closed, without prior provisions granted.

3. HOW ARE BIDS TO BE PLACED DURING LIVE EVENT?

The bidding direction of this On Line Bid event will be downward. A lower bid is more competitive. A bidder cannot raise their bid once they have submitted a bid.

4. HOW IS A LOWEST BID TIE MANAGED?

There will be no lowest bid "ties". If a bidder submits a price that ties, as the lowest bid; it will be rejected by the system and require the bidder to re-submit a price for acceptance.

5. HOW DOES THE BIDDER VIEW THEIR BIDS RANK?

The bidder may see immediate feedback from the competitive bids once a price is placed. The bidder may see how the newly submitted price ranks against the field through a bid rank. This rank will appear in parenthesis alongside the bidder bid price.

6. HOW DOES A BID EVENT TIME BECOME EXTENDED BEYOND THE PROJECTED AUCTION DURATION?

A new valid bid on any item in the list received during the yellow warning final minutes of the On Line Bid event will trigger an extension period designated on the Bid Platform Screen. The extension will add the designated time to the event in order for all participating bidders the opportunity to respond to the market price change. If no additional price changes take place during the new yellow warning period, the On Line Bid event will automatically close. If bidders continue to adjust bids during the extension, additional extensions will continue to roll until all valid bid activity has ceased to close the event for each. The state of Ohio DAS may elect to limit the number of extensions but will not reveal the time line for closure.

7. HOW ARE AWARDED BIDS TO BE DETERMINED?

The state of Ohio DAS will award a contract to the lowest responsive and responsible bidder. Bids will be evaluated in accordance with the EVALUATION clause on page 7 of this bid/qualification summary.

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

8. HOW IS THE BIDDER'S IDENTITY PROTECTED FROM OTHER BIDDERS PARTICIPATING IN THE EVENT?

Respect for the bidder is extremely important. No competing bidder will have access to specific knowledge about the other competing bidders during this On Line Reverse Auction Bid event.

9. HOW WILL BIDDERS BE NOTIFIED OF CHANGES IN THE BID SPECIFICATIONS OR ITEMS FOR BID?

If in preparation for this event, it is necessary for the state of Ohio DAS Office of Procurement Services to issue an amended bid/qualification summary, an Addendum to the bid will be issued by the state of Ohio DAS Office of Procurement Services. All registered bidders will be notified of the issuance of the Addendum via e-mail. The e-mail notification will include a link to the Addendum on the state of Ohio DAS Office of Procurement Services website. It will be the responsibility of each bidder to access the Bid Addendum and make any changes to his/her bid dictated by the Addendum. Bid Addenda may detail either a change in the layout of the bid platform or details in the bid/qualification summary. All participants receiving a notification of bid addenda are encouraged to immediately access the bid addenda and review the documents for potential changes.

10. WHAT ARE THE HARDWARE REQUIREMENTS TO ACCESS THE BID SITE ON THE INTERNET?

The state of Ohio DAS ProcurePort recommends the following minimums:

- A Pentium ® class personal computer
- A minimum of 64 MB of RAM
- 40 MB available disk space
- Direct internet connect with a 28.8 K modem or faster

11. WHAT ARE THE SOFTWARE REQUIREMENTS TO ACCESS THE BID SITE ON THE INTERNET?

The state of Ohio DAS ProcurePort recommends the following minimums:

- Microsoft Windows 95, 98, NT, 2000, XP.
- Microsoft Internet Explorer 5.5 or higher
- Or, Netscape version 4.8 or lower
- HedgeHog, Inc. cannot guarantee full system functionality using other browsers such as Firefox, Safari, Opera, or Google Chrome.

12. HOW CAN A BIDDER SUBMIT A SURROGATE OR PROXY BID?

Bidders who do not have access to the above hardware and software requirements should contact the HedgeHog Help Desk Support as soon as possible to discuss bidding alternatives, See Section Two Contact Information on page 15 of this RAQS/Bid.

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

Section Five Qualification Summary and Reverse Auction Timeline

| TASK | DEADLINE |
|---|---|
| Reverse Auction Qualification Summary Posted | February 10, 2010 (Approximately) |
| RAQS Submission Deadline / Opening | 1:00 PM February 24, 2010 |
| Qualification Summary Evaluation & Selection of Invited Bidders | February 24 – March 10, 2010 |
| DAS/HedgeHog to issue invitations to qualified Bidders | March 10 - 12, 2010 (approximately) |
| Bidder registration at: https://ohiodas.hedgehog.com . HedgeHog, Inc. issues USER ID, PASSWORD and pre-bid unit price spreadsheet. | March 10 - March 17, 2010 |
| Cut-Off for Bidder Registration | 4:30 PM (EST) March 17, 2010 |
| Bidder training conducted by HedgeHog, Inc. | March 10 – March 17, 2010 |
| Live Reverse Auction Event | March 24, 2010 1:00 – 1:45 PM (EST) w/extensions |
| Evaluation and Contract Award | March 25 – April 30, 2010 |
| Contract Inception | May 1, 2010 |