

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 <u>OT900017</u>	OPENING DATE (1:00 p.m.) <u>APRIL 22, 2016</u>	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. DPS013	BID NOTICE DATE MARCH 24, 2016	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)

E-Mail Fax

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days

PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF PUBLIC SAFETY, STATE HIGHWAY PATROL, 1970 WEST BROAD STREET, COLUMBUS, OH 43223

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

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

STATE HIGHWAY PATROL TROOPER AND POLICE OFFICER HATS

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 10/01/16 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 09/30/18 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency.

[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.

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.

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.

	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE
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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.

SUPPLEMENTAL BID: Any award made as a result of this bid will become a part of Contract No. OT900216 effective with the award of a contract commensurate with this Invitation to Bid.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) Equal Opportunity Division, pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This Invitation to Bid is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All bidders must be an Ohio certified MBE as of the Bid due/opening date. If a certification application has been submitted that needs to be expedited to meet the solicitation due/opening date, contact the DAS Equal Opportunity Division at 614-466-8380. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses. Please visit the DAS Equal Opportunity Division web site at:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within forty-five (45) 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.

BRAND NAME OR APPROVED EQUAL SPECIFICATION: The products in this Invitation To Bid (ITB) are being bid as Brand Name Or Approved Equal. The use of the brand name is for the purpose of describing the base standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. Substantially equivalent supplies to those designated will be considered for award in accordance with the Ohio Administrative Code 123:5-1-10 (I) and with paragraph I-32 of the Instructions and Terms and Conditions for Bidding.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the bid unit price per item times the estimated annual usage per item and sum the totals for all items to arrive at the lowest overall cost for all items. Failure to bid all items may result in the bidder being deemed not responsive.

CONTRACT AWARD: The contract will be awarded to one lowest responsive and responsible bidder by low lot total.

MANUFACTURER'S SPECIFICATIONS: Manufacturer's specification sheets should be submitted with the bid for each item/manufacturer bid. Specification sheets are to be labeled with the name of the manufacturer, the style number and the category bid. The state acknowledges that it may receive bids from multiple distributors bidding the same manufacturer's product. In such situations, specification sheets may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such specification sheets are accompanied by written documentation, on manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the specification sheets/samples are provided. If not provided as part of the bid response, the Bidder must provide said specification sheets within seven (7) calendar days after request/notification by the Office of State Purchasing to do so. Any references, that may appear in the manufacturer's specification sheets, that may alter the terms and conditions and specifications of the bid (i.e. 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 manufacturer's specification sheets either as part of their bid response or within the time specified herein will deem the bidder 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 the lowest responsive and responsible bidder. If not included as part of their bid response, 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 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.

SPECIAL CONTRACT TERMS AND CONDITIONS (Continued)

AUTHORIZED DISTRIBUTOR OR MANUFACTURER'S REPRESENTATIVE: Bidders responding to this Bid 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, distributor or manufacturer's representative 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 twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase 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 increase 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 the provisions of Article 6, "Contract Terms and Conditions".

MINIMUM ORDER: No order shall be placed against a contract awarded pursuant to this bid for less than two hundred (\$200.00) dollars.

USAGE REPORTS: Every six (6) months for the periods January through June and July through December the contractor must submit a report (written or on disk, zip drive 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 must be submitted within thirty (30) days following the completion of the reporting period. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walter Schneider, CPPB or to: walter.schneider@das.ohio.gov

SWEATSHOP FREE: By the signature affixed to this ITB, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the 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.

SPECIFICATIONS

I. SCOPE

These specifications apply to the purchase of Trooper Hats for the Ohio State Highway Patrol.

II. REQUIREMENTS

- A. Where applicable instructions on measurements and/or applicable sizing charts should accompany this bid. If not submitted with the bid, Bidder(s) will have seven (7) calendar days after notification to provide same. Failure to provide instructions on measurements and/or applicable sizing charts as requested may result in the bidder being deemed not responsive. Bidders must specify if they are using standard or metric system measurements in their measurement and/or sizing charts.
- B. Each item shall be packaged and marked for the individual or ordering agency as specified.
- C. All items shall be stamped or labeled, including care instructions where applicable, indicating size, product origin and other information pertinent to labeling laws.
- D. Where applicable all items shall have loose threads removed and be pressed, shaped and finished properly in accordance with industry standards.
- E. All materials shall be first quality, new, unused and without flaws or defects which adversely affect appearance, durability or function.
- F. Where applicable, emblems supplied by the agency(s) shall be sewn on or affixed as specified at no charge.
- G. Any items found to be defective, improperly sized, or not in accordance with specifications, although accepted through oversight or otherwise, shall be replaced, repaired or altered at the expense of the contractor, including all transportation costs.
- H. Any order placed pursuant to this contract the delivery of such which contains items which do not conform with these item specifications which is received through oversight or otherwise, may be rejected at any time. Any part of the order found not in compliance with specifications due to the fault of the contractor (e.g., color, defective or improper sizing), shall be altered or replaced by the contractor at his/her expense, including all transportation costs. Any rejected item that cannot be altered to meet all terms and conditions of the specifications shall not be offered for sale to anyone else or otherwise disposed of as a wearable garment by the contractor or manufacturer without approval of the Superintendent of the State of Ohio Highway Patrol.

III. ITEM CATEGORIES

CATEGORY A. TROOPER HATS

- Item 1. Trooper Fur Felt Hat – Brand Name or Equal Stratton F-40GG
- Item 2. Trooper Straw Hat – Brand Name or Equal Stratton Item S-40TB
- Item 3. Police Officer Fur Felt Hat – Brand Name or Equal Stratton F-38
- Item 4. Police Officer Straw Hat – Brand name or Equal Stratton S-38
- Item 5. Hat Rain Protector – Brand Name or Equal Stratton Style 130

SPECIFICATIONS (Continued)

IV. SPECIFICATIONS

Item 1. Trooper Fur Felt Hat

1. General:

Shall be Stratton hat, F-40GG quality or another manufacturer's hat that meets or exceeds the F-40GG Stratton specification. Felt shall be made from fur mixture of virgin fur fibers from fine hare's fur (Arete 1-HXXX, all best white). This mixture shall not contain any piece furs which are cut, boiled or chopped nor any reused or reprocessed fibers. Weight shall be eight (8) ounces for medium size and shall be proportionately plus or minus for larger and smaller sizes. All bidders offering other than the specified hat shall bid a hat that meets, at a minimum, the specifications established herein.

2. Shape:

Shall be four dent crown Montana Peak 3¼" double thick stiff brim heavily sized and straight flat with narrow black band.

3. Eyelets:

Shall have four (4) eyelet's in crown, eyelet in front of crown shall be 2 1/8" above brim. Eyelet in rear and side shall be 2¾" above brim. Shall have two (2) oval eyelet's (for leather chin strap) located 1" off center toward front of hat.

4. The felt shall be Graphite Gray color and shall match that presently in use. Must evidence a minimum of discoloration at 100 hours FADE-O-METER test.

5. Finish:

Felt shall be properly ironed on appropriate size of block and pressed. Shall be free of dags, welts, shoves, streaks, crown marks and other imperfections. The felt shall be pounced evenly to remove excess hair, full nap and all extraneous matters to produce a clean and clear surface of uniform appearance.

6. Chin Straps: Are not to be furnished with these hats.

7. Sweat Bands: Shall be foam/oil silk.

8. Required Sizes:

Regulars	Wide Ovals	Long Ovals
Reg 6+3/8	WO 6+3/8	LO 6+3/8
Reg 6+1/2	WO 6+1/2	LO 6+1/2
Reg 6+5/8	WO 6+5/8	LO 6+5/8
Reg 6+3/4	WO 6+3/4	LO 6+3/4
Reg 6+7/8	WO 6+7/8	LO 6+7/8
Reg 7	WO 7	LO 7
Reg 7+1/8	WO 7+1/8	LO 7+1/8
Reg 7+1/4	WO 7+1/4	LO 7+1/4
Reg 7+3/8	WO 7+3/8	LO 7+3/8
Reg 7+1/2	WO 7+1/2	LO 7+1/2
Reg 7+5/8	WO 7+5/8	LO 7+5/8
Reg 7+3/4	WO 7+3/4	LO 7+3/4

SPECIFICATIONS (Cont'd)

Item 2. Trooper Straw Hat

1. General:

Shall be #1 quality Bedford Hem Braid tight weave. 5-5½ MM width. Shall be Stratton hat, NO. S-40TB quality or another manufacturer's hat that meets or exceeds the S-40TB Stratton specification. All bidders offering other than the specified hat shall bid a hat that meets, at a minimum, the specifications established herein.

2. Color: Shall be graphite gray.

3. Crown: Shall be traditional four dent style (Montana Peak).

4. Sweat Band: Shall be head culture foam sweat with oil silk leather.

5. Ribbon: Shall be nine ligne yarn dyed grosgrain.

6. Crown Eyelets: Shall have three to serve as vents, one on each side and one in the back located 2¾" above the brim.

7. Brim: Shall be 3" wide straight flat to be sewn triple thickness to same material and a like number of rows per inch. Two brims shall be sewn together with a third inserted within, all sewn and attached to form one. Shall be made from 5 - 5½ MM Bedford Hemp.

8. Badge Eyelet: Shall have one in front located 2 1/8" above the brim.

9. Brim Eyelet: Shall be 5/8" oval one on each side to accommodate a chin strap located 1" off center toward the front of hat.

10. Stiffening: Crown shall be double dipped and brim triple dipped with #21 sizing by Kempen paint.

11. Required Sizes:

Regulars	Wide Ovals	Long Ovals
Reg 6+3/8	WO 6+3/8	LO 6+3/8
Reg 6+1/2	WO 6+1/2	LO 6+1/2
Reg 6+5/8	WO 6+5/8	LO 6+5/8
Reg 6+3/4	WO 6+3/4	LO 6+3/4
Reg 6+7/8	WO 6+7/8	LO 6+7/8
Reg 7	WO 7	LO 7
Reg 7+1/8	WO 7+1/8	LO 7+1/8
Reg 7+1/4	WO 7+1/4	LO 7+1/4
Reg 7+3/8	WO 7+3/8	LO 7+3/8
Reg 7+1/2	WO 7+1/2	LO 7+1/2
Reg 7+5/8	WO 7+5/8	LO 7+5/8
Reg 7+3/4	WO 7+3/4	LO 7+3/4

SPECIFICATIONS (Cont'd)

Item 3. Police Officer Fur Felt Hat

1. General:

Shall be Stratton hat, F-38, graphite gray in color. Construction of quality 100% genuine virgin fur. All bidders offering other than the specified hat shall bid a hat that meets, at a minimum, the specifications established herein.

3. Sweat Band:

Head Culture – Leather Oil Silk.

4. Ribbon:

12 Ligne, Yarn Dyed Grosgrain

5. Crown:

Center Crease, Pre-Shaped 4 1/4" High with Side Dents.

6. Crown Vents:

2 Holes, 1 inch apart.

7. Brim Eyelets:

3/8" Oval, One on each side, to accommodate Chin Strap, Standard, Centered or Varied as Desired.

8. Badge Eyelets:

Normally, One in Front, Center about 2 1/4" above Brim. Variations may be made as desired or badge eyelets may be eliminated.

9. Brim:

3" wide, Double.

10. Required Sizes:

Regulars	Wide Ovals	Long Ovals
Reg 6+3/8	WO 6+3/8	LO 6+3/8
Reg 6+1/2	WO 6+1/2	LO 6+1/2
Reg 6+5/8	WO 6+5/8	LO 6+5/8
Reg 6+3/4	WO 6+3/4	LO 6+3/4
Reg 6+7/8	WO 6+7/8	LO 6+7/8
Reg 7	WO 7	LO 7
Reg 7+1/8	WO 7+1/8	LO 7+1/8
Reg 7+1/4	WO 7+1/4	LO 7+1/4
Reg 7+3/8	WO 7+3/8	LO 7+3/8
Reg 7+1/2	WO 7+1/2	LO 7+1/2
Reg 7+5/8	WO 7+5/8	LO 7+5/8
Reg 7+3/4	WO 7+3/4	LO 7+3/4

SPECIFICATIONS (Cont'd)

Item 4. Police Officer Straw Hat

1. General:

Shall be Stratton Straw hat, model S-38, graphite gray in color. 5 to 5 ½" M.M. Bedford Hemp Braid Tight Weave. All bidders offering other than the specified hat shall bid a hat that meets, at a minimum, the specifications established herein.

2. Sweat Band:

Head culture - Foam Sweat.

3. Ribbon:

12 Ligne, Yarn dyed grosgrain

4. Crown:

Center Crease, pre-shaded 4 ¼" high with side dents.

5. Crown Vents:

None

6. Brim Eyelets:

3/8" Oval, one on each side, to accommodate Chin Strap, Standard, and Centered or varied as desired.

7. Badge Eyelets:

Normally, one in front, Center about 2 1/4" above Brim. Variations may be made as desired or badge eyelet may be eliminated.

8. Brim:

3" wide, Double Slight up-curl Flange

9. Required Sizes:

Regulars	Wide Ovals	Long Ovals
Reg 6+3/8	WO 6+3/8	LO 6+3/8
Reg 6+1/2	WO 6+1/2	LO 6+1/2
Reg 6+5/8	WO 6+5/8	
Reg 6+3/4	WO 6+3/4	LO 6+3/4
Reg 6+7/8	WO 6+7/8	LO 6+7/8
Reg 7	WO 7	LO 7
Reg 7+1/8	WO 7+1/8	LO 7+1/8
Reg 7+1/4	WO 7+1/4	LO 7+1/4
Reg 7+3/8	WO 7+3/8	LO 7+3/8
Reg 7+1/2	WO 7+1/2	LO 7+1/2
Reg 7+5/8	WO 7+5/8	LO 7+5/8
Reg 7+3/4	WO 7+3/4	LO 7+3/4

SPECIFICATIONS (Cont'd)

Item 5. Trooper and Police Officer Hat Rain Protector

1. General:

Shall be Stratton Rain Hat Protector for men's felt and straw hats, style 130 - Smoke. Made of virgin vinyl, color Smoke. All bidders offering other than the specified rain hat protector shall bid a cover that conforms to the specifications established herein.

2. Required Sizes:

Small	Medium	Large	Extra Large
Reg 6+1/2	Reg 6+7/8	Reg 7+1/4	Reg 7+5/8
Reg 6+5/8	Reg 7	Reg 7+3/8	+ Larger
Reg 6+3/4	Reg 7+1/8	Reg 7+1/2	

INSTRUCTIONS TO BIDDERS

- Bidders must submit all bids in United States Dollars (\$USD)
- Bid amounts in \$.USD must contain no more than three (3) places to the right of the decimal point. DAS will disregard any numbers more than three places to the right of the decimal point.

BID PRICES

Bid Item Number	UNSPSC Code	Item Description	UoM	Estimated Annual Usage	Manufacturer	Mfg. Item/Style Number	Bid Price (\$USD)
1.	531015	Trooper Fur Felt Hat	Ea.	1,300			
2.	531015	Trooper Straw Hat	Ea.	1,400			
3.	531015	Police Officer Fur Felt Hat	Ea.	50			
4.	531015	Police Officer Straw Hat	Ea.	50			
5.	531015	Rain Protector	Ea.	1,800			

BIDDERS SHALL COMPLETE THE FOLLOWING

Items offered above contain recycled materials – Y/N: _____ if Yes _____%. (Not be part of the evaluation).

BIDDERS SHALL COMPLETE THE FOLLOWING

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.

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

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.

DISCLOSURE OF FULFILLMENT HOUSES: Fulfillment Houses are defined as follows: A third party that performs outsourced storage, order picking, packing, shipment, drop shipment and/or tracking activities for the Bidder/Contractor.

Bidders seeking to enter into a materials contract shall disclose the following: (use additional sheets if necessary)

If awarded a contract under this Invitation To 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, complete the following information.

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

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

BIDDERS SHALL COMPLETE THE FOLLOWING

DISCLOSURE OF FULFILLMENT HOUSES (Continued):

c) Name and 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

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.