

INVITATION TO BID

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

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|---|--|--|-----------------------------|
| The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award. | | BIDDER NAME | |
| BID NUMBER RS902110 | OPENING DATE (1:00 p.m.) APRIL 7, 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. GDC007 | BID NOTICE DATE MARCH 8, 2010 | CONTRACTOR'S E-MAIL ADDRESS | |
| SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD) | | | |
| <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax | | | |
| In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days | | | |
| PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY. | | | |
| MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081 | | | |
| THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: | | | |
| BLANKETS AND BEDSPREADS | | | |
| 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 06/01/10 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 05/31/13 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency. | | | |
| INSTRUCTIONS TO BIDDERS AND 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: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions . All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void. | | | |
| By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State. | | | |
| Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure . All questions should be submitted a minimum of five (5) working days prior to the bid opening date. | | | |
| PRINTED/TYPED SIGNATURE | AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink) | | DATE |

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

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"]

- 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)
- 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)
- 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):

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes (Go to C) No (Go to B-2) 
- Bidder has significant economic presence within the state of Ohio. Yes (Answer a, b, c, d below) No (Go to B-3)
 - Bidder has paid the required taxes due the state of Ohio Yes No
 - 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/>
 - Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)
- Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-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:

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

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.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within twenty-one(21) 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.

DESCRIPTIVE LITERATURE: The Bidder shall submit descriptive literature of the supplies or services being offered as part of their bid submission. The literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature as part of their bid response will deem the bidder not responsive.

MANUFACTURER'S SPECIFICATIONS: Manufacturer's specification sheets shall be submitted with the bid for each item/manufacturer bid. Specification sheets will be labeled with the name of the manufacturer, the style number and the category bid. Failure of the bidder to furnish item specifications as part of their bid response 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 ten (10) 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.

AUTHORIZED DISTRIBUTOR: All bid submissions must include a letter from the manufacturer, on manufacturer's letterhead, that the bidder is authorized to represent the manufacturer in this bid effort. The letter must guarantee that all requirements of this bid will be supported by the manufacturer to include, at least as a minimum: delivery of product within the specified time frame and compliance with all bid specifications. Failure to submit the letter with the ITB shall deem your bid non responsive.

FIRE RESISTANCE/RETARDANCY CERTIFICATION: Test results and a fire resistant/retardant certificate from an independent test laboratory must be submitted for each manufacturer's item and/or style number bid within a category. The laboratory test results must certify compliance with either ASTM D-5493 tested by the ASTM D-4151 Test Method for Flammability of Blankets or the test standards of the State of California Home Furnishings Act, Bulletin 117 Section E, using apparatus and method outlined in Title 16 C.F.R. Section 1610 Standard for the Flammability of Clothing Textiles and, as applicable, state compliance with NFPA 701 or 702-1975. Independent laboratory analysis shall be submitted with the bid response, stating the results of the flame resistance and toxicity tests. Failure of the bidder to furnish independent test laboratory results and certificates as part of their bid response will deem the bidder not responsive.

SIZES AND COLORS: Bidders shall offer all sizes and colors as stated per item within each category. Failure to bid /offer all sizes and colors stated within a category may deem your bid not responsive. If available, additional colors may be offered at the same price as the specified color(s).

SPECIAL TERMS AND CONDITIONS (cont.)

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will determine the low lot total price of each category. The State will multiply the estimated annual usage of each item designated in the category by its corresponding unit price and then add these totals together. For any category item for which there was no previous year usage, the State will multiply by twelve each to determine an item value. Although there will be separate category awards made, bidders are eligible to receive awards of multiple categories providing he/she is the lowest responsive and responsible bidder meeting all bid specifications and requirements listed within a line item. Failure to bid all components within a category may result in the bidder being deemed as not responsive.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by category of product. Failure to bid all items may result in the bidder being deemed 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.

TRANSPORTATION CHARGES: Any item(s) ordered from a contract awarded pursuant to this bid shall be shipped F.O.B. destination, freight prepaid, unless noted in a Minimum Order clause below. Shipment shall be made to any state agency, state vocational school, state university, state community college or any properly registered cooperative purchasing participants located within the state of Ohio.

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 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 Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

COOPERATIVE PURCHASING CONTRACT. This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

SPECIAL TERMS AND CONDITIONS (cont.)

CONTRACTOR QUARTERLY SALES REPORT. The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor shall be required to report the quarterly dollar value of sales to the Department of Administrative Services (DAS) on a form prescribed by DAS. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services
General Services Division, Term Contract Program
4200 Surface Road
Columbus, OH 43228-1395

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate or cancel this Contract.

CONTRACTOR REVENUE SHARE. The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 0.75% of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions using this Contract.

The contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the following information with the payment:

Applicable State Term Contract Number, report amount(s) and the reporting period covered.

The Contractor should make the check payable to: Ohio Treasurer Kevin L. Boyce and forward the check to the following address:

Department of Administrative Services
General Services Division – Term Contract Program
4200 Surface Road
Columbus, OH 43228-1395

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may terminate or cancel this Contract.

CONTRACT RENEWAL: See Article S-6. Contract Renewal: This Contract may be renewed solely at the discretion of DAS for a period of one month. Any further renewals will be for an appropriate period of time. The cumulative time of all renewals may not exceed twenty-four (24) months unless DAS determines that additional renewal is necessary.

SPECIAL TERMS AND CONDITIONS (cont.)

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: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions):

1. Ohio Workers' Compensation Certificate.
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 Insurance:
 - a. Minimum limits of \$500,000.00 per occurrence.
 - b. Minimum limits of \$1,000,000.00 annual aggregate.
 - c. The State shall be listed as the certificate holder.
 - d. To be compliant, the Commercial General Liability policy must include the following three endorsements:
 - 1) a blanket waiver of subrogation.
 - 2) a statement that the Commercial General Liability coverage is primary over any other coverage.
 - 3) a designation of the State as an additional insured.

An insurance certificate, compliant with the requirements of the Contract Terms and Conditions, must be delivered to the Office of Procurement Services within seven (7) calendar days after notification. Failure to provide a compliant certificate within the stated time frame may cause the bidder to be deemed not responsive.

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.

FEDERAL TAXPAYER IDENTIFICATION FORM W-9:

All Bidders should download the attached Federal Taxpayer Identification 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>
- under IRS Resources, select Forms and Publications
- select Download by Form and Instruction Number
- from the list of pdf files, select Item 1105, Form Number W-9
- download, complete the form, submit with the bid response

This completed form should be returned as part of the bid response. Failure to complete this page may deem your bid not responsive.

This requirement applies to all Bidders: Bidders who have not previously done business with the State as the awardee of an Office of State Purchasing competitively bid Invitation to Bid, Request for Proposal, or State Term Schedule and also to currently awarded contractors as well. The DAS Central Accounting System requires that all contractor W-9 forms be periodically updated by submission of a new form.

SPECIAL TERMS AND CONDITIONS (cont.)

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

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.

STATE OF OHIO OFFICE OF BUDGET MANAGEMENT ELECTRONIC FUNDS TRANSFER PAYMENTS PROGRAM: The awarded contractor should consider registering for the state of Ohio, Office of Budget Management's Electronic Funds Transfer Payments program. By registering and participating in this program, contractors reduce costs for both themselves and the state of Ohio and insure that payments for goods or services are transmitted to promptly and accurately. To register for this program, go to: www.obm.ohio.gov/ select Forms from the bottom center menu and scroll down to VENDOR FORMS, download and print form EFT – Direct Deposit Form (OBM-1234) review, complete, sign and submit it in accordance with the instructions on the form.

SPECIFICATIONS AND REQUIREMENTS

I. SCOPE AND CLASSIFICATION

- A. Scope: These specifications cover the purchase of bedding for delivery to various state agencies, and properly registered cooperative purchasing entities, to include blankets and bedspreads.
- B. Classification:
 - 1. Category A: Blankets, Woolen
 - 2. Category B: Blankets, Cotton Thermal (B1) and Blended (B2)
 - 3. Category C: Bedspreads, Cotton
 - 4. Category D: Bedspreads, Acrylic

II. REQUIREMENTS

- A. Each item will be packaged and marked for the individual or ordering agency, as specified on each order.
- B. All items are to be machine washable and designed to withstand institutional laundry.
- C. All items are to be stamped or permanently labeled with laundry instructions. Additionally, items are to be stamped or permanently labeled with material content, size and other information pertinent to labeling laws.
- D. All items are to have loose threads removed and be pressed, shaped and finished properly in accordance with industry standards.
- E. All materials must be new, unused and without flaws or defects which adversely affect appearance, durability and function.
- F. All items found to be defective, improper sizing or not in accordance with specifications, although accepted through oversight or otherwise, must be replaced, at the expense of the contractor, including all transportation costs. No other remedies are acceptable.
- G. Bid prices are to be quoted as each, unless otherwise noted in this bid.

III. CATEGORY ITEM DESCRIPTIONS

A. CATEGORY A: WOOLEN BLANKETS

- 1. Woolen Utility Blanket, 90% woven wool/10% synthetic content (for strength), woven selvage on side. Blankets are to be permanently moth proofed, thoroughly cleaned, scoured, mill shrunk, free of dirt, grease, and loading materials. Double over edges, 14 threads/inch, cotton/polyester thread.
- 2. The blankets are to be flame resistant. Independent laboratory analysis shall be submitted with the bid response, stating the results of the flame resistance and toxicity tests
- 3. Size and Weight: 66" x 90", minimum weight of 2.5 lbs. each
- 4. Required Colors: Assorted Colors - minimum of four specific assorted colors: (1) Dark Blue/Navy or Royal Blue, (2) Charcoal Grey, (3) Maroon, and (4) Dark Green/Forest Green. Dye lots shall remain consistent through contract period.

SPECIFICATIONS AND REQUIREMENTS (.cont.)

B. CATEGORY B1 THERMAL BLANKETS: 100% COTTON

1. 100% Cotton, heavy weight, with hemmed ends, preshrunk, autoclavable, non-allergenic, and non-static. Blankets to have approximate 1-1/2" woven selvages and 2 inch center stripe for stability, as applicable. Weights shall be as specified herein. Hem shall be minimum of one (1) inch, with interlocking stitch, 7-9 stitches per inch.
2. The blankets are to be flame resistant. Independent laboratory analysis shall be submitted with the bid response, stating the results of the flame resistance and toxicity tests
3. Sizes and Weights: 66" x 90", minimum weight of 2.8 lbs. each,
 72" x 90", minimum weight of 3 1/8 lbs. each
 72" x90", minimum weight of 3.25 lbs. each
 72" x 96", minimum weight of 3 5/16 lbs. each
4. Required Colors: White plus Assorted Colors - minimum of four specific colors: (1) Dark Blue/Navy or Royal Blue, (2) Charcoal Grey, (3) Maroon, and (4) Dark Green/Forest Green. Dye lots shall remain consistent through contract period.

C. CATEGORY B2 THERMAL BLANKETS: BLENDED

1. Blankets shall be constructed with close twill weave, woven block pattern or herringbone to help ensure against snags. Product offered must be certified as snag free by manufacturer. Close twill weaves, consisting of blend of 50% cotton and 50% polyester, or 100%polyester fabric or 100% synthetic fabric with hemmed ends, preshrunk, autoclavable, and non-static, suitable for intuitional laundry. Blankets to have approximate 1-1/2" woven selvages and reinforced center stripe for stability, as applicable. Open weave blankets are not acceptable for this item.
2. Blankets must be rated as permanently flame retardant. Independent laboratory analysis shall be submitted with the bid response, stating the results of the flame resistance and toxicity tests.
3. Sizes and Weights: 66" x 90", minimum weight of 2.8 lbs. each
 72" x 90", minimum weight of 3 1/8 lbs. each
 72" x 96", minimum weight of 3 5/16 lbs. each
4. Required Colors: White plus Assorted Colors - minimum of four specific colors: (1) Dark Blue/Navy or Royal Blue, (2) Charcoal Grey, (3) Maroon, and (4) Dark Green/Forest Green. Dye lots shall remain consistent through contract period.

D. CATEGORY C: COTTON BEDSPREADS

1. Bedspread is to be woven ribcord type with fiber content of 100% cotton and/or 50% polyester/50% cotton, no iron. Bedspread must be spot resistant, hemmed on the ends with a hem or woven selvage on the sides.
2. The bedspreads are to be flame resistant. Independent laboratory analysis shall be submitted with the bid response, stating the results of the flame resistance and toxicity tests.
3. Size and Weight: 76" x 110", minimum weight of 2-1/8 lbs. each.
4. Required Colors: White plus Assorted Colors - minimum of four specific colors: (1) Dark Blue/Navy or Royal Blue, (2) Charcoal Grey, (3) Maroon, and (4) Dark Green/Forest Green. Dye lots shall remain consistent through contract period.

SPECIFICATIONS AND REQUIREMENTS (.cont.)

E. CATEGORY D: ACRYLIC BEDSPREAD FLAME RETARDANT

1. Bedspread is to be woven ribcord type with a fiber content of 100% Mod Acrylic. Bedspread must be spot resistant, hemmed on the ends with a hem or woven selvage on the sides. Must weigh not less than 2-1/8 lbs. each. Laundering instructions and literature showing that the flame retardant and toxicity offered meet the criteria established in N.F.P.A. 701 are to be submitted with the bid.
2. The bedspreads are to be flame retardant. Independent laboratory analysis shall be submitted with the bid response, stating the results of the flame resistance and toxicity tests.
3. Size and Weight: 76" x 110", minimum weight of 2-1/8 lbs. each.
4. Required Colors: White plus Assorted Colors - minimum of four specific colors: (1) Dark Blue/Navy or Royal Blue, (2) Charcoal Grey, (3) Maroon, and (4) Dark Green/Forest Green. Dye lots shall remain consistent through contract period.

IV. EXCHANGE AND/OR CREDIT FOR DEFECTIVE ITEMS

Items that are found to be defective must be exchanged or credited. The agency shall notify the awarded contractor within ten (10 days) of discovery of an item being defective for credit, exchange, or replacement. Any other procedure is unacceptable. Awarded contractor shall not delay a defective goods remedy to an agency by holding returned goods from agencies for the purpose of consolidating returns to the/their supplier.

BID PRICE PAGE

CATEGORY A: BLANKETS, UTILITY, WOOLEN – FLAME RESISTANT

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

| OAKS Item Identification # | ITEM/DESCRIPTION | EST. ANNUAL USAGE | BRAND NAME/ MANUFACTURER | STYLE/ PRODUCT NUMBER | QTY. PER PACKAGE | PRICE EACH |
|----------------------------|---|-------------------|--------------------------|-----------------------|------------------|------------|
| 4899 | Woolen Utility Blanket 66" X 90" minimum size Minimum weight 2.5 lbs. each Specified Assorted 4 Colors | 2,496 | | | | \$ ea |

COLORS AVAILABLE: _____

NOTICE TO BIDDERS:

Wherever noted as a color requirement for blankets and/or bedspreads, "Specified Assorted 4 Colors" shall be: (1) Dark Blue/Navy or Royal Blue, (2) Charcoal Grey, (3) Maroon, and (4) Dark Green/Forest Green. Dye lots shall remain consistent through contract period.

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BID PRICE PAGE (cont.)

CATEGORY B1: BLANKETS, 100% COTTON THERMAL - FLAME RESISTANT

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

| OAKS Item Identification # | ITEM/DESCRIPTION | EST. ANNUAL USAGE | BRAND NAME/ MANUFACTURER | STYLE/ PRODUCT NUMBER | QTY. PER PACKAGE | PRICE EACH |
|----------------------------|--|-------------------|--------------------------|-----------------------|------------------|------------|
| 4894 | 100% Cotton Thermal Blanket, 66" X 90" minimum. size, minimum weight 2.8 lbs. each, Color: White | 5,004 | | | | \$ ea |
| 10003 | 100% Cotton Thermal Blanket, 66" X 90" minimum size, minimum weight 2.8 lbs. each, Specified Assorted 4 Colors | 7,260 | | | | \$ ea |

COLORS AVAILABLE: _____

| | | | | | | |
|-------|--|-----|--|--|--|-------|
| 10001 | 100% Cotton Thermal Blanket 72" X 90" minimum size, Min. weight 3 1/8 lbs. each. Color: White | 432 | | | | \$ ea |
| 10005 | 100% Cotton Thermal Blanket 72" X 90" minimum size, Min. weight 3 1/8 lbs. each. Specified Assorted 4 Colors | 60 | | | | \$ ea |

COLORS AVAILABLE: _____

| | | | | | | |
|-------|--|-----|--|--|--|-------|
| 4898 | 100% Cotton Thermal Blanket 72" x 90" minimum size, Min. weight 3.25 lbs. each Color: White | 432 | | | | \$ ea |
| 10007 | 100% Cotton Thermal Blanket 72" x 90" minimum size, Min. weight 3.25 lbs. each. Specified Assorted 4 Colors. | 60 | | | | \$ ea |

COLORS AVAILABLE: _____

| OAKS Item Identification # | ITEM/DESCRIPTION | EST. ANNUAL USAGE | BRAND NAME/ MANUFACTURER | STYLE/ PRODUCT NUMBER | QTY. PER PACKAGE | PRICE EACH |
|----------------------------|--|-------------------|--------------------------|-----------------------|------------------|------------|
| 4897 | 100% Cotton Thermal Blanket 72" X 96" minimum size, Min. weight 3.5/16 lbs. each Color: White | 12 | | | | \$ ea |
| 10006 | 100% Cotton Thermal Blanket 72" X 96" minimum size, Min. weight 3.5/16 lbs. each Specified Assorted 4 Colors | 12 | | | | \$ ea |

COLORS AVAILABLE: _____

BID PRICE PAGE (cont.)

CATEGORY B2: BLANKETS, BLENDED – PERMANENTLY FLAME RETARDANT

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

| OAKS Item Identification # | ITEM/DESCRIPTION | EST. ANNUAL USAGE | BRAND NAME/ MANUFACTURER | STYLE/ PRODUCT NUMBER | QTY. PER PACKAGE | PRICE EACH |
|----------------------------|--|-------------------|--------------------------|-----------------------|------------------|------------|
| 3784 | Blanket, Blended 66" X 90" minimum size Min. weight 2.8 lbs. each Color: White | 888 | | | | \$ ea |
| 9677 | Blanket, Blended 66" X 90" minimum size Min. weight 2.8 lbs. each Specified Assorted 4 Colors | 12 | | | | \$ ea |

COLORS AVAILABLE: _____

| | | | | | | |
|------|--|----|--|--|--|-------|
| 3784 | Blanket, Blended 72" X 90" minimum size Min. weight 3 1/8 lbs. each Color: White | 12 | | | | \$ ea |
| 8461 | Blanket, Blended 72" X 90" minimum size Min. weight 3 1/8 lbs. each Specified Assorted 4 Colors | 12 | | | | \$ ea |

COLORS AVAILABLE: _____

| | | | | | | |
|-------|---|-----|--|--|--|-------|
| 4892 | Blanket, Blended 72" X 96" minimum size Min. weight 3 5/16 lbs. each Color: White | 984 | | | | \$ ea |
| 10000 | Blanket, Blended 66" X 90" minimum size Min. weight 3 5/16 lbs. each Specified Assorted 4 Colors | 12 | | | | \$ ea |

COLORS AVAILABLE: _____

BID PRICE PAGE (cont.)

CATEGORY C: BEDSPREADS, COTTON - FLAME RESISTANT

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

| OAKS Item Identification # | ITEM/DESCRIPTION | EST. ANNUAL USAGE | BRAND NAME/ MANUFACTURER | STYLE/ PRODUCT NUMBER | QTY. PER PACKAGE | PRICE EACH |
|----------------------------|---|-------------------|--------------------------|-----------------------|------------------|------------|
| 3782 | Bedspread - Cotton 76" x 110" minimum size Min. weight 2 1/8 lbs. each Color: White | 168 | | | | \$ ea |
| 9675 | Bedspread - Cotton 76" x 110" minimum size Min. weight 2 1/8 lbs. each Specified Assorted 4 Colors | 240 | | | | \$ ea |

COLORS AVAILABLE: _____

CATEGORY D: BEDSPREADS, ACRYLIC - FLAME RETARDANT

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

| OAKS Item Identification # | ITEM/DESCRIPTION | EST. ANNUAL USAGE | BRAND NAME/ MANUFACTURER | STYLE/ PRODUCT NUMBER | QTY. PER PACKAGE | PRICE EACH |
|----------------------------|---|-------------------|--------------------------|-----------------------|------------------|------------|
| 9676 | Bedspread - Acrylic Flame Retardant 76" x 110" minimum size Min. weight 2 1/8 lbs. each Color: White | 12 | | | | \$ ea |
| 3783 | Bedspread - Acrylic Flame Retardant 76" x 110" minimum size Min. weight 2 1/8 lbs. each Specified Assorted 4 Colors | 2,568 | | | | \$ ea |

COLORS AVAILABLE: _____

BID SUBMISSION CHECKLIST

| <u>Submitted</u> | | <u>Required</u> |
|------------------|---|-----------------|
| | <u>Required with the Bid Response</u> | |
| _____ | Bid Cover Page, Signed in Blue Ink (Page 1) | _____ Yes |
| _____ | Required Certification For Bidding (Page 2) | _____ Yes |
| _____ | Completed Bid Pricing (Pages 11-14) | _____ Yes |
| | <u>Required During the Bid Evaluation Process</u> | |
| _____ | DMA Form (see Page 2) | _____ Yes |
| _____ | Insurance Requirements (see S-13) | _____ Yes |
| _____ | Ohio BWC Certificate (see S-12) | _____ Yes |
| _____ | Approved Affirmative Action Program Certification | _____ Yes |

This checklist is provided solely for the Bidder's benefit. Submission of the mandatory/required materials does not guarantee that the Bidder will be deemed compliant with all of the specifications and requirements as stated in this Bid. Completing this checklist does not absolve the Bidder's responsibility to thoroughly review and understand all of the specifications and requirements as stated in this Bid.