

# 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 <b>0B145310-C</b>	OPENING DATE (1:00 p.m.) <b>APRIL 9, 2010</b>	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. <b>DMH011018768A</b>	BID NOTICE DATE <b>04/01/10</b>	BIDDER'S E-MAIL ADDRESS			
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)					
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax					
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days					
BILL TO: DEPARTMENT OF MENTAL HEALTH CENTRAL WAREHOUSE 3201 ALBERTA STREET COLUMBUS, OH 43204		SHIP TO: CENTRAL WAREHOUSE C/O DICK COLD STORAGE 3080 VALLEYVIEW DRIVE COLUMBUS, OH 43204			
DELIVERY REQUESTED F.O.B./ DEST.P.P.D. <b>05/14/10</b>		DELIVERY OFFERED (IF DIFFERENT) F.O.B./ DEST.P.P.D. _____			
<b>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</b>					
<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>DESCRIPTION (385-06)</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	1250	CS	<b>MUFFINS, BANANA NUT, PREPARED, FROZEN (273-33-1037A) (120,000 PORTIONS IS THE TOTAL QUANTITY DESIRED)</b>	_____	_____
2.	500	CS	<b>MUFFINS, APPLE SPICE, PREPARED, FROZEN (273-33-1050) (48,000 PORTIONS IS THE TOTAL QUANTITY DESIRED)</b>	_____	_____
Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in the evaluation and any subsequent award.					
The following documents (are part of the food bid manual) apply to this bid, all of which become the contract upon award:					
<ul style="list-style-type: none"> <li>• Required Certification for Bidding (Page 2)(Rev. 07/01/09) (1 page) – <b>Must complete and return with response to receive domestic and Ohio preference</b></li> <li>• Disclosure of Subcontractors/Joint Ventures (Page 2A) (Rev. 07/06) (1 page) – <b>Should complete and return with response *</b></li> <li>• One-Time Food Bid Special Terms and Conditions (Rev. 05/01/07) (1 page)</li> <li>• Nutrition Label/Information (Rev. 10/06/06) (1 page) – <b>Items 1 and 2; Should return specified information with response *</b></li> <li>• Ingredient List – <b>Items 1 and 2; Should return specified information with response *</b></li> <li>• Item Specification (Rev. 11/26/07) (1 page) – <b>Items 1 and 2; Must complete information requested on document and return with response</b></li> <li>• Appendix – General Specifications (Rev. 10/02/08) (2 pages)</li> <li>• Instructions, Terms and Conditions for Bidding; Standard Contract Terms and Conditions; and Supplemental Terms and Conditions (Rev. 10/01/07) (11 pages). All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</li> </ul>					
All onetime food specifications may be viewed at <a href="http://procure.ohio.gov/pdf/FoodManual.pdf">http://procure.ohio.gov/pdf/FoodManual.pdf</a> at the State Procurement website. Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services by letter or telephone at (614) 728-4307 or through the Internet at <a href="http://www.ohio.gov/procure">http://www.ohio.gov/procure</a> . Questions posted to the website should be submitted a minimum of one (1) business day prior to the bid opening date.					
<b>* See paragraph 2 of "One-Time Food Bid Special Terms and Conditions"</b>					
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 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 Required Certification for Bidding, is accurate and complete. Bidder declares to have read and understood 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. ADM3214 (Rev. 01/23/09)