

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 0B101814	OPENING DATE (1:00 p.m.) June 2, 2014	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.	BID NOTICE DATE 05/12/14	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days			
BILL TO: Bureau of Workers Compensation BWC-OSS-205 BWC Voucher Proc P.O. Box 182880 Columbus, OH 43218-2880		SHIP TO: BWC Warehouse 3655 Brookham Dr., Ste B Grove City, OH 43123	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. 09/15/14		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D. _____	
<p>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</p> <p>INDUSTRIAL SHREDDER AND BALER</p> <p>QUANTITY AND DURATION: This Invitation to Bid, which is not a contract, is considered to be a one-time procurement offer for the product(s)/service(s) as listed herein. The successful Contractor may commence performance of the awarded contract upon receipt of an official state of Ohio Purchase Order (ADM0523/ORDE). Upon completion of the contract and upon receipt of proper invoices, payment will be provided by the ordering agency. The contract will then be considered as complete and no further purchases may be placed against the contract. With the exception of approved overrun/underrun tolerances, any deviations from the quantity listed in the awarded contract shall not be permissible nor acceptable.</p> <p>INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING; STANDARD CONTRACT TERMS AND CONDITIONS; AND SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, Rev. 10/2013 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.</p> <p>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.</p>			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)		DATE

The original signed bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m. on the above listed opening date to receive consideration for award. It is requested that the bidder not sign their bid in black ink. Bidder certifies, by signature affixed to this 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 OF BIDDING: A Bidder should complete Items A and B from page 2 only when it is claiming preference in those three areas. All Bidders must complete Item D on page 2.

INQUIRIES. All inquiries for this ITB need to be submitted through the Procurement website, www.procure.ohio.gov. To retrieve the inquiry page for this ITB, click "Find it Fast," select "Doc/Bid/Schedule #" in Step 1, enter "0B101814" in step two, and click "Find it Fast." The "Submit Inquiry" button is at the bottom of the page.

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. The literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within ten (10) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

EXCEPTIONS: Any exceptions to these specifications must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of these specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.

The contractor shall supply a unit which includes all equipment necessary, to provide a unit which is safe and complete, including any items which are not mentioned but necessary. Any deviation from these specifications must be stated in writing and included as an attachment to the bid response.

MATERIAL AND WORKMANSHIP: All material will be new and the work will be performed in a skillful and workmanlike manner. Both material and workmanship is subject to inspection by the governmental agency or his duly authorized representative, who may require the contractor to correct defective workmanship or materials without cost to the governmental agency.

AUTHORIZED DEALER: Bidders responding to this bid will be authorized dealers for/or the manufacturers of the products they are offering. Bidders are requested to submit, with the bid, certification attesting to the fact that they are authorized dealers for/or the manufacturers. This certification is to be on manufacturer's letterhead, signed by a duly authorized representative of the manufacturer. Failure to submit this certification may result in the bidder being deemed as not responsive.

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

BID AUTOMOBILE INSURANCE CHECKLIST: Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

SPECIAL CONTRACT TERMS AND CONDITIONS (Continued)

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.): [For Services Contracts]

Bidders seeking to enter into a service contract shall disclose the following:

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

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

c) Location where services will be performed (Name/City/State/Country)

d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

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, locations where services 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.

SPECIFICATIONS

SCOPE

The State of Ohio, Department of Administrative Services, Office of Procurement Services, on behalf of the Bureau of Workers Compensation (BWC), is seeking bids for an Industrial Shredder and Baler for the BWC Warehouse to do onsite shredding and baling. The overall goal for this equipment is to make the BWC's Warehouse operation more efficient involving shredding and baling, while also making the work environment safer for BWC employee's and minimizing man hours as well as physical labor.

REQUIREMENTS:

- A. The equipment will allow a single operator to produce anywhere from 1-3 tons of shredded paper material per hour (depending on paper quality and other items that may be shredded i.e. folders, paperclips, binder clips, thicker paper up to 385 gsm, etc).
- B. The equipment shall have the capability to operate over extended periods of time (6-8 hours a day, 5 days per week).
- C. The equipment must have safeguards in place to ensure worker safety, as well as safety stop buttons to facilitate safe operation of equipment.
- D. The shredder shall have at minimum a 50hp motor sufficient to handle 1-3 tons capacity of shredding per hour.
- E. The shredder must do cross shredding and not strip shredding.
- F. The shredder shall have large feed tables and extra-wide openings to increase throughput.
- G. The proposed shredder shall allow for full containers of recyclable paper material to be tipped into an auto feed hopper or conveyor belt to facilitate continuous shredding and then dumping of shredded paper into the proposed baler.
- H. The baler equipment shall be able to compress shredded paper product into a standard paper mill 36"x30"x50" bale or larger.
- I. Baler shall have at minimum a 20hp motor in order to achieve the compression requirements for the bale size indicated in item H.

INSTALLATION AND SUPPORT

Set-up and delivery; vendor shall arrange delivery to BWC warehouse and provide off-load, set-up and installation/setup of equipment.

BWC will hire an electrician to do the electrical hookup.

WARRANTY AND SERVICE

Vendor shall provide a minimum of 3 years of warranty support against malfunction and defects.

PRICE SCHEDULE:

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

Quantity	DESCRIPTION	UNIT PRICE
1 each	Industrial Shredder with Baler including installation	\$

MANUFACTURER IDENTIFICATION OF COMMODITY: All bidders are to indicate in the spaces below the manufacturer's name plus the model, brand and style number for product bid. Failure to comply with this stipulation may result in the bidder being deemed as not responsive

Manufacturer: _____

Model No.: _____

Contains recycled materials – Yes or No: _____, if Yes, _____%.