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: OT907216 / OPENING DATE (1:00 p.m.): 6-1- 2016	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
	CITY / STATE / ZIP
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk	COUNTY / MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) / TOLL FREE NO. 1 - ( )
	CONTACT PERSON / FAX NO. ( )
REQ./INDEX NO. MAC029 / BID NOTICE DATE 5-18-2016	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 REHABILITATION AND CORRECTION, OHIO PENAL INDUSTRIES, 1221 MCKINLEY AVENUE COLUMBUS, OHIO 43222

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

OHIO PENAL INDUSTRIES FURNITURE SYSTEMS AND MOVEABLE WALLS - UNFINISHED AND UNASSEMBLED

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 07/01/16 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 04/30/18 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

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.

*Indicates change

CERTIFICATION STATEMENTS

I. **DOMESTIC AND/OR OHIO PREFERENCE**: 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. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** 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 AMERICAN): [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 American 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 II.) ☐ 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://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

II. **E.D.G.E. DESIGNATION:** Is the bidder a 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://das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx

III. **INDEPENDENT CONTRACTOR ACKNOWLEDGEMENT:** Contractor certifies that Contractor is a "**business** entity" as that term is defined in O.R.C. Section 145.037. See SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, S-21. Independent Contractor Acknowledgement.

Bidder is defined as a business entity ☐ Yes ☐ No

SUPPLEMENTAL BID: Any award made as a result of this bid will become a part of Contract No. OT905516 effective 07/01/16 or upon the date DAS Procurement signs the contract.

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 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.

Chillicothe Correctional Institution
OPI-Chair Factory
15802 S. R. 104 North
Chillicothe, OH 45601
Ricky Francis (740) 774-0316

Warren Correctional Institution
OPI Metal Furniture
5787 S. R. 63
Lebanon, OH 45036
Phil Bush: (513) 932-3388, Ext 2107

Marion Correctional Institution
OPI-Metal Furniture Factory
940 Mason-Williamsport Road
Marion, OH 43302
Joe Forester: (740) 382-6494

Madison Correctional Institution
1851 State Route 56
London, OH 43140-0740
Darrell Hallam: (740) 852-9777, Ext 2420

OPI Modular Warehouse/OPI Furniture Fabrication
11437 State Route 762
Orient, OH 43146
Brent Dennis: (614) 554-4815

Pickaway Correctional Institution / Signage
11781 State Route 762
Orient, OH 43146
Bill Dixon (614) 877-2312

Deliveries: (All locations) Monday-Thursday, 8:00AM-10:30AM and 12:30PM-2:30PM only, there will be no execptions. Deliveries must be completed by the designated end time (10:30AM and 2:30PM). (No State Holidays).

BID QUESTIONS OR CLARIFICATION: Information regarding submission of questions and clarifications for this bid is provided on page one (1) of the bid. Through the indicated inquiry closure date, bidders may visit the State Procurement website to post bid related questions at www.ohio.gov/procure. Answers to all bidder questions will be posted on the State Procurement website and linked to the bid number. The State will make every effort to respond to website inquiries within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective bidder shall respond to any verbal instructions or changes to this bid. Only communications issued by the Department of Administrative Services, State Procurement in the form of an addendum will be considered valid.

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 shall 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 may deem your Bid non responsive.

MULTIPLE AWARD CONTRACT BY CATEGORY: This bid is issued to establish a Multiple Award Contract (MAC) with manufacturers within each category. A MAC is a contract made with more than one supplier of the same or similar types of supplies or services at varying prices for delivery within the same geographic area. The state's obligations under a MAC are subject to the Ohio Controlling Board's continuing authorization to use the MAC program authorizing the use of Multiple Award Contracts. By the signature affixed to Page 1, of this Bid, the Bidder certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio Ethics Law, Ohio Revised Code Section 102.04. The Bidder affirms that, as applicable to the Bidder, no party listed in Ohio Revised Code Section 3517.13 (I) or (J) or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of $1,000.00 to the Governor or to his campaign committees.

DESCRIPTIVE LITERATURE: Prior to award of the contract, the Contractor shall furnish the participating agency and DAS Procurement with the exact descriptive literature and, if applicable, to include price lists submitted as part of the bid response. Requested literature and price lists must be provided to the requesting agency within ten (10) calendar days of the request. Furthermore, if a price increase is requested by the Contractor and granted by DAS during the term of the contract, the Contractor must submit the new price list to any participating agency within ten (10) calendar days. Failure to provide the price list and/or descriptive literature to any participating agency as stipulated herein will be considered as an event of default. 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.

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.

MINIMUM ORDER: 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 indicated as Vendor's Minimum Order Quantity in the Bid Price section. No order shall be placed against a contract awarded pursuant to this bid for less than twenty-five ($25.00) dollars.

ORDERS TOTALING LESS THAN STATED ITEM MINIMUM: Shipment is to be made by freight, parcel post, express or commercial package delivery, whichever is the most economical method for proper delivery of the item, F.O.B. destination. The cost of transportation from the vendor's address to the destination on such orders shall be prepaid and added to the invoice. Failure to provide or state a minimum order quantity shall be interpreted as no minimum order applies to any order.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will: evaluate one identified section of volume discount located on the "Pricing Schedule" of this Invitation to Bid.

CONTRACT AWARD: A contract will be awarded to one responsive and responsible bidder per manufacturer per category. Where two or more bidders offer the same manufacturer the contract will be awarded to the bidder offering the greatest discount to the manufacturer's price list(s).

FIXED-PRICE WITH COST ADJUSTMENT: The Contractor's catalog and/or price list submitted with the bid and included as part of the contract award will remain in effect during the first six (6) months of the Contract. Thereafter, there may be a new catalog and/or price list with additional items published submitted on a quarterly basis. In this case it will be necessary for the Contractor to supply the Office of Procurement Services with one (1) copy of each as applicable. The State reserves the right to accept additional items which benefit the intent of this Contract and accept price increases which can be justified by the cost of finished supplies due to increases in the cost of raw materials, labor, freight, Worker's Compensation and/or Unemployment Insurance, etc. The discount awarded on the original Contract will not change. Detailed documentation to support any proposed price increase must be submitted to the Office of Procurement Services. Pricing contained in the new catalog and/or price list will become effective thirty (30) days after receipt of notice by the Office of Procurement Services. Thereafter, state agencies may obtain the new catalog and/or price list from the Contractor.

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 services.

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 sub

contractors 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.

BACKGROUND

Offender Employment: Ohio Penal Industries is a program which operates 23 shops within 15 different prisons providing meaningful inmate training and employment to offenders within the State of Ohio. Inmates work in industrial settings manufacturing, fabricating and assembling different products which are sold within the State to the Department of Corrections, other agencies or private businesses. Inmates who have been involved within industrial programs are statistically less likely to return to prison than those who have not.

The offenders will manufacture the various components at Madison Correctional by stretching the fabric over the panel, cutting the surfaces and assembling the parts. The panels and work surfaces will then be delivered to the customer where an inmate work crew will complete the final assembly and installation.

Case goods, in both laminate and hardwood form such as desks, credenzas and book cases will arrive in "flatpack" form and will be assembled by inmates within an institution or on site, depending on the size of the shipment. The inmates will utilize hand tools and will be trained on reading plans and directions which describe the assembly process. Other work crews are responsible for delivery and setup.

Chairs will arrive at Chillicothe Correctional Institution and Warren Correctional Institution in "kit" form. The chairs will be unboxed and assembled by the inmate within this industry. Chairs will also be upholstered, if this is required, by inmates trained in this vocation. The finished product will then be boxed, packed, and shipped to the OPI warehouse where inmates will unload the shipment and warehouse the item until purchase is made.

SPECIFICATIONS

I. Scope: The purpose of this solicitation is to establish a contract for fixed pricing for the exclusive use by the Ohio Department of Rehabilitation and Correction, Ohio Penal Industries (OPI) division for the purchase of free-standing and fixed furniture components and related services for the use by the Ohio Penal Industries (OPI) in the manufacture, assembly and installation of contract furniture throughout the State of Ohio. OPI desires to develop a diverse line of furniture and to market same to its customers. In order to accomplish this goal, OPI intends to develop diverse product lines on which all furniture product line expansion will be based. The successful contractor(s) shall be capable of supplying not only the initial products but matching components for future program expansion. OPI's manufacturing operation are used in the education, employment and training of offenders under the custody of the State of Ohio in support of successful re-entry programming.

   Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, submissions which depart from or materially alter the terms, requirements or scope of work defined by this request will be rejected as being non-responsive.

II. Requirements – Furniture: Prices quoted are net prices, FOB Destination, for component parts or completed sub-assemblies, including all foam (seating), hardware and fasteners for complete assembly and installation by OPI's offender workforce. As OPI's furniture business develops and experience with the product, production and marketing improves, OPI desires to purchase components requiring more labor-intensive activities, thereby increasing the number of meaningful work opportunities for the offenders involved in OPI's programs. Bid responses shall clearly state how each offering provides value-added assembly and/or manufacturing opportunities for offenders. This will be a multi awarded contract, based on each area or the contract as a whole. Initial product lines and services covered by this invitation to bid shall include, at a minimum, the following items:

   A. Category I: Seating - Wood (finished) and Non-Wood, Office and Institutional
      1. Executive Chairs
      2. Management Chairs
      3. Conference Room Chairs
      4. Task Chairs
      5. Shell Chairs
      6. Stacking and Ganging Chairs
      7. Lounge and Reception Area Seating
      8. Fixed Seating
      9. Ergonomic Task Seating

B. Category II: Office Furniture - Laminate-Covered Particle Board and Veneer-Covered Particle Board
   1. Executive/Clerical Desks
   2. Executive/Clerical Desks with Returns and/or Bridges
   3. Reception Area Work Stations
   4. Credenzas, Lateral Files, Vertical Files, Pedestals
   5. Bookcases
   6. Display Cases
   7. Conference Tables
   8. Risers/Hutches
   9. Wardrobes
   10. Fixed Counters and Cabinetry
   11. Occasional Tables
   12. Custom projects as requested

C. Category III: Table Bases & Accessories, where applicable, painted and unpainted and unassembled
   1. Where applicable, OPI may determine to provide laminate work surfaces. Therefore, pricing for laminate, veneer or solid wood panels for horizontal work surfaces, as applicable, are to be supplied by all bidders.
   2. Fixed Bases
   3. Flip-Top Bases
   4. Folding Bases and Aprons, where applicable
   5. Cafeteria Table Bases
   6. Adjustable Height Bases
   7. Economy Tables (steel or plastic)

D. Category IV: Free-Standing Desking Systems
   1. All components, including storage, overheads, electrical and data management systems and ergonomic accessories, associated with a bidder's complete desking system are to be provided finished, but unassembled, except where noted.
   2. Where applicable, OPI reserves the right to provide laminate work surfaces. Pricing for laminate, veneer or solid wood panels, vertical and horizontal, as applicable, are to be supplied by all bidders.
   3. Where applicable, OPI desires pricing for metal bases or frames unpainted and painted.

E. Category V: Metal Storage Systems, painted and unpainted unassembled
   1. Vertical Files
   2. Lateral Files
   3. Multi-purpose Cabinets
   4. Kiosks
   5. Wardrobes
   6. Bookcases
   7. Pedestal Files
   8. Media Cabinets
   9. Library Storage Systems
   10. Design-Your-Own Configurable Storage Systems

F. Category VI: Modular Office Systems, Moveable Walls and Accessories
   1. All components, including but not limited to, storage, overheads and ergonomic accessories, electrical and data management systems, desk accessories and paper management systems, associated with a bidder's complete modular office systems are to be provided finished, but unassembled, except where noted. OPI reserves the right to purchase panel fabrics independently from this contract.
   2. Where applicable, OPI may determine to provide laminate work surfaces. Therefore, pricing for laminate, veneer or solid wood panels, vertical and horizontal, as applicable, are to be supplied by all bidders.
   3. Where applicable, OPI desires pricing for metal items, unpainted and painted.
   4. Any component that will be used in the assembly of the panel systems shall bear the seal of approval of the Underwriters Lab (UL).

G. Category VII: Ergonomic Accessories
   1. Articulating Arms
   2. Keyboard Platforms and Mouse Trays
   3. Monitor Mounts
   4. CPU Holders
   5. Task Lighting (including LED Lighting)
   6. Mobile Workstations
   7. Footrests and Desk Risers
   8. Sit-to-Stand Workstation (including rise surfaces)

H. Category VIII: Plastic Injection Mold Furnishings
   1. Chairs
   2. Dayroom Furniture
   3. Specialty Table Tops
   4. Specialty Beds with rotomolded Vinyl and Foam Filling

I. Category IX: Signage
   1. Interior Signage
      a. ADA Compliance
      b. Cost for surveys
      c. Cost for Trainings

   2. Exterior Signage
      a. ADA Compliance
      b. Cost for surveys
      c. Cost for Trainings

III. Marketing Requirements: The awarded contractor(s) shall provide OPI, at no cost, comprehensive marketing materials, marketing resources and artwork to assist OPI in marketing these products and creating their own marketing materials.
   A. All finished products may be marketed and sold by OPI as OPI-branded products without any reference to the manufacturer.
   B. OPI may rename the finished goods to any legal name they may choose. Additionally, OPI may create literature with these products names and advertise the products under these names.
   C. OPI may sell the finished products, without restriction, to any legal entity in the United States as governed by the Ohio Revised Code.
   D. Contractor(s) shall provide demo products to OPI.

IV. Discounts: Volume discounts are to be applied against the price list submitted with the solicitation. All bidders must specify in writing that the prices quoted to OPI are as competitive in comparison to the same products being offered to similar customers.

V. Quantities: OPI reserves the right to order any quantity necessary to meet the requirements of OPI. No guarantee is made by OPI to purchase any amount of product from any awarded contractor.

   For bidding purposes, it is estimated that the total amount of volume to be generated as a result of this solicitation is $3,000,000.00 annually. The State of Ohio shall not be bound by any maximum or minimum quantities.

VI. Types of Furniture
   A. Bidders shall specify in their response whether products are new or remanufactured. Refurbished items will not be considered. New furniture must be current production, not discontinued items.
   B. Bidders shall specify all finishes, including fabrics, available to OPI as included in their bid package.
   C. In the event items are added to the accepted contractor's lines during the life of the contract, said additional will be made available to OPI at the same discounts offered in the original bid package. All lines must be submitted in writing to the State of Ohio for approval.
   D. In the event awarded contractors have the ability to offer OPI custom designed and manufactured furniture to meet a particular customer's needs, these items will be made available to OPI at the same discounts offered in the original bid submission. Such inclusion shall become the exclusive right of OPI.

VII. Warranty Requirements: The awarded contractors shall provide a warranty on all parts as received against manufacturing defects for a period of at least five (5) years from the date of final customer's acceptance. Should a defect occur, the contractor shall repair or replace item(s) at no charge to the State of Ohio, Warranties covering a longer period of time are to be listed in the pricing section of the bid.

VIII. Technical Requirements: All products must be designed and engineered to meet or exceed all current, applicable ANSI-BIFMA standards or any update thereof. Prior to the award of any item in this contract, the State of Ohio may require bidders to provide copies of their ANSI-BIFMA testing reports. The State of Ohio shall bear no cost in obtaining such documentation. Vendor will provide weight ratings to seating options where applicable.

IX. Manufacturing and Installation Support Requirements

A. Awarded contractors shall have available at no additional cost to OPI an engineering staff to support operations in relation to manufacturing layout and ongoing manufacturing operations within OPI.
B. Awarded contractors shall also have available at no additional cost to OPI a technical staff to help in the design and fabrication of fixtures and tooling necessary to produce subassemblies and finished products.
C. Design and development staff shall be available at no additional cost to OPI for any special product applications that OPI's customers shall require.
D. Technical support shall be available at no additional cost to OPI for consultation with professional personnel.
E. Awarded contractors shall supply at no additional cost to OPI control documents and in-house training to OPI staff and offenders on quality control procedures that will be required to produce and install both the subassemblies and finished products.
F. Awarded contractors shall provide at no additional cost to OPI installation training to OPI staff and offenders.

X. Sales Support Requirements:

A. Awarded contractors shall provide literature which describes all finished products. At no additional costs a sample of finished literature will be provided as well as a copy and design to be used by OPI to create additional copies.
B. Awarded contractors shall provide sales and marketing training on an ongoing basis at no additional cost to OPI.

XI. Reconfiguration Services: OPI reserves the right to perform any reconfiguration services as requested by the end user for all products associated with this contract.

XII. Recycled Content/Green Initiatives: The awarded contractor(s) shall be able to supply, upon request, the material origins and recycle content of all purchased components. Awarded contractor(s) shall also be able to assist OPI in achieving GreenGuard Certification for indoor air quality and shall also be able to assist OPI when presenting the finished products to customers seeking LEED-certification on new projects.

XIII. Requested Submittals:

A. Failure to submit the items in this section with the bid will deem the bidder not responsive.

Manufacturer's Published Descriptive Literature and Price List: All bidders must provide the most recent manufacturer's line of products. The price list shall include unit list price by component and subassembly for each product and number of components for each product, product identification code for each finished component part, a part-by-part component list showing factory number for each part and identifying multiple stages of completion. Lists of standard colors or finished for each item shall also be included in this documentation.

B. If not submitted with the bidders response, the following items shall be received by the Office of Procurement Services within seven (7) calendar days after notification. Failure to submit the items within this time period may result in the bidder being deemed not responsive.

1. * Letter of Release: All bidders are requested to provide a letter of release by an authorized official of the furniture manufacturer granting OPI, with the manufacturer's name, the right to assemble, finish, install, market and sell the proposed product under OPI's name, or OPI in conjunction with the manufacturer's name. DAS reserves the right to accept or deny any letter of acceptance. The manufacturer is not subject to royalties or licensing fees.

2. Statement of Compliance: All bidders are requested to provide a notarized statement of compliance from the respective manufacturer for each product line being bid, certifying that the product has been designed and engineered to meet or exceed all appropriate established codes and standards regarding durability, performance and line safety, and to meet or exceed all current, applicable ANSI-BIFMA standards to updates thereof.

3. Agreement and Description of Technical Assistance: All bidders are requested to provide a statement describing the level and extent of technical assistance for the development of the assembly operation at OPI's production facilities, as well as, the marketing and packaging of the bidder's product.

4. Manufacturer's Assembly Time Study: All bidders are requested to include one example of a manufacturer generated time study for the completion of the assembly process with anticipated learning curves for at least one complex product.

*Indicates change

PRICING SCHEDULE

Category I: Seating

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

1. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

   Percent Discount From List Price If total order is under $50,000.00** _____%

   Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____%

   Percent Discount From List Price If total order is between $100,000.01 - $150,000.00 _____%

   Percent Discount From List Price If total order is Over $150,000.01 _____%

   Percent Discount From List Price For Replacement Parts _____%

   Indicate and Identify the location and date of the manufacturer's most current published price list:

   _____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
   (Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria

PRICING SCHEDULE

Category II: Office Furniture – Laminate – Covered Particle Board and Veneer-Covered Particle Board

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

1. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

   Percent Discount From List Price If total order is under $50,000.00 _____%

   Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____%

   Percent Discount From List Price If total order is between $100,000.01 - $150,000.00** _____%

   Percent Discount From List Price If total order is Over $150,000.01 _____%

   Percent Discount From List Price For Replacement Parts _____%

   Indicate and Identify the location and date of the manufacturer's most current published price list:

   _____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
   (Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria

PRICING SCHEDULE

Category III: Table Bases & Accessories, where applicable, painted and unpainted and unassembled

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

1. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

   Percent Discount From List Price If total order is under $50,000.00** _____%

   Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____%

   Percent Discount From List Price If total order is between $100,000.01 - $150,000.00 _____%

   Percent Discount From List Price If total order is Over $150,000.01 _____%

   Percent Discount From List Price For Replacement Parts _____%

   Indicate and Identify the location and date of the manufacturer's most current published price list:

   _____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
   (Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria

PRICING SCHEDULE

Category IV: Free-Standing Desking Systems

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

1. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

   Percent Discount From List Price If total order is under $50,000.00 _____%

   Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____%

   Percent Discount From List Price If total order is between $100,000.01 - $150,000.00** _____%

   Percent Discount From List Price If total order is Over $150,000.01 _____%

   Percent Discount From List Price For Replacement Parts _____%

   Indicate and Identify the location and date of the manufacturer's most current published price list:

   _____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
   (Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria

PRICING SCHEDULE

Category V: Metal Storage Systems, painted and unpainted unassembled

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

1. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

   Percent Discount From List Price If total order is under $50,000.00 _____%

   Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____%

   Percent Discount From List Price If total order is between $100,000.01 - $150,000.00** _____%

   Percent Discount From List Price If total order is Over $150,000.01 _____%

   Percent Discount From List Price For Replacement Parts _____%

   Indicate and Identify the location and date of the manufacturer's most current published price list:

   _____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
   (Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria

PRICING SCHEDULE

Category VI: Modular Office Systems, Moveable Walls and Accessories

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

1. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

   Percent Discount From List Price If total order is under $50,000.00 _____%

   Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____%

   Percent Discount From List Price If total order is between $100,000.01 - $150,000.00** _____%

   Percent Discount From List Price If total order is Over $150,000.01 _____%

   Percent Discount From List Price For Replacement Parts _____%

   Indicate and Identify the location and date of the manufacturer's most current published price list:

   _____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
   (Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria

PRICING SCHEDULE

Category VII: Ergonomic Accessories

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

1. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

   Percent Discount From List Price If total order is under $50,000.00** _____ %

   Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____ %

   Percent Discount From List Price If total order is between $100,000.01 - $150,000.00 _____ %

   Percent Discount From List Price If total order is Over $150,000.01 _____ %

   Percent Discount From List Price For Replacement Parts _____ %

   Indicate and Identify the location and date of the manufacturer's most current published price list:

   _____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
   (Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria

PRICING SCHEDULE

Category VIII: Plastic Injection Mold Furnishings

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

1. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

   Percent Discount From List Price If total order is under $50,000.00 _____%

   Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____%

   Percent Discount From List Price If total order is between $100,000.01 - $150,000.00** _____%

   Percent Discount From List Price If total order is Over $150,000.01 _____%

   Percent Discount From List Price For Replacement Parts _____%

   Indicate and Identify the location and date of the manufacturer's most current published price list:

   _____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
   (Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria

PRICING SCHEDULE

Category IX: Signage

Bidders Name: _____
(As on front page of bid)

Manufacturer: _____

2. Indicate the percent discount from list price from the most current manufacturer's published price list, F.O.B. prepaid destination for all categories listed below for full service (assembled). Complete the following:

Percent Discount From List Price If total order is under $50,000.00 _____%

Percent Discount From List Price If total order is between $50,000.01 - $100,000.00 _____%

Percent Discount From List Price If total order is between $100,000.01 - $150,000.00** _____%

Percent Discount From List Price If total order is Over $150,000.01 _____%

Percent Discount From List Price For Replacement Parts _____%

Indicate and Identify the location and date of the manufacturer's most current published price list:

_____

2. Design and Consultation Services – Indicate an hourly quote for contractor provided auxiliary design, consultation and training services associated with the provision of the products offered above.* $_____ / Hour

3. Indicate your minimum order size for FOB Destination, Freight Prepaid Orders: $_____ / Order
(Refer to Minimum Order Clause, page four (4) of this ITB)*

*CONTAINS RECYCLED MATERIALS - Y/N: _____.
IF SO _____%.

* Will not be a part of the evaluation

** To be used as evaluation criteria