

# 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	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
0B101915	June 17, 2015	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.	BID NOTICE DATE	CONTRACTOR'S E-MAIL ADDRESS	
TBD	05/29/15		
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: Ohio Department of Rehabilitation and Correction Operation Support Center 770 West Broad Street Columbus, OH 43222		SHIP TO: Ohio Department of Rehabilitation and Correction Operation Support Center 770 West Broad Street Columbus, OH 43222	
DELIVERY REQUESTED	DELIVERY OFFERED (IF DIFFERENT)		
F.O.B./DEST. P.P.D. ASAP	F.O.B./DEST.P.P.D. _____		
<b>MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081</b>			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:			
<b>MEDICAL CARTS, MOBILE, POWERED, DESKTOP COMPUTER COMPATIBLE WITH SCREEN, ONE HUNDRED (100) UNITS</b>			
<u>QUANTITY AND DURATION:</u> 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.			
<u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u> , 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.			
<u>INQUIRIES:</u> All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, <a href="http://www.procure.ohio.gov">www.procure.ohio.gov</a> . Click "Find it Fast," select "Doc/Bid/Schedule#" in Step 1, enter the Bid Number in Step 2, click "Find it Fast." The "Submit Inquiry" button is at the bottom 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.			
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.



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.

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
1.	100	EA	MEDICAL CARTS, MOBILE, POWERED, DESKTOP COMPUTER COMPATIBLE WITH SCREEN	\$	\$
2.	100	EA	INSTALLATION & PRODUCT INTEGRATION	\$	\$
3.	100	EA	THREE (3) YEAR SERVICE	\$	\$
			TOTAL	\$	\$

Contains recycled materials – Y/N: \_\_\_\_\_ if Yes \_\_\_\_\_%. (Will not be part of the evaluation)

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

Manufacturer / Model of Medical Cart: \_\_\_\_\_

Manufacturer / Model of Battery: \_\_\_\_\_

Battery Capacity:

- a. Charge Time from 0% to 100%: \_\_\_\_\_
- b. No. of Cycles in Lifetime: \_\_\_\_\_
- c. Operation Time on Full Charge: \_\_\_\_\_

LCD Screen Manufacturer / Model No.: \_\_\_\_\_

Days to Deliver After Receipt of Order: \_\_\_\_\_

All equipment and/or materials shall be new and unused.

SCOPE: This Invitation to Bid (ITB) is issued to purchase one hundred (100) Mobile Medical Carts for the Department of Rehabilitation and Correction (DRC / agency). These carts will be powered and compatible with the agency's Dell desktop computers. The carts' should be configured to allow for the installation of different sizes and models of desktop computers. Carts need to be able to function on battery and AC outlet power. The carts need to be mobile over multiple types of surfaces, such as carpet, tile, cement, and so on. The Contractor is responsible to coordinate with DRC to schedule delivery. Acceptance will occur when the carts have been delivered and assembled in accordance to "PRODUCT INTEGRATION" on page 4.

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.

EVALUATION: Bids are to show unit price for each item on bid. To determine the low lot total price of the bid, the state will multiply the quantity of each item by its corresponding unit price and then add these totals together. Failure to bid all items may result in the bidder being deemed as not responsive.

AWARD: There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within delivery noted on the Price Schedule and 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.

PRODUCT INTEGRATION: The Department of Rehabilitation and Correction will perform the installation of the desktop computers. Contractor will perform all necessary assembly and/or installation required to present carts in a condition ready to have the computers installed by the Agency. If further assembly is required after installation of the computers, Contractor may be required to assist the Agency.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, 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 five (5) 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.

TRAINING: The Contractor shall provide written and electronic training material covering all of the functionality of the cart, battery, screen, etc. The training material shall be the property of DRC. Contractor is also required to provide one (1) onsite training for IT Staff to instruct on installation of desktop computers.

EQUIPMENT SERVICE AND MAINTENANCE: During the warranty period and during any period covered by annual maintenance, the Contractor will provide Equipment maintenance to keep the Equipment in or restore the Equipment to good working order. This maintenance will include preventative and remedial maintenance, installation of safety changes, and installation of engineering changes based upon the specific needs of the individual item of Equipment. This maintenance will also include the repair, replacement, or exchange deemed necessary to keep the Equipment in good working order. For purposes of this Contract, Equipment restored to good working condition means Equipment that performs in accordance with the manufacturer's published specifications. Contractor will be required to respond within one (1) business day for repairs. Bidders should include a description of the three year service plan as a part of their bid response.

WARRANTY: Manufacturer's Standard Warranty will apply. Warranty period will start after delivery and acceptance.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS (Cont'd.)

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.

SPECIFICATIONS

DATA SHEET: Shown below are the design specification requirements for equipment that the state desires to purchase. These specifications are only considered as necessary to establish functional requirements. Proprietary design, exact dimensions, capacities, or restrictive features will not preclude acceptance of other recognized alternates meeting comparable performance requirements as determined by the Director, Department of Administrative Services. Bidder signifies compliance or non-compliance with specifications by listing and outlining all deviations from specifications on company letterhead and returning it with the bid. Failure to comply may deem the bid not responsive.

YES	NO	CART
___	___	1. Height Minimum / Maximum -
___	___	2. Width Minimum / Maximum -
___	___	3. Maximum load capacity of at least 35 lbs.
___	___	4. CPU compartment mount, capable for Dell Desktop Computers.
___	___	5. Tilting Keyboard tray.
___	___	6. Mouse tray able to be adjusted to the left or right of keyboard. Mouse location on the keyboard tray is acceptable.
___	___	7. Wrist rest.
___	___	8. Four-port USB hub able to run peripheral equipment.
___	___	9. Scanner holder bracket.
___	___	10. Keyboard lights.
___	___	11. Rear, front, or side handles.
___	___	12. Locking storage basket.
___	___	13. Cable Storage.
___	___	14. Locking wheels, easy mobility over multiple surfaces (carpet, tile, etc).
___	___	15. Work surface
		<b>BATTERY</b>
___	___	16. Mounted and locked or secured with screws
___	___	17. Capable of operating 12 hrs on a full charge
		<b>SCREEN</b>
___	___	19. LCD Screen 17" or larger
___	___	20. Arm able to adjust in height.
___	___	21. Tilting capability.