

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 0B100916	OPENING DATE (1:00 p.m.) August 17, 2015	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. 7905	BID NOTICE DATE 7/31/15	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: Ohio Department of Commerce 6606 Tussing Road Reynoldsburg, OH 43068		SHIP TO: Ohio Department of Commerce 77 S. High Street, 23 rd Floor Columbus, OH 43215	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. 15 Days ARO		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D. _____	
<u>MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081</u>			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR: MICROFICHE SCAN STATION			
<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 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.

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 "[Exempted 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://www.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://www.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

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.

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This ITB is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All bidders must be an Ohio certified MBE as of the Bid opening date. If a certification application has been submitted that needs to be expedited to meet the solicitation opening date, contact the DAS Equal Opportunity Division at 614-466-8380. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE business, please visit the DAS Equal Opportunity Division web site at:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>

BRAND SPECIFIC or APPROVED EQUAL: The product(s) specified in this bid is/are being bid as Brand Specific or an approved equal. That signifies that any brand name or approved equal that is offered in response to the bid and that meets or exceeds the baseline of measurement, will qualify for award of a contract. Bid is in accordance with the Ohio Administrative Code 123:5-1-10 (I).

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within fifteen (15) 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: Subsequent to award of the contract, the Contractor shall furnish the participating agency with the exact descriptive literature and 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. Failure to provide the price list and/or descriptive literature to any participating agency as stipulated herein will be considered a default. Any references in the price list(s) or descriptive literature that attempt to 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.

EVALUATION: Bids will evaluate in accordance with Section I-17 of the Instructions, Terms and Conditions for Bidding. In addition, the State will add the total unit price of each line item to obtain a lot total price. Failure to provide a unit price may result in the bidder being deemed as not responsive.

AWARD: The contract will be awarded by low lot total to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein.

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.

SPECIAL TERMS AND CONDITIONS (continued)

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.

EDGE Certification: The Office of Procurement Services has identified those Contractors who were E.D.G.E. certified at the time of award of the Contract. It is possible that a Contractor's certification status may change during the term of the Contract. Agencies should refer to the Equal Opportunity Division website at <http://www.das.ohio.gov/eod/mbesearch/edgeindex.asp> to verify E.D.G.E. Certification status of the Contractor.

SPECIFICATION QUESTIONS: Through the indicated inquiry closure date, Bidders may visit the State Purchasing website to post bid related questions at <http://procure.ohio.gov> . Answers to all Bidder questions will be posted on the State Purchasing 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 Purchasing in the form of an addendum, will be considered valid.

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SPECIFICATIONS

Scope

The Department of Commerce (COM) has approximately 4,116,000 microfiche records containing required historical licensing documentation for the Department's seven operating divisions.

The microfiche workstation device will allow these documents to be digitally converted to electronic files by COM in order to provide access of those documents to the Department's approved users.

1. Workstation Requirements

The Contractor shall deliver, install, provide training and maintenance for one (1) new microfiche-scanner workstation device to fulfill the needs of the COM as described herein.

The Mekel Mach 7 is the preferred machine or equivalent equipment is acceptable.

2. Equipment Features

- a. Camera/Optics:
 - i. 12-bit dynamic range with gamma correction grayscale output. Full depth of pixels processed
 - ii. Advanced adaptive Automatic Gain Control (AGC). Handles varying film density in real-time across the film
 - iii. 80 megapixel/second camera; 160 megapixel/second output
 - iv. Full 8, 192 pixel, CCD array for highest optical dpi in the industry
 - v. Fiber optic bundle offering balanced lighting across the entire scan area with no hotspots or shadowing
 - vi. Resolution: 100-600 true optical dpi
- b. Film Handling:
 - i. Hands-free automatic loading /unloading or manual loading/unloading
 - ii. Input hopper capacity up to 75 fiche
 - iii. Speed (fully processed):
 - 24x/200 dpi – up to 150 ppm
 - 42x/200 dpi – up to 150 ppm
 - 48x/200 dpi - up to 200 ppm
- c. Fiche formats:
 - i. Hardware Image Enhancements: Real-time image sharpen and enhancement done in hardware no reduction in throughput

3. Software Feature

- a. Image Processing:
 - i. Continuous automatic scanning
 - ii. Interactive selection of individual images or automatic capture of entire fiche row as an individual image
 - iii. Real-time automatic and manual control of rotation, cropping, deskew and automatic compression of film background density variations
 - iv. Real-time image processing provides 5x the typical processing speed
 - v. Task set-up by job or saved in set-up file
- b. Frame Detection:
 - i. Single-pass intelligent pre-scan that will automatically detect all images regardless of size or location
 - ii. Presence pre-scan feature to allow for faster throughput on COM by automatically detecting and scanning only those frames that contain data
- c. Title Bar/Full Fiche Imaging:
 - i. Fully-and/or user-definable title bar can be saved along with images scanned from fiche (opaque or translucent)
 - ii. Full fiche pre-scan image that can also be saved along with images scanned from fiche
- d. Viewing/Browsing:
 - i. Full or partial screen in real-time or by thumbnail, emulating fiche layout
 - ii. Real-time dual view of bi-tonal and grayscale images
- e. Compatibility:

Complete software shall be provided and shall be compatible with current imaging software "Intellivue Version 6.2 and higher" application used by COM

4. Technical Specifications

- a. Power Requirements
50Hz or 60Hz/100v to 240v AC/800 watt single-phase, switchable for domestic and international use
- b. Operating System:
Windows XP utilizing FastFiche scanning software
- c. Agency Approvals
FCC, UL and CE certification
- d. File Formats
 - i. Bi-tonal: TIFF, CCITT 4, G3, G4, PDF
 - ii. Grayscale: Uncompressed TIFF, PDF AND JPEG (true 256 shades of gray)
 - iii. Simultaneous output of grayscale and bi-tonal formats

5. Delivery, Installation and Training Requirements
 - a. The Contractor shall advise COM IT staff one week and again, 24 business hours prior to delivery: Teresa Philbrick, 614-206-8285 or Matt Farschman, 614-644-2511
 - b. The Contractor shall convey the devices, F.O.B. Destination prepaid and allowed, inside delivery and installed, at the Riffe Tower, 77 S. High St. 23rd Floor, Columbus, OH 43215. The set up location will be determined prior to delivery. A dock and freight elevator are available, however the Contractor shall be responsible for ensuring the freight elevator and dock are accessible for their delivery personnel to successfully deliver the devices. The Contractor shall contact the staff listed in "VI a." during business hours (Monday –Friday 8:00 am to 5:00 pm EST) to arrange for a preview of these areas prior to delivery.
 - c. The Contractor shall make delivery without alteration of existing doors, walls, or other facility items.
 - d. The Contractor shall ensure with COM, that the appropriate data and electrical connections are available at the installation site.
 - e. The Contractor shall provide training on site for two (2) days for the authorized representatives designated by COM.
 - f. The Contractor shall ensure that adequate time is allowed for on-site training so that staff demonstrates the ability to successfully operate the devices before acceptance can be made.
 - g. The Contractor shall also provide support via telephone during business hours, for one year after the equipment has been installed and is fully operational.

6. Warranty and Maintenance
 - a. The Contractor shall provide a minimum of 1 year of onsite maintenance, including parts and labor, from the date of acceptance by the COM. Note that acceptance will be not unreasonably withheld and will be performed by the COM authorized representative once installation and training are successfully completed. The first year warranty services shall be at no additional cost to the COM.
 - b. After the maintenance period above expires, the COM shall have the option to extend the maintenance service for 1 year each of onsite maintenance, renewable on an annual basis from the date the warranty expires, at the option of COM. The maintenance shall include operating support by telephone, during business hours at a minimum (8am to 5 pm Monday through Friday EST). The maintenance shall include parts and labor, for all parts that cost less than \$750 each. For parts that cost more than \$750 each, the Contractor shall notify the COM of the pricing that will be the lowest pricing afforded to any customer of the value-added reseller. The COM will pay that price for the replacement part that costs more than \$750.

PRICE SCHEDULE

Item No.	Quantity	DESCRIPTION	Unit Price
1	1	Microfiche Scan Station	\$
2	1	Annual Onsite Maintenance During Business Hours, after expiration of warranty	\$
3	1	Onsite Installation and Training	\$
TOTAL			\$

MANUFACTURER IDENTIFICATION OF COMMODITY: All bidders are to indicate in the spaces below the manufacturer's name, model, brand, or 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 - Y/N: _____, if Yes, _____%.

Manufacturers: i. e. Mekel Mach 7 or any other manufacturer's product meeting or exceeding the specifications and requirements listed herein.

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