

**INVITATION TO BID BY
REVERSE
AUCTION**

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

**QUALIFICATION
SUMMARY**

The Original Signed Qualification Summary must be submitted in a sealed envelope to the Office of Procurement Services to receive consideration to participate in the on-line auction.		BIDDER NAME	
QUALIFICATION SUMMARY NUMBER SA900311	QUALIFICATION SUMMARY DUE DATE (1:00 P.M.) OCTOBER 13, 2010	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. DMH024F	QUALIFICATION SUMMARY NOTICE DATE SEPTEMBER 21, 2010	CONTRACTOR'S E-MAIL ADDRESS	

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): DEPARTMENT OF MENTAL HEALTH, CENTRAL WAREHOUSE, 3201 ALBERTA ST., COLUMBUS, OH 43204

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

BAKERY, BREAD AND ICING MIXES

TERM OF CONTRACT: This Qualification Summary 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 01/01/2011 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 12/31/2012 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the 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 state agency.

By submitting this Qualification Summary 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.

INSTRUCTIONS TO BIDDERS AND REVERSE AUCTION CONTRACT TERMS AND CONDITIONS, Revised 10-01-07, are a part of this Qualification Summary. Copies may be downloaded by clicking on this link: [Instructions: Instructions to Bidders for Reverse Auction, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions.](#) (All prior versions of Instructions to Bidder, Contract Terms and Conditions are null and void.)

Any questions or clarifications regarding this Qualification Summary 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.

PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE
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The ORIGINAL signed Bid must be received at the Office of Procurement Services by 1:00 p.m. on the above listed due date to receive consideration to participate in the Reverse Auction event. Facsimile or electronic copies are not acceptable. The Qualification Summary must be submitted in a sealed envelope with the Reverse Auction number clearly listed on the exterior of the envelope. It is requested that the Bidder NOT sign Qualification Summary bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its Qualification Summary, that the information provided by it in its Qualification Summary, 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 by Reverse Auction and agrees to fulfill the requirements of any awarded contract at the prices bid. The sealed Qualification Summary will be publicly opened and certified by a representative of the Auditor of State on the above listed due date. Responses received after the above due date and time will not be considered.

REQUIRED CERTIFICATION FOR BIDDING

Those 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. 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 AMERICA): [Not applicable to "Excepted Products"]

- 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)
- 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)
- The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America 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):

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio. 
 Yes (Go to C) No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio. Yes (Answer a, b, c, d below) No (Go to B-3)
 - Bidder has paid the required taxes due the state of Ohio Yes No
 - 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/>
 - Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)
- Border state bidder:
 Yes (Specify which state then go to B-2c): KY MI NY PA IN) No (Go to B-4)
- Border state bidder: mined products mined in respective border state Yes No Not Applicable

C. E.D.G.E. DESIGNATION

Bidder is 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>

D. DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION (DMA)

The Bidder being awarded this Contract must:

- review the Terrorist Exclusion List at http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf
- complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form <http://www.publicsafety.ohio.gov/links/HLS0038.pdf> and submit this with your bid response.

Failure to complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have seven (7) calendar days, after notification, to submit the form.

NOTICE: This Invitation to Bid will be conducted by Reverse Auction. Bidders should carefully read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 of this Invitation to Bid prior to proceeding. The responses received will be for submission of documentation only, to pre-qualify bidders to participate in a Reverse Auction. The Reverse Auction will tentatively be held on October 29, 2010. Time frames will be determined and stated in the actual invitation to the reverse auction. The reverse auction platform will be available for placeholder bids as stated in the invitation issued by HedgeHog Inc. to qualified bidders. Products offered in this Qualification Summary will be the same products bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. This Qualification Summary does not require submission of pricing at this time. Prospective bidders shall indicate in the spaces provided on the Required Item Identification pages (pages 8-10), the items they will bid during the reverse auction by indicating the Manufacturer/Processor, Brand Name, Product Code Number, Pack Size and Case Pack (Section VI Only). Bidders can only offer one (1) price per line item during the reverse auction. Bidders can only be qualified to offer one (1) product for each line item. Bidders should expect samples to be requested immediately following the reverse auction event. Samples may be requested before the reverse auction event. Nutrition label/data will be required during the Reverse Auction Qualification Summary evaluation.

This ITB has three (3) distinctive parts:

- a. The submission and evaluation of the Invitation to Bid by Reverse Auction Qualification Summary.
- b. The submission of pricing by reverse auction for qualified bidders. Per case/bag, delivered FOB Destination Prepaid, will be the price required to be entered during the reverse auction.
- c. Contract award evaluation that may include product sampling.

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 thirty (30) 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.

SAMPLES: Samples may be requested from one or more bidders during the evaluation period. A bidder requested to submit samples shall submit only the quantity of product sample requested (a minimum of two [2] samples). Parcels containing samples are to be clearly labeled with the bidder's company name, the bid number, and the bid opening date. The product sample should be labeled in accordance with the information provided by the bidder on the bid response as to manufacturer/processor, brand name, and product code number. Sample submitted shall be the same product offered on the bidder's bid response and the same product delivered, if bidder should receive an award. Samples shall be sent to the Food Service Section, Central Warehouse, 3201 Alberta Street, Columbus, OH 43204, Attn: Mr. Steve Knight (614) 752-0026, Ext. 21. Bidders shall submit samples only upon request. Only one (the first) shipment of samples submitted by a bidder for an ITB will be evaluated. Failure to supply samples during the evaluation period, within seven (7) calendar days of the request from Central Warehouse shall deem your bid not responsive.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instruction to Bidders". In Section I, Section II, Section III, Section IV and Section V, the state will multiply the estimated annual usage of each item by its corresponding price per case. In Section VI, the state will multiply the estimated annual usage of each item by its corresponding price per pound. Failure to bid all items may result in the bidder being deemed as not responsive.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the unit cost by the estimated annual usage listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

MINIMUM ORDER: No order shall be 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, for less than approximately one – half of a truck load (approximately 20,000 lbs.) of assorted bakery mixes.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The Contract prices(s) will remain firm for the first six (6) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the contractor receives orders requiring for quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, worker's compensation and/or unemployment insurance, etc. Detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the contractor and the corresponding increase, and/or copies of correspondence sent by the contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to the Provision I.C. "Termination / Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. The literature will be used in the Reverse Auction Qualification Summary to determine compliance with the specifications. The literature shall provide nutritional and technical data for verification of compliance with the specifications. If not provided as part of the Bid response, the Bidder must provide said literature within seven (7) 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 (i.e. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any Contract and will be disregarded by the State. 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.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS: The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

OHIO SECRETARY OF STATE REGISTRATION: Per Article RA-14. Registration with the Secretary of State of the "Instructions: Instructions to Bidders for Reverse Auction, Standard Contracts Terms and Conditions, and Supplemental Contract Terms and Conditions" referenced on the front page of this Invitation To Bid By Reverse Auction Qualification Summary, any bidder awarded a contract resulting from this ITB will be verified as registered with the Ohio Secretary of State. Questions regarding registration should be directed to (614) 466-3910 or visit their web site at: <http://www.sos.state.oh.us/>

USAGE REPORTS: Every six (6) months the contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities and sales generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, Ohio 43228-1395, Attn: Russell Perry.

SPECIFICATION FOR BAKERY, BREAD AND ICING MIXES

I. SCOPE AND CLASSIFICATION

A. Scope

The purpose of this bid is to obtain a contractor to supply bakery mixes ordered by the Ohio Department of Mental Health, Central Warehouse for state institutions. Delivery is to be made to Central Warehouse, 3201 Alberta St., Columbus, OH 43204 as specified herein, F.O.B. destination prepaid. The term of any contract issued pursuant to this bid shall be for a period of two (2) years, from January 1, 2011 through December 31, 2012.

B. Classification

Section I – Cake Mixes – Commercial Item Description A-A-20181B, Type 1

1. Cake Mix, White, Style A
2. Cake Mix, Yellow, Style B
3. Cake Mix, Devils Food, Style C
4. Cake Mix, Gingerbread, Style D
5. Cake Mix, Banana, Style G
6. Cake Mix, Spice, Style H
7. Cake Mix, Orange, Style S
8. Cake Mix, Lemon, Style R

Section II – Quick Bread Mixes – Commercial Item Description A-A-20181B, Type II

1. Pancake Mix, Regular, Class 1, Style A
2. Biscuit Mix, Class 2
3. Yellow Corn Bread Mix, Class 3

Section III – Muffin Mix, Plain – Commercial Item Description A-A-20181B, Type V, Style A

Section IV – Chocolate Brownie Mix – Commercial Item Description A-A-20181B, Type VI

Section V – Breeding Mix

Section VI – Icing Mix

1. Chocolate Flavored
2. Vanilla Flavored

II. REQUIREMENTS

A. Product Description – Cake, Bread, Muffin and Brownie Mixes - Section I, II, III, and IV

1. Bakery Mixes shall conform to Commercial Item Description A-A-20181B dated June 20, 2008 and latest revisions thereof.
2. Mixes shall contain the appropriate raw ingredients for the type(s), style(s), and class(es) specified.
3. When prepared the mixes shall contain the appearance, odor, and texture typical of the flavor used.
4. Product volume and moisture content shall be as listed by flavor.
5. Bakery mixes shall be manufactured not more than ninety (90) days prior to delivery.
6. The delivered mixes shall comply with all applicable Federal and State mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sales of the bakery mixes within the commercial marketplace.

B. Product Description – Breeding Mix - Section V

1. Mix shall be an all-purpose breeding mix formulated for both oven and fryer use.
2. Shall be a “one-step” baking mix.
3. When prepared the mixes shall contain the appearance, odor, and texture typical of the flavor used.
4. Product is to be the same product offered for sale in the commercial market.
5. The delivered mix shall comply with all applicable Federal and State mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sales of the bakery mixes within the commercial marketplace.

C. Product Description – Icing Mixes, Powder – Section VI

1. Mixes shall set within 30 minutes at room temperature and shall not contain any visible free water, specks of cocoa, color or shortening.
2. The prepared icing shall have an odor and flavor typical of the type prepared. Shall possess a creamy uniform texture free of any graininess. Mixes shall be easy to spread and have a high sheen.
3. The vanilla icing shall have a maximum moisture content of 1.8 percent. The chocolate icing shall have a maximum moisture content of 2.3 percent.
4. When prepared, one pound of powdered mix shall yield a minimum of one pint of icing.
5. Product shall be manufactured no more than sixty (60) days prior to delivery.
6. The delivered mix shall comply with all applicable Federal and State mandatory requirements and regulations relating to the preparation, packaging, labeling, storage, distribution, and sales of the bakery mixes within the commercial marketplace.

III. PACKAGING AND DELIVERY

A. Packaging

1. All products shall be packed in six (6)-five (5) lb. pkgs. per case, six (6)-four (4) lb. pkgs. per case, six (6)-four (4) lb. to five (5) lb. pkgs. per case (Icing Mixes Only), or one 50 lb. multi-wall bag as specified on pricing page. No alternative packs are acceptable.
2. The packaging of these products shall be in accordance with good commercial practice and products shall be packed in containers standard to the industry.
3. Each 4 lb. to 5 lb. package or 50 lb. bag shall be labeled with full mixing instructions and yield.
4. Commodities shall not be combined on one pallet.

B. Delivery

1. All products shall be shipped to the Department of Mental Health, Central Warehouse, 3201 Alberta St., Columbus, OH 43204.
2. The contractor shall contact the Department of Mental Health, Central Warehouse at (614) 752-0026, Ext. 10 to schedule an appointment for unloading prior to loading for shipment. Unloading by appointment only. Receiving hours are from 8:00 a.m. to 2:00 p.m.

3. No partial deliveries will be accepted unless prior approval has been granted by the Department of Mental Health, Central Warehouse, Mr. Steve Knight at (614) 752-0026, Extension 21.
4. Palletization: All shipments are to be palletized. Contractors shall furnish commodity palletized on 40" x 48" 4-way (GMA) pallets in good condition. Drivers may be required to transfer products from broken pallets and sort damaged and/or refused product. All pallets shall be of uniform height where feasible. Pallets shall not exceed two thousand five hundred (2,500) lbs. Pallets of equal value will be exchanged at the time of delivery only.

IV. REGULATORY REQUIREMENTS

- A. A copy of the label with listed nutritional facts should be included with the bid response. The label is to comply with Federal Regulation 7 CFR Parts 210 and 20 (Child Nutrition Program). A nutritional label or manufacturer's specification sheet listing the same information as shown below is acceptable. If not included as part of the bid response, the bidder will be required to provide the labels within seven (7) calendar days after notification. Failure to provide the labels within the stated time period will result in the bidder being deemed not responsive.

Sample of Nutrition Label:

Nutrition Facts		
Serving Size 1 cup (228g)		
Servings Per Container 2		
Amount per serving:		
Calories	Calories from Fat	
	% Daily Value *	
Total Fat 0g.	0%	
Saturated Fat 0g	0%	
Cholesterol 0 mg	0%	
Sodium 0 mg	0%	
Total Carbohydrate 0g	0%	
Dietary Fiber 0g	0%	
Sugars 0g	0%	
Protein 0g	0%	
Vitamin A 0%	Vitamin C 0%	
Calcium 0%	Iron 0%	
Percent Daily Values are based on a 2,000-calorie diet. Your daily values may be higher or lower depending on your calorie needs:		
Calories:	2,000	2,500
Total Fat/Less than	65 g	80 g
Sat Fat/Less than	20 g	25 g
Cholesterol/Less than	300 mg	300 mg
Sodium/Less than	2,400 mg	2,400 mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g
Calories per gram:		
Fat 9	Carbohydrates 4	Protein 4

REQUIRED ITEM IDENTIFICATION

PRODUCT TO BE BID DURING REVERSE AUCTION: Successfully qualified bidders will be required to provide the products stated below in the event of a contract award. Pricing submitted during the subsequent reverse auction shall not contain a case price of more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in the evaluation and any subsequent award. Price is to be FOB destination prepaid, delivered to the Department of Mental Health, Central Warehouse, 3201 Alberta St., Columbus, OH 43204, packed as specified. Failure to submit information for all items may result in the bidder being deemed not responsive. Failure to submit pricing for all items during the subsequent reverse auction will result in the bidder being deemed not responsive.

Bid response should include manufacturer/processor, brand name, product code number.

Section VI – Icing Mixes should include the pack offered also (Pack variation excepted on Section VI only).

Nutrition labels should be submitted with the bid per IV. Regulatory Requirements, A. on page 7 of the ITB.

SECTION I – CAKE MIXES

ITEM ID NO.	DESCRIPTION	ESTIMATED ANNUAL USAGE CASE/BAG	PKG. SIZE REQUIRED	MANUFACTURER/PROCESSOR	BRAND NAME	PRODUCT CODE NUMBER
3413	White Cake Mix	3080 cs	6/5 lb. pkg. per cs.			
9504	White Cake Mix	1610 bags	50 lb. bag			
3414	Yellow Cake Mix	2160 cs	6/5 lb. pkg. per cs.			
9505	Yellow Cake Mix	1720 bags	50 lb. bag			
7714	Devils Food Cake Mix	960 cs.	6/5 lb. pkg. per cs.			
3352	Devils Food Cake Mix	680 bags	50 lb. bag			
7715	Gingerbread Cake Mix	1 cs	6/5 lb. pkg. per cs.			
3351	Banana Cake Mix	1 cs	6/5 lb. pkg. per cs.			
3412	Spice Cake Mix	1 cs	6/5 lb. pkg. per cs.			
7716	Orange Cake Mix	1 cs	6/5 lb. pkg. per cs.			
3353	Lemon Cake Mix	1 cs	6/5 lb. pkg. per cs.			

SECTION II – QUICK BREAD MIXES

ITEM ID NO.	DESCRIPTION	ESTIMATED ANNUAL USAGE CASE/BAG	PKG. SIZE REQUIRED	MANUFACTURER/ PROCESSOR	BRAND NAME	PRODUCT CODE NUMBER
2495	Pancake Mix, Regular	520 cs	6/5 lb. pkg. per cs.			
7924	Pancake Mix, Regular	200 bags	50 lb. bag			
9306	Biscuit Mix	4300 cs	6/5 lb. pkg. per cs.			
3653	Biscuit Mix	7237 bags	50 lb. bag			
9307	Yellow Corn Bread Mix	640 cs	6/5 lb. pkg. per cs.			
2471	Yellow Corn Bread Mix	680 bags	50 lb. bag			

SECTION III – MUFFIN MIXES

ITEM ID NO.	DESCRIPTION	ESTIMATED ANNUAL USAGE CASE/BAG	PKG. SIZE REQUIRED	MANUFACTURER/ PROCESSOR	BRAND NAME	PRODUCT CODE NUMBER
7851	Muffin Mix, Plain	1 cs	6/5 lb. pkg. per cs.			

SECTION IV – CHOCOLATE BROWNIE MIX

ITEM ID NO.	DESCRIPTION	ESTIMATED ANNUAL USAGE CASE/BAG	PKG. SIZE REQUIRED	MANUFACTURER/ PROCESSOR	BRAND NAME	PRODUCT CODE NUMBER
3350	Chocolate Brownie Mix	3760 cs	6/5 lb. pkg. per cs.			

SECTION V – BREADING MIX

ITEM ID NO.	DESCRIPTION	ESTIMATED ANNUAL USAGE CASE/BAG	PKG. SIZE REQUIRED	MANUFACTURER/ PROCESSOR	BRAND NAME	PRODUCT CODE NUMBER
9300	Breading Mix	150 cs	6/4 lb. pkg. per cs.			

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES:

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.

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.

INSURANCE REQUIREMENTS:

Bidders should provide with their bid, documentation of the following insurance coverage required by the Supplemental Contract Terms and Conditions, Articles S-12 and S-13 (refer to the Bid Page One, link to [Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#)):

1. Ohio Workers' Compensation Certificate.
2. Employer's Liability (Stop Gap) insurance with limits of not less than one million (\$1,000,000.00) dollars.
3. Automobile Liability with limits in accordance with Federal and State laws.
4. Commercial General Liability Insurance:
 - a. Minimum limits of \$500,000.00 per occurrence.
 - b. Minimum limits of \$1,000,000.00 annual aggregate.
 - c. The State shall be listed as the certificate holder.
 - d. To be compliant, the Commercial General Liability policy must include the following three endorsements:
 - 1) a blanket waiver of subrogation.
 - 2) a statement that the Commercial General Liability coverage is primary over any other coverage.
 - 3) a designation of the State as an additional insured.

An insurance certificate, compliant with the requirements of the Contract Terms and Conditions, must be delivered to the Office of Procurement Services within seven (7) calendar days after notification. Failure to provide a compliant certificate within the stated time frame will cause the bidder to be deemed not responsive.

BID SUBMISSION CHECK-OFF LIST

<u>Submitted</u>	<u>Required with the Bid Response</u>	<u>Required</u>
_____	Bid Cover Page, Signed in Blue Ink (Page 1)	_____ Yes
_____	Required Certification For Bidding (Page 2)	_____ Yes
_____	Completed Required Item Identification (Pages 8 thru 10)	_____ Yes
_____	Disclosure of Subcontractors / Joint Ventures (see Page 11)	_____ Yes
	<u>Required During the Bid Evaluation Process</u>	
_____	Samples (page 3, 7 days after requested) {UPON REQUEST ONLY}	_____ Yes
_____	Nutrition Information (page 7, 7 days after requested) {May be submitted with the response}	_____ Yes
_____	Affirmative Action Verification Form (V. – I.) {May be submitted with the response}	_____ Yes
_____	DMA Form (see Page 2) {May be submitted with the response}	_____ Yes
_____	Secretary of State registration (see Page 2) {May be submitted with the response}	_____ Yes
_____	Workers' Compensation Requirement (S-12) {May be submitted with the response}	_____ Yes
_____	Insurance Requirements (S-13) {May be submitted with the response}	_____ Yes

This checklist is provided solely for the Bidder's benefit. Submission of the mandatory/required materials does not guarantee that the Bidder will be deemed compliant with all of the specifications and requirements as stated in this Bid. Completing this checklist does not absolve the Bidder's responsibility to thoroughly review and understand all of the specifications and requirements as stated in this Bid.

NOTES

Role of HedgeHog Inc.

HedgeHog Inc. has been contracted to host and manage the Online Reverse Auction event via the OhioDAS ProcurePort at <https://ohiodas.hedgehog.com>

HedgeHog Inc. will manage all services to support this online event including:

- Reception of all bidders registering on the OhioDAS ProcurePort (<https://ohiodas.hedgehog.com>) in order to participate in the Online Reverse Auction event.
- Contact qualified bidders regarding their participation in the online bidding event based on specific state of Ohio DAS ProcurePort requirements.
- Answer all questions relating to the online bidding process and bidding platform.
- Train invited bidders, in advance of the scheduled live online Reverse Auction event, on using the bid platform through a demonstration (mock) open event.
- Conduct the live online event in accordance with the requirements specified in this document.
- Provide final bid reports to the state of Ohio DAS at the conclusion of the live online reverse auction event.
- HedgeHog, Inc Contact Information: M-F 8:30 AM to 5:00 PM EST _ 1-800-208-2335 / helpdesk@hedgehog.com (24/7)

Schedule (Tentative)

October 13, 2010 _ SA900311 Invitation to Bid by Reverse Auction Qualification Summary opens per page 1.

October 22, 2010 _ Qualified Bidders Notified / HedgeHog Inc. Notified of Qualified Bidders

October 27, 2010 _ Qualified Bidders Registered and Trained by HedgeHog Inc.

October 28, 2010 _ Invitation to Live Auction Issued to Qualified Bidders by HedgeHog Inc.

October 29, 2010 _ Live Reverse Auction conducted.

November 10, 2010 _ Completion of sample process, if required.

November 17, 2010 _ Contract Award, per page 1.