Ohio | Department of Youth Services

John R. Kasich, Governor
Harvey J. Reed, Director

Invitation to Bid
Certified MBE Vendors Only

ITB NUMBER: DYS120104CO

Date Issued: 10/24/2011

The Ohio Department of Youth Services (ODYS) is requesting Bids for:

Classroom computer desks and tables

Inquiry Period Begins:	**10/24/2011**
Inquiry Period Ends:	**11/04/2011** **8:00 AM Eastern Standard Time**
Opening Date:	**11/14/2011**
Opening Time:	**3:00 PM Eastern Standard Time**
Opening Location:	**Ohio Department of Youth Services** **51 North High Street 5th Floor** **Columbus, Ohio 43215**

(Mail or Deliver Sealed bid to this Address) :

Attention:	**Randy Russell, Bureau Chief**

Division of Finance & Planning
Amy Drapcho, Deputy Director
51 N. High St., 5th Floor
Columbus, Ohio 43215

614 | 466-7164
www.dys.ohio.gov

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Attached is an Ohio Department of Youth Services` (ODYS) Invitation to Bid (ITB)). If you are interested in responding please complete the "Bidder Response" and attach all documentation required. Provided below are additional requirements and directions for all potential Bidders.

- After reviewing Part Three, Exhibit A; Part 4, regarding the Declaration Statements Explanations and Attachment Three, (Standard Terms and Conditions) and if applicable, other attachments, complete and sign "Bidder Response".
- Directions for completion of the Bidder Response Form:

    1. Sections should all be completed. We request that they be typed or legibly printed.

    2. Proposed costs are to be ALL INCLUSIVE. Products will NOT be paid if they are not listed.

    3. Attach any and all documents requested.

- General Notes:

    1. If you have any questions, please submit an inquiry as directed in Part One, General Instructions.

    2. Make a note of the deadline date and time detailed in Part Two, ITB Time Requirements. This information provides the date and time that your response must be received by the ODYS Site requesting the bid.
    There will be no exceptions.

    3. Be sure to return the ENTIRE package received (not just the "Bidder Response" page but also all attachments), with original signatures, (blue ink is preferred) and four (4) copies of the complete package.

    4. A "Bidder Checklist" is attached (final page) to assist you with completing the ITB package.

PART ONE: GENERAL INSTRUCTIONS

I. GENERAL INSTRUCTIONS

A. Contacts

The following section provides details on how to get more information about this ITB and how to respond to this ITB. All responses must be complete and in the prescribed format.

The following Project Representative will represent ODYS during the Bid process:

Name:	Randy Russell, Bureau Chief
Area:	Central Office
Address:	51 North High Street 5th Floor Columbus, Ohio 43215

During the performance of the Contract, a Project Representative will represent ODYS and will be the primary contact for matters relating to the Contract. ODYS will designate the Contract Monitor in writing at the time the contract is awarded.

By submitting a Bid, the Bidder acknowledges that it has read this ITB, understands it, and agrees to be bound by its requirements.

The State is not responsible for the accuracy of any information regarding this ITB that was gathered through a source different from the inquiry process described in this ITB.

B. Inquiries/Clarifications

Bidders may make inquiries or seek clarifications regarding this ITB any time during the inquiry period listed in the ITB Timeframe Requirements. To make an inquiry, Bidders must access the Department of Administrative Services (DAS) State Procurement Website and post their inquiries. All inquiries must be received prior to the end of the Inquiry Period listed on the cover page. The state will make every effort to post responses within 48 hours. All inquiries and responses will be posted on the website where the bid opportunity is posted. Interested bidders will be able to access the questions and answers during the time the bid is posted.

Bidders may make inquiries regarding this ITB any time during the inquiry period listed in the Timeframe Requirements, at this website:
www.ohio.gov/procure

The Inquiry function may be accessed at this site, by choosing, “Selling to the State”, “Procurement Opportunities”, under Advanced Search for Opportunities “Click to find any opportunity by specifying’, under Agency select “Youth Services, Department of”, then click in the “Search” button and then choosing the correct “Doc/Bid#.” The “Submit Inquiry” function is found at the bottom of the Bid Opportunity information page.

The State will try to respond to all inquiries within 48 hours, excluding weekends and State holidays. But the State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

Inquiries and or requests for clarification about a specific portion of this ITB must reference the relevant part of this ITB and include the provision heading with the ITB page number. The inquiry must contain the name of the prospective Bidder, and prospective Bidder’s representative who should receive the response, including the representative’s business telephone and fax numbers.

Bidders who attempt to seek information or clarifications verbally will be directed to reduce their questions to writing in accordance with state purchasing policy. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with ODYS staff or any other agency of the State to discuss the bid may result in the bidder being deemed not responsive.

C. Bid Deadline and Requirement

Each bidder should submit the complete, sealed, and signed original and four (4) complete, signed copies of its Bid, with the outside of the envelope(s) clearly marked as indicated in Part Two. The Original and all copies should include:

- the entire bid document;
- Completed, signed pricing page(s);
- Completed Bidder Profile Summary;
- Completed, signed Declaration of Material Assistance Form;
- Completed, signed Declaration Pages;
- Ohio Administrative Knowledge System (OAKS) vendor identification number. If bidder does not currently have an OAKS vendor identification number, it can be obtained from the following website:
  http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2
  Select the Vendor Information Form link.
  The process can take up to 5 business days.
- Completed checklist.

Acceptable delivery methods for submission of contractor Bids are U.S. Mail, any overnight or express delivery service, courier or hand delivery. All Bids must be received at the submission address indicated within this ITB no later than 3:00 pm, Eastern Standard Time on the listed deadline date. No Bids will be accepted after the deadline. The time clock at the receiving facility will rule the official receipt time.

Submit Bids to the ODYS ITB Project Representative named under the Contact.

ODYS may reject any Bids or unsolicited Bid amendments received after the deadline. ODYS will reject late Bids regardless of the cause for the delay. Should a disagreement occur regarding delivery, the Bidder must provide evidence of delivery date and time.

Each Bidder must carefully review the requirements of this ITB and the contents of its Bid. Once opened, Bids cannot be altered, except as allowed by this ITB.

ODYS may reject any Bid if the Bidder takes exception to the terms and conditions of this ITB, fails to comply with the procedure for participating in the ITB process, or the Bidder's Bid fails to meet any requirement of this ITB. ODYS may also reject any Bid that it believes is not in its interests to accept and may decide not to do business with any of the potential contractors responding to this ITB.

To protect the integrity of the evaluation and award process, Bid responses will not be available for public viewing until after the contract has been officially awarded. Bidders may not contact ODYS staff, other contractors or any other member of the State to discuss their Bid or to discuss any of the other responses to the ITB. Bidders who attempt to make such contacts may be deemed not responsive.

All Bids and other submitted material will become the property of ODYS and will not be returned. The Bidder should not include proprietary information in a Bid because ODYS

maintains the right to use any materials or ideas submitted without compensation to the Bidder. Additionally, all Bids will be open to the public after ODYS awards the Contract.

ODYS will retain all Bids or a copy of them, as part of the contract. After the retention period, ODYS may return, destroy, or otherwise dispose of the Bids and copies.

D. Waiver of Defects

ODYS maintains the right to waive any defects in any Bid or in the Bidder's submission process. ODYS will only waive immaterial defects if it believes that is in the ODYS's interest.

E. Bid Instructions

The Contractor must organize each Bid in a manner consistent with the order of this ITB and any attachments, if any.

ODYS wants clear and concise Bids. Potential contractors should take care to completely answer questions and meet all ITB requirements.

The requirements for the Bid's contents and formatting are contained in an attachment to this ITB.

ODYS will not be liable for any costs incurred by any Bidder in responding to this ITB, even if the ODYS does not award a Contract through this process. ODYS may decide not to award a product (s)contract. It may also cancel this ITB and contract for these products through some other process or by issuing another ITB.

The requirements for the Bid's contents and formatting are contained in an attachment to this ITB. A bid must be judged as responsive and responsible in order to be considered for award.

Responsive: A bidder is responsive if its bid responds to the bid specifications and requests for documents and attachments in all material respects; and, contains no irregularities or deviations from the specifications that would affect the amount of the bid or otherwise give the bidder an unfair advantage.

Responsible: DYS' determination of a bidder's responsibility includes the following factors:

1. Same or similar product(s);
2. Warranty terms and conditions
3. Delivery timeframe;

PART TWO: ITB TIMEFRAME REQUIREMENTS

II. ITB TIMEFRAME REQUIREMENTS

A. Firm Dates

ITB Issued:	10/24/2011
Inquiry Period Begins:	10/24/2011
Inquiry Period Ends:	11/04/2011, 8:00AM Eastern Standard Time
Bid Due Date:	11/14/2011 by 3:00 PM Eastern Standard Time
Products delivered:	Within 60 days of the purchase order issued

Failure to meet a deadline, in the submission or evaluation phases or any objection to the dates for performance in the Bid phase, may result in the ODYS not considering the Bid of the Bidder.

B. Amendments to Bids

Amendments or withdrawals of Bids are allowed until 3:00 P.M., Eastern Standard Time, on the stated Bid Due Date. No amendment or withdrawals will be permitted after the due date, except as expressly authorized by this ITB.

C. Bid Deadline and Requirement

Each Bidder must submit its Bid, in a sealed envelope, with the outside of each envelope clearly marked as:

Computer desk and tables

PART THREE: OVERVIEW OF PRODUCTS

EXHIBIT A

Computer desks and tables

A. <u>Statement of Need:</u>
The Ohio Department of Youth Services Buckeye United School district consist of four high schools located throughout the State of Ohio.

This Invitation to Bid (ITB) has been released for the propose of acquiring classroom computer desk and tables for three of the high schools.

Desks to be bid:

16 – Computer Desks 72" x 30" x 29"

5 – Computer Desks 42" x 30" x 29"

11 – Computer Desks 36" x 30" x 29"

Use of Computer Desk:
The computer desk will flexibly allow a classroom to be utilized as either a lecture room or computer lab providing both unobstructed writing surface and field of view as a classroom, and allow easy deployment of computers as a lab.

Desk Specifications:
Size is listed above.

All desks will feature a full height modest panel which will also serve to prevent student access to computer, communication, and power wiring.

All desks shall offer approximately 19" of uninterrupted writing surface with no cracks or seams and with a rolled front edge.

The desk will not require electrical power to deploy the monitor.

Leveling glides

Monitor Lift Specifications:
The desk will house a monitor of at least 21" size diagonal with a VESA compliant mounting system.

The monitor lift mechanism should lift the monitor top at least 16" above the desk work surface in a near vertical plane. It will also allow the monitor to swing left to right as well as up and down to optimize the students viewing angle to the screen.

To insure durability in the classroom, the monitor lift mechanism shall have a handle to prevent the need for students to grasp a fragile screen ad provide travel stops to guarantee the monitor will not collide with the desk as it is stored or retracted.

Keyboard Specifications:
The desk will have a convenient keyboard and mouse storage area that does not protrude under the desk work surface, and allows the keyboard mouse to be used on the desk work surface.

Wiring Specifications:
The desk will have a wiring compartment to house the computer/thin client, computer wiring, surge suppressors, and communications wiring with tie down mechanisms to prevent student tampering.

Power and communication wiring from the monitor, keyboard , and mouse shall have a protective wiring loom to prevent abrasion or damage when the computer monitor is stored

Training Tables to be bid:

2 – Training Tables 48” x 30” x 29”
2 – Training Tables 48” x 24” x 29”
2 – Round Tables 48” x 29”
2 – 24” Half Round 24” x 29”

Table Specifications:

Size is listed above

Scratch and impact resistant high pressure laminate work surface.

Bull-nosed edges

Work surface brace incorporated to minimize flexing

Leveling glides

The legs must be welded 16 gauge steel tubing

The formed work surface brace is 14 gauge steel

All metal components shall be finished with a scratch-resistant powder coat finish

Shipping Instructions:

Provide cost for shipping the following items to these facilities.

Circleville Juvenile Correctional Facility
640 Island Rd.
Circleville, Ohio 43113
9 – 36” x 30” x 29” Computer Desks
1 - 42” x 30” x 29” Computer Desk
2 – 48” x 30” x 29” Training Tables
2 – 48” x 24” x 29” Training Tables
2 – 24” x 29” Half Round Training Tables

Scioto Juvenile Correctional Facility
5993 Home Rd.
Delaware, Ohio 43015
10 – Computer Desks 72” x 30” x 29
2 – Round Tables 48” x 29”
2 - Computer Desks 36” x 30” x 29”

Cuyahoga Hills Juvenile Correctional Facility
4321 Green Rd.
Highland Hills, Ohio 44128
6 – Computer Desks 72" x 30" x 29"
4 x Computer Desks 42" x 30" x 29"

B. Statement of Services:
N/A

C. Monitoring and Evaluation:
N/A

D. Selection Criteria:

1. Experience/Background (10%)

A) Company portfolio, referrals, and locations of previous work performed. Contractor must have the proper equipment, employees and experience to perform and deliver items as detailed under "Statement of Needs" by the established deadline.

2. Accountability Plan: (40%)

A) Length and coverage of warranty.
B) Delivery must be completed in the established timeframe.

3. Cost Effectiveness (50%)

A) The facility is obligated in obtaining the best overall value. Cost, quality of work, dependability, warranty, honesty and professionalism all play a valued role in the overall determination of the cost effectiveness when determining a contractor for this project.

E. Renewal Clause:

At the sole option of ODYS, this contract may be renewed, beginning N/A, under the same terms and conditions applicable to this contract for any period of time, up to a maximum of twenty-four (24) additional months; but, such renewals may not extend beyond the biennium in which the renewal takes place.

In order to exercise this option, ODYS must advise the Contractor, in writing, sixty (60) days prior to The expiration of current contract.

In accordance with Section 126.07 of the Revised Code of Ohio, any renewal hereunder shall not be valid or enforceable, unless and until the Director, Office of Budget and Management first certifies that there is a balance in the appropriation, not already obligated to pay existing obligations.

The Ohio Department of Youth Services reserves the right to reject any and all proposals where the offeree takes exception to ODYS terms and conditions or fails to meet the terms and conditions, including, but not limited to, standards, specifications and requirements.

In addition, The Ohio Department of Youth Services reserves the right to reject, in whole or in part, any and all responses if any of the following circumstances are true:

(A) bids offer supplies or services that are not in compliance with the requirements, specifications, terms or conditions stated in the bid document,
(B) the price of the lowest responsive and responsible bid is deemed excessive in comparison with market conditions or with the purchasing agency's available funds, or
(C) ODYS determines that awarding any item is not in the best interest of the state of Ohio.

H. Bidders' Conference and Due Date:

A bidder's conference will be held in N/A, Ohio on at . The purpose of the conference will be to present a brief overview of the ITB and to answer any questions about the ITB requirements or the proposed project. Please e-mail at by on the name and agency of the individual(s) planning to attend the bidders' conference. The location of the conference will be:

Ohio Department of Youth Services,

Exhibit A Attachment A-1

Evaluation of bids: Award will be made to the lowest responsive and responsible bidder as determined by ODYS under the Ohio Revised Code. To protect the integrity of the competitive bid process, bids will be closed for public preview once the evaluation and award process begins.

Catalogs and Samples of Products: Each vendor, if requested, should deliver a sample of all products listed on specification sheet prior to awarding of any and all bids. If not received at bid opening, bidders will have five (5) business days, after notification, to provide samples.

Damages & Claims: Any and all damaged items delivered to ODYS will be returned to vendor at vendor's expense. There will be a Ninety- (90) day return policy on any items deemed to be damaged.

Shipments: Delivery of products to ODYS should be within 15 (fifteen) calendar days after vendor receives the State of Ohio Department of Youth Services purchase order. For deliveries the vendor will contact Randy Russell within forty-eight (48) hours for receiving arrangements. All products being delivered to the ODYS institutions will be properly packaged, labeled, and sealed. Each shipment will have an official vendor itemized packing slip with signature of shipper.

Delivery and Acceptance: Contractor must provide product(s) and/or service(s) under this Contract F.O.B. the place of destination. The place of destination is specified below. Freight will be prepaid unless otherwise stated.

PART FOUR: DECLARATION STATEMENT EXPLANATIONS

I. Instructions – The intent of this part of the bid document is to clarify the items that will be required to implement a contract and to explain the Declaration Statements on Attachment Three. Bidders must sign and return Attachment Three with their bid response.

Ohio Elections Law

A. Prohibition

State agencies whose directors or heads are appointed by the Governor are prohibited by Divisions (I) and (J) of Section 3517.13 of the Revised Code from awarding any noncompetitively bid contract for the purchase of goods or services costing more than $500.00 to an entity listed in those Divisions if a party listed in those Divisions or the 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 the Governor's campaign committee.

B. Individual, Partnership, Association, Estate or Trust

A vendor that is an individual, partnership, association, including, without limitation, a professional association organized under Chapter 1785. of the Revised Code, estate, or trust shall include in its bid an affirmative statement that, as applicable to the vendor, no such individual or spouse of such individual has made, and no partner, shareholder, administrator, executor, or trustee, or the spouses of any of them 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 the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (I) of the Revised Code.

C. Corporation or Business Trust

A vendor that is a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, shall include in its bid an affirmative statement that no owner of more than twenty percent of the corporation or business trust or the spouse of such person, has made, as an individual, within the two previous calendar years, taking into consideration only owners for all of such period, one or more contributions totaling in excess of $1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (J) of the Revised Code.

Ohio Ethics and Conflict of Interest Laws

In accordance with Executive Order 2007-01S, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S; (2) it has reviewed and understands the Ohio ethics and conflict of interest laws; and, (3) will take no action inconsistent with those laws and this order. The Vendor or Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio.

Prohibition of the Use of Public Funds for Offshore Services:

In accordance with Executive Order 2011-12K, regarding the prohibition on the purchase of offshore services, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands the provisions of Executive Order 2011-12K; (2) it understands and will abide by the requirements of this order; (3) will disclose the location(s) where all services will be performed by any contractor or subcontractor; (4) will disclose the location(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up, or stored; (5) will disclose any shift in the location of any services being provided by the contractor or subcontractor; (6) will disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website:
Http://www.governor.ohio.gov/Default.aspx?tabid=1495

The Bidder/Offeror shall provide all the name(s) and locations where services under this Contract will be performed in the spaces provided within the Declaration Pages. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

Equal Employment Opportunity: The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's website: http://www.das.ohio.gov/Eod/AAPV.htm

Statement of Compliance.

ODYS intends for the Contractor, all of the Contractor's employees and/or subcontractors to implement and comply with all federal and Ohio laws, rules of the Ohio Administrative Code, ODYS security policies, Standard Operating Procedures and, where applicable, Protocols of the Office of Correctional Healthcare, ODYS Management Audit Standards and ACA Standards pertaining to healthcare services as those laws, rules and policies, and standards are currently enacted and promulgated and as they may subsequently be amended and adopted. The Contractor agrees that any students, interims, or residents, as part of a formal training program, will work under staff supervision commensurate with their level of training.

Bidder Profile Summary

Using the form provided in Attachment Two, the Bidder must provide a five-year history of all contracts, for which the Bidder is providing, or has provided under any previous corporate name or identity, services similar to those requested in this ITB. Information provided includes: Company name and address, contact person and phone number, program name, beginning date of project (month/year), ending date of the project (month/year), description of related services provided that relates to the requirements of this ITB. Attachment Two may be reproduced as needed to respond to the mandatory requirements and desirable requirements as stated in this ITB.

Conflict of Interest

Each Bid must include a statement indicating whether the Bidder, or any people that may work on the project through the Bidder, have a possible conflict of interest, direct or indirect, which is incompatible with the fulfillment of these services. ODYS has the right to reject a Bid in which a conflict is disclosed or cancel the contract if any interest is later discovered that could give the appearance of a conflict. See third page of Declaration Statements, Attachment Three.

Proof of Workers' Compensation Insurance

The Contractor must carry and show proof of current coverage for Workers' Compensation for all employees, subcontractors and independent contractors under this contract. The Contractor agrees and understands that ODYS shall not provide Workers' Compensation coverage for the contractor, employees of the contractor or any subcontractors. Sole proprietors and staffing agency companies are also subject to comply with all Workers' Compensation insurance requirements.

All insurance policies must remain in effect during the term of this contract and any subsequent renewals. The Contractor must continue to provide proof of current coverage for each policy any time a previous certificate expires.

Ohio Administrative Knowledge System (OAKS) Vender Identification Number

Each bid must include the bidder's Ohio Administrative Knowledge System (OAKS) vendor identification number on the bidder response form. If bidder does not currently have an OAKS vendor identification number, it can be obtained from the following website: http://ohiosharedservices.ohio.gov/Vendors.aspx?Page=2 Select the Vendor Information Form link. The process can take up to 5 business days.

Declaration of Material Assistance

Completed Declaration of Material Assistance (DMA)/NonAssistance to Terrorist Organization. ***Prior to Award*****,** the Contractor must complete return this form with the bid response. No award can be made unless this form is on file with the Contracts Section of ODYS. The form may be accessed and downloaded at the following website:

http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf

PART FIVE: BIDDER RESPONSE FORM

BIDDER RESPONSE

BID DYS120104CO for COMPUTER DESKS AND TABLES Please print or type

Deadline Date 11/14/2011 Deadline Time 3:00 PM EST

Bidder's Name:	Company Name (if applicapable)
Address:	Telephone Number:
Contact Person's Name (if different from above)	Email Address:
Ohio Acknowledgement Systems (OAKS) Vendor identifiction number	DAS/EOD Certificaiton Number (if applicapable)

Item	Description (Include brand name + product code)	Unit	Quantity	X	Unit Price	Extended Amount
1				X		
2				X		
3				X		
4				X		
5				X		
					Bid Total	

Number of days required to deliver ARO:_____

Specifiy delivery time after purchase order notifiction. **Time may be a factor in award of this bid.**

I attest that I am a representative of the organization listed in the bid and have the authority to bind the Offeror to provide the product(s) and or service(s) specified in the Scope of Work for the time period specified at the cost listed above.

Signature:_____

Name: _____

Title: _____

Provide a detailed description of the product(s) and/or service(s) that will be provided in response to this ITB. Include how you or your organization meets or exceeds the capability to provide the services described in the attached Exhibit A.

If it is demonstrated that you or your organization can NOT provide these product(s) and/or services, your ITB response may be rejected.

If there are any exceptions to the product(s) or service(s) requested in Exhibit A of this ITB, attach a detailed explanation.

DYS reserves the right to disqualify any bidder whose exceptions significantly impact the delivery of services.

ATTACHMENT ONE: STANDARD TERMS AND CONDITIONS

1. DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) OR CONTROLLING BOARD APPROVAL: If DAS or Controlling Board approval is required, this Contract shall not be valid and enforceable until appropriate approvals are received.

2. CERTIFICATE OF AVAILABLE FUNDS: Notwithstanding any other provision of this Contract, and in accordance with Section 126.07 of the Revised Code of Ohio, this Contract shall not be valid or enforceable, unless and until the Director, Office of Budget and Management first certifies that there is a balance in the appropriation, not already obligated to pay existing obligations.

3. NATURE OF CONTRACT: It is fully understood and agreed that the Contractor is an independent contractor and is not an agent, servant or employee of ODYS or the State of Ohio. The Contractor must receive ODYS written approval prior to entering into any subcontract or joint venture for the delivery of services required by this Contract. If the Contractor enters into any agreement with a subcontractor, the Contractor is ultimately responsible for any and all actions or omissions by the subcontractor in the delivery of services under this contract.
   Throughout the term of this contract, the Contractor shall provide ODYS with copies of all current licensure, certification, and/or accreditation, including any renew or re-issuance thereof, for any employee or subcontractor, providing services under this contract.

   The Contractor agrees that while operating in an ODYS facility the contractor and/or any employee or subcontractor of the contractor, shall follow all applicable rules and regulations for that facility.

   Except as expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the prior written consent of the other party.

4. NONDISCRIMINATION: Pursuant to O.R.C., Section 125.111, the Contractor agrees that Contractor, any subcontractor, and any person acting on behalf of the Contractor or subcontractor, will not discriminate, by reason of race, color, religion, sex, age, disability, as defined in ORC 4112.01, national origin, or ancestry against any citizen of this state in the hiring of any person qualified and available to perform the work under this contract. Contractor further agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or subcontractor shall not, in a manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this contract on account of race, color, religion, sex, age, disability as defined in ORC 4112.01, national origin, or ancestry.

   The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices, setting forth the provisions of this nondiscrimination clause. The Contractor and any Subcontractor shall state in all solicitations or advertisements for employees placed by, or on behalf of, the Contractor that it is an equal opportunity employer and shall incorporate the requirements of this Section in all of its contracts for any of the performance of work under this contract.

   The Contractor agrees that it has a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in Ohio Revised Code, Section 122.71. Annually, the contractor agrees to file a description of the affirmative action program and a progress report on its implementation with the Equal Employment Opportunity Office of the Department of Administrative Services.

STANDARD TERMS AND CONDITIONS (continued)

5. TAXES: The Contractor affirms that it is not delinquent in the payment of any applicable federal, state, and local taxes and agrees to comply with all applicable Federal, State and Local laws in the performance of the work hereunder.

   The Contractor accepts full responsibility for payment of all taxes, including and without limitation, unemployment compensation, insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by the Contractor in the performance of the work authorized by this Contact. The contractor must provide workers compensation for their employees and submit proof upon request. ODYS and the State of Ohio shall not be liable for any taxes under this Contract.
   Additionally, the State of Ohio, ODYS is exempt from state, county, and transit sales taxes for services and goods supplied to and billed directly to ODYS.

6. GOVERNING LAW: This Contract and any claims arising in any way out of this Contract shall be governed by the laws of the State of Ohio and the United States. Any provision of this Contract prohibited by the law of Ohio shall be deemed void and of no effect. Any litigation arising out of or relating in any way to this Contract or the performance hereunder shall be brought only in the courts of Ohio, and the Contractor hereby irrevocably consents to such jurisdiction.

7. TERMINATION OR DEFAULT: Prior to the expiration of the term of this Contract, either party may terminate the Contract, with or without cause, by providing written notice to the other party not less than thirty (30) days prior to the termination date.
   Termination pursuant to this paragraph will relieve either party of further obligation under this Contract. In no event will ODYS be obligated to pay for any services not actually performed by the Contractor.

8. CONTRACT AMOUNT CHANGES: ODYS and the Contractor agree that ODYS may make adjustments in the total amount of this contract as may be necessary to provide essential services. Adjustments shall not cause ODYS to exceed annual or biennial allocations. An increase in the total amount of the contract may be subject to approval by DAS or Controlling Board before any such change is valid and enforceable. ODYS shall notify the contractor, in writing, the effective dates of any such change.

9. MODIFICATION TO SERVICES: ODYS and the Contractor agree that any change in the rate(s) or type(s) of service shall require written agreement by both parties.

10. RECORDS RETENTION: The Contractor shall maintain independent books, records, documents, and papers involving all transactions relative to the performance of this Contract which reflect any and all direct and indirect costs expended in the performance of this contract in a manner consistent with generally accepted accounting principles in the performance of services required by this contract.
    Youth case files and material filed or referenced under a youth's name shall be maintained according to the retention schedule established by ODYS.
    The Contractor shall, for each subcontract authorized by ODYS, in excess of twenty-five hundred dollars ($2,500.00), require its subcontractor(s) to agree to the same provisions of this article.

    All of the above records, books, documents, papers, case files, etc. shall be retained for seven (7) years unless ODYS approves a shorter retention period, in writing. The Contractor may apply for such authorization after the fiscal year in which the final entry was made. In addition, all of the above documents shall be made available at all reasonable times during the period of their required retention by authorized Federal, State and ODYS personnel.
    The Contractor agrees to be responsible for the costs of any audit in which it is determined that the Contractor violated, in any material respect, any provision of Federal, and State or local law.

STANDARD TERMS AND CONDITIONS (continued)

11. DISCLOSURE OF INFORMATION: Contractor agrees that neither it, nor its designees or sub-contractors, will use or disclose any information concerning ODYS youth for any purpose unless necessary to the administration of ODYS or Contractor's responsibilities under this Contract. The Contractor agrees to obtain the written consent of ODYS prior to disclosure of youth records unless otherwise ordered by a court of competent jurisdiction.

12. LIMITATION OF LIABILITY: The State's liability for damages, whether in contract or in tort, shall not exceed the total amount of compensation payable to the Contractor under the ODYS "Contract and Agreement", "Compensation of Services" article, above, or the amount of direct damages incurred by the Contractor, whichever is less. In addition, the Contractor agrees that ODYS and the State of Ohio and any funding source for this contract are held harmless and immune from any and all claims for injury or damages arising from this contract which are attributable to the Contractor's own actions or omissions or those of its trustee, officers, employees, subcontractors, suppliers, and other third parties while acting under this contract. Such claims shall include any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime, or employment matters and any claims involving patents, copyrights and trademarks. Contractor agrees to bear all costs associated with defending against any such claims or legal actions when requested by ODYS or State to do so.

13. CONFLICTS OF INTEREST: No personnel of the Contractor or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Contract is being carried out, and who exercises any functions or responsibilities in connection with the review or approval of the understanding or carrying out of any such work, shall prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

    If any person acquires an incompatible or conflicting personal interest, on or after the effective date of this contract, or any such person involuntarily acquires any such incompatible or conflicting personal interest, then the contractor shall immediately disclose such interest to ODYS in writing. Thereafter, such person shall not participate in any action affecting the work under this contract, unless ODYS shall determine that, in the light of the personal interest disclosed, such participation in any such action would not be contrary to the public interest.

14. ENTIRE AGREEMENT: The Contract, when signed by both parties, along with any attachments and the Request for Proposal and Response (if an ITB process was used), constitutes the entire agreement between the parties herein. No rights herein will be waived, unless specifically agreed upon in writing by the parties hereto. This Contract supersedes any and all previous agreements, whether written, or oral, between the parties. A waiver by any party of any breach or default by the other party under this Contract shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.

15. NOTICES: Except as specifically provided otherwise, all notices, consents and communications hereunder shall be given in writing, and be either hand carried or sent by certified mail, return receipt requested, to the respective addresses on the signature page of this document

16. SEVERABILITY: The provisions of this Contract are severable and independent. If any provision of this contract be deemed unenforceable by a court of competent jurisdiction in whole or in part, the remaining provisions of this contract and any partially enforceable provisions, to the extent enforceable, shall, nevertheless, be binding and enforceable.

STANDARD TERMS AND CONDITIONS (Continued)

17. SUCCESSORS AND ASSIGNS: Except as provided in this paragraph, neither this Contract nor any rights hereunder may be assigned or transferred in whole or in part by either party, without the prior written consent of the other party. The work contemplated in this contract is to be performed by the Contractor, who may subcontract without ODYS approval for the purchase of articles, supplies, components or special mechanical services that do not involve the type of work or services described in Exhibit A but which are required for its satisfactory completion. The Contractor should notify ODYS, in advance, of any of these subcontracts or joint ventures. All work subcontracted shall be at the expense of the Contractor.

18. DRUG FREE WORKPLACE: The Contractor agrees to require that all its employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

19. CHILD SUPPORT: The Contractor agrees to cooperate with the Ohio Department of Job and Family Services and any Ohio Child Support Enforcement Agency (CSEA) in ensuring that any person performing services hereunder meets child support obligations established under state law. Further, by executing this agreement the Contractor certifies present and future compliance with any court order for the withholding of support, which is issued pursuant to Chapters 3119, 3121, 3123 and 3125 of the Ohio Revised Code.

20. OWNERSHIP: ODYS shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or materials prepared by the Contractor, subcontractor or any person acting on behalf of the contractor pursuant to this agreement. No such documents or other materials produced (in whole or in part) with funds provided to the Contractor by ODYS shall be subject to copyright by the Contractor in the United States or any other country. The Contractor agrees that all deliverables hereunder shall be made freely available to the general public to the extent required by law.

21. FIREARMS RESTRICTION: The Contractor agrees that the Contractor, any Subcontractor, and /or any person acting on behalf of the Contractor or Subcontractor, will not possess or maintain the presence of any firearm in or on any premise used in the delivery of residential services of youth. The Contractor agrees to apply, in writing, within ten (10) days of the Contractor's execution of this contract for a written waiver of this provision from ODYS Director in the event that this provision would create an economic hardship (e.g. an employer, such as a police department, requires a foster parent who is also a police officer to carry a firearm as a requirement of his/her employment) or would otherwise be unreasonable.

22. OTHER APPLICABLE LAW:
The Contractor is required to comply with O.R.C., Chapter 4115 "Wages and Hours on Public Works" as required by law. The Contractor shall meet State of Ohio requirements for certification, licensure and registration where applicable. Contractor shall be required to provide proof of such certification, licensure and registration and to provide any renewal certification, licensure and registration.
The Contractor shall comply with the provisions as specified in the O.R.C., Section 109.572 regarding criminal records check and fingerprinting and maintain adequate records thereof.
In the performance of this contract, the Contractor agrees to comply with all Federal, State, and Local laws and the Ohio Administrative Code.
ODYS is subject to O.R.C. 149.43 "Availability of Public Records", and therefore any documents, which are a part herein, shall be disclosed as required by law.

23. NOTICE TO RETIREES: A retiree cannot continue to receive benefits and work as an independent contractor under a contract for any period of time for the employer from which they retired. This prohibition is applicable regardless of the number of hours or days actually worked.

STANDARD TERMS AND CONDITIONS (continued)

24. UNRESOLVED FINDINGS FOR RECOVERY: Contractor affirmatively represents and warrants to ODYS that it is not subject to a finding or recovery under ORC 9.24, or that it has taken the appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. Contractor agrees that if this representation and warrant is deemed to be false, the Contract shall be void as between the parties to this Contract, and any funds paid by ODYS hereunder shall be immediately repaid to ODYS, or an action for recovery may be immediately commenced by ODYS for recovery of said funds.

25. SWEATSHOP FREE: By the signature affixed to this ITB/ITB, Bidder/Offerer certifies that all facilities used for the production of the supplies or performance of services offered in the bid/ITB are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder/Offerer in furnishing the supplies or services described in the bid/ITB and awarded to the Bidder/Offerer. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

26. General Representations and Warranties

Manufacturer's warranty should be at least one year from date of acceptance as defined herein. The Contractor further warrants that the recommendations, guidance, and performance of the Contractor under this bid award will:

A. Be in accordance with the sound professional standards and the requirements of this Contract and without any material defect.
B. No Deliverable will infringe on the intellectual property rights of any third party.
C. That the Deliverables hereunder are merchantable and fit for the particular purpose described in this ITB. Additionally, with respect to the Contractor's activities under this bid award, the Contractor warrants that:
D. The Contractor has the right to enter into this bid award.
E. The Contractor has not entered into any other bid awards or employment relationships that restrict the Contractor's ability to perform under this bid award.
F. The Contractor will observe and abide by all applicable laws and regulations, including those of the State regarding conduct on any premises under the State's control.
G. The Contractor has good and marketable title to any equipment delivered under this bid award and which title passes to the ODYS.
H. The Contractor has the right and ability to grant any applicable license granted in Deliverable in which title does not pass to the ODYS.

If any work of the Contractor or any Deliverable fails to comply with these warranties, and the Contractor is so notified in writing, the Contractor will correct such failure with all due speed or will refund the amount of the compensation paid for the Deliverable. The Contractor will also indemnify the State for any direct damages and claims by third parties based on breach of these warranties.

27. Delivery and Acceptance
Contractor receiving the purchase order must provide the equipment under this ITB F.O.B. the place of destination. The equipment will be delivered and installed at the place of destination. Freight will be prepaid.

Acceptance (transfer of title) of the equipment by ODYS will occur upon the inspection and written confirmation by ODYS that the equipment was delivered and installed conforming to the requirements set forth in the ITB. Unless otherwise provided in this ITB, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

Prior to delivery of the equipment, the Contractor must coordinate the date and time of delivery with the facility. The Contractor will be responsible for adhering to ODYS security policies and procedures.

28. Return Goods Policy
The ODYS will apply the following Return Goods Policy on all purchases made under the Contract. The bidder acknowledges to have read, understood, and agreed to this Policy. When due to Contractor error (i.e., over-shipment, defective merchandise, unapproved substitution) goods shall be returned to the Contractor, at the Contractor's expense. The Contractor shall make arrangements to remove the return goods from the ODYS premises within seven (7) calendar days after receiving notification from ODYS. The Contractor shall not apply any restocking or other charges to the ODYS. Failure of the Contractor to arrange for return of the items within the specified time will result in the items being deemed as abandoned property and the ODYS will dispose of accordingly.

29.. PROHIBITION OF THE PURCHASE OF OFF-SHORE SERVICES: The Contractor affirms to have read and understands Executive Order 2011-12K issued by Ohio Governor John R. Kasich and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is available at the following website: (http://www.governor.ohio.gov/Default.aspx?tabid=1495).

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

TERMINATION, SANCTION, DAMAGES:

The State is not obligated and shall not pay for any services provided under this Contract that the Contractor or any of its subcontractors performed outside of the United States. If services are performed outside of the United States, this will be treated as a material breach of the Contract, and Contractor shall immediately return to the State all funds paid for those services.

In addition, if the Contractor or any of its subcontractors perform any such services outside of the United States, the State may, at any time after the breach, terminate this Contract for such breach, upon written notice to the Contractor. If the State terminates the Contract, the State may buy substitute services from a third party, and the State may recover the additional costs associated with acquiring the substitute services.

If the Contractor or any of its subcontractors prepares to perform services, changes or shifts the location(s) of services performed by the Contractor or its subcontractors under this Contract to a location(s) outside of the United States, but no services are actually performed, the Contractor has 10 business days to change or shift the location(s) of services performed to location(s) within the United States. The State may recover liquidated damages in the amount of 50 % of the value of the contract for every day past the time permitted to change or shift the location(s).

STANDARD TERMS AND CONDITIONS (continued)

ASSIGNMENT / DELEGATION:

The Contractor will not assign any of its rights nor delegate any of its duties and responsibilities under this Contract without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

ATTACHMENT TWO: BIDDER PROFILE SUMMARY DYS120104CO

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

Company:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of related services provided:		

ATTACHMENT THREE: DECLARATION STATEMENTS
Re: **DYS120104CO for COMPUTER DESK AND TABLES**

MUST BE COMPLETED, SIGNED AND RETURNED WITH BID RESPONSE

Failure to complete, and return with the bid, this Declaration Attachment may deem your bid non-responsive

Ohio Elections Law Information: (See Part FOUR)

A. Prohibition

State agencies whose directors or heads are appointed by the Governor are prohibited by Divisions (I) and (J) of Section 3517.13 of the Revised Code from awarding any noncompetitively bid contract for the purchase of goods or services costing more than $500.00 to an entity listed in those Divisions if a party listed in those Divisions or the 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 the Governor's campaign committee.

B. Individual, Partnership, Association, Estate or Trust

A vendor that is an individual, partnership, association, including, without limitation, a professional association organized under Chapter 1785. of the Revised Code, estate, or trust shall include in its bid an affirmative statement that, as applicable to the vendor, no such individual or spouse of such individual has made, and no partner, shareholder, administrator, executor, or trustee, or the spouses of any of them 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 the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (I) of the Revised Code.

C. Corporation or Business Trust

A vendor that is a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, shall include in its bid an affirmative statement that no owner of more than twenty percent of the corporation or business trust or the spouse of such person, has made, as an individual, within the two previous calendar years, taking into consideration only owners for all of such period, one or more contributions totaling in excess of $1,000.00 to the Governor or to the Governor's campaign committee, consistent with the restrictions of Section 3517.13 (J) of the Revised Code.

Ohio Ethics and Conflict of Interest Laws Information*:*

In accordance with Executive Order 2007-01S, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands Executive Order 2007-01S; (2) it has reviewed and understands the Ohio ethics and conflict of interest laws; and, (3) will take no action inconsistent with those laws and this order. The Vendor or Grantee understands that failure to comply with Executive Order 2007-01S is, in itself, grounds for termination of this contract or grant and may result in the loss of other contracts or grants with the State of Ohio.

DECLARATION STATEMENTS (continued)

Prohibition of the Use of Public Funds for Offshore Services:

In accordance with Executive Order 2011-12K, regarding the prohibition on the purchase of offshore services, Vendor or Grantee, by signature on this document, certifies: (1) it has reviewed and understands the provisions of Executive Order 2011-12K; (2) it understands and will abide by the requirements of this order; (3) will disclose the location(s) where all services will be performed by any contractor or subcontractor; (4) will disclose the location(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up, or stored; (5) will disclose any shift in the location of any services being provided by the contractor or subcontractor; (6) will disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contract.

By signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K, issued by Ohio Governor John Kasich. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is available at the following website:
Http://www.governor.ohio.gov/Default.aspx?tabid=1495

The Bidder/Offeror shall provide all the name(s) and locations where services under this Contract will be performed in the spaces provided below. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

LOCATION OF SERVICES/OFF-SHORE/I-9 CERTIFICATION

1. List principal location of business for the contractor:

_____ _____

_____ _____

_____ _____

List name(s)/Principal location of business of subcontractors who will be performing work under the Contract.

_____ _____

_____ _____

_____ _____

2. Location where services will be performed by Contractor:

_____ _____

_____ _____

_____ _____

3. List the location(s) where any state data associated with any of the services being provided, or seek to provide, will be accessed, tested, maintained, backed-up or stored:

_____ _____

_____ _____

_____ _____

DECLARATION STATEMENTS (Continued)

4. Location where services to be performed will be changed or shifted by Contractor:

_____ _____

_____ _____

_____ _____

Location where services to be performed will be changed or shifted by subcontractor:

_____ _____

_____ _____

_____ _____

By the signature affixed to this Executive Order 2011-12K Declaration Statement, 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 ODYS. 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 ODYS, will be deemed as a default. If a default should occur, ODYS will seek all legal remedies as set forth in the Terms and Conditions, which may include IMMEDIATE cancellation of the Contract.

_____ (Company) affirms it shall not and shall not allow others to perform work or take data outside the United States without express authorization from the Agency Project Representative.

_____ (Company) affirms that all personnel provided for the Project, who are not United States citizens, will have executed a valid I-9 form and presented valid employment authorization documents, and maintain records of such; and, also affirms that any small business program participants will provide necessary data to ensure program reporting and compliance.

_____ (Company) agrees that it (and any personnel or independent contractors provided for performance of this contract) is a separate and independent enterprise from the State of Ohio and the Ohio Department of Youth Services; and, that this contract does not constitute any joint employment relationship between _____ (insert Company name), and its representatives and the Department of Youth Services, including obligation for any lawful taxes, deductions or contributions, federal, state or local.

_____ (Company) agrees to above:

DECLARATION STATEMENTS (continued)

***Equal Employment Opportunity Information**:*

The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's website: http://www.das.ohio.gov/Eod/AAEEO.htm

Contract Performance. The Bid must provide the following information for this section for the past seven years. **Please indicate yes or no in each column**. If the answer to any item is affirmative, the Bidder must provide complete details about the matter on a separate page.

Yes/No	Description
	The Bidder has had a contract terminated for default or cause. If so, the Bidder must submit full details, including the other party's name, address, and telephone number.
	The Bidder has been assessed any penalties in excess of five thousand dollars ($5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Bidder must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Bidder was the subject of any governmental action limiting the right of the Bidder to do business with that entity or any other governmental entity.
	Trading in the stock of the company has ever been suspended with the date(s) and explanation(s).
	The Bidder, any officer of the Bidder, or any owner of a twenty percent (20%) interest or greater in the Bid has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Bidder, any officer of the Bidder, or any owner with a twenty percent (20%) interest or greater in the Bid has been convicted of a felony or is currently under indictment on any felony charge.

Conflict of Interest. Additional information regarding Conflict of Interest and Ethics Compliance, as it relates to award of this ITB, may be found in Attachment One, Article X.

The Bidder must include a statement indicating whether the Bidder, or any people that may work on the project through the Bidder, have any possible conflict of interest, direct or indirect which is incompatible with the fulfillment of these services.

Provide statement regarding any potential Conflict of Interest not indicated in the check list above:

_____

_____

_____

While an affirmative answer to any of the items in the Contract Performance checklist or, inclusion of a statement of possible Conflict of Interest, will not automatically disqualify a Bid from consideration, such an answer or statement and a review of the background details may result in a rejection of the Bidder's bid, at the sole discretion of the evaluation team. The team will make this

DECLARATION STATEMENTS (continued)

decision based on its determination of the seriousness of the matter, the matter's possible impact on the Bidder's performance on the project, and the best interests of the State.

I attest that I am a representative of the organization listed in this bid and have the authority to bind the Bidder to the aforementioned requirements.

Printed Name and Title: _____

Signature: _____

Organization: _____ Date: _____

	Yes	No
Have you experience with providing PRODUCTS?	____	____
Have you had past performance on previous state contracts?	____	____

This Bid covers all Statement of Services listed on Exhibit A:

Yes _____ No _____

If No: please explain specific statement of services that could not be met.

_____

_____
Authorized signature Date

Ohio Preference: (Buy Ohio):

Bidder has significant economic presence within the state of Ohio. Yes_____ No_____
(Bidder has ten or more employees based in Ohio or border state) Yes_____ No_____
(Bidder has 75% or more employees based in Ohio or border state) Yes_____ No_____

Border State Bidder: Yes_____ (KY__MI__NY__ PA__ IN__) No_____

Total Number of Employees: Nation-wide: _____ Ohio: _____

Percentage of Women: Nation-wide: _____ Ohio: _____

Percentage of Minorities: Nation-wide: _____ Ohio: _____

BIDDER'S CHECKLIST

Please read each question and initial or check each box

	Did you review the ODYS Exhibit A?
	Did you review the Terms and Conditions?
	"Bidder Information"
	Did you complete each box of Bidder Response Form (Part Five)?
	Did you included the organization's OAKS vendor identification number?
	Did you sign and date your Bidder Response?
	"Proposed Cost"
	Did you bid as ODYS requested (e.g. by hour or other type of unit)?
	Did you check bid for mathematical errors?
	Did you check your bid for mathematical errors?
	Does your Bidder Response include all product(s) and/or service(s) and/or other reimbursable costs for which you will invoice ODYS?
	"Detailed Description"
	Did you include a **detailed** description of your product(s) and/or service(s)?
	Do you meet minimum qualifications outlined in the ITB?
	"Exceptions"
	If applicable, did you provide a detailed explanation of any exceptions you have in regards to Exhibit A?
	OTHER
	If applicable, did you include all required certifications, licenses, etc.?
	Did you include requested documents: i.e. the Declaration Statements Attachment; the Declaration of Material Assistance; etc.,?
	Is your bid being submitted within the timeframes established in Part Two?
	Are you returning the original bid package?
	Are you returning four (4) copies of the entire bid package?
	Have you labeled your sealed envelope with the bid number and title?
	Did you make a copy for your records?