

# INVITATION TO BID

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

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <u>OT900116</u>	OPENING DATE (1:00 p.m.) <u>May 13, 2015</u>	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. DRC009	BID NOTICE DATE 4/22/15	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days			
PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF REHABILITATION AND CORRECTION, FRANKLIN MEDICAL CENTER 1990 HARMON AVE, COLUMBUS, OHIO 43223			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u></p> <p><b>MAGNETIC RESONANCE IMAGING (MRI) SYSTEM PURCHASE/RENTAL AND SERVICE</b></p> <p><b>TERM OF CONTRACT:</b> This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>07/01/15</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>06/30/17</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency.</p> <p><a href="#">INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</a>, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p><b>INQUIRIES:</b> All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, <a href="http://www.procure.ohio.gov">www.procure.ohio.gov</a>. Click "Find it Fast," select "Doc/Bid/Schedule#" in Step 1, enter the Bid Number in Step 2, click "Find it Fast." The "Submit Inquiry" button is at the bottom of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q &amp; A" button located beneath the "Submit Inquiry" button.</p>			
		AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.



### SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DELIVERY AND ACCEPTANCE: Equipment will be delivered to the participating agency on 07/01/15 and services will be performed as set forth in the Contract 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.

MANDATORY SITE VISIT: A site visit will be held on 04/29/2015 at Franklin Medical Center to survey the facility and discuss the requirements of the bid. The site visit will commence promptly at 10:00 a.m., barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The State will not be responsible to a bidder for their failure to obtain information discussed during the site visit due to their failure to attend and/or arriving after the site visit has convened.

The bidder must contact Steven J. Sroufe at [steven.sroufe@odrc.state.oh.us](mailto:steven.sroufe@odrc.state.oh.us) to be added to the list and to obtain authorization to enter the facility to attend the site visit. The bidder must contact the institution listed above at least two (2) business days prior to the scheduled site visit to obtain entry authorization into the institution. Bidders must have with them a picture I. D. (such as a valid Ohio driver's license) in order to be admitted to the institution for the site visit. In accordance with agency policy, no knives, firearms, cameras/photo equipment, recording devices, cell phones, computers and/or pagers will be allowed in the complex.

No additional compensation will be awarded due to unfamiliarity with the scope of service required. It will be assumed that the bidder has full knowledge of existing conditions/service areas and accepts them as is, unless otherwise specified within this bid. Once a contract is awarded, failure of the bidder to have requested a site visit, to become familiar with the facility and requirements of the bid, will be insufficient reason to support any request to be released from the contract.

DESCRIPTIVE LITERATURE: The Bidder shall submit descriptive literature of the supplies or services being offered as part of their bid submission. The literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature as part of their bid response will deem the bidder not responsive.

REFERENCES REQUIRED: Each bidder is to submit with the bid a listing of three (3) references with whom you have conducted business in the previous three (3) years or are currently providing services with the same scope and size of this project. Name, address and telephone number of each reference must be included.

CONTRACT RENEWAL: The Contract may be renewed for one (1) month at the State's option. Additionally, this Contract may be renewed, by agreement, for any number of times for any period of time under the same prices, terms and conditions stated herein. The cumulative total of all renewals by agreement may not exceed four (4) years.

EVALUATION: This bid will be evaluated based on the cost of the unit based on useful life, and the cost of the monthly service agreement.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder, the State will award to only one of the three pricing options, Purchase New/Service Agreement, Purchase Used/Service Agreement, or Rental of Equipment/Service Agreement.

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.):

Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

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b) Principal location of all subcontractors (Name/City/State/Country)

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c) Location where services will be performed (Name/City/State/Country)

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d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

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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, locations where services 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.

SPECIFICATIONS FOR MRI SYSTEM PURCHASE/RENTAL AND SERVICE**I. BACKGROUND**

Currently, the State of Ohio leases a General Electric 16.0 HDxt MRI system that is self-contained and located at the Franklin Medical Center Zone A, 1990 Harmon Ave., Columbus, Oh 43223. Franklin Medical Center Zone A (FMC) is a high security level institution opened in 1993 and is a 277 bed medical facility for the Ohio Department of Rehabilitation and Corrections (DRC). FMC Zone A provides comprehensive inpatient medical services and end of life care for inmate patients.

Franklin Medical Center works collaboratively with multiple statewide local hospitals providing interpretation of the MRI test results and discussing resultant medical healthcare. This solicitation is a result of a determination that the current MRI must be replaced with a new piece of equipment that meets, at a minimum, the following specifications. The State will determine, based on the responses received whether it is State's best interest to continue to lease/rent, to purchase a new MRI or to purchase a used MRI. Responding suppliers may offer pricing for one or all options.

**II. REQUIREMENTS**

The pricing for the MRI system must include delivery, installation, set-up, testing, training and service for unrestricted clinical operation. The system must be in a self-contained stand-alone configuration either mobile or modular in design. The MRI unit will be located at FMC in the same location as the current machine being replaced. The term of any contract issued pursuant to this Bid shall be for a period of twenty-four (24) months, from July 1, 2015 through June 30, 2017 and any subsequent renewals.

**III. SPECIFICATIONS**

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

**A. MRI Unit desired features:**

1. The unit must be in a self-contained stand-alone configuration either mobile or modular in design.
2. The MRI scanner must be a 1.5T, DICOM compatible, whole body, wide bore machine, with bolus tracking, and a power injector, model Siemens Aera 1.5T System, or equal.
3. The scanner software must include a work list function.
4. If multiple gradient strength packages are available, specification and costs should be provided for each gradient strength option package.
5. The specifications in Table 1, must be provided for each proposed scanner in the order listed. Any additional specifications or features beyond the following list should also be provided along with a description of the specification or feature. If more than one MRI unit is being quoted, Table 1 should be copied and completed for each unit quoted.
6. The following 8 channel coils must be included:
  - a. CTL
  - b. Neurovascular
  - c. Body
  - d. Wrist
  - e. Extremity
  - f. Shoulder
  - g. Head
  - h. Phase Array Body
7. The Contractor shall also provide optional pricing, in Table 2, for the 8 above coils, if available, in 16 and 24 channels for each unit offered. If more than one MRI unit is being quoted, Table 2 should be copied and completed for each unit quoted.

SPECIFICATIONS FOR MRI SYSTEM PURCHASE/RENTAL AND SERVICE cont'd

8. The contractor will provide a standardized technology interface to existing facility standards: i.e. integration with the Picture Archiving Communications System (PACS).
9. The unit must be operable per manufacturer's specifications.

**B. Training**

1. Comprehensive training and training manuals must be provided and included in the proposed pricing.
2. On-site operator training shall be provided according to the following schedule and shall be included in the contract costs:
  - a. Initial First year of Contract – 40 hours
  - b. Second year and any subsequent renewal years – 16 hours
3. If additional training is required due to a change or requirement of the contractor, manufacturer, or equipment licensing agency; adequate training specific to the change will be provided on-site by the contractor at no additional cost.

**C. Installation**

1. A complete set of operator manuals, service manuals, machine drawings, and schematics for the MRI system and trailer or modular building, utility systems, and equipment must be maintained in the Unit.
3. The unit must be able to utilize the existing electrical supply; any required modification to the electric supply will be the responsibility of the contractor.
4. A data line will be provided by the State.
5. A telephone line will be provided by the State.
6. Due to the facility limitations and the amount of time involved in moving the unit in and out of the secure perimeter fencing to the proper location etc., if the rental option is chosen, the unit will be required to stay in place 24 hours a day, 7 days a week.
  - a. Whether modular or mobile the entire transportation unit must either fit through the institution fence/gate system without modification or be capable of being lifted over the fence and set in place without modification or damage to the fence.
  - b. Contractor will be responsible for taking measurements to ensure the unit will fit through the security fence and gates, this may be done during the site visit.
7. If the rental option is chosen, the unit must be removable at the end of the contract.

**D. Service Requirement**

1. The Contractor will be responsible for maintenance and up-keep of the entire unit, user interfaces and workstations.
2. Maintenance response hours:  
Weekday hours: 8:00AM – 6:00PM.  
Weekend hours: None.
3. The Contractor must be able to arrive onsite within twenty-four (24) hours of the call for service.
4. The Contractor must be able to provide a twenty-four hour, seven day a week (24/7) Technical support via phone.
5. The Contractor must be able to provide regular preventive maintenance as recommended by the manufacturer.
6. All repair costs, including but not limited to, travel to and from the site, technician hours, repair parts, installation of parts or repairs not made by regular service technician must be included in the monthly service cost, excluding any damage caused by misuse or negligence of the Agency.
7. The Contractor will be responsible for all costs associated with repair part shipping and/or transportation.
8. The Contractor will be responsible for electronic unit monitoring and reporting to ensure proper operation of cryogenic systems and all other monitorable systems.

SPECIFICATIONS FOR MRI SYSTEM PURCHASE/RENTAL AND SERVICE cont'd

9. The Contractor will be responsible for all cryogenic fills as a part of the contract and the cost of any needed fills will be included in the contract costs.

Please note: the unit will be located in a correctional facility. Franklin Medical Center will make a good faith effort to allow service on the unit at all times. However, service may be restricted due to unforeseen security or other considerations. For this reason, it is recommended that the unit be supplied with a backup generator to ensure continued operation of the cryogenics in the event of a power failure to the unit.

10. The Contractor shall maintain a copy in the mobile unit of all individual written reports for each maintenance event whether it is scheduled maintenance or repair.
11. The Contractor will guarantee 97% uptime during the hours of 8:00AM – 6:00PM M-F. This totals 650 hours per quarter (10hrs/day x 5 days/wk x 13 wks). The uptime will be calculated as follows, at the end of each quarter:  $[(650 \text{ hrs} - \text{hour of hard down time}) / 650 \text{ hours}] \times 100 = \% \text{ up-time}$ . If the system falls below the guaranteed uptime, for whatever reason, during the following quarter, the monthly service or rental fee will be reduced according to the following table:

**UPTIME REDUCTION**

97.0 – 100%	NONE
90.0 – 97.0%	5%
80.0 – 89.0%	8%
79.5 or Below	15%

SPECIFICATIONS FOR MRI SYSTEM PURCHASE/RENTAL AND SERVICE cont'd

Contractor must provide required information for each line in the following table 1 for each unit offered. If multiple units are offered the tables may be duplicated. The table must clearly identify manufacturer and model.

TABLE 1

Line	Specification	Specification Response
1	Manufacturer and Year of Unit	
2	Model Name and Number	
3	Configuration	
4	Magnet Type	
5	Homogeneity (35 or 40cm DSV), Vrms	
6	5-Gauss Fringe Field, RadialAxial, m	
7	Per-Patient Active Shimming Features	
8	Cryogen Refill Interval, Years	
9	Finished (Covered) Gantry Weight, pounds	
10	Finished (Covered) Gantry Dimension (L x W x H), cm	
11	Minimum Finished Bore L-R Diameter, cm (Closed Magnet)	
12	Minimum A-P Dimension with Table Inserted, cm	
13	Table Width (Moving Portion), cm	
14	Table Capacity, lbs	
15	Table Vertical Travel (Min Height - Scanning Height), cm	
16	Table Lateral Movement Range (Extreme L - Extreme R), cm	
17	Patient Cooling Features	
18	Operator Call (Yes/No)	
19	Patient - Operator Intercom (Yes/No)	
20	Patient illumination Features	
21	Maximum Amplitude, Single Axis, mTm (X, Y and Z)	
22	Maximum Slew Rate, Single Axis, Tms (X, Y and Z)	
23	Cooling System Type	
24	CPU Type	
25	CPU Memory Size, MB	
26	Reconstruction Hardware	
27	Reconstruction Memory Size, MB	
28	Image Storage Media Type	
29	Image Storage Media Image Capacity	
30	DICOM 3.0 Classes Supported	
31	Display Monitor Displayable Area (L x W), cm	
32	Simultaneous Scan and Reconstruction (Yes/No)	

SPECIFICATIONS FOR MRI SYSTEM PURCHASE/RENTAL AND SERVICE cont'd

TABLE 1 cont'd

33	Channels (Minimum, Maximum Configuration)	
34	Parallel Imaging Features (Name, ImageK-Space)	
35	Noncontrast Angiography	
36	Spectroscopy	
37	Motion Compensating Radial Techniques	
38	Brain Volume Imaging	
39	Minimum Repetition Time (3-D T1 Spoiled Gradient Echo), msec	
40	Minimum Echo Time, (3-D T1 Spoiled Gradient Echo), msec	
41	FOV (AP, RL, HF, Min to Max), cm	
42	Voltage (Line Voltage, Phases)	
43	kVA	
44	AC, BTUhr (For Entire System)	

PRICE SCHEDULE

**RENTAL of MRI SYSTEM and SERVICE**

Unit Offered (Manufacturer, Model Name and Number)	Expected Life of Unit (# Years)	Monthly Cost of Rental & Service
		\$

**PURCHASE of NEW UNIT & SERVICE**

Unit Offered (Manufacturer, Model Name and Number)	Expected Life of Unit (# Years)	Unit Cost	Monthly Cost of Service
		\$	\$

**PURCHASE of USED UNIT & SERVICE**

Unit Offered (Manufacturer, Model Name and Number)	Expected Life of Unit (# Years)	Unit Cost	Monthly Cost of Service
		\$	\$

OPTIONAL ADDITIONAL COMPONENTS (This section will not be used for evaluation purposes)  
 If multiple units are offered the tables may be duplicated. The table must clearly identify manufacturer and model.

TABLE 2

	16 Channel Coil Cost	24 Channel Coil Cost
Manufacturer:		
Model Name:		
Model Number:		
Coil Name /Function		
a. CTL		
b. Neurovascular		
c. Body		
d. Wrist		
e. Extremity		
f. Shoulder		
g. Head		
h. Phase Array Body		