

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>OT906014</u>	OPENING DATE (1:00 p.m.) <u>March 12, 2014</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. DPS025	BID NOTICE DATE 2/4/2014	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			
<u>PARTICIPATING AGENCY(IES):</u> OHIO DEPARTMENT OF PUBLIC SAFETY			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 2/24/2014			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> TRANSPORTATION OF GOODS, INCLUDING BMV MATERIALS, FOR THE OHIO DEPARTMENT OF PUBLIC SAFETY			
Attached are pages 1, 5, 9 and 59-60 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to update subcontracting information, addition of Attachment J-Shipping Schedule; and, to extend bid opening date to March 12, 2014.			

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 OT906014	OPENING DATE (1:00 p.m.) *March 12, 2014	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. DPS025	BID NOTICE DATE 2/4/2014	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 PUBLIC SAFETY			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:			
TRANSPORTATION OF GOODS, INCLUDING BMV MATERIALS, FOR THE OHIO DEPARTMENT OF PUBLIC SAFETY			
TERM OF CONTRACT: 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>05/1/2014</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>04/30/2017</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 or letter. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.			
INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions . All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.			
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.			
Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/ . 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

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.

*Indicates change.

SPECIAL TERMS AND CONDITIONS (Cont'd)

AUTOMOBILE LIABILITY: Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker, or Sub Contractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

BID AUTOMOBILE LIABILITY CHECKLIST:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

* 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)

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

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

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

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.

* Indicates change.

SPECIFICATIONS AND REQUIREMENTS (Cont'd)VI. CONTRACTOR REQUIREMENTS

A. Missed or Late Deliveries

1. If the Contractor misses a delivery, the State will not pay for that delivery.
2. A delivery will be considered late if the Contractor does not provide delivery within three (3) full business days (excluding Saturday, Sunday and State observed holidays (State observed holidays are outlined in Section IV, Item A., 4) of the pickup from the point of origin. The State may apply liquidated damages of ten percent (10%) of the delivery charge for each day the delivery is late.

* B. Subcontracting: If the awarded Contractor uses a subcontractor to perform the duties under this contract, the subcontractor must be identified on Page 5 of this bid and approved by the ODPS prior to contract award. The ODPS reserves the right to terminate the contract if the subcontractor is in default under this contract.

C. Interlining is permissible, with the State's prior written approval. The Contractor must maintain full responsibility for all goods shipped, to include but not limited to tracing capabilities, claims management and payment of all claims made by the ODPS/OPI against any shipment made.

D. In case of a labor strike involving a Contractor, the State may select another Contractor to provide the services listed herein during the term of the labor strike. Any additional cost incurred by the ODPS may be the responsibility of the awarded Contractor.

E. The Registrar of the BMV may add, move, or remove DR locations in any county at any time during the contract at the Registrar's discretion. The ODPS/OPI reserves the right to add, change, or delete facilities.

F. The majority of shipments are LTL.

G. The ODPS/OPI reserves the right to ship more of the less frequently based shipments according to operational needs.

H. All items must be shipped in weatherproof trailers.

I. The Contractor shall establish separate billing accounts/shipper numbers for shipments made on behalf of the BMV, Grant Support Services (GSS) and the OSHP, and submit separate invoices for each account. Each invoice shall individually list orders and include their pickup date, pickup location, delivery date, delivery location, bill of lading number, total weight, total packages, invoice rate, and total cost. Upon mutual agreement on the format, the Contractor may provide the invoice and detailed information to the ODPS electronically. Invoices shall be directed to:

State of Ohio
Ohio Department of Public Safety
Attn: Fiscal Services (ODPS)
P.O. Box 182081
Columbus, OH 43218-2081

J. The Contractor shall maintain a tracking system to provide the status of an order to the State within eight (8) hours of receiving an inquiry. Tracking information shall include acknowledgement of order pickup, the number of packages on order, time of pickup, location of shipment within Contractor's system, and delivery confirmation. The Contractor shall promptly respond to inquiries from the State about lost or missing packages from shipments and work with the State to resolve expeditiously.

K. The Contractor must furnish to the ODPS/OPI an industry approved three (3) part blank bill of lading form at the Contractor's expense. The ODPS/OPI may, at its option, utilize computer generated bill of lading forms.

VII. RETURN OF PALLETS

A. The Contractor will return pallets to their originator point within two (2) weeks after delivery of the shipment. These pallets will be specially stenciled "BMV" or "ODPS" by the ODPS. Each bill of lading will indicate the number of pallets included with the shipment that must be returned by the Contractor.

B. When making a delivery to an ODPS Facility, the Contractor shall unload the stenciled pallets and return them to the Contractor's facility. The Contractor will then store these stenciled pallets and deliver them back to either the ODPS or OPI facility.

A. The ODPS/OPI will not accept unstenciled pallets as replacements and the Contractor will be charged \$14.50 per pallet for each pallet not returned within two (2) weeks of shipment.

*Indicates change.

*ATTACHMENT JEXAMPLE OF 2014-2015 SHIPPING SCHEDULE

(OFF WEEKS MAY CHANGE AT ANYTIME AND IS AT THE DISCRETION OF THE USING AGENCY)

OFF WK	N/A	Start Date: 5/5/2014	End Date: 5/9/2014
Group A	Week 1	Start Date: 5/12/2014	End Date: 5/16/2014
Group B	Week 2	Start Date: 5/19/2014	End Date: 5/23/2014
Group C	Week 3	Start Date: 5/26/2014	End Date: 5/30/2014
Group D	Week 4	Start Date: 6/2/2014	End Date: 6/6/2014
Group A	Week 1	Start Date: 6/9/2014	End Date: 6/13/2014
Group B	Week 2	Start Date: 6/16/2014	End Date: 6/20/2014
Group C	Week 3	Start Date: 6/23/2014	End Date: 6/27/2014
Group D	Week 4	Start Date: 6/30/2014	End Date: 7/4/2014
Group A	Week 1	Start Date: 7/7/2014	End Date: 7/11/2014
Group B	Week 2	Start Date: 7/14/2014	End Date: 7/18/2014
Group C	Week 3	Start Date: 7/21/2014	End Date: 7/25/2014
Group D	Week 4	Start Date: 7/28/2014	End Date: 8/1/2014
OFF WK	N/A	Start Date: 8/4/2014	End Date: 8/8/2014
Group A	Week 1	Start Date: 8/11/2014	End Date: 8/15/2014
Group B	Week 2	Start Date: 8/18/2014	End Date: 8/22/2014
Group C	Week 3	Start Date: 8/25/2014	End Date: 8/29/2014
Group D	Week 4	Start Date: 9/1/2014	End Date: 9/5/2014
Group A	Week 1	Start Date: 9/8/2014	End Date: 9/12/2014
Group B	Week 2	Start Date: 9/15/2014	End Date: 9/19/2014
Group C	Week 3	Start Date: 9/22/2014	End Date: 9/26/2014
Group D	Week 4	Start Date: 9/29/2014	End Date: 10/3/2014

*ATTACHMENT J (Cont'd)EXAMPLE OF 2014-2015 SHIPPING SCHEDULE

(OFF WEEKS MAY CHANGE AT ANYTIME AND IS AT THE DISCRETION OF THE USING AGENCY)

OFF WK	N/A	Start Date: 10/6/2014	End Date: 10/10/2014
Group A	Week 1	Start Date: 10/13/2014	End Date: 10/17/2014
Group B	Week 2	Start Date: 10/20/2014	End Date: 10/24/2014
Group C	Week 3	Start Date: 10/27/2014	End Date: 10/31/2014
Group D	Week 4	Start Date: 11/3/2014	End Date: 11/7/2014
Group A	Week 1	Start Date: 11/10/2014	End Date: 11/14/2014
Group B	Week 2	Start Date: 11/17/2014	End Date: 11/21/2014
Group C	Week 3	Start Date: 11/24/2014	End Date: 11/28/2014
Group D	Week 4	Start Date: 12/1/2014	End Date: 12/5/2014
Group A	Week 1	Start Date: 12/8/2014	End Date: 12/12/2014
Group B	Week 2	Start Date: 12/15/2014	End Date: 12/19/2014
Group C	Week 3	Start Date: 12/22/2014	End Date: 12/26/2014
Group D	Week 4	Start Date: 12/29/2014	End Date: 1/2/2015
OFF WK	N/A	Start Date: 1/5/2015	End Date: 1/9/2015
Group A	Week 1	Start Date: 1/12/2015	End Date: 1/16/2015
Group B	Week 2	Start Date: 1/19/2015	End Date: 1/23/2015
Group C	Week 3	Start Date: 1/26/2015	End Date: 1/30/2015
Group D	Week 4	Start Date: 2/2/2015	End Date: 2/6/2015
Group A	Week 1	Start Date: 2/9/2015	End Date: 2/13/2015
Group B	Week 2	Start Date: 2/16/2015	End Date: 2/20/2015
Group C	Week 3	Start Date: 2/23/2015	End Date: 2/27/2015
Group D	Week 4	Start Date: 3/2/2015	End Date: 3/6/2015
Group A	Week 1	Start Date: 3/9/2015	End Date: 3/13/2015
Group B	Week 2	Start Date: 3/16/2015	End Date: 3/20/2015
Group C	Week 3	Start Date: 3/23/2015	End Date: 3/27/2015
Group D	Week 4	Start Date: 3/30/2015	End Date: 4/3/2015
OFF WK	N/A	Start Date: 4/6/2015	End Date: 4/10/2015