

# 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	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
RS902114	May 28, 2014	CITY STATE ZIP	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
		CONTRACTOR'S E-MAIL ADDRESS	
REQ./INDEX NO. MAC018	BID NOTICE DATE April 30, 2014		
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. ____%, ____ Days, Net 30 Days			
<p><u>PARTICIPATING AGENCY(IES):</u> ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.</p>			
<p>MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081</p> <p>ADDENDUM FOR CHANGE ADDENDUM NO.: 2 REVISION DATE: 05/15/14</p>			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u></p> <p><b>OFFICE AND CLASSROOM RELATED SUPPLIES AND ACCESSORIES</b></p>			
Attached are pages 1 and 10 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 the descriptive language to line items 235, 289, 295, 309, 352, and 355 in Link A to further clarify item being bid. Also inserted two (2) columns in Link A to allow the bidders to clarify if offering an item by a different manufacturer and/or different quantity than the description in column B. Link A has been updated to reflect these changes. Also issued to extend the bid opening for a period of 7 days making the new opening date May 28, 2014.			

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SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)

E-Mail  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. \_\_\_\_\_%, \_\_\_\_\_ Days, Net 30 Days

**PARTICIPATING AGENCY(IES):** ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.

## MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

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

### OFFICE AND CLASSROOM RELATED SUPPLIES AND ACCESSORIES

**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 08/01/14 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 07/31/17 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 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.ohio.gov/procure](http://www.ohio.gov/procure). All questions should be submitted a minimum of two (2) working days prior to the bid opening date.

PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE
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The ORIGINAL signed Bid must be 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.

### **Price Schedule**

Inserted below is Link A and it contains 363 market basket items that are mandatory items to be bid. The evaluation will be based on the annual usage multiplied by the unit cost for all 363 items. The extended cost for each market basket item will be summed together to get a low lot total.

Insert unit costs in the price sheets in the following link below labeled Link A and print paper copies to submit with your bid response. If there are any discrepancies between the prices submitted in the bid response and the electronic pricelist, the prices in the bid response will be the price used for the evaluation and contract award. In addition, all Office and Classroom Related Supplies and Equipment to be offered must be submitted on a compact disc (CD) in an excel file providing the information listed below. The total annual usage for all office supplies for the past 12 months may be located in the link below labeled Link B. All pricing shall be the most favored pricing available as DAS will make the sole determination of accepting and rejecting any item being offered in this section.

- a. Customer Item # or SKU #
- b. Manufacturer Item #
- c. Manufacturer
- d. Item Description
- e. Unit of Measure (UOM)
- f. List Price
- g. Contract Price
- h. Master Category Description
- i. Sub-Category Description

### **Link A**

**\*Mandatory Bid Items**

### **Link B**

**Annual Usage**

\*Indicates an update to line items 235, 289, 295, 309, 352, and 355. Also added two (2) columns for a place to put the packaging quantity, manufacturer, part and number if offering an item by a different manufacturer and/or different quantity than the description in column B. These changes are effective with Addendum #2 dated 05/15/14.