

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>OT00908351</u>	OPENING DATE (1:00 p.m.) <u>January 16, 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. DNR005	BID NOTICE DATE December 17, 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 Natural Resources			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 01/07/15			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR: Rod and Reel Spincast Combo Fishing Poles			
Attached are pages 1 through 6 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 extend the bid opening date to January 16, 2015 @ 1:00 PM EST. Due to system issues, this addendum changes the original ebid to a paper bid. Instructions and Terms & Conditions applicable to paper bid responses are located in this document and can be located on the Procurement website www.procure.ohio.gov . Additionally, for bidders who are submitting a paper bid, the pricing page is attached and should be submitted with their entire bid submission on or before the new bid open date. Bidders who have already submitted a response via the electronic system do not need to resubmit a paper bid as their ebid will be accepted.			

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PARTICIPATING AGENCY(IES): Ohio Department of Natural Resources			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:			
Rod and Reel Spincast Combo Fishing Poles			
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>02/01/15</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>01/31/16</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.			
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 the link above. 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.			
INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, www.procure.ohio.gov . 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 & A" button located beneath the "Submit Inquiry" button.			
		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.

SPECIFICATION QUESTIONS: Through the indicated inquiry closure date, Bidders may visit the State Purchasing website to post bid related questions at <procure.ohio.gov>. Answers to all Bidder questions will be posted on the State Purchasing website and linked to the bid number. The State will make every effort to respond to website inquiries within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective Bidder shall respond to any verbal instructions or changes to this bid. Only communications issued by the Department of Administrative Services, State Purchasing in the form of an addendum, will be considered valid.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within 30 business days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

DESCRIPTIVE LITERATURE: The Bidder is urged to submit descriptive literature of the supplies or services being offered as part of their bid submission. If not included with the bid submission, Bidder may be requested to provide descriptive literature within seven (7) calendar days. 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.

PRODUCT SAMPLES: The Bidder may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If requested, the Bidder will be required to provide the samples within seven (7) calendar days after notification. Failure to provide the samples within the stated time period will result in the Bidder being deemed not responsive. After award of the Contract, the samples will be used as a basis of comparison with actual product delivered under Contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will evaluate the item bid by taking the unit cost bid and multiply it by the estimated annual usage to get the extended price. The bidder with the lowest extended price will be considered for award.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by line item.

ECONOMIC PRICE ADJUSTMENT: The Contract prices(s) will remain firm for the original term of the contract, twelve (12) months. Thereafter, if the Contract is renewed, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

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

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

SPECIAL CONTRACT TERMS AND CONDITIONS (continued)

USAGE REPORTS: Every twelve (12) months (report on January 1st for the previous twelve months) the Contractor must submit a report (written or on disk) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Ryan Beers.

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this ITB or in any Contract awarded pursuant to this bid. The Contractor must provide merchandise in unit quantity(s) as indicated in the bid/bid response/Contract.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Standard Contract Terms and Conditions, Section (roman numeral) V. General Provisions:, Paragraph Q.):

List names of subcontractors who will be performing work under the Contract. *Respond to this section via the electronic Bid*

_____	_____
_____	_____
_____	_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

BID AUTOMOBILE LIABILITY CHECKLIST: *Respond to this section via the electronic Bid*

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.

SPECIFICATIONS

I. BACKGROUND:

The Ohio Department of Natural Resources (ODNR) is looking to purchase rod and reel spincast combo fishing poles to distribute in conjunction with their Passport to Fishing Program. The Passport to Fishing Program is an introduction to a lifetime of recreation for families with little or no previous fishing experience. By participating in the program, participants have fun while learning some basic skills and needed techniques to begin fishing in their communities. The program is geared towards participants aged 17 and under. Upon successful completion from the program participants are provided a rod and reel spincast combo fishing pole.

II. SCOPE:

The Contractor must provide rod and reel spincast combo fishing poles based on the classification defined within the specifications. ODNR does not want the rods and reels separate and the fishing poles must come fully assembled. Contractor must also be able to provide the quantities by the dates of the demand schedule listed within this document. All product deliveries will be to a single ODNR facility.

III. CLASSIFICATION:

The classification of the spincast combo fishing pole parts are listed below.

- A. Reel Size: Medium size rated for a 10 pound line.
- B. Rod Size: 5' 6"
- C. Must be a two piece rod.
- D. Action: Medium
- E. Line Weight: 10 pounds
- F. Lure Weight: Rod recommended lure weight between 1/8 to 1/2 oz.
- G. Reel ball bearings: No minimum amount of ball bearings
- H. Rod Material: Must be made of fiberglass material
- I. Reel Grip: Must be EVA foam grip
- J. Reel Guides: Must be made of aluminum oxide

IV. CONTRACTOR REQUIREMENTS:

- A. All fishing pole shipments must be palletized and shrink wrapped. Contractor must specify in the bid document the pack size and the number of packs that will be on a pallet when delivered.
- B. Contractor must be able to meet the delivery schedule for the amounts listed below. These amounts represent the minimum number of fishing poles that will be ordered and delivered between March 2015 through August 2015. The actual quantities during this period may vary, and will be specified on purchase order(s) issued by ODNR. The agency may elect to issue one blanket purchase order, for the total number of poles, which will be delivered on the first business day of each month listed below. The agency may place additional orders for any amount during the life of the contract.

- 1. 1000 on March 1st, 2015
- 2. 2000 on April 1st, 2015
- 3. 2000 on May 1st, 2015
- 4. 2000 on June 1st, 2015
- 5. 2000 on July 1st, 2015
- 6. 1000 on August 1st, 2015

- C. Contractor will ensure that all deliveries are made Monday through Friday between 8 AM and 3 PM. No deliveries will be accepted on State Holidays. All deliveries will be made to the following ODNR location:

Ohio Department of Natural Resources
1500 Dublin Road
Columbus, OH 43215

- D. Contractor shall ensure that all spincast combo fishing poles that are shipped come to ODNR with either a decal sticker or manufacturer sticker on the product. This will assist ODNR when inspecting the goods received and will assist in providing a proper acceptance or rejection of the shipment to take place.

PRICE SCHEDULE

Oaks Item #	Description	Manufacturer # and Brand Name	Pack size and the # of packs that will be delivered per pallet	Estimated Annual Usage	Bid Price (Per Pole)
	Rod and Reel Spincast Combo Fishing Pole	_____	_____	10,000 Poles	\$ _____