

# 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<br><b>RS905115</b>  | OPENING DATE (1:00 p.m.)<br><b>May 8, 2015</b> | STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet |                             |
| General Services Division<br>Office of Procurement Services<br>4200 Surface Road<br>Columbus, OH 43228-1395<br>Attn: Bid Desk  |  | CITY STATE ZIP   |                             |
|  |  | COUNTY   | MBE/EDGE CERTIFICATE NUMBER |
|  |  | TELEPHONE NO.<br>( )   | TOLL FREE NO.<br>1 - ( )    |
|  |  | CONTACT PERSON   | FAX NO.<br>( )              |
| REQ./INDEX NO.<br><b>MAC022</b>  | BID NOTICE DATE<br><b>4/15/15</b>              | 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   |  |  |                             |
| <p><b>PARTICIPATING AGENCY(IES):</b> 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> |  |  |                             |
| <b>ADDENDUM FOR CHANGE</b><br><b>ADDENDUM NO.: 2</b><br><b>REVISION DATE: 4/29/15</b>  |  |  |                             |
| <b>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</b><br><br><b>TEMPORARY PERSONNEL SERVICES</b>  |  |  |                             |
| Attached are pages 1and 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 indicate update to the Contract expiration date.  |  |  |                             |

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| MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081<br>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:  |  |  |                             |
| <b>TEMPORARY PERSONNEL SERVICES</b>  |  |  |                             |
| <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>6/03/2015</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>*6/30/2017</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. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency. |  |  |                             |
| <b>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</b> , 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.  |  |  |                             |
| <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 & 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.

\*Indicates update to Contract expiration date.

## SPECIFICATION

### I. SCOPE

The purpose of this Invitation to Bid is to obtain a Contractor(s) to provide temporary personnel services to State Agencies through temporary employment agencies. The purpose of these specifications are to obtain the services of temporary employment agencies capable of supplying qualified temporary personnel as specified herein to any requesting using agency in the State of Ohio within the Bid Districts listed herein. The term of any contract issued pursuant to this Invitation to Bid shall be from the date of award through \*June 30, 2017.

### II. DEFINITIONS

- S. "Qualified Temporary Personnel" shall mean those individuals employed by the Contractor who meet the minimum specifications as indicated herein.
- T. "Using Agency" shall mean any State Department, State Agency, State University, State Community College, or any Agency requesting service that is properly enrolled as a Cooperative Purchasing Program member requiring the services described herein.
- U. "Proof of Efficiency" shall mean the results of those tests that provide a measure of ability for individual job duties as specified herein.
- V. "Minimum Hourly Wage Paid to Temporary Personnel" shall be defined as, at minimum, the hourly rate that the Contractor must pay to the temporary personnel.
- W. "Price Per Hour Billed to the State" shall be defined as the hourly rate the Contractor will bill the using agency for a qualified temporary personnel.

### III. GENERAL REQUIREMENTS

- S. Upon notification from the using agency via purchase order, email or phone communication, the Contractor will provide requested temporary personnel within twenty-four (24) hours of receiving notification from the using agency. If the position being requested by the using agency requires candidates to be interviewed prior to being assigned to the temporary position, the candidate pool must be selected and communicated to the using agency within twenty-four (24) hours of receiving notification. The Office of Procurement Services recognizes that there may be times in which a qualified candidate cannot be found within this time period. If the Contractor is unable to provide a candidate within this timeframe, the using agency may request a letter from that Contractor stating the reason why a candidate cannot be located, including the position title. The agency may then request a temporary waiver from the Office of Procurement Services to use another Contractor that can more adequately and promptly fill this position.

The Contractor should make every reasonable attempt to provide a candidate. If the Office of Procurement Services receives multiple request for a waiver of a position in one year, they may find the Contractor in default and provide a permanent waiver during the life of the Contract for those positions.

- T. The using agency will identify to the Contractor the person(s) who are authorized to request temporary personnel.
- U. The using agency reserves the right to interview the candidate prior to the agreed upon start date or upon arrival to determine his/her qualifications for the requested position. Furthermore, the using agency reserves the right to reject/remove any individual that does not meet the requested experience criteria and/or is deficient in performance of the assignment. The rejected/removed temporary must be replaced within twenty-four (24) hours. The using agency will not be responsible to pay for the time the newly assigned temporary personnel spends at the agency in case of rejection and/or removal. The using agency does not guarantee (by the Contractor) minimum time spent at the using agency in case of rejection and/or removal. Removal as defined in this requirement is limited to a maximum of four (4) hours.
- V. Should the Contractor terminate a temporary personnel assigned to the using agency, the Contractor must notify the using agency of the circumstance immediately and allow at minimum two (2) weeks for the temporary personnel to complete the assignment. Newly assigned temporary personnel must be provided and prepared to start working on-site within twenty-four (24) hours of the terminated employees last day on the assigned project.

\*Indicates update to Contract expiration date.