

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 RS904615	OPENING DATE (1:00 p.m.) May 27, 2015	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. GDC102	BID NOTICE DATE 5/6/2015	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>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.</p>			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 05/06/15			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:			
MEDICAL SUPPLIES AND PERSONAL CARE SUPPLY ITEMS			
Attached are pages 4 and 7 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 advise of changes in Evaluation paragraph and Price Pages Requirements.			

SPECIAL CONTRACT TERMS AND CONDITIONS (Cont'd)

All products shall be fit for use for the intended purposes specified herein. Product sample(s) and/or literature may be evaluated by using agencies to determine if it meets the functional, performance, aesthetic, and safety needs of the institution. All products must meet the Specifications and Requirements, as indicated herein. Final approval of the aesthetic and functional quality will be by DAS.

Subsequent to award, if DAS determines that the product awarded does not meet the Brand Name standard, the Contractor will be required to provide product that does meet the Brand Name standard, at the price bid, within the required delivery time. If the Contractor fails to provide the product, as specified, the State may buy substitute supplies from a third party, for those that were to be provided by Contractor. The State may recover the costs associated with acquiring substitute supplies, less any expenses or costs saved by Contractor's default, from Contractor.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, to determine the low lot total price of each category, the state will multiply the estimated annual usage in individual pieces of each item in the category by its corresponding price per each individual piece for an item total, and then add the item totals together. If the estimated annual usage is unknown (unkn), zero, blank, or otherwise undefined, then the estimated annual quantity of one (1) will be used for calculation purposes.

- * The Price Per Each Individual Piece will be the smallest useable piece that maintains the product integrity (e.g., one cotton ball, one adhesive bandage, one procedure kit, one wipe, each (EA), one single-use packet of swabs, one pair of socks, one roll, etc.). For items packaged for single use, that package is the smallest useable piece (e.g., an alcohol wipe or two swabs sealed in a foil packet). For liquids, one ounce (1 OZ.), or smallest unit specified in Item Information provided will be used (e.g., one milliliter, one gram, etc.). If DAS determines that the unit specified in the Item Information provided is obsolete, then the unit specified on the product label may be used. * Failure to bid all items as Price Per Unit may result in the bidder being deemed not responsive, for that item. * Failure to indicate the unit of measure, unit pack, and individual piece definition on all items bid may result in the bidder being deemed not responsive, for that item. Based on the ITB Price Pages, "Item Information Provided", and bid evaluation, DAS reserves the right to approve changes in pack size.

There are ten (10) categories, as identified on Pages 8 through 9 under the heading "Classification." Although there will be separate category awards made, bidders are eligible to receive awards of multiple categories providing he/she is the lowest responsive and responsible bidder meeting all bid specifications and requirements listed within the categories. Failure to bid all items within a category may result in the bid being deemed not responsive.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by category of product. Failure to bid all items may result in the bidder being deemed not responsive.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, 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 his 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. Price increases will be limited to up to one (1) time per each item during each subsequent twelve (12) month period, after the initial twelve (12) month contract period.

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".

- * To advise of change in Evaluation paragraph, as indicated herein.

SPECIAL CONTRACT TERMS AND CONDITIONS (Cont'd.)

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.

_____	_____
_____	_____
_____	_____

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.

PRICE PAGES: The Invitation to Bid Number RS904615 Price Pages will be available as an electronic file, in the Microsoft Excel spreadsheet format. The Bidder is required to submit its pricing both in this electronic file format and also as a paper copy (printed from the electronic file). There are benefits from using the electronic files including efficient data transfer between supplier, bidder, and customer, shorter lead times, and increased accuracy and legibility. The electronic file format is printable, and the paper pages created from this printout are required with the bid submission. The electronic file can be accessed by using the document link in the section under the heading of Price Pages Instructions.

A. PRICE PAGES REQUIREMENTS:

1. The completed electronic file shall be placed on a CD disk, and submitted together with the completed paper bid submission. The paper copy of the Price Pages is to be printed from the electronic file (both must show the same pricing and item information).
2. The completed electronic file must be in its original locked formatting, with no changes to the sequence of rows and columns, cell protection, etc.
3. It is the bidder's responsibility to assure the information in the submitted paper Price Pages are checked, accurate, and complete. Failure to submit the Price Pages, as both the completed electronic file and the completed paper copy, may cause the Bidder to be deemed as not responsive.
4. The following fields must be entered by the bidder for each item offered in the Price Pages: Item Description, Manufacturer/Brand, Product Number, Unit of Measure, Unit Pack, Individual Piece Definition, Country of Origin, and Price Per Unit.*
 - a. Bidders shall not insert a unit cost (Price Per Unit)* more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by Office of Procurement Services and not used in the evaluation and any subsequent award.
 - b. In addition to the completion and submission of page 2, the Price Pages provide a column to indicate the country of origin of each item, i.e., where individual line items are mined, raised, grown, produced or manufactured. This column should be completed to indicate the country of origin for each line item offered, in addition to the completion and submission of page 2.
5. If the information on the disk does not match the paper bid submission, the paper bid submission shall prevail.

Failure to comply with these requirements may cause the Bidder to be deemed as not responsive.

* To advise of change in Price Pages Requirements, as indicated herein.