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: 0B101415 / OPENING DATE (1:00 p.m.): July 1, 2015	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
	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. ( )
REQ./INDEX NO. / BID NOTICE DATE 6/9/2015	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)

☐ 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. If no discount is offered, bidder should circle "Net 30 Days". _____%, ____Days, Net 30 Days

PARTICIPATING AGENCY(IES): Ohio Department of Rehabilitation and Corrections

ADDENDUM FOR CHANGE
ADDENDUM NO.: 1
REVISION DATE: 6/10/2015

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

MICROFICHE SCAN STATIONS

This addendum is issued to notify of a change in the bid opening date and inquiry end date.

All instructions, terms and specifics remain unchanged.

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BILL TO:	SHIP TO:
Ohio Department of Rehabilitation and Corrections Business Unit: 172 770 West Broad Street Columbus, Ohio 43222	Ohio Department of Rehabilitation and Corrections Business Unit: 172 770 West Broad Street Columbus, Ohio 43222
DELIVERY REQUESTED F.O.B./DEST. P.P.D. ASAP	**DELIVERY OFFERED (IF DIFFERENT)** F.O.B./DEST.P.P.D. _____

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

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

MICROFICHE SCAN STATIONS

QUANTITY AND DURATION: This Invitation to Bid, which is not a contract, is considered to be a one-time procurement offer for the product(s)/service(s) as listed herein. The successful Contractor may commence performance of the awarded contract upon receipt of an official state of Ohio Purchase Order (ADM0523/ORDE). Upon completion of the contract and upon receipt of proper invoices, payment will be provided by the ordering agency. The contract will then be considered as complete and no further purchases may be placed against the contract. With the exception of approved overrun/underrun tolerances, any deviations from the quantity listed in the awarded contract shall not be permissible nor acceptable.

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING; STANDARD CONTRACT TERMS AND CONDITIONS; AND SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, Rev. 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.

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. 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

CERTIFICATION STATEMENTS

I. **DOMESTIC AND/OR OHIO PREFERENCE**: Bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICAN): [Not applicable to "Excepted Products"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
   ☐ United States: _____(State) ☐ Canada ☐ Mexico (Go to B-1)
   ☐ Other: (Specify Country)_____ (Go to A-2)

2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.
   ☐ Yes (Go to Section B-1) ☐ No (Go to Section A-3)

3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy American Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

   _____(Item) _____(Country of Origin)

   _____(Item) _____(Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
   ☐ Yes (Go to II.) ☐ No (Go to B-2)

2. Bidder has significant economic presence within the state of Ohio.
   ☐ Yes (Answer a, b, c, d below) ☐ No (Go to B-3)
   a) Bidder has paid the required taxes due the state of Ohio ☐ Yes ☐ No
   b) Bidder is registered with the Ohio Secretary of State
      ☐ Yes (Charter/Registration No.: _____) ☐ No
      Questions regarding registration should be directed to (614) 466-3910 or visit their web site at: http://www.sos.state.oh.us/
   c) Bidder has ten or more employees based in Ohio or border state. ☐Yes ☐ No (Go to B-2d)
   d) Bidder has seventy-five percent or more employees based in Ohio or border state.
      ☐ Yes ☐ No (Go to B-3)

3. Border state bidder:
   ☐ Yes (Specify which state then go to B-2c): ☐ KY ☐ MI ☐ NY ☐ PA ☐ IN ☐ No (Go to B-4)

4. Border state bidder: mined products mined in respective border state ☐ Yes ☐ No ☐ Not Applicable

II. **E.D.G.E. DESIGNATION:** Is the bidder a certified E.D.G.E. business ☐ Yes ☐ No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at: http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx

III. **INDEPENDENT CONTRACTOR ACKNOWLEDGEMENT:** Contractor certifies that Contractor is a "**business** entity" as that term is defined in O.R.C. Section 145.037. See SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, S-21. Independent Contractor Acknowledgement.

Bidder is defined as a business entity ☐ Yes ☐ No

SPECIAL 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.

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This ITB is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All bidders must be an Ohio certified MBE as of the Bid opening date. If a certification application has been submitted that needs to be expedited to meet the solicitation opening date, contact the DAS Equal Opportunity Division at 614-466-8380. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE business, please visit the DAS Equal Opportunity Division web site at:
http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within six (6) weeks after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. Failure to deliver within the fifteen (15) days (or by a due date specified by the state agency, provided the due date is later than the specified contract date) is a breach of this contract. The state of Ohio may pursue actual, direct, or appropriate liquidated damages because of such breach, as well as any other remedies specified in section IC (Termination/Suspension) and section II (Contract Remedies) of the "STANDARD 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 to latent defects, fraud, or such gross mistakes as amount to fraud.

DESCRIPTIVE LITERATURE: Subsequent to award of the contract, the Contractor shall furnish the participating agency with the exact descriptive literature and price lists submitted as part of the bid response. Requested literature and price lists must be provided to the requesting agency within ten (10) calendar days of the request. Failure to provide the price list and/or descriptive literature to any participating agency as stipulated herein will be considered a default. Any references in the price list(s) or descriptive literature that attempt to 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.

EVALUATION: Bids will evaluate in accordance with Section I-17 of the Instructions, Terms and Conditions for Bidding. In addition, the State will multiply the requested quantity of the line item by its corresponding unit price. Failure to provide a unit price may result in the bidder being deemed as not responsive.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

FIRM FIXED-PRICE CONTRACT: The contract is a Firm Fixed-Price Contract. The Contractor(s) is required to provide to the using agency supplies or services at the listed price(s) for the duration of the contract, and any extensions thereto.

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.

•Indicates change

SPECIAL TERMS AND CONDITIONS (continued)

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.

EDGE Certification: The Office of Procurement Services has identified those Contractors who were E.D.G.E. certified at the time of award of the Contract. It is possible that a Contractor's certification status may change during the term of the Contract. Agencies should refer to the Equal Opportunity Division website at http://www.das.ohio.gov/eod/mbesearch/edgeindex.asp to verify E.D.G.E. Certification status of the Contractor.

SPECIFICATION QUESTIONS: Through the indicated inquiry closure date, Bidders may visit the State Purchasing website to post bid related questions at http://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 inquires 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.

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•Indicates change

SPECIFICATIONS

Scope

The Department of Rehabilitation and Correction (DRC) has over 30,000 microfiche containing information on inmates, parole board hearings, security, and other sensitive information. DRC receives daily requests by 26 institutions, including the Ohio Parole Board and the Attorney General's Office for this information.

The microfiche workstation device allows these documents to be digitally stored by the Operations Support Center (OSC) in order to provide access of these documents to the DRC and approved users. The microfiche scanner devices enable DRC to upload the film image to the electronic system, On-Base for approved users to view.

1. Workstation Requirements

The Contractor shall deliver, install, provide training and maintenance for three (3) new microfiche-scanner workstation devices to fulfill the needs of the Department of Rehabilitation (DRC) as described herein.

a. Resolution: The operator shall have the choice of "true" 100-600 dpi resolution.
b. Scaling Accuracy: The scaling accuracy shall be +/- 1%.
c. Film Types: The scanner shall handle all of the following film types"
    i. Positive/Negative
    ii. Silver/Vesicular/Diazo
    iii. Simplex
    iv. Duplex
    v. Sheet/Jacket
    vi. COM
    vii. AB Dick
    viii. Portrait (cine) / Landscape (comic)
    ix. All standard aperture cards
d. Reduction Ratio: 7.5x – 50x (variable)
e. Check Print Capability: System shall have check print capability.
f. Film Size: Film size shall be 148mm x 105mm.
g. Formats:
    i. Images can be 16mm or 35 mm
    ii. Combination of 16mm/35mm
h. Minimum Speed: 200 dpi:
    i. 15x18 COM fiche 48x : 295 frames per minute
    ii. 7x14 fiche 24x: 105 frame per minute
    iii. 5 row jacket fiche 24x: 94 frames per minute
i. Bitonal Output File Format:
    i. Tiff (G3 or G4, single or multi-page)
    ii. CALS PDF (singe or multi-page)
j. Grayscale Output File Format:
    i. JPEG
    ii. BMP
    iii. JPEG 2000
    iv. RAW TIFF
    v. PDF (single or multi-page)
k. Adjustments:
    System shall be able to make imaging adjustments without rescanning or additional programs.
l. Reporting:
    System shall produce customizable reports of batch scanning process. Bidder should detail available reports.
m. Software:
    Complete software shall be provided and shall be compatible with"On-Base" application used by DRC.
n. Agency Approvals: All scanners must be certified by the following agencies:
    i. CE
    ii. UL
    iii. cUL
    iv. RoHS compliant
o. Power Requirements:
    i. 120/130 volts
    ii. 1/0.5 amps
p. Operating System:
    Shall be compatible with Windows 7 (32 and 64 bit) or above
q. Viewing and Browsing Minimum specification

•Indicates change

SPECIFICATIONS CONT.

i. Full or partial screen in real time
ii. Thumbnail screen in real time
iii. Shall emulate fiche layout

r. Frame Detection:
Single Pass Pre-Scan

s. Imaging Processing
The system shall include a Multi-core inVidedia graphics processor

t. Camera
i. Automatic Gain Control
ii. 12 bit camera minimum

u. Microfiche Film Security
The system shall have a plated system to secure microfiche film such that there is no loss of access to the film during the processing. System shall enable the operator to place jacketed microfiche into a carrier to secure the film.

2. Delivery, Installation and Training Requirements

a. The Contractor shall advise DRC Document Management staff one week and again, 24 business hours prior to delivery: Patty Ramsey 614-752-1081 or Carolyn Young 614-752-2942.
b. The Contractor shall convey the devices, F.O.B. Destination prepaid and allowed, inside delivery and installed, at the DRC Document Management Section on the Lower Level of the DRC Operations Support Center; 770 West Broad St. Columbus, OH 43222. A dock and freight elevator are available, however the Contractor shall be responsible for ensuring the freight elevator and dock are accessible for their delivery personnel to successfully deliver the devices. The Contractor shall contact the staff listed in “3a.” during business hours (Monday –Friday 8:00 am to 5:00 pm EST) to arrange for a preview of these areas prior to delivery.
c. The Contractor shall make delivery without alteration of existing doors, walls, or other facility items.
d. The Contractor shall ensure with DRC, that the appropriate data and electrical connections are available at the installation site.
e. The Contractor shall provide training on site for the authorized representatives designated by DRC.
f. The Contractor shall ensure that adequate time is allowed for on-site training so that staff demonstrates the ability to successfully operate the devices before acceptance can be made.
g. The Contractor shall also provide support via telephone during business hours, for one year after the equipment has been installed and is fully operational.

3. Warranty and Maintenance

a. The Contractor shall provide a minimum of 1 year of onsite maintenance, including parts and labor, from the date of acceptance by the DRC. Note that acceptance will be not unreasonably withheld and will be performed by the DRC authorized representative once installation and training are successfully completed. The first year warranty services shall be at no additional cost to the DRC.
b. The Contractor shall provide 10 years each of onsite maintenance, renewable on an annual basis from the date the warranty expires, at the option of DRC. The maintenance shall include operating support by telephone, during all business hours at a minimum (8am to 5 pm Monday through Friday EST) but preferably 24/7. The maintenance shall include parts and labor, for all parts that cost less than $500 each. For parts that cost more than $500 each, the Contractor shall notify the DRC of the pricing that will be the lowest pricing afforded to any customer of the value-added reseller. The DRC will pay that price for the replacement part that costs more than $500.
c. After the maintenance period above expires, the DRC shall have the option to extend the maintenance service for 10 years each of onsite maintenance, renewable on an annual basis from the date the warranty expires, at the option of DRC. The maintenance shall include operating support by telephone, during business hours at a minimum (8am to 5 pm Monday through Friday EST) but preferably 24/7. The maintenance shall include parts and labor, for all parts that cost less than $750 each. For parts that cost more than $750 each, the Contractor shall notify the DRC of the pricing that will be the lowest pricing afforded to any customer of the value-added reseller. The DRC will pay that price for the replacement part that costs more than $750.

4. Trade-In Value

The State would like the option to trade-in existing microfilm scanners. The value of current equipment will be deducted from the cost of the new equipment. The bidder has the option to provide trade-in value pricing on the price schedule for the following equipment:

a. Three (3) Sunrise Microfilm Scanners Model #1000 series
b. One (1) Sunrise Microfilm Scanner Model # 2000 series

•Indicates change

PRICE SCHEDULE

Item No.	Quantity	DESCRIPTION	Unit Price	Extension Price
Product and Product Support Pricing:				
1	3	Microfiche Scan Stations	$	$
Maintenance Options – Provide pricing for both options – Agency will make choice. That option will be a part of the evaluation				
2a	3	Annual Onsite Maintenance During Business Hours	$	$
2b	3	Annual Onsite Maintenance 24/7	$	$
Installation/Training Pricing:				
3	3	Onsite Installation and Training	$	$
Optional Trade-in Values – Not part of the evaluation				
4	1	Optional Trade-In Value, Sunrise Microfilm Scanner Model #1000	$	$
5	1	Optional Trade-In Value, Sunrise Microfilm Scanner Model #1000	$	$
6	1	Optional Trade-In Value, Sunrise Microfilm Scanner Model #1000	$	$
7	1	Optional Trade-In Value, Sunrise Microfilm Scanner Model #2000	$	$
			TOTAL	$

•Indicates change