

# 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 <b>0B103116</b>	OPENING DATE (1:00 p.m.) <b>APRIL 27, 2016</b>	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. TBD	BID NOTICE DATE 4/12/16	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			
<b><u>PARTICIPATING AGENCY(IES):</u></b> DEPARTMENT OF ADMINISTRATIVE SERVICES, STATE AND FEDERAL SURPLUS SERVICES			
<b>ADDENDUM FOR CHANGE</b> <b>ADDENDUM NO.: 1</b> <b>REVISION DATE: 4/18/16</b>			
<b><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u></b> <b>AUCTIONEER SERVICES, DAIRY CATTLE AND VARIOUS RELATED EQUIPMENT AND SUPPLIES</b>			
Attached are pages 1, 3, and 5 to this Invitation to Bid. Remove the corresponding page from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to remove the Marion Correctional Institute (MCI) location from the ITB and to extend the Opening Date to April 27, 2016.			

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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. If no discount is offered, bidder should circle "Net 30 Days". \_\_\_\_\_%, \_\_\_\_\_ Days, Net 30 Days

BILL TO: Ohio Shared Services PO BOX 182880 Columbus, OH 43218-2880	SHIP TO: See "General Requirements" page 5
DELIVERY REQUESTED F.O.B./DEST. P.P.D. <u>See "General Requirements" pg. 5</u>	DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST. P.P.D. _____

**THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:**  
**AUCTIONEER SERVICES, DAIRY CATTLE AND VARIOUS RELATED EQUIPMENT AND SUPPLIES**

**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 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 two (2) working days prior to the bid opening date through the Procurement website, <http://procure.ohio.gov/>. Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number"; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right 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.

PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) <i>(Please sign in blue ink)</i>	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..

\*Indicates extension of bid opening date to April 27, 2016.

BID PRICE SCHEDULE:

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

LINE ITEM	OAKS ITEM NUMBER	DESCRIPTION	BIDDER PAYMENT (PERCENTAGE OF GROSS PROCEEDS PER AUCTION)
1.	TBD	AUCTIONEERING SERVICES FOR APPROXIMATELY *935 DAIRY CATTLE AND VARIOUS EQUIPMENT AT *FOUR (4) DEPARTMENT OF REHABILITATION AND CORRECTION FARMS	%

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.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". The State will evaluate the bid based upon the lowest percentage of gross proceeds per auction.

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

AUCTION MARKETING: The Contractor will be responsible for all event marketing and advertising of the auctions to the public. After award, the contractor will submit a marketing plan to the Ohio Department of Administrative Services (DAS) and the Ohio Department of Rehabilitation and Correction (DRC) for approval. The auctioneer is encouraged to initiate any other advertising they deem appropriate. No advertising is permitted without prior approval through DRC and DAS. Paid receipts for all advertising are required, prior to settlement, before reimbursement for advertising shall be allowed.

\*SITE ACCESS: The four (4) cattle farms are located on land that includes secured correctional facilities with restricted access. Sites will not be available prior to the bid opening. The Contractor will have access to inspect the facilities, cattle, and equipment prior to the auction events. Cameras for pictures of the site, cattle, and equipment will be permitted on Contractor site visits. Information for scheduling site visits will be provided to the Contractor and scheduled in coordination with DAS and DRC.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the Supplement Contract Terms and Conditions. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud. All cattle and equipment are considered "as-is" and transfer of ownership occurs after a successful auction sale. DAS will not accept a return of any cattle or equipment after a sale.

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 in requirement to four (4) auction locations.

SPECIFICATIONS

- I. **SCOPE:** The purpose of this Invitation to Bid (ITB) is to secure the services of a qualified auctioneer for the Department of Administrative Services, State and Federal Surplus Services to manage the sale of dairy cattle and equipment used in dairy production as described herein. The dairy cattle and equipment auctions will be held at \*four (4) locations; Pickaway Correctional Institution, Chillicothe Correctional institution, London Correctional Institution and Lebanon Correctional Institution.
- II. **BACKGROUND:** DRC is phasing out farm operations and will redirect resources to meet the core mission of the agency. By focusing on programs inside facilities, DRC can provide more resources to improve safety and give inmates meaningful, in-demand job training and preparedness which will contribute to the reduction of crime in Ohio by providing an individual with greater tools for successful reentry into society. The State of Ohio makes no guarantee as to the amount of property to be sold and/or proceeds from each auction.
- III. **APPLICABLE DOCUMENTS:**  
 Ohio Administrative Code (OAC), Chapter 901:8-2 – Auctioneers, Apprentice Auctioneers and Auction Companies  
<http://codes.ohio.gov/oac/901%3A8-2>
- IV. **GENERAL REQUIREMENTS:**

A. General Requirements

- 1. The auction will be a complete dairy herd dispersal of Holstein Black and White cattle, including cows in all stages of lactation, bred, open cows, dry cows, bred heifers, open heifers and calves, closed herd with DHI records.
- 2. Dates and locations for each of the \*four (4) auctions are in the chart below and no alterations to this schedule will be considered. Auctions shall be held on the specified dates during normal business hours, 7:00AM to 5:00PM EST. Unavailability of, cancellation by or failure to perform a scheduled auction date by the Contractor may result in the termination of the contract and the assessment of liquidated damages against the Contractor.

*DATE	*SITE	*ESTIMATED NUMBER OF DAIRY CATTLE
May 24, 2016	Pickaway Correctional Institution (PCI) 11781 OH-762 Orient, OH 43146	260
May 25, 2016	Chillicothe Correctional Institution (CCI) 15802 OH-104 Chillicothe, OH 45601	169
June 8, 2016	Lebanon Correctional Institution (LECI) 3791 OH-63 Lebanon, OH 45036	184
June 9, 2016	London Correctional Institution (LOCI) 1580 State Route 56 SW London, OH 43140	322

- 3. \*At a minimum, the Contractor will provide notification to the Ohio Cattlemen’s Association, the Ohio Cattlewomen’s Association, the Ohio Beef Council, the Ohio Dairy Producers Association, and the American Dairy Association. In addition, newspaper advertisements will be published in coordination with the list below;
  - a. Chillicothe Auction – Chillicothe Gazette
  - b. Lebanon Auction – Middletown Journal
  - c. London Auction – Madison Press
  - d. Pickaway Auction – Circleville Herald

\*Indicates change based on the removal of the Marion Correctional Institute (MCI) auction.