

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	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
OT904417	12/21/16	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. DPS007	BID NOTICE DATE 11/30/16	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			
<u>PARTICIPATING AGENCY(IES):</u>			
Ohio Department of Public Safety (DPS), 3791 State Route 63, Lebanon, OH 45036			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 12/13/16			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u>			
RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES			
Attached are pages 1, 11, 41 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 opening, modify specifications, and correct formatting.			

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BID NUMBER OT904417	OPENING DATE (1:00 p.m.) December 21, 2016	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
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PARTICIPATING AGENCY(IES): Ohio Department of Public Safety (DPS), 3791 State Route 63, Lebanon, OH 45036			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES 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>1/1/17</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>12/31/18</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, 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.			
		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.

SPECIFICATIONS FOR RETROREFLECTIVE SHEETING FOR EMBOSSED LICENSE PLATES (continued)

F. Yellow retroreflective sheeting (Attachment 8)

1. A small quantity of plain yellow retroreflective sheeting, Pantone® Matching System (PMS) Color #130C will be required for restricted plates.
2. These plates are issued only as standard twelve inches wide by six inches long (12" W X 6") L size.
3. The yellow sheeting shall match the color of the yellow sheeting currently used by the State of Ohio. A sample plate is available upon request.

VII. NEW DESIGN:

During the term of the Contract, the Ohio Pride sheeting may be replaced by sheeting not yet identified. Prices for the designs for new plates are to be based on the per color cost identified on the Bid Price Sheet. Roller coating may also change and any new color(s) shall be based on ink costs identified in the bid response.

VIII. ROLLER PLATING INK:

- A. The retroreflective sheeting applied to the plate will constitute the plate background color.
- B. The embossed characters on the plates will be roller coated with PMS Color #540C opaque ink to provide uniform character colors.
- C. Red transparent ink, PMS Color #200C will be used for roller coating plate characters on plates which have the plain white retroreflective sheeting and also on the restricted plate with the plain yellow retroreflective sheeting.
- D. Black ink PMS Color Black C shall be used for roller coating plate characters on historical plates using the white reflective sheeting.
- E. The ink shall be easily wiped from the license plate, for plate correction, between the time the ink is roll coated and the license plate enters the drying ovens.
- F. The Contractor will provide the roller inks at no cost to the State as long as the OPI is manufacturing plates with their sheeting and after the expiration of the Contract until the sheeting stock is depleted.
- G. Bidders will identify the manufacturer of roller coating ink, certify its durability to last four (4) years once applied to a license plate, and provide the State with samples, at the States' request, for testing. This information shall be provided on Bidder's letterhead and as an attachment to this bid.
- H. The Volatile Organic Compound (VOC) maximum permissible level for roller coat ink must meet any Federal and State requirements.*

IX. ADDITIONAL SHEETING REQUIREMENTS:

A. Thickness

The thickness of clear-coated reflective material without protective liner shall be between thirty-five ten thousandths inches and sixty ten thousandths inches (.0035" and .0060").

B. Adhesive

1. The adhesive backing of the retroreflective sheeting shall have a pressure sensitive adhesive, which requires no heat, solvent, or other preparation for adhesion to a smooth, clean surface.
2. The retroreflective sheeting shall have sufficient adherence to the substrate to remain firmly attached during the license plate manufacturing process and for a minimum service life of four (4) years.

*indicates change of specification with addendum 1.

SUPPLEMENT 1 (continued)

- A. Volunteers/Interns shall not visit an offender at the institution or DOCS office that they are volunteering at except as referenced by ODRC policy 71-SOC-01. Volunteers must notify their staff supervisor and complete form DRC1500, Staff Nexus, if/when they choose to visit an offender at another prison.
 - B. Contractors who become involved in any set of circumstances as described above, have an affirmative responsibility of notifying their contact person at the correctional institution who will be responsible for notifying the Site Manager.
3. No such person shall, without the express authorization of the Site Manager, show favoritism or give preferential treatment to an individual under supervision of the ODRC to include, but not limited to offering, receiving, or giving of a favor or anything of value.
4. Brutality, physical violence, or intimidation of inmates, and/or their families, by such persons will not be permitted, nor will force be used beyond that necessary to protect any person from physical harm.
- *5. The use of obscene, threatening, or abusive language by Contractors/Volunteers toward offenders or others will not be tolerated.

Work Schedule

Due to staffing and security concerns and the nature of services being performed by Contractors, Volunteers, and Interns, it is essential that Contractors, Volunteers, and Interns work out a mutually acceptable work schedule with their ODRC Contact Person or Intern Mentor. Failure to perform services consistent with the mutually agreed upon schedule may be considered failure to fulfill the requirements of the contract, volunteer service or internship program.

Responsiveness

1. Inattentiveness to job responsibilities and procedures in a correctional environment can result in escapes, assaults, and other incidents. Therefore, Contractors, Volunteers, and Interns must remain fully alert and attentive during the time they are on state property or in a state operated office.
2. To insure safety and security to the facility and DPCS operations, such persons must abide the instructions of their ODRC Contact Person or Intern Mentor regarding safety and security related issues.

Confidentiality

1. Some Contractors/Volunteers may have access to official information, ranging from personal data concerning staff and inmates to information involving security. Because of the various degrees of sensitivity afforded to this information, official information may be disclosed or released only as required in the performance of any contractor's duties upon specific authorization from someone with the delegated authority to release official information. The Director or his designee in the Central Office and the Managing Officers of the institutions are the only persons authorized to release official information.
2. The above shall not be construed as a reason to deny authorized persons access to official records and files. The Department of Rehabilitation and Correction has an obligation to supply official information in response to requests from organizations or individuals upon determining that such individuals are properly identified and acting in an official capacity. To ensure the proper use of official information the following rules of conduct are established:
 - A. Contractors will verify the identification and authority of individuals requesting access to information prior to giving or discussing records, personnel files, or other official information.
 - B. Authorized persons will not be denied access to official information.
 - C. Contractors will not use, or release for use, official information for private purposes unless this information is available to the general public.
- A. Contractor will not remove from file, or make copies of records or documents except in accordance with established procedures or upon proper authorization.

*indicates change in formatting with addendum 1.