



INVITATION TO BID (ITB)

The Original Signed Bid must be submitted to the Budget and Finance Office to receive consideration for award.

BIDDER NAME

BID NUMBER  
**DEVOEO001R**

OPENING DATE (1:00p.m.)  
**September 24, 2009**

STREET ADDRESS

Ohio Department of Development  
Budget and Finance Office  
77 S. High Street, 27<sup>th</sup> Floor  
Columbus, OH 43215  
Attn: Michael Ashford, Agency Procurement Officer

CITY STATE ZIP

COUNTY MBE/EDGE CERTIFICATE NUMBER

TELEPHONE NO.  
( )

TOLL FREE NO.  
1-( )

CONTACT PERSON  
( )

FAX NO.  
( )

ISSUE DATE  
**September 14, 2009**

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

**MBE SET-ASIDE OPPORTUNITY**

THIS IS A SET-ASIDE ITB FOR BIDDING BY MINORITY BUSINESS ENTERPRISES CERTIFIED BY THE STATE'S EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR IN ACCORDANCE WITH RULES ADOPTED UNDER DIVISION (B)(1) OF SECTION 123.151 OF THE OHIO REVISED CODE. ONLY BIDS SUBMITTED BY CERTIFIED MBE VENDORS WILL BE CONSIDERED FOR AWARD.

**ADDENDUM FOR CHANGE  
ADDENDUM #: 1  
REVISION DATE: 9/17/09**

The Ohio Department of Development, Ohio Energy Office (OEO), is soliciting bids for:

<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>
1.	1000	EA	<b>ELECTRONIC UNIVERSAL SERIAL BUS (USB) FLASH DRIVES</b> <b>(SEE SPECIFICATIONS FOR DETAILED REQUIREMENTS)</b>

Attached are pages 1, 3 and 6 of this ITB. Please remove the corresponding pages from the existing ITB and replace with the attached.

As indicated herein this addendum is issued to change the bid opening date from 9/18/2009 to 9/24/2009, reduce the quantity from 2000 to 1000 and make reference in the specifications listed on page 6, of the reduction in quantity and addition of a Top of production deadline date of 10/2/09.



Department of Development

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### **RE-BID OF ORIGINAL BID NUMBER DEVOEO001**

The Ohio Department of Development, Ohio Energy Office (OEO), is soliciting bids for:

<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	1000	EA	<b>ELECTRONIC UNIVERSAL SERIAL BUS (USB) FLASH DRIVES</b> <b>(SEE SPECIFICATIONS FOR DETAILED REQUIREMENTS)</b>		

The following documents apply to this bid, all of which become the contract upon award:

- Required Certification for Bidding (Page 2) – Must complete & return with response to receive domestic and Ohio preference.
- General Instructions
- Specifications
- Standard Terms and Conditions – Bidder accepts terms and conditions by completing and signing page 1 of this bid document.

Any questions or clarifications regarding this ITB should be submitted through the State Procurement website at [www.ohio.gov/procure](http://www.ohio.gov/procure) following the procedures outlined in the "General Instructions" section of the ITB.

The original signed bid must be submitted to the Agency Procurement Officer by 1:00 p.m. on the above listed opening date to receive consideration for award. It is requested that the Bidder sign their bid in blue ink. Bidder certifies, by signature affixed to its bid, that the information provided by it in its bid, including the Required Certification for Bidding, is accurate and complete. Bidder declares to have read and understood all of the instructions, terms, conditions and specifications of this ITB and agrees to fulfill the requirements of any awarded contract at the prices bid.

PRINTED/TYPED SIGNATURE

AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY)

DATE

## **GENERAL INSTRUCTIONS**

The following sections provide a calendar of events, details on how to respond to this ITB and how to get more information about this ITB. All responses must be complete and in the prescribed format.

### **Calendar of Events**

The schedule for this ITB is given below and is subject to change. Development may change this schedule at any time. If Development changes the schedule before the opening date, it will do so through an announcement on the State Procurement web site area for this ITB. The web site announcement will be followed by an addendum to this ITB, which will also be made available through the State Procurement web site. It is each prospective bidder's responsibility to check the web site question and answer area for this ITB for current information regarding this ITB and its calendar of events through award of the ITB. No contact shall be made with Development until award is announced.

### **Firm Dates**

ITB Issued:	September 14, 2009
Inquiry Period Begins:	September 14, 2009
Inquiry Period Ends:	September 16, 2009 at 8:00 a.m.
Bid Opening Date:	September 24, 2009 at 1:00 p.m.

### **Estimated Dates**

Issuance of Purchase Order:	September 25, 2009
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### **Bid Submittal**

Bidders are advised there will be no opportunity to correct mistakes or deficiencies in their bids after the opening date. Bids that are missing required information may not be evaluated, and it is at the discretion of Development to make that determination.

It is the Bidders responsibility to ensure timely submission of a complete bid package. Development is under no obligation to consider a bid which is received after the deadline or that is incomplete. Bids that are not submitted in the format requested will not be evaluated. Late bids will not be evaluated.

No supplementary or revised materials will be accepted after the opening date unless specifically requested by Development.

All costs incurred in the preparation of the bid shall be borne by the bidder alone, and Development shall not contribute, in any way, to the cost of the preparation of the bid.

Any and all documents developed by the selected vendor(s) during the course of this project will be provided to Development upon request and will become the property of Development, and the selected vendor(s) shall not assert any claims arising under copyright or otherwise inconsistent with the transfer of ownership of such documents.

- A. USB flash drive defined as a NAND-type flash memory data storage device integrated with a Universal Serial Bus (USB) interface.
  - B. The devices must be brand new, first quality, not refurbished, removable and rewritable.
  - C. Capacity 512 Megabyte (MB).
  - D. Color red body, two-color screen printed using the OEO palette with "Ohio" logo and "solar.ohio.gov" on the swivel cover. **(See attachment 1 of this ITB for a sample picture of a USB flash drive purchased in the past.)**
  - E. Preparation of files (to be supplied) shall include an AutoRun upload to connect users to a prepared OEO specified Uniform Resource Locator (URL) with files of interest related to OEO Solar Team marketing materials.
  - F. Packing in protective bubble wrap ranked slips.
  - G. Unit cost set up, upload of files, printing, shipping and handling to 77 S. High Street, 26<sup>th</sup> Floor, Columbus, Ohio 43215 shall be included in the bid price.
  - H. Quantity requested is one thousand (1000).
  - I. Outline-timetable of activities; benchmark dates for process and turnaround.
  - J. Unit cost, all inclusive, and extension by one thousand units for final bid.
  - K. Depiction or reference to device for comparison.
  - L. Bidder will agree to provide, prior to acceptance and payment of goods/services under this agreement, a sample of the USB flash drive for testing by OEO staff.
  - M. If awarded Bidder shall be able to submit Top of Production by October 2, 2009.
- II. Additional Requirements: Bidder shall provide documentation that demonstrates they are a Minority Business Enterprise certified by the Equal Employment Opportunity Coordinator, that such certification is in effect as of the time of the bidder's response to this ITB, and will remain in effect on and after the date any contract is executed for work

## **EVALUATION AND AWARD**

### **Evaluation Process**

The evaluation process may consist of up to four distinct phases:

1. The procurement representative's initial review of all bids for timely submission;