

# 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 <u>OT905210</u>	OPENING DATE (1:00 p.m.) <u>JANUARY 13, 2010</u>	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. LIQ018	BID NOTICE DATE JANUARY 8, 2010	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 Commerce, Division of Liquor Control, 6606 Tussing rd., Reynoldsburg, OH 43068-9005			
<b>ADDENDUM FOR CHANGE</b> <b>ADDENDUM NO.: 2</b> <b>REVISION DATE: 01/08/10</b>			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u>  <b>To Provide Administrative Accounting, Inventory Control, Warehouse Handling and Storage Services for the Ohio Department of Commerce, Division Liquor Control in Northwest, Southwest and Northeastern Ohio.</b>			
Attached is page 16 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 make a change.			

**BID SUBMISSION CHECK LIST**  
**\*MANDATORY/REQUIRED WITH THE BID RESPONSE**

<u>SUBMITTED</u>	<u>REQUIRED</u>
_____ BID COVER PAGE, SIGNED IN BLUE INK (PAGE 1)	<u>YES</u>
_____ CERTIFICATE FOR DOMESTIC AND OHIO PREFERENCE (PAGE 2)	<u>YES</u>
_____ YOUR BID PRICE SCHEDULE (PAGES 12- 14)	<u>YES</u>
_____ BID AUTOMOBILE LIABILITY CHECKLIST (PAGE 15)	<u>YES</u>
_____ CERTIFICATE: To be submitted attesting to the fact that the bidder has the facility, service personnel and equipment to meet the requirements. (PAGE 4)	<u>YES</u>
_____ COPY OF SIGNED W-9 WITH THE CORRECT BILLING ADDRESS, SHOULD MATCH PAGE 1 OF THE BID <a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">http://www.irs.gov/pub/irs-pdf/fw9.pdf</a>	<u>YES</u>
_____ DMA CERTIFICATE-CLICK LINK ON PAGE 2 TO DOWNLOAD FORM	<u>YES</u>
_____ AFFIRMATIVE ACTION CERTIFIED-CLICK LINK BELOW AND COMPLETE <a href="http://business.ohio.gov/efiling/">#http://business.ohio.gov/efiling/</a>	<u>YES</u>

**\*\*SUBMISSION MATERIALS**  
**REQUIRED DURING THE EVALUATION PROCESS**

_____ WORKERS' COMPENSATION REQUIREMENTS (ARTICLE S-12)	<u>YES</u>
_____ EMPLOYER'S LIABILITY (STOP GAP) \$1,000,000.00 COVERAGE	<u>YES</u>
_____ AUTOMOBILE AND GENERAL LIABILITY INSURANCE (ARTICLE S-13)	<u>YES</u>

SUBMIT AN ACCORD CERTIFICATE OR SIMILAR CERTIFICATE FROM YOUR INSURANCE AGENT/CARRIER SHOWING COMPLIANCE WITH THE REQUIRED COVERAGE AMOUNTS. INSURANCE POLICIES ARE NOT ACCEPTABLE. THE CERTIFICATE MUST ALSO (1) DESIGNATE THE STATE OF OHIO AS AN ADDITIONAL INSURED, (2) BE ENDORSED TO INCLUDE A BLANKET WAIVER OF SUBROGATION, (3) INDICATE COVERAGE AS PER PROJECT OR PER LOCATION BASIS, 4) STATEMENT THAT THE COMMERCIAL GENERAL LIABILITY INSURANCE IS PRIMARY OVER ANY OTHER COVERAGE. AFTER NOTIFICATION BY THE STATE, FAILURE TO PROVIDE THE CERTIFICATE AS REQUIRED WILL CAUSE YOUR BID TO BE DEEMED NON RESPONSIVE.

\* Mandatory submissions must be submitted with the bid response. Refer to Bid Page 16, Mandatory/Required Submissions.

\*\* Required documentation/materials shall be submitted with the bid. If not required for submittal with the bid, the bidder must provide the said documentation/materials within five (5) business days, after notification, to the Office of Procurement Services.

**This checklist is provided solely for the bidder's benefit. Submission of the mandatory/required materials does not guarantee that the bidder will be deemed compliant with all of the specifications and requirements as stated in this bid. Completing this checklist does not absolve the bidder's responsibility to thoroughly review and understand all of the specifications and requirements as stated in this bid.**

#Indicates change.