

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 6, 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			
PARTICIPATING AGENCY(IES): 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.			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 12/30/09			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR: 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.			
Attached are pages 6, 16, 17, 20 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 changes effective 12/30/09.			

SPECIFICATIONS TO PROVIDE ADMINISTRATIVE ACCOUNTING,
INVENTORY CONTROL, WAREHOUSE HANDLING AND STORAGE SERVICES.

I. SCOPE

These specifications shall cover the administrative accounting, inventory control, warehouse handling and storage services for spirituous liquor for the Ohio Department of Commerce, Division of Liquor Control in Northwest, Southwest and Northeastern Ohio.

II. RESPONSIBILITY REQUIREMENTS

- A. No bidder, directly or indirectly, through or by its directors, officers, principal stockholders, partners, employees, agents or otherwise, shall have any interests in the business of any distillery, rectifier, importer, broker, wine maker, brewer, wholesale distributor or retailer of beer, mixed beverages, wine or spirituous liquor, as defined by Section 4301.01 "Revised Code of Ohio", nor shall any such persons have been convicted of a crime which, in the sole opinion of the bid evaluators, would render the bidder an unfit party with whom to do business. All owners, directors, managers and officers of the bidders agree to a criminal background check in connection with the submission of their bid. The criminal background checks must be conducted in accordance with the procedures required by the Division of Liquor Control.
- B. Each bidder must submit the fire insurance rating for each building described as part of this bid. If the Division of Liquor Control, (hereafter DOLC), any liquor vendor, or anyone authorized by DOLC to warehouse merchandise in that warehouse incurs a rate increase in its fire insurance (for merchandise stored at a warehouse) due to dangerous materials being stored at the warehouse, DOLC, any liquor vendor, or anyone authorized by the DOLC to warehouse merchandise in that warehouse may deduct the amount of the increase from payments to the Contractor until the situation has been corrected and the rate increase is reduced.
- C. Bidder must have been in the warehousing business for a minimum of two (2) year prior to the date of bid opening.
- D. An authorized representative of the bidder, which will include principles, owners, and/or management, must have a minimum of five (5) years experience in the warehousing business.

The bidder shall immediately notify the Department of Administrative Services (DAS), office of State Procurement and the Division of Liquor Control, of any changes to the management personnel of anyone responsible for handling this account (DOLC) for the successful bidder, and all new management personnel must have a minimum of five (5) years experience in the warehousing business.

III. WAREHOUSING SPECIFICATIONS

The space and services proposed must conform to the following conditions in the warehouse(s):

- A. The successful bidder shall be deemed an independent Contractor, and not an agent of the Division of Liquor Control. The term "independent Contractor" means: one who exercises an independent employment and who has the right to employ and direct the action of the workers, independent of the Division of Liquor Control.
- B. The building for the Northwest must be located in Lucas County, the building for the Southwest must be located in Hamilton County or within five (5) miles of the I-75 corridor in Butler County and the building for the Northeast must be located in Cuyahoga County (see attached map - Exhibit E). *Each bidder shall bid no more than three (3) buildings per District.

Any facility to be used for this contract must meet all requirements within thirty (30) days of the award. The evaluation committee will decide if in its opinion, the facility can meet the state requirements within the thirty (30) days.

*Indicates 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 http://www.irs.gov/pub/irs-pdf/fw9.pdf	<u>YES</u>
_____	DMA CERTIFICATE-CLICK LINK ON PAGE 2 TO DOWNLOAD FORM	<u>YES</u>
_____	AFFIRMATIVE ACTION CERTIFIED-CLICK LINK BELOW AND COMPLETE http://odnapps01.odn.state.oh.us/das-eod/EODBMSDev.nsf/AAPV+Form?OpenForm	<u>YES</u>
_____	OR http://das.ohio.gov/Eod/AEEEO.htm	

****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.

APPENDIX "A"

STATE OF OHIO
DIVISION OF LIQUOR CONTROL

SCHEDULE OF RATES AND CHARGES FOR SUPPLYING
WAREHOUSING SPACE AND SERVICE TO THE OHIO DIVISION OF LIQUOR CONTROL

NOTE: If Bidder Chooses to Bid Multiple Locations the Bidder Must Copy This Form (APPENDIX "A" and Page A-1) and Submit a Copy for Each Location Bid

1. The _____ whose address is _____, hereby submits the following proposal for supplying of storage space and service to the State of Ohio, Division of Liquor Control, the following location:

2. Location of warehouse (describe fully):

3. Attach a scale diagram showing the ground floor plan of the warehouse, including the names of all streets and rail-road sidings adjoining the property together with their capacity. The area and platform space to be used by the contract carrier must be clearly indicated.
4. Date organization was formed: _____
5. Date the present controlling interest was acquired: _____
6. Do any of the following designated persons have any interest directly or indirectly in the business of any distiller, rectifier, winemaker, brewer, sales agency, wholesale distributor, retailer of beer, mixed beverages, wine or spirituous liquor as defined by Section 4301.01, Revised Code of Ohio (Section II.A. of the Invitation To Bid).
 - (1) Corporate Directors _____
 - (2) Corporate Officers _____
 - (3) Stockholders _____
 - (4) Partners _____
 - (5) Employees _____
 - (6) Agents _____

If the answer is "Yes" to any of the foregoing questions, explain the connection fully on an attached sheet.
7. *Within seven (7) days after notification a recent (within the past 12 calendar months) financial statement together with a verified list of all directors, officers, stockholders or partners, as the case may be, and other persons having an interest in the business of the bidder must be submitted. The list shall show the name, address, date acquired, and whether the interest is held in trust, proxy, or otherwise. If any stock of the bidder is owned or held by another corporation, give the same information as required above relative to the stockholding corporation.
8. The Federal Tax Identification Number is _____
9. The Ohio Bureau of Workers' Compensation risk number is _____
10. Indicate the fire insurance rating for each building described as part of this bid

*Indicates change.

EXHIBIT "B"

TOLEDO DISTRICT
 WAREHOUSE MOVEMENTS & INVENTORY STATUS
 01/01/08 thru 12/31/08

By Period Calendar year 2008	Receipts first 1/2 of month	Receipts second 1/2 of month	Withdrawals	15th Closing Inventory	Month end Closing Inventory
1/15	11,982		17,115	92,778	
1/31		22,499	18,063		97,191
2/15	18,690		17,617	98,075	
2/1		14,346	16,124		96,286
3/15	21,726		16,127	101,807	
3/31		19,074	18,025		102,809
4/15	15,881		18,337	100,276	
4/30		24,397	20,502		104,096
5/15	15,800		21,116	98,807	
5/31		21,680	20,581		99,786
6/15	19,108		20,871	97,957	
6/30		19,698	23,326		94,217
7/15	24,116		23,463	94,822	
7/31		29,601	24,621		98,360
8/15	19,719		21,560	96,486	
8/31		30,090	22,530		104,005
9/15	29,575		18,364	115,095	
9/30		21,263	19,074		117,231
10/15	26,385		18,112	125,473	
10/31		16,692	21,991		*120,142
11/15	18,850		18,472	119,991	
11/30		21,161	20,965		120,223
12/15	20,259		24,419	116,004	
12/31		12,150	27,045		101,047
Total Withdrawals			488,420		
Receipts by period	242,091	252,651			
Total Receipts 2008	494,742				

*Indicates change.