

**INVITATION TO BID BY
REVERSE
AUCTION**

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

**QUALIFICATION
SUMMARY**

The Original Signed Qualification Summary must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
QUALIFICATION SUMMARY NUMBER	QUALIFICATION SUMMARY DUE DATE (1:00 PM)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
SA900510	FEBRUARY 24, 2010	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. ()
		CONTRACTOR'S E-MAIL ADDRESS	
REQ./INDEX NO. OPI030	QUALIFICATION SUMMARY NOTICE DATE MARCH 22, 2010		
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): OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS, OHIO PENAL INDUSTRIES, 1221 MCKINLEY AVENUE, COLUMBUS, OH 43222			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: March 22, 2010			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING A QUALIFICATION SUMMARY FOR:			
FABRIC: TWILL, CHAMBRAY, QUILTED LINING MATERIAL AND CLOTH SHEETING			
As indicated herein this addendum is issued to change/reschedule the date of the Live Reverse Auction Event for this Reverse Auction Qualification Summary/Bid from Wednesday March 24, 2010 to Wednesday April 14, 2010			
Attached are revised pages 3, 12, 15, 16 and 19 to Reverse Auction Qualification Summary/Bid SA900510. Please remove these pages from the original posted bid and replace them with the attached pages. The effect of the attached pages is to change the date of the Live Reverse Auction event from Wednesday March 24, 2010 to Wednesday April 14, 2010.			

NOTICE: This Invitation to Bid will be conducted by Reverse Auction. Bidders should carefully read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 of this Invitation to Bid prior to proceeding. The Reverse Auction will be held on Wednesday, April 14, 2010(1) beginning at 1:00 PM EDT until 1:45 PM EDT with extension periods as indicated by bids. Bidders should review Appendix A - THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS on pages 14 through 19 to this bid/qualification summary to familiarize themselves with the qualification and Reverse Auction process.

REVERSE AUCTION QUALIFICATION SUMMARY SUBMITTALS: Reverse auction qualification summaries shall be submitted in paper form in a sealed envelope with the bid number clearly marked on the exterior. If the bidder uses an express mail or courier service, the bid number must be clearly marked on the exterior of the express mail or courier envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope, with the bid number clearly marked on the inside envelope. DAS must receive the qualification summary no later than 1:00 PM EST on Wednesday February 24, 2010. DAS receives summaries during the hours of 8:00 AM through 4:30 PM Monday through Friday, except state observed holidays. DAS does not accept summaries with insufficient postage, collect on delivery, or through electronic means. Summaries must be delivered to the following address: Department of Administrative Services, General Services Division, Office of Procurement Services, ATTN.: Bid Desk, 4200 Surface Road Columbus, OH 43228-1385.

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.

MANDATORY AND REQUIRED SUBMISSIONS: Mandatory submissions must be submitted with the bid/qualification summary response. Failure to provide mandatory submissions with the bid/qualification summary response will result in the Bidder being deemed not responsive and the bid/qualification summary response will be immediately disqualified with no further consideration given for award of a contract. Required documentation/materials should be submitted with the bid/qualification summary response. If not submitted with the bid/qualification summary response, the Bidder must provide the said required documentation/materials within seven (7) calendar days after notification, to the Office of State Purchasing. Failure to provide required submissions in accordance with notifications and within the stated time period will result in the Bidder being deemed not responsive and the bid response will be immediately disqualified with no further consideration given for possible award of the Contract. For specific submission requirements, Bidders should refer to MANDATORY SUBMISSION - BIDDER QUALIFICATIONS below and the Bid Submission Check List on page 13 for a listing of those mandatory submissions due with the bid/qualification summary response and required submissions that should be submitted with the bid/qualification summary response, but which do not become mandatory until requested by DAS.

MANDATORY SUBMISSION - BIDDER QUALIFICATIONS: To participate in the Reverse Auction bidders must pre-qualify. In order to be deemed responsive, responsible and qualified to participate in the reverse auction, bidders must provide the following mandatory submissions with their pre-qualification response. Pre-qualification responses are due on Wednesday, February 24, 2010, 1:00 PM EST. For more information see the Mandatory and Required Submittals Section of the Bid Submission Checklist on page 13 of this Invitation to Bid.

- A. Reverse Auction Qualification Summary (RAQS) Cover Page; Page 1. completed and signed in BLUE ink.
- B. Required Certification for Bidding, RAQS page 2 with sections A. B. and C. completed.
- C. Bidders shall submit descriptive literature or manufacturer's specification sheets with the bid/qualification summary response for each item bid. Descriptive literature or specification sheets should clearly describe how the item(s) offered meet the specifications for the items on pages 10 and 11 of this RAQS/Bid. Descriptive literature or manufacturer's specification sheets must be labeled with the category and item number corresponding to the category and number in the item specifications and on the Item Identification Page 12 of this RAQS. The state acknowledges that it may receive bids from multiple distributors bidding the same manufacturer's products. In such situations, descriptive literature or specification sheets may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such descriptive literature or specification sheets are accompanied by written documentation on the manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the descriptive literature or specification sheets are provided. Any bidder not appearing on this listing and who have failed to furnish requested descriptive literature or specification sheets will be considered not responsive.

(1) Changed by addendum #1 issued March 22, 2010

RAQS/BID ITEM IDENTIFICATION PAGE

NOTICE: This Invitation to Bid is being conducted by Reverse Auction. Bidders should read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 and the MANDATORY SUBMISSION - BIDDER QUALIFICATIONS clause on pages 3 and 4 of this Invitation to Bid prior to proceeding. The responses received will be for submission of documentation only to pre-qualify bidders to participate in an Online Reverse Auction Event which will be held on Wednesday April 14, 2010(1) beginning at 1:00 PM EDT until 1:45 PM EDT with extension periods as indicated by bids.

This reverse auction is a low lot award. A contract will be awarded to the lowest responsive and responsible Bidder for all items in the bid. Failure to offer all items will deem the Bidder's bid not responsive. Bidders shall offer all colors indicated. Failure to offer all colors indicated will deem the Bidder's bid not responsive. During the live Reverse Auction event Bidders will bid by reducing their item bid prices by dollars and cents decrements. At no time during the reverse auction process and live event will participants in the live reverse auction event have access to the identities, bids or totals of other participants. During the live reverse auction event Bidders will be able to view their own current ranking in the bidding and their own prices and dollar total for each item bid.

MANDATORY INFORMATION REQUIRED WITH YOUR PRE-QUALIFICATION RESPONSE. This pre-qualification does not require submission of pricing. **DO NOT SUPPLY PRICING** with your pre-qualification summary submittal. The pre-qualification however does require Bidders supply the information listed below. Bidders shall indicate on the Item Identification Information Table below in the spaces provided; the 1) Manufacturer or Mill Name 2) Item/Style Number (if applicable), and the Bidder's suggested minimum order quantity for each item. Items offered by bidders during pre-qualification will be the same items bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. Once a bidder has indicated and/or quoted a particular manufacturer, brand, item/style number, any subsequent contract will be issued manufacturer and brand specific. No substitutes for brand item/style bid are authorized or will be accepted. Bidders must bid all items. Failure to offer/bid all items will render your bid not responsive.

ITEM IDENTIFICATION INFORMATION TABLE

UNSPSC Number	OPI Item #	Description	Mfgr or Mill Name	Style or Item Number	Bidder's Suggested Min Order Quantity	Unit of Measure	Estimated Annual Use Linear Yards
11161700	010091	Twill Fabric, Navy Blue, 60"				Linear Yard	100,000
1161700	020091	Twill Fabric, Bleached White, 60"				Linear Yard	12,000
11161700	030091	Twill Fabric, Khaki, 60"				Linear Yard	8,000
11161700	040091	Twill, Fabric, Orange, 60"				Linear Yard	4,000
11161700	010092	Chambray Fabric, Blue, 60"				Linear Yard	48,000
11161700	010096	Quilted Lining Material, Navy Blue, 60"				Linear Yard	12,000
11161700	020096	Quilted Lining Material, Orange, 60"				Linear Yard	600
11161700	010095	Cloth Sheeting, Bleached White, 42"				Linear Yard	10,000
11161700	030095	Cloth Sheeting, Bleached White, 54"				Linear Yard	110,000

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

HedgeHog Inc. will manage all services to support this online event including:

- Reception of all Bidders Registering on the OhioDAS ProcurePort (<https://ohiodas.hedgehog.com>) in order to participate in the Online Reverse Auction event.
- Contact qualified bidders regarding their participation in the online bidding event based on specific state of Ohio DAS ProcurePort requirements.
- Answer all questions relating to the online bidding process and bidding platform.
- Train invited bidders, in advance of the scheduled live online Reverse Auction event, on using the bid platform through a demonstration (mock) auction event.
- Conduct the live Online event in accordance with the requirements specified in this document.
- Provide final bid reports to the state of Ohio DAS at the conclusion of the live online reverse auction event.

Section Two: Contact Information

2.1 Communication Before and During Event

HedgeHog, Inc. Contact Information	
Live Help Desk Telephone Support Available M-F 8:30 AM to 5:00 PM EST	1-800-208-2335
Email Help Desk Support Available 24/7 with responses within 24 hours or sooner	helpdesk@hedgehog.com

Section Three: Bid Schedule

Online Reverse Auction Event Registration Time Line	April 7 – April 9, 2010(1)
<ol style="list-style-type: none"> 1. DAS/HedgeHog issue invitations to qualified Bidders containing a Bid Unit Price Spreadsheet. 2. If not already registered, bidders who are invited to participate in the Online Reverse Auction MUST register at https://ohiodas.hedgehog.com. 3. Bidders must follow the registration instructions posted on Page 30, Section One. General Information 1.0 Introduction, Step Three. 4. Bidders who register on the site will receive email notification with a USER ID and PASSWORD 5. Bidders who already registered and who are deemed qualified will be sent an invitation including USER ID and PASSWORD and the Unit Price Bid Spreadsheet. 	<p>April 7 - 9, 2010 (1)</p> <p>April 7, 2010: Open for Registration: (1)</p> <p>4:30 PM (EDT), April 9, 2010: Deadline for Invited Bidder Registration: (1)</p>
Online Reverse Auction Training	April 7 – 13, 2010 (1)
<ol style="list-style-type: none"> 1. Bidders are invited to schedule Reverse Auction Training with HedgeHog 2. A list of available training dates/times and instructions will be sent with the Registration Invitation. All training is on a “first come / first served” basis. 3. Bidders may contact the Help Desk Support anytime by email or phone to address questions regarding the Live Bid session as defined in Section Two: Contact Information 	<p>Contact Matt Meighan w/HedgeHog at matt.meighan@hedgehog.com or 800-208-2335 to schedule training</p>

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APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

Bidder Participation Requirements	April 7, 2010 and up to 12:30 PM (EDT) April 14, 2010 (1)
<ol style="list-style-type: none"> 1. Bidders are <u>Required</u> to accept the Online Participation Agreement and Terms in advance to participate in the Live Online Reverse Auction Event. Access to the Participation Agreement can be found on the “Welcome to OhioDAS ProcurePort Online Bid Event” invitation. 2. Bidder acceptance is completed by entering the USER ID and PASSWORD assigned with the Invitation email. 3. Proxy Bids: Bidders who need to submit Proxy Bids must contact the Auction Administrator as soon as possible by email. Proxy Bids will only be submitted with a signed agreement between the Bidder and the Online Bid Host, Hedgehog, Inc. 	<p>Due date for submission of invited qualified bidder acceptance of Reverse Auction terms and conditions:</p> <p>April 14, 2010 12:30 PM (EDT) (1)</p> <p>Auction Administrator email: matt.meighan@hedgehog.com</p>
Live Ohio DAS ProcurePort Reverse Auction	April 14, 2010(1)
<ol style="list-style-type: none"> 1. Live Auction: Bidders should log onto the Bid Site up to 15 minutes before the event opens live. 2. Bidders access the Bid Page by selecting the Live “Bid” Button on the Auction events list. 3. Bidders will submit bids on the Bid page and select “Place Bid” to view their current ranking. 4. Bidders can view updates to their bid page instantly. 5. Bidders may submit questions during the Live Event via email or contact the Help Desk immediately if they need assistance with placing bids. See Section Two for contact information. 	<p>1:00 PM (EDT) Live Bidding Opens</p> <p>Estimated duration 45 minutes with Extension periods as indicated by the Bid.</p>
State of Ohio DAS Final Bid Validation & Award Process	April 14 – April 30, 2010 (1)
State of Ohio Contract Inception	May 1, 2010

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APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

Section Five Qualification Summary and Reverse Auction Timeline

TASK	DEADLINE
Reverse Auction Qualification Summary Posted	February 10, 2010 (Approximately)
RAQS Submission Deadline / Opening	1:00 PM February 24, 2010
Qualification Summary Evaluation & Selection of Invited Bidders	February 24 – April 7, 2010 (1)
DAS/HedgeHog to issue invitations to qualified Bidders	April 7 - 9, 2010 (1)
Bidder registration at: https://ohiodas.hedgehog.com . HedgeHog, Inc. issues USER ID, PASSWORD and pre-bid unit price spreadsheet.	April 7 – April 9, 2010 (1)
Cut-Off for Bidder Registration	4:30 PM (EST) April 9, 2010 (1)
Bidder training conducted by HedgeHog, Inc.	April 7 – 14, 2010 (1)
Live Reverse Auction Event	April 14, 2010 1:00 – 1:45 PM (EDT) w/extensions (1)
Evaluation and Contract Award	April 14 – April 30, 2010 (1)
Contract Inception	May 1, 2010

(1) Changed by addendum #1 issued March 22, 2010