

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 0B102011	OPENING DATE (1:00 p.m.) NOVEMBER 1, 2010	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 CERTIFICATION NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. 0000012716	BID NOTICE DATE OCTOBER 25, 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			
BILL TO: Ohio Department of Health Business Unit 246 North High Street Columbus, OH 43215		SHIP TO: Ohio Department of Health 225 Neilston Street Columbus, OH 43215	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. <u>within 180 days ARO (see page 5)</u>		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D. _____	
ADDENDUM FOR CHANGE ADDENDUM NO: 1 REVISION DATE: 10/25/10			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> ELECTRIC EMBOSSERS			
Attached are pages 1 and 5 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 correct Specifications and also to extend the opening date until November 1, 2010.			

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Department of Administrative Services
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		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. 0000012716	BID NOTICE DATE OCTOBER 14, 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			
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DELIVERY REQUESTED F.O.B./DEST. P.P.D. <u>within 180 days ARO</u>		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D. _____	
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u></p> <p>ELECTRIC EMBOSSERS</p> <p><u>QUANTITY AND DURATION:</u> This Invitation to Bid, which is not a contract, is considered to be a one-time procurement offer for the product(s)/service(s) as listed herein. The successful Contractor may commence performance of the awarded contract upon receipt of an official state of Ohio Purchase Order (ADM0523/ORDE). Upon completion of the contract and upon receipt of proper invoices, payment will be provided by the ordering agency. The contract will then be considered as complete and no further purchases may be placed against the contract. With the exception of approved overrun/underrun tolerances, any deviations from the quantity listed in the awarded contract shall not be permissible nor acceptable.</p> <p>INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING; STANDARD CONTRACT TERMS AND CONDITIONS; AND SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, Rev. 10-01-07, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure. All questions should be submitted a minimum of one (1) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE		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

Scope:

This Invitation to Bid (ITB) is issued by the Department of Administrative Services (DAS) for the procurement of one hundred thirty-two (132) electric embossers for the Ohio Department of Health (DOH). Each embosser shall include the DOH seal. Delivery must be to one location in Columbus, Ohio. ►DOH will accept deliveries in increments of 24 units. The first increment should be delivered by 12/31/10, and the entire quantity of 132 units should be delivered within 180 days ARO.

Embosser requirements:

1. All embossers furnished for this contract shall be new and unused.
2. All embossers must have the following required features/capabilities:
 - a. Locking mechanism with removable key which will disable the unit from functioning when in the locked position.
 - b. Impression shaft must be gear-driven or cam-driven, and must not utilize a solenoid or strike to produce the embossed image.
 - c. Acceptance of 8-1/2" x 14" paper sheets (paper can roll into the unit).
 - d. Activation button and also a foot pedal to cycle the machine.
 - e. Accommodate a 2" circular-base seal.
 - f. Accommodate a specialized seal.
 - g. Electrical line power (120 VAC).
 - h. Overload indicator light.
 - i. On/off switch.
 - j. Paper guide to assist in proper document insertion.
 - k. Desktop model, not requiring any external stand or other equipment to function.

Seal Design:

The seal required must be as follows:

1. On a 2" circular base,
2. Etched design is six-sided, with designs at each corner and a rope-type design between the corners,
3. Includes a circular ring which has "Ohio Department of Health" at the top and "State of Ohio" at the bottom of the ring,
4. Center of the seal contains the Seal of the Great State of Ohio.

DOH will provide the actual seal design (camera-ready artwork) to the successful bidder.

Warranty:

The bidder's response should include the Warranty and service procedures while the unit is under Warranty, and the location responsible for Warranty service.

Maintenance:

Maintenance beyond the Warranty is not part of this ITB. DOH will utilize its Direct Purchase Authority to obtain maintenance service after the Warranty expires.

► Specifications corrected per Addendum No. 1 dated 10/25/10.

Landscaped – Highlight line before pasting. Delete if not needed.

Portrait – Highlight line before pasting. Delete if not needed.