

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 OT901013	OPENING DATE (1:00 p.m.) JUNE 6, 2012	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. EDU003	BID NOTICE DATE 05/16/12	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> DEPARTMENT OF EDUCATION, OFFICE FOR CHILD NUTRITION (OCN), 25 S. FRONT ST., 3rd FLOOR, COLUMBUS, OH 43215-4163			
ADDENDUM FOR CHANGE ADDENDUM NO.: 2 REVISION DATE: 5/31/12			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> PROVIDE ADMINISTRATIVE STORAGE AND DELIVERY SERVICES RELATED TO FEDERALLY DONATED FOODS TO BE DISTRIBUTED FOR THE OHIO DEPARTMENT OF EDUCATION.			
Attached are page 25, 43, 44, 45, 46 and 54 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 5/31/12, change in XVIII Price Schedules for Intrastate Commodity Transfers specifications and calculations page 25, change in Evaluation Format Notes and Calculations pages 43-45, change in invoice format page 46 and additional supplemental links page 54.			

XVIII. PRICE SCHEDULES

A. INTRASTATE COMMODITY TRANSFERS

***Contractor shall submit a Bid for the intrastate transfer of commodities to other State agency contracted warehouses. Such transfers may be required from time to time in order to balance inbound USDA shipping requirements with receipt agency demand. The pricing shall be stated for the following: Intrastate Transfer per Truckload Trip bid price, a Intrastate Transfer per Half-truckload Trip bid price and a Intrastate Transfer Backhaul Trip bid price. The Contractor shall bill / invoice the State agency the amounts for any such transfers. The USDA case quantities per transfer may vary depending on the commodity items being requested to be transferred. Transfer requests may result in partial truckloads. Note: Each transfer must be reviewed to determine which costing method is to be utilized based upon the lesser of the Intrastate Transfer per Truckload Trip bid price, the Intrastate Transfer per Half-truckload Trip bid price and the Intrastate Transfer Backhaul Trip bid price. The Intrastate Transfer Backhaul Trip Bid Price shall be less than the Intrastate Transfer Truckload Trip Cost or the Intrastate Transfer Half-truckload Trip Cost. When invoicing, the monthly invoice shall have a line item on the invoice for Intrastate Transfer Truckload Trip(s), an invoice line item for Intrastate Transfer per Half-truckload Trip(s) and an invoice line item for Intrastate Transfer Backhaul Trip.

***BID PRICE – Intrastate Transfer Truckload Trip Charge - two way shipment (round trip) including one hour dock time for loading / unloading.

***BID PRICE - Intrastate Transfer Half-truckload Trip Charge - two way shipment (round trip) including one hour dock time for loading / unloading. The minimum number of cases for a half-truckload transfer will be 200 cases.

BID PRICE - Backhaul Trip Charge - one way shipment including one hour dock time for loading / unloading.

Insert bid pricing for all intrastate commodity transfer charges for each year in the corresponding boxes provided.

B. MIDEAST REGION

To provide all services described in this Bid to twenty five (25) Mideast Ohio counties.

	BID PRICE - PER CASE – PER MONTH								
	7/01/12 through 6/30/13			7/01/13 through 6/30/14			7/01/14 through 6/30/15		
SERVICE TO BID	DRY	COOLER	FREEZER	DRY	COOLER	FREEZER	DRY	COOLER	FREEZER
STORAGE*									
HANDLING**									
DELIVERY (INSIDE)									
INTRASTATE TRANSFER BID	7/01/12 through 6/30/13			7/01/13 through 6/30/14			7/01/14 through 6/30/15		
***INTRASTATE TRANSFER TRUCKLOAD TRIP BID PRICE									
***INTRASTATE TRANSFER HALF-TRUCKLOAD BID PRICE									
INTRASTATE TRANSFER BACKHAUL BID PRICE									

* Product received after the 15th of the month will be paid at one-half the monthly storage rate.

** One time handling charge to be accessed at the time units are received.

***Indicates revision

EVALUATION FORMAT
 AN EXAMPLE FOR A WAREHOUSE REGION

Storage, Handling, and Delivery	Y E A R 1			Y E A R 2			Y E A R 3			
	Dry	Cooler	Frozen	Dry	Cooler	Frozen	Dry	Cooler	Frozen	
*A. Storage(Bid) ¹	0.02	0.04	0.06	0.02	0.04	0.06	0.02	0.04	0.06	
*B. Months in Storage (From Region Data Package) ²	3.04	3.69	1.64	3.04	3.69	1.64	3.04	3.69	1.64	
*C. Storage(weighted) (A x B) ³	0.0608	0.1476	0.0984	.0608	.1476	.0984	.0608	.1476	.0984	
*D. Handling (Bid) ⁴	0.25	0.25	0.25	0.26	0.26	0.26	0.27	0.27	0.27	
*E. Delivery (inside) ⁵	0.75	0.75	0.75	0.77	0.77	0.77	0.79	0.79	0.79	
*F. (C+D+E) ⁶	1.0608	1.1476	1.0984	1.0908	1.1776	1.1284	1.1208	1.2076	1.1584	
*G. % Category (From Region Data Package) ⁷	0.256	0.0425	0.7014	0.256	0.0425	0.7014	0.256	0.0425	0.7014	
*H. Storage, Handling, and Delivery Sub-total (F x G) ⁸	0.2716	0.0488	0.7704	0.2792	0.0500	0.7915	0.2869	0.0513	0.8125	3.3622
Intrastate Transfer	Year 1			Year 2			Year 3			
*I. Intrastate Transfer Truckload (20,001 lbs. to 40,000 lbs.) Trip Bid Price ⁹	100			103			106			
*J. Intrastate Transfer Half-truckload (20,000 lbs. or less) Bid Price ¹⁰	60			62			64			
*K. Intrastate Transfer Backhaul Trip Bid Price ¹¹	50			51.50			53			
*L. Intrastate Transfer Cost (I+J+K) ¹²	210			216.50			223			
*M. Avg. # of Cases per Truckload ¹³	1383			1383			1383			
*N. Cost per Case per Truckload (L / M) ¹⁴	0.1518			0.1565			0.1612			
*O. % Transfers (Of State Delivery Case Total) ¹⁵	0.0322			0.0322			0.0322			
*P. Intrastate Transfer per Case Sub-total (N x O) ¹⁶	0.0049			0.0050			0.0052			0.0151
*Q. Storage Handling Delivery Sub-Total Plus Intrastate Transfer Per Case Sub-total (H + P) ¹⁷										3.3773
TOTAL AVERAGE PRICE PER CASE (1/3 of total)¹⁸										1.1258

*See page 45 "Evaluation Format Notes and Calculations" for explanation of items 1-18 above.

*Indicates revision

THE WORKSHEET BELOW IS FOR CALCULATING THE TOTAL AVERAGE PRICE PER CASE FOR EACH WAREHOUSE REGION

July 1, 2012 – June 30, 2013 July 1, 2013 – June 30, 2014 July 1, 2014 – June 30,

2015

Storage, Handling, and Delivery	Dry	Cooler	Frozen	Dry	Cooler	Frozen	Dry	Cooler	Frozen
*A. Storage(Bid) ¹									
*B. Months in Storage (From Region Data Package) ²									
*C. Storage(weighted) (A x B) ³									
*D. Handling (Bid) ⁴									
*E. Delivery (inside) ⁵									
F. (C+D+E) ⁶									
*G. % Category (From Region Data Package) ⁷									
*H. Storage, Handling, and Delivery Sub-total (F x G) ⁸									
Intrastate Transfer	Year 1			Year 2			Year 3		
*I. Intrastate Transfer Truckload (20,001 lbs. to 40,000 lbs.) Trip Bid Price ⁹									
*J. Intrastate Transfer Half-truckload (20,000 lbs. or less) Bid Price ¹⁰									
*K. Intrastate Transfer Backhaul Trip Bid Price ¹¹									
*L. Intrastate Transfer Cost (I+J+K) ¹²									
*M. Avg. # of Cases per Truckload ¹³	1383			1383			1383		
*N. Cost per Case per Truckload (L / M) ¹⁴									
*O. % Transfers (Of State Delivery Case Total) ¹⁵	0.0322			0.0322			0.0322		
*P. Intrastate Transfer per Case Sub-total (N x O) ¹⁶									
*Q. Storage Handling Delivery Sub-Total Plus Intrastate Transfer Per Case Sub-total (H + P) ¹⁷									
									TOTAL AVERAGE PRICE PER CASE (1/3 of total) (Q / 3)¹⁸

*See page 45 "Evaluation Format Notes and Calculations" for explanation of items 1-18 above.

*Indicates revision

*EVALUATION FORMAT NOTES AND CALCULATIONS:

- ¹ Storage Bid by Contractor in each warehouse region for dry, cooler and frozen items.
- ² Months in storage numbers for each warehouse region are on "Evaluation Factors" page of the data package for each region.
- ^{*3} Storage (Weighted) equals the A. Storage (Bid)¹ multiplied by the B. Months in Storage².
- ⁴ Handling bid by Contractor in each warehouse region for dry, cooler and frozen items.
- ⁵ Inside Delivery bid per case by Contractor in each region for dry, cooler and frozen items.
- ^{*6} Total of C+D+E for dry, cooler and storage
- ⁷ The percentage of total cases delivered that are dry, cooler or frozen as shown in data package pie chart for Total Commodity Cases Delivered for each warehouse region.
- ^{*8} F. (C+D+E) multiplied by G. % Category
- ^{*9} Intrastate Truckload Transfer (20,001 lbs. to 40,000 lbs.) Trip Bid Price by Contractor in each region. (There were 21 truckload equivalent transfers in the state in 2010 – 2011 and the actual number of truckloads transfers will vary from year to year).
- ^{*10} Intrastate Half-truckload Transfer (20,000 lbs. and less) Trip Bid Price by Contractor in each region. (There were 31 half-truckload equivalent transfers in the state in 2010 – 2011 and the actual number of truckloads transfers will vary from year to year). Minimum number of cases for a half-truckload transfer will be 200 cases.
- ¹¹ Intrastate Transfer Backhaul Trip Bid Price by Contractor in each warehouse region.
- ^{*12} Intrastate Transfer Cost equals I. Intrastate Transfer Truckload Trip Bid Price plus J. Intrastate Transfer Half-truckload Bid Price plus K. Intrastate Transfer Backhaul Trip Bid Price.
- ¹³ Avg. # of Cases per Truckload. (The 1,383 cases represent the average number of cases per truckload of the commodity items and is used for evaluation purposes. The actual number of cases per transfer request may vary depending on the commodity items requested to be transferred.)
- ^{*14} Cost per Case per Truckload. (L. Intrastate Transfer Cost divided by M. Avg. # of Cases per Truckload)
- ¹⁵ % Transfers (Represents the number of total Cases Transferred (39,736 cases) in the 2010 - 2011 school year as a percentage of the number of total Cases Delivered (1,233,356) in the 2010 – 2011 school year. $39,736 / 1,233,356 = .0322$.)
- ^{*16} Intrastate Transfer per Case Sub-total (N. Cost per Case per Truckload multiplied by O. % Transfers).
- ^{*17} H. Storage Handling Delivery Sub-total Plus P. Intrastate Transfer per Case Sub-total.
- ^{*18} Total Average Price per case equals Q. Storage Handling Delivery Sub-Total Plus Intrastate Transfer Per Case Sub-total, three year totals divided by 3.

*Indicates revision

SUMMARY OF MONTHLY INVOICE FORMAT (SAMPLE)

	Units / Cases	Bid Price Per Unit / Case	Cost	
STORAGE				
Recurring Storage				
Dry	7,000	\$0.02	\$140.00	
Cooler	2,000	\$0.04	\$80.00	
Frozen	11,000	\$0.06	\$660.00	
Sub-total Recurring Storage	20,000			\$880.00
Receipts (1st-15th)				
Dry	2,400	\$0.02	\$48.00	
Cooler	800	\$0.04	\$32.00	
Frozen	6,800	\$0.06	\$408.00	
Sub-total Storage - Receipts (1st-15th)	10,000			\$488.00
Receipts (16th-End of month)				
Dry	1,200	\$0.01	\$12.00	
Cooler	400	\$0.02	\$8.00	
Frozen	3,400	\$0.03	\$102.00	
Sub-total Storage Receipts (16th-End of month)	5,000			\$122.00
Total Storage				\$1,490.00
HANDLING				
Dry	3,600	\$0.25	\$900.00	
Cooler	1,200	\$0.25	\$300.00	
Frozen	10,200	\$0.25	\$2,550.00	
Total Handling	15,000			\$3,750.00
DELIVERY				
Dry	4,800	\$0.75	\$3,600.00	
Cooler	1,600	\$0.75	\$1,200.00	
Frozen	13,600	\$0.75	\$10,200.00	
Total Delivery	20,000			\$15,000.00
INTRASTATE TRANSFERS CURRENT MONTH				
*Intrastate Transfer Truckload Trip(s)	1	\$100.00	\$100.00	
*Intrastate Transfer Half-truckload Trip(s)	1	\$60.00	\$60.00	
*Intrastate Transfer Backhaul Trip(s)	1	\$50.00	\$50.00	
Sub-total Transfers				*\$210.00
Total Invoice Amount				*\$20,450.00
*Indicates revision				

PLEASE FIND LINKS BELOW FOR INSTRUCTIONS 709-5 AND THE MIDEAST REGION
DATA PACKAGE.

Instruction for 709-5 <http://www.fns.usda.gov/fdd/forms/fns-57.pdf>

MIDEAST REGION DATA PACKAGE

*Warehouse Bid Supplemental Document - Delivery Confirmation Record Layout - Existing CATS

*Warehouse Bid Supplemental Document - Delivery Notification Record Layout - Existing CATS

*Warehouse Bid Supplemental Document - Receipt Confirmation Record Layout - Existing CATS

*Warehouse Bid Supplemental Document - Shipping Notification Record Layout - Existing CATS

*Warehouse Bid Supplemental Document - Mideast Region (Excel Format)

*Indicates revision