

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	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
OT901013	6/11/12	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. EDU003	BID NOTICE DATE 05/16/12		
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 43215-416			
ADDENDUM FOR CHANGE ADDENDUM NO.: 3 REVISION DATE: 6/4/12			
<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 1, and 43 - 45 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 6/4/12, change in bid opening date to 6/11/12 page 1 and change in Evaluation Format Notes and Calculations, pages 43-45.			

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State of Ohio
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The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
OT901013	**JUNE 11, 2012	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. ()
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			
PARTICIPATING AGENCY(IES): DEPARTMENT OF EDUCATION, OFFICE FOR CHILD NUTRITION (OCN), 25 S. FRONT ST., 3rd FLOOR, COLUMBUS, OH 43215-4163			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: PROVIDE ADMINISTRATIVE STORAGE AND DELIVERY SERVICES RELATED TO FEDERALLY DONATED FOODS TO BE DISTRIBUTED FOR THE OHIO DEPARTMENT OF EDUCATION.			
TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>July 1, 2012</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>June 30, 2012</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment or letter. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.			
INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 2/2011, 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.			
By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.			
Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.procure.ohio.gov/ . All questions should be submitted a minimum of five (5) working days prior to the bid opening date.			
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.

**Indicates revised open date

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										
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	0.0276			0.0276			0.0276			
**P. Intrastate Transfer per Case Sub-total (N x O) ¹⁶	0.0042			0.0043			0.0044			0.0129
**Q. Storage Handling Delivery Sub-Total Plus Intrastate Transfer Per Case Sub-total (H + P)¹⁷										
										3.3751
										**TOTAL AVERAGE PRICE PER CASE (1/3 of total)¹⁸
										1.1250

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

*Indicates revision
 **Indicates revision 6/4/12

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	0.0276			0.0276			0.0276		
*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
 **Indicates revision 6/4/12

*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 Storage ².
- 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 (34,032 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. $34,032 / 1,233,356 = .0276$.)
- ^{*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

**Indicates revision 6/4/12