

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 OT906420	OPENING DATE (1:00 p.m.) June 19, 2020	STREET ADDRESS ☐ 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. DRC062	BID NOTICE DATE May 27, 2020	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) ☐ E-Mail ☐ 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			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR: MATERIAL AND SUPPORT FOR OHIO PENAL INDUSTRIES (OPI) JANITORIAL, LAUNDRY AND PERSONAL CARE PRODUCT MANUFACTURING 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 06/01/2020 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 01/31/2024 unless DAS terminates the Contract based upon reasons set forth in 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. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency. CONTRACT RENEWAL. This Contract may be renewed after the ending date of the Contract solely at the discretion of the Contracting Agency for a period of one month. Any further renewals will be by mutual agreement between the Contractor and the Contracting Agency for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed 36 months unless the Contracting Agency determines that additional renewal is necessary. INSTRUCTIONS TO BIDDERS and STANDARD TERMS AND CONDITIONS , Revised 05/29/19, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void. Contract Components. Once awarded, the Contract will consist of: the complete Invitation to Bid, including the Instructions to Bidders, the Standard Contract Terms and Conditions, any Special Contract Terms and Conditions, the bid specifications and any written addenda or amendments to the Invitation to Bid or Contract; the completed competitive sealed bid, including proper modifications, clarifications and samples; and applicable, valid State of Ohio purchase orders or other ordering documents ("Contract"). INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/ . Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number"; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.			
		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.

CERTIFICATION STATEMENTS

Bidders claiming preference for Domestic Source End Products, the Ohio preference, and/or the Veteran Friendly Business Enterprise (VBE) must complete the following information. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** The state reserves the right to clarify any information during the evaluation process.

*****BIDDERS MUST COMPLETE THE APPROPRIATE CERTIFICATION BELOW TO RECEIVE THE PREFERENCE.*****

A. DOMESTIC PREFERENCE (BUY AMERICAN): Revised Code 125:11 and Administrative Code 123:5-1(K)
[Not applicable to "[Excepted Products](#)"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?
☐ United States: _____(State) ☐ Canada ☐ Mexico ([Go to B-1](#))
☐ Other: (Specify Country) _____ ([Go to A-2](#))
2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued. ☐ Yes ([Go to Section B-1](#)) ☐ No ([Go to Section A-3](#))
3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy American Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

_____ (Item) _____ (Country of Origin)

_____ (Item) _____ (Country of Origin)

B. OHIO PREFERENCE (BUY OHIO): Revised Code 125:09 and Administrative Code 123:5-1-06

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
☐ Yes ☐ No ([Go to B-2](#))
2. Bidder has significant economic presence within the state of Ohio. ☐ Yes ([Answer a, b, c, d below](#)) ☐ No ([Go to B-3](#))
 - a) Bidder has paid the required taxes due the state of Ohio ☐ Yes ☐ No
 - b) Bidder is registered with the Ohio Secretary of State
☐ Yes (Charter/Registration No.: _____) ☐ No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://sos.state.oh.us/>
 - c) Bidder has ten or more employees based in Ohio or border state. ☐ Yes ☐ No ([Go to B-2d](#))
 - d) Bidder has seventy-five percent or more employees based in Ohio or border state. ☐ Yes ☐ No ([Go to B-3](#))
3. Border state bidder: (Except products mined in Michigan)
☐ Yes (Specify which state then go to B-2c): ☐ KY ☐ MI ☐ NY ☐ PA ☐ IN ☐ No ([Go to B-4](#))
4. Border state bidder: mined products mined in respective border state (Except for products mined in Michigan) ☐ Yes ☐ No ☐ Not Applicable

C. VETERANS PREFERENCE (BUY VETERAN): Revised Code 9.318 and Administrative Code 123:5-1-16

- Is the bidder a certified Veteran Friendly Business Enterprise as defined in Administrative Code 123:5-1-01(KK)
☐ Yes ☐ No

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.

SUPPLEMENTAL BID: Any award made as a result of this bid will become a part of Contract No. OT903520 effective 06/01/20 or upon the date when DAS signs the Contract, whichever is later in time.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within three (3) calendar days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

PRODUCT SAMPLES: The Bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not included as part of their Bid Response, the Bidder will be required to provide the samples within three (3) calendar days after notification. Failure to provide the samples within the stated time period will result in the Bidder being deemed not responsive. After award of the Contract, the samples will be used as a basis of comparison with actual product delivered under Contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will Multiply the Unit Price by the Estimated Annual Usage listed in the Bid Price Page and then add each of the Total costs together to arrive at an Annual Total for all Items. Failure to Bid all items may result in the Bidder being deemed not responsive.

CONTRACT AWARD: The Contract will be awarded to the lowest responsive and responsible Bidder by low lot total. The items listed are being bid as Brand Name or Approved Equal in accordance with Ohio Administrative Code 123:5-1-10(I). Bidders who offer alternate items to the Brand Names listed must provide detailed written justification with their Bid, describing how the alternate items offered meet or exceed the Brand Name items specified. The specifications for the Brand Names listed are considered necessary only to establish functional requirements. Proprietary design, exact dimensions, capacities, or restrictive features will not preclude acceptance of other recognized alternates meeting comparable performance requirements as determined by the State. Bidder signifies compliance or non-compliance with specifications by listing and outlining all deviations from specifications on company letterhead and returning it with the bid. Failure to provide this information may deem the bid not responsive.

PERCENT OFF MSRP: Bidder shall submit, as part of their bid response for each manufacturer identified a percent off Manufacturers Suggested Retail Price (MSRP), in percentage form. Percent off MSRP is for other products that are not included in the price page, but may be added due to customer request or item reformulation. Failure of the bidder to furnish a percent off MSRP as part of their bid response may deem the bidder not responsive.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The Contract prices(s) will remain firm for the first six (6) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to I.C. "Termination / Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

SPECIAL TERMS AND CONDITIONS (CONTINUED)

USAGE REPORTS: Every six (6) months the Contractor must submit a report indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Adam Williamson or Adam.Williamson@das.ohio.gov

BID AUTOMOBILE LIABILITY CHECKLIST: Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- ☐ Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- ☐ Goods/Services will be delivered via common carrier.
- ☐ No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES: List names of subcontractors who will be performing work under the Contract.

_____	_____
_____	_____
_____	_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SPECIFICATIONSI. BACKGROUND:

OPI's mission is to produce quality goods and offer superior services, while providing offenders with marketable job skills and training that contributes to future employment opportunities. OPI began this work in 1948. Southeastern Correctional Institution (SCI) is a Level 1 correctional facility in operation since 1980. Experience provided with the Janitorial, Laundry and Personal Care Products operation includes: material handling, inventory management, manufacturing, packaging, equipment operation and product labeling.

II. SCOPE:

The purpose of this contract is to supply raw materials and support for the Ohio Penal Industries (OPI) Janitorial, Laundry and Personal Care Products manufacturing operation at SCI, Lancaster Ohio. Items purchased in reference to this contract will be used to produce a wide variety of cleaning products. OPI will rely heavily upon contractor's industry knowledge for formulation of best practices, product selection, item roll-out, marketing, training and regulatory compliance.

III. CLASSIFICATION: This solicitation contains two (2) categories.

A. Products. As specified herein. Detailed requirements including chemical properties appear in Attachment A.

B. Support. As identified in Section VI, SUPPORT REQUIREMENTS.

IV. GENERAL REQUIREMENTS:

A. Delivery

1. Location(s): OPI Warehouse
5900 B.I.S. Road
Lancaster, OH 43130

2. Hours: Delivery shall occur Monday through Friday, except state holidays, between the hours of 8:00 am and 2:30 pm.

3. Appointment: Delivery shall occur by appointment only. Contact Tracy Congrove (740) 994-0806 and/or James Haynes (740) 994-0812 for appointment. OPI Purchasing may also be contacted (614) 752-1053.

4. Delivery Exception: Security and safety considerations (i.e. lockdown, inclement weather) may result in abnormal delay or refusal of delivery. If such an exception occurs, Contractor shall reattempt delivery as instructed.

B. Product Management

1. Product Information.

a. Contractor shall provide OPI with updates on new and improved products as they become available.

b. Contractor shall provide OPI with updates on regulatory and labeling requirements as they occur. This includes, but is not limited to; chemical suppliers, industry standards, EPA, FDA, and other governing bodies.

2. Additional Products. New or reformulated products may be required as determined by OPI.

a. Items identified may be added, by amendment, and shall become part of this Contract under the same Terms and Conditions.

b. Pricing for such items subject to percent off MSRP as appears on bid price page.

SPECIFICATIONS (CONTINUED)

3. Supplemental Capacity. If an emergency situation occurs where demand exceeds OPI production capacity (i.e. catastrophic equipment failure), Contractor shall produce identical products on OPI's behalf. Such service shall be conducted at Contractor's actual cost, and only on a temporary basis.

V. PRODUCT REQUIREMENTS: The following requirements apply to all raw and finished goods purchased in reference to this contract.

A. Packaging

1. Bulk Pack (i.e. Totes and Supersacks): Not to exceed standard 40x48 inch pallet configuration.
2. Recycling: All products shall be in a recycled container or packaging that can be returned, at the Contractor's expense, for re-use.
3. Samples: Smaller size (i.e. 25lb. case or 55 gal. drum), for new items and/or sample purposes shall be provided at no additional cost.

B. Labeling: See Attachment B for example. All incoming product labels are subject to OPI approval and must include the following:

1. OPI logo and item identification numbers.
2. Dilution or mixing rates as they apply to finished good identified.
3. Directions for use.
4. Warning and precautionary information per all applicable laws and regulations.
5. Registration and lot numbers as they apply.
6. Net Contents.

C. Safety Data Sheets (SDS): An SDS in Global Harmonization System (GHS) format shall be included for each item with each shipment. See Attachment C for example.

VI. SUPPORT REQUIREMENTS: The cost of these services shall be incorporated into the Support Fee as it appears on bid price page.

A. Technical Assistance: The Contractor shall provide ongoing technical assistance to OPI. This includes, but is not limited to:

1. Current Good Manufacturing Practice (CGMP).
2. Product Development and Specification.
3. Quality Control/Assurance.
4. Industry specific best practices (handling, packaging, labeling).
5. Specific manufacturing problems as they arise.
6. Chemist: Contractor shall provide access to an appropriately certified (as determined by product requirements) Chemist within twenty-four (24) hours of OPI request.

SPECIFICATIONS (CONTINUED)

7. Label Development:
- a. Contractor shall develop labels for each OPI finished product within forty-five (45) days of contract and/or new product inception.
 - b. Labels must comply with all applicable regulations and include the following:
 - i. OPI Product Name and ID number
 - ii. EPA Registration Number and/or sub-registration number
 - iii. Spanish language version upon request
 - c. Artwork to be provided in digital format and as silk screen positives.
 - d. See Attachment D for example.
8. Manufacturing Process Training: Contractor shall provide annual on-site training for OPI manufacturing staff for all items associated with this contract. This training shall occur at a mutually agreed upon date.
- B. Regulatory Compliance: The Contractor shall be responsible for assuring complete regulatory compliance throughout OPI's process. This includes but is not limited to:
1. SDS: Contractor shall provide SDS in GHS format for each OPI finished product within forty-five (45) days of contract and/or new product inception. Each SDS shall be audited by the Contractor on quarterly (March 31, June 30, September 30, December 31) basis for the life of this contract. See Attachment C for example.
 2. EPA Claim: All products with EPA disinfectant claim shall be tested by Contractor to assure active ingredients meet label claims. A four ounce (4 oz.) sample will be provided by OPI, subsequent test results must be returned within three (3) business days. Contractor must authorize OPI to utilize applicable manufacturer's registration numbers.
 3. Water Hardness: Contractor shall test OPI water supply semi-annually to confirm FDA standards are met.
 4. Facility Audit(s): Contractor shall conduct an annual audit of OPI facility to assure CGMP and regulatory compliance. Contractor shall make their facility and/or manufacturer's facility available to OPI for similar audit, when required to demonstrate best practices. Respective facility audits will occur on mutually agreed upon date(s).
- C. Marketing & Sales Support: In an effort to effectively promote and sell all items associated with this Contract, the Contractor shall provide the following:
1. Electronic Images:
 - a. Royalty-free, high-resolution, electronic images in JPEG or TIFF format for all items associated with this Contract that can be used by OPI for unlimited distribution in print and electronic media.
 - b. The Contractor will be responsible for all photographs for product specification sheets for advertising purposes. See Attachment E for example.

SPECIFICATIONS (CONTINUED)

2. Promotional Materials:

- a. In conjunction with OPI's Industry Manager(s) or designees, the Contractor shall design and provide completed, un-flattened Adobe Software (or equivalent) file, for the promotion of all items associated with this Contract. These materials are to be provided to OPI within forty-five (45) days of the awarded Contract.
- b. The Contractor will be responsible for assisting OPI Staff in the design of a product catalog. These materials are to be provided to OPI within one-hundred-twenty (120) days of award and resupplied annually upon request or within forty-five (45) days of the addition of a new product. The most recent catalog can be downloaded at the following link:
<https://opi.ohio.gov/wps/portal/gov/opi/services/catalog/products>
(see pages 343-372).

3. Sales Training & Materials:

- a. Annually, the Contractor shall provide on-site training, at the Contractor's cost, to OPI's sales staff and customers' request for all items associated with this Contract. This training will be based from IEHA (International Executive Housekeepers Association) certified train the trainer modules involving all applicable items/venues associated with this Contract. This training shall also include information on each item's promotional focus, cleaning and/or disinfecting properties, and instructions for proper use. As applicable, the Contractor shall provide OPI's sales staff with an item's universally recognized equivalent available for purchase on the open market. Training for products shall be provided to OPI within sixty (60) days of the awarded Contract. Training for new products shall be provided within sixty (60) days of product adoption.
- b. The Contractor will be required to meet with Sales and Marketing staff quarterly each year or as needed for new product information

4. End-User Education: In conjunction with OPI's Industry Manager(s) or designees, the Contractor shall design and provide a completed, instructional training program involving all applicable items associated with this Contract for use by OPI staff or customers with a personal computer. This program shall consist of either 1) a video demonstration of proper use of each item or, 2) a graphical representation of the proper use of each item. This program is to be provided within ninety (90) days of the awarded Contract. See Attachment F for example.

SPECIFICATIONS (CONTINUED)

- VII. ADDITIONAL BIDDER INSTRUCTIONS: As specified, required documentation/materials should be submitted with the bid response. Failure to provide required submissions may result in the Bidder being deemed not responsive.
- B. Literature: The following literature is requested to be submitted with the Offeror's bid response for all products offered:
1. Technical Data Sheet(s): Bidder shall submit, with its bid response, a Technical Data Sheet (TDS) for each product offered in the bid price page.
 2. Safety Data Sheet(s): Bidder must submit, with its bid response, a Safety Data Sheet (SDS) for each product offered in the bid price page. The SDS shall be designed to meet OSHA requirements pursuant to any hazardous effect which may be caused due to any chemical compound and/or formulation of the product offered. If the chemical composition of the compound(s) offered does not contain any hazardous effect, the SDS must indicate same.
 3. Product Label(s): Bidder shall submit a product label for each product offered in its bid response. Label must indicate directions for use, recommended usage, and precaution statements. If the product label does not indicate the recommended usage, such information shall be provided on some other documentation (e.g. technical data sheet). Such documentation shall not have been specifically printed for the state of Ohio and shall be information which is freely available as offered to other public and private commercial users.
 4. Marketing Material(s): Bidder shall submit sample marketing material which indicates the ability to replicate the examples provided in Attachments B, C, D & E as well as the OPI published catalog. The most recent catalog can be downloaded at the following link:
<https://opi.ohio.gov/wps/portal/gov/opi/services/catalog/products> (see pages 343-372).
- C. Percent Off MSRP: Bidder shall submit percent off MSRP for each manufacturer identified in bid price page. Example: Manufacturer, UniLever 10%.

BID PRICE PAGE

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

CATEGORY 1: SUPPORT			
PRODUCT DESCRIPTION	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	PRICE PER HR
SUPPORT FEE	10	HRS	\$

CATEGORY 2: PRODUCTS						
OPI ITEM NUMBER	OPI PRODUCT DESCRIPTION	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	BIDDER PRODUCT ID (manufacturer, and item ID as appears on TDS)	BULK* PACK (i.e. 250 Gallon TOTE)	PRICE PER UNIT
77015	Stainless Steel Cleaner & Polish	50,000	Gallon bulk			\$
77090	Liquid Furniture Polish	50,000	Gallon bulk			\$

*Not used in evaluation.

BID PRICE PAGE (CONTINUED)

For each manufacturer identified in bid price page, provide discount off Manufacturers Suggested Retail Price (MSRP).

CATEGORY 2: PRODUCTS	
MANUFACTURER	DISCOUNT OFF MSRP*
	%
	%
	%
	%
	%
	%

*Not used in evaluation.

ATTACHMENT A

OPI ITEM NUMBER	OPI PRODUCT DESCRIPTION	PRODUCT MANUFACTURER & BRAND NAME	PACKAGING & MINIMUM ORDER (IF APPLICABLE)	REQUIREMENTS	ACTIVE INGREDIENTS	SPECIFICATION
77015	Stainless Steel Cleaner & Polish	Canberra Corporation Husky formula 481	250 gallon Tote	Cleans, polishes, and protects stainless steel		Water-based pH Level: 9.0; Color: milky white; Fragrance: mild
77090	Liquid Furniture Polish	Canberra Corporation Husky formula 480	250 gallon Tote	Cleans, polishes, and protects wooden furniture		Water-based; pH Level: 9.0; Color: off-white; Fragrance: lemon

ATTACHMENT B

IVE

#080034

**OPI HARD SURFACE
CLEANER DEGREASER
2X****DANGER**

Causes skin irritation. Causes serious eye damage. Combustible Liquid.

OPI CORRECTIONAL INDUSTRIES
Columbus, OH 43222
800.237.3454 • www.opi.ohio.gov

DIRECTIONS FOR USE

1. Read SDS And Master Batching Instructions Prior To Using This Raw Material.
2. Use Only For Manufacture Of Product(s) Listed Below.

Keep Out Of Reach Of Children
DANGER

Net Contents: 250 U.S. Gallons**PRECAUTIONARY STATEMENTS:**

Wash hands, face and any skin contact thoroughly after handling. Wear protective gloves/eye protection/face protection. Keep away from flames and hot surfaces.

— No smoking.

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician.**IF ON SKIN:** Wash with plenty of water. Take off contaminated clothing and wash it before reuse. If skin irritation occurs: Get medical advice/attention.

See First Aid Measures - Section 4 on SDS for more detailed information.

In case of fire: Use foam or water spray to extinguish. Store in a cool well ventilated place.

Dispose of contents/container to an approved disposal facility.

CONTAINS: Glycol ether (CAS# 34590-94-8 & 5131-66-8), Sodium lauryl sulfate (CAS# 9004-82-4), Alcohol ethoxylate (CAS# 68131-39-5), Alkane sulfonate (CAS# 1300-72-7).

For Industrial And Institutional Use Only

Keep From Freezing

031214
F3910-012**WHEN TOTE IS EMPTY, RINSE & RETURN TO SUPPLIER**

PRODUCT	AMOUNT OF TOTE CONCENTRATE	AMOUNT OF WATER		TOTAL GALLONS
#77020 ALL PURPOSE CLEANER CONCENTRATE	250 GALLONS	250 GALLONS	=	500 GALLONS
#11005 CARPET/UPHOLSTERY SPOTTER	10 GALLONS	100 GALLONS	=	110 GALLONS
#77021 ALL PURPOSE SPRAY CLEANER	10 GALLONS	50 GALLONS	=	60 GALLONS

ATTACHMENT C

88010 OPI FLOOR FINISH RESTORER CONCENTRATE
PHONE 800.237.3454 POISON CONTROL 800.682.7625



SAFETY DATA SHEET

1. IDENTIFICATION

Product Identifier: OPI FLOOR FINISH RESTORER CONCENTRATE (SKU #88010)

Application or recommended use: Floor finish restorer/cleaner

Restrictions on use: Do not use in any fashion not specified on the product label.

Supplier: OPI Correctional Industries
1221 McKinley Ave.
Columbus, Ohio 43222 USA

Telephone: 800.237.3454 **Emergency phone:** 424-9300

2. HAZARDS IDENTIFICATION

GHS Classification: Classification of this mixture in accordance with paragraph (d) of §1910.1200.
Eye Damage/Irritation - Category 2A

Label Elements:



Symbol:

Signal word:

WARNING

Hazard statements: Causes serious eye irritation.

Precautionary statements: Wash hands, face and any skin contact thoroughly after handling.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.

Other Hazards: None known

3. COMPOSITION / INFORMATION ON INGREDIENTS

Chemical characterization: Mixture of water, detergents, bacterial spores and auxiliary agents.

Hazardous ingredients: The exact percentage of composition has been withheld as a trade secret.

1 - 5% Cocodithanolamide CAS 68603-42-9, EINECS/ELINCS 271-657-0

1 - 5% C₁₁ Alcohol ethoxylate CAS 68439-46-3, EINECS/ELINCS NLP

1 - 5% Potassium cocoate CAS 61789-30-8, EINECS/ELINCS NLP

Other ingredients (> 1%):

1 - 5% Polyethylene wax CAS 9002-88-4, EINECS/ELINCS N/A

> 90% Water CAS 7732-18-5, EINECS/ELINCS 231-791-2

4. FIRST-AID MEASURES

Symptoms: Irritation of affected areas. Causes serious eye irritation.

Have the product container or label with you when calling a poison control center or doctor, or going for treatment.

Skin Contact: Remove contaminated clothing and wash before reuse. Wash contaminated area with soap and water for 15-20 minutes. If irritation occurs, get medical advice/attention.

Eye Contact: Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after first 5 minutes, then continue rinsing eye. If eye irritation persists: Get medical advice/attention.

Ingestion: Call a poison control center or doctor immediately for treatment advice. Have person sip a glass of water if able to swallow. Do not induce vomiting unless told to do so by the poison control center or doctor. If vomiting occurs, keep head below hips to reduce risk of aspiration. **Note to Physician:** Treat exposed patients symptomatically.

5. FIRE-FIGHTING MEASURES

Suitable Extinguishing Media: Not applicable. Product is not a fire hazard.

Unsuitable Extinguishing Media: High pressure water jet. **Specific hazards in case of fire:** None known.

Special Fire Fighting Precautions: Prevent human exposure to fire, smoke, fumes or products of combustion. Fire fighters should wear appropriate protective equipment, including self-contained breathing apparatus and impervious clothing.

6. ACCIDENTAL RELEASE MEASURES

Emergency Procedures: Depending on the extent of release, consider the need for restriction of access to spill area.

Personal Precautions: Do not eat, drink or smoke during clean up. Wear protective clothing, eye protection and impervious gloves (e.g. neoprene). Wash thoroughly after clean up.

Environmental Precautions: Prevent spills from entering storm sewers/drains or contact with soil.

ATTACHMENT C (CONTINUED)

88010 OPI FLOOR FINISH RESTORER CONCENTRATE
PHONE 800.237.3454 POISON CONTROL 800.682.7625

6. ACCIDENTAL RELEASE MEASURES (CONT.)

Clean up Methods: Small spills may be wiped up and rinsed with water. For larger spills, contain spill with inert material (sand, clay). Transfer material to labeled containers for recovery or proper disposal. After removal, flush area with water.

7. HANDLING AND STORAGE

Precautions for Safe Handling: Read label before use. Avoid contact with skin or eyes. Wash hands, face and any skin contact thoroughly after handling. Wear protective gloves, eye protection, face protection. Use product only according to label directions. If unsure about safe use, contact your supervisor.

Conditions for Safe Storage: Keep out of reach of children. Do not contaminate water, food or feed by storage and disposal. Store in tightly closed, original container in a cool (10° - 30°C), dry, area. **Incompatibility:** None known.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Components with occupational exposure limits: None

Engineering Controls: Proper ventilation in accordance with good industrial hygiene should be provided.

Personal Protective Equipment

Respiratory: Respiratory protection is not necessary under normal conditions of use.

Gloves: Use water impervious gloves (latex or neoprene rubber). No breakthrough time has been established.

Eye Protection: Chemical resistant goggles and face protection.

Other: Protective clothing (long sleeves, pants), eyewash, safety shower are always advisable when working with chemicals.

9. PHYSICAL AND CHEMICAL PROPERTIES

Physical State -	Liquid	Auto-ignition temperature -	Not applicable
Color -	None	Flash Point -	None
Odor -	Fresh	Flammability -	Not applicable
Odor Threshold -	No data available	Flammability Limits -	Not applicable
Boiling Point -	212°F	Partition coefficient -	Not applicable
Decomposition temperature -	No data available	Solubility (Water) -	Complete
Freezing Point -	32°F	Vapor Density -	No data available
pH (Neat) -	9.9 - 10.9	Vapor Pressure -	No data available
pH (RTU) -	8.5 - 9.5	Viscosity -	Viscous
Relative Density -	1.000	% VOC -	< 0.5 (Excluding LVP material)
Evaporation Rate -	Similar to water		

10. STABILITY AND REACTIVITY

Reactivity: No specific reactivity test data is available. Under normal conditions of storage and use, hazardous reactions are not expected. **Incompatible materials:** None known.

Chemical stability: This product is stable at ambient temperatures and atmospheric pressures.

Conditions to avoid: Temperatures above 50°C or below 10°C. **Hazardous decomposition products:** None known.

11. TOXICOLOGICAL INFORMATION

Acute Toxicity: Toxicity data is not available for this mixture. Data below are estimates based on summation methods.

Test	Results	Classification (A.0.4.1(c))	Basis (A.1.3.6.1)
Oral	> 2000mg/kg	Not applicable	Ingredient literature (Additive formula)
Dermal	> 2000mg/kg	Not applicable	Ingredient literature (Additive formula)
Inhalation	> 20 mg/L	Not applicable	Ingredient literature (Additive formula)
Eye Damage/Irritation	Irritation	Category 2A	Ingredient literature
Skin Damage/Irritation	Not applicable	Not applicable	Ingredient literature
Summary: Skin and eye contact are most likely routes of exposure. Causes eye irritation.			

Subchronic/Chronic Toxicity:

Test	Results	Classification	Basis
Skin Sensitization	Not a sensitizer	Not applicable	Ingredient literature.

Summary: Repeated or prolonged contact causes eye irritation.

Carcinogens - Ingredients are not listed on IARC Monographs or by OSHA. Cocodiethanolamide is listed on the NTP Report on Carcinogens. **Other data -** No other toxicological information is available for this mixture.

12. ECOLOGICAL INFORMATION

This material has not been tested for acute environmental effects.

Persistence and degradability: Material is not persistent. All organic components in this product are readily biodegradable.

Bio-accumulative potential: No evidence to suggest bio-accumulation will occur.

Mobility: Accidental spillage may lead to penetration of soil and groundwater.

ATTACHMENT C (CONTINUED)

88010 OPI FLOOR FINISH RESTORER CONCENTRATE
PHONE 800.237.3454 POISON CONTROL 800.682.7625

13. DISPOSAL CONSIDERATIONS

Do not contaminate water, food or feed by disposal. If material cannot be disposed of by use according to label directions, contact your State Environmental Control Agency, or the hazardous waste representative at the nearest EPA Regional Office for guidance. Rinse container after emptying. Then offer for recycling or reconditioning, or puncture and dispose of in a sanitary landfill. If container is one gallon or less, wrap empty container in plastic bag and discard in trash.

14. TRANSPORT INFORMATION

Proper Shipping Name: Not regulated RQ - Not Applicable
Shipping emergency phone: 800-424-9300
Transport hazard class: Not Applicable Hazard Label: Not Applicable
Packing Group: Not Applicable Emergency Guide No.: Not Applicable Marine Pollutant: No

15. REGULATORY INFORMATION

Inventory status: All components are listed on TSCA (US EPA).

OSHA Hazard Communication Standard: This product meets the §1910.1200 definition of a "Hazardous Chemical".

Superfund Amendments and Reauthorization Act of 1986 Title III (EPCRA) Sections 311 and 312

Immediate (Acute) Health Hazard Yes Delayed (Chronic) Health Hazard No

Fire Hazard No Reactive Hazard No

Sudden Release of Pressure Hazard No

Superfund Amendments and Reauthorization Act of 1986 Title III (EPCRA) Section 313

*Chemicals marked with an asterisk in "3. Composition/Information on Ingredients" are subject to reporting requirements for Section 313 of Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986 and 40CFR Part 372.

Pennsylvania/New Jersey/Massachusetts Right to Know

See "3. Composition/ Information on Ingredients" for hazardous and top five ingredients over 1%.

California Proposition 65: This product contains cocodiethanolamide, a substance known to the State of California to cause cancer, birth defects or other reproductive harm, at a level which requires a warning under the statute.

16. OTHER INFORMATION

Date issued: 18. 09. 2014 #88010
Revision: Version 002 04. 05. 2015 Added HMIS/NFPA to 16. OTHER INFORMATION
Revision: Version 003 16. 12. 2015 Removed HMIS/NFPA from 16. OTHER INFORMATION

Disclaimer: No representation or warranty, either expressed or implied, of merchantability, fitness for a particular purpose, or of any other nature, is made with respect to information concerning the product referred to in this document. The information contained herein is, to the best of our knowledge and belief, accurate. However, since the conditions of handling and use are beyond our control, it is impossible to foresee every health effect or exposure risk incurred by the use of this product. All chemicals present some degree of hazard and should be used with caution. The information and recommendations contained herein are presented in good faith. The user should review this information in conjunction with their knowledge of the application intended to determine the suitability of this product for such purpose. In no event will the supplier be responsible for any damages of any nature whatsoever, resulting from the use, reliance upon, or the misuse of this information. Furthermore, it is the direct responsibility of the user to comply with all applicable regulations governing the use and disposal of this material. Prepared by: R&D

ATTACHMENT D

A super concentrated, controlled sudsing, non-phosphated laundry detergent designed to be diluted with water to create institutional strength, retail-type or economy laundry detergents. Ideal for manual use in standard or high efficiency residential top or front loading machines, or for automatic injection in institutional machines. Contains a powerful surfactant system which penetrates and dissolves tough soils. Suspends and removes soil while brightening and retaining color. Safe on most laundry washable fabrics when used as directed. Excellent for pre-spotting stains or spots. Lemon fresh fragrance.

Directions for Use

Dilution: This product is a super-concentrated detergent that is designed to be diluted with water to create ready-to-use detergents of various strengths. Dilution is recommended as follows:

- 1:1 dilution for institutional strength detergent
- 1:4 dilution for high quality retail-type detergent
- 1:8 dilution for economical detergent

Manual Use: For top loading residential laundry machines, use 1/8 to 1/4 cup per load. For high efficiency machines, use 1/8 or less per load. Use of excessive detergent may cause poor rinsing and oversudsing. Heavily soiled fabric may require presoaking prior to washing. Follow manufacturer's directions on fabric for the best choice of water temperature and wash cycle. Whenever possible, use hot or warm water for washing to achieve the best results.

Automatic Injection: The amount of this product to be used will vary according to the load size, soil type and amount, water conditions, and other factors. Your Service Representative will analyze these variables and set up dispensing equipment and usage concentration accordingly. In general, use 2 to 4 ounces of this product per 50 lbs. of load size where normal soil levels and water conditions are present. When laundering delicate fabrics such as wool or silk, follow the manufacturer's label instructions.

Pre-Spotting: Apply this product at full strength to stain before washing. Agitate with a soft brush. Allow detergent several minutes to penetrate soils, then wash as usual.

Presoaking: To prepare a presoak solution, dilute 1-2 ounces of this product per gallon of warm water. Soak for 15 minutes or longer, overnight if possible. Wash as usual.



Liquid Laundry Detergent Super Concentrate

OPI Item #160034



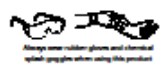
Crown Chemical
(800) 672-4662
www.crown-chem.com



WARNING: IRRITANT
May Cause Skin and Eye Irritation
Keep Out of Reach of Children - For Commercial Use Only
See hazard information on side panel before use
Read and understand Safety Data Sheet before use

Hazard Information

Warning: Causes skin irritation and serious eye irritation. Contains Ethanolamine (CAS #102-71-6). Avoid prolonged inhalation of vapors or mists. Wash hands thoroughly after handling. Wear protective rubber gloves and chemical splash goggles as needed to prevent contact when using this product. **If swallowed:** Rinse out mouth. Do NOT induce vomiting. Call a poison control center or doctor if you feel unwell. **If in eyes:** Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Call a poison control center or doctor for treatment advice if irritation persists. **If on skin (or hair):** Wash with plenty of water. Take off contaminated clothing and wash it before reuse. Call a poison control center or doctor for treatment advice if irritation persists. **If inhaled:** Remove person to fresh air and keep comfortable for breathing. Call a poison control center or doctor for treatment advice. Store in a locked location inaccessible to children. Dispose of empty container by offering for recycling if available, or into a landfill. Follow all applicable state and local regulations. Keep container closed when not in use. NEVER mix this product with anything except water. Consult Safety Data Sheet (SDS) for further information before use.



Net Contents: 275 Gallons

ATTACHMENT E

An easy-to-use, multi-purpose thermoplastic ultra high speed (UHS) floor finish restorer auto scrubber concentrate that combines the finest polymers, surfactants, synthetic waxes, and solvents. This product provides a brilliantly reflective shine. Designed to reduce mop and machine drag. Guaranteed not to attack or yellow floor finish when used as directed. Invigorating fresh fragrance provides a positively enjoyable user/client experience. Meets ASTM standards for slip resistance. Does not create wax build-up. Black heel mark resistant.

FEATURES

- ▶ UHS Compatible
- ▶ Detergent Blended
- ▶ Highly Concentrated
- ▶ Soil Resistant
- ▶ Excellent Visual Gloss
- ▶ Removes heel marks
- ▶ Excellent Leveling Ability
- ▶ Minimizes Maintenance Costs
- ▶ Invigorating Fresh Fragrance
- ▶ Meets ASTM standards for slip resistance

APPLICATIONS *CONCENTRATED

Dilute 1:42 to 1:20 (3 - 6 oz. per gal.) as a restorer
Dilute 1:42 - 1:64 (2 - 3 oz./gal.) in auto scrubber as floor cleaner

- ▶ Perfect for use in any floor repair assignment that requires UHS burnishing or auto scrubbing.
- ▶ One gallon makes up to 64 gallons of auto scrubber solution.

TARGET MARKETS

- ▶ Institutions
- ▶ Hospitals
- ▶ Nursing Homes
- ▶ Office Buildings
- ▶ Airports
- ▶ Hotels/Motels
- ▶ Supermarkets
- ▶ Department Stores
- ▶ Schools/Universities



Reorder 88010

Sold By:

OPI CORRECTIONAL INDUSTRIES

1221 McKinley Avenue

Columbus, OH 43222

800.237.3454 • www.opi.ohio.gov

ATTACHMENT E (CONTINUED)**DIRECTIONS****PRODUCT DATA****DIRECTIONS FOR USE AS RESTORER**

1. Floor surface should be thoroughly cleaned and allowed to dry.
2. A minimum base of 3-4 coats of a high quality high speed finish is required.
3. Dilute 3-6 oz. restorer with one gallon of cold water.
4. Using a clean mop, apply a very thin coat (wring mop thoroughly) of this solution.
5. Allow to dry, then buff with high speed polishing pad. Turn or replace pad as required, for best results. Frequency of restorer application will be determined by floor traffic and acceptable appearance levels. Under normal conditions, application once a week will assure continuous beautiful floor appearance.

**FOR USE AS A CLEANER**

1. For normal light cleaning with mop dilute 1:42 (3 oz. per gallon).
2. When using product with a floor machine or automatic scrubber, dilute 1:64 (2 oz. per gallon).
3. For economy purposes, it is always desirable to experiment with various dilution ratios to best meet your particular requirements.

**WARNING:** Causes serious eye irritation.

YES	NO
X	
X	
X	
X	
X	
X	
X	
	X

Acrylic Fortified
 Slip Resistant (meets ASTM Standards)
 Black Heel Mark Removal
 Black Heel Mark Resistant
 Soil Resistant
 Concentrated
 pH Buffered
 DOT Regulated



ATTACHMENT F



Restorer

Recommendation



1. Remove any gross soil such as gum, paper, etc. and dust mop floor.



2. To prevent "shiny-dirt syndrome", a damp mop is recommended.

3. A minimum base of 3-4 coats of a high quality high speed floor finish is required.



4. Dilute 3-6 oz. restorer per gallon of cold water in mop bucket.



5. Using a new or clean rayon mop, apply a very thin coat (wring mop thoroughly) of this solution. Change cleaning solution as necessary. Mop bucket should be clean and lined with a can liner to prevent cross-contamination.



6. Allow to dry, then buff with high speed beige pad. Turn or replace pad as required, for best results. Frequency of restorer application will be determined by floor traffic and acceptable appearance levels. Under normal conditions, application once a week will assure continuous beautiful floor appearance.



7. Always dust mop after burnishing.

Checklist on reverse

ATTACHMENT F (CONTINUED)



Restorer Checklist

Supplies should be in a locked closet

- ☐ #77020 All Purpose Cleaner Concentrate
- ☐ Mop bucket with wringer
- ☐ Cotton wet mop and handle
- ☐ #88010 Restorer/Cleaner Concentrate
- ☐ High speed burnisher
- ☐ Beige floor pad
- ☐ Measuring cup
- ☐ Rayon finish mop and handle
- ☐ Plastic can liners to fit bucket

SAFETY

- ☐ Properly place Do Not Enter/Wet Floor signs or caution tape at each entrance
- ☐ Review safety data sheets, labels and caution statements

PERSONAL PROTECTIVE EQUIPMENT

- ☐ Chemical splash goggles 
- ☐ Chemical resistant gloves  (Recommend nitrile)

MAINTENANCE PROCEDURES

- ☐ Rinse out and hang up mop heads, mop bucket, wringer, and all tools to dry
- ☐ Remove Do Not Enter/Wet Floor signs after floor has dried



Ohio Penal Industries
800.237.3454
www.opi.ohio.gov
Revision date: 7/1/15