



**Ohio Department of Transportation
Office of Contracts**

Purchasing
Services
Section

**VENDOR'S GUIDE
To
BUSINESS OPPORTUNITIES**

Telephone: (800) 459-3778 or (614) 466-3778
Fax: (614) 728-2078

Website Address: <http://www.dot.state.oh.us/contract/purchase.htm>

Purchasing Process

Release and Permit Authority

The Ohio Department of Transportation (ODOT) has the authorization to purchase supplies and services necessary for the construction and maintenance of state highways. All purchases above \$33,500.00 must be competitively bid by the Department of Transportation pursuant to the Ohio Revised Code.

Contracts

There are two means by which ODOT may obtain competitive bids; One Time Bid Contracts and Term Contracts.

One Time Bid Contracts

One Time Bid Contracts are competitively bid purchases of supplies, materials or services that are bought infrequently throughout the year. A One Time Bid must set forth a known quantity and establish a specified delivery time and location. The contract expires when delivery, acceptance and payment have been completed.

Term Contracts

Term Contracts are competitively bid purchases of supplies, materials or services that are bought frequently throughout the year by numerous districts and/or offices. Quantities for purchases on Term Contracts cannot usually be established but the vendor is provided with estimated quantities to assist them in determining their pricing. Generally, Term Contracts are in effect for a minimum of one year, with many covering two years. Some contracts may specify quantities while others are considered requirement contracts for which the Department does not guarantee the purchase of a specific quantity.

Specifications

It is the intent of the Department to purchase an item based on fixed and definite specifications. Where fixed and definite specifications cannot be prepared, the Director may purchase an article meeting the general specifications prescribed and which he finds most suitable for the intended use. Where an item or material is requested by using a trade name or a catalogue number the term "or approved equal" will generally be included. This means that any other make that is equal in material, workmanship and service, and is efficient and economical in operation may be substituted. An article meeting these conditions may be accepted. Unless the bidder states otherwise, the Department will assume that the bid item meets the specifications.

C&MS Specifications Book

Many Invitations to Bid reference specifications outlined in the State of Ohio Department of Transportation Construction and Materials Specifications (C&MS) book.

You may obtain the C&MS book by contacting the Office of Contracts at (614) 466-3778 or (800) 459-3778. The cost of the C&MS book is \$12.00. Please make all checks payable to: Treasure of State of Ohio.

Additionally, the specifications book may be downloaded from http://www.dot.state.oh.us/contract/bidding_docs.htm at no cost.

Cooperative Purchasing Program

The Director of Transportation may permit any political subdivision to participate in contracts into which the Director has entered for the purchase of machinery, materials, supplies or other articles. Any Political Subdivision desiring to participate in such purchase contracts will file with the Co-op Purchasing Coordinator a certified copy of the ordinance or resolution of the Legislative Authority, Board of Trustees or Governing Board of the Political Subdivision requesting authority to participate in such contracts and agreeing that it will be bound by such terms and conditions as the Director prescribes. Purchases made by Political Subdivisions under this division are exempt from any competitive bidding required by law for the purchase of machinery, materials, supplies or other articles.

Defined in Section 5513.01 (B) of the Ohio Revised Code and as used in this section, "Political Subdivision" means any County, Township, Municipal Corporation, Conservancy District, Township Park District, Park Districts created under Chapter 1545 of the Revised Code, Port Authority, Regional Transit Authority, Regional Airport Authority, Regional Water and Sewer District, County Transit Board and State University or College as in Division (A)(1) of Section 3345.32 of the Revised Code.

Cooperative purchasing allows political subdivisions, state universities or state colleges to forego the competitive bidding process and assures them of the Department's contract pricing. Therefore, vendors may receive purchase orders from political subdivisions, state universities or state colleges that wish to participate in a contract awarded pursuant to an ODOT Invitation for Bid.

A political subdivision, state university or state college desiring to participate in an ODOT purchasing contract is required to pass an ordinance or resolution of its legislative authority, board of trustees, or other governing board requesting authorization for the purchase and agreeing to be bound by the terms and conditions of the contract. A certified copy of this ordinance or resolution must be filed with ODOT in order to be eligible for the program. The ODOT Administrator of Contracts will then give written authorization to purchase from ODOT's contract. A copy of this authorization letter will also be sent to the awarded vendor. The responsibilities and obligations of the Ohio Department of Transportation cease at this point.

The vendors must then deal directly with the political subdivision, state university or state college that has been authorized to participate in this contract. All orders placed by these entities shall then be filled in accordance with the terms and conditions of the contract.

All invoices must be sent directly to the political subdivision, state university or state college's billing address. Invoices for these entities which are sent to the State of Ohio shall be considered defective invoices and will be returned to the vendor.

Pursuant to the terms of the contract, the Ohio Department of Transportation will not be liable for any claim or dispute arising out of the participation of a political subdivision, state university or state college in the contract.

For more information regarding ODOT's cooperative purchasing program please visit the Purchasing Services' website at <http://www.dot.state.oh.us/contract/purchase.htm>.

Vendor Registration Instructions

All Invitation to Bid documents are located on the ODOT, Office of Contracts Web Site under: <http://www.dot.state.oh.us/CONTRACT/purchase.htm>.

Bidders are not required to be registered with the Office of Contracts to submit a bid. Vendor registration is comprised of a bid history by contract. Once a bid is received that vendor will automatically be registered for that contract and receive all bidding documents by mail the following year. Any vendor can register for a contract by going to the Purchasing Services web page and Selecting, Vendor Registration.

Sample ODOT Term Contract List

Note: The following list of Terms Contracts is provided for **informational purposes only** to assist in your review of the types of competitively bid contracts the Ohio Department of Transportation bids.