



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: Ohio Educational Technology Conference, General Services Contractor

CONTRACT NUMBER: CSP902816

EFFECTIVE DATES: 09/01/15 TO 08/31/2018

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP902816 that opened on June 19, 2015. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Board of Regents as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

www.ohio.gov/procure

Cost Summary

Ohio Educational Technology Conference
General Services Contractor Cost Summary Form

Provide Quantity and labor pricing for each item listed below; indicate show management areas that are discounted or provided as a complementary service in notes.
 All items are optional and may or may not be purchased.
 Quantities listed are tentative and will vary.
 *Denotes that a quantity of 1 is being used for evaluation purpose only. Actual quantity needed is unknown at this time.

A. Exhibit Areas					
Approximately 100,000 gross square feet in expo hall for booths, seating and food service area					
	Quantity	Unit	Price Per Unit	Extended Price	Notes:
10' x 10' booth package (includes 8' back wall, 3' side drape, 7" x 44" exhibitor identification sign, 6' skirted table in show colors, 2 stackable armless side chair or folding chair, wastebasket)	300	Ea	\$46.00	\$13,800.00	Labor for straight time installation and removal inclusive. O/T or D/T is additional.
Non-Revenue 10' x 10' booth package (includes 8' back wall, 3' side drape, 7" x 44" exhibitor identification sign, 6' skirted table in show colors, 1 stackable armless side chair or folding chair, wastebasket and 10' x 10' booth new, or like new, carpet)	40	Ea	\$46.00	\$1,380.00	The first ten non-revenue booths are complimentary. Cost calculated on 35 booths.
10' wide new, or like new, for aisles and entryways, cut to size	5000	LF	\$3.00	\$15,000.00	Labor inclusive
Aisle carpet cleaning, vacuumed and maintained prior to event and nightly	5000	LF	\$N/A	\$N/A	Fern staff will stretch and maintain carpet daily. GCCC is the exclusive cleaning provider and will bill OET Direct for vacuuming services.
8' masking drape	500	LF	\$1.75	\$175.00	First 400 In. Ft. complimentary
Aisle signs - 1 per aisle for 11 aisles, including show logos	11	Ea	\$N/C	\$N/C	Labor to install and remove at rates listed in RFP
Four-wheel carts/dollies for exhibitor hand-carry materials	10	Ea	\$N/C	\$N/C	Complimentary
Expo floor design, layout and revisions	Unlimited				Complimentary
Mark expo floor prior to exhibitor installation	Unlimited				Complimentary
Additional 16' Pipe/Drape as needed	*1	LF	\$7.00	\$7.00	
Additional 12' Pipe/Drape as needed	*1	LF	\$5.00	\$5.00	
Additional 8' Pipe/Drape as needed	*1	LF	\$1.75	\$1.75	
Additional 3' Pipe/Drape as needed	*1	LF	\$1.25	\$1.25	
Online/web-based exhibitor service kits, mailed to exhibitors upon request	Unlimited				Complimentary
Exhibit Area Total:				\$30,370.00	

B. Registration Area					
Registration Area approximately 1,100 square feet on-site registration, badge generation and pick-up					
	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Two-tier registration counters to accommodate two personal computers per counter, custom illuminated header and custom kick panels (one counter must provide handicap accessibility)	5	Ea	\$N/C	\$N/C	Complimentary
Adjustable cushioned office chair with rollers	10	Ea	\$N/C	\$N/C	Complimentary
Wastebaskets	5	Ea	\$N/C	\$N/C	Complimentary
12'h masking drape	50	LF	\$N/C	\$N/C	Complimentary
4'h clear acrylic containers with lid and slot opening used to recycle badges/event programs	2	Ea	\$N/C	\$N/C	Complimentary
Registration Area Total:			\$N/C		

C. Concourse Space					
Concourse Spaces – Self Check-in Counters					
	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Self Check in counters/kiosks with space for up to five laptops and one printer, custom signage indicating the purpose of the area	3	Ea	\$1,995.00	\$5,985.00	Price shown includes graphics for each unit. Labor for install and removal included in cost.
Bag stands or other fixture for the purpose of distributing conference welcome bags	3	Ea	\$N/C	\$N/C	Complimentary
Tensa barriers or 3' H pipe and drape for queue lines	200	LF	\$N/C	\$N/C	Complimentary
Concourse Space Total:			\$5,985.00		

D. General Sessions					
General Sessions					
	Quantity	Unit	Price Per Unit	Extended Price	Notes:
16' high pipe and drape to define seating	150	LF	\$7.00	\$1,050.00	Plus labor for installation & removal
3' high pipe and drape to define technology recycling area	150	LF	\$1.25	\$187.50	
10' wide new, or like new, for aisles and entryways, cut to size	*1	LF	\$3.00	\$3.00	
8' high pipe and drape to define stage	400	LF	\$1.75	\$700.00	
General Sessions Total:			\$1,940.50		

E. Entrance Units and Directional Signage					
Entrance Units and Directional Signage is used for event awareness, directional assistance and information sharing					
	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Custom entrance unit – Design and place content, custom graphics and logos in show colors to indicate entrance to Exhibit area from registration area	1	Ea	\$N/C	\$0.00	Labor included. Complimentary two tower entrance unit.
Custom entrance unit – Design and place content, custom graphics and logos in show colors to indicate entrance to General Session from Exhibit area	1	Ea	\$3,900.00	\$3,900.00	Includes graphics and logos and labor
Custom entrance unit – Design and place content, custom graphics and logos in show colors to indicate general session room, registration area, and meeting rooms	3	Ea	\$2,000.00	\$6,000.00	Either single tower or two tower entrances logo graphics included. Labor will be charge at rates listed in RFP
Entrance Units and Directional Signage Total:			\$9,900.00		

F. Floor Plans					
	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Review existing floor plans for exhibit hall, general session, and Concourse Spaces, update floor plans and provide drawings to show management for Convention Center and Fire Safety approval	1	Ea	\$N/C	\$N/C	CAD floor plans designs' are provided in electronic formats, and hard copies. Revisions as needed is a complimentary service.
Floor Plans Total:			\$N/C		

G. Graphics and Signage					
Graphics and Signage					
	Quantity	Unit	Price Per Unit	Extended Price	Notes:
22" x 28" signs – digitally produced, 4 color printing, meeting room signs	25	Ea	\$50.00	\$850.00	Produced in our in house graphics shop
28" x 44" signs – digitally produced	10	Ea	\$90.00	\$900.00	Eight signs complimentary. Cost calculated on 17 signs.
3' x 8' double sided freestanding signs with stands	25	Ea	\$399.00	\$9,177.00	
3' x 8' banners – digitally produced	4	Ea	\$228.00	\$912.00	First two meter signs complementary. Cost calculated on 23 signs
Graphics and Signage Total:			\$11,839.00		

H. Material Handling					
Material Handling for OETC show management					
	Quantity	Unit	Price Per Unit	Extended Price	Notes:
Advanced shipments received at warehouse	7500	Lbs	\$0.44	\$1,100.00	First 5,000 lbs. no charge. 25% off standard rates.
Load/unload show management freight at convention center	15000	Lbs	\$0.42	\$6,300.00	
1 Pickup of show management materials at Ohio Board of Regents Office, 25 S. Front Street, Columbus Ohio and deliver to GCCC on Thursday, February 4, 2016	1	Ea	\$N/C	\$N/C	Complimentary, Limited to one box truck during straight time hours
1 Pickup of show management materials at Ohio Board of Regents storage location, 2500 Charter St # B Columbus, OH 43228 , Columbus Ohio and deliver to GCCC on Thursday February 4, 2016	1	Ea	\$N/C	\$N/C	Complimentary, Limited to one box truck during straight time hours
1 Pickup of conference partner booth materials at Skyline Office, and deliver to GCCC on Thursday, February 4, 2016	1	Ea	\$275.00	\$275.00	Predicated on 1 vehicle during straight time hours
1 Pickup of conference partner booth materials at OH-Tech, 1224 Kinnear, Columbus Ohio and deliver to GCCC on Thursday, February 4, 2016	1	Ea	\$275.00	\$275.00	Predicated on 1 vehicle during straight time hours
1 Pickup of conference partner booth materials at GCCC and deliver to Skyline Office, on Tuesday, February 16, 2016	1	Ea	\$200.00	\$200.00	Predicated on 1 vehicle during straight time hours and estimated on fewer return materials
1 Pickup of conference partner booth materials and deliver to OH-Tech storage location, 1224 Kinnear, B Columbus, OH on Tuesday, February 16	1	Ea	\$200.00	\$200.00	Predicated on 1 vehicle during straight time hours
1 Pickup of show management materials at GCCC and deliver to Ohio Board of Regents Office, 25 S. Front Street, Columbus Ohio Tuesday, February 16	1	Ea	\$N/C	\$N/C	Complimentary
Long term, climate controlled storage of palletized show management materials.	7	Pallets	\$N/C	\$N/C	Storage at no charge with a multi-year contract
Sign storage cases for long term storage of reusable conference signage	*1	Case or Container	\$N/C	\$N/C	Storage at no charge with a multi-year contract
Material Handling Total:			\$8,350.00		

I. Labor Rates						
Labor Rates	Proposed Estimated Regular Hours	Regular Rate per Hour	Extended Regular Rate Total	Proposed Estimated Overtime Hours	OT Rate Per Hour	OT Extended Rate Total
Installation Labor - Decorator	20	\$65.00	\$1,300.00	30	\$97.50	\$2,925.00
Installation labor – teamster or IATSE labor	22	\$65.00	\$1,430.00	30	\$97.50	\$2,925.00
Dismantle labor – decorator	15	\$65.00	\$975.00	15	\$97.50	\$1,462.50
Dismantle labor – teamster or IATSE labor	18	\$65.00	\$1,170.00	10	\$97.50	\$975.00
Graphics Labor	4	\$75.00	\$300.00		\$97.50	\$
Drayage Labor	6	\$65.00	\$390.00	8	\$97.50	\$780.00
Other Base Rate Labor; Explain						
Regular Total Labor Cost:			\$5,565.00	OT Total Labor Cost		\$9,067.50

J. Exhibitor Rental Rates – Floor/On-site					
Material Handling for OETC show management Exhibitor Rental Rates – Floor/On-site (the equipment list below is not inclusive of all furnishings/services vendor must offer to exhibitors. For the purpose of this bid, the equipment below is representative of the most frequently ordered furnishings/services by exhibitors. Prices are for floor rates and must be advertised to exhibitors via an online service kit)					
	Quantity	Unit	Price Per Unit	Extended Price	Exhibitor Rental Rates – Advance (please indicate the advance rate for each service in the spaces below)
6' x 30"h table, skirted 3 sides	1	Ea	\$173.00	\$173.00	\$115.25
8' x 30"h table, skirted 3 sides	1	Ea	\$205.50	\$205.50	\$137.00
6' x 40"h table/counter skirted 3 sides	1	Ea	\$206.00	\$206.00	\$137.25
8' x 40"h table/counter skirted 3 sides	1	Ea	\$243.50	\$243.50	\$162.25
10' x 10' new, or like new,	1	Ea	\$207.75	\$207.75	\$138.5
Vehicle spotting fee	1	Ea	\$75.00	\$75.00	\$75.00
Crated or skidded freight via common carrier shipped to advance warehouse	100	Lb	\$0.58	\$116.00	\$116.00 price indicate 200 lb. min.
Loose or uncrated freight shipped to advance warehouse	100	Lb	\$0.87	\$174.00	\$174.00 price indicate 200 lb. min.
Crated or skidded freight via common carrier shipped to show site	100	Lb	\$0.56	\$112.00	\$112.00 price indicate 200 lb. min.
Loose or uncrated freight shipped to show site	100	Lb	\$0.84	\$168.00	\$168.00 price indicated 200 lb. min.
Total Cost to Exhibitors			\$1,680.75		\$1,335.25

K. Special Charges or Fees	(attach additional sheet as needed)
Indicate any special charges or fees that apply, such as: account executive/coordinator/supervisor/manager fees; delivery and pick-up fees, shipping and drayage fees and minimum order fees that may affect the total cost.	Fern does not charge special fees for show managers, supervisors, CRS or other Supervisors. Drayage rates are based on a min. 200 lb. and the extend price in the spread sheet indicates the min. charge. Fern Supervisors, manager are local and there are no travel or per diem requirements.

TOTAL COST
(A-K): \$86,033.00

L. Optional Services		
(Equipment or services which may be of interest to OETC but were not itemized in the event specifications. Clearly describe the equipment or service (i.e. interactive online floor plan, custom logo carpet or clings, general session staging and set design capabilities, event management interface to online exhibitor manual and service orders, etc.) and all costs associated with the equipment or service. Itemize each product or service; attach on a separate sheet.	Extended price	Notes
	See Note	Optional services costs are determined by the features and products that OETC chooses to use. The range can be from 0 up to \$10,000.00.

All Offerors who seek to be considered for a contract award must submit the above information in the format specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

All cost must be in U.S. Dollars.
 The State will not be responsible for any costs not identified herein.

Revised: OPTIONAL SERVICES

*FernInteractive

Through a strategic partnership Fern offers a vast array of online, real-time, user friendly floor plan tools. Tools include a directory search, show management dashboard, and exhibitor dashboard. See the attached flyer for in-depth information on this service. Costs are based on the modules and functions that are chosen. If this is a service that the OETC staff is interested in using, we would develop the cost based on their requirements.

*Sponsorship Program

Fern will work with show management to design a sponsorship program for the Ohio Educational Technology Conference. We have designed a static program for the GCCC. We will help show management develop sponsorships opportunities and packages. They can include floor graphics, window clings, or specialty kiosks. Costs are determined by the packages that show management chooses.

Rest and Recharge Stations

Rest and recharge stations are a great place for networking on the trade show floor. Fern will provide our standard furnishings and carpet for one 20 x 20 rest and recharge station on a complimentary basis. The mobile charging stations will be supplied at cost once the style is chosen. Charging stations estimated costs; for a small table-top is \$2,000.00 up to large locker style units for \$2,700.00 to \$3,600.00. Cost will be quoted once the size and type of unit is chosen.

*FernMobile

Fern Mobile is a Mobile Applications that enables show management and attendees to connect. Attendees can access published information about the event, connect with each other, and gather information about exhibitors. Fern Mobile also has a Lead Retrieval feature. Please see the enclosed page that describes the features and the pricing platforms.

*FernExchange

This online collaborative tool can streamline the planning process. It is cloud based with availability anywhere. With this tool, show management can proof orders or graphics and make changes all on one system. Please see the attached information for the full description of this tool. FernExchange will be provided on a complimentary basis to OETC.

Personnel Carts

Three **complimentary** Cushman electric carts will be available for OETC staff use.

*Note: Click on blue links in the titles to pull up additional information about these services.

OPTIONAL SERVICES

Show Management Office

One 4 meter x 6 meter hard wall office with locking door will be provided on a **complimentary** basis. This is a value of 1,900.00.

Message Boards

We will supply four Velcro boards for OETC use for poster boards, or message boards on a **complimentary** basis.

Discounts for Show Management

The following discounts are for Ohio Educational Technology Conference's direct use in areas not addressed separately in the RFP:

Traditional furniture and carpet.....	50% from list
Custom carpet	40% from list
Modular system rental displays.....	30% from list
Custom furnishings.....	20% from list
Labor.....	15% from list

Show Management Sign Holders

Fern will provide the following at the rates listed:

- Easels: 1st 10 **complimentary**, additional \$15.00 each
- Vertical Sign Holders for 22 x 28 signs at \$20.00 each – 55% discount

Graphics

The Fern in-house graphics department will design and produce carpet graphics or static window clings that can be used to brand your event.

Graphic designs must be submitted 21 days in advance of the show installation.

Window clings.....	\$ 12.00 per sq. ft.
Carpet or Tile Graphics.....	\$ 14.00 per sq. ft. Low
tack wall graphics.....	\$ 12.00 per sq. ft.

Labor for installation and removal is charged at the discounted rates listed in the RFP.

OPTIONAL SERVICES

Graphics Storage

We will work with show management to design graphics that can be recycled for multi-year use. We will provide **complimentary** storage for these graphics with an agreement for Fern to be General Service contractor for the following year for the Ohio Educational Technology Conference.

Exhibitor Service Center

Fern will install and furnish and an exhibitor service center to create a one stop location for all exhibitor services. This area will include Fern services desk, Fern transportation desk, a counter and storage area for Lead Retrieval, if needed, and an area for GCCC services. This is a **complimentary** service.

Fern will have staff will be available at the exhibitor service desk during exhibitor move-in, show hours and until exhibitor move out has been completed.

Bag Stuffing

Fern will provide drape hampers or boxes for the bag stuffing area on a **complimentary** basis.

Empty Booth Furnishings

Fern will supply our traditional furnishings for up to 200 square feet for empty booth lounges on a **complimentary** basis.

Please contact us for additional information or more details about any of the optional services Fern has included in the BAFO.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

88372
WCP Fern Exposition Svcs. LLC
1500 Old Leonard Ave
Columbus, OH 43219

BID CONTRACT NO.: CSP902816-1

TERMS: Net 30

Telephone: 614-253-1500
FAX: 614-253--9101

CONTRACTOR'S CONTACT:

Carolyn S. Hodge, CEM
Fern Exposition & Event Svcs.
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Telephone: 614-253-1500
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CORPORATE ADDRESS AND PAYMENT ADDRESS:

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645 Linn Street
Cincinnati, OH 45203

Phone: 513-333-7060
FAX: 513-333-7067