

REQUEST FOR INFORMATION
RFI #13-502

DATE ISSUED: DECEMBER 12, 2012

The state of Ohio, through the Ohio Department of Public Safety, Administration Division, Office of Procurement Services, is requesting information for:

**THE OHIO STATE HIGHWAY PATROL (OSHP) DECAL INSTALLATION
SOLUTION FOR NEW ENFORCEMENT VEHICLES AND REMOVAL OF
DECALS OF RETIRED AND/OR DAMAGED VEHICLES**

YOU ARE INVITED TO SUBMIT INFORMATION FOR THE SERVICES DESCRIBED IN THIS DOCUMENT. THE INFORMATION MUST ARRIVE BY 3:00 P.M. THURSDAY, JANUARY 3, 2013 TO:

JEFFREY S. SHADBURN
CHIEF, PROCUREMENT SERVICES
OHIO DEPARTMENT OF PUBLIC SAFETY
1970 W. BROAD ST., 5TH FLOOR
P.O. BOX 182081
COLUMBUS, OH 43218-2081

OR

SEND ELECTRONICALLY AS AN ATTACHMENT TO:
VLCOX@DPS.STATE.OH.US

1 General Overview

1.1 Background:

The Ohio Department of Public Safety (ODPS) is responsible for the safety and security of Ohioans. Keeping Ohioans as safe as possible on state routes and highways is the responsibility of the Ohio State Highway Patrol (OSHP). The OSHP, established in 1933, strives to save lives and prevent injuries on roadways and has made great progress in this area as traffic fatalities have been decreasing from year to year. The Patrol also offers statewide emergency response services, investigates criminal activities on state-owned property, and provides security for the Governor and other dignitaries.

1.2 Purpose:

The ODPS/OSHP is soliciting a Request for Information (RFI) for a Decal Installation and Removal Solution that is compatible with the current OSHP operation. The solution should include the installation and removal of decals for new, repaired, and retired law enforcement vehicles. Please refer to Section 1.4 for requirements details.

The result of this RFI will serve the purpose of evaluating the feasibility of contracting for the services that will allow for the increase in accuracy in the respect of time scheduling and cost estimation before proceeding with a possible procurement. This RFI does not represent a procurement of services. The ODPS/OSHP does not intend to pay compensation for any work that may result from this survey of the market.

The purpose of this RFI is to provide service providers sufficient information regarding the ODPS/OSHP requirements. The information provided by service providers may be used to develop specifications for an Invitation to Bid (ITB) in order to meet the minimum requirements of the ODPS/OSHP. The ODPS/OSHP may enter into a contract with one (1) Contractor for the period of award of the contract through December 31, 2016. At the discretion of the ODPS/OSHP and by mutual agreement, the ensuing contract may be renewed for two (2), one (1) year renewals.

It is agreed and understood that responses to this RFI are considered to be working documents while they are under review and are not subject to Ohio's Public Records laws.

Only communication initiated and requested by the ODPS/OSHP is permissible. Any form of communication by any Respondent (or any of its representatives or agents) is prohibited with the ODPS/OSHP staff during this evaluation process.

1.3 Assumptions:

- 1.3.1 The ODPS/OSHP will provide and issue all decals, emblems and striping to the Contractor's technicians.
- 1.3.2 All services are to be performed onsite at the ODPS/OSHP facility located at 1583 Alum Creek Drive, Columbus, Ohio, 43209, under the direction of the ODPS/OSHP Fleet Facility Supervisor.
- 1.3.3 All tools and consumables supplies required to perform the services identified in Section 1.4 are the responsibility of the Contractor.
- 1.3.4 In the event the ODPS/OSHP issues an ITB for the services identified in Section 1.4 of this RFI, the Contractor must agree to each of the following as a condition of a contract award:
 - 1.3.4.1 All technicians to be provided by the Contractor must be able to document a minimum of two (2) years of work experience within the time period December 12, 2008 through December 12, 2012 in providing decal installation and removal services.
 - 1.3.4.2 All employees provided by the Contractor must be able to pass a background check. A background check will be performed at the expense of the ODPS/OSHP to determine if any employees have any types of convictions in the following areas:
 - 1.3.11.3.1 Any record of violence, domestic or otherwise;
 - 1.3.11.3.2 Drug-related convictions;
 - 1.3.11.3.3 Theft; and
 - 1.3.11.3.4 Other offenses deemed at risk to the facility or its population.Those employees and potential employees of the Contractor with felony convictions or other criminal records, unless specifically approved by the ODPS/OSHP, would not be permitted to be employed through a contract with the ODPS/OSHP.
 - 1.3.11.4 No subcontractors are permissible for the performance of services identified in the contract.
 - 1.3.11.5 The Contractor shall comply with the requirements under [ORC § 125.111](#). The Contractor shall not discriminate against anyone because of race, color, religion, creed, sex, age, disability, national origin or ancestry.

1.4 Scope of Work:

- 1.4.1 Decal Installation

- 1.4.1.1 When required, the Contractor's technicians will be responsible for moving the vehicles to and from the parking lot and the garage.
- 1.4.1.2 The Contractor's technicians will wash and dry each vehicle prior to decal installation.
- 1.4.1.3 The Contractor's technicians will install the decals in accordance with the procedures established by the ODPS/OSHP and as outlined by vehicle type in the Information/Cost Summary (Attachment 1).
- 1.4.2 Decal Removal
 - 1.4.2.1 When required, the Contractor's technicians will be responsible for moving the vehicles to and from the parking lot and the facility.
 - 1.4.2.3 The Contractor's technicians will remove the decals in accordance with the procedures established by the ODPS/OSHP and as outlined by vehicle type in the Information/Cost Summary (Attachment 1).

1.5 **Site Visit (Optional)**

The ODPS/OSHP will conduct an optional site visit at the ODPS/OSHP facility for all interested Respondents on Thursday, December 20, 2012 at 8:30 AM EDT. Attendees must pre-register with Vicki Cox via email at vlcox@dps.state.oh.us or by telephone at (614) 752-6371 by 4:00 PM EDT on Wednesday, December 19, 2012. Attendees who do not preregister will not be granted entrance into the facility.

During this site visit, decals and decaled vehicles will be available for review.

1.6 **Estimated Schedule:**

RFI Release	December 12, 2012
Inquiry Period Begins	December 13, 2012
Deadline for Registering for Optional Site Visit	December 19, 2012 at 4:00 p.m. EDT
Optional Site Visit	December 20, 2012 at 8:30 a.m. EDT
Inquiry Period Ends	December 27, 2012 at 8:00 a.m. EDT
RFI opening	January 3, 2013 at 3:00 p.m. EDT

2 **Submission of RFI and Additional Respondent Responsibilities**

2.1 **Inquiries:**

Respondents may make inquiries regarding this RFI any time during the inquiry period listed in Section 1.6, Estimated Schedule. To make an inquiry, Respondents must use the following process:

- 2.1.1 Access the State Procurement Web site at <http://www.ohio.gov/procure>;
- 2.1.2 From the Navigation Bar on the left, select "Find It Fast";
- 2.1.3 Select "Doc/Bid/Schedule #" as the Type;
- 2.1.4 Enter "ODPS" and the RFI Number found on Page 1 of the document;
- 2.1.5 Click "Find It Fast";
- 2.1.6 On the document information page, click "Submit Inquiry";
- 2.1.7 On the document inquiry page, complete the required "Personal Information" section by providing:

- 2.1.7.1 First and last name of the prospective Respondent's representative who is responsible for the inquiry;
- 2.1.7.2 Name of the prospective Respondent;
- 2.1.7.3 Representative's business phone number; and
- 2.1.7.4 Representative's e-mail address.
- 2.1.8 Type the inquiry in the space provided including:
- 2.1.9 A reference to the relevant part of this RFI;
- 2.1.10 The heading for the provision under question; and
- 2.1.11 The page number of the RFI where the provision can be found.
- 2.1.12 Click "Submit".
- 2.1.13 Respondents submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt. Respondents will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.
- 2.1.14 Respondents may view inquiries and responses using the following process:
 - 2.1.14.1 Access the State Procurement Web site at <http://www.ohio.gov/procure>;
 - 2.1.14.2 From the Navigation Bar on the left, select "Find It Fast";
 - 2.1.14.3 Select "Doc/Bid/Schedule #" as the Type;
 - 2.1.14.4 Enter "ODPS" and the RFI Number found on Page 1 of the document;
 - 2.1.14.5 Click "Find It Fast";
 - 2.1.14.6 On the document information page, click the "View Q & A" button to display all inquiries with responses submitted to date.
- 2.1.15 The State will try to respond to all inquiries within forty-eight (48) hours of receipt, excluding weekends and State holidays. The State will not respond to any inquiries received after 8:00 a.m. on the inquiry end date.

2.2 **Clarifications:**

- 2.2.1 The ODPS/OSHP may request clarifications to ensure the RFI responses are understood by the ODPS/OSHP.
- 2.2.2 Clarifications shall be requested using e-mail to an address specified in the RFI response, and clarifications shall be sent to the ODPS/OSHP as a "reply" to the request for clarification within 24 hours (not including weekends or holidays).

2.3 **Intentions:**

RFI responses must be received no later than 3:00 P.M., January 3, 2013. RFI responses should be:

Mailed to: Jeffrey S. Shadburn Chief, Procurement Services Ohio Department of Public Safety 1970 W. Broad St., 5 th floor P.O. Box 182081 Columbus, Ohio 43218-2081	Delivered to: Jeffrey S. Shadburn Chief, Procurement Services Ohio Department of Public Safety 1970 W. Broad St., 5 th floor Columbus, Ohio 43223 (614) 752-7876
Emailed to:	
Vicki L. Cox	vlcox@dps.state.oh.us

DELIVERY INSTRUCTIONS

RFI's, whether delivered through U.S.P.S., UPS, FedEx, electronically, or by hand to the ODPS must be complete.

If delivering RFI in person to the ODPS, come to the loading docks on the South side of the building. There is a door to the immediate right of the right most loading bay. Next to the door is a bell to ring for service. Deliver the RFI to the ODPS mail room. Make sure the time and date of delivery is noted on the RFI and logged by the person receiving the envelope. If any problems are encountered, in the delivery, and to verify receipt of the RFI call Vicki Cox at (614) 752-6371. Attempts to deliver to the OSHP Officer at the front desk of the Ohio Bureau of Motor Vehicles Customer Service Center will be refused. The RFI's will be received between the hours of 8:00 A.M. and 4:00 P.M. (3:00 P.M. on December 21, 2012) Monday through Friday.

2.4 Content of RFI Response:**2.4.1 Information/Cost Summary (Attachment 1):**

Respondents will complete the Information/Cost Summary form/table found in Attachment 1 and include all resources and costs associated with performing the work as outlined by the type of vehicle specified. Pricing is to be reflected in a cost per vehicle. In addition, Respondents are to provide time estimates for the completion of services. Each Respondent must complete the Information/Cost Summary forms in the exact format provided.

2.4.2 Exceptions to Assumptions, Section 1.3 and Scope of Work, Section 1.4 (Attachment 2):

Respondents may list and describe any exceptions to the Assumptions in Section 1.3 and Scope of Work, Section 1.4 of this RFI in the event that the ODPS/OSHP would issue an ITB for the services identified in Section 1.4 of this RFI. Submission of Attachment 2 is optional.

2.4.3 Special Considerations (Attachment 3):

Respondents may list and describe any special considerations and/or any expectations the Contractor would have for the ODPS/OSHP in performing the services listed in Section 1.4 of this RFI. These special considerations may include, but are not limited to, advance scheduling and facility access requirements. Submission of Attachment 3 is optional.

2.4.4 Quality Control (Attachment 4):

Respondents may use Attachment 4 to provide the State with information regarding critical quality control requirements for consideration during the performance of services identified in Section 1.4. Submission of Attachment 4 is optional.

2.4.5 Descriptive Literature:

The Respondent may submit, with their RFI response, descriptive literature and/or references to websites highlighting the Contractor's services as outlined in Section 1.4. Submission of descriptive literature is desired by the ODPS/OSHP, but is optional.

**ATTACHMENT 1
INFORMATION / COST SUMMARY TABLE**

Respondents will complete the Information/Cost Summary Table, below, and identify all costs and estimated time of completion associated with services identified in Section 1.4. All costs are to be provided in a cost-per-vehicle response. The Respondent shall submit one (1) Attachment 1 per response, but may copy as many forms as needed to submit multiple responses. The following table is provided to assist in providing this information.

Respondents Name: _____ **Vendor Name:** _____

Complete service package price per vehicle as identified in Section 1.4. Prices are to include all consumable supplies and tools necessary for completion of services. The ODPS/OSHP will not provide consumable supplies or tools for use by Contractors.

NOTE: All number decals associated with this RFI are 3" in height and are of proportionate width. Each vehicle is decaled with a minimum of three (3) and maximum of four (4) numbers each on the front and the back with the exception of motorcycles which do not utilize number decals. These specifications should be taken into consideration when providing pricing and time of completion estimates. The number "6" is also utilized as number "9".

POLICE ENFORCEMENT CAR (FORD CROWN VICTORIA) – DECAL REMOVAL ONLY (Approximately 100 Cars per Year)				
DECAL IDENTIFIER	DECAL NAME	LOCATION/DESCRIPTION/ QUANTITY	DIMENSIONS	DECAL CUT
ENF1	FLYING WHEEL	LEFT DOOR, 1 per car	17.05" H; 27.60" W	DIE CUT
ENF2	FLYING WHEEL	RIGHT DOOR, 1 per car	17.05" H; 27.60" W	DIE CUT
ENF3	STATE	DOOR, 2 per car	3" H; 10.25" W	KISS CUT
ENF4	HIGHWAY	DOOR, 2 per car	3" H; 16.57" W	KISS CUT
ENF5	PATROL	DOOR, 2 per car	4.09" H; 16.57" W	KISS CUT
ENF6	OHIO	DOOR, 2 per car	2.52" H; 7.40" W	KISS CUT
ENF7	STATE TROOPER	FRONT FENDER, 2 per car	2" H; 17.5" W	KISS CUT
ENF8	EXCELLENCE IN SERVICE	REAR FENDER, 2 per car	2.09" H; 26.56" W	KISS CUT
ENF9	STATE	TRUNK LID, 1 per car	3" H; 10.23" W	KISS CUT
ENF10	TROOPER	TRUNK LID, 1 per car	3" H; 15.68" W	KISS CUT
ENF11	STRIPING	LENGTH OF VEHICLE x 2	1.5" W; 75' (approx.)	DIE CUT
ENF#1	1	NUMBER	3" H	KISS CUT
ENF#2	2	NUMBER	3" H	KISS CUT
ENF#3	3	NUMBER	3" H	KISS CUT
ENF#4	4	NUMBER	3" H	KISS CUT
ENF#5	5	NUMBER	3" H	KISS CUT
ENF#6	6/9	NUMBER	3" H	KISS CUT
ENF#7	7	NUMBER	3" H	KISS CUT
ENF#8	8	NUMBER	3" H	KISS CUT
ENF#0	0	NUMBER	3" H; 1.99" W	KISS CUT
AMF	AMERICAN FLAG	1 per vehicle	2.5" H; 3.25" W	DIE CUT
TOTAL PRICE PER VEHICLE-DECAL REMOVAL				\$
TOTAL ESTIMATED TIME PER VEHICLE-DECAL REMOVAL				/hrs
				/min

**ATTACHMENT 1
INFORMATION / COST SUMMARY TABLE
(Continued)**

POLICE ENFORCEMENT CAR (DODGE CHARGER) – DECAL INSTALL AND REMOVAL (Approximately 400 Cars per Year)				
DECAL IDENTIFIER	DECAL NAME	LOCATION/DESCRIPTION/ QUANTITY	DIMENSIONS	DECAL CUT
ENF1	FLYING WHEEL	LEFT DOOR, 1 per car	17.05" H; 27.60" W	DIE CUT
ENF2	FLYING WHEEL	RIGHT DOOR, 1 per car	17.05" H; 27.60" W	DIE CUT
ENF6	OHIO	DOOR, 2 per car	2.52" H; 7.40" W	KISS CUT
ENF7	STATE TROOPER	FRONT FENDER, 2 per car	2" H; 17.5" W	KISS CUT
ENF11	STRIPING	LENGTH OF VEHICLE	1.5" W; 75'	DIE CUT
AIR1	STATE HIGHWAY	DOOR, 2 per car	2.125" H; 19.5" W	KISS CUT
AIR2	PATROL	DOOR, 2 per car	2.75" H; 11.55" W	KISS CUT
ENF#1	1	NUMBER	3" H	KISS CUT
ENF#2	2	NUMBER	3" H	KISS CUT
ENF#3	3	NUMBER	3" H	KISS CUT
ENF#4	4	NUMBER	3" H	KISS CUT
ENF#5	5	NUMBER	3" H	KISS CUT
ENF#6	6/9	NUMBER	3" H	KISS CUT
ENF#7	7	NUMBER	3" H	KISS CUT
ENF#8	8	NUMBER	3" H	KISS CUT
ENF#0	0	NUMBER	3" H; 1.99" W	KISS CUT
AMF	AMERICAN FLAG	1 per vehicle	2.5" H; 3.25" W	DIE CUT
TOTAL PRICE PER VEHICLE-DECAL INSTALL				\$
TOTAL ESTIMATED TIME PER VEHICLE-DECAL INSTALL				/hrs /min
TOTAL PRICE PER VEHICLE-DECAL REMOVAL				\$
TOTAL ESTIMATED TIME PER VEHICLE-DECAL REMOVAL				/hrs /min

The list below, provided for informational purposes only, represents additional ODPS/OSHP vehicles and the estimated number of vehicles requiring service per year. Pricing for services for these vehicles is not being requested as a part of this RFI.

1. Motor Vehicle Inspection Van (Various Makes/Models) – Decal Install and Removal (approximately 4 vans per year)
2. Motor Carrier Enforcement Car (Crown Victoria) – Decal Removal Only (approximately 5 cars per year)
3. Motor Carrier Enforcement SUV (Chevrolet Tahoe) – Decal Install and Removal (approximately 15 SUVs per year)
4. Police Officer Car (Ford Crown Victoria) – Decal Install and Removal (approximately 5 cars per year)
5. K-9 SUV (Chevrolet Tahoe) – Decal Removal and Install (approximately 20 SUVs per year)
6. Enforcement Motor Carrier SUV (Chevrolet Tahoe) – Decal Install and Removal (approximately 15 SUVs per year)
7. Motorcycles (Harley Davidson) – Decal Install and Removal (approximately 5 motorcycles per year)

ATTACHMENT 2
EXCEPTIONS TO ASSUMPTIONS (SECTION 1.3) AND SCOPE OF WORK (SECTION 1.4)
Note: Submission of this Form is Optional.

COMPANY NAME: _____ RESPONDENT'S NAME: _____

Please list any exceptions your Company would have to the Assumptions (Section 1.3) and Scope of Work (Section 1.4) of this RFI in the event the ODPS/OSHP would issue an ITB for contracting for these services in the future. In addition, describe the reason(s) for the exception(s) and alternatives your company would offer in lieu of each exception.

ATTACHMENT 3
SPECIAL CONSIDERATIONS
Note: Submission of this Form is Optional.

COMPANY NAME: _____ RESPONDENT'S NAME: _____

Please list and describe any special considerations and/or any expectations, such as advance scheduling requirements, your company would have in performing the services identified in Section 1.4 of this RFI.

**ATTACHMENT 4
QUALITY CONTROL**

Note: Submission of this Form is Optional.

COMPANY NAME: _____ RESPONDENT'S NAME: _____

If applicable, please use this form to help the State identify critical quality control requirements in the performance of services identified in Section 1.4.

Empty response area for quality control requirements.