

# INVITATION TO QUOTE

State of Ohio  
Department of Administrative Services  
General Services Division  
Office of Properties and Facilities (OPF)

*The Quotation must be hand delivered,  
faxed or emailed to:*

**DAS/GSD**  
**The Office of Properties and Facilities**  
**Attn: Michael Makonnen,**  
**Purchasing Agent**  
**4200 Surface Road**  
**Columbus, Ohio 43228**  
**or Fax to 614.752.0380**  
**email: [michael.makonnen@das.ohio.gov](mailto:michael.makonnen@das.ohio.gov)**

QUOTE NUMBER                      DUE DATE (1:00 p.m.)  
  
**2014 - 08**                              **June 21, 2013**

Any questions or clarifications regarding this Invitation to quote should be directed to the Office of Facilities Management, **Phone: 614-466-2492.**

FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)	
BIDDER NAME	
STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
CITY	STATE                      ZIP
COUNTY	
TELEPHONE NO.  (       )	TOLL FREE NO.  1 - (       )
CONTACT PERSON	FAX NO.  (       )
CONTRACTOR'S E-MAIL ADDRESS	

**THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROPERTIES & FACILITIES, IS SOLICITING QUOTATION FOR:**

## **(ANNUAL SAFETY INSPECTIONS & REPAIR SERVICES FOR OVERHEAD DOORS )**

### **REQUIRED CERTIFICATION FOR BIDDING**

**EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments web site: <http://www.das.ohio.gov/Eod/AAEEO.htm>

### **PREVAILING WAGE THRESHOLD LEVELS REQUIREMENTS APPLY FOR CONSTRUCTION SERVICES**

Review Current threshold: <http://www.wagehour.com.state.oh.us/w3/webwh.nsf/allbykey/D91B1BC19140FE7985256621004BF359>

### **DRUG FREE WORKPLACE (DFWP) RULES MUST BE COMPLIED FOR CONSTRUCTION REQUESTS**

1. Review Ohio Drug Policy at <http://das.ohio.gov/hrd/dfwppoli.html>
2. Complete DFWP form: [http://www.rbslaw.com/forms/u-140\\_drug-free\\_workplace.pdf](http://www.rbslaw.com/forms/u-140_drug-free_workplace.pdf)

PRINTED SIGNATURE

AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)

DATE

REQUIRED CERTIFICATION FOR BIDDING ( Contd.)

OHIO PREFERENCE (BUY OHIO):

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

E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business  Yes  No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:  
<http://www.STATE OF OHIO .oh.us/das/Eod/edge/Index.htm>

## 1. SCOPE:

The purpose of the contract is to maintain an on-call contractor with expertise in the field of overall door repair and performs an annual safety maintenance. The Contractor shall repair, remedy, service and maintain all types of overhead doors, door panels, and power opening devices, on a labor, equipment and material cost basis. All buildings administered by Office of Properties and Facilities will be covered, starting from July 1, 2013 through June 30, 2014.

## 2. CONTRACTOR REQUIREMENTS:

Contractor supplies all labor, supervision, materials, tools, equipment, and all effort necessary & required in repairing, maintaining, and the replacing of overhead doors and other associated equipment.

## 3. COORDINATION AND REPORTING:

3.1. The contractor notifies the Facility Manager, 24 hours in advance, for any regular preventive maintenance and repair services.

3.2. Technician(s) would first report to the front desk and then to the Facility Manager or his assistant.

3.3. At the end of a service, a written report will be provided to the Facility Manager or his assistant that details the nature of the service, and the manager would sign the report.

3.4. Invoice of a service includes the following: service date, service description, service location, parts used (if any), and material(s) used (if any).

## 4. PREVENTIVE MAINTENANCE (PM) LOCATIONS, PRICE & SERVICE FREQUENCY

### 25 SOUTH FRONT (COLUMBUS)

Overhead Door/s  
(Model/Make)

5 Overhead doors

1 time/year

\$ \_\_\_\_\_ /visit

Overhead Door	012263B	?	Dock-Hallway
Overhead Door	24911591	?	Dock
Wayne Dalton	MH-24	1907867-1	Dock @Compactor
Marathon	91D500F06	Jov#112170	Garage Entrance
			Garage Exit
Overhead Door	6378	012263A	Tunnel to the Supreme Court.

**35 E. CHESTNUT & 246 NORTH HIGH  
(COLUMBUS)**

**Overhead Door/s  
(Model/Make)**  
Manufacture

**10 Overhead doors**  
Model

**1 time /year**  
Serial

**\$ \_\_\_\_\_ /visit**  
Location

Lift Master	T7543M	144-A4-02632	1 <sup>st</sup> Fl. West 35
Lift Master	T501L VER2	312-A2-83654	1 <sup>st</sup> Fl. East 35
ASI Tech	910 500 FI	111032	1 <sup>st</sup> Fl. Random
ASI Tech	910 500 FI	111032	1 <sup>st</sup> Fl. Random
Overhead Door	JST	933331.1000	246 Dock
Overhead Door	JST	933331.1000	246 Dock South
Overhead Door	JST	933331.1000	35 Dock
Overhead Door	JST	2567891-1	35 Dock
Overhead Door	JST	2565950-1	246 Dock
Overhead Door	JST	2565950-2	246 Dock

**4200 SURFACE RD  
(COLUMBUS)**

**Overhead Door/s  
(Model/Make)**

**10 overhead doors**

**1 time/year**

**\$ \_\_\_\_\_ /visit**

Garage doors.

#	Manufacturer	Model #	Serial #	Voltage	Motor H/P
1	Link door controls	J-33-11-B2	81244010000031	115	1/3
2	Link door controls	J-33-11-B2	82435010000038	115	1/3
3	Link door controls	J-33-11-B2	82425010000031	115	1/3
4	Link door controls	J-33-11-B2	81234010000032	115	1/3
5	Chamberlain	Lift master	Logic 3.0	120	
6	Overhead Door	SEL-201		230	1/2
7	Chamberlain	Lift Master 2280r	10232100001	120	
8	Lynx	Ambass-a-door A7EB	0114926	115/230	1/2
9	VEMCO	JGF243	333529	480	
10	Overhead door	SEL0171		115	1/3

**30 EAST BROAD ST  
(COLUMBUS)**

**Overhead Door/s  
(Model/Make)**

**4 overhead doors**

**1 time /year**

**\$ \_\_\_\_\_ /visit**

Kinnear	21N	240113-29	115	1/2
Wayne Dalton	GH5011I4 e79930	0211n912	115	1/2
Lift master	GH5011m	315-as-21290	115	1/2
Kinnear	22N	301603-001	115	1

**77 SOUTH HIGH ST  
(COLUMBUS)**

**Overhead Door/s  
(Model/Make)**

**12 overhead doors**

**1 times /year**

**\$ \_\_\_\_\_ /visit**

B-1	LIFTMASTER	1	LM90-CT	17'x9'	1_TIMES/YR
3-STAGE	UNKNOWN	1	?	11'x9'	1_TIMES/YR
3-COAT RM	UNKNOWN	1	?	16'x6'	1_TIMES/YR
3-BAR	UNKNOWN	1	?	16'x6'	1_TIMES/YR
5-BAR	UNKNOWN	1	?	16'x6'	1_TIMES/YR
31-ROOF	ABL	1		12'X10'	1_TIMES/YR
DOCK	JG WILSON	1	106A	5'X8'	1_TIMES/YR
DOCK	JG WILSON	1	106	7'X8'	1_TIMES/YR
DOCK	OVERHEAD	2	RBA508'6"X10'		1_TIMES/YR
DOCK	ABL ENTERPRISES	1	ABCF-50	10'x10'6"	1_TIMES/YR
GARAGE-WALL ST.	ABL	2	N/A	13'X7'8"	1_TIMES/YR
GARAGE-STATE ST.	ABL	2	N/A	22'X7'8"	1_TIMES/YR

**615 W. SUPERIOR AVE. #  
(CLEVELAND)**

**Overhead Door/s  
(Model/Make)**

**5 doors**

**1 time /year**

**\$ \_\_\_\_\_ /visit**

#	Manufacturer	Model #	Serial #	Voltage	Motor H/P
1	Overhead door	N/A	N/A	460	1/2
2	Overhead door	N/A	N/A	460	1/2
3	North American	MH-22	210557-2	460	1/2
4	North American	MH-22	210557-2	460	1/2
5	Magnum	50 TH 211	57484	460	1 1/2

**161 S. HIGH STREET  
(AKRON)**

**Overhead Door/s  
(Model/Make)**

**3 doors**

**1 time /year**

**\$ \_\_\_\_\_ /visit**

#	Manufacturer	Model #	Serial #	Voltage	Motor H/P
1	Lift Master	GH1543M	2383540200001	460	1-1/2
2	Lift Master	GH1543M	2383540100001	460	1-1/2
3	Lift Master	GH1243M	2187260100001	460	1

**5. EXTENSION OF CONTRACT VALUE TO NEW BUILDINGS:** If another building complex is acquired by Ohio Properties and Facilities during the course of the contract, services of the contractor will be extended to the new asset.

## 6. SITE VISITS:

It is advisable that you visit service sites before you submit your bid. You can call and schedule an appointment at the following numbers:

For 25 South Front, please call Amy Wilson, 614-387-0300;  
For 35 E. Chestnut and 246 North high, please call Eric Hanna: 614-995-1477;  
For 4200 Surface Rd., please call Noel Rozelle: 614-644-0339;  
For 30 E. Broad St., please call Ryan Dalton, 466-1268;  
For 77 S. High St., Please call Brian Hammen, 614-644-9854;  
For 615 W. Superior Ave., Cleveland, please call Toby Matney: 614-332-9853  
For 161 S. High Street, Akron, please call Toby Matney: 614-332-9853  
For 640 Jackson St., Toledo, please call Toby Matney: 614-332-9853

## 7. COMPLIANCE WITH FEDERAL, STATE AND LOCAL SAFETY AND BUILDING CODE REGULATIONS:

Contractor shall adhere to all Federal, State, and City rules, regulations, and standards set for safety on the job site, at each service occurrence.

## 8. SERVICE HOURS:

**10.1. REGULAR HOURS:** Work shall be performed between 7:00 AM to 5:00 PM, Monday through Friday.

**10.2. AFTER HOURS, WEEKENDS and/or HOLIDAYS:** Work shall be performed after Regular Business Hours; on WEEKENDS and/or HOLIDAYS, only by the expressly stated requirement of the State.

## 9. RESPONSE TIME:

REGULAR request responses to regular service calls shall be within six (6) hours on-site, after a contractor receives request from the Facility Manager or his designee.

## 10. SUPPLY OF MAN-POWER/ EQUIPMENT:

Contractor shall supply all labor, supervision, tools, equipment, and all effort necessary & required in repairing and maintaining overhead doors.

**11. APPROVAL OF NON PM REPAIRS:** for non preventive maintenance, the contractor would first provide a quote and receives approval from the Facility Manager or his representative, before work begins.

Contractor lists prices of each part item and labor cost.

Contractor separates materials and labor. Contractor also needs to attach price/s of part/s from supplier with the invoice.

**12. COST:**

**12.1. ANNUAL PM \*GRAND TOTAL:** \_\_\_\_\_ \$ \_\_\_\_\_ /visit

**12.2. NON - PM REPAIR LABOR CHARGES:**

12.2.1. Business Hours, M-F, 7:00 AM to 5:00 PM: \$ \_\_\_\_\_ /hr.

12.2.2. Evenings & Weekends: \$ \_\_\_\_\_ /hr.

12.2.3. Holidays: \$ \_\_\_\_\_ /hr.

**12.3. REPAIR PARTS DISCOUNT:** \_\_\_\_\_ %, (Percent)

**13. PAYMENT TERMS:** 30 Days ARO.

\* PM stands for Preventive Maintenance  
(1)

*INSPECTION includes visual evaluation of parts, fasteners, welds, and overall operation of Equipment.*

*CLEANING includes removal of dust & debris; clearing of any moving part and surrounding area per recommendation of the manufacturer.*

*ADJUSTMENT includes adjustment of mal-aligned and disengaged parts of the equipment, per Instruction of manual of manufacturer.*

*LUBRICATION includes application of suitable lubricants, per requirements of the manufacturer.*