

INVITATION TO QUOTE

State of Ohio
Department of Administrative Services
Office of Properties and Facilities (DAS/GSD/OPF)

<p>The Quotation must be hand delivered, faxed or mailed to the Department of Administrative Services, Office of Properties and Facilities, Attn Mike Makonnen, Purchasing Agent, 4200 Surface Rd, Columbus, Ohio 43228 or Fax: 614-752-038</p> <p>ITB NUMBER OPF2014 -12 DUE DATE (1:00 p.m.) Aug 27, 2013</p> <p>Any questions or clarifications regarding this Invitation to quotation should be directed to the Department of Administrative Services, Office of Properties and Facilities, 614-466-2492, or e-mailed to: michael.makonnen@das.ohio.gov.</p>	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:

FY14-15 Cash Operation Services of Unattended Parking Garages Riffe & DiSalle

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

- Review Ohio Drug Policy at <http://das.ohio.gov/hrd/dfwppoli.html>
- Complete DFWP form: 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

OHIO PREFERENCE (BUY OHIO):

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://www.sos.state.oh.us/>
- c) Bidder has ten or more employees based in Ohio or border state. Yes No (Go to 4)
- d) Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to 4)
3. Border state bidder:
 Yes (Specify which state then go to 4): KY MI NY PA IN) No (Go to 4)
4. Border state bidder: mined products mined in respective border state 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.oh.us/das/Eod/edge/Index.htm>

Cash Operation Services of Unattended Parking Garages (Riffe & DiSalle)

1.0. SCOPE OF WORK

This is a Competitive Sealed Bid of the Office of Properties and Facilities DAS/OPF to obtain a quotation to provide cash collection, counting, depositing and related services, from Pay-in-Lane and Pay-on-Foot machines, for two State of Ohio facilities, the Vern Riffe Center for Government & the Arts, 77 South High St., Columbus, Ohio 43215, and the Michael V. DiSalle Government Center, 640 Jackson Street, Toledo, Ohio, 43604.

1.1. Contractor agrees to:

- 1.1.1. Provide the start-up cash for the change machines in both garages; 2 each, Pay-on-Foot machines, \$1,300.00 each (paper currency) and 2 each Pay-in-Lane machines, \$250.00 each (\$1 coins);
- 1.1.2. Remove cash receipts from the Pay-in-Lane and Pay-on-Foot machines, in each garage, once a day, and provide a second price option for cash removal, two times a day, at times agreed upon by the Contractor and DAS.
- 1.1.3. Access the Signature Controls software on a daily basis, Monday through Friday (weekends and holidays excluded), to produce reports of cash collections, in each garage;
- 1.1.4. Reconcile cash receipts to cash collections, per Signature Control reports of cash receipts;
- 1.1.5. Replenish the change funds in each machine on an agreed upon basis with proceeds from the daily collections;
- 1.1.6. Prepare daily deposits of net cash collections and present the deposits to Key Bank, each day, for deposit into the DAS zero balance account;
- 1.1.7. Check the available stock of incoming tickets in the machines in both garages on a daily basis and restock as necessary;
- 1.1.8. Check the level of receipt tape in the machines in both garages on a daily basis and replace as necessary;
- 1.1.9. Check inventory levels of incoming tickets and receipt tapes in both garages as necessary, and report to the respective Facility Manager for replenishment.
- 1.1.10. Contractor will be responsible for any cash loss claims and agrees that refunds will be based on DAS request.

2.0. SERVICE FREQUENCIES

The Pay-in-Lane machines and the Pay-on-Foot machines should be serviced once or twice a day, between the hours of 6:00 am and 3:00 pm. At this time, receipt papers and ticket dispensers will be checked and filled, if needed. Monies will be collected from each pay machine and receipts reconciled. The various pay machines will be filled with the appropriate amount of monies in appropriate denominations and placed back in service.

3.0. OPTIONAL SITE VIST

For those unfamiliar with the garages or the Signature Parking System Equipment, site visits can be arranged, by appointment, before the bid submission deadline, by calling Brian Hammen, Senior Facilities Manager, Vern Riffe Center for Government & the Arts, at 614-644-9854, and Anthony J. Matney, Facilities Manager, Michael V. DiSalle Government Center, at 614-332-9853.

4.0. CONTRACT PERIOD

The service Contract is for the remainder of FY'14 and FY15, beginning on Sept.1, 2013 and ending on June 30, 2015. DAS/OPF may solely renew all or part of this Contract, subject to the satisfactory performance of the Contractor, and the needs of the DAS/OPF Facilities.

5.0 AWARD OF CONTRACT

5.1. There will be one award for both locations. Failure to bid for both locations will result in the bidder being deemed not responsive.

5.2. DAS/OPF shall provide notice of award to a vendor through the issuance of a Purchase Order or a Notice of Award Letter.

6.0. PERSONAL SERVICE CONTRACT

In addition to this bid, the selected vendor shall agree to fill out and sign the "Personal Service Contract" form, and provide any documents required by the DAS/OPF.

7.0. TERMINATION OF CONTRACT

DAS, by written notice to the Contractor, may terminate the contract, if the Vendor has been found to have failed to perform its services in a manner satisfactory to DAS/OPF as per specifications. The date of termination shall be stated in the notice. DAS/OPF shall be the sole judge of non-performance.

8.0. INVOICES

8.1. Authorization to pay invoices will be given by the Facility Manager.

8.2. DAS/OPF may withhold, or on account of subsequently discovered evidence, nullify the whole or a part of any payment to such extent as may be necessary to protect the State from loss on account of:

8.2.1. Claims filed or reasonable evidence indicating probable filing of claims by parties other than the Contractor.

8.2.2. Failure of the Contractor to make payments properly to subcontractors, if any.

9.0. COMPENSATION

Vern Riffe Center for Government & the Arts, 77 South High St., Columbus, Ohio 43215

1 time a day: Hourly Rate: \$ _____, not to exceed total: \$ _____ per year

2 times a day: Hourly Rate: \$ _____, not to exceed total: \$ _____ per year

Michael V. DiSalle Government Center, 640 Jackson Street, Toledo, Ohio, 43604

1 time a day: Hourly Rate: \$ _____, not to exceed total: \$ _____ per year

2 times a day: Hourly Rate: \$ _____, not to exceed total: \$ _____ per year