

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER OT902813	OPENING DATE (1:00 p.m.) DECEMBER 12, 2012	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DPS031	BID NOTICE DATE NOVEMBER 26, 2012	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD) <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____Days, Net 30 Days			
PARTICIPATING AGENCY(IES): DEPARTMENT OF PUBLIC SAFETY, DIVISIONS AS LISTED HEREIN			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 11/26/12			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR: HVAC MAINTENANCE FOR ODPS COLUMBUS METRO AREA Site Visits available: See page 3			
Attached are pages 3 and 13 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to update Site Visit language, Replacement Parts estimated usage figure and special requirements references.			

SPECIAL CONTRACT TERMS AND CONDITIONS

DELIVERY AND ACCEPTANCE Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

MATERIAL SAFETY DATA SHEET The Contractor shall provide a Material Safety Data Sheet (MSDS) for any hazardous chemical that he brings onto the facility property for the performance of this contract. The MSDS shall verify the Contractor's compliance with [Occupational Safety & Health Administration \(OSHA\)'s Hazard Communications 1910.1200](#). The MSDS shall be given to the facility contact person prior to use of the hazardous chemical on the facility property.

BUSINESS REFERENCES All bidders should submit with his/her bid, a list of at least three (3) companies and/or organizations with which they have had recent (within two [2] years) Heating, Ventilation, & Air Conditioning (HVAC) service contracts. This list shall include the name and phone number of a contact person who will be familiar with the bidder's job performance. The state may verify the bidder's experience based upon the list of business references submitted and any other sources which the state deems appropriate.

CONTRACT AWARD The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Failure to bid all items may result in the bidder being deemed not responsive.

*EVALUATION Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will take the product of the monthly cost and the number of months in a year (twelve) to arrive at an annual cost for the Preventive Maintenance (PM) and Repair. Labor rates will be calculated by taking the product of the Estimated Usage figure and the Bid Price Per Hour. Additionally, the State will calculate the sum total of \$5000 Replacement Parts and Components and Mark-up (product of estimated parts usage and mark-up percentage).

USAGE REPORTS Every twelve (12) months the Contractor must submit a report (on CD) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Lauren Brown.

FIXED-PRICE WITH IN-SERVICE COST ADJUSTMENTS The Contractor agrees to adjust the total annual charges for any decrease/increase in the number of HVAC units to be serviced due to resident program changes and/or building destruction/construction programs for the duration of the Contract. All adjustments will be in accordance with the Contract.

*SITE VISIT Prior to submitting their bid response, the bidder should visit the facility(s) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact each facility to schedule an appointment. To schedule an appointment, please contact Christy Lochbaum (ODPS-MAU Analyst) at (614) 466-3073 or Christina.lochbaum@dps.state.oh.us. Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

* Indicates updated Site Visit language and evaluation criteria to include \$5000 Replacement Parts and Components.

PRICE SCHEDULE

ALUM CREEK FACILITY (ACF)			
ITEM CODE NO.			
SERVICE	PER MONTH COST	BID PRICE	
PM and Repair	For PM for Equipment shown In Appendix A. Include any costs that may be incurred under special requirements (section III. O.)*	\$	/MO
OHIO EMERGENCY MANAGEMENT AGENCY (EMA)			
ITEM CODE NO.			
SERVICE	PER MONTH COST	BID PRICE	
PM and Repair	For PM and Repair for Equipment shown In Appendix B. Include any costs that may be incurred under special requirements (section III. P.)*	\$	/MO
OHIO STATE HIGHWAY PATROL (OSHP) TRAINING ACADEMY			
ITEM CODE NO.			
SERVICE	PER MONTH COST	BID PRICE	
PM and Repair	For PM and Repair for Equipment shown in Appendix C. Include any costs that may be incurred under special requirements (section III. Q.)*	\$	/MO
FOR PARTIAL SERVICE LOCATION(S):			
DESCRIPTION	LABOR TYPE	ESTIMATED USAGE	BID PRICE
Labor Rate	ITEM CODE NO. Straight Time	200 hours	\$ /HR
Labor Rate	ITEM CODE NO. Overtime	100 hours	\$ /HR
Labor Rate	ITEM CODE NO. Emergency Labor Rate	25 hours	\$ /HR
Cost-Plus Markup	ITEM CODE NO. Replacement Parts and Components Mark-up Percentage	\$5000	%

For evaluation purposes only, a figure of 200 hours will be used for Straight Time hours for each year; 100 Overtime hours for each year; 25 Emergency Labor hours for each year; and \$5000 of Replacement Parts

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* Indicates updated Replacement Parts estimated usage of \$5000, Site Visit language and updated special requirements references.