

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: 03/06/2013

**RFP NUMBER: CSP905313
INDEX NUMBER: DAS075**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Department of Administrative Services is requesting proposals for:

TITLE: Property Management of DAS Owned Office Towers

Attached is page 13 to this Request for Proposal (RFP). Remove the corresponding page from the existing RFP and replace with the attached page.

Reason for Addendum. This addendum is issued to correct the Contract Analyst's phone number.

**PROPOSAL DUE DATE:
OPENING LOCATION:**

**APRIL 10, 2013
Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395**

Minimum of five years experience in building operations for a multiple floor building 100,000 square feet or larger.

Minimum of five years experience in supervising implementation and control of a preventative maintenance system, life safety and environmental management system and energy management

CONTRACTOR RESPONSIBILITIES The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work and Staffing.

All non-emergency repair and maintenance activities within public spaces must be done outside of the normal business hours of operation for the building.

1.6 **OFFEROR MANDATORY SITE VISITS**

ANY OFFEROR PLANNING TO SUBMIT A PROPOSAL TO THIS RFP MUST ATTEND ONE OF THE SCHEDULED MANDATORY SITE VISITS AT EACH BUILDING.

The site visits will give the Offerors the opportunity to visit each facility, become familiar with the facility and get answers to specific questions that will assist in the preparation of the Offeror's Proposal. Any Offerors planning to attend the site visits must contact the DAS Contract Analyst, Dennis Kapenga, by phone 614-466-7911 or email at dennis.kapenga@ohio.gov at least 48 business hours in advance of the scheduled meeting. Failure to attend one mandatory site visit at each building will deem the Offeror non-responsive and the Offeror's Proposal will not be evaluated. If the number of potential Offerors is very low, based on site visit attendance, DAS may cancel this RFP.

MANDATORY SITE VISITS - DATES AND TIMES

Building	Location	Date	Time
Michael V. DiSalle Government Center	Toledo, Ohio	3/11/13	10:00 A.M. – 12:00 P.M. or
		3/13/13	10:00 A.M. – 12:00 P.M.
Frank J. Lausche State Office Building	Cleveland, Ohio	3/12/13	2:00 P.M. – 4:00 P.M. or
		3/19/13	9:00 A.M. – 11:00 A.M.
Oliver Ocasek Government Office Building	Akron, Ohio	3/12/13	9:00 A.M. – 11:00 A.M. or
		3/19/13	2:00 P.M. – 4:00 P.M.
James A. Rhodes State Office Tower	Columbus, Ohio	3/18/13	8:30 A.M. – 11:30 A.M. or
		3/20/13	1:00 P.M. – 4:00 P.M.
Vern Riffe Center for Government and the Arts	Columbus, Ohio	3/18/13	1:00 P.M. – 4:00 P.M. or
		3/20/13	8:00 A.M. – 11:00 A.M.

1.7 **CONFIDENTIAL INFORMATION** The process to procure goods and services by DAS is open to inspection by the public. DAS makes available prices (offered and accepted), terms of payment, Proposal materials, evaluation scores, product information, and other types of information DAS uses in evaluating and/or awarding the Contract, consistent with Ohio's public records law. DAS will seek to open the Proposals in a manner that avoids disclosing their contents. Additionally, DAS will seek to keep the contents of all Proposals confidential until the Contract is awarded. Further, the DAS will open for public inspection all Proposals provided to the DAS in response to this RFP after award.

1.8 **REGISTRY OF OFFERORS** DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.

1.9 **INSTRUCTIONS** Link to Web site for Instructions is available in Section 5.1.

1.10 **REQUIRED REVIEW** Offerors must carefully review the entire RFP and all the referenced Web links. Offerors must promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.