

REQUEST FOR PROPOSALS

ADDENDUM # 2

ISSUED: 05/15/2015

**RFP NUMBER: CSP902016
INDEX NUMBER: JFS006**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Job and Family Services is requesting proposals for:

MINORITY SET-ASIDE OPPORTUNITY IN ACCORDANCE WITH ORC CH. 125.081

**PROPERTY MANAGEMENT SERVICES
FOR
OHIO DEPARTMENT OF JOB AND FAMILY SERVICES**

Attached are page(s) 1, 3 and 14 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to notify potential Offerors of the extension of the proposal due date until May 29, 2015 and the inquiry end date to May 26, 2015.

**PROPOSAL DUE DATE: May 29, 2015
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395**



REQUEST FOR PROPOSAL

RFP NUMBER: CSP902016
INDEX NUMBER: JFS006
UNSPSC CATEGORY: 80161600

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Job and Family Services (JFS) is requesting Proposals for:

MINORITY SET-ASIDE OPPORTUNITY IN ACCORDANCE WITH ORC CH. 125.081

PROPERTY MANAGEMENT SERVICES FOR OHIO DEPARTMENT OF JOB AND FAMILY SERVICES

OBJECTIVE: The Ohio Department of Administrative Services is seeking Property Management Services Contractor(s) for the Ohio Department of Job and Family Services locations - 145 S. Front St., Columbus, OH 43215 and 799 N. Main St., Lima, OH 45801.

RFP ISSUED: May 07, 2015
INQUIRY PERIOD BEGINS: May 07, 2015
INQUIRY PERIOD ENDS: May 26, 2015 at 8:00 AM *
PROPOSAL DUE DATE: May 29, 2015 by 1:00 PM *

Proposals received after the due date and time will not be evaluated.
Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____, Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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* Indicates the inquiry end date and Proposal due date extension.

CALENDAR OF EVENTS

This RFP gives the dates on page 1 for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand. Detailed instructions regarding dates are as follows:

Firm Dates

RFP Issued:	May 07, 2015
Inquiry Period Begins:	May 07, 2015
Inquiry Period Ends:	May 26, 2015 at 8:00 a.m. *
Proposal Due Date:	May 29, 2015 by 1:00 p.m. *

Estimated Dates

Contract Award Notification:	To be determined
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There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due. Proposals received after 1:00 p.m. on the due date will not be evaluated. Late proposal are stamped as late by the Bid Desk, and are not opened, certified or evaluated.

SITE VISIT: Prior to submitting their bid response, the bidder should visit the agency(ies) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid.

- * There will only be one opportunity for a site visit for each location on the date and time listed below.
- * ODJFS Columbus - 145 South Front Street Friday May 22, 2015 at 10:30 AM
- * ODJFS Lima – 799 North Main Street Friday May 22, 2015 at 10:30 AM

Once a contract is awarded, failure of the Offeror to have attended a site visit to become familiar with the facility and requirements of the Request for Proposal will be insufficient reason to support any request to be released from the contract.

* Indicates the inquiry end date and Proposal due date extension.

** Indicates the date, time and place of each site visit.

4.0 AWARD OF THE CONTRACT

- 4.1 CONTRACT AWARD DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as addended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

- 4.3 ECONOMIC PRICE ADJUSTMENT The contract prices(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

4.4 SPECIAL PROVISIONS

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This solicitation is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All Offerors must be an Ohio certified MBE as of the proposal due date of May 29, 2015 *. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:

<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>.

* Indicates the Proposal due date extension.