

EZIQC® CONTRACT GENERAL ORDERING INSTRUCTIONS

[EXPRESS LINK to EZIQC PROJECT ENTRY](#)

SPECIAL NOTES (Please Read Before Ordering)

Only personnel authorized by an individual public governmental entity within the State of Ohio to initiate and/or execute purchasing actions for construction and construction related services on behalf of that entity may (1) contact the supplier or (2) submit on-line request for service under this contract.

Public governmental entities include (but are not limited to); state, city, county, colleges & universities, municipalities, other political subdivisions and public school systems. The following limitations apply to all orders contemplated under this Contract:

Supplier is not obligated to enter into an individual order with any Authorized User for supplies or services valued at less than \$2,000.00.

Supplier shall not enter into an individual order with any State Agency for supplies and services valued at more than **\$50,000.00** without prior approval from the Office of Procurement Services (OPS).

The above maximum order limitations DO NOT SUPERCEDE any ordering limitations established by an individual public governmental entity for the purchase of construction or construction related services for that entity. Authorized Users must comply with all policies and procedures in effect for their specific organization when ordering construction and/or construction related services under this contract.

The Purchase Order issued by the Authorized User should reference Contract Number **RS901811** and the Index Number of **GPC008** in the Detailed Scope of Work and any other additional terms and conditions the Authorized User may deem necessary.

The Purchase Order should be issued by the Authorized User only after all required performance and payment bonds (if required) and insurance have been received from the Supplier.

Submittals and inspections follow the standard construction process. Certified payroll records will be submitted with the application for payment (as applicable).

Construction Management is performed by the Authorized User or a representative. Construction Management and inspection services may also be ordered through EZIQC®.

DEFINITIONS

Authorized User –Personnel authorized by any formally designated organizational element or sub-element of a state or local public governmental entity within the State of Ohio to initiate and/or execute purchasing actions for construction and construction related services on behalf of that entity.

Adjustment Factors - The Supplier's competitively bid price adjustments to the unit prices as published in the CTC®.

Construction Task Catalog® (CTC®) – A comprehensive listing of specific construction related tasks covering all divisions of construction, each with a specified unit of measure and a unit price developed for the local area. CTC® prices include local labor, equipment and material.

Detailed Scope of Work - The document or set of documents that sets forth the Work the Supplier will perform. The Detailed Scope of Work can be a simple set of drawings, a specification, a narrative, a marked-up as-built drawing or some other document. It does not have to be a full set of plans and specifications.

Joint Scope Meeting – An EZIQC® Representative will schedule a meeting at the project site with the Authorized User and one of the competitively bid suppliers to include any key subcontractors to discuss the details of the project, the schedule, required permits, inspections and all other aspects of the Work.

Price Proposal – The proposal prepared by the Supplier using the applicable tasks from the CTC, the appropriate Adjustment Factor (s) and the appropriate quantities. The Price Proposal represents a lump sum price for completing the Detailed Scope of Work.

Price Proposal Package – The Price Proposal, any drawings, sketches or other technical data requested from the Supplier to supplement the Detailed Scope of Work, the construction schedule and a list of proposed subcontractors.

CONTRACT DOCUMENTS (Some files are very large and may take a while to download)

OH Contract Terms and Conditions

[State of Ohio Standard Terms and Conditions and Contract General Conditions](#)

NJPA OH EZIQC Contract Documents

[EZIQC OH Contract Documents](#)

PLACING AN ORDER

Step 1: Go to [EZIQC OH Website](#).

Step 2: The Authorized User will enter his/her name, contact information and project description in the spaces provided.

Step 3: An EZIQC® Representative will contact the Authorized User to (1) assist in identifying and selecting a Supplier and (2) schedule a Joint Scope Meeting.

IMPORTANT NOTE: In service areas where more than one Supplier is available to price/perform Work, a single Supplier must be selected, however, selection of the Supplier to be used is at the sole discretion of the Authorized User. **Requesting price proposals from multiple Suppliers for the same project, is STRICTLY PROHIBITED**

Step 4: After the Joint Scope Meeting, the EZIQC[®] Representative will help the Authorized User prepare a Detailed Scope of Work.

Step 5: Once the Detailed Scope of Work is complete and approved by the Authorized User, the EZIQC[®] Representative will forward it to the selected supplier and establish a Price Proposal due date.

Step 6: The Supplier will prepare a Price Proposal Package detailing the specific tasks and associated price to perform the elements of the Detailed Scope of Work. The Supplier will use the Construction Task Catalog[®] (CTC[®]) for the appropriate region to prepare the Price Proposal. The Supplier will select the appropriate tasks from the CTC[®] and multiply the fixed unit prices in the CTC[®] by the required quantities for each task to determine the basic CTC[®] price. The basic CTC[®] price is then multiplied by the appropriate Adjustment Factor (see below) to determine the total price of the order.

ADJUSTMENT FACTORS

On the anniversary date of contract award of each year, the Supplier's Adjustment Factors may be escalated/de-escalated based on the contract formula for economic price adjustment (Engineering News Record's Cost of Construction Index (CCI) for 20 City Average).

| | |
|--|-----------------------------|
| SUPPLIER | SG Contractors, Inc. |
| SERVICE AREA | All Areas All Trades |
| Normal Working Hours 7am-4pm Mon-Fri; except Holidays | 1.1340 |
| Outside Normal Working Hours 7pm-7am Mon-Fri, all day Sat, Sun & Holiday | 1.1442 |
| Non Pre-Priced Items | 1.1000 |

Authorized User, Supplier reserves the right to add an additional line item for labor to account for time lost as a result of compliance with security requirements for Work performed in secure areas

The Supplier’s Price Proposal Package will also include a construction schedule and a list of proposed subcontractors.

Step 7: The Supplier will submit the completed Price Proposal Package to the EZIQC[®] Representative for review and validation to include verification that appropriate tasks have been selected from the CTC[®] and the appropriate quantities have been used. Should any corrections or changes be deemed necessary as a result of the review/validation, the EZIQC[®] representative will return the proposal to the Supplier to make any necessary changes.

Step 8: Once the Proposal has been satisfactorily validated/verified, the EZIQC[®] representative will submit the Price Proposal Package to the Authorized User via e-mail. If the dollar amount of Price Proposal exceeds the EZIQC[®] contractual limit, the EZIQC representative will copy the OPS Issuing Officer. Thereafter, OPS Issuing Officer will communicate directly with the Authorized User to approve the use of the EZIQC[®] Contract for procuring construction services in excess of their established contractual limits, respective to that Job Order.

Step 9: The Authorized User may negotiate the inclusion of any unique contract terms and conditions specific to the Job Order with the Supplier. Unique contract terms and condition agreed upon by the Supplier and the Authorized User will be included on, or referenced in, the Purchase Order. At the discretion of the Authorized User, the OPS Issuing Officer is available to assist in the negotiation of any unique contract terms and conditions inclusions.

Step 10: If satisfied with the price, schedule, terms and conditions; the Authorized User will prepare a **Job Order Package** for submission to the selected Supplier. A Job Order Package consist of the following documents:

- (1) Job Order Signature Document; signed by Supplier and Authorized User
- (2) Final Detailed Scope of Work; signed by Supplier and Authorized User
- (3) Purchase Order (PO) or Notice To Proceed (NTP); to include (at a minimum)
 - (a) PO / NTP Number
 - (b) PO / NTP Date
 - (c) Reference to Statewide Contract# **RS901811** and the Index Number of **GPC008**
 - (d) Customer Point of Contact- Name, Phone Number, email Address (optional)
 - (e) Ship To Address
 - (f) Bill to Address
 - (g) Supplier Name and Address
 - (h) Project Description (include EZIQC Job Order Number)
 - (i) PO / NTP Amount (Price)

*The Job Order Signature and Final Detailed Scope of Work documents will be provided by the EZIQC® representative at the appropriate stage of the process

Step 11: The complete Job Order Package as described above should be submitted to the selected Supplier by mail or email (***email is the preferred submission method***):

SG Contraction Services, LLC

Electronic submissions: rsly@sgcs.net

Submissions by Mail: ATTN: Richard Sly, Jr.
3407 Torrey Road
Flint, MI 48507-3253

OPS Issuing Officer for the State

Name: Lauren Brown
E-Mail: Lauren.Brown@das.state.oh.us
Telephone: (614) 644-6742
Fax: (614) 644-1785

SERVICE AREA MAP

OPS Areas

