INVITATION TO QUOTE

General Services State of Ohio
Department of Administrative Services Division
Office of Properties and Facilities (OPF)

The Quotation must be hand delivered, faxed or mailed to:

DAS/GSD
The Office of Properties and Facilities
Attn: Mike Makonnen, Purchasing Agent
4200 Surface Road
Columbus, Ohio 43228
or Fax to 614.752.0380

QUOTE NUMBER DUE DATE (1:00 p.m.)

OPF2015 –08R **Nov 18, 2014**

Any questions or clarifications regarding this Invitation to quote should be directed to the Office of Properties and Facilities, 614-**466-2492**. Or e-mailed to michael.makonnen@das.oho.gov.

FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)

BIDDER NAME

STREET ADDRESS ☐ 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

REPLACEMENT OF DOMESTIC WATER PUMP AT THE RIFFE CENTER

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://das.ohio.gov/Divisions/EqualOpportunity.aspx

PREVAILING WAGE THRESHOLD LEVELS REQUIREMENTS APPLY FOR CLEANING PROJECT SERVICES
Review Current threshold: http://www.com.ohio.gov/dico/

DRUG FREE WORKPLACE (DFWP) RULES MUST BE COMPLIED FOR CLEANING PROJECT REQUESTS

1. Review Ohio Drug Policy at https://www.bwc.ohio.gov/employer/services/statecontract/statecontractdescriptions.asp
2. Complete DFWP form: https://www.bwc.ohio.gov/employer/forms/dfwp/default.asp

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 (Go to C) ☐ 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 B-2d)

d) Bidder has seventy-five percent or more employees based in Ohio or border state. ☐ Yes ☐ No (Go to B-3)

3. Order state bidder:

☐ Yes (Specify which state then go to B-2c): ☐ KY ☐ MI ☐ NY ☐ PA ☐ IN) ☐ No (Go to B-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

1. 0 SCOPE

Contractors to furnish all labor, materials and equipment, to perform work in strict accordance with the specifications below, to **replace domestic water pump, at the the Vern Riffe Center for Government & the Arts, 77 South High St., Columbus, Ohio 43215.**

1.1. Provide all necessary materials and labor to demo existing Systecon PRV constant speed System with production No. 86519 domestic water pump package;

1.2. Provide all necessary materials and labor to install new SyncroFlo Model 600VFD230P factory packaged triple variable speed domestic water booster system. To include all necessary domestic water piping and condensate piping.

1.3. Provide and install flexible connections between the pump package and the domestic water system per manufacturer recommendations.

1.4. Provide new shut off valves in to isolate domestic water pump package from the rest of the domestic water system.

1.5. Provide and install paddlewheel flow sensors.

1.6. Provide all necessary controls modifications.

1.7. Provide all necessary labor and material to disconnect power and control conduits and wiring to existing pump skid.

1.8. Provide all necessary labor and material to extend power and control conduit and wiring to the new pump.

1.9. Provide and install new fuses.

1.10. Paint piping

1.11. Provide insulation on piping.

1.12. Provide afterhours manufacturer start-up of new domestic water pump package.

1.13. Provide a one year warranty on all the labor provided.

2.0 DESCRIPTION OF WORK:

2.1. Demolition of existing pump package, installation of new pump package and start up to occurred over a single weekend;

2.2. Existing domestic water pump packages cannot be taking off line until 9PM on Friday;

2.3. New domestic pump package must be on line by 1AM that Monday;

2.4. New pump package and piping may be delivered to the jobsite during regular working hours in advance of the work.

2.5. Old pump package and associated piping may be removed from the jobsite during regular working hours following installation and startup of the new pump package. .

3.0 LOCATION

3.1. Site of the proposed work is at the Vern Riffe Center for Government & the Arts, 77 South High Street, Columbus, OH 43215;

4.0 SPECIAL PROVISIONS

4.1. The contractor shall maintain a copy of all MSDS documentation and safety certifications at the site at all times, as well as comply with all other site documentation requirements of applicable OSHA programs and regulations.

The contractor shall provide proof of maintaining the proper license(s), any and all engineering permits, drawings and inspection fees are the responsibility of the contractor as required to do work in this state. Contractor shall comply with all federal, state, and local rules, regulations, and licensing requirements.

4.2. PERFORMANCE

Submission of a bid by a Contractor shall be accepted as prima facie evidence that he/she has examined the specifications and or drawings and has satisfied him/herself as to the nature and location of the work and all matters, which can in any way affect the work or cost thereof under this contract.

4.3. APPLICABLE PUBLICATIONS

4.3.1. Materials and installations are to conform to the requirements of the specified applicable publications. The edition of each publication to apply is to be the most recent edition published prior to the date of the bid opening, unless stated otherwise where the actual reference is made. In case of conflict between the referenced document and the project specifications, the specifications shall govern.

4.3.2. Contractor shall insure that work performed is in full compliance with all federal state and local laws and ordinances applicable to the construction of or the finished product of this contract.

4.4. MANUFACTURER'S INSTRUCTIONS

Where required in the specifications, the materials, products, processes, equipment or the like to installed or applied, in accordance with manufacturer's instructions, directions, or specifications, or words to this effect, it shall be construed to mean that said installation or application shall be in strict accordance with printed instructions furnished by the manufacturer for use under conditions similar to those at the project site.

4.5. MATERIALS AND PRODUCTS

Locations where products are listed by brand names or equal (equivalent), are for Informational purposes only, establishing a general standard of quality, and the Government in no way is making a warranty of availability or fitness of the product for use.

4.6. DIVISION OF WORK

4.6.1. The Contractor is responsible for all work. Should the Contractor award certain portions of the work to subcontractors, the division of work, the supervision of work, coordination of the work, and resolution of subcontractor disputes is entirely the Contractor's responsibility.

4.6.2. The Contractor shall be responsible for the proper laying out of all work and for any damage, which may accrue as a result of his/her inaccuracies.

4.7. CONTRACT PERIOD

The duration of this project shall not exceed 60 days of onsite replacement; however, the work shall proceed in a continuous manner once started.

4.8. CLEANING REQUIREMENTS

4.8.1**.** Maintain the project site in an orderly condition that allows maximum access, does impede traffic insures safety, and protects materials and equipment.

4.8.2. On a daily basis the Contractor shall remove all scrap, debris, and wastes from the project site or place it in the Contractor's approved containers daily and removed from the job site at least once each week. Properly dispose of all waste to an off-site location. In no case shall waste be placed in Government leased waste containers.

4.9. QUALITY ASSURANCE

4.9.1. Workmanship shall be in accordance with the best practices of the trade. All work shall be installed under direct supervision of a competent foreman.

4.9.2. Material and equipment shall be the standard products of a manufacturer regularly engaged in the manufacture of the products. Items of equipment shall essentially duplicate equipment that has been in satisfactory use at least 2 years prior to bid opening.

4.10. ITEMS AND UTILITIES FURNISHED BY THE GOVERNMENT

4.10.1. The Government at no charge shall provide reasonable amounts of electrical power, Water and sanitary sewer service to the Contractor. The Contractor shall be responsible for the installation and removal of any connections required to accomplish this work.

4.11. WARRANTY

4.11.1. Materials in these specifications, shall be guaranteed for a period of one year or as manufacturer's warranty states, whichever is longer.

4.11.2. Installation shall be guaranteed for a period of one year. Defective work shall be repaired or replaced as necessary during the guarantee period at the Contractor's expense.

4.12. COORDINATION

Notify the Riffe Senior Facility Manager or the Riffe Chief Engineer, 72 hours prior to the desired time for performing the work.

4.13. INSTALLATION

Work at the site shall be accomplished <u>during the hours beginning 9:00 PM Friday through 1:00 AM the following Monday</u>. Hours other than normal shall be requested in writing and approved by the Senior Facility Manager or Riffe Chief Engineer.

4.14. PROTECTION OF PROPERTY

The Contractor shall protect the buildings and adjacent equipment from any physical damage, which may be caused by the performance of work under this contract and shall repair all damages so caused at no cost to the Government.

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4.15. SAFETY AND ENVIRONMENTAL PROTECTION

4.15.1. The Contractor will perform in a safe and health conscious environment which, within the limits of controllable hazards will: Protect the life, health, and physical well-being of facility's tenants, the public and Contractor personnel during their contract work.

4.15.2. The Contractor shall immediately notify and promptly report to the Riffe Senior Facility Manager or the Riffe Chief Engineer, any accident, incident or exposure resulting in fatality, disabling occupational injury or disease, contamination of property, or property loss arising out of work performed under this contract.

4.15.3. The Contractor is subject to all applicable Federal, State and Local Laws, regulations, ordinances, codes, and orders relating to safety and health, and environmental. All references shall be the latest edition, amendment, and/or revision of such reference standard in effect as of the date of these specifications.

5.0 NOTICE OF AWARD

5.1. DAS shall notify the apparent successful bidder that upon satisfactory compliance with all conditions precedent for contract execution, and the project is funded by the State of Ohio, Department of Administrative Service, the bidder will be awarded a contract which shall consist of a mutually agreed to and signed DAS contract, a written Purchase Order inclusive of bid solicitation and building rules and regulations.

5.2. Noncompliance with the conditions precedent for contract execution within ten (10) days of the date of the Notice of Award shall be cause for DAS to cancel the Notice of Award and award the contract to the next lowest responsive and responsible bidder or resubmit the contract for bidding, at the discretion of DAS.

6.0 CONDITIONS PRECEDENT FOR EXECUTION OF AGREEMENT

6.1. Two original copies of the "Personal Service Contract" issued by DAS should be signed and returned to address provided.

6.2. Contract Bond. To support the Bond, a Certificate of Compliance issued by the Department of Insurance, showing the Surety is licensed to do business in Ohio.

6.3. Ohio Workers' Compensation Certificate.

6.4. Certificate of Drug Free Work Place Compliance.

6.5. Certificate of Insurance (ACORD form is acceptable) and copy of additional insured endorsement. The State reserves the right to request a certified copy of the Contractor's insurance policies.

6.6 EOD, Ohio Equal Opportunities Division, “Certificate of Compliance” letter.

7.0 INTERPRETATIONS OF CONTRACT DOCUMENT PRIOR TO BIDDING

7.1. If any person contemplating submitting a bid for project of the Work is in doubt as to the true meaning of part of the proposed Contract Documents, or finds discrepancies in or omissions from any part of the proposed Contract Documents, he may submit to the DAS Facility Manager a written request for interpretation thereof not later than seven (7) days before bids will be opened. The person submitting the request shall be responsible for its prompt delivery.

7.2. Interpretations or correction of proposed Contract Documents will be made only by Addendum and will be mailed or delivered to each general contract bidder or record. the owner will not be responsible for any other explanations or interpretations of the proposed Contract Documents.

8.0 MANDATORY PRE-BID CONFERENCE

8.1. Approximately one (1) week prior to the scheduled bid opening, a Pre-Bid Conference will be held for the purpose of considering questions posed by bidders. **The pre bid conference will be held on Nov. 13th, 2014, at 9:00 AM, at 77 South High Street, Columbus, Ohio 43215. Please contact Brian Hammen at 614-644-9854 or at email: brian.hammen@das.ohio.gov.**

9.0 INVOICING

9.1. All invoices shall be received by DAS within 30 days of project completion.

9.2. All costs indicated on the Bid Proposal form are maximum costs. Contractor will be reimbursed only for labor and material used.

10.0 BUILDING RULES AND REGULATIONS

10.1. Contractor shall be responsible for obtaining “ Building Rules and Regulations" from the facility manager.

10.2 Contractor shall comply with all Building Regulations as established by DAS

11.0 PROTECTION OF WORK

The Contractor shall be responsible for providing adequate protection for project equipment, furniture and other materials. During delivery of equipment, material and furniture, Contractor shall provide covering with cardboard sheets or other suitable material for all areas that may be vulnerable to damage.

12.0 CHANGE ORDER PROCEDURE

12.1 Changes initiated by Contract shall be submitted in writing to DAS for review and approval to proceed with the work.

12.2 Changes initiated by the Owner shall be requested in writing by DAS. Contractor shall submit a Proposal for review to DAS and proceed only upon the issuance of a written authorization from the Facility Manager.

13.0 QUOTE:

Materials: …… $ ..... ……

Labor: $ …… $ ..... ……..

Total: $ _____ $ _____ _____