



REQUEST FOR PROPOSAL

RFP NUMBER: CSP905016
INDEX NUMBER: DAS042
UNSPSC CATEGORY: 83101506

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Administrative Services (ODAS), Office of Properties and Facilities (OPF) is requesting Proposals for:

SOLID CHEMICAL WATER TREATMENT

OBJECTIVE: The State is seeking a contractor to provide professional water treatment services that include: inspection, chemical analysis, testing, treatment, and the use of solid chemical technologies providing “green” solid water treatment chemicals and test kits, associated with scale, corrosion, fouling and microbiological growth.

RFP ISSUED:	January 28, 2016
INQUIRY PERIOD BEGINS:	January 28, 2016
MANDATORY PRE-PROPOSAL CONFERENCE:	February 04, 2016 at 11:00 AM
OPTIONAL SITE VISITS:	February 08 – 12, 2016 (see location)
INQUIRY PERIOD ENDS:	February 18, 2016 at 8:00 AM
PROPOSAL DUE DATE:	February 26, 2016 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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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
ASHRAE:	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
AWT:	Associated of Water Technologists
CWT:	Certified Water Technologist
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
GHS:	Globally Harmonized System of Classification
HVAC:	Heating, Ventilating, and Air Conditioning
Mandatory:	Must, Will, Shall
NACE:	National Association of Corrosion Engineers
NFPA:	National Fire Protection Association
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
OPF:	Office of Properties and Facilities
ORC:	Ohio Revised Code
PM:	Preventative Maintenance
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

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:	January 28, 2016
Inquiry Period Begins:	January 28, 2016
Mandatory Pre-Proposal Conference	February 04, 2016 at 11:00 am
Optional Site Visits	February 08 –12, 2016 (see location)
Inquiry Period Ends:	February 18, 2016 at 8:00 a.m.
Proposal Due Date:	February 26, 2016 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.

MANDATORY PRE-PROPOSAL MEETING.

A mandatory pre-proposal meeting will be held on February 4, 2016 starting at 11:00 a.m. at ODAS/General Services Division Building, 4200 Surface Road, Columbus, OH 43228. All prospective Offerors are required to attend and encouraged to bring any subcontractors or other personnel required for assessing the project.

The purpose of this conference is to discuss the RFP and Project with prospective Offerors and to allow them to ask questions arising from their initial review of this RFP. Attendance at the Pre-Proposal Conference is a prerequisite to submitting a Proposal. The State will answer questions as best as possible. We reserve the right to take questions under advisement and respond through the inquiry process. Offerors are responsible for any and all information exchanged at the conference and via the Internet inquiry process.

Proposals submitted by Offerors that do not attend the mandatory pre-proposal meeting will be rejected, unopened. Attendance at the meeting will be taken.

To facilitate access to the pre-proposal conference, please provide the names, organization(s) and telephone numbers of representatives that will attend the mandatory pre-proposal conference and send this information to: Geraldine Berry, Ohio Department of Administrative Services, no later than 4:00 PM, February 3, 2016 by email to: geraldine.berry@das.ohio.gov.

When submitting proposal, clearly mark outside envelope with company name, address, and RFP number to enable verification of attendance at the Mandatory prior to opening of offer submitted.

OPTIONAL SITE VISIT. Attendance at the site visit is optional. All prospective Offeror are encouraged to attend the Optional Site Visit. The names of the agency contacts for each location is listed below along with the listed dates and times. Please note the times listed will be the only opportunity for an optional site visit.

Contact	Phone Number	Date	Time	Facility
Patrick Kelleher	419-245-3082	2/08/2016	11:00 AM – 12:00 AM	DiSalle Government Center
Timothy Davis	330-643-1790	2/09/2016	10:30 AM - 11:30 AM	Ocasek Gvt. Office Building
Chris Camak	216-787-3845	2/09/2016	1:00 PM – 2:00 PM	Lausche State Office Building
Noel Rozelle	614-387-0300	2/10/2016	9:00 AM – 10:00 AM	Ohio Department of Education
Eric Hanna	614-995-1477	2/10/2016	10:30 AM – 11:30 AM	North High Complex - Chestnut
Brian Burkhardt	614-752-0441	2/10/2016	1:00 PM – 2:00 PM	General Services Division
Cameron Miller	614-644-7644	2/11/2016	1:00 PM – 2:00 PM	The Governor's Residence,
Brian Hammen	614-644-9854	2/11/2016	9:00 AM – 10:00 AM	Rhodes State Office Tower
Brian Hammen	614-644-9854	2/11/2016	10:30 AM – 11:30 AM	Riffe Center – Government and Arts

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the ODAS – Office of Properties and Facilities (the Agency), is soliciting competitive sealed proposals (Proposals) for Solid Chemical Water Treatment for the ODAS, Properties and Facilities Buildings. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

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.

1.2 CONTRACT PERIOD Once awarded, the term of the Contract will be from the award date through April 30, 2019. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed three (3) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

1.3 BACKGROUND The Ohio Department of Administrative Services, the Offices of Properties and Facilities has centralized heating and cooling systems that provide year round services to the DAS buildings. The state upgraded from liquid to solid water treatment chemistry due to significant environmental, handling and storage advantages.

1.4 SCOPE OF WORK The Office of Properties and Facilities (OPF) has centralized heating & cooling systems that provide year round services to the following buildings:

Street	City, State	Zip	Building Name
161 S. High St.	Akron, OH	44309	Ocasek Government Office Building
358 N. Parkview	Bexley, OH	43209	The Governor's Residence,
615 W. Superior Ave.	Cleveland, OH	44113	Lausche State Office Building
30 E. Broad St.	Columbus OH	43215	Rhodes State Office Tower
25 S. Front St.	Columbus, OH	43215	Ohio Department of Education
35 E. Chestnut St.,	Columbus, OH	43215	North High Complex - Chestnut
4200 Surface Rd.	Columbus, OH	43228	General Services Division
77 S. High St.	Columbus, OH	43215	Riffe Center for Government and Arts
640 Jackson St.	Toledo, OH	43604	DiSalle Government Center

Water treatment chemicals shall be in solid form to significantly reduce space and weight for shipping, handling and storing; mitigate risk of injury compared to handling 120- to 500-pound drums of liquid; eliminate the risk of spills and leaks posed by hazardous liquids; eliminate the need for any containment; and save water and labor by eliminating the EPA requirement to triple-rinse empty liquid chemical drums.

The contractor shall provide professional water treatment services that include: inspection, chemical analysis, testing, treatment, and the use of solid blend technologies providing “green” solid water treatment chemicals and test kits, associated with scale, corrosion, fouling and microbiological growth. Included in this contract should be any costs associated with new dissolver dispensing systems, controls and chemical pumps needed in accordance with the manufactures flow rate, along with any and all maintenance and service of said systems, controls and pumps that will remain under the ownership of the contractor. A factory representative from APTech or Endursolv needs to verify in writing that the selected water treatment contractor has installed the dispensing systems, controls and pumps in accordance with the industry standard and are appropriate to the product being dispensed.

The contractor will be expected to provide knowledgeable service personnel, monitor program results, make appropriate recommendations with quantifiable justifications, train technical personnel, on the implementation & control of the program, and provide a written Haz-Com Plan applicable to the new OSHA standard that aligned with the Globally Harmonized System of Classification (GHS).

The contractor shall have a minimum of 10 years’ experience utilizing the solid water treatment technology and have a Certified Water Technologist (CWT) on staff. In addition the contractor shall be a member in good standing with the Association of Water Technologists.

1.4.1 DETAILS

1.4.1.1. MONTHLY

- 1.4.1.1.1. Monthly service visits for chemical treatment inspection. Contractor must have service vehicles specifically for the purpose of Water Treatment Service, and shall be stocked with parts needed to repair and replace equipment as needed.
- 1.4.1.1.2. Perform chemical testing and control.
- 1.4.1.1.3. Inspect and verify that existing chemical pumps are sized to provide a minimum delivery rate of two (2) gallons per hour or as recommended by the solid chemical manufacturer. Replace pumps as needed.
- 1.4.1.1.4. Perform chemical pump maintenance and calibration of conductivity controller.
- 1.4.1.1.5. Conduct corrosion control and monitoring of HW Loops Boiler Systems and cooling tower condenser water loop systems at all facilities, during the heat/cooling season; corrosion will be maintained at less than 2 mil/yr. for steel 3 mil/yr., zinc and 0.2 mil/yr., for yellow metals.

1.4.1.2. QUARTERLY

All cooling water systems should be equipped with corrosion coupons and these coupons should be sent in for analysis on a regular quarterly basis. Most coupon racks allow for exposure of coupons representing the different alloys in the system. After a prescribed period of exposure, coupons are removed and fresh coupons inserted in their place. A regular rotation of coupons produces a continuous record of the system condition. Reports to be sent to the appropriate Facility Manager.

1.4.1.3. ANNUALLY

- 1.4.1.3.1. Annually prior to bringing the cooling tower into service for the season the contractor shall clean the cooling tower consisting of removal of dirt and organic growths (algae and slime) by physical and chemical means. The use of adequate detergents and disinfectants should be applied to the cooling tower and circulated for approximately 24 hours before being drained, flushed and refilled then tested. This work is only to be performed at 25 S. Front St and 35 E. Chestnut.
- 1.4.1.3.2. Conduct annual testing for Legionella Bacteria for each cooling tower condenser water loop system in the month of August. Testing must be performed by a "CDC Elite" laboratory. In the event of a positive report of > 100 CFU/ml legionella bacteria, the contractor shall clean system(s) using protocol established by ASHRAE Guideline 12 and AWT "Legionella, 2003 and re-test until a negative report is obtained. In the event of a positive report of > 1,000 CFU/ml legionella contractor shall follow protocol established by ASHRAE Guideline 12 and AWT "Legionella, 2003, and re-test until a negative report is obtained.

1.4.1.4. AS NEEDED

- 1.4.1.4.1. Provide required test kits for facility HVAC technicians to perform their bi-weekly biological testing and solid water treatment chemical amounts to properly dose cooling towers', boilers' and closed loop systems' water for corrosion, scaling and biological fouling.
- 1.4.1.4.2. The Facility Manager could call the contractor at any time if it is determined that there is a potential problem. The contractor's service technician shall be on site within 24 hours. DAS will not be billed for these service calls.
- 1.4.1.4.3. If the Facility Manager requests that the contractor provides technical support for a situation not covered by the Contract Scope of Work (SOW), the contractor may bill DAS at the hourly rates specified on the Cost Summary.

1.4.2. COOLING TOWER

- 1.4.2.1 Onsite training for relevant HVAC personnel to explain and demonstrate application processes. Training would include review of the SDS for each chemical used; safe use of equipment to be used with each chemical and the mixing and handling of chemicals.
- 1.4.2.2. Readiness for quick response on emergency situations.
- 1.4.2.3. The contractor will provide all appropriate chemicals to be used in all closed and open loop systems to maintain proper levels. Solid form water treatment chemicals shall be APtech Group, Inc. EnduroSolv brand or approved equal.

1.4.3. GUIDELINES

- 1.4.3.1. Biocides must be registered with the Federal & State agencies responsible for their regulation. Biocides will have the appropriate drum labels indicating that they are registered for intended use. Should the biocide or other solid treatment fail to dissolve in the prescribed manner, it is the sole responsibility of the contractor and supplier to rectify, after consultation with DAS Facilities Managers and Engineers on best alternatives.
- 1.4.3.2. Labels will show approved label dosages for the registered use. All chemicals should have proper DOT shipping and identification on each of them.
- 1.4.3.3. Chemicals used in the steam boiler system will be registered with NSF. The use of hydrazine, chromate and sodium hypo-chloride are prohibited.
- 1.4.3.4. It is the contractor's responsibility to maintain an appropriate inventory of solid water treatment at each location; as well as delivering, handling and dispersing of chemical product.
- 1.4.3.5. All chemicals will be delivered via commercial cartage. The contractor shall retain ownership and recycling of empty canisters in accordance with the applicable guideline (s). Contractor shall supply and maintain on site all P.P.E. required I.A.W. OSHA regulations.
- 1.4.3.6. The contractor is responsible to ensure OSHA compliant storage practices at all chemical treatment sites.

1.4.4. REPORTING & SCHEDULING

- 1.4.4.1 SDS sheets must be provided for each chemical used, at each location, along with chemical submittals to be provided as a part of the bid package. SDS binders shall be mounted in the vicinity of chemical dispensing equipment.
- 1.4.4.2 Contractor should submit a written monthly report on its activities to the Facility Manager, engineer or assigned representative. Reports shall be submitted in electronic format no more than three days after the service is performed.
- 1.4.4.3 Reports should include operator chemical control sheet for each system.
- 1.4.4.4 Unless it is an urgent situation, the contractor should schedule the PM with the appropriate Facility Manager or representative.
- 1.4.4.5 Contractor shall maintain an updated on-site log to reflect the current water chemistry condition to be used by both the contractor and onsite personnel for recording test results and conditions.
- 1.4.4.6 Water treatment standards should be in compliance with the NFPA 214, Center for Disease Control (CDC), ASHRAE Guideline 12-2000, NACE and any other applicable guideline or regulatory agency.

- 1.4.5 COMPENTENCY - Include any information on related program(s) to reduce water, natural gas and/or electrical consumption, if any, all prior relevant work experience, customer references in your submission.

- 1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.
- 1.6 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 available for public inspection after the Proposals are received.
- 1.7 PROPOSAL SUBMITTAL Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with CSP905016 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.6 in the Instructions for further detail.
- 1.8 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages.
- 1.9 MINORITY BUSINESS ENTERPRISE PROGRAM. 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 pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This State encourages the Offeror to seek and set aside a portion of the Work to be exclusively performed by Ohio certified MBE businesses. 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>

To search for Ohio certified MBE businesses, utilize the following search routine published on the DAS Equal Opportunity Division website

1. Select "Locate MBE Certified Providers" as the EOD Search Area selection;
2. Select "MBE Certified Providers" link;
3. On the subsequent screen select "All Procurement Types" as a search criterion;
4. Select "Search"; and
5. A list of Ohio MBE Certified Service Providers will be displayed.

In seeking solicitations from Ohio certified MBE businesses, the Offeror must:

1. Utilize a competitive process to which only Ohio certified MBEs may respond;
2. Have established criteria by which prospective Ohio MBEs will be evaluated including business ability and specific experience related to the Project requirements; and
3. Require the Ohio certified MBE maintain a valid certification throughout the term of the Contract, including any renewals.

While it is not a condition of award of the RFP, the Offeror should use its best efforts to seek and set aside work for Ohio certified minority owned business enterprises (MBEs). The State encourages the use of local subcontractors and Ohio certified MBE's where appropriate.

2.0 EVALUATION OF PROPOSALS

- 2.1 MANDATORY REQUIREMENTS The following table contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
1. The Offeror must have a minimum of 10 years' experience utilizing the solid water treatment technology		
2. The Offeror must have a Certified Water Technologist (CWT) on staff.		
3. The Offeror must be a member in good standing with the Association of Water Technologist.		
4. The Offeror must attend the mandatory pre-proposal conference.		

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.2 **PROPOSAL EVALUATION CRITERIA** If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown.

2.3 **TABLE 2 - SCORING BREAKDOWN**

Criteria	Maximum Allowable Points
Proposal Technical Requirements	500 Points
Proposal Cost	125 Points
Total	625 Points

2.4 **SCORE RATINGS** the scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
Offeror Profile (General Instructions – Company Profile) (Form 5.2.3.)			
1. The Offeror must submit a detailed Offeror Profile that describes the following: <ul style="list-style-type: none"> • company history, • years of relevant experience, • number of years in business, • number of employees, • financial stability, • past similar projects experiences, • member in good standing with the Association of Water Technologist • current capability and capacity to perform the work under this RFP. 	15		
Offeror References (General Instructions – Personnel Profile) (Form 5.2.4.)			
2. The Offeror must demonstrate/document previous experience utilizing the solid water treatment technology for a minimum of ten (10) years. These projects must be of similar size, scope and nature to this RFP's requirements with details for each. If fewer than three (3) references are provided, the Offeror must include information as to why fewer than three (3) references were provided.	15		
Staffing Plan (General Instructions – Personnel Profile) (Forms 5.2.5, and 5.2.6.)			
3. The Offeror shall provide a detailed staffing plan which demonstrates the Offeror's ability to provide adequate staff with necessary skills to complete the Work Plan.	10		
4. The Offeror must submit a list of the key qualified service technicians including a Certified Water Technologist (CWT), list of proposed technicians' grades/ranks and skill specializations, number of equipped service vehicles specifically for the purpose of Water Treatment Services, description of the service vehicle's emergency parts inventory and availability of emergency contact names and numbers.	20		
Scope of Work (Work Plan)			
5. The Offeror must provide a Work Plan that demonstrates an understanding of the requirements and the overall project as described in 1.4 Scope of Work. Describe the methodologies, processes and procedures it will utilize in the implementation and production of the Scope of Work. Provide a comprehensive Work Plan that gives ample description and detail as to how it proposes to accomplish this project and what resources are necessary to meet the deliverables. In addition, the Offeror must document an in-depth knowledge and understanding and experience.	30		

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION (contd.)

Criterion	Weight	Rating (0 to 5)	Extended Score
Proposal Instruction			
6. The Offeror must submit the proposal in the format and manner specified in the RFP Instructions (page 9-11).	5		
7. If the Offeror demonstrates it is an Ohio-based company and it will receive a rating of five (5) points. (Ohio-based is ten (10) or more employees based in Ohio, or 75 percent or more of their employees are based in Ohio.)	5		
Total Technical Score			

2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed.

2.7 COST PROPOSAL POINTS DAS will use the information the Offeror submits on the Cost Summary Form to calculate Cost Proposal Points? DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = 125 points identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

Cost Score: _____

2.8 FINAL STAGES OF EVALUATION The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

2.9 REJECTION OF PROPOSALS DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

COST SCHEDULE

TITLE SOLID CHEMICAL WATER TREATMENT
 RFP NUMBER CSP905016
 UNSPSC CATEGORY CODE: 83101500
 OFFEROR: _____

Lausche State Office Building 615 West Superior Avenue, Cleveland, OH 44113			SCHEDULED SERVICE MONTHLY COST
UNIT DESCRIPTION			
(NO.)	Make/Model	Serial #	
Boiler #1	RBI Water Model #4000	060850166	\$ per mo.
Boiler #2	RBI Water Model #4000	060850167	\$ per mo.
Chiller #1	York Model # YTJ3A4E1-CNH	GFEM132692	\$ per mo.
Chiller #2	York Model # YTJ3A4E1-CNH	GFEM132693	\$ per mo.
Total for Monthly Service			\$ per mo.
Straight-Time Rate (7:00AM-6:00PM, Monday through Friday, excluding Holidays)			\$ per hr.
Overtime Rate (6:01PM-6:59AM, Holidays and weekends)			\$ per hr.

To allow for any potential future price increases, the table below must be completed. Total must equal 100%.

Administrative Cost	Labor Cost	Transportation Cost	Materials (Parts)	Other Cost (Define)
%	%	%	%	%

Hourly rates will only be utilized for agency requested and approved services that fall outside of the scope of contract services.

Offeror must bid all items and locations.

COST SCHEDULE

TITLE SOLID CHEMICAL WATER TREATMENT

RFP NUMBER CSP905016

UNSPSC CATEGORY CODE: 83101500

OFFEROR: _____

Ohio Department of Education 25 South Front St., Columbus, OH 43215			SCHEDULED SERVICE MONTHLY COST
UNIT DESCRIPTION			
(NO.)	Make/Model	Serial #	
Chiller #1	Trane RTHC1D1F1F0F0F1L3F2LFVQUOD	U00E06870	\$ per mo.
Chiller #2	RTHC1D1F0F0F1L3F2LFVQU0D	U00D06871	\$ per mo.
Boiler #1	Cleaver Brooks (CB)	BT-6326	\$ per mo.
Boiler #2	Cleaver Brooks (CB)	BT-6325	\$ per mo.
Total for Monthly Service			\$ per mo.
Straight-Time Rate (7:00AM-6:00PM, Monday through Friday, excluding Holidays)			\$ per hr.
Overtime Rate (6:01PM-6:59AM, Holidays and weekends)			\$ per hr.

To allow for any potential future price increases, the table below must be completed. Total must equal 100%.

Administrative Cost	Labor Cost	Transportation Cost	Materials (Parts)	Other Cost (Define)
%	%	%	%	%

Hourly rates will only be utilized for agency requested and approved services that fall outside of the scope of contract services.

Offeror must bid all items and locations.

COST SCHEDULE

TITLE SOLID CHEMICAL WATER TREATMENT

RFP NUMBER CSP905016

UNSPSC CATEGORY CODE: 83101500

OFFEROR: _____

General Services Division 4200 Surface Road, Columbus, OH 43228			SCHEDULED SERVICE MONTHLY COST
UNIT DESCRIPTION			
(NO.)	Make/Model	Serial #	
Boiler #1	Knight Boiler Model# KBN210	J06H10019258	\$ per mo.
Total for Monthly Service			\$ per mo.
Straight-Time Rate (7:00AM-6:00PM, Monday through Friday, excluding Holidays)			\$ per hr.
Overtime Rate (6:01PM-6:59AM, Holidays and weekends)			\$ per hr.

To allow for any potential future price increases, the table below must be completed. Total must equal 100%.

Administrative Cost	Labor Cost	Transportation Cost	Materials (Parts)	Other Cost (Define)
%	%	%	%	%

Hourly rates will only be utilized for agency requested and approved services that fall outside of the scope of contract services.

Offeror must bid all items and locations.

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 throughout the initial term of the Contract. Thereafter, prior to Contract renewal, the Contractor may submit a request to adjust their price(s) to be effective on the effective date of the Contract's renewal. No price adjustment will be permitted prior to the effective date; on purchase orders that are already being processed; or on purchase orders that have been filled.

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.

5.0 LINKS To be applicable to all Proposals and subsequent award(s), including sections named below.

5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Proposal Format and Documentation Required

5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 ADDITIONAL RESOURCES

- EOD Reporting <http://eodreporting.oit.ohio.gov/searchEODReporting.aspx>
- Office of Budget and Management <http://obm.ohio.gov/LandingPages/Vendor/default.aspx>
- Office of Procurement Services <http://procure.ohio.gov/proc/index.asp>
- Ohio Shared Services <http://www.ohiosharedservices.ohio.gov/Home.aspx>
- Ohio Business Gateway <http://business.ohio.gov/>
- Ohio Secretary of State <http://www.sos.state.oh.us/SOS/Businesses.aspx>

5.5 SUPPLEMENTS – LOCATION & EQUIPMENT LIST OF CHILLERS AND BOILERS

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.

- 6.0 Guide for Proposal Submission This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.
- 6.1 _____ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 _____ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 _____ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 _____ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 _____ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 _____ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. See section 5.4, Additional Resources.
- 6.9 _____ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 _____ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.