



R E Q U E S T F O R Q U O T A T I O N

HVAC Units for Tower Shelters

OITRFQ-FY21-017

**State Term Schedule/Master Maintenance
Agreement Only**

INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR QUOTATION

Please consider this as the State of Ohio, Department of Administration, MARCS Services, Request for Quotation for the following project:

Replacement of air-conditioning units at various MARCS tower locations

The project will begin on or after **April 1st, 2021**.

SPECIFICATIONS AND REQUIREMENTS

I. SCOPE:

A. PURPOSE

The State of Ohio, Department of Administration (DAS), Multi-Agency Radio Communication System (MARCS) Services, is requesting bids for the following project: Replacement of 31 HVAC units located at 19 different MARCS Tower Shelters.

B. BACKGROUND

DAS/Office of Information Technology (OIT) MARCS is a complex computer and communications network designed to provide instant voice and data communication and supply a communications backbone to statewide public safety and emergency management in a single system. The system uses a secure, interference-free, IP-based P25 compliant 700/800-megahertz digital-trunked radio system that provides mobile, voice, data and vehicle location services as well as computer-aided dispatching. MARCS infrastructure consists of over 200 towers located throughout the state. At each tower location, there is a shelter house that houses the MARCS equipment. These shelters are climate controlled. Due to the various age of the existing equipment, it is necessary to remove the old equipment and update it with new, more energy efficient models.

II. SPECIFICATIONS AND REQUIREMENTS

A. INSTALLATION

1. Installation of sixteen (16), 2 Ton 24K BTUs Bard Air Conditioner.
2. Installation of twelve (12), 3 Ton 36K BTUs Bard Air Conditioners.
3. Installation of two (2), 3.5 Ton 42K BTUs Bard Air Conditioners.
4. Installation of one (1) 5 Ton 60K BTUs Bard Air Conditioner.
5. Installation will include:
 - a. Drip edge, NP-1 sealant, drain lines and power wiring
 - b. Low ambient cooling kit
 - c. All necessary sheet metal flashing and sealant to ensure no air leakage

- d. Economizers
- e. PVC condensate drain lines
- f. 2 Ton units will need to include an internal reducer/ducting to match current 1 Ton Supply & Return Vents.
- g. Replacement units which are larger than current may require new electrical wiring to the panel and a larger breaker.

6. All new equipment shall be BARD exterior wall mount HVAC systems rated to meet or exceed a 10 Energy Efficient Ratio (EER) complete with economizers and 5kw, 8kw or 10kw auxiliary heat depending on unit capacity. Each unit will be equipped with a Full Flow Economizer (Enthalpy) unit, 2" Disposable Filter, and right-side mounted AC controls. Each unit must also be equipped with LAC and Alarm Relay (ALR) for remote monitoring and finished with a Beige colored enamel paint. Electrical requirement: 230/208/60/1

B. BIDDER REQUIREMENTS

The Bidder must meet the following requirements in order to be eligible for award consideration.

1. Bidder will provide all labor, material, and permits required.
2. Complete and submit equipment start up sheets with all operating readings, current time & temperature, before and after photos of the replaced equipment and written site directions with coordinates.
3. All individuals working on site will require a successfully passed State of Ohio background check performed by the Office of the Attorney General of Ohio (electronic copies are not accepted).
4. The bidder will provide weekly status reports to the State OIT. The contractor will be responsible for meeting all timelines designated by assigned Project manager. Payment for services will be based on deliverable completion subject to the State's approval of each deliverable. The State will review deliverables and provide feedback or approval for each deliverable within five business days of receipt of deliverable.
5. Both candidate and company will be required to sign a non-disclosure agreement which prevents disclosure of any data obtained while on the engagement which can be used to personally identify any parties at any time either during or after the engagement.
6. Supplier References: Bidder must submit with its bid, a list of at least three (3) companies and/or organizations with which they have had recent (within five (5) years) service contracts for in providing services for projects of similar size, scope and nature. This list shall include the name and phone number of a contact person who will be familiar with the bidder's job performance. The state may verify the bidder's experience based upon the list of business references submitted and any other sources which the state deems appropriate. Bidder may utilize Supplier References form, Attachment One (copy as needed).
7. Bidder must have a State Term Schedule (STS) and Master Maintenance Agreement (MMA).

C. ADDITIONAL WORK REQUIREMENTS

1. After installation of new HVAC equipment contractor will ensure the unit is 100% rodent sealed with a two- year guarantee. Any rodent damage incurred prior to two years will be the responsibility of the contractor with no further compensation for said repairs.
2. All new HVAC installations shall be completed within 45 calendar days of receipt of a valid purchase order.
3. Any sites utilizing environmental/alarm controllers are to remain. Contractor is to integrate these controllers with new units. Contractor is to provide any additional relays and transformers as needed for proper operation.
4. All equipment, material and labor shall be guaranteed for a period of one year. All compressors shall be covered for a period of five years.

SITE LOCATIONS:

Location Information		Current Unit Information			New Bard Unit		
Site Name	County	Mfg	Ton	Model#	Mfg	Size of Unit	Bard Model#
Oak Hill	Lawrence	Marvair	1	ECU12A4036A1	Bard	2 ton	W24AB-A05YXXXXX
Shade	Meigs	Marvair	1	ECUA12ACA0365	Bard	2 ton	W24AB-A05YXXXXX
South Webster	Scioto	Marvair	1	ECU12A40-3.6A1	Bard	2 ton	W24AB-A05YXXXXX
Greenup, KY #1	Scioto	Marvair	2	AVP24ACA06NAR-1000 G4	Bard	2 ton	W24AB-A05YXXXXX
Greenup, KY #2	Scioto	Marvair	2	AVP24ACA06NAR-1000 G4	Bard	2 ton	W24AB-A05YXXXXX
French Hill #1	Tuscarawas	Bard	2	WA242-A05XP5XXJ	Bard	2 ton	W24AB-A05YXXXXX
French Hill #2	Tuscarawas	Bard	2	WA242-A05XP5XXJ	Bard	2 ton	W24AB-A05YXXXXX
Gilmore #1	Tuscarawas	Bard	2	WA242-A05XP5XXJ	Bard	2 ton	W24AB-A05YXXXXX
Gilmore #2	Tuscarawas	Bard	2	WA242-A05XP5XXJ	Bard	2 ton	W24AB-A05YXXXXX
Chillicothe #1	Ross	Bard	3	W36A1-A05XPXXXJ	Bard	3 ton	W36AB-A05YXXXXX
Chillicothe #2	Ross	Bard	3	W36A1-A05XPXXXJ	Bard	3 ton	W36AB-A05YXXXXX
Tar Hollow #1	Ross	Bard	3	W36A1-A05XPXXXJ	Bard	3 ton	W36AB-A05YXXXXX
Tar Hollow #2	Ross	Bard	3	W36A1-A05XPXXXJ	Bard	3 ton	W36AB-A05YXXXXX
German Twp #1	Montgomery	Bard	3.5	WA423-A05XPXXXJ	Bard	3.5 ton	W42AC-A05YXXXXX
German Twp #2	Montgomery	Bard	3.5	WA423-A05XPXXXJ	Bard	3.5 ton	W42AC-A05YXXXXX
Richwood #1	Union	Bard	1.5	WA182A05XPXXXJ	Bard	2 ton	W24AB-A05YXXXXX
Richwood #2	Union	Bard	1.5	WA182A05XPXXXJ	Bard	2 ton	W24AB-A05YXXXXX
Millersport	Fairfield	Marvair	3	AVP36ACA08NAR-1000G4	Bard	3 ton	W36AB-A05YXXXXX
Springfield #1	Clark	Bard	1.5	WA372-A00XPXXE	Bard	2 ton	W24AB-A05YXXXXX
Springfield #2	Clark	Bard	2	WA242A00XPXXE	Bard	2 ton	W24AB-A05YXXXXX
Findlay #1	Hancock	Bard	5	W60A1-A05EPXXXJ	Bard	5 ton	W60AC-A10YXXXXX
Findlay #2	Hancock	Bard	2	W24A2-A05WXXXXE	Bard	2 ton	W24AB-A05YXXXXX

Lima	Allen	Marvair	3	AVP36ASA08UAR-1000 G4	Bard	3 ton	W36AB-A05YXXXXX
White Eyes Twp	Coshocton	Marvair	3		Bard	3 ton	W36AB-A05YXXXXX
Chagrin Falls #1	Geauga	Bard	2	W24A1-A05EPXXXJ	Bard	2 ton	W24AB-A05YXXXXX
Chagrin Falls #2	Geauga	Bard	2	W24A1-A05EPXXXJ	Bard	2 ton	W24AB-A05YXXXXX
Marshallville	Wayne	Marvair	3	AVP36ACA08NAR-1000G4	Bard	3 ton	W36AB-A05YXXXXX
Columbia/I90 #1	Cuyahoga	Bard	3	W36A1-A05XPXXXJ	Bard	3 ton	W36AB-A05YXXXXX
Columbia/I90 #2	Cuyahoga	Bard	3	W36A1-A05XPXXXJ	Bard	3 ton	W36AB-A05YXXXXX
Sterns & I480 #1	Cuyahoga	Bard	3	W36A1-A05XPXXXJ	Bard	3 ton	W36AB-A05YXXXXX
Sterns & I480 #2	Cuyahoga	Bard	3	W36A1-A05XPXXXJ	Bard	3 ton	W36AB-A05YXXXXX

BID PRICE SCHEDULE:

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

BID ITEM NO.	DESCRIPTION	MANUFACTURER AND PART NUMBER OFFERED	UNIT PRICE	QTY. (Estimated Usage)	Total
1.	2 Ton Air Conditioner 24K BTUs			16	
2.	Installation			16	
3.	Disposal			16	
	Total				
4.	3 Ton Air Conditioner 36K BTUs			12	
5.	Installation			12	
6.	Disposal			12	
	Total				
7.	3.5 Ton Air Conditioner 42K BTUs			2	
8.	Installation			2	
9.	Disposal			2	
	Total				
10.	5 Ton Air Conditioner 60K BTUs			1	
11.	Installation			1	
12.	Disposal			1	
	Total				
				Grand Total	

ADMINISTRATIVE

PROPOSAL INQUIRIES

Inquiries regarding this RFQ can be made any time during the inquiry period listed on the RFQ cover sheet. MARCS may not respond to any improperly formatted inquiries. MARCS will try to respond to all inquiries within 24 hours, excluding weekends and State holidays.

- Subject line should reference the RFQ#.
- Body of the email should include
 - First and last name of the prospective Supplier's representative who is responsible for the inquiry;
 - Name of the prospective Supplier;
 - Representative's business phone number, and
 - Representative's e-mail address.
 - A reference to the relevant part of this RFQ;
 - The heading for the provision under question, and
 - The page number of the RFQ where the provision can be found.
 - Send email to all parties listed above.

A submitted inquiry will receive an automatic e-mail acknowledging receipt.

All questions must be submitted by 8:00 am on February 12, 2021. Questions submitted after this time will not receive a response from the state.

DUE DATES

All quotations are due by 4:00 pm, EST, on February 17, 2021. Any quotation received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late quotations will not be evaluated for award.

SCHEDULE OF EVENTS

All times listed are Eastern Standard Time (EDT).

Event	Date
1. RFQ Distribution to Suppliers	February 10, 2021
2. Questions due	February 12, 2021
3. Responses to Questions due	February 16, 2021
4. Proposal/Quotation Due Date	February 17, 2021
5. Target Date for Review of Proposal/Quotation	February 18, 2021
7. Anticipated decision and selection of Supplier	February 19, 2021
8. Anticipated commencement date of work	April 1, 2021

EVALUATION FACTORS FOR AWARD

EVALUATION

The following will be considered in determining the Supplier to be selected for this engagement, according to a standardized scoring methodology:

- Relevant experience
- Relevant skill level
- Proposed contractor rate(s)

Weight	Criteria
30%	An assessment of the Supplier's ability to deliver the stated deliverables in accordance with the specifications set out in this RFQ.
30%	Availability of sufficient high-quality Supplier personnel with the required skills and experience for the specific approach proposed.
20%	The extent to which Supplier's proposed approach fulfills State of Ohio's stated deliverables as set out in this RFQ.
10%	The Supplier's stability, experiences, and record of past performance in delivering such services.
10%	Best Overall Cost.
100%	

- The contractor will not be permitted to substitute personnel for those submitted for RFQ evaluation (during the RFQ evaluation or at project start-up), except when a candidate's unavailability is no fault of the contractor (e.g., Candidate is no longer employed by the Contractor, is deceased, etc.). Note: If a substitution situation occurs, the proposal will be re-evaluated. If the substitution gives the contractor an unfair advantage during the RFQ process, the proposal may be eliminated or the other Suppliers will also be given the chance to submit substitutions of personnel also.
- All proposals will be evaluated for meeting the requested information. Incomplete proposals may not be reviewed. The proposals will be scored based on the criteria requested above. We reserve the option to interview the top candidates. TERM AND CONTRACT

The contract will be through State Term Schedule (STS) or Master Maintenance Agreement (MMA) contracts and must reflect or be lower than STS or MMA rates, and must use STS or MMA categories.

STATUS REPORTING

The contractor will provide weekly status reports to the State OIT. The contractor will be responsible for meeting all timelines designated by assigned Project manager. Payment for services will be based on deliverable completion subject to the State's approval of each deliverable. The State will review deliverables and provide feedback or approval for each deliverable within 5 business days of receipt of deliverable.

NON-DISCLOSURE AGREEMENT

Both candidate and company will be required to sign a non-disclosure agreement which prevents disclosure of any data obtained while on the engagement which can be used to personally identify any parties at any time either during or after the engagement.

GUIDELINES FOR QUOTATION PREPARATION

QUOTATION SUBMITTAL

Each supplier must submit a complete bid packet to OITAPRrequests@das.ohio.gov with OITRFQ-FY21-017 MARCS HVAC marked in the email subject

Each proposal must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the non-conforming proposal. Each proposal must contain an identifiable tab sheet preceding each section of the proposal. Quote should be good for a minimum of 45 days.

- Cover Letter (include phone and e-mail contact)
- State Term Schedule Number or MMA
- Breakdown of Installation and Equipment/Part Pricing Schedule
- Supplier Information:
 - Supplier References (3 minimum) – ATTACHMENT ONE
 - Additional Supplier Information (optional) – Supplier form
- Supplier Hourly Rate
- Conflict of Interest Statement
- Payment Address
- Proof of Insurance
- W-9 Form

The State will not be liable for any costs incurred by any offeror in responding to this RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract at the State's discretion. The State may reject late quotations regardless of the cause for the delay. The State may also reject any quotation that it believes is not in its interest to accept and may decide not to do business with any of the Suppliers responding to this RFQ.

Quotations MUST be submitted to the State's Procurement Representative:

OITAPRrequests@das.ohio.gov

PROPRIETARY INFORMATION

All quotations and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a quotation or supporting materials because the State will have the right to use any materials or ideas submitted in any quotation without compensation to the Supplier. Additionally, all quotations will be open to the public after the contract has been awarded.

The State may reject any Proposal if the Supplier takes exception to the terms and conditions of this RFQ.

WAIVER OF DEFECTS

The State has the right to waive any defects in any quotation or in the submission process followed by a Supplier. But the State will only do so if it believes that is in the State's interest and will not cause any material unfairness to other Suppliers.

REJECTION OF QUOTATIONS

The State may reject any quotation that is not in the required format, does not address all the requirements of this RFQ, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. The State will reject any Non-STS responses. In addition, the State may cancel this RFQ, reject all the quotations, and seek to do the work through a new RFQ or other means.

EVALUATION OF QUOTATIONS

Clarifications and Corrections

During the evaluation process, the State may request clarifications from any Supplier under active consideration. It also may give any Supplier the opportunity to correct defects in its quotation. But the State will allow corrections only if they do not result in an unfair advantage for the Supplier and it is in the State's best interest.

Requirements

This RFQ asks for responses and submissions from Suppliers. While each criterion represents only a part of the total basis for a decision to award the contract to a Supplier, a failure by a Supplier to make a required submission or meet a requirement will normally result in a rejection of that Supplier's quotation. The value assigned to each criterion is only a value used to determine which quotation is the most advantageous to the State in relation to the other quotations that the State received. It is not a basis for determining the importance of meeting any requirement to participate in the quotation process.

The evaluation process may consist of up to three distinct phases:

1. The procurement representative's initial review of all quotations for defects;
2. The evaluation committee's evaluation of the quotations; and
3. Interviews (optional).

Initial Review

The procurement representative normally will reject any incomplete or incorrectly formatted quotation, though the procurement representative may elect to waive any defects or allow a Supplier to submit a correction. If a late quotation is rejected, the procurement representative will not open or evaluate the late quotations. The procurement representative will forward all timely,

complete, and properly formatted quotations to an evaluation committee, which the procurement representative will chair.

Committee Review of the Quotations

The State's review committee will evaluate and numerically score each quotation that the procurement representative has forwarded to it.

The evaluation will result in a point total being calculated for each quotation. Those Suppliers submitting the highest-rated quotations may be scheduled for the next phase. The number of quotations forwarded to the next phase will be within the committee's discretion, but regardless of the number of quotations selected for the next phase, they will always be the highest rated quotations from this phase.

At any time during this phase, the State may ask a Supplier to correct, revise, or clarify any portions of its quotation.

The State will document all major decisions in writing and make these a part of the file along with the evaluation results for each quotation considered.

Once the technical merits of a quotation are considered, the costs of that quotation will be considered. But the State may also consider costs before evaluating the technical merits of the quotations by doing an initial review of costs to determine if any quotations should be rejected because of excessive cost. And the State may reconsider the excessiveness of any quotation's cost at any time in the evaluation process.

Interviews

The State may record any presentations, demonstrations and interviews.

Determination of Responsibility

The State may review the highest-ranking Suppliers or its key team members to ensure that the Supplier is responsible. The Contract may not be awarded to a Supplier that is determined to be not responsible. The State's determination of a Supplier's responsibility may include the following factors: the Supplier's and its key team members' experience, past conduct on previous Contracts, past performance on previous Contracts, ability to execute this contract properly and management skill. The State will make such determination of responsibility based on the Supplier's quotation, reference evaluations and any other information the State requests or determines to be relevant.

Changing Candidates

The major criterion on which the State bases the award of the contract is the quality of the Supplier's candidate(s). Changing personnel after the award may be a basis for termination of the contract.

Contract Award Process

It is MARCS' intention to award one contract under the scope of this RFQ and as based on the RFQ Calendar of Events schedule, so long as MARCS determines that doing so is in the State's best interests and MARCS has not otherwise changed the award date. Any award decision by MARCS

under this RFQ is final. After MARCS makes its decision under this RFQ, all Proposers will be notified in writing of the final evaluation and determination as to their proposals.

MARCS anticipates making one award depending on program needs and the fit of the Proposer to the scope of this RFQ.

ATTACHMENT ONE
SUPPLIER PROFILE SUMMARY
SUPPLIER REFERENCES

Supplier's Name:

References. Provide three references for which the proposed candidate has successfully demonstrated meeting the requirements of the RFQ on projects of similar size and scope in the past five years. The name of the person to be contacted, phone number, company, address, brief description of project size and complexity, and date (month and year) of employment must be given for each reference. These references must be able to attest to the candidate's specific qualifications.

The reference given should be a person within the client's organization and not a co-worker or a contact within the offerors organization.

If less than three references are provided, the offeror must explain why. The State may disqualify the Proposal if fewer than three references are given.

Client Company:	Client Contact Name:	Client Contact Title:
Client Address:		Client Contact Phone Number:
Project Name:	Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
Description of services provided that are in line with those to be provided as part of this Project:		
Description of how client project size and complexity are similar to this project:		

**ATTACHMENT ONE
 SUPPLIER PROFILE SUMMARY
 SUPPLIER REFERENCES CONTINUED**

Client Company:	Client Contact Name:	Client Contact Title:	
Client Address:		Client Contact Phone Number:	
Project Name:		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
<p>Description of services provided that are in line with those to be provided as part of this Project:</p> <p>Description of how client project size and complexity are similar to this project:</p>			

Client Company:	Client Contact Name:	Client Contact Title:	
Client Address:		Client Contact Phone Number:	
Project Name:		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year

Description of services provided that are in line with those to be provided as part of this Project:

Description of how client project size and complexity are similar to this project: