

## REQUEST FOR PROPOSAL

RFP NUMBER: CSP900215  
INDEX NUMBER: GDC159  
UNSPSC CATEGORY: 47100000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Rehabilitation and Correction is requesting Proposals for:

### IN-VESSEL FOOD WASTE COMPOSTING SYSTEM (INDUSTRIAL SIZE) FOR VARIOUS ODRC SITES

**OBJECTIVE:** To solicit Proposals for the purchase, training, installation/assistance and warranty of in-vessel(s) to compost food waste, diverting it from the landfills.

RFP ISSUED: February 28, 2014  
INQUIRY PERIOD BEGINS: February 28, 2014  
INQUIRY PERIOD ENDS: March 21, 2014 at 8:00 AM  
PROPOSAL DUE DATE: March 28, 2014 by 1:00 PM

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 the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

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.

<b>Offeror Name and Address:</b>  _____  _____  _____  _____  E-Mail Address: _____  Phone Number: (        ) _____-_____, Ext. _____	<b>Name/Title:</b>  _____  _____  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
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
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
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

## 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 Department of Rehabilitation and Correction (the Agency), is soliciting competitive sealed Proposals (Proposals) for In-Vessel Food Waste Composting System (Industrial Size) for Various ODRC Sites. 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 also gives the estimated dates on page one, 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 June 30, 2017. 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 four (4) 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 Department of Rehabilitation and Correction has been working since 2007 in order to increase conservation initiatives within the department and save taxpayers' dollars. It is the Agency's desire to expand on food waste diversion programs in order to see additional savings and decrease the environmental footprint.

### 1.4 SCOPE OF WORK

Objective:

This RFP is to solicit Proposals for In-Vessel Composters to be used at our institutions to compost food waste and divert it from the landfill by producing quality compost for use on farm fields. This includes the purchase of the composter, training, installation/assistance and warranty. Listed in section 7.0 Supplement A Service Requirement of this document are the food waste quantities that illustrate the volume which will need to be composted.

The Offeror should submit a Work Plan with its Proposal to demonstrate and/or describe how it will meet the following requirements. Failure to demonstrate may result in a lower possible Technical Score.

- a) Compost will be of high quality and ready to use and no further methods needed to break down materials (e.g., wind rows);
- b) Minimal chemicals or additives are needed in the composting process and minimal staff supervision, as well as, hands-on dealing with process;
- c) System will utilize minimum maintenance, repairs and upkeep;
- d) Provide a safe and secure environment, as this vessel will be placed within institutions and offenders will have access to the equipment. (Prison Package);
- e) How energy consumption is minimal for this type of equipment/use so that this can fit into the ODRC energy conservation program;
- f) Operator control panel is available to view temperature and display settings in order to monitor progress;
- g) Equipment is stainless steel for durability and ease of cleaning;
- h) Proper ventilation for equipment in order to eliminate odors to avoid complaints regarding this matter;
- i) Ability to install indoors and/or outdoors due to best space utilization;
- j) Ability for a continuous feed of food waste due to the facilities having a 3 times a day 7 days a week feeding schedule;
- k) Life expectancy of the machine will be a minimum of twenty (20) years in order to provide for the best return on investment available and warranty manages most risks to ODRC during the full lifetime of the unit;
- l) Ability to train staff and offenders on the operation, as well as, preventative maintenance of equipment in order to maintain the upkeep and proper monitoring needed;
- m) Aspects of assembly and production of equipment that can be completed in-house by ODRC in order to train offenders in such technology;
- n) Reasonable return on investment though life cycle of equipment;
- o) Provide dimensions of the equipment in order to best evaluate the system being offered;
- p) Provide Preparation, delivery, installation and support due to DRC not having capabilities for movement, installation and support of equipment.

1.4.1 This Contract will be available to other agencies and registered members of cooperative purchasing upon mutual agreement of awarded pricing or other discounted pricing.

1.4.2 COOPERATIVE PURCHASING CONTRACT

This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

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.

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Confidential, proprietary or trade secret information should not be voluntarily included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

See Instructions for further detail.

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 open for public inspection after the Proposals are received.

1.7 INSTRUCTIONS

Link to Web site for Instructions is available in Section 5.1.

1.8 REQUIRED REVIEW

Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and four (4) copies for a total of five (5) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

2.0 EVALUATION OF PROPOSALS

2.1 MANDATORY REQUIREMENTS Not Applicable

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.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS Not Applicable

2.3 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. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	500 Points
Proposal Cost	200 Points
Total	700 Points

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

Scored Criteria	Weight	Rating (0 to 5)	Extended Score
<b>Offeror Profile (Refer to 5.2.3)</b>			
1. Company history, years of relevant experience	5		
2. Approximately 15 years in business, number of employees, financial stability	5		
3. Capacity to do the Work	5		
<b>Offeror Prior Projects (Refer to 5.2.4)</b>			
1. Similar scope and size successful projects	5		
2. Public Sector clients	5		
3. Relevant experience within past five years	5		
<b>Warranty</b>			
1. Warranty manages most risks to ODRC during the full lifetime of the unit	10		
<b>Training/Staffing Plan (Refer to 5.2.5, 5.2.6)</b>			
1. Training will be provided to staff and offenders in order to operate system to include follow-up measures	10		
<b>Scope of Work/Work Plan</b>			
1. Methodologies proposed	5		
2. Plan of Action	5		
3. Demonstrates understanding of Project	5		
4. Timeline proposed	5		
5. In-Vessel produces high quality end cycle compost	15		
6. Minimum daily labor required for the operation of this system	15		

Total Technical Score: \_\_\_\_\_

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

2.6 COST PROPOSAL POINTS

DAS will use the information Offeror gives 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. The value is provided in the Scoring Breakdown table. "Cost" = Total Life Cycle Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the Offeror that submits the lowest costs and formula to support those costs 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: \_\_\_\_\_

2.7 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.

2.8 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.

3.0 COST SUMMARY

In-Vessel Food Waste Composting System (Industrial Size) For Various ODRC Sites  
CSP900215  
UNSPSC CATEGORY CODE: 47100000  
BUDGET:

**OFFEROR:** \_\_\_\_\_

Life Cycle Cost: Life Cycle Cost Analysis (LCCA) is a method applied by a business or government entity in the management of its asset base. As a tool, it is used to aid in a variety of situations where a decision must be made, such as in the acquisition of one of a number of assets, or in the continued upkeep of a portfolio of existing assets. It is the structured analysis of the entire set of costs which are associated with a project or asset, in order to evaluate the total cost of ownership of the asset.

Provide these costs and the formula used to arrive at the Total Life Cycle Cost.

**NOTE: Failure to submit Total Life Cycle Cost will result in the rejection of the Offeror's Proposal.**

**Total Life Cycle Cost:** \$ \_\_\_\_\_

**THE FORM BELOW MUST BE COMPLETED AS A BREAKDOWN OF THE TOTAL LIFE CYCLE COSTS QUOTED ABOVE. See Supplement B for an example of elements that may be included to arrive at Total Life Cycle Cost. The Offer must provide the formula used to arrive at Total Life Cycle Cost.**

Description	Cost
In-Vessel Complete with list of each component and price breakdown (e.g., filter)	\$
Training	\$
Delivery and Installation (in final location)	\$
Warranty Total Cost	\$
Annual Parts/Maintenance Cost	\$
Service Technician Call Labor cost per hour	\$
Average cost to process listed food waste (average 3,000 lbs per day) over lifetime of the system(assume an average \$0.05 per kilowatt hour)	\$
Other – DAS recognizes that there may be other costs included to get the Life Cycle Costs, provide the description and costs of any additional elements.	\$

Catalog of parts with pricing. Please insert Catalog name and date here: \_\_\_\_\_

Tiered Pricing/Discounts Allowed (per agency)? Y or N

If yes, based on the Catalog provided, please advise the factor to be used for upcharge on manufacturer cost (+) \_\_\_\_\_% or discount off price list (-)\_\_\_\_\_% . This information needs to be precise, so if there are various columns of pricing, please identify the applicable column within the submitted price list.

The Offeror shall not insert a unit cost and percentage value having 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.

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a Contract award must submit the above information specified. The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

3.1 SUBMISSION

The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

All costs for furnishing the services must be included in the Cost Proposal.

3.2 THE OFFEROR'S FEE STRUCTURE

The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

3.3 REIMBURSABLE EXPENSES

None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 BILL TO ADDRESS

Ohio Department of Rehabilitation and Correction  
770 West Broad Street  
Columbus, OH 43222  
ATTN: Jenny Hildebrand

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/RFP\\_Instructions/5.3%20Terms%20and%20Conditions.pdf](https://procure.ohio.gov/Zip/RFP_Instructions/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 amended, 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.

## 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 Evaluation of Proposals
- 5.1.3 Proposal Format & 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	<a href="http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx">http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx</a>
Office of Budget and Management	<a href="http://obm.ohio.gov/LandingPages/Vendor/default.aspx">http://obm.ohio.gov/LandingPages/Vendor/default.aspx</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov/Home.aspx">http://www.ohiosharedservices.ohio.gov/Home.aspx</a>
Ohio Business Gateway	<a href="http://business.ohio.gov/">http://business.ohio.gov/</a>
Ohio Secretary of State	<a href="http://www.sos.state.oh.us/SOS/Businesses.aspx">http://www.sos.state.oh.us/SOS/Businesses.aspx</a>

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](mailto: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.
- 6.11 \_\_\_\_\_ Submit catalog with pricing as identified in the cost summary

7.0 Supplement A – Service Requirement

Service Requirement:

The in-vessel is to handle the food waste volume of the following institutions:

Institutions	Amount of Food Waste
Belmont Correctional Institution	2,577 lbs. per day
Ross Correctional Institution	1,200 lbs. per day
Chillicothe Correctional Institution	<u>1,700 lbs. per day</u>
Total	2,900 lbs. per day
Lorain Correctional Institution	1,000 lbs. per day
Grafton Correctional Institution	<u>900 lbs. per day</u>
Total	1,900 lbs. per day
Mansfield Correctional Institution	2,600 lbs. per day
Richland Correctional Institution	<u>2,995 lbs. per day</u>
Total	5,595 lbs. per day
Pickaway Correctional Institution	1,272 lbs. per day
Correctional Reception Center	1,274 lbs. per day
Correctional Training Academy	<u>45 lbs. per day</u>
Total	2,591 lbs. per day

8.0 Supplement B – Example Life Cycle Cost Components

The price/cost elements listed by the Offeror on page 8 should be plugged into a formula to determine the life cycle cost of the In-Vessel System over the useful life of 20 years. Assume outright purchase, no lease/no rental.

The table below is an example of how your Life Cycle Costs should look. Offeror must provide the formula used to arrive at the Total Life Cycle Costs (e.g., 1+2+3+4+5+6 = Total Life Cycle Cost)

**THIS IS AN EXAMPLE ONLY OF SOME ELEMENTS THAT COULD BE USED IN ARRIVING AT TOTAL LIFE CYCLE COSTS. IN ADDITION, THE COSTS DESCRIBED IN 3.0 MUST BE INCLUDED IN ANY FORMULA TO CALCULATE TOTAL LIFE CYCLE COSTS.**

	Unit of Measure	Element	Price/Cost
1	One full system	Price of In-Vessel Unit including all supplies and equipment for startup operation	XXXXXXXXXXXXXXXXXX
2	Full parts and labor coverage	Warranty period fixes (please also list the number of years for warranty:_____)	XXXXXXXXXXXXXXXXXX
3	Annual – Full parts and labor coverage	Warranty Extension If there is a limit on warranty coverage, please advise here	XXXXXXXXXXXXXXXXXX
4	Annual	Maintenance cost for recommended continued operations	XXXXXXXXXXXXXXXXXX
5	8 hours	Average cost to process listed food waste (average 3,000 lbs per day) over lifetime of the system(assume an average \$0.05 per kilowatt hour)	XXXXXXXXXXXXXXXXXX
6	Full System	Salvage value at the end of life cycle – offer a trade-in payment or outright buy-back payment Current scrap metal prices will be used to calculate.	XXXXXXXXXXXXXXXXXX