

## Ohio Department of Mental Health and Addiction Services

Northwest Ohio Psychiatric Hospital  
930 S. Detroit Avenue  
Toledo, Ohio 43614-2701

### Invitation to Bid – MBE Only Drain Maintenance

**Invitation to Bid Number:** **MHA14175**  
**Invitation to Bid Issued:** **April 10, 2014**  
**Invitation to Bid Due:** **April 17, 2014 by 2:00 PM**

#### A. Project Overview

Northwest Ohio Psychiatric Hospital (NOPH) is accepting bids for drain cleaning service of interior and exterior drains throughout the hospital.

#### Scope of Work

- Anticipated Contract period: FY15 - July 1, 2014 – June 30, 2015.
- Alternate No. 1. Provide a cost schedule of various sized pipe and trap cleaning for sanitary and storm drains.
- Vendor shall provide labor, equipment and materials to complete this work.
- Vendor shall provide “on call” service within two (2) hours of notification.
- Service during regular working hours shall be billed at regular hourly wage rates. Service during hours other than 7:00 a.m. to 6:00 p.m. shall be listed clearly to describe overtime and holiday rates. Hourly rate shall include trip charges, truck charges and equipment charges to perform repairs, etc. The Contractor must have adequate personnel and equipment to respond to emergencies 24 hours per day, 365 days per year.
- All work shall be scheduled through the Maintenance Department and be performed Monday through Friday (7:30 am to 5:00 pm)
- Pre-bid walkthrough is scheduled for [April 15<sup>nd</sup> at 2:00 p.m.](#) To be meet in the main lobby of Northwest Ohio Psychiatric Hospital, 930 S. Detroit Avenue, Toledo, Ohio.
- Before any unscheduled work is to be completed the Vendor shall receive prior written approval from NOPH.

## **B. Vendor Requirements**

- Vendor shall use trained personnel directly employed or supervised by Vendor's Company.
- The purposed site supervisor shall have a minimum of three (3) years' experience.
- The Vendor shall provide telephone and cell phone or pager numbers of proposed Supervisor and Company Principle, so that NOPH may contact Vendor during the course of a project.
- Refer to "General Services Agreement" (attached) for requirements prior to executing the Agreement.

## **C. Bid Requirements**

- All information requested shall be provided as specified. Failure to comply will void the bid.
- Vendors shall include submit their bid as follows:
  1. Vendor business or corporate letterhead paper including, federal tax ID Number, contact person, phone number, and signature
  2. Item No 1: Bid to indicate FY15 – Cost schedule as described in Scope of Work
- Request to change or alter an original bid must be received in writing, prior to the submittal deadline.

## **D. Specification Requirements**

- A purchase order will be issued for the FY15 fiscal year; payment will be based on percent of the work complete.
- Vendor to supply list of chemicals proposed with MSDS's
- Comply with NOPH "Contract Procedures" (attached)
- Comply with NOPH "Protected Information Agreement" (attached)

**E. Evaluation of Proposals and Award of Contract**

Proposals will be scored and point values given to the following criteria.

Technical Criterion	Weight	Rating ( 0 – 5 )	Technical Score
References	25		
Technician Experience	25		
Lump Sum Rate	25		
Add Alternate	25		
Total Weight	100		
Total Technical Score			

**F. Submission of Proposal**

Electronic bids must be sent to [OhioMHASBidOpportunity@mha.ohio.gov](mailto:OhioMHASBidOpportunity@mha.ohio.gov). Original bid may be sent via U.S.mail to: Gregory McMullen, Northwest Ohio Psychiatric Hospital, 930 S Detroit Avenue, Toledo, Ohio 43614. The bid number **MHA14175** must be clearly marked on the sealed envelope and submitted on company letterhead before 2:00 PM on **April 17, 2014**. Bids must include: vendor name, address, Federal Tax Identification number, contact person, phone number, signature, total cost, all elements specified under Bid Requirements, and documentation identifying experience relevant to proposals.

Questions regarding the Request for Proposal must be sent via the State of Ohio Procurement Website [www.ohio.gov](http://www.ohio.gov) under the Request for Proposal submit inquiry.