



REQUEST FOR PROPOSAL

RFP NUMBER: CSP901017
INDEX NUMBER: DAS076
UNSPSC CATEGORY: 80131801, 80161601

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Department of Administrative Services, is requesting Proposals for:

Property Management of DAS Managed Metro Columbus Facilities

OBJECTIVE: Secure the services of an experienced property management contractor to manage the DAS owned metro Columbus facilities excluding high-rise towers.

RFP ISSUED: April 1, 2016
INQUIRY PERIOD BEGINS: April 1, 2016
INQUIRY PERIOD ENDS: April 22, 2016 at 8:00 AM
PROPOSAL DUE DATE: April 27, 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 CSP901017
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
Contractor:	Supplier 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:	Supplier 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 Administrative Services (the Agency), is soliciting competitive sealed proposals (Proposals) for Property Management of DAS Managed Metro Columbus Facilities. 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 June 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 forty eight (48) months 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 DAS Office of Properties and Facilities has the responsibility for property management at many State owned properties throughout the State of Ohio. This RFP seeks to find an experienced property management Contractor to manage the Metro Columbus Group Facilities.

- 1.4 OBJECTIVES DAS has the following objectives that the Contractor must meet under this Contract.

1.4.1 The Contractor must provide property management services, labor, materials, equipment and supplies for building systems including day to day operation, maintenance and preventative maintenance as defined in this RFP including, but not limited to: electrical, HVAC and plumbing.

1.4.2 The Contractor must co-ordinate with the on-site DAS Facility Manager on all DAS contracted services including, but not limited to: security, janitorial (housekeeping), window washing, refuse collection, pest control, elevators, fire and life safety systems, back-up power systems, and building renovations.

1.4.3 The Contractor must provide, at a minimum, the required building staffing as defined in this RFP.

1.5 SCOPE OF WORK AND STAFFING

DAS is seeking the services of an experienced Contractor to act as its Property Manager in the management and operations of several DAS facilities located in central Ohio.

The Contractor is authorized to exercise such power with respect to the premises as may be necessary for the performance of the Contractor's obligations and the Contractor accepts the terms and conditions set forth herein. The obligations and requirements of the Contractor shall include property management services including management, supervision, coordination, labor, materials and equipment for the following facilities:

4200 Surface Rd, Columbus, Ohio
25 S. Front St, Columbus, Ohio
35 E. Chestnut, Columbus, Ohio
246 N. High St, Columbus, Ohio

Additional similar sized facilities in the Columbus metropolitan area, managed by DAS, may be added to the Contract through negotiation and amendment. Pricing for any additional facilities must be in line with the current Contract pricing.

1.5.1 GENERAL CONTRACT DELIVERABLES:

The management, administration, accounting, coordination, oversight and reporting for all building operational activities.

The maintenance and operation of all building services including, but not limited to, HVAC, plumbing, electrical and General Building services as defined in this RFP.

All miscellaneous repairs to building systems and General Building services, which shall mean repairs for any one or more incidents, each of which costs less than \$5,000.00, is the responsibility of the Contractor. Individual incident repairs in excess of \$5,000.00 will be the responsibility of DAS.

1.5.2 SPECIFICATIONS AND REQUIREMENTS

The following are the specifications and requirements for management and operation of the identified properties. The specifications and requirements have been divided into separately labeled sub-sections. Within each of these sub-sections, the Offeror is to identify the staffing needed to perform these duties within the Offeror's staffing plan and on the Offeror's Cost Summary. See the detailed minimum staffing by building requirements provided on Table 4 and Table 5 of this RFP to assist in the determination of assigned staff for each of the following:

- Management and Administration (1.5.2.1)
- HVAC Operation and Maintenance (1.5.2.2)
- Other Building Systems Operation and Maintenance (1.5.2.3)
- General Building Operation and Maintenance (1.5.2.4)

1.5.2.1 MANAGEMENT AND ADMINISTRATION

This section will include any necessary staff that will enable the Contractor to provide, on behalf of DAS, all supervision, labor, materials and equipment for the overall management, operation and administration of the property in accordance with all specifications and at Class A Office Building Standards.

The Contractor must prepare and submit for DAS's approval, within 30 calendar days of award of Contract and receipt of a valid purchase order, a finalized operating budget based upon the RFP proposal and must submit subsequent annual operating budgets at times and in formats agreeable to DAS.

The Contractor must maintain current and accurate records and accounts of all transactions pertaining to the operation of the building. Such accounts are to be maintained on a cash basis, in accordance with generally accepted accounting principles, applied in a consistent manner year to year. All files are to be maintained according to State of Ohio record retention requirements.

The Contractor must invoice DAS on a monthly basis for services provided as specified in this RFP and related purchase orders.

The Contractor must provide DAS with monthly operating statements showing actual performance relative to that budgeted, accompanied by an analysis explaining any significant variances from budget, said reports to be received by DAS no later than 15 calendar days following the close of each successive month.

The Contractor must control and account for all equipment, materials and supplies through accurate inventory accounting procedures and will submit such procedures to DAS for approval within 45 calendar days of award of Contract and receipt of a valid purchase order.

The Contractor's management fee must include all indirect expenses for which the Contractor expects remuneration. DAS will not pay any expenses, including, but not limited to, travel expenses other than fees clearly indicated in the successful Offeror's Proposal.

The Contractor must operate a building management office for each building except 4200 Surface Rd., in space designated by DAS, to be open 7:00 AM to 6:00 PM Monday through Friday except state holidays.

The Contractor must develop and submit to DAS, for review and approval, manuals for building operations and maintenance responsibilities within time frames specified elsewhere in this RFP (Not less than 45 calendar days after award of Contract and receipt of a valid purchase order). The various manuals must detail building standards, operations and emergency procedures. The manuals must define the way the building is designed to be operated and used including all of the controlling parameters involved.

The Contractor must provide each building as required with all necessary supplies and equipment such as hand tools, meters, gauges, small power tools, office equipment (computers, monitors, keyboards, printers, cell phones, two-way radios, etc.) necessary for the provision of specified services and conduct of their business.

The Contractor must utilize the existing building request/response/tracking system, if one exists, for the purpose of recording, tracking and resolving occupant complaints and requests for service. If an existing system does not exist, the Contractor must implement a modern request/response/tracking

system within 30 calendar days of work start. The Contractor must provide training on the use of the request/response/tracking system.

The Contractor must co-ordinate obtaining and renewing all licenses and permits for building operations required by any applicable codes, statute or other legal authority. All licenses and permits must be kept current at all times, at DAS's expense.

The Contractor must provide regular quality control inspections of the premises and Contractor's operations, to include formal periodic inspections by the Contractor's off-site staff, technical or supervisory personnel, to ensure compliance with Contract specifications and DAS's requirements. A system must be in place to provide for effective follow-up on correction of deficiencies. This system must be described in the Offeror's Proposal Work Plan.

The Contractor must ensure that all files for building management, tenants, contractors and accounting are kept on-site, current and secure and in accordance with State of Ohio records retention schedules.

The Contractor must have programs available for in-house training of Contractor personnel including workplace safety procedures. The Contractor must have environmental training programs (such as lead or mold risks etc.) available for Contractor staff and tenants. The Contractor must notify DAS in writing immediately regarding any workplace or environmental issues which could affect Contractor personnel or tenants safety.

The Contractor must provide a three year management plan per building within 180 calendar days after award of Contract and receipt of a valid purchase order.

The Contractor must provide reports of a type and frequency required by DAS. The content and frequency of these reports will be determined after award of the Contract.

The Contractor must provide a method of energy accounting for the building's utility expenses. This system must be capable of providing energy use and variance reports. The Contractor must use this information to make appropriate utilities conservation recommendations to DAS for both management and occupant participation.

The Contractor in conjunction with the on-site DAS Facility Manager must develop and submit to DAS for approval an Energy Management Program within 180 calendar days after award of the Contract and receipt of a valid purchase order. This program should provide benchmarks and steps to reduce the energy costs for the building without sacrificing security and occupant comfort.

The Contractor must maintain comprehensive daily operating logs for the building.

The Contractor must within 45 calendar days of award of the Contract and receipt of a valid purchase order, prepare and submit for DAS's review and approval an Occupant's Manual describing the building rules, regulations, emergency procedures and a listing of building contacts and telephone numbers.

1.5.2.2 HVAC OPERATION AND MAINTENANCE

This section will include all Contractor personnel that operate and maintain all HVAC systems and associated equipment including, but not limited to chillers, boilers, fans, blowers and various pumps and motors. If any of the preceding activities fall under a separate DAS Contract, the Contractor must contact the appropriate DAS contractor to make sure the services are performed on the scheduled basis or in a timely manner as required. It is the Contractor's responsibility under the Property Management contract to make sure that all services are performed in a timely and satisfactory manner.

The Contractor must utilize the building's existing preventative maintenance system, if one exists, for the property's equipment and systems. If such a system does not currently exist, the Contractor is required to provide a modern system capable of recording and tracking all required activities. The system must be capable of scheduling preventative maintenance work and tracking work progress. The system must generate status reports that can be used for DAS's reports as well as in-house job control. The preventative maintenance system must be capable of maintaining complete work record histories for all identified equipment. The scheduled tasks must meet manufacturer's recommendations and/or industry standards.

The Contractor must have predictive maintenance functions included in the preventative maintenance system. These functions must include, but not limited to, oil, vibration, corrosion, and electrical analysis. Trend logs must be recorded for each of these functions.

The Contractor's program must adequately document and record, in addition to preventative maintenance, all unscheduled maintenance of each identified piece of equipment and/or system to maintain an adequate total maintenance history.

The Contractor must assure normal HVAC operation during all normal hours of building operation. Additional cooling and heating hours will be as from time-to-time agreed upon with DAS. Temperature and humidity ranges must be varied with seasonal external influences to provide comfortable conditions generally compatible with those normally expected in the office building industry, that temperature range being 68 degrees – 72 degrees.

The Contractor must provide for DAS's review and approval, within 90 calendar days following award and receipt of a valid purchase order, an HVAC Maintenance and Operating Manual, setting forth systems and equipment operations standards and procedures, emergency operations and all controlling parameters involved in proper systems operation.

The Contractor must maintain all mechanical equipment and surrounding areas in a clean and safe condition. The mechanical equipment rooms must be painted in a manner acceptable to DAS.

1.5.2.3 BUILDING SYSTEMS OPERATION AND MAINTENANCE

The Contractor must monitor, repair and maintain all other building systems on a daily basis as required. If any of the following activities fall under a separate DAS contract, the Contractor must contact the appropriate DAS contractor to make sure the services are performed on a scheduled basis or in a timely manner as required. It is the Contractor's responsibility under the Property Management contract to make sure that all services are performed in a timely and satisfactory manner.

The Contractor must work closely with the current DAS elevator maintenance contractor to assure all elevators are maintained in working order. This includes scheduling of any inspections required by code.

The Contractor must provide oversight of other contractor's work in building or space renovation services such as requested by DAS within the capability of the in-house work force and oversee the work of subcontractors as may be engaged by DAS. It is expected that the Contractor will perform emergency repairs and simple projects within the building. For larger projects, DAS will use existing contracts to secure the staff required to perform the work.

The Contractor must repair and maintain the buildings electrical system including, but not limited to, switch gear, building wiring, circuit breaker boxes, lighting, switches and outlets. It is expected that the Contractor must perform emergency repairs and simple projects within the building. For larger projects, DAS will use existing contracts to secure the staff required to perform the work.

The Contractor must co-ordinate inspections, repairs, testing and maintenance of the fire and life safety systems including, but not limited to, alarms, sprinklers, fire extinguishers and emergency exits including stairways. This includes scheduling of any inspections required by code.

The Contractor must co-ordinate with the current DAS window washing contractor to assure all windows are washed on a schedule as defined in the contract.

The Contractor must co-ordinate inspections, repairs, testing and maintenance of any back-up generators supporting the particular facility. This includes scheduled tests of the back-up generator and transfer switch. Sampling of fuel, if not natural gas, should be done on a regular basis.

The Contractor must repair and maintain the buildings plumbing and water treatment systems (if applicable) including, but not limited to water supply facilities, building plumbing excluding fire suppression plumbing. It is expected that the Contractor must perform emergency repairs and simple projects within the building. For larger projects, DAS will use existing contracts to secure the staff required to perform the work.

The Contractor must repair and maintain any AV (audio/video) systems within the building including, but not limited to DAS owned PA (Public Address) systems, microphones, speakers, projectors, projection screens and AV cabling. It is expected that the Contractor must perform emergency repairs and simple projects within the building. For larger projects, DAS will use existing contracts to secure the staff required to perform the work. The Contractor must provide coordination and oversight for DAS contracted AV hardware repairs and maintenance.

1.5.2.4 GENERAL BUILDING OPERATION AND MAINTENANCE

General Building, for the purposes of this RFP, is defined as that part or parts of the building which are public areas and not specifically identified elsewhere within this RFP. Additionally, General Building will refer to requirements that may include several building wide services. For this section, General Building responsibilities will include, but not limited to, the monitoring, repair and maintenance of sidewalks, driveways, parking areas, lobbies, atriums, dock areas and non-public spaces such as mechanical rooms and electrical service closets. The Contractor must provide, on behalf of DAS, all supervision, labor, materials and equipment for General Building operations and maintenance in accordance with the following specifications.

The Contractor must operate, maintain and repair the General Building as required to maintain Class A Office Building Standards.

The Contractor must monitor, repair and maintain all General Building areas on a daily basis as required. If any of the following activities fall under a separate DAS contract, the Contractor must contact the appropriate DAS contractor to make sure the services are performed on a scheduled basis or in a timely manner as required. It is the Contractor's responsibility under the Property Management contract to make sure that all services are performed in a timely and satisfactory manner.

The Contractor must clean all snow and ice from all sidewalks, parking lots and steps when it begins to accumulate. These areas will be kept as clear as possible using sodium chloride or calcium chloride based products as appropriate.

The Contractor must provide all grass cutting, landscaping and plant maintenance as required.

The Contractor must maintain all interior and exterior building lighting in operational order.

The Contractor must coordinate with all current DAS Contractors related to but not limited to removal of trash, extermination services and security system equipment to maintain a clean and safe environment for all building occupants.

1.5.3 BUILDING SPECIFIC SPECIFICATIONS AND REQUIREMENTS

The following sections provide additional building-specific specifications and requirements. This is not intended to be an all-inclusive list, but only additional information for the Offeror. The normal business hours refer to non-holiday weekdays only. The ten State holidays include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

4200 Surface Rd. Columbus, OH 43228
Normal Business Hours: 7:30 A.M. to 5:00 P.M.

203,519 sq. ft.
Single Story
Daily population Approx. 300-400

The building was constructed in 1956 by the Surface Combustion Company for use as a laboratory and manufacturing facility. In 1959, the facility was transferred to Midland Ross Corporation. In 1986, Midland-Ross became part of the FL Aerospace (Grimes) Corporation. The State of Ohio began leasing the facility in 1992 as a warehouse and then purchased the facility in 1993.

The building has had several additions since its original construction and is now 203,519 Sq. Ft. of mixed office space and warehouse space. It's constructed of structural steel framing, long span metal roof decking and slab on grade concrete floors. The exterior cladding is composed of metal siding, face brick, exposed concrete masonry and areas on the west side with exterior insulation and finish system known as EIFS. The building is single story with the main warehouse area approximately 19 feet high. There approximately 210 employees at this location.

During 2014 the west side parking lot had concrete catch basins replaced, concrete lamp pole bases replaced, the concrete loading dock was replaced and extended, along with deteriorated concrete sidewalks being replacing. ODOT raised the asphalt on the west side parking lot by 1.5 inches. During 2015 ODOT raised the asphalt by 1.5 inches on the east side lot and at that time crack/crevice sealing and re-striping is expected on an annual basis.

There are approximately 280 parking spaces on the west side and 88 parking spaces on the east side of the facility. The parking lots will need to have snow and ice removed from them along with adjacent sidewalks and emergency exits. The lawn will need to be maintained on the north, east and south side of the facility, to include cutting, trimming, edging, trimming hedges and replacing mulch as needed. Across from the facility is large field that will need to be maintained along with a field on the far west side.

The facility has 25 roof top units to cool and heat the facility, along with 6 air handlers. The units range in size from 1.5 ton – 25 ton. The older Aaon units will be replaced in the near future via capital funds. General maintenance is expected on the units, filter replacement, belts, etc. The warehouse area has infra-red heaters for heat but no cooling.

The main electric service is provided by AEP at 13.2 kV line form a nearby power pole to a 15kV exterior switch and outdoor substation with walk in enclosure. The main distribution switchboard is a General Electric Spectra Series and provides power to the entire facility. An arc flash analysis has been completed and appropriate stickers applied. The switch gear is currently under contract for maintenance services.

The Housekeeping/Janitorial, Security, Elevator/Escalator Maintenance, Window Washing, Pest Control, Fire Protection and Inspection Services, Access Control Systems and Surveillance Systems are contracted separately by DAS and excluded from the Property Management contract. Additionally, the services related to locksmithing, door operators/closures, panic alarm devices and sliding glass door operators are excluded from the Property Management contract

25 S. Front St, Columbus, OH 43215
Normal Business Hours: 7:30 A.M. to 5:00 P.M.

234,592 sq. ft.
8 stories, 2 lower levels
6 elevators (maintenance contracted and owned by DAS)
Daily population 500-600

The building has lower level parking with 57 spaces (37 inside and 19 outside, on the access ramp). During the winter months it very important to have the snow removed from the ramp, sidewalks, and the building access patios before cars and tenants arrive.

The building has 1 cooling tower, 2 electric driven, water cooled centrifugal water chillers, and 6 Air handlers, and various VAV units on each floor. There are 4 DX split systems that service the basement and sub-basement. There are two 3-ton DX split systems that cool the server rooms. The condenser connected to the DX systems are located outside on the north side of the building, inside a fence.

The building's primary heating source is from 2 gas-fired, flexible water tube hot water boilers and 1 domestic water heater. All 3 use natural gas.

The building has 2 domestic water pumps that help supply water to the 4th through 8th floors. All floors below the 4th floor rely on available city water pressure for distribution.

The building has 15 planter beds that require maintenance during the spring, summer, and fall seasons. Required services include mowing, edging and trimming of grass areas. An approved DOD herbicide should be applied at least 2 times per year to control weeds.

The building electrical service is provided by AEP from a 480/277 volt transformer that is located in a vault outside and underground on the north side of the building.

The Housekeeping/Janitorial, Security, Elevator/Escalator Maintenance, Window Washing, Pest Control, Fire Protection and Inspection Services, Access Control Systems and Surveillance Systems are contracted separately by DAS and excluded from the Property Management contract. Additionally, the services related to locksmithing, door operators/closures, panic alarm devices and sliding glass door operators are excluded from the Property Management contract

35 E. Chestnut, Columbus, OH 43215 (a part of the North High Complex)
Normal Business Hours: 7:30 A.M. to 5:00 P.M.

365,909 sq. ft.
10 stories
6 elevators (maintenance contracted and owned by DAS)
Daily population Approx. 1,250

The North High St. Complex consists of two facilities with an enclosed cross over connecting 35 E. Chestnut with 246 N. High St.

All building floors have been recently renovated under a capital improvement project. This included fire and life safety devices, air handlers, plumbing, electrical and mechanical systems. T-8 fluorescent lighting was installed throughout the facility.

The ninth floor houses the building chiller and boiler facilities. This equipment is scheduled for replacement under the capital improvement project. The current scenario is that there is still a two pipe mechanical system on floors 2-9 in 246 N. High St. Intermittent upgrades were performed while 35 E. Chestnut was renovated to a four pipe mechanical system.

The building has a full service cafeteria operated by a private vendor. Operation of the Cafeteria is not included in the Property Management contract. However, the maintenance of the occupied area, excluding all food prep and storage equipment, is included in the Property Management contract.

The Housekeeping/Janitorial, Security, Elevator/Escalator Maintenance, Window Washing, Pest Control, Fire Protection and Inspection Services, Access Control Systems and Surveillance Systems are contracted separately by DAS and excluded from the Property Management contract. Additionally, the services related to locksmithing, door operators/closures, panic alarm devices and sliding glass door operators are excluded from the Property Management contract

246 N. High St., Columbus, Ohio 43215 (a part of the North High Complex)
Normal Business Hours: 7:30 A.M. to 5:00 P.M.

339,504 sq. ft.
12 floors (Tenant space, floors 1-8)
9 elevators (maintenance contracted and owned by DAS)
Daily population 1,250

The North High St. Complex consists of two facilities with an enclosed cross over connecting 35 E. Chestnut with 246 N. High St.

Capital funds have been appropriated to renovate floors 2-5.

The exterior of the building is clad with polished granite, smooth cut limestone and brick. Overall the exterior cladding is in good condition. Exterior windows are double hung, single pane glass in a non-thermally improved mil finished aluminum frame.

The roof membrane is composed of a hot applied asphalt built-up asphalt system with gravel surfacing. The system is approximately 10 years old and is in good condition.

The 9th floor contains the air handlers, carpenter shop, painters shop, plumbing shop, electrical shop and a structural shop.

The majority of the lighting on floors 2-8 is T-12 ballasts and lamps.

The hydronic system is a two pipe system with seasonal summer-winter change over valves located in the basement and 9th floor.

The primary building heating source consists of five gas fired low pressure Ohio Special steam boilers. The boilers are housed at 35 E. Chestnut.

The buildings primary cooling source is three electric driven, water cooled centrifugal water chillers. The chillers are equipped with variable frequency drives. The chillers were installed at 400 tons with R-134A coolant.

The Housekeeping/Janitorial, Security, Elevator/Escalator Maintenance, Window Washing, Pest Control, Fire Protection and Inspection Services, Access Control Systems and Surveillance Systems are contracted separately by DAS and excluded from the Property Management contract. Additionally, the services related to locksmithing, door operators/closures, panic alarm devices and sliding glass door operators are excluded from the Property Management contract

1.5.4 STAFFING

This section provides information about staffing for the Work. The Offeror may add additional staff to its Proposal if it determines a specific need to do so. DAS will evaluate and determine if the need is warranted. The following subsections provide information on the staffing requirements for DAS and the Contractor.

- DAS staffing provided for each building (1.5.4.1)
- Contractor Overall Work Staffing Requirements (1.5.4.2)
- Contractor Per Building Staffing Requirements (1.5.4.3)

1.5.4.1 DAS STAFFING PROVIDED FOR EACH BUILDING

DAS will provide an on-site Facility Manager for each building under the Contract. The on-site DAS Facility Manager will act as the Contractor's primary point of contact with DAS. The on-site DAS Facility Manager will assist the Contractor with DAS awarded contracts.

1.5.4.2 CONTRACTOR OVERALL WORK STAFFING REQUIREMENTS

The Contractor is required to provide a dedicated Customer Account Representative (CAR) for the Work. The CAR will serve as a single point of Contact for the Contractor. The CAR will be responsible for the day to day management of the Contractor's staff at all buildings. The CAR is responsible to make sure that all deadlines and deliverables under the Contract are met. Table 4 provides the breakdown of the allocation of the CAR's salary to be applied to each building in the annual cost. The CAR need not be a full time person for this Contract. The CAR may have other Contractor responsibilities.

The Contractor must have and maintain, for the life of the Contract, the following licenses and certifications. The Offeror must provide documented evidence to meet these requirements with its Offeror Profile section of its Proposal. Failure to submit the required documentation may deem the Offeror nonresponsive.

- Journeyman Electrician designation for at least one Contractor employee
- Universal Refrigerant designation for at least one Contractor employee per building

1.5.4.3 CONTRACTOR PER BUILDING STAFFING REQUIREMENTS

This section provides the minimum required staffing per building. The first table (Table 4) provides the staffing for both the Contractor and DAS broken down by job title/classification and shift. Additionally, the first table provides the percentage (%) of the identified Contractor Account Representative (CAR) that would be allocated to each building. This percentage will be used to determine the portion of the CAR's salary to assign to each building for Cost Summary and Contract pricing purposes. The second table (Table 5) provides the expected qualifications for the Contractor Job Classifications in Table 4. The Offeror must Include Table 4 in the Offeror's proposal work plan.

Initially as of 7/1/16, the Contractor will be required to staff and manage the 25 S Front St. and 4200 Surface Rd. buildings. On or before approximately 1/1/17, the Contractor will be required to staff and manage the 35 E Chestnut and 246 N High St. buildings. The Contractor will be given 30 days notice prior to the addition of the 35 E Chestnut and 246 N High St. buildings.

Table 4 – Minimum Required Staffing by Building, Classification / Shift

Building	4200 Surface	25 S. Front	35 E. Chestnut	246 N. High
Staff Title / Shift				
Contractor Account Representative (CAR) part time CAR (% of CAR salary by building)				
Chief Engineer / 1 st			1	
Lead Admin. Assistant / 1 st			1	
Mechanic / 1 st				1
Electrician / 1 st	1	1	1	
Laborer / 1 st	1	1		1
Maintenance Worker / 1 st	1	1	1	1
Total Contractor employees required	3	3	4	3
DAS paid on-site Facility Manager / 1 st	1	1	1	1

Table 5 - Qualifications by Classification

<p><u>Contractor Account Representative (CAR)</u> - responsible for the day-to-day management of the building in accordance with the operating principles and procedures that have been reviewed and approved by the State. The Property Manager must immediately inform the DAS Facilities Manager of any significant problem or decision that would affect tenant security, safety and service and must follow all emergency escalation of evacuation procedures.</p> <p>Certified Property Manager (CPM), Real Property Administrator (RPA) or a minimum of ten years property management experience.</p> <p>Minimum of three years experience managing buildings supporting mission critical or business critical operations, 365 days per year, 7 days per week and 24 hours a day.</p> <p>Minimum of three years experience in property management on a multiple floor building 100,000 square feet or larger.</p> <p>Minimum of three years supervising implementation and control of a preventative maintenance system, life safety and environment management system and energy management.</p> <p>Minimum of three years approving or recommending approval of capital improvements in excess of \$5,000, as well as completing life-cycle cost analysis or feasibility studies of these improvements as appropriate.</p> <p>Minimum of three years experience handling day-to-day operations of a property, including control or supervision of building staff, job assignment, contract administration and inspection.</p> <p>Minimum of three years experience contracting or supervising tenant improvement work.</p> <p>Minimum of three years experience handling or coordinating outside or in-house consulting services of architects, engineers and other professionals on technical issues.</p>
<p><u>Chief Engineer</u> - responsible for the day-to-day operations of the building in accordance with operating principles and procedures that have been reviewed and approved by the State. The Chief Engineer must immediately inform the Contractor Property Manager of any significant problem or decision that would affect tenant security, safety and service and must follow all emergency escalation procedures.</p> <p>Designation as a Facilities Management Administrator (FMA), Systems Maintenance Administrator (SMA) or a minimum of ten years experience in building operations.</p> <p>Minimum of three years experience in operating buildings supporting mission critical or business critical operations, 365 days per year, 7 days per week and 24 hours per day.</p> <p>Minimum of five years experience in building operations for a multiple floor building 100,000 square feet or larger.</p> <p>Minimum of five years experience in supervising implementation and control of a preventative maintenance system, life safety and environmental management system and energy management.</p> <p>Minimum of three years experience in recommending capital improvements in excess of \$5,000, as well as completing life cycle cost analysis or feasibility studies of these improvements as appropriate.</p> <p>Minimum of three years experience in handling day-to-day operations of a property, including control or supervision of building maintenance staff, job assignment, contract administration and inspection.</p> <p>Minimum of three years experience in managing base building and tenant improvement work.</p> <p>Minimum of three years experience in handling or coordinating outside or in-house consulting services of architects, engineers and other professionals on technical and construction issues.</p>
<p><u>Lead Admin. Assistant</u> - 24 months training or 24 months experience in business office operations and practice.</p>
<p><u>Admin. Assistant</u> - Twelve months training or twelve months experience in business office operations and practice.</p>
<p><u>Maintenance Supervisor</u> - 24 months training or 24 months experience in building maintenance and building maintenance repair (e.g., basic electricity, plumbing, carpentry, masonry repair and use of associated hand and power tools & equipment); knowledge of supervisory principles/techniques; ability to read and interpret blue prints</p>
<p><u>Mechanic</u> - Twelve months training or twelve months experience in building maintenance and building maintenance repair (e.g., basic electricity, plumbing, carpentry, masonry repair and use of associated hand and power tools & equipment); ability to lift up to 100 pounds</p>

<p>Electrician - in charge of all electrical work for the duration of the Contract. The Offeror must propose candidates that meet the minimum requirements specified below:</p> <p>State of Ohio certified electrical journey person.</p> <p>Minimum of three years experience in performing electrical work in buildings supporting mission critical or business critical operations, 365 days per year, 7 days per week and 24 hours per day.</p> <p>Minimum of three years in experience performing electrical work in a multiple floor building 100,000 square feet or larger.</p>
<p>Laborer - Six months training or six months experience in building maintenance and building maintenance repair (e.g., basic electricity, plumbing, carpentry, masonry repair and use of associated hand and power tools & equipment); ability to lift up to 75 pounds.</p>
<p>Maintenance Worker - Twelve months training or twelve months experience in building maintenance and building maintenance repair (e.g., basic electricity, plumbing, carpentry, masonry repair and use of associated hand and power tools & equipment); ability to lift up to 75 pounds</p>
<p>Lead Mechanic - Minimum of one year experience in operating buildings supporting mission critical or business critical operations, 365 days per year, 7 days per week and 24 hours per day.</p> <p>Minimum of five years experience in building operations for a multiple floor building 100,000 square feet or larger.</p> <p>Minimum of five years experience in supervising implementation and control of a preventative maintenance system, life safety and environmental management system and energy management</p>

1.6 **CONTRACTOR RESPONSIBILITIES** The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work and Staffing.

All non-emergency repair and maintenance activities within public spaces must be done outside of the normal business hours of operation for the building.

1.7 **OFFEROR MANDATORY SITE VISITS**

ANY OFFEROR PLANNING TO SUBMIT A PROPOSAL TO THIS RFP MUST ATTEND ONE OF THE SCHEDULED MANDATORY SITE VISITS AT EACH BUILDING.

The site visits will give the Offerors the opportunity to visit each facility, become familiar with the facility and get answers to specific questions that will assist in the preparation of the Offeror's Proposal. Any Offerors planning to attend the site visits must contact the DAS Contract Analyst, Dennis Kapenga, by phone 614-466-7911 or email at dennis.kapenga@das.ohio.gov at least 48 business hours in advance of the scheduled meeting. Failure to attend one mandatory site visit at each building will deem the Offeror non-responsive and the Offeror's Proposal will not be evaluated. If the number of potential Offerors is very low, based on site visit attendance, DAS may cancel this RFP.

MANDATORY SITE VISITS - DATES AND TIMES

Building	Location	Date	Time
4200 Surface Rd	Columbus, Ohio	4/5/16	1:00 PM
25 S. Front St	Columbus, Ohio	4/5/16	9:30 AM
35 E. Chestnut	Columbus, OH	4/7/16	9:30 AM
246 N. High St	Columbus, Ohio	4/7/16	Immediately following 35 E. Chestnut site visit.

1.8 **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.

1.9 **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.

- 1.10 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 CSP901710 and due date on each. Offeror must submit the 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.
- 1.11 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.

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
1. The Offeror must document previous experience in providing Property Management services to at least three facilities simultaneously for at least two years within the past four years of at least 200,000 square feet each and at least five stories tall, situated in a downtown location.
2. The Offeror must provide the State with an annual Performance Bond in the amount of \$1,000,000.00. This can be documented by submitting a letter with the Offeror’s Proposal from a Bonding Agency stating that if awarded the Contract, the Bonding Agency would provide the Performance Bond to the Offeror.
3. The Offeror must attend the scheduled mandatory site visit for each building (total of four site visits), documented by site visit attendance records.

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 SCORING BREAKDOWN

TABLE 2 SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	500 Points
Proposal Cost	200 Points
Presentations, Interviews, Demonstrations	50 Points
Total	750 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)			
The Offeror must submit an Offeror Profile that describes the company history, past similar project experiences, current capability and capacity to perform the work under this RFP. (include form 5.2.3)	10		
Offeror Prior Projects			
The Offeror must document previous experience in providing Property Management services to at least three facilities simultaneously for at least two years within the past four years of at least 200,000 square feet each and at least five stories tall, situated in a downtown location. (complete form 5.2.4 for each project)	30		
Staffing Plan (General Instructions – Personnel Profile)			
Staffing Plan The Offeror must submit a separate detailed Staffing Plan for each facility. The Staffing Plan must identify by name all key staff including the CAR any additional staff above the minimum requirements in Table 4. (complete forms 5.2.5 and 5.2.6 for all key staff)	25		
Scope of Work (Work Plan)			
Work Plan The Offeror must submit a separate detailed Work Plan for each facility. The Work Plan must address how and when the Offeror will meet all of the requirements of the RFP including budgets, reports and manuals. (from the Scope of Work).	35		

Total Technical Score: _____

2.6 PRESENTATIONS AND INTERVIEWS DAS may require top Offerors to be interviewed. Such interviews will provide an Offeror with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow DAS and the Agency an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any presentations and interviews. The one (1) to three (3) highest scoring Offerors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.

Presentations, Interviews, Demonstrations			
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Total Presentation 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.

- 2.7 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. 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: _____ + Presentation 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.

3.0 COST SUMMARY

- 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.

The Offeror's total cost for the entire Work must be represented as a not-to-exceed total. 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
Agency Bill to Address.

Ohio Shared Services
PO Box 182880
Columbus, OH 43218-2880

Cost Summary
(page 1 of 5)

Performance Bond

Property Management of DAS Managed Metro Columbus Facilities
CSP901017
UNSPSC CATEGORY CODE: 80131801 Property management
80161601 Property management services

Performance Bond

Annual cost for a \$1,000,000.00 Performance Bond \$ _____

Documentation must be included with the Offeror's Proposal to support the Offeror's ability to secure the Performance Bond.

Cost Summary
(page 2 of 5)

4200 Surface Rd

Property Management of DAS Managed Metro Columbus Facilities
CSP901017
UNSPSC CATEGORY CODE: 80131801 Property management
80161601 Property management services

4200 Surface Rd				
Personnel	Annual Hours	Contractor Paid Hourly Rate	Total Compensation Per Hour Including Hourly Rate	Total Annual Cost (Contractor Paid Hourly Rate x Annual Hours)
Contractor Account Representative		\$	\$	\$
Electrician / 1 st	2080	\$	\$	\$
Laborer / 1 st	2080	\$	\$	\$
Maintenance Worker	2080	\$	\$	\$
Additional Staffing				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Annual Costs for Materials and Equipment				\$
Annual Management Fee				\$
Total Annual Cost For Property Management of 4200 Surface Rd				\$

The Contractor Paid Hourly Rate is the Hourly Rate paid by the Contractor to the employee.
The Total Compensation Per Hour Including Hourly Rate is the Contractor Paid Hourly Rate plus all business costs associated with benefits, vacation, taxes, insurance etc.
The CAR annual hours must agree with the percentage provided in Table 4. The CAR need not be full time for this Contract.

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a Contract award must submit the above information in the format 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.

Cost Summary
(page 3 of 5)

25 S. Front

Property Management of DAS Managed Metro Columbus Facilities
CSP901017
UNSPSC CATEGORY CODE: 80131801 Property management
80161601 Property management services

25 S. Front St	Annual Hours	Contractor Paid Hourly Rate	Total Compensation Per Hour Including Hourly Rate	Total Annual Cost (Contractor Paid Hourly Rate x Annual Hours)
Personnel				
Contractor Account Representative		\$	\$	\$
Electrician / 1 st	2080	\$	\$	\$
Laborer / 1 st	2080	\$	\$	\$
Maintenance Worker / 1st	2080	\$	\$	\$
Additional Staffing				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Annual Costs for Materials and Equipment				\$
Annual Management Fee				\$
Total Annual Cost For Property Management of 25 S. Front				\$

The Contractor Paid Hourly Rate is the Hourly Rate paid by the Contractor to the employee.
The Total Compensation Per Hour Including Hourly Rate is the Contractor Paid Hourly Rate plus all business costs associated with benefits, vacation, taxes, insurance etc.
The CAR annual hours must agree with the percentage provided in Table 4. The CAR need not be full time for this Contract.

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a Contract award must submit the above information in the format 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.

Cost Summary
(page 4 of 5)

35 E. Chestnut

Property Management of DAS Managed Metro Columbus Facilities
CSP901017
UNSPSC CATEGORY CODE: 80131801 Property management
80161601 Property management services

35 E. Chestnut				
Personnel	Annual Hours	Contractor Paid Hourly Rate	Total Compensation Per Hour Including Hourly Rate	Total Annual Cost (Contractor Paid Hourly Rate x Annual Hours)
Contractor Account Representative		\$	\$	\$
Chief Engineer / 1 st	2080	\$	\$	\$
Laborer	2080	\$	\$	\$
Electrician / 1 st	2080	\$	\$	\$
Maintenance Worker / 1 st	2080	\$	\$	\$
Additional Staffing				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Annual Costs for Materials and Equipment				\$
Annual Management Fee				\$
Total Annual Cost For Property Management of 35 E. Chestnut				\$

The Contractor Paid Hourly Rate is the Hourly Rate paid by the Contractor to the employee.
The Total Compensation Per Hour Including Hourly Rate is the Contractor Paid Hourly Rate plus all business costs associated with benefits, vacation, taxes, insurance etc.
The CAR annual hours must agree with the percentage provided in Table 4. The CAR need not be full time for this Contract.

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a Contract award must submit the above information in the format 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.

Cost Summary
(page 5 of 5)

246 N. High St

Property Management of DAS Managed Metro Columbus Facilities
CSP901017
UNSPSC CATEGORY CODE: 80131801 Property management
80161601 Property management services

246 N. High St.	Annual Hours	Contractor Paid Hourly Rate	Total Compensation Per Hour Including Hourly Rate	Total Annual Cost (Contractor Paid Hourly Rate x Annual Hours)
Personnel				
Contractor Account Representative		\$	\$	\$
Admin. Assistant / 1 st	2080	\$	\$	\$
Electrician / 1 st	2080	\$	\$	\$
Laborer / 1 st	2080	\$	\$	\$
Maintenance Worker / 1 st	2080	\$	\$	\$
Additional Staffing				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Annual Costs for Materials and Equipment				\$
Annual Management Fee				\$
Total Annual Cost For Property Management of 246 N. High St				\$

The Contractor Paid Hourly Rate is the Hourly Rate paid by the Contractor to the employee.
The Total Compensation Per Hour Including Hourly Rate is the Contractor Paid Hourly Rate plus all business costs associated with benefits, vacation, taxes, insurance etc.
The CAR annual hours must agree with the percentage provided in Table 4. The CAR need not be full time for this Contract.

All costs must be in U.S. Dollars.

All Offerors who seek to be considered for a Contract award must submit the above information in the format 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.

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.

This Contract will be awarded to a single Contractor for all four (4) buildings based on highest total Proposal score. The initial Contract award as of 7/1/16 will be for the 25 S Front St. and 4200 Surface Rd. buildings. The 35 E Chestnut and 246 N High St. buildings are expected to be added to the Contract on or before approximately 1/1/17. The Contractor will prorate the costs for the 35 E Chestnut and 246 N High St. buildings. The Contractor will be given 30 days notice prior to the addition of the 35 E Chestnut and 246 N High St. buildings.

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.

4.4 SPECIAL PROVISIONS

Base Building Budgets

4200 Surface Rd \$100,000.00
25 S. Front \$75,000.00
35 E. Chestnut and 246 N. High \$150,000.00

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://www.obm.ohio.gov/
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx

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 5.1.12, 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.