



REQUEST FOR PROPOSAL

RFP NUMBER: CSP902517
INDEX NUMBER: DPS021
UNSPSC CATEGORY: 91111500

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

PROFESSIONAL DRY CLEANING, LAUNDRY SERVICES, AND REPAIR/ALTERATION OF OSHP UNIFORMS

OBJECTIVE: The Ohio Department of Public Safety, Ohio State Highway Patrol, and Ohio Bureau of Motor Vehicles seek an experienced Contractor to dry clean, launder, press, iron, finish, and repair official uniforms used by employees in a timely manner, with a high level of quality. The Contractor will pick up and deliver items daily at specified locations.

RFP ISSUED: May 26, 2016
INQUIRY PERIOD BEGINS: May 26, 2016
INQUIRY PERIOD ENDS: June 8, 2016 at 8:00 AM
PROPOSAL DUE DATE: June 13, 2016 by 1:00 PM

Proposals received after the due date and time will not be evaluated.

Submit Sealed Proposals to:

Department of Administrative Services
Office of Procurement Services
Attn: Bid Desk
4200 Surface Road
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

The Offeror must submit this cover page (signed) with its Technical Proposal.

Offeror Name and Address: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____ Ext. _____	Name/Title: _____ _____ Signature: _____ By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
BMV	Bureau of Motor Vehicles
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
DPS	Department of Public Safety
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
OSHP	Ohio State Highway Patrol
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 Ohio Department of Public Safety (the Agency), is soliciting competitive sealed proposals (Proposals) for PROFESSIONAL DRY CLEANING, LAUNDRY SERVICES, AND REPAIR/ALTERATION OF OSHP UNIFORMS. 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 July 1, 2016 through June 30, 2018. 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 Ohio Department of Public Safety (DPS) is seeking a Contractor that will provide high quality laundry/dry cleaning services for the Ohio State Highway Patrol (OSHP), and the Ohio Bureau of Motor Vehicles (BMV). The Contractor will dry clean, press, launder, iron, repair, and finish official uniforms used by agency employees. The Contractor will pick up and deliver items at designated locations, during specified periods, to perform these services. Professionalism is a core value of the Ohio State Highway Patrol. The appearance of employees' uniforms is important in maintaining this value. High quality uniforms and accessories are procured through State Contracts, and high quality garment care services are required to maintain their optimal condition and appearance. The Professional Dry Cleaning, Laundry Services, and Repair/Alteration of OSHP Uniforms contract will support this effort.

1.4 SCOPE OF WORK

1.4.1 Provide the following services

- 1.4.1.1 Delivery and pickup of items at each location shall be scheduled between 8:00 a.m. and 5:00 p.m., three (3) days per week, excluding Saturdays and Sundays. Delivery of items picked up and cleaned must be completed no later than seventy-two (72) hours after pickup including weekends and holidays.
- 1.4.1.2 This paragraph only applies to The Ohio State Fair which utilizes the Ohio State Highway Patrol Academy location, 740 E. 17th Ave., Columbus, OH 43211 as the pickup and delivery location: Contractor shall provide one day service to the Ohio State Highway Patrol Academy location each year during the entire time of the Ohio State Fair. The State Fair is typically held from late July to early August and runs for approximately 12 days. Delivery and pickup of items at this location, during the Ohio State Fair, shall be scheduled between 8:00 a.m. and 5:00 p.m., seven (7) days per week, including Saturdays and Sundays. Delivery of items picked up and cleaned must be completed no later than twenty-four (24) hours after pickup. First pickup will be on day one of the Fair and the final drop-off will be on the last day of the Fair. On the last day of the Fair, pickup would resume to the normal schedule, i.e., pickup would only be necessary if it was on the normal schedule (not the one-day service Fair schedule), and subsequent deliveries would also resume to the normal schedule.
- 1.4.1.3 Dry cleaning services, including pressing/finishing as applicable, for items on the Itemized Price Schedule
- 1.4.1.4 Laundering and ironing services, including pressing/finishing as applicable, for items on the Itemized Price Schedule
- 1.4.1.5 Repairs and alteration services, for items on the Itemized Price Schedule
- 1.4.1.6 Press only services, for items on the Itemized Price Schedule.
Note: This press only section is optional and will not be part of the evaluation, but may be awarded as part of the Contract.

- 1.4.1.7 The Contractor will supply blank tickets to each facility. Facility personnel will fill in the ticket with the name of the patrol person, quantity and description of items, special instructions, and repairs needed. The Contractor shall also furnish rubber bands in sufficient quantities to be used for bundling of the clothing items.
- 1.4.1.8 The Contractor shall provide triplicate copies of dry-cleaning tickets. The Contractor shall assure that the customer has a copy to keep until clothing is returned.
- 1.4.1.9 The Contractor shall provide all fixtures, bags, instructions, and any other materials necessary for the operation and performance of this contract.
- 1.4.1.10 Loss/Damage claim forms will be provided by the Contractor along with specific instructions on how they will be used and submitted. In the event of a claim for loss, the facility will be required to provide a legible copy of the paid receipt.
- 1.4.1.11 The Contractor shall properly check and tag all articles of clothing.
- 1.4.1.12 The Contractor shall write the return date and tag number on the top left of each ticket.
- 1.4.1.13 Items laundered shall be starched in proper amounts for item being processed to provide for good appearance, durability and workability. Individual preference(s) may be noted on the ticket.
- 1.4.1.14 All uniform shirts shall have clearly defined military crease pressed into it after laundry or dry cleaning is completed.
- 1.4.1.15 The repair of items shall be made and priced separately according to the list of items priced on the Price Schedule. Items billed at hourly rates shall be individually documented.
- 1.4.1.16 If buttons and zippers are damaged, lost, or missing, the Contractor shall replace them at no additional charge:
 - a. Regular buttons and zippers shall be supplied by the Contractor.
 - b. Insignia type buttons shall be supplied by the OSHP, because they are available only from the OSHP.
- 1.4.1.17 The Contractor shall, for the Shipley Building at 1970 W. Broad St., sort returned clothing by last name and place on the racks by the associated letter (racks are located in dry-cleaning room in the Shipley Building).
- 1.4.1.18 The Contractor shall use a sequential numbering system on all tickets to assist in tracking items.
- 1.4.1.19 The Contractor shall indicate on the return ticket any difficulties cleaning the article or future dry cleaning instructions.
- 1.4.1.20 All items must be delivered on hangers in plastic bags.
- 1.4.1.21 After delivery, items found to be unclean or improperly pressed shall be redone at the Contractor's expense.
- 1.4.1.22 The Contractor shall accept full responsibility for uniforms lost, stolen, destroyed, or damaged while in its possession. The Contractor shall reimburse the Owner of the item (either the State of Ohio Department of Public Safety, Division of the Ohio State Highway Patrol, or its employee), the replacement cost for any items lost, stolen, destroyed, damaged, or missing. The replacement cost will be the fair market value, as determined by the current American National Standard Fair Claims Guide for Consumer Textile Products price of the item(s) at the day of loss. Complaints regarding loss, damage, or unsatisfactory service will be responded to and resolved within ten (10) business days. Reimbursement of the replacement cost will be made to the Owner within five (5) business days after complaint has been resolved.
- 1.4.1.23 The Contractor shall invoice the Ohio State Highway Patrol and the Ohio Bureau of Motor Vehicles as indicated, below.
 - a. Fully itemized invoices for each employee are to be presented to the officer in charge or designee at each of the locations listed in Attachment A.
 - b. The Contractor shall bill each of the locations, listed in Attachment A, for services provided on a monthly basis.

- 1.4.1.24 Due to the many detailed, logistical coordination requirements between the State and the Contractor, the State requires that the Contractor designate a highly capable employee to serve as a liaison between the parties to inquire, research and follow-up on any issues that require the Contractor's attention. The Customer Service Representative (CSR) will regularly report (at least monthly) on open issues between the parties and coordinate the delivery of reports at the agreed upon time intervals.
- 1.4.1.25 As a minimum standard and in an effort to assure quality control, the Ohio State Highway Patrol may require monthly meetings with the Contractor's CSR. The primary purpose of these meetings is to facilitate the evaluation of the standards of performance of the Contractor and to provide a forum for open discussion and the resolution of problems that may develop regarding the delivery of services under the contract.

1.4.2 Deliverable

Usage Reports: Every six (6) months the Contractor shall submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities and amounts spent. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: CSP902517 Contract Analyst.

1.4.3 Requirements

- 1.4.3.1 The Contractor shall not subcontract any of the services defined in this RFP without the written consent of the agency. The Contractor must be capable of delivering all of the services defined in this RFP.
- 1.4.3.2 The Contractor shall be located within fifty (50) miles of the intersection of Broad and High Streets, Columbus, Ohio. Contractors with home offices outside this area may submit a Proposal, providing they have a cleaning facility within the specified area.
- 1.4.3.3 Prior to award of this contract, a member of the Ohio State Highway Patrol staff and a representative of the Office of Procurement Services may visit the facility to inspect where the Offeror will provide services and inspect the vehicles used for pickup and delivery. Failure to have sufficient equipment, an acceptable facility or a reliable vehicle in safe and secure operating condition may be reason for refusal to award the contract. Contractor's facility must be secure and locked to prevent the loss or theft of OSHP uniforms. Doors and windows must be secured and all uniforms must be stored as not to be accessible to the public. The facilities in which cleaning of clothing is performed, stored and transported shall be a non-smoking environment.
- 1.4.3.4 Within thirty (30) days after contract award, the Contractor shall meet with the OSHP's contact persons to develop written procedures for maintaining control and accountability of clothing and services under this Contract, and to discuss dry cleaning tickets, procedures, and expectations.
- 1.4.3.5 Each individual employee will be responsible for filling out and completing their own dry cleaning ticket which will indicate the quantity and specific items to be cleaned. The ticket will also specify "special instructions" and/or previous damage to the garment (if applicable) before it is submitted to the Contractor. The individual employee or designee will ensure their items are dropped off and picked up at their appropriate locations.
- 1.4.3.6 The Contractor agrees to add any future locations within fifty (50) miles of the intersection of Broad and High Streets, Columbus, Ohio, at current contract prices and terms, should the OSHP or BMV expand its services or locations.
- 1.4.3.7 Any adjustments in scheduling or pickup points must be approved by each facility.
- 1.4.3.8 Contractor's facility(ies) shall comply and conform with all applicable laws, rules, regulations, including but not limited to those which fall under US Environmental Protection Agency, Ohio EPA, and Code of Federal Regulations Title 40. Contractor will also make every effort to conform to industry best practices.
- 1.4.3.9 For any miscellaneous items picked-up, which are not listed in the Cost Summary, the fee will be the same as the closest item match listed on the Cost Summary, based on size, type of item, and service requested. Such miscellaneous items should be infrequent. The Contractor may determine the closest match, and the determination must be deemed reasonable by the customer.

- 1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the State of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law. Refer to section 5.1.6 in the Instructions.
- 1.6 REGISTRY OF OFFERORS DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and available for public inspection after the Proposals are received.
- 1.7 PROPOSAL SUBMITTAL Offeror must submit both a “Technical Proposal” and a “Cost Proposal” as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either “Technical Proposal” or “Cost Proposal” with CSP902517 and due date on each. Offeror must submit this signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.5 in the Instructions for further detail.
- 1.8 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages.

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
The Offeror must document that it has been in the dry cleaning business for at least 3 years.
The Offeror’s facility(ies) for performing the dry cleaning, laundering, ironing, pressing, repairing, and finishing services required for this Contract must be within 50 miles of the corner of Broad and High streets, Columbus Ohio or reside within a border county to Franklin County.

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

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

2.3 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	400 Points
Interviews, Demonstrations and Site Visits	25 Points
Proposal Cost	100 Points
Total	525 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			
The Offeror must have at least 3 years of experience providing dry cleaning, laundering, ironing, pressing, repairing, and finishing of garments. (5.2.3 – Offeror Profile)	15		
The Offeror must have the personnel (Staffing Plan) and facility infrastructure capacity to effectively and efficiently provide the required services for this Contract. (5.2.3 – Offeror Profile)	15		
The Offeror must provide, a minimum of three (3) previous Projects of similar size and scope within the last five (5) years. These Projects should reflect the high level of service and attention to details as required by this RFP. (5.2.4 – Offeror Prior Project Form)	10		
Staffing Plan			
The Offeror must provide a staffing plan that identifies all key personnel that will be assigned to this Contract.	5		
Document a contingency plan should the staffing/personnel become unavailable to work on this Contract for any reason.	5		
The Offeror's designated Customer Support Representative (CSR) must document previous experience as a manager in providing effective customer service.	2		
Scope of Work (Work Plan)			
The Offeror must provide a detailed work plan that documents how the Offeror will successfully complete the required work. This plan should include schedules and work flows for all Contract requirements.	8		
The Work Plan must include anticipated problems and provide solutions or contingencies.	2		
The Work Plan must describe the policies and procedures that are in place to ensure the proper environmental conditions are maintained at all dry cleaning facility(ies). The Offeror must include in its Work Plan a list of all chemicals which will be used in performing this Contract.	3		
The Offeror must provide a history of all incidents within the past five (5) years when the laundering and dry cleaning operation was not available for more than 24 hours. The Offeror must provide details of the problem(s) and how they were resolved in the Work Plan.	3		
The Work Plan must include details on the chain of custody for items from pick-up through delivery.	2		
The Work Plan must detail the transportation method that will be used and the security measures in place to protect OSHP items.	5		
The Work Plan must document the process that will be used for identifying problems with items and the proper remedy that will be followed.	5		

Technical Score: _____

2.6 INTERVIEWS, DEMONSTRATIONS AND SITE VISITS DAS may require top Offerors to be interviewed, provide demonstrations, or provide a site visit. Such interviews, demonstrations, or site visits 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, and to assure the Offeror has adequate facilities, equipment, and vehicles to perform the services for the contract. The interviews, demonstrations, and site visits will be scheduled at the convenience and discretion of DAS and the Agency. DAS or the Agency may record any interview, demonstration or site visit. No more than the top three (3) highest scoring Offerors may be required to participate. Interviews and presentations will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable. Demonstrations may include the Agency providing the Offeror with complete uniforms for processing to simulate the services under this contract. Notice of 48 hours lead-time would be given for such demonstrations, and all demonstration services would be at Offeror's expense.

Optional: Interviews, Demonstrations or Site Visits (25 points max.)

Interviews, Demonstrations or Site Visits 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. "Cost" = Total Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

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

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

Cost Score: _____

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

Technical Score:_____+Interviews, Demonstrations or Site Visits Score:_____+Cost Score:_____ =Total Score:_____

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

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

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 the sum of all line item totals in the Itemized Cost Summary, below (except items in "Press Only" section). To arrive at the line item totals, each item's Estimated Annual Usage will be multiplied by the corresponding Offered Price. 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
As listed in Attachment A

COST SUMMARY

PROFESSIONAL DRY CLEANING, LAUNDRY SERVICES, AND REPAIR/ALTERATION
OF OSHP UNIFORMS

Contract: CSP902517 Index: DPS021 UNSPSC CATEGORY CODE: 91111500 (Laundering services)

OFFEROR: _____

Note: The quantity of one (1) will be used for Estimated Annual Usages which are unknown.

DRY CLEANING

ITEM DESCRIPTION	Estimated Annual Usage	Price per Piece	Estimated Annual Cost
1. Uniform Shirt, Long Sleeve *	3,500	\$	\$
2. Uniform Shirt, Short Sleeve *	2,500	\$	\$
3. Necktie	1,500	\$	\$
4. Blouse (Uniform)	100	\$	\$
5. Trousers	7,500	\$	\$
6. Men's 3-Piece Suit	5	\$	\$
7. Men's 2-Piece Suit	550	\$	\$
8. Utility Uniform (one piece)	63	\$	\$
9. Women's 2- Piece Suit	20	\$	\$
10. Skirt, Women's	200	\$	\$
11. Jacket (Cadet & DX)	250	\$	\$
12. Top Coat	70	\$	\$
13. Top Coat Lining	70	\$	\$
14. Sport or Suit Coat	320	\$	\$
15. Suit Vest	1	\$	\$
16. Dress	50	\$	\$
17. Sweater	50	\$	\$
18. Blouse (Female/ Long-Sleeve)	225	\$	\$
19. Blouse (Female/ Short Sleeve)	200	\$	\$
20. American Flag (5' X 8')	1	\$	\$
21. Ohio State Flag (4' X 6')	1	\$	\$
22. Fur Cap	50	\$	\$

* All uniform shirts shall have clearly defined military crease pressed into uniform after laundry or dry cleaning is completed.

COST SUMMARY (cont.)

DRY CLEANING (CONTINUED)

ITEM DESCRIPTION	Estimated Annual Usage	Price per Piece	Estimated Annual Cost
23. Shoulder Braids	1	\$	\$
24. Car Blanket	1	\$	\$
25. Bed Spread	50	\$	\$
26. Podium Drape	1	\$	\$
27. 3-Piece Wall Drape (6' X 32')	1	\$	\$
28. Draperies, Unlined, Per Pleat	1	\$	\$
29. Draperies, Lined, Per Pleat	1	\$	\$
30. Winter Work Jacket	300	\$	\$
31. Rain Coat	1	\$	\$
32. Rain Coat two (2) Pc.	70	\$	\$
ANNUAL ESTIMATED DRY CLEANING: TOTAL COST			\$

LAUNDERED AND IRONED

ITEM DESCRIPTION	Estimated Annual Usage	Price per Piece	Estimated Annual Cost
1. Shirts, Long-Sleeve Uniform *	1,000	\$	\$
2. Shirts, Short-Sleeve Uniform *	1,000	\$	\$
3. Trousers	1	\$	\$
4. Female Blouse, Long-Sleeve	50	\$	\$
5. Female Blouse, Short-Sleeve	50	\$	\$
6. Male Dress Shirt, Long-Sleeve	2,500	\$	\$
7. Male Dress Shirt, Short-Sleeve	2,500	\$	\$
8. Lab Coat (Short)	100	\$	\$
9. Lab Coat (Long)	100	\$	\$
10. Coveralls	50	\$	\$
11. Sweat Pants	240	\$	\$
12. Sweat Shirts	240	\$	\$

* All uniform shirts shall have clearly defined military crease pressed into uniform after laundry or dry cleaning is completed.

COST SUMMARY (cont.)

LAUNDERED AND IRONED (CONTINUED)

ITEM DESCRIPTION	Estimated Annual Usage	Price per Piece	Estimated Annual Cost
13. T-Shirts	100	\$	\$
14. PT Shorts **	100	\$	\$
15. Gloves	10	\$	\$
16. Mattress Covers	100	\$	\$
17. Protective Vest Cover	200	\$	\$
18. Jacket - Nylon Windbreaker	200	\$	\$
19. Ball Cap	75	\$	\$
20. Shop Coat	70	\$	\$
21. Tactical Duty Uniform 2-piece set (cargo style pants and long sleeve shirt)	1	\$	\$
ANNUAL ESTIMATED LAUNDERED AND IRONED: TOTAL COST			\$

REPAIRS AND ALTERATIONS

ITEM DESCRIPTION	Estimated Annual Usage	Price per Item	Estimated Annual Cost
1. Hourly Rate (per hour)	1	\$	\$
2. Sewing on Service Insignia (each)	1	\$	\$
3. Sewing Chevrons on Shirts (pair)	1	\$	\$
4. Waist Adjustment (each)	1	\$	\$
5. Trousers Shortened (pair)	1	\$	\$
6. Trousers Lengthened (pair)	1	\$	\$
ANNUAL ESTIMATED REPAIRS AND ALTERATIONS: TOTAL COST			\$

** Personal training gear for location 740 E. 17th Ave., Columbus, OH 43211

ONE-DAY SERVICE FOR THE OHIO STATE FAIR

ITEM DESCRIPTION	Estimated State Fair Regular Contract Pricing	Percentage mark-up for one day service
Additional rate applied to normal item pricing, due to compressed processing time. (must be offered as a percentage mark-up only)	\$7,500 ***	%
ANNUAL ESTIMATED ONE-DAY SERVICE FOR THE OHIO STATE FAIR: TOTAL COST		\$

*** The amount shown will be used for evaluation purposes only.

COST SUMMARY (cont.)

PRESS ONLY ****

ITEM DESCRIPTION	Estimated Annual Usage	Price per Item
1. Uniform Shirt, Long Sleeve *	1	\$
2. Uniform Shirt, Short Sleeve *	1	\$
3. Necktie	1	\$
4. Blouse (Uniform)	1	\$
5. Trousers	1	\$
6. Men's 3-Piece Suit	1	\$
7. Men's 2-Piece Suit	1	\$
8. Women's 2-Piece Suit	1	\$
9. Skirt, Women's	1	\$
10. Sport or Suit Coat	1	\$
11. Suit Vest	1	\$
12. Dress	1	\$
13. Blouse (Female/ Long Sleeve)	1	\$
14. Blouse (Female/ Short Sleeve)	1	\$
15. Podium Drape	1	\$
16. 3-Piece Wall Drape (6' X 32')	1	\$
17. Draperies, Unlined, Per Pleat	1	\$
18. Draperies, Lined, Per Pleat	1	\$

* All uniform shirts shall have clearly defined military crease pressed into uniform after laundry or dry cleaning is completed.

**** Press Only section is not a part of the evaluation. The state reserves the right to deny award of this section if Contractor's pricing is considered excessive.

All prices must be in US Dollars with no more than 2 decimal places to the right of the decimal point.

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.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

- 4.2 CONTRACT If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as addended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

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

Price increases must be supported by a general price increase in the cost of the materials/services rendered due to documented increases in the cost of related materials/services. Detailed documentation, to include a comparison list of the Contract items and proposed price adjustments must be submitted to support the requested adjustment. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding adjustment, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the adjusted costs in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. Failure to comply with this provision will be considered as a default and will be subject to the Suspension and Termination section contained herein.

5.0 LINKS To be applicable to all Proposals and subsequent award(s).

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
Ohio Department of Public Safety	http://www.publicsafety.ohio.gov/
The Ohio State Fair	http://ohiostatefair.com/
State Contract for Highway Patrol apparel (for reference only):	http://procure.ohio.gov/proc/viewContractsAwards.asp?contractID=31290

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. 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.

7.0 ATTACHMENT A: LOCATIONS FOR PICKUP, DELIVERY, AND INVOICING

OHIO STATE HIGHWAY PATROL
AVIATION SECTION
2829 W. DUBLIN-GRANVILLE RD.
COLUMBUS, OH 43235

OHIO STATE HIGHWAY PATROL
DISTRICT SIX
2855 W. DUBLIN-GRANVILLE RD.
COLUMBUS, OH 43235

OHIO STATE HIGHWAY PATROL ACADEMY
740 E. 17th AVE.
COLUMBUS, OH 43211

OHIO STATE HIGHWAY PATROL
FAIRGROUNDS SECURITY
717 E. 17th AVE.
COLUMBUS, OH 43211

OHIO STATE HIGHWAY PATROL
TAILOR SHOP
1583 ALUM CREEK DRIVE
COLUMBUS, OH 43209

OHIO STATE HIGHWAY PATROL
LEADS CONTROL
1970 W. BROAD STREET,
COLUMBUS, OH 43223

BUREAU OF MOTOR VEHICLES
HILLIARD DRIVER EXAMINATION
4738 CEMETERY RD.
HILLIARD, OH 43026

OHIO STATE HIGHWAY PATROL
GENERAL HEADQUARTERS
1970 W. BROAD ST.
COLUMBUS, OH 43223

OHIO STATE HIGHWAY PATROL
CENTRAL INSTALLATION
1583 ALUM CREEK DRIVE
COLUMBUS, OH 43223

STATEHOUSE SECURITY
BROAD & HIGH STREET
COLUMBUS, OH 43215

OHIO STATE HIGHWAY PATROL
1500 COLUMBUS PIKE
DELAWARE, OH 43015

BUREAU OF MOTOR VEHICLES
DRIVERS EXAMINATION STATION
DELAWARE DX
10 TROY ROAD
DELAWARE, OH 43015

ATTACHMENT A: LOCATIONS FOR PICKUP, DELIVERY, AND INVOICING (continued)

OHIO STATE HIGHWAY PATROL
POST 25
1583 ALUM CREEK DRIVE
COLUMBUS, OH 43223

BUREAU OF MOTOR VEHICLES
DRIVERS EXAMINATION STATION
1583 ALUM CREEK DRIVE
COLUMBUS, OH 43223