

# INVITATION TO QUOTE

State of Ohio  
Department of Administrative Services  
General Services Division  
Office of Properties and Facilities (OPF)

**The Quotation must be hand delivered,  
faxed or emailed to:**

**DAS/GSD**  
**The Office of Properties and Facilities**  
**Attn: Mike Makonnen, Purchasing Agent**  
**4200 Surface Road**  
**Columbus, Ohio 43228**  
**or Fax to 614.752.0380.**  
**email: [michael.makonnen@das.ohio.gov](mailto:michael.makonnen@das.ohio.gov)**

**QUOTE NUMBER**                      **DUE DATE (1:00 p.m.)**

**2014 – 01**                              **June 21, 2013**

Any questions or clarifications regarding this Invitation to quote should be directed to the Office of Facilities Management, **614-466-2492**.

|  |                                |
|--|--------------------------------|
| FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)   |                                |
| BIDDER NAME  |                                |
| STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet |                                |
| CITY   | STATE                      ZIP |
| COUNTY   |                                |
| TELEPHONE NO.<br>(       )   | TOLL FREE NO.<br>1 - (       ) |
| CONTACT PERSON   | FAX NO.<br>(       )           |
| CONTRACTOR'S E-MAIL ADDRESS  |                                |

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF FACILITIES MANAGEMENT, IS SOLICITING QUOTES

## (Computer Room HVAC Monthly Inspection & Maintenance)

### REQUIRED CERTIFICATION FOR BIDDING

**EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments web site: <http://www.das.ohio.gov/Eod/AAEEO.htm>

**PREVAILING WAGE THRESHOLD LEVELS REQUIREMENTS APPLY FOR CONSTRUCTION SERVICES**  
Review Current threshold: <http://www.wagehour.com.state.oh.us/w3/webwh.nsf/allbykey/D91B1BC19140FE7985256621004BF359>

**DRUG FREE WORKPLACE (DFWP) RULES MUST BE COMPLIED FOR CONSTRUCTION REQUESTS**  
1. Review Ohio Drug Policy at <http://das.ohio.gov/hrd/dfwppoli.html>  
2. Complete DFWP form: [http://www.rbslaw.com/forms/u-140\\_drug-free\\_workplace.pdf](http://www.rbslaw.com/forms/u-140_drug-free_workplace.pdf)

|                   |  |      |
|-------------------|--|------|
| PRINTED SIGNATURE | AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink) | DATE |
|-------------------|--|------|

## REQUIRED CERTIFICATION FOR BIDDING

### OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.  
 Yes (Go to 2C)     No (Go to 2B)
2. Bidder has significant economic presence within the state of Ohio.     Yes (Answer a, b, c, d below)     No (Go to B-3)
- a) Bidder has paid the required taxes due the state of Ohio     Yes     No
- b) Bidder is registered with the Ohio Secretary of State  
 Yes (Charter/Registration No.: \_\_\_\_\_)     No  
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:  
<http://www.sos.state.oh.us/>
- c) Bidder has ten or more employees based in Ohio or border state.     Yes     No (Go to B-2d)
- d) Bidder has seventy-five percent or more employees based in Ohio or border state.     Yes     No (Go to B-3)
3. order state bidder:  
 Yes (Specify which state then go to B-2c):     KY     MI     NY     PA     IN     No (Go to B-4)
4. Border state bidder: mined products mined in respective border state     Yes     No     Not Applicable

### E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business     Yes     No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:  
<http://www.state.oh.us/das/Eod/edge/Index.htm>

1. **GENERAL SCOPE.**

- 1.1. Computer Room Unit Monthly Maintenance: Unitary Visual, Equipment Inspection, Electric Reheat Inspection, Electrical Inspection (Computer Room), Test, Inspect, Clean, align, calibrate, tighten, adjust, lubricate, paint for common corrosion control, as needed, for proper operation; make recommendations for repairs, if needed.
- 1.2. It is the intention of these specifications that the Vendor shall furnish HVAC maintenance and optional repair services for computer environments covered by this contract which DAS/GSD/OPF may require during the period of time specified.
- 1.3. DAS/GSD/OPF reserves the right to add and delete equipment from this contract at its sole discretion.
  - 1.3.1. When equipment is to be added to the contract, the Vendor will be asked to provide a price for the annual maintenance for the equipment.
  - 1.3.2. The price for added equipment shall be in line with other similar charges for equipment already on the contract.
  - 1.3.3. The State, at its sole discretion, may elect to accept the Vendors price, negotiate a price with the Vendor, or solicit on the open market for the maintenance and repair services for the new equipment.

2. **SITE VISITS.**

May be arranged by calling respective Facility Manager: Brian Hammen for Riffe Tower, Phone: 614-64-9854; Ryan Dalton for the Rhodes Tower, Phone: 614-466-1268; and Anthony J. Matney for Cleveland, Akron and Toledo, Phone: 614-332-9853. Vendors will be held responsible for having full knowledge of existing conditions prior to bidding. Failure to visit the equipment sites will not relieve the Vendor of the obligation to furnish all materials and labor necessary to carry out the provisions of the contract and to complete the work for the consideration set forth in the bid.

3. **TERM OF AGREEMENT.**

- 3.1. The agreement starts on July 1, 2013 and ends on June 30, 2014.
- 3.2. The Contractor must maintain insurance coverage's required for the contract period and shall provide documentation of such insurance in a form satisfactory to the Office of Properties & Facilities, when required.

4. **PRICES.**

Prices quoted must remain firm for the period covered by this contract. Prices quoted shall include delivery costs and charges.

5. **INVOICES.**

- 5.1. Work tickets, detailing description and the quantity of work must accompany all invoices.
- 5.2. Charges for late payment of invoices are prohibited.
- 5.3. The Office of Properties and Facilities may withhold, or on account of subsequently discovered evidence, nullify the whole or a part of any payment to such extent as may be necessary to protect the state from loss on account of defective work not remedied.

6. **GUARANTEES.**

All filters furnished and installed under this contract shall be guaranteed for their quality and last for the period recommended by the manufacturer. Any and all defects in material, workmanship, and installation will be remedied by the Contractor.

7. **REGULAR HOURS.**

Monday through Friday, 7:00 A.M. – 4:00 P.M.

8. **POTENTIALLY HAZARDOUS MATERIALS.**

If the work to be performed under this contract requires the use of any product which contains any ingredient that could be hazardous or injurious to a person's health, a Material Safety Data Sheet (MSDS) must be submitted with the bid at the time of the bid opening. The extent of use of the hazardous material may be a factor in the award of the contract.

9. **REPAIRS.**

- 9.1. The Contractor must physically report to the work site within twenty-four (24) hours of written or verbal notification to complete a written or verbal quotation of the work to be performed. If the Facility Manager or designated representative tells the Contractor that the work to be performed is an emergency, the Contractor must physically report to the site within one (1) hour and phone in or email a quotation. The quote shall include estimated labor, equipment, and material cost, brief description of repair to be done, and the work location.
- 9.2. When approved, the Contractor will be given a verbal notice or a purchase order to proceed, by the Facility Manager or designated representative. The Contractor shall commence emergency work immediately.
- 9.3. Included in the labor rates shall be travel means (truck, gas, tolls and parking), and any and all equipment and tools required.

10. **MAINTENANCE.**

The Contractor shall inspect and perform preventative maintenance on a monthly basis (twelve (12) visits per contract year). Each inspection shall include the following:

- 10.1 Inspect air filters, furnish and install new filters as needed.
- 10.2 The Contractor shall inspect and perform preventative maintenance as required by the Manufacturer's Service Manual Specifications.

- 10.3 Inspect fan belts, furnish and install new belts as needed. On fans with multiple belts, all belts shall be replaced as a set.
- 10.4 Lubricate motor bearings at required intervals per manufacturer's specifications.
- 10.5 Inspect humidifier, quartz lamps, furnish and install new lamps as necessary, clean pan as necessary, inspect water level and adjust as required, inspect water flow and adjust as needed, change humidifier water filter as applicable, and add humidifier Dias Aid treatment as needed. Change oil and oil filters as recommended by the manufacturer.
- 10.6 Inspect compressor oil levels and adjust level as needed.
- 10.7 Inspect and test compressor operation: temperatures, pressures, superheat, sub-cooling, amperage, voltage (power & control) and, sound levels for unusual noise.
- 10.8 Inspect refrigerant site glass for low charge and moisture identification.
- 10.9 Leak check and charge, if required.
- 10.10 Inspect evaporator coil and clean, if necessary.
- 10.11 Inspect evaporator fans and motor for proper operation.
- 10.12 Check supply and return air temperature.
- 10.13 Check condenser water temperature leaving and entering condenser.
- 10.14 Check all control set points and adjust as required.
- 10.15 Perform electronics/microprocessor testing and diagnostics as applicable.
- 10.16 Inspect all electrical controls for visual damage, chattering, loose connections, pitting and heat damage.
- 10.17 Tighten all electrical connections semi-annually.
- 10.18 Check and tighten all accessible set screws semi-annually on pulleys, fans and bearings.
- 10.19 Clean condensate pans and pump basins as required by visual inspection.
- 10.20 Clean condensate drains, as needed.
- 10.21 Inspect air-cooled condenser/dry cooler fans and clean, as needed.
- 10.22 Inspect condenser/dry cooler coils and clean, as needed.
- 10.23 Inspect pump package and expansion tanks.
- 10.24 Change system sequence switches to equalize run times.
- 10.25 Check and adjust as applicable hot gas bypass semi-annually.

- 10.26 Megohm test compressor motor windings for proper insulation integrity annually.
- 10.27 Perform glycol/water analysis semi-annually.
- 10.28 Inspect water/glycol cooled condenser end bells for leaks and re-torque bolts annually.
- 10.29 Inspect water regulating valve bellows for leaks and correct, as needed.
- 10.30 Provide copy of service report after maintenance has been completed. This report shall show any repairs and parts used, and any necessary follow-up or recommendations by service technicians.
- 10.31 Maintain history logs on all equipment.
- 10.32 Inspect and clean strainers on water tower cooled condenser water lines.