Office of Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP902915
INDEX NUMBER: DAS078
UNSPSC CATEGORY: 81102402, 39121115

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

TITLE: SWITCHGEAR PREVENTATIVE MAINTENANCE, TESTING, INSPECTIONS AND REPAIR SERVICES

OBJECTIVE: The objective of this Proposal is to have Contractor(s) provide all voltage functional switchgear and transformer maintenance. The primary objective is to test, inspect, evaluate and estimate cost for repair.

RFP ISSUED:	July 18, 2014
INQUIRY PERIOD BEGINS:	July 18, 2014
PRE-PROPOSAL CONFERENCE:	August 5, 2014 at 10:30AM
INQUIRY PERIOD ENDS:	August 13, 2014 at 8:00 AM
PROPOSAL DUE DATE:	August 20, 2014 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:	**Name/Title:**
_____ _____ _____ _____	_____ _____ Signature:_____
E-Mail Address:_____ Phone Number: ( ) _____-_____, Ext._____	By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.

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RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on 08/05/14 at DAS 4200 Surface Road, Columbus OH 43228 to discuss the requirements of the proposal and answer questions. The conference will commence promptly at 10:30AM, barring an unforeseen circumstance that results in a delay of the conference. Attendance will be taken. The state will not be responsible to an Offeror for their failure to obtain information discussed during the pre-proposal conference due to their failure to attend and/or arriving after the conference has convened

MANDATORY SITE VISIT: Mandatory site visit(s) are required to survey the facility(ies) to become familiar with the RFP. No questions will be answered at the site visit. Questions are to be asked and answered at the scheduled Pre-Proposal Conference. The site visit will commence promptly at the times indicated below, barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The State will not be responsible to an Offeror for their failure to obtain information discussed during the site visit due to their arriving after the site visit has convened. Offerors who fail to attend the Mandatory Site Visits will be deemed not responsive. The Offeror must attend site visits for all buildings within the territory(ies) you are interested in submitting an Offer(s).

Site Visit scheduled dates and times are listed below.

CONTACT INFORMATION:

Contact:	**Northern Ohio Territory Buildings**	**DATE:**	**TIME:**
Contact: Patrick Kelleher Phone: 419-245-3080	Michael V DiSalle Government Center 640 Jackson St., Toledo, Ohio 43604	07/31/14	10:00 AM – 12:00 PM
Contact: Tim Grys Phone: 216-787-4894	Frank J. Lausche State Office Building 615 W. Superior Ave., Cleveland, Ohio 44113	07/28/14	9:00 AM – 12:00 PM
Contact: Timothy Davis Phone: 614-330-643-3035	Oliver R. Ocasek Government Building 161 S. High St., Akron, Ohio 44308	07/28/14	1:30 PM – 3:30 PM
CONTACT:	**Central Ohio Territory Buildings**	**DATE:**	**TIME:**
Contact: Ralph Hanna Phone: (614) 995-1477	The Ohio Department of Health Complex 246 N. High Street and 35 Chestnut Street Columbus, Ohio 43215	07/24/14	8:00 AM – 10:00 PM
Contact: Noel Rozelle Phone: (614) 387-0300	The Ohio Department of Education Building 25 S. Front St., Columbus, Ohio 43215	07/24/14	10:30 AM – 12:30 PM
Contact: Kenneth Cope Phone: (614) 644-0339	Ohio DAS General Services Center 4200 Surface Rd., Columbus, Ohio 43228	07/24/14	1:00 PM – 3:00 PM
Contact: Brian Hammen Phone: 614-644-9854	Vern Riffe Center Tower for Government & the Arts 77 S. High St., Columbus, Ohio 43215	07/25/14	9:00 AM – 12:00 PM
Contact: Ryan Dalton Phone: 614-466-1268	James A. Rhodes State Office Tower Building 30 E. Broad St., Columbus, Ohio 43215	07/25/14	1:00 PM – 4:00 PM

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 Office of Properties and Facilities (the Agency), is soliciting competitive sealed proposals (Proposals) for Switch Gear Preventative Maintenance, Testing, Inspecting and Repair Services. 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 October 1, 2014 through September 30, 2017. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed three (3) 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 This section contains information about the electrical equipment located in each Government Building.

This contract will be awarded by Northern Ohio Territory and Central Ohio Territory. The Offeror has the option to submit a proposal for one or both territories.

The Northern Ohio Territory includes three buildings; The Michael V. DiSalle Government Center, The Frank J. Lausche State Office Building and The Oliver R. Ocasek Government Building. The Central Ohio territory includes seven (7) buildings; The Vern Riffe Center for Government & the Arts, The James A. Rhodes State Office Tower Building, The Ohio Department of Education Building, Two buildings at The Ohio Department of Health Complex, Ohio DAS General Service Center. The dates and times are available for when the Offeror can perform a mandatory site visit.

1.3.1 Michael V Disalle Government Center Building

A. The building has two electrical services provided by Toledo Edison, a subsidiary of First Energy. Two services are provided from Utility transformers under the sidewalk on the west side of the building and routed underground into the basement electrical room, each with 10 sets of 500KCMIL in RGS conduits with two spare conduits. This provides service capacity of 3800 ampere and allows up to 4000 ampere fuses for these services per 1980 NEC.

B. Switchgear east is labeled as SBBA and has five sections. (Photo E-01) the first section has 4000 ampere main switch with ground fault trip unit and current transformer (CT) compartment. The second section has local metering, a 1200 ampere feeder switch for Chiller -2 and a 400 ampere feeder riser switch for Floors 14-22 (HVAC) units. The third section has 2500 ampere feeder switch with 1600 ampere fuses for lighting and power bus riser and a 1200 ampere feeder switch for motor control center MCC-BA. The fourth section has 800 ampere spare fused switch, a 400 ampere feeder riser switch for electric water heater and an 800 ampere switch for fire pump. The fifth section has a space for 800 ampere switch, an 800 ampere spare fused switch and an 800 ampere feeder switch for DPEL-158, DPEL-PB and elevators 4,5,6,8,10 and 12. The local meter reading at the time of site visit was 470Y/271 volts and maximum demand for SBBA was 1075.2 kW which is 1321 ampere. These meters appear to have never been reset and the demand reading indicator should be higher than the actual demand registered by Toledo Edison.

C. Switchgear West is labeled as SBBB and has six sections (Photo E-02). The first section has 4000 ampere main switch with ground fault trip unit and CT compartment. The second section has local metering, a 1200 ampere feeder switch for normal power feeder to emergency transfer switch and a 1200 ampere feeder switch for Chiller-1. The third section has an 800 ampere spare fused switch, a 400 ampere feeder switch for MCC-2A, and a 600 ampere feeder switch for MCC-2A, and a 600 ampere feeder switch for MCC-PA. The fourth section has an 800 ampere spare fused switch, a 400 ampere feeder riser switch for Floors 3-13 (HVAC) units and a 400 ampere feeder switch for DP-BA. The fifth section has an 800 ampere spare fused switch, a ampere feeder riser switch for floors 3-12, receptacle panels in east closets and a 400 ampere spare fused switch. The

sixth section has an 800 ampere spare fused switch, a 400 ampere feeder switch for floors 13-22 receptacles panels in east closets and an 800 ampere feeder switch for DPEL-15A, DPEL-PA and elevators 1,2,3,7,9 and 11.

D. The local meter reading at the time of site visit was 460Y/265 volts and maximum demand for SBBB was 844.8 kW which is 1060 ampere.

E. As per Toledo Edison, combined maximum demand for both services is 1442.9kW within the last 12 months which is 1791.5 ampere and is well within combined capacity of 7600 ampere as per NEC.

F. As per NFPA the fire pumps switch should carry full load lock rotor current of fire pump motor. The motor is 150 HP, which has 1085 ampere lock rotor current and the next available switch size is 1200 ampere.

G. Electrical System Components (frequency 36 months)-Main Sub Station Section SBBB 480V
   1. 1 Ammeter
   2. 1 Voltmeter
   3. 1 CT set
   4. 1 PT
   5. 1 4000a GE Main High Pressure Contact Switch
   6. 1 Ground Fault Relay
   7. 2 GE Feeder High Pressure Contact Switches 1200A
   8. 3 GE Feeder High Pressure Contact Switches 800A
   9. 8 GE Feeder Safety Switches (2-660A, 6-400A)

H. Main Substation Section SBBA (frequency 36 months)
   1. 4000a GE Main High Pressure Contact Switch
   2. 1 Ammeter
   3. 1 Voltmeter
   4. 1 CT set
   5. 1 PT
   6. 1 Ground Fault Relay
   7. 2 GE Feeder High Pressure Contact Switches 1200A
   8. 1 GE Feeder High Pressure Contact Switches 2500A
   9. 1 GE Feeder High Pressure Contact Switches 800A
   10. 3 GE Feeder Safety Switches (2-400A, 1-600A)
   11. DPEBA DPEBA 1,2,3 (Emergency Panel)-10 THFP Panelboard Units (1-100A, 1-800A, 4-400A, 3-100A, 1-30A)

I. (6) 480V Automatic Transfer Switches (ATS-PA operates Fire Pump)

J. (1) 120V/208V Automatic Transfer Switches

The results of all preventative maintenance and test procedures are maintained onsite.

Note: All equipment will need to be completely de-energized during testing & inspection. All equipment will be tested and inspected per the attached work scopes. Following completion of testing and inspection a written report will be submitted within four weeks detailing the required deficiencies which need to be corrected or replaced / refurbished. Any critical items will be brought to the attention of the requestor prior to the Contractor leaving the site.

1.3.2 Frank J. Lausche State Office

A. There are two 12kV primary sources from the utility company, labeled as “preferred” and “alternate”, to this facility. Both sources enter the medium voltage switch room/vault on the track level (Photos E-1 through E-3). Medium voltage cable from the switches and equipment in the switch room/ vault feeds three transformers located in the adjacent transformer room/vault (Photo E-4). Two transformers are 1500kVA with 480Y/277 volt, three phase, four wire secondary (Photo E-5) and one is 500kVA with 208Y/120 volt, three-phase, four wire secondary (Photo E-6). The main switchboards (MSB’s) are located in the adjacent switchgear room (Photos E-7 and E-8).

B. The 480Y/277 volt MSB is rated 3000A and is fed by bus duct from the 1500kVA transformers. This MSB serves 480Y/277 volt circuit breaker panels located in the electric rooms on each floor for lighting and miscellaneous mechanical loads. The 208Y/120 volt MSB is rated 3000A and is fed by bus duct from the 500kVA transformer. This MSB serves 208Y/120 volt circuit breaker panels located in the electric rooms on each floor for receptacles and general power.

C. The lighting and receptacle circuit breaker panels are located in three separate electrical rooms strategically located on each floor to serve a specific portion of the floor plan. They are identified as west, east and center.

D. The Main Distribution Panels (MSB's) and original distribution equipment (panelboards, transformers, etc) are manufactured by Westinghouse and are more than 30 years old.

E. A second emergency and stand-by power system was added in late 1985 for the Ohio Lottery Computer Center. It consists of a 480Y/277 volt, three-phase, four wire, 400kW/500kVA generator, 600A Automatic Transfer Switch (ATS), a complete Uninterruptible Power Supply (UPS) system, emergency distribution panel and circuit breaker panels. The generator, ATS, UPS and battery racks are located in separate rooms on the track level.

F. The original generator, ATS and emergency distribution equipment are approximately 35 years old.

G. A single Automatic Transfer Switch (ATS) for an emergency and stand-by power system was allowed by the 1975 National Electrical Code (NEC). According to 2011 NEC Article 700.5(D), multiple transfer switches are required to separate life safety (emergency) and non-critical (stand-by) loads. Caution should be used when making changes or adding loads to the generator to avoid violations of current code.

H. Electrical system Components (Frequency =36 months) 1 MDPL/ Transformer
   1. 1 Segregated Phase Bus Duct, Rating: 600V MDPL Busway
   2. 6 Vertical Section – LV Switchgear MDPL Switchgear
   3. 3 Main Breaker
   4. 1 Main Breaker- Insulated Case-Fixed Mount- Electronic Trip- Secondary Injection, Rating: 3000 A DIGITRIP RMS Trip Unit

I. Feeder Breakers-12 Feeder Breaker- Insulated Case-Draw –out-Electronic Trip-Secondary Injection, Rating:1600A POW-R- TRIP 7 Trip Unit

J. Transformer-4 Dry-type Low Voltage Distribution Transformer

K. MDPH
   1. 1 Segrated Phase Bus Duct, Rating: 600V MDPH Busway
   2. Main Bolted Pressure Switch SqD Bolt Loc
   3. 1 Main – Bolted Pressure Switch – Fused, Rating: 2000A MDPH Main MDPH Switchgear
   4. 12 Vertical Section – LV Switchgear MDPH Switchgear

L. Feeder Breakers
   1. 2 Feeder Breaker-Insulated Case-Draw out- Electronic Trip- Secondary Injection, Rating: 2000A POW-R-TRIP 7 Trip Unit
   2. 17 Feeder Breaker-Insulated Case-Draw out-Electronic Trip- Secondary Injection, Rating:1200A POW –R-TRIP 7 Trip Unit

M. 3 MDPH-2/ EDP/MCCP
   1. 1 Segregated Phase Bus Duct, Rating: 600V MDPH-2
   2. 1 Main Breaker-Draw-out Air Circuit Breaker-Secondary Injection, Rating:2000A MDPH-2
   3. 1 Fused Disconnect Switch, Rating: 2000A MDPH-2

N. EDP- 6 Vertical Section – LV Switchgear EDP Switchgear

O. Feeder Breakers
   1. 12 Feeder Breaker-Insulated Case-Draw out-Electronic Trip- Secondary Injection, Rating: 1200A POW-R Trip 7 Unit
   2. 2 Auto-Transfer Switch, Rating: 480V ATS 1 /ATS 2
   3. 4 Transient Voltage Surge Suppressor TVSS

   3rd Floor 480V Transfer Switch (Quantity of 1)

The results of all preventative maintenance and test procedure are maintained onsite.

Note: All equipment will need to be completely de-energized during testing & inspection. All equipment will be tested and inspected per the attached work scopes. Following completion of testing and inspection a written report will be submitted within four weeks detailing the required deficiencies which need to be corrected or replaced / refurbished. Any critical items will be brought to the attention of the requestor prior to the Contractor leaving the site.

1.3.3 Oliver R Ocasek Government Building

A. The existing electric service is a single, metered service supplied at 480Y/277 volt, three phase, four-wire from a utility company transformer to a 2500 ampere Main Distribution Panel (MDP). The MDP is located in the switchgear room on the parking level and is comprised of several sections including a main circuit breaker section, metering compartment and distribution sections (Photo E-1). The utility company transformer is located in a locked room/vault adjacent to switchgear room and is only accessible from the outside of the building. The transformer room/vault was locked by the utility company and could not be inspected. Secondary feeders from the utility transformer penetrate the back wall of the switchgear room (Photo E-2) and are then routed in cable tray to the MDP.

B. The MDP serves distribution panels located in various equipment rooms throughout the facility, elevators, chillers and the Automatic Transfer Switch (ATS) for the emergency power system. The east and west distribution panels serve the circuit breaker panels located in the east and west electrical rooms/closets on each floor. A typical electrical room/closet includes one or two transformers, 480/277 volt panels for lighting and miscellaneous mechanical loads, 208/120 volt panels for receptacles and general power and lighting control panel.

C. The Main Distribution Panel (MDP) and original distribution equipment (panelboards, transformers, etc) are manufactured by Westinghouse and are approximately 30 years old.

D. Electrical System Components (Frequency = 36 months)
   1. 6 Vertical Section - LV Switchgear Main MDP
   2. 1 Main Breaker - Insulated Case - Fixed Mount - Electronic Trip - Secondary Injection, Rating:2500A Main MDP
   3. 4 Ground Fault System Test Main MDP
   4. 1 Feeder Breaker - Insulated Case - Draw-out - Electronic Trip - Secondary Injection, Rating: 800A Main MDP
   5. 8 Feeder Breaker - Insulated Case - Draw-out - Electronic Trip - Secondary Injection, Rating: 600A Main MDP

E. 2 ATS / Gen Set- 1 Auto-Transfer Switch, Rating: 480V ATS

The results of all preventive maintenance and test procedures are maintained onsite.

Notes: All equipment will need to be completely de-energized during testing & inspection. All equipment will be tested and inspected per the attached work scopes. Following completion of testing and inspection a written report will be submitted within four weeks detailing the required deficiencies which need to be corrected or replaced / refurbished. Any critical items will be brought to the attention of the requestor prior to the Contractor leaving the site.

1.3.4 The Ohio Department of Education Building

A. The building electrical service is provided by AEP at 480Y/277 volt from underground transformer on West Broad Street. Service is 4000 ampere terminated at Square D. Main switchboard, rated 4000 ampere at 480Y/277 volt. Maximum demand on building is 1124 kW i.e 1322 kVA and 1590 ampere, which is well below service rating of 4000 ampere.

B. Switchboard was installed in 1999.

1.3.5 The Ohio Department of Health Complex 246 North High Street and 35 Chestnut Street Building

A. The main switchgear in the basement was upgraded in late 2005.

B. There are three electric closets on each common floor, two on either side of the central core and one in the southeast corner near the stairwell. Electric panels are recessed mounted in a custom metal enclosure mounted behind the set of double doors to the closet. Each closet contains a mix of 480Y/277V and 208Y/120V, 3PH,4W branch circuit breaker panels that service the lighting and power needs on the floor. In addition to the panels in the three closets, there are panels randomly located on a few floors for concentrated power requirements in the area.

C. In one of the closets on the second floor, there is a green insulated ground wire that is routed along the floor, behind the baseboard, and ten under the carpet.

D. In Building 35, Motor Control Centers (MCC's), switchboards and panelboards are located in the ninth floor mechanical room for power distribution to the mechanical equipment. Newer equipment is manufactured by Square D.

E. The power distribution equipment in the three closets is more than 30 years old and most of it was manufactured by ITE. Several panels are not installed properly and the panel trim is missing. This presents a safety concern because live parts and wires are exposed when the panel door is open. A panel on the fifth is located just above the floor line which is a code violation.

F. The building has green insulated ground wire. Both ends are concealed.

G. In Building 35, most of the power distribution equipment in the ninth floor mechanical room is newer equipment manufacturer by Square D.

H. Furnish field representatives to 246 North High Street Columbus, Ohio 43215 to perform cleaning, maintenance and testing on the following equipment:
   1. MV Switchgear – Square D FO No. 23995656 – 129, 130, 131. Two (2) Square D 15KV HVL switches. Three (3) sections of Square D 15KV Switchgear containing two (2) 1200 main vacuum breakers equipped with SEL-351 Relays. Two (2) Metering Sections
   2. Substation – Square D FO No. 21093848-079, 080, 081, 082. One (1) Square D 15KV HVL switch. Two (2) metering Sections. 1500 KVA dry type transformer, 13.2KV>480Y/277V, Z=5.65%. One (1) QED Switchboard, 2500A, containing Power Pact RJ2500 circuit breaker equipped with Micro Logic 6.0 trip unit. One (1) QED Switchboard, 2500A, containing Power Pact RJ1600 circuit breaker equipped with Micro Logic 6.0 trip unit. One (1) QED Switchboard, 2500A, containing HJ150, FC34100, MJ600, MJ600 circuit breakers and one (1) PJ1200 circuit breaker equipped with Micro Logic 5.0 trip unit
   3. General Electric Substation. One (1) GE 15KV Switch. One (1) ABB liquid-filled transformer, 750 KVA, 13.2KV>208Y/120V. One (1) line-up of GE LV switchgear consisting of seven (7) sections with twenty (20) GE AK-1-25 circuit breakers equipped with series type trip units. Three Model 121AC51A1R overcurrent relays.

   The results of all preventative maintenance and test procedures are maintained onsite.

   Note**:** All equipment will need to be completely de-energized during testing & inspection. All equipment will be tested and inspected per the attached work scopes. All GE LV breakers will be tested via primary injection method. All Square D LV breakers will be tested via secondary injection method. Following completion of testing and inspection a written report will be submitted within four weeks detailing the required deficiencies which need to be corrected or replaced / refurbished. Any critical items will be brought to the attention of the requestor prior to the contractor leaving the site.

1.3.6 Ohio DAS General Services Center

A. The buildings electrical service is provided by AEP at 13.2 kv line from nearby power pole to a 15kV exterior switch and outdoor substation with walk-in enclosure. The substation is installed in weather proof walk-in outdoor enclosure behind the building and has 2500 kVA dry type transformer and 3200 ampere, 480Y/277 volt main circuit breaker switchgear ampere. Switchgear is feeding two 600 ampere bus-ducts and 2000 ampere switchboard on switchgear digital meter reads maximum demand of 100kW, which is 118kVA and 142.

B. The main distribution switchboard is General Electric Spectra Series with main lugs only and provides power to the entire building through several bus-ducts and distribution panels.

C. The outdoor switchgear has some rust.

D. Existing old wire-ways above unused substations have been used as raceways to bus-ducts and other devices have more than 30 current carrying conductors. Also there are several 120 volt circuits installed in ¾" inch conduits without any de-rating.

E. The ground loop is buried and could not be verified. Per maintenance personnel, the building is grounded to a grounding loop encircling the building, and all electrical, telecommunication and alternate power grounding is connected to this grounding loop.

1.3.7 James A Rhodes State Office Tower

A. The building has two electrical services provided by American Electric Power. Service is provided at 13.2kV with two separate feeders from electric manhole located at East Lynn Street on the north side of the building and routed underground into West and Section B East. Each switchgear is rated for 1200 ampere with 1200 ampere Air Magnetic main breaker and 600 ampere feeder breakers. West gear is labeled as feeder 2019 and has five sections, Main CB, Tie Breaker, W4 CKT, W5 CKT, and UPS. East space. Both switchgears are connected with tie feeder bus and a tie breaker in the switchgear A west. As per AEP, maximum demand for the building is 2746.8kW within last 12 months (occurred on September 2012) which is 150 ampere at 13.2kV and 4130 ampere at 480 volt and it is well within combine capacity of 2400 ampere medium voltage service capacity.

B. Four feeder circuits, W4, W5, E4 and E5 are routed in the building and feed a total of five substations. Four of these substations have 2500/3125kVA(w/AC) transformer, which provides 480Y/277 volt and one substation has 750kVA transformer, which provides 208Y/120 volt. The total capacity from all five is 13250kVA is well within the maximum demand of 2746.8 kW/3433.50 kVA.

C. Electrical System Components-B2 MV Switchgear Room(Frequency: 36 months)
1. 2 Medium Voltage Switchgear Lineup, Rating: 15KV 13.2KV
2. 8 Feeder – Medium Voltage Air Circuit Breaker, Rating: 3000A
3. 18 50/51 – Over-Current (OC) Relay
4. 6 50 – Instantaneous Over-Current (OC) Relay
5. 2 27/47 – Under voltage / Phase Sequence Relay

D. 6th Floor Mechanical Room (Frequency: 36 months)- Substation 5
1 Fused Load Break Switch, Rating: 15KV 13.2KV
2 Primary Substation Transformer, Rating: 15KV SILICONE FILLED 13200-208Y V
3 1 Low Voltage Switchgear Lineup, Rating: 480V
4 Draw-out Air Circuit Breaker- Primary Injection, Rating: 3000A ITE TYPE K-3000
5 Draw-out Air Circuit Breaker-Primary Injection, Rating: 1600A ITE TYPE K-1600

E. Substation 3 (Frequency : 36 Months)
1. 2 Fused Load Break Switch, Rating15KV 13.2KV
2. 2 Primary Substation Transformer, Rating: 15KV SILICONE FILLED 13200-208Y V
3. 1 Low Voltage Switchgear Lineup, Rating: 480V
4. 3 Draw-out Air Circuit Breaker-Primary Injection, Rating: 3000A ITE TYPE K-3000
5. 5 Draw-out Air Circuit Breaker-Primary Injection, Rating: 1600A ITE TYPE K-1600

F. Substation 3 (Frequency: 36 months)
1. 2 Fused Load Break Switch, Rating: 15KV 13.2KV
2. 2 Primary Substation Transformer, Rating: 15KV SILICONE FILLED 13200-208Y V
3. 1 Low Voltage Switchgear Lineup, Rating: 480V
4. 3 Draw-out Air Circuit Breaker - Primary Injection, Rating: 4000A ITE TYPE K-4000
5. 6 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1600A ITE TYPE K-DON, FUSED

G. Substation 4 (Frequency: 36 months)
1. 2 Fused Load Break Switch, Rating: 15KV 13.2KV
2. 2 Primary Substation Transformer, Rating: 15KV SILICONE FILLED
3. 1 Low Voltage Switchgear Lineup, Rating: 480V
4. 3 Draw-out Air Circuit Breaker - Primary Injection, Rating: 4000A ITE TYPE K-4000
5. 7 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1600A ITE TYPE K-DON, FUSED

H. 41ST Floor Mechanical Room- SUBSTATION 1 (Frequency: 36 months)
1. 2 Fused Load Break Switch, Rating: 15KV 13.2KV
2. 2 Primary Substation Transformer, Rating: 15KV SILICONE FILLED
3. 1 Low Voltage Switchgear Lineup, Rating: 480V
4. 3 Draw-out Air Circuit Breaker - Primary Injection, Rating: 4000A ITE TYPE K-4000
5. 10 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1600A ITE TYPE K-DON, FUSED

I. Substation 2 (Frequency: 36 months)
1. 2 Fused Load Break Switch, Rating: 15KV 13.2KV
2. 2 Primary Substation Transformer, Rating: 15KV SILICONE FILLED
3. 1 Low Voltage Switchgear Lineup, Rating: 480V
4. 3 Draw-out Air Circuit Breaker - Primary Injection, Rating: 4000A ITE TYPE K-4000

5. 8 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1600A ITE TYPE K-DON, FUSED
6. 2 Draw-out Air Circuit Breaker - Primary Injection, Rating: 2000A ITE TYPE K-2000

J. 5 -480V Automatic Transfer Switches (1-Generator, 4 -Elevator) (Frequency: 36 months)

The results of all preventive maintenance and test procedures are maintained onsite.

Note: All equipment will need to be completely de-energized during testing & inspection. All equipment will be tested and inspected per the attached work scopes. Following completion of testing and inspection a written report will be submitted within four weeks detailing the required deficiencies which need to be corrected or replaced / refurbished. Any critical items will be brought to the attention of the requestor prior to the Contractor leaving the site.

1.3.8 Vern Riffe Center for Government & the Arts

A. The building's electrical service is provided by the City of Columbus Power. Service is provided at 14.4kV with separate feeders from the electric manhole located at State Street on the south side of the building. The service routed underground into the main electrical room on floor B2 and terminates into double ended General Electric 15 kV switchgear, labeled Section West and Section East. Each section is rated for 1200 ampere with 1200 ampere air magnetic main breaker, 600 ampere feeder breakers and a 1200 ampere manual tie breaker.

B. The main switchgear is more than twenty-five years old. The electrical room that houses the switchgear clean and feels to be properly ventilated and conditioned. According to maintenance personnel, the switchgear has not experienced any problems and the manual tie breaker functioned properly when it was switched between the two utility feeds during a power failure.

C. Per the City of Columbus Power, maximum power demand for the building over the last twelve months was 3092 kW, which is 124 ampere at 14.4kV and 3720 ampere at 480 volt. The maximum power demand is well within the total capacity of 21313 kVA (total of all six substations) and 14.4 kV service capacity.

D. Electrical System Components included in RFQ: 6 Auto-Transfer Switch, Rating: 480V (Frequency = 36 months)

E. Generator Parrelling Gear (Frequency = 36 months)
1. 1 Draw-out Air Circuit Breaker - Primary Injection, Rating: 5000A
2. 3 Draw-out Air Circuit Breaker - Primary Injection, Rating: 2500A
3. 1 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1200A
4. 1 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1600A

F. Floor 32 Electrical Equipment (Frequency = 36 months)
1. 4 Fused Load Break Switch, Rating: 15KV
2. 2 Secondary Substation Transformer - Dry-Type, Rating: 2000KVA ABB 14400-480V
3. 1 Low Voltage Switchgear Lineup, Rating: 480V AKD-8 SWITCHGEAR
4. 1 Draw-out Air Circuit Breaker - Primary Injection, Rating: 3200A
5. 6 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1600A
6. 2 Draw-out Air Circuit Breaker - Primary Injection, Rating: 4000A

G. 2 Floor 6 Electrical Equipment (Frequency = 36 months)
1. 6 Fused Load Break Switch, Rating: 15KV
2. 3 Secondary Substation Transformer - Dry-Type, Rating: 2000KVA ABB 14400-480V
3. 2 Low Voltage Switchgear Lineup, Rating: 480V
4. 2 Draw-out Air Circuit Breaker - Primary Injection, Rating: 3200A
5. 2 Draw-out Air Circuit Breaker - Primary Injection, Rating: 2000A
6. 7 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1600A
7. 2 Draw-out Air Circuit Breaker - Primary Injection, Rating: 4000A

H. 3 Floor 4 Electrical Equipment (Frequency = 36 months)
1. 2 Fused Load Break Switch, Rating: 15KV
2. 1 Secondary Substation Transformer - Dry-Type, Rating: 2000KVA 14400-480V
3. 1 Low Voltage Switchgear Lineup, Rating: 480V
4. 1 Draw-out Air Circuit Breaker - Primary Injection, Rating: 3200A
5. 4 Draw-out Air Circuit Breaker - Primary Injection, Rating: 1200A
6. 2 Draw-out Air Circuit Breaker - Primary Injection, Rating: 800A

I. 4 Floor B2 Medium Voltage Switchgear 4 (Frequency = 36 months)
1. 7 Medium Voltage Vacuum Circuit Breaker GE Power Vac
2. 24 51 - Time Over-Current Relay TIME OVERCURRENT RELAY

J. 5 Floor B2 Room 2 S&C Switchgear Line Up (Frequency = 36 months)
   1. 2 Fused Load Break Switch, Rating: 15KV 600A
   2. 1 Secondary Substation Transformer - Dry-Type, Rating: 2500KVA GE

K. Floor B2 S&C Switchgear (Frequency = 36 months)
   1. 1 Fused Load Break Switch, Rating: 5KV
   2. 1 Control Power Transformer
   3. 3 Fused Load Break Switch, Rating: 5KV chiller 1, chiller 2, chiller 2

L. 6 Floor B2 Room 2 B2B Sub Switchgear (Frequency = 36 months)
   1. 2 Fused Load Break Switch, Rating: 15KV 600A
   2. 1 Secondary Substation Transformer - Dry-Type, Rating: 2500KVA GE
   3. 1 Low Voltage Switchgear Lineup, Rating: 480V SUB B2B: AKD-8 SWGR
   4. 1 Main Breaker - Draw-out Air Circuit Breaker - Primary Injection, Rating: 4000A
   5. 4 Feeder Draw-out Air Circuit Breaker - Primary Injection, Rating: 1600A

The results of all preventive maintenance and test procedures are maintained onsite.

1.4 Scope of Work

This RFP is for Switchgear preventative maintenance services. Services are to include inspection, testing, maintenance, evaluating and estimating a quote for repair. The purpose of this Contract is to have functional switchgear. Services to be provided must include all Voltage Electrical Panel Maintenance and Transformers.

The Contractor must be National Electric Code (NEC) Compliant, NFPA 70E, & any other applicable codes. The Contractor is responsible for costs and the replacement of parts. Each building has an emergency generator available for backup power. The Contractor is responsible for any maintenance needed. Work must be performed in warmer months April – October no heat will be available to the buildings. Work must be performed after hours between 5:00PM – 7:00AM or on weekends; whichever limits impact on building occupants.

1.4.1 The Scope of Work in the below section applies to every building listed throughout the RFP.

A. Response Time Requirements
   1. The Offeror must guarantee a maximum of 4 hours onsite response time in the event of an emergency on a 24/7/365 basis.
   2. The Offer should have a service center capable of repairing, rebuilding and retesting electrical switch gear and breakers.
   3. The Offeror must have an associate dedicated to parts research and availability for the repair of electrical switch gear components.

B. Equipment Requirements
   1. The Offeror must have test equipment calibrated to NETA maintenance testing specifications and is traceable to National Institute of Standards and Technology (NIST).
   2. The Offeror must have at least 10 years' experience using a High Current Test Set, Secondary Breaker Test Set, VLF Test Set for Cable.

C. Test Reporting Requirements
   The Offeror must provide detailed test reports showing values or attributes and acceptance test criteria and generated within 30 days of completion.

D. A line item allowance of $5000.00 is to be included in the proposal amount to cover any thermo graphic inspections. Only the actual cost for the inspections will be paid to the contractor. The balance of the $5000.00 allowance will be retained by the owner.

1.4.2 The Scope of work applies to each building listed: Michael V DiSalle Government Center Building, Ocasek Building, Vern Riffe Tower, Rhodes State Office Tower, Lausche Building

A. Electrical Distribution System Test Requirements
   A list of equipment is included after the test requirements section. All testing is done in accordance with National Electric Testing Association (NETA) specifications. The frequency of service levels are identified in this document beside the equipment. Maintenance on this equipment shall include an annual infrared scan. All testing will occur on weekends and should be quoted as such and must be scheduled in advance with the facility.

The results of all preventative maintenance and test procedures are maintained onsite.

B. General Preventative maintenance includes, but is not limited to:
   1. Allow maintenance staff to perform thermo graph imagery as soon as possible of switchgear. Buss bar will retain heat signature for a short time (especially in summer months) to make imagery effective for checking torque and tightness of gear connections
   2. Check tightness of buss bar and electrical connections
   3. Vacuum, clean and wipe down interior/exterior equipment
   4. Thoroughly inspect all equipment and internal wiring
   5. Meggar test equipment and cables as necessary
   6. Furnish written reports on all serviced equipment

C. Circuit Breakers and Tie Breakers all PMs
   1. Remove draw-out breakers
   2. Clean and lubricate draw-out mechanical components
   3. Check all interlocks and auxiliary contact
   4. Check condition of main arcing contacts
   5. Clean and lubricate operating mechanism
   6. Check breaker over current trip setting for correct values
   7. Clean interior of breaker cubicles
   8. Replace breakers and check electrical and manual close and trip operations
   9. Check distribution breakers. Inspect trip settings, connections and wiring. Test each device as specified within this RFP

D. Indicators and Instruments
   1. Check all pilot-indicating lights for proper operation. Replacement lamps and lenses will be provided by maintenance
   2. Check audio enunciator signaling device
   3. Check accuracy of instruments. Calibrate if necessary
   4. Clean and adjust reverse power relay and check trip calibration

E. Protective Relays –often utility owned
   1. Visual and mechanical inspection:
      a. Relays shall be inspected for physical damage
      b. Inspect cover gasket, cover glass, presence of foreign materials, moisture, and condition of spiral spring, disc clearance, contacts, and case shorting contacts if present
      c. Check mechanically for freedom of movement, proper travel and alignment, and tightness of mounting hardware and tap plugs
      d. Perform all settings in accordance with owner/user's provided settings

   2. Electrical tests - Perform the following tests on the nominal settings specified by DAS and/or Property Management:
      a. Pickup parameters on each operating elements
      b. Timing test shall be performed at two (2) points on time dial curve
      c. Pickup targets and seal in units
      d. Special tests as required to check operation of restraint, direction, and other elements per manufacturer's instruction

F. Circuit Breaker – Low Voltage (V ≤ 600) Power
   1. Visual and mechanical inspection:
      a. Inspect for physical damage
      b. Perform mechanical operational test
      c. Check cell fit and element alignment
      d. Check arc chutes for damage
      e. Clean entire circuit breaker using approved methods and materials
      f. Lubricate as required

   2. Electrical tests:
      a. Perform a contact resistance test
      b. Perform an insulation resistance test at 1000 volts DC from pole-to-pole and from each pole-to-ground with breaker closed and across open contacts of each phase

   3. Testing on vacuum and air breakers shall be done with primary injection method. Testing on insulated case and molded case breakers shall be done with secondary injection method.
      a. Determine minimum pickup current by current injection
      b. Determine long time delay by current injection
      c. Determine short time pickup and delay by current injection

d. Determine ground fault pickup and delay by current injection
e. Determine instantaneous pickup value by current injection
f. Make adjustments for final settings in accordance with breaker setting sheet
g. Activate auxiliary protective devices, such as ground fault or under voltage relays, to ensure operation of electrically operated breakers in their cubicle
h. Check charging mechanism

Note: Vacuum and air breakers are to use primary injection testing. Insulated and molded case breakers are to use secondary injection testing for maintenance and testing, but should use primary injection testing at initial commissioning.

G. Bolted Pressure Switches
1. Visual and mechanical inspection:
   a. Inspect for physical damage
   b. Perform mechanical operator tests in accordance with manufacturer's instruction
   c. Check blade alignment and arc interrupter operation
   d. Check fuses linkage and element for proper holder and current rating
   e. Check key interlocks for safe operation and proper key distribution

2. Electrical tests:
   a. Perform insulation resistance tests on each phase-to-ground and from phase-to-phase
   b. Perform contact resistance test across each switch blade and fuse holder
   c. Perform ground fault pickup and proper operation, if applicable

H. Medium Voltage (601V -34.5KV) Transformers
1. Visual and mechanical inspection:
   a. Inspect for physical damage, mechanical and electrical condition
   b. Verify proper auxiliary device operation such as fans and indicators in accordance with manufacturer's recommendations
   c. Perform specific inspections and mechanical tests as recommended by manufacturer
   d. Make a close examination for the collection of dirt or other forms of material that may have collected in the windings during normal operation. Any foreign material which may
   e. interfere with cooling or reduce clearances to ground should be removed using acceptable methods

2. Electrical tests:
   a. Insulation resistance tests shall be performed winding-to-winding and winding-to-ground
   b. Insulation power factor tests shall be performed winding-to-winding and from each winding-to-ground
   c. A turns ratio test may be performed between windings

I. Air Switches - Medium Voltage (601V—34.5KV)Metal Enclosed
This is a disconnect switch for medium voltage circuits typically on the line side of a unit substation or outside a facility to disconnect 15kV feeders. An interrupter switch designed to interrupt currents which are not in excess of the continuous current rating of the switch. It may be designed to close and carry abnormal or short circuit currents as specified. Fused and or Non –Fused Voltage Range 5 to 35kV.
1. Visual and mechanical inspection:
   a. Inspect for physical and mechanical condition
   b. Check for proper anchorage and required area clearances
   c. Record fuse sizes and types
   d. Perform mechanical operator tests in accordance with manufacturer's instructions
   e. Check blade alignment and arc interrupter operation
   f. Check each fuse holder for adequate mechanical support for each fuse
   g. Test all electrical and mechanical interlock systems for proper operation and sequencing
   h. Clean entire switch using approved methods and materials
   i. Verify proper phase barrier materials and installation
   j. Lubricate as required

2. Electrical tests:
   a. Perform insulation resistance tests on each pole, phase-to-phase and phase-to-ground for (1) one minute
   b. Perform contact resistance tests across each switch blade and fuse holder

   Note: See section "Thermal Imaging Inspection" for additional electrical equipment testing.

J. Circuit Breakers, Vacuum, Medium-Voltage (600V-34,500V) (3rd year rotation)

1. Visual and mechanical Inspection
   a. Inspect physical and mechanical condition
   b. Prior to cleaning the unit, perform as-found tests, if required
   c. Clean the unit
   d. Inspect vacuum bottle assemblies
   e. Inspect vacuum bellows operation
   f. Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces
   g. Record as-found and as-left operation counter readings

2. Electrical tests
   a. Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with circuit breaker closed and across each pole with the breaker open. Apply voltage in accordance with manufacturer's published data. In the absence of manufacturer's published data, use industry standard
   b. Perform a contact/pole-resistance test
   c. With breaker in a test position, perform the following tests
   d. Trip and close breaker with the control switch
   e. Trip breaker by operating each of its protective relays
   f. Verify mechanism charge, trip-free, and anti-pump functions
   g. Perform a vacuum bottle integrity (dielectric withstand voltage) test across each vacuum bottle with the breaker in the open position in strict accordance with manufacturer's specifications

K. Transformers –Liquid Filled
   1. Take oil sample for insulation stability analysis (liquid filled only)
   2. Visual and Mechanical Inspection
      a. Prior to cleaning the unit, perform as-found tests, if required
      b. Verify the presence of PCB labeling, if applicable
      c. Prior to cleaning the unit, perform as-found tests, if required
      d. Clean bushings and control cabinets
      e. Verify correct liquid level in tanks and bushings
      f. Verify that positive pressure is maintained on gas-blanketed transformers
      g. Test load tap-changer in accordance with industry standard, if applicable
      h. Verify the presence of transformer surge arresters
      i. Verify de-energized tap-changer position is left as specified
   3. Electrical Tests
      a. Perform insulation-resistance tests, winding-to-winding and each winding-to-ground
      b. Perform turns-ratio tests at the designated tap position
      c. Perform insulation power-factor or dissipation-factor tests on all windings
      d. Perform excitation-current tests in accordance with test equipment manufacturer's data
      e. Measure the resistance of each winding at the designated tap position

L. Transformers –Dry Type 600V
   Visual and Mechanical Inspection
   1. Inspect for physical damage, mechanical and electrical condition
   2. Compare equipment nameplate information with latest single line diagram and report discrepancies
   3. Verify proper auxiliary device operation such as fans and indicators in accordance with manufacturer's recommendations
   4. Check tightness of accessible bolted electrical joints
   5. Perform specific inspections and mechanical tests as recommended by manufacturer
   6. Make a close examination for shipping brackets or fixtures that may not have been removed during original installation and make sure resilient mounts are free
   7. Make a close examination for the collection of dirt or other forms of material that may have collected in the windings during normal operation. Any foreign material which may interfere with cooling or reduce clearances to ground should be removed using acceptable methods

M. Electrical Tests
   1. Insulation resistance tests shall be performed winding-to-winding and winding-to ground
   2. Insulation power factor tests shall be performed winding-to-winding and from each winding-to ground
   3. A turns ratio test shall be performed between windings
   4. Perform special tests and adjustments as suggested by manufacturer for fan, controls, and alarm functions

N. Transformers – Dry Type- Medium Voltage
Visual and Mechanical Inspection
1. Inspect for physical damage, cracked insulators, tightness of connections, defective wiring, and general mechanical and electrical conditions
2. Verify proper auxiliary device operation such as fans and indicators
3. Check tightness of bolted connections and/or cable connections by calibrate torque wrench method in accordance with manufacturer's published data. Thermo-graphic survey may be substituted for re- torqueing
4. Make a close examination for shipping brackets or fixtures that may not have been removed during original installation. Verify resilient mounts are free
5. Verify proper core grounding
6. Verify proper equipment grounding
7. Thoroughly clean unit prior to testing unless as-found and as-left tests are required
8. Verify that the tap-changer is set at specified ratio

O. Electrical Test
1. Perform insulation-resistance tests, winding-to-winding and windings-to-ground, utilizing a megohmmeter. Test duration shall be for 10 minutes with resistances tabulated at 30 seconds, 1 minute, and 10 minutes. Calculate polarization index
2. Perform power-factor tests in accordance with the manufacturer's instructions
3. Perform a turns-ratio test between windings at as-found tap setting
4. Perform individual excitation current tests on each phase
5. Perform tests and adjustments for fans, controls, and alarm functions

P. Automatic Transfer Switches
Rhodes utilizes automatic transfer switches (ATS) that switch the buildings life safety electrical loads between utility service feeds and to a back-up generator. A tie breaker is used to switch power between the two AEP main feeds. Manual tie breakers are used in the five sub-stations to transfer power between two different utility feeds from the main switch gear. The original ATS's and main gear automatic tie breaker are "open" transition switches that cause a brief power disruption when operated. While they are automatic switches, they can be operated manually by the onsite technical personnel in the event of failure of the switch mechanisms. Rhodes State Office Tower does not have any generator distribution equipment.

Comprehensive preventative maintenance will be performed on this equipment on a rotating annual pre-scheduled interval. This work is performed by an OEM authorized service provider, and will be coordinated by DAS and/or Property Management. The period of time this equipment is inoperable due to maintenance is minimized to the extent possible. The frequency of service levels are identified in this document. Currently, no contracts exit to maintain the electrical gear.

Q. Generator Control and Distribution Equipment (Annually)
1. Perform visual inspection of all wiring and connections for signs of tracking, overheating and insulation deterioration
2. Check and re-torque all control circuit wiring and terminals
3. Inspect metering and control transformers
4. Check manual switches for free movement and contact continuity
5. Check all time delay settings and adjust to DAS and/or Property Management specifications
6. Check, clean and adjust relay finger contacts as necessary
7. Check all common and ground wired, measure and record resistance to ground
8. Remove all failure and alarm circuit plug-in relays. Check pick-up, drop-out, and contact continuity in energized and de-energized state. Replace defective units
9. Check bus connections, splice bolts and mounting insulator bolts. Tighten where necessary
10. Wipe down bus and bus insulators. Meggar test for ground leakage
11. Calibrate all phase and voltage sensitive relays
12. Perform relative infrared heat scan of bus connections

R. Indicators and Instruments
1. Check all pilot-indicating lights. Replace lamps and lenses where necessary
2. Check audio enunciator signaling device if applicable
3. Check accuracy of instruments. Readjust if necessary
4. Clean and adjust reverse power relay and check trip calibration

S. System Testing
1. Bring engine on line. Check for proper operation of governor and voltage regulator system
2. Check manual engine synchronizing system if applicable
3. Check for complete automatic operation of the control system including all special circuitry, both with and without load

4. Review operation of generator control system with designated DAS and/or Property Management on-site personnel

T. Automatic Transfer Switch Equipment by contract
1. Perform visual inspection of all wiring and connections for signs of tracking, overheating and insulation deterioration
2. Check and tighten all control circuit wiring terminals
3. Check all time delay settings and adjust to Das and/or Property Management specifications
4. Check, clean and adjust where necessary, relay finger contacts
5. Check condition of main and arcing contacts and auxiliary contacts
6. Check all common ground wires. Measure and record resistance to ground readings
7. Check lug connections and mounting insulator bolts;
8. Test for ground leakage
9. Check for proper transfer operation and sequencing of time control relays
10. Calibrate all phase and voltage sensitive relays
11. Perform relative infrared heat scan on all contacts
12. Lubricate all necessary mechanical parts
13. Wipe down and touch up minor exterior scratches
14. Clean interior of enclosure and remove accumulated dust and/or dirt
15. Check door closure, locking bars, and mechanism for proper operation
16. Record findings of the inspection. Note corrective action taken
17. Report recommendations for replacement of major components

1.4.2 Scope of Work for Ohio DAS General Services Center

Proposal for annual on-site cleaning, maintenance & testing of electrical apparatus located at Ohio DAS General Service Center 4200 Surface Rd., Columbus, OH 43228. Work to be completed during a scheduled after-hours (9pm – 6am) or weekend outage.

A. Provide the required technicians and equipment to complete testing, maintenance, and cleaning of the following equipment:
1. Substation Dry Type Transformer – GE 2500kVA
   a. 13, 200V, 480Y/277V
   b. Design AC378-Z0290

2. S&C Switches – 2 total
   a. 15kV
   b. Outdoor rated
   c. 1200 amp

3. AKD-10 Switchgear
   a. 480V, 3 Phase, 4 Wire
   b. 3200 Amp, 65kA
   c. 3 Section Lineup
      1. Incoming with meter
      2. 3200 Amp WavePro Main
      3. Qty (3) feeder breakers
   a. Qty (2) 600A WavePro Breakers with MVT Trip Units
   b. Qty (1) 2000A WavePro Breaker with MVT Trip Unit

4. Coordination Study
   1. Equipment to be tested must be de-energized
   2. GE Breakers will be primary injection tested
   3. Results will be detailed in a written report, detailing mitigation options

B. Medium Voltage Air Switches
1. Nameplate data and circuit identification will be recorded
2. Lock-out/Tag-out procedures will be followed prior to opening the switch
3. Cleaning of all contacts and insulation
4. Lubrication without disassembly unless necessary to achieve acceptable results
   a. Owner approval will be obtained prior to any disassembly
5. Visual and physical inspection and adjustments as required
6. Owner approval will be obtained prior to the replacement of defective parts
7. As-left Inspection and inspection report
8. As-left Testing and testing results form
   a. Primary Current Path Resistance
   b. Insulation Resistance Tests
      1. Phase to phase

2. Phase to ground
3. Line to load across open contacts

9. Return Switch to Service per lock-out/tag-out procedures

C. Low Voltage Air Circuit Breaker
1. Nameplate, cubicle identifications and trip counter will be recorded
2. Lock-out/Tag-out procedures will be followed prior to opening the breaker
3. Cleaning of all contacts and insulation
4. Lubrication without disassembly unless necessary to achieve acceptable results
   a. Owner approval will be obtained prior to any disassembly
5. Visual and physical inspection and adjustments as required
6. Owner approval will be obtained prior to the replacement of defective parts
7. As-left Inspection and inspection report
   a. Mechanical inspection
   b. Primary Current Path
   c. Primary Insulation System
   d. Arc Interruption System
   e. Racking Safety Interlocks
   f. Control System
8. As-left Testing and testing results form
   a. Primary
   b. Secondary Injection Tests – if primary is not applicable
   c. Primary Insulation Resistance Test
      1. Phase to phase
      2. Phase to ground
      3. Line to load across open contacts
         Control Insulation Resistance Test
9. Return Breaker to Service per lock-out/tag-out procedures

D. Switchgear
1. Nameplate, cubicle identifications and trip counter will be recorded
2. Lock-out/Tag-out procedures will be followed prior to opening the breakers
3. Remove breakers from cubicles
4. Physical and mechanical inspection, cleaning, and correction of any identified issues
5. Standard Testing-Insulation Resistance Test
6. Return breakers to cubicles
7. Return Switchgear to Service per lock-out/tag-out procedures

E. Dry-Type Transformer
1. Nameplate data will be recorded
2. Lock-out/Tag-out procedures will be followed prior to opening the primary switch and main secondary breaker
3. Physical and mechanical inspection
   a. Bushings
   b. Fans and controls
   c. Standoff Insulators
   d. Alarm circuits
   e. Space Heater
   f. Coils
   g. Grounding
   h. Paint
   i. Connections
4. Cleaning of the coils, frames, bus bars, standoff insulators and surfaces
5. Standard Testing
   a. Insulation Resistance Test
   b. TTR at the primary tap
6. Optional Testing
   a. Excitation Current Tests
   b. Winding Resistance Tests at the primary tap
7. Replace all panels or doors
8. Return Transformer to service per lock-out/tag-out procedures

F. Site Meetings

The selected contractor will attend any and all scheduled site meetings.

G. Invoices
   1. Authorization to pay invoices will be given by the Facility Manager
   2. DAS 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:
      a. Claims filed or reasonable evidence indicating probable filing of claims by parties other than the Contractor
      b. Failure of the Contractor to make payments properly to subcontractors, if any

H. Additional Items Required
   1. Any and all necessary equipment required performing the aforementioned work scope such as special lifting; transporting or racking devices will be furnished by the contractor.
   2. Any required power for work to be performed or testing to be conducted will be furnished by the contractor when facility power is unavailable.
   3. All equipment, labor and materials will be provided by the contractor.
   4. The owner will furnish an onsite representative during the scheduled contract maintenance.
   5. The contractor is required to perform any and all energizing and de-energizing of electrical equipment and apparatus (such as Primary and Secondary mains, Transformers and Sub-feeders).
   6. If there is any defective equipment discovered during the de-energizing and energizing of the switch gear the owner must be contacted immediately and no additional work is to be performed without a written authorization signed by the owner's designated representative.
   7. Any and all manpower, equipment scheduling, travel expense etc. is the responsibility of the contractor.
   8. A minimum of (15) calendar day's advance notice to commence work will be given to the contractor.
   9. A switching agreement will be granted upon request of the contractor.
   10. It is the responsibility of the contractor to submit and adhere to a submitted project schedule approved by the owners authorized representative.
   11. No additional compensation will be granted for weather or any other unforeseen delay unless the delay is attributed to the request of and for the convenience of the owner.
   12. If any items are determined that they are in need of repair or replacement said items will be quoted in a lump sum all inclusive quotation which will include but not be limited to additional testing fees, freight, procurement time, labor, inspection time etc.
   13. A preconstruction meeting and a close out meeting will be required. The cost of these meetings will be included in the contract price.
   14. Contractor must perform all work items per the most current OSHA and NFPA 70E requirements to include current Lock-out Tag-out requirements.
   15. The owner reserves the right to have any additional work above the scope of the original contract to be performed in the form of a fixed price, a not to exceed price, or a time and material price. This item will be pending per DAS Office of Procurement services approval.

1.4.3 The Ohio Department of Education Building and 35 E Chestnut St Building-On–Site Maintenance Onsite Molded Case Circuit Breaker

A. Draw-out Molded Case Circuit Breaker
   1. Initial Documentation
      a. Record nameplate on test and inspection forms
      b. Record the cubicle identification
      c. Apply permanent bar code and data base identification to circuit breaker and record on test and inspection forms

   2. Remove Breaker From Service
      a. Receive proper clearance and open breaker
      b. Tag breaker out of service
      c. Remove breaker from cubicle

   3. Maintenance
      a. All maintenance to be done without disassembly
      b. Cleaning: Clean the case and the primary and secondary disconnects
      c. Parts Replacement: Replace all defective parts as noted. Bring to the attention of the owner and get approval and change order before proceeding

4. As Left Inspection
   a. Perform after maintenance of the breaker
   b. Record all data on the inspection form

   c. Primary Current Path: Note the condition of the primary disconnects
   d. Primary Insulation System: Note the condition of the case
   e. Arc Interruption System: Note the condition of the arc vents
   f. Racking Safety Interlocks: Note the condition of the racking mechanism. Test the interlock that prevents a closed breaker from being racked in or out. Test the interlock that prevents closing a breaker while it is being racked in or out
   g. Control System:

   *Note the condition of the control wiring, all coils, the charging motor, all relays, all switches, and the secondary disconnects.

5. As Left Testing
   a. Perform after maintenance of the breaker
   b. Record on the test form
   c. Primary (or secondary) Current Injection Tests: Record all trip device function settings (Long-Time Pickup and Delay, Short-Time Pickup and Delay, Instantaneous Pickup, and Ground-Fault Pickup and Delay).

      Test the pickup current of all trip device functions on all phases. For each phase, time the Long-Time tripping function at a test current of 3X pickup current. For each phase, time the Short-Time, Instantaneous, and Ground-Fault tripping functions at a test current of 1.5X pickup current.

      For all tests, record the acceptable test limits as determined from the time-current curves of the trip device, along with the actual test results for each phase

   d. *Charge Circuit Minimum Voltage Operation: Using a variac, determine whether the charging motor will charge the closing springs at the specified minimum voltage
   e. *Close Circuit Minimum Voltage Operation: Using a variac, determine whether the closing circuit will close the breaker at the specified minimum voltage
   f. Trip Circuit Minimum Voltage Operation: Using a variac, determine whether the trip circuit will at the specified minimum voltage

6. Return Breaker to Service
   a. Record the cubicle identification that the breaker is returned to
   b. Roll breaker into disconnected position in cubicle, and remove clearance tag

B. Onsite LV Air Circuit Breaker Inspection & Maintenance
   1. Low Voltage Air Circuit Breaker
      Initial Documentation
      a. Record nameplate on test and inspection forms
      b. Record the number of operations listed on the trip counter
      c. Record the cubicle identification
      d. Apply permanent bar code and data base identification to circuit breaker and record on test and inspection forms
   2. Remove Breaker from Service
      a. Receive proper clearance and open breaker
      b. Tag breaker out of service
      c. Remove breaker from cubicle
   3. Maintenance
      a. All maintenance to be done without disassembly, except where disassembly is necessary in order to get the breaker above a minimum acceptable condition
      b. Cleaning: Clean all primary insulation, the mechanism, all main contacts, all arcing contacts, and all control contacts
      d. Lubrication: Re-lubricate per the Maintenance Section of the Square D Lubrication Manual (no disassembly required), if not covered in manual use manufacturer's recommendations. Further lubrication of the mechanical system and primary current path pivot points will require disassembly, and should only be done as needed to get the breaker above a minimum acceptable condition. Before proceeding with disassembly, bring condition to the attention of the owner and get approval and change order for the additional labor

      * Applies to electrically operated breakers only.

e. Adjustments: Perform all critical checks and adjustments as recommended by the manufacturer
f. Parts Replacement: Replace all defective parts as noted. Bring to the attention of the owner and get approval and change order before proceeding

4. As Left Inspection
   a. Perform after maintenance of the breaker
   b. Record all data on the inspection form
   c. Mechanical System: Note the condition of the operating mechanism in terms of wear, lubrication, cleanliness, and adjustments
   d. Primary Current Path: Note the condition of the main contacts, primary disconnects, pivot point lubrication, and adjustments
   e. Primary Insulation System: Note the condition of the primary disconnects stabs and all insulated bracing, linkages, and barriers
   f. Arc Interruption System: Note the condition of the arc chute plates, blow-out coils, arc chute casing, arc runners, arcing contacts, and puffers
   g. Racking Safety Interlocks: Note the condition of the racking mechanism, and test the interlock that prevents racking a closed breaker, the interlock that maintains the breaker in a trip-free condition during a racking operation, and the interlock that discharges the closing springs when the breaker is removed from the cubicle
   h. Control System: Note the condition of the control wiring, all coils, the charging motor, all relays, all switches, the secondary disconnects, and test the anti-pump circuit

5. As Left Testing
   a. Perform after maintenance of the breaker
   b. Record on the test form
      Primary (or secondary) Current Injection Tests: Record all trip device function settings (Long-Time Pickup and Delay, Short-Time Pickup and Delay, Instantaneous Pickup, and Ground-Fault Pickup and Delay).

      Test the pickup current of all trip device functions on all phases. For each phase, time the Long-Time tripping function at a test current of 3X pickup current. For each phase, time the Short-Time, Instantaneous, and Ground-Fault tripping functions at a test current of 1.5X pickup current.

      For all tests, record the acceptable test limits as determined from the time-current curves of the trip device, along with the actual test results for each phase

   c. Charge Circuit Minimum Voltage Operation: Using a variac, determine whether the charging motor will charge the closing springs at the specified minimum voltage
   d. Close Circuit Minimum Voltage Operation: Using a variac, determine whether the closing circuit will close the breaker at the specified minimum voltage
   e. Trip Circuit Minimum Voltage Operation: Using a variac, determine whether the trip circuit will trip the breaker at the specified minimum voltage
   f. Primary Current Path Resistance: Using a 100 Amp micro-ohm meter, measure the resistance of each phase. Test through the primary disconnect fingers and bypassing the primary disconnect fingers
   g. Insulation Resistance Tests:
      1. Primary Insulation: With the breaker closed, measure the insulation resistances between phases and from each phase to ground, at a test voltage of 1000 VDC. With the breaker open, measure the insulation resistances of each phase, line-to-load (across the open contacts), at a test voltage of 1000 VDC
      2. Control Insulation: Short all secondary disconnect terminals together and measure the insulation resistance from the secondary disconnects to ground at a test voltage of 500 VDC

6. Return Breaker to Service
   a. Record the number of operations on the trip counter
   b. Record the cubicle identification that the breaker is returned to
   c. Roll breaker into disconnected position in cubicle, and remove clearance tag

C. Onsite Maintenance Switchgear (Cubicle) Testing
   1. Initial Documentation
      a. Enter nameplate data into hand-held data collection unit and/or record on test and inspection forms
      b. Record the substation identification
      c. Record the number of cubicles and breakers
      d. Record space heater resistance and voltage

e. Apply permanent bar code and data base identification to transformer and enter into hand-held data collection unit and/or record on test and inspection forms.

2. Remove Switchgear from Service
   a. Follow proper lock-out and tag-out procedures for main feed(s) to the switchgear
   b. Receive proper clearance, open all breakers, and ground switchgear bus
   c. Remove circuit breakers from cubicles
3. Maintenance
   Note the condition of the following and clean and/or correct if necessary: structure, paint, doors & covers, racking mechanisms, Kirk key interlocks, cable connections, bus connections, bus supports, bus insulation, primary insulation, racking shutters, primary disconnects, secondary disconnects, wiring & control components, indicators, lighting, and grounding.
4. Standard Testing
   * Insulation Resistance Testing: Measure the insulation resistance of the main bus phase to phase and phase to ground utilizing a megohmmeter. The test voltage should be 1000 VDC for bus rated 1000 V or lower, 2500 VDC for bus rated 1-5 KV, and 5000 VDC for bus rated 5-15 KV.
5. Optional Testing
   a. AC or DC hi-pot testing of the main bus
   b. Ductor testing of the main bus
   c. Functional testing of each breaker in the test position
6. Release Switchgear to Return to Service
   a. Return breakers to cubicles and rack into disconnected position
   b. Remove grounds
   c. Remove clearance tags and locks from main feed(s) to the switchgear

   * Grounds must be removed to perform these tests.

D. Switchboard Assemblies: Low Voltage
1. Visual and Mechanical Inspection
   a. Document equipment nameplate data
   b. Verify the presence of all the manufacturers intended documentation
   c. Inspect physical, electrical, and mechanical condition of switchboard/switchgear and all components
   d. Confirm correct application of lubricants at manufacturer's recommended locations
   e. Verify that fuse and/or circuit breaker sizes and types correspond to drawings and coordination study
   f. Verify drawings for correct revision and date in accordance with customer and supplier records
   g. Verify that current and potential transformer ratios correspond to drawings
   h. Verify tightness of accessible bolted electrical connections by calibrated torque-wrench
   i. Confirm correct operation and sequencing of electrical and mechanical interlock systems
   j. Verify correct barrier and shutter installation and operation
   k. Inspect all mechanical indicating devices for correct operation
   l. Verify that filters are in place and/or vents are clear
   m. Test operation, alignment, and penetration of instrument transformer withdrawal disconnect
   n. Inspect control power transformers
   o. Set relays in accordance with coordination study supplied by owner, if applicable
2. Electrical Tests
   a. Perform insulation-resistance tests on each bus section, phase-to-phase and phase-to-ground
   b. Perform secondary current injection tests on the entire current circuit in each section
   c. Perform control wiring performance test
   d. Determine accuracy of all {Analog} meters
   e. Perform phasing check on double-ended switchgear to insure correct bus phasing from each source
   f. Verify correct function of control transfer relays located in switchgear with multiple power sources
   g. Verify operation of switchgear/switchboard heaters
   h. Test overcurrent protective devices in accordance with applicable scope of work
   i. Test protective relays in accordance with applicable scope of work
3. Optional Tests
   a. Perform tests on all instrument transformers
   b. Perform insulation-resistance tests at 1000 volts dc on all control wiring
   c. Perform ground-resistance tests

d. Perform a power frequency test (High Pot) on each bus section, each phase to ground
e. Perform current tests by primary injection
f. Perform electrical performance test on control power transformer circuits
g. Perform electrical performance tests on potential transformer circuits
h. Perform contact resistance test through all bus joints
i. Perform performance tests on ground fault protection system

1.4.4 Frequency of Maintenance Tests to be applied to all Buildings. To review, click the link below. Building specific frequency of Maintenance Test Supersede requirements in link below.

Link for NETA Frequency of Maintenance Tests

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 CSP902915 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 5.1.6 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 nine(9) copies for a total of ten(10) 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 demonstrate that it has been providing Switchgear maintenance and testing service on equipment 10KVA and above for at least 10 Years.

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	700 Points
Proposal Cost	300 Points
Total	1000 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

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 Requirements:			
1. The Offeror must be financially sound with a Dunn and Bradstreet rating of 1A, 2 or higher.	10		
2. The Offeror must be a member of National Electrical Testing Association (NETA) with at least 5 NETA Level II certified technicians.	20		
3. The Offeror must have formal documented mandatory electrical safety training program compliant to OSHA 1910 and NFPA 70E and will provide the manual upon request.	20		
Offeror Prior Projects			
The Offeror must demonstrate at least 3 projects in similar scope and size (Must use forms 5.2.4)	30		
Staffing Plan: Staff Qualifications for Persons Working on this Project. (Must use forms 5.2.6)			
1. The Offeror must have at least one registered Professional Engineer on staff.	10		
2. The Offeror must have at least 3 microprocessors relay module technicians (class I Technicians).	10		
3. The Offeror must have at least 10 High Voltage switch gear technicians that are direct employees and can be pooled for major outage.	20		
Scope of Work (Work Plan)			
Methodologies proposed (Work Plan Requirements found in 5.1.3)	20		

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 (if applicable)			Maximum Score
1. Oral Presentation			N/A
2. Product Demonstration			N/A

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. "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.

Total 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: _____ = 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.

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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.

3.2 The Offeror's total cost for the entire Work must be represented as the (analyst to determine). All costs for furnishing the services must be included in the Cost Proposal.

3.3 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.

3.4 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.

3.5 BILL TO ADDRESS

General Service Division
The Office of Properties and Facilities
4200 Surface Road
Columbus, OH 43228

COST SUMMARY

RFP Title: Medium Voltage Preventative Maintenance, Testing, Inspecting and Repair Services
CSP902915
UNSPSC CATEGORY CODE: 81102402, 39121115

OFFEROR NAME:_____

NOTE: GUARANTEES

All on site cleaning, maintenance & testing of electrical shall be guaranteed for their professional quality & standards. A cost not to exceed 10% of total contract amount will be allowed for contingency costs. This will not be used in the evaluation and must be approved by DAS Office of Properties and Facilities prior to any work being performed.

There will be two awards, one for the Northern Ohio Territory and one for Central Ohio Territory. Offeror may submit a proposal for one or both territories. Offeror must complete every price for the entire Northern or Central category. Failure to submit pricing for each item per territory will result in a non-responsive offer for that territory.

NORTHERN OHIO TERRITORY

Building and City	
Michael V DiSalle Government Center (Toledo OH)	Annual Base Bid Price $_____
Frank J. Lausche State Office Building (Cleveland OH)	Annual Base Bid Price $_____
Oliver R. Ocasek Government Building (Akron OH)	Annual Base Bid Price $_____
Hourly Rates	
Labor Hourly Rate (Regular Business Hours) M-F between 8:00AM– 5:00PM	$ /hour
Labor Hourly Rate (Non Business Hours) M-F 5:00PM – 7:00AM & Weekends	$ /hour
State Holiday Hourly Rate	$ /hour
Emergency Hourly Rate	$ /hour
Materials	
Materials: Markup of $100.00 in Parts	% Markup_____

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 Calculation
The Offeror’s total cost for a territory will be calculated by adding together the Annual Base Bid Price for each building in the territory; plus the Hourly Rates listed for the territory; plus the result of applying the Materials markup to an amount of $100.00 (used for evaluation purposes only).

COST SUMMARY
Page 2 of 2

OFFEROR NAME:_____

NOTE: GUARANTEES

All on site cleaning, maintenance & testing of electrical shall be guaranteed for their professional quality & standards. A cost not to exceed 10% of total contract amount will be allowed for contingency costs. This will not be used in the evaluation and must be approved by DAS Office of Properties and Facilities prior to any work being performed.

There will be two awards, one for the Northern Ohio Territory and one for Central Ohio Territory. Offeror may submit a proposal for one or both territories. Offeror must complete every price for the entire Northern or Central category. Failure to submit pricing for each item per territory will result in a non-responsive offer for that territory.

CENTRAL OHIO TERRITORY

Building and City	
Vern Riffe Center for Government & the Arts (Columbus OH)	Annual Base Bid Price $_____
James A. Rhodes State Office Tower (Columbus OH)	Annual Base Bid Price $_____
The Ohio Department of Education Building (Columbus OH)	Annual Base Bid Price $_____
The Ohio Department of Health Complex 35 E. Chestnut St (Columbus OH)	Annual Base Bid Price $_____
The Ohio Department of Health Complex 246 N. High Street (Columbus OH)	Annual Base Bid Price $_____
Ohio DAS General Services Center (Columbus OH)	Annual Base Bid Price $_____
Hourly Rates	
Labor Hourly Rate (Regular Business Hours) M-F between 8:00AM– 5:00PM	$ /hour
Labor Hourly Rate (Non Business Hours) M-F 5:00PM – 7:00AM & Weekends	$ /hour
State Holiday Hourly Rate:	$ /hour
Emergency Hourly Rate:	$ /hour
Materials	
Materials: Markup of $100.00 in Parts	% Markup_____

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 Calculation
The Offeror’s total cost for a territory will be calculated by adding together the Annual Base Bid Price for each building in the territory; plus the Hourly Rates listed for the territory; plus the result of applying the Materials markup to an amount of $100.00 (used for evaluation purposes only).

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 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), including sections named below.

5.1 Instructions

5.1.1 Proposal Instructions
5.1.2 Evaluation of Proposals
5.1.3 Proposal Format & Documentation Required

5.2 Forms

5.2.1 Offeror Required Information
5.2.2 Contract Signature Page
5.2.3 Offeror Profile
5.2.4 Offeror Prior Projects
5.2.5 Offeror's Candidate References
5.2.6 Offeror's Candidate Education, Training, Experience
5.2.7 Offeror Performance Form
5.2.8 Contractor/Subcontractor Affirmation and Disclosure

5.3 Terms and Conditions

5.3.1 Performance and Payment
5.3.2 Work and Contract Administration
5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
5.3.4 Representations, Warranties and Liabilities
5.3.5 Acceptance and Maintenance
5.3.6 Construction
5.3.7 Law & Courts

5.4 ADDITIONAL RESOURCES

EOD Reporting	http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx
Office of Budget and Management	http://obm.ohio.gov/LandingPages/Vendor/default.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov/Home.aspx
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.

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6.0 GUIDE FOR PROPOSAL SUBMISSION

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

6.1 _____Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.

6.2 _____Take advantage of the "question and answer" period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.

6.3 _____Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.

6.4 _____Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.

6.5 _____ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror's capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror's response.

6.6 _____ Check the State's Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.

6.7 _____ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror's Proposal may be eliminated from further consideration upon failure to submit within the specified time frame

6.8 _____ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at vendor@ohio.gov. 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.