

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The original signed bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER 0B100015	OPENING DATE (1:00 p.m.) July 16, 2014	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. RTP # DAS2974	BID NOTICE DATE 7/3/14	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days			
BILL TO: Ohio Department of Administrative Services Office of Property and Facilities 4200 Surface Rd Columbus, OH 43228		SHIP TO:	
DELIVERY REQUESTED F.O.B./DEST. P.P.D. _____		DELIVERY OFFERED (IF DIFFERENT) F.O.B./DEST.P.P.D. _____	
<p>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</p> <p>ELEVATOR ASSESSMENT FOR STATE OF OHIO FACILITIES</p> <p>QUANTITY AND DURATION: This Invitation to Bid, which is not a contract, is considered to be a one-time procurement offer for the product(s)/service(s) as listed herein. The successful Contractor may commence performance of the awarded contract upon receipt of an official state of Ohio Purchase Order (ADM0523/ORDE). Upon completion of the contract and upon receipt of proper invoices, payment will be provided by the ordering agency. The contract will then be considered as complete and no further purchases may be placed against the contract. With the exception of approved overrun/underrun tolerances, any deviations from the quantity listed in the awarded contract shall not be permissible nor acceptable.</p> <p>INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING; STANDARD CONTRACT TERMS AND CONDITIONS; AND SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, Rev. 10/2013 are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)		DATE

The original signed bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m. on the above listed opening date to receive consideration for award. It is requested that the bidder not sign their bid in black ink. Bidder certifies, by signature affixed to this bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will use the Total Assessment Cost for this evaluation.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

SPECIFICATIONS

- I. **SCOPE:** The purpose of this elevator condition assessment is to provide a comprehensive evaluation of each existing elevator, at each of the buildings listed in Attachment A. The selected Elevator Consultant shall conduct a thorough onsite evaluation of all elevators and provide a written report of each unit's overall condition, maintenance deficiencies, code deficiencies and any recommended modifications, modernizations and/or capital improvements. Each building will require a separate report. The reports shall include preliminary budget estimates, on a line item basis, for all recommendations regarding modifications, modernizations and capital improvements. All elevator condition assessments and reports for all buildings shall be completed within 60 days of contract award.
- II. **REQUIREMENTS:** The selected Elevator Consultant shall perform the following services:
- A. Conduct a thorough survey of each elevator, and submit the following:
- a. Type of Elevator
 - b. Manufacture and model of the following:
 1. Controller
 2. Machine type manufacture and Model
 3. Pump, tank unit, valve
 4. Door operator manufacture and model
 - c. Identify: Simplex, Duplex or Group Operations
 - d. City/State Serial Number
 - e. Date of Installation or last Modernization
 - f. Capacity
 - g. Contract Speed
 - h. Door Opening size and type
 - i. Number of Stops and Openings
 - j. Type of Guides
 - k. Type of Buffers
 - l. Compliance with ADA requirements
 - m. Review break down records on each elevator (to be provided by elevator contractor and on site security) and perform an analysis of specific causes and recommend prioritized corrective or improvement actions.
- B. The report shall contain a condition report of all the following as applicable:
- a. Hoist Ropes
 - b. Cylinder and Plunger
 - c. Cab interior condition
 - d. All fixture condition
 - e. Rail condition
 - f. Roller and guide condition
 - g. Governor and rope
 - h. Controller condition including wiring, contactors, starters, relays, etc.
 - i. Motor condition including cleanliness, brushes, brakes, windings, etc.
 - j. All hydraulic components including valves, hoses, visible oil leaks, etc.
 - k. Pit condition including cleanliness, signs of moisture or oil, etc.
 - l. Buffers
 - m. Operation of phone
 - n. Alarm Bell Operation
 - o. Condition of all doors, door jambs and door operators
 - p. All manual elevator controls including car top and main control panel
 - q. All safety devices
 - r. Any and all other associated components, equipment, computers, and software.
- C. Conduct a ride analysis detailing the following with results of each included in the report:
- a. Elevator speed up and down
 - b. Accel up and down
 - c. Decel up and down
 - d. Jerk Rate up and down
 - e. Door open and door close time

SPECIFICATIONS

- D. The report shall contain a summary review of previous inspection reports and include maintenance deficiencies as observed including the following:
- a. Verify Elevator Machine Room Maintenance log
 - b. Verify Oil Usage log in place as required
 - c. Verify Fire Recall log
- E. The report shall include all suggestions and recommendations for improvements, modifications, energy savings, modernization and capital improvements based upon the above observations. The report shall also establish a preliminary budget for each suggestion and recommendation line item.
- III. CONTRACTOR REQUIREMENTS: Contractor may be required to provide additional information on relevant experience, if requested. The contractor must:
- a. Specialize in elevator evaluations and assessments;
 - b. Have a minimum of 5 years of experience involving buildings of 10 stories or more;
 - c. Have experience in assessing all types of elevators with specific emphasis on hydraulic and traction style elevators;
 - d. Provide five examples of previous buildings in which they performed elevator assessments;
 - e. Provide assurance that all persons employed by the contractor and working on this contract are licensed to conduct inspections in Ohio.

PRICE SCHEDULE

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

BREAKDOWN OF COST PER BUILDING

	Bidder must complete this portion of the Price Schedule and it should equal the amount used in the Total Assessment Cost table below, which will be used for evaluation purposes. Bidder must provide a price for each location listed or their bid may be deemed as not responsive.	
A	James A. Rhodes State Office Tower	\$
B	Vern Riffe Center for Government and the Arts	\$
C	Michael V. DiSalle Government Center	\$
D	Oliver R. Ocasek Government Office Building	\$
E	Frank J. Lausche State Office Building	\$
G	Governor's Residence	\$
H	The Ohio Department of Education Building	\$
I	The Ohio Department of Health Complex	\$

TOTAL ASSESSMENT COST

OAKS ITEM NO.	QTY.	UNIT	DESCRIPTION	TOTAL AMOUNT
TBD	1	AMT	Aggregate price for all elevator assessments for buildings listed above	\$

The fee proposal to perform the scope of work listed on page 4 shall include one aggregate price for the elevator assessments, at all the listed buildings. The aggregate price shall then be broken out on a cost per building basis.

BID AUTOMOBILE LIABILITY CHECKLIST:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.):

Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all subcontractors (Name/City/State/Country)

c) Location where services will be performed (Name/City/State/Country)

d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

ATTACHMENT A

STATE OF OHIO BUILDING	CONTACT	NUMBER OF ELEVATORS
James A. Rhodes State Office Tower 30 E. Broad St. Columbus, Ohio 43215	Contact: Ryan Dalton Phone: 614-466-1268	24
Vern Riffe Center for Government & the Arts 77 S. High St. Columbus, Ohio 43215	Contact: Brian Hammen Phone: 614-644-9854	22
Michael V DiSalle Government Center 640 Jackson St. Toledo, Ohio 43604	Contact: Patrick Kelleher Phone: 419-245-3080	12
Oliver R. Ocasek Government Building 161 S. High St. Akron, Ohio 44308	Contact: Timothy Davis Phone: 614-330-643-3035	3
Frank J. Lausche State Office Building 615 W. Superior Ave. Cleveland, Ohio 44113	Contact: Tim Grys Phone: 216-787-4894	8
Governor's Residence 358 N. Parkway Ave, Bexley OH	Contact Ann Boeckman Phone: 614-466-3555	1
The Ohio Department of Education Building 25 S. Front St. Columbus, Ohio 43215	Contact: Noel Rozelle Phone: (614) 387-0300	6
The Ohio Department of Health Complex 246 N. High Street and 35 Chestnut Street Columbus, Ohio 43215	Contact: Ralph Hanna Phone: (614) 955-1477	15