



Department of Alcohol &
Drug Addiction Services

Ted Strickland, Governor
Angela Cornelius Dawson, Director

August 16, 2010

Re: Invitation to Bid #ADA11-017
Service Contract for HVAC Equipment

To Ohio Vendor:

The Ohio Department of Alcohol and Drug Addiction Services has identified your firm from existing lists and invites your company to bid on a current State contracting opportunity. Vendors interested in bidding must be a Certified Minority Business Enterprise (MBE) with the State of Ohio.

Please see attached "Invitation to Bid" form for Contract deliverables and time frames.

To assure consideration, please submit your Intent to Bid by August 20, 2010 via fax to ATTN: Duane Casto, Fax # 614-387-7956. All vendors submitting an Intent to Bid may also submit any questions by August 20, 2010.

Please note the submission deadline for this bid is August 26, 2010.

Thank you for your interest.

Sincerely,

Rosaland Tye, Chief Fiscal Officer
Ohio Department of Alcohol and Drug Addiction Services

ODADAS' Vision: "An addiction-free Ohio that promotes health, safety, and economic opportunity."

280 North High Street, 12th Floor
Columbus, Ohio 43215-2550
Main 614-466-3445

FAX 614-728-4936
TDD 614-644-9140
800-788-7254 Treatment and Recovery Hotline
www.odadas.state.oh.us

The State of Ohio is an equal opportunity employer.



Ohio Department of Alcohol and Drug Addiction Services

Invitation to Bid

Date: August 16, 2011

Bid #: ADA11-017

Notice of Intent to Bid Required By: August 20, 2010

(CLOSED MBE BID)

*Intent to Bid letter must be received in order for bids to be considered.

Bid Submission Required By: August 26, 2010

Vendor's Name: _____	
Vendor's Address: _____	
City: _____	State: _____ Zip Code: _____
Contact Person: _____	Phone Number: _____
Signature: _____	Federal Tax Id Number: _____
Certified MBE/EDGE Vendor with the State of Ohio? (please check): _____	

Project: HVAC Maintenance and Repair Service

Projected time frame: 12 Months – Beginning November 1, 2010

Deliverable Description	Due Date	Unit Cost	Total Cost
Service Requirements: 1 year service contract for maintenance service on agency owned HVAC systems. See following documents for details on required services and equipment.	11/1/2010		
Grand Total			

Please provide a one page summary identifying experience relevant to this project.

The Ohio Department of Alcohol and Drug Addiction Services (ODADAS) is seeking a qualified vendor to maintenance and/or repair services for their heating, ventilating, and air conditioning equipment located at 280 North High Street on the 15th floor, Columbus Ohio. The maintenance and repair service will last for one calendar year beginning on 11/01/2010 and ending on 10/31/2011, unless ODADAS terminates the contract earlier by providing thirty (30) days of notice of intent to terminate.

OBJECTIVE

The maintenance and repair service contract will be for the following HVAC equipment.

- (1) Comfort Air Unit w/Wall Mount Thermostat
- (1) Liebert Unit w/Wall Mount Thermostat

SERVICE TERMS

Effective Date: 11/01/2010

Termination Date: 10/31/2011

Maintenance Requirements

- Miscellaneous Services
 - One Emergency Service Call Per Year, No Charge
 - Replacement and Repair to Parts Outside These Terms Shall Be On A Time & Material Basis w/Estimate
 - Documentation of Completed Services at Each Visit Containing
 - Date/Start Time/End Time of Service Visit
 - Service Technician Name
 - Preventative Maintenance Tasks Completed
 - Suggestions/Recommendations/Warnings of Potential Problems
- Monthly Services
 - Cleaning of Units
 - Check/Document Pressures
 - Check/Document Temperatures
 - Lubrication to Units as Needed
- Quarterly Services
 - Change Filters (provided by vendor)
- Yearly Services
 - Change Belts (provided by vendor)
- Emergency Services
 - Ability to Provide 24-Hour Emergency Service
 - List of Hourly Rates For Business Hours Monday - Friday
 - List of Hourly Rates For Non-Business Hours Monday – Friday
 - List of Hourly Rates For Weekend Hours
 - List of Hourly Rates For Holidays
- Warranty Services
 - Ability to Provide a 30-Day labor Warranty on All Work Performed
 - Parts and Materials Will Carry Manufacturer's Warranty Unless Otherwise Noted