

State of Ohio Department of Administrative Services  
Office of Procurement Services  
4200 Surface Road  
Columbus, OH 43228 -1395

Request for Information (RFI)

Request for Information Number: OPI007-08-16

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Date: August 18, 2016  
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Ohio Department of Administrative Services (DAS), Office of Procurement Services (OPS) in conjunction with the Ohio Department of Rehabilitation and Corrections, Ohio Penal Industries (OPI) ±REQUEST FOR INFORMATION ON HVAC AIR FILTER MANUFACTURING EQUIPMENT AND RAW MATERIALS

PURPOSE: The state of Ohio Department of Administrative Services Office of Procurement Services (DAS) requests information and input from the supplier/vendor community on specifications for a possible Bid and Contract for equipment and raw materials used in the manufacture of HVAC Air Filters.

Please complete this request as completely as possible using additional sheets if required. If you have questions concerning this request, please utilize the question and answer facility on the web page listing for this RFI. The state will endeavor to answer any question within 24 hours of posting.

THIS DOCUMENT IS NOT A REQUEST FOR A BID, QUOTE OR PRICES. IT IS A REQUEST FOR INFORMATION AND VENDOR OR SUPPLIER INPUT ONLY. COMMENT, INPUT OR INFORMATION RECEIVED MAY ULTIMATELY RESULT IN  
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This RFI will remain actively posted until the end of business on Wednesday, August 26, 2016.

In order to reply or offer information or comment in response to this RFI, please return a copy of this document with your comments, extra pages and other information you deem pertinent not later than 4:00 PM,

(PROPOSED) SPECIFICATIONS

I. SCOPE OF WORK.

I. PURPOSE:

This Request for proposal is a solicitation to receive proposals for consideration by Ohio Penal Industries for the purchase of all equipment, materials, supplies and training to enable Ohio Penal Industries to manufacture and sell HVAC Air Filters. The contractor will be required to train appropriate staff and inmates in the operation of this equipment and provide support as needed.

II. SCOPE:

The purpose of this proposal is to obtain a Contractor to provide, deliver and install the required new equipment for HVAC Air Filter Manufacturing Equipment and Raw Materials listed herein for the Ohio Department of Rehabilitation and Corrections (DRC), Ohio Penal Industries (OPI) shop at Warren Correction Institution, P.O. Box 120, 5787 State Route 63 Lebanon, Ohio 45036. The Contractor will be required to train the appropriate OPI staff and inmates in the operation of this equipment and to provide support as needed. The Contractor will be required to supply all raw materials for the manufacturing and packaging of the filters.

OPI plans to manufacturer commercial filtration products which may include, but is not limited to: polyester throwaway filters, fiberglass throwaway filters, and standard capacity pleated filters, high capacity pleated filters, MERV II pleated filters & MERV13 pleated filters with this equipment purchase. The state seeks pricing for the equipment, raw materials, support services and correctional industries experience to accomplish this objective. The equipment and raw materials must be able to accommodate special size order fulfillment. The target market for these products is primarily Ohio Government agencies, universities, schools and non-profit entities.

The equipment provided shall be able to meet these needs and accommodate special size order fulfillment. The equipment provided shall be of proven technology (no prototypes). The successful bidder shall allow OPI to operate as an alternate manufacturing site under their UL listing for the production of all approved filters.

The Contractor shall provide the filter manufacturing equipment and be responsible for delivering all equipment, installing, and testing and startup production of the equipment. The contractor shall provide support services related to the filter manufacturing equipment and production process for a minimum of 1 year, from the start of mass production at no additional cost to the State. The Contractor shall provide sales and marketing (literature) support services for a minimum of 1 year, from the start of mass production at no additional cost to the State.

The successful Contractor shall:

- A. Provide filter manufacturing equipment.
- B. Be responsible for delivering, installing, testing and startup production.
- C. Provide a full range of raw materials and suppliers for filter production to meet the Ohio Penal Industries requirements.
- D. Provide service support related to the filter manufacturing equipment and production process.
- E. Have the capacity to provide Ohio Penal Industries with a source for all raw materials required in the manufacturing of filters.
- F. Provide all Material Safety Data Sheets (MSDS), certifications, test reports, equipment and documentation.
- G. Provide Sales and Marketing support on the program.
- H. Certify Ohio Penal Industries as an alternative manufacturing facility under UL Certification active File No.
- I. Advise Ohio Penal Industries of additional and / or updated filters that could be added to this agreement as well as more efficient and updates manufacturing methods.
- J. Have HVAC Air Filter manufacturing and marketing experience with other correctional industry programs.

The successful Contractor will be responsible to fulfill all orders as needed. The vendor will advise on any minimum / truckload order requirements.

The Contractor equipment shall, at a minimum, meet the following specifications and meet the desired characteristics:

### III. PRODUCTION AND MARKETING FACTORS

The Offeror must provide specifications and independent industry testing results for the various types of filters to be produced.

Ohio Penal Industries will evaluate marketing projections for the filters, such as the expected relative demand for the various filter types and sizes.

The successful Contractor shall allow Ohio Penal Industries to operate as an alternate manufacturing site under their UL listing for production of all approved filters. The bidder ¶ V S U R S R V D O V K R X O G W K H U H I R U H issue of UL Listing and Fees associated with this listing.

Similarly, the proposal should discuss the issue of whether Material Safety Data Sheet information is applicable to the HVAC filters to be produced, and if so, how this information is to be provided to Ohio Penal Industries and its end customers.

### IV. COST CONSIDERATIONS

Cost information must be included in the Offers Cost Proposal for all raw materials and equipment. These costs should be provided with any minimums or shipping consideration factors in for an initial one year period. Material cost shall remain firm through the initial one year contract period. Request for material price increase must be accompanied by adequate evidence of cost increase to the vendor and shall conform to the terms and conditions of any awarded contract. Pricing should be similar to all other correctional programs the vendor is working with.

Ohio Penal Industries also desires the bidders projected raw material cost on a per-filter type and size basis, in order to evaluate the potential profitability of producing and selling these filters. Recommendations on selling prices should also be discussed in the response to this solicitation.

The Offeror must submit itemized cost information, in their sealed cost proposal, with regard to any recommended or required production materials and equipment. Such cost shall be submitted on a purchase basis, for evaluation by Ohio Penal Industries. Utility requirements, physical space requirements should be discussed in the technical proposal as well.

### V. SAMPLES

Samples of the filter making materials shall be supplied at no cost upon request for evaluation purposes. Samples will not be returned to the bidder and may be disposed of by Ohio Penal Industries after evaluation.

### VI. TRAINING

Requirements for Training shall include:

- A. Training shall be included in the purchase price of the equipment. Training shall include all costs / expenses of training personnel.
- B. Filter manufacturing process video for training purposes.
- C. Manuals for all equipment
- D. Product marketing and sales training.

### VII. MARKETING AND SALES ASSISTANCE

Requirement for marketing and sales assistance shall include:

- A. Examples of catalogs used by other Correction Institution programs.
- B. Training Day for Ohio Penal Industries Sales staff, in Ohio.
- C. Production market training.
- D. Understanding of Air Filtration marketplace.

VIII. EXPERIENCE AND RELIABILITY

The bidders should provide at least three (3) current customers who have acquired and installed the proposed equipment and received services from the Offeror. Fill out the Offeror Prior Project forms Attachment Five. Offerors should have successfully set up and implemented at least three manufacturing programs in other correctional facilities.

IX. PRICING ±DO NOT SUBMIT PRICING FOR THIS REQUEST FOR INFORMATION

Offerors shall submit sealed Cost Proposals with their response to this RFP. Such pages shall identify the pricing of the equipment. Prices shall be quoted for each piece of equipment listed. All prices shall be firm and fixed and shall be FOB Destination with factory and marketing support training included. Brand name and model number shall be identified for each piece of equipment. Pricing of Raw Materials ±the Offeror shall detail pricing guidelines for the raw materials sold Ohio Penal Industries that will be used in the manufacturing process. Recommendations on best product mix to be ordered should be discussed in the Offerors response. Include any minimum order requirements and your companies shipping policy in your response.

X. EQUIPMENT REQUIREMENTS:

Hot Glue Laminator and Rewind Station

The station laminates (bonds) the Pleated Filter Media to the Expanded Metal.

1. Free Standing machine with welded structural steel framework.
2. Paint finish with appropriate guarding, painted yellow, and safety labeled.
3. Single roll unwind station for the expanded metal. 20 inch O.D. Max. The unwind station will be equipped with a manual left and right adjustment screw.
4. A cantilever shaft unwind station for the filter media. Maximum OD roll size 42 inches.
5. Roll discs to hold the media roll securely in place for unwinding.
6. Media width capacity 32 inches.
7. Temperature controlled hot melt glue tank / bronze glue roller application.
8. Stainless steel arched media transfer table.
9. Variable production speed for maximum of 150 feet per minute.
10. Finished roll rewind station with a photo eye system to control rewind speed during varying roll diameters.
11. Power supplies; 240V, single phase 60 htz. Compressed air of 2 CFM @ 80 p.s.i.
12. Approximate dimensions; 17' length x 4' 6" width.

Pusher Bar Pleater

7 K L V H T X L S P H Q W ³ 3 O H D W V ´ W K H / D P L Q D W H G 0 H G L D D Q G W K H ([ S D Q G H G 0

1. Heavy duty frame built with welded structural steel tubing. Enclosed with painted steel panels, all guards and moving parts are painted yellow and labeled for operator safety.
2. Single roll cantilever unwind station with a manually adjustable tension brake.
3. Standard size media roll end cones and chuck to grip 3" ID cores.
4. A pneumatically operated pleater. No electric motors or cams.
5. Pleat height range, 3/4" - 6".
6. Maximum media width capacity: 32 inches.
7. A re-settable totalizing pleat counter.
8. Automatic and or manual mode operation.
9. A programmable pen marking system, settings include number of pleats and length of mark.
10. A cycle rate of 60 ppm on 1" and 18 ppm for a 6" pleat.
11. This machine is specifically designed to pleat all HVAC type materials.
12. Safety features: Emergency stop / Lexan enclosed safety cage / auto stop if the safety cage is open / pneumatic lock out on regulator for incoming air.
13. Power requirements; Compressed air of 80 psi @ 12 cfm .120 vac, 1 amp.

Manual Cut Off Knife

7 KLV HTXLSPHQW FXWV WKH 3 OHDWHG ODPLQDWHG PHGLD WR VLJH QHH

1. A min. of 34" width and a max. of 4' ± max. RI 1 ORQJ WDEOH
2. Shear will be recessed into a min. 4' ± max. RI 1 ORQJ WDEOH
3. Table top surface will be nickel plated cold finish steel or stainless steel finish.
4. The frame will be 1" square tubing painted to match the pleater.
5. The frame will come equipped with leveling mounts.

Vertical Drying Chamber 6-1/8" Opening

This equipment dries/cures the pleated filter that was made.

This unit will consist of the following features.

1. Painted and hazardous materials guarded access only.
2. The side wall will adjust from a 36" wide opening down to 20".
3. The front wall will adjust from an opening of 30" down to 14" The opening in the front plate will be 6-1/8" in height.
4. The opening in the front plate will be 6-1/8" in height.
5. The movable side and front plate will be designed to open and close without adding or removing additional plates.
6. The interior of the chamber will be lined with carpet. The plates will be installed with the intention of easily removing them to install new carpet when needed
7. The compression area will have a height of 26".
8. Setting the chamber opening will consist of loosening the locks and moving the plates into their new position and tightening the locks which will secure the plates in place.
9. The chamber walls will be designed in such a way that the need to change out the bottom push plate will be eliminated.
10. Operation of the push plate will be controlled by the operator pressing two pneumatic palm buttons to raise the plate.
11. This unit will also come with an assembly table with adjustable guide rails.
12. The table surface will be zinc plated steel to prevent rusting and aid in cleaning.
13. The table surface will have a section on the side that matches the movable side wall on the chamber that will drop down to allow the second assembler to get closer while building small width filters.
14. All operator controls and E-Stop are mounted on a NEMA 12 or equivalent enclosure. This metal enclosure shall protect against dust, dirt, dripping non-corrosive liquids, oil and lubricants.
15. Power Requirements: Compressed air 80 psi.

Cold Glue Roll Coating Machine

This equipment applies glue to the pleat die cut that bonds the entire filter together.

1. Roll Coater will be mounted on a welded steel tubular frame with locking castors.
2. An adjustable setting dial for controlling the amount of adhesive applied to the frame.
3. A removable minimum 3 or a maximum of 5 gallon tank stainless steel adhesive tank for easy clean up.
4. A rubber coated tank roller with a stainless steel wiper roller.
5. Large side scrapers to prevent adhesive from getting on the roller bearings.
6. 38" actual roller width for feeding 30" die cut frames.
7. 120 vac, 3 amp.

Hot Melt Unit

1. 1 ea. 10 1b hot melt unit
2. 1 ea. 8 ft. heated hose
3. 1 ea. handgun for applying glue.

Handgun comes with this unit and allows you to apply glue when making Special/Custom Sizes.

### Manual Pad Cutter

This will be used to cut POLY PADS to size from master poly rolls.

(Will need two (2) cutters, one cutter for this manufacturing line and one cutter for Poly Pad Cutting)

1. 36" width capacity hand shear.
2. 6 K H D U Z L O O E H U H F H V V H G L Q W R D P L Q L P X P R I R U D P D [ L P X P R I ¶ O
3. Table top surface will be nickel plated cold finish steel or stainless steel finish.
4. The frame will be 1" square tubing painted to match the pleater.
5. The frame will come equipped with leveling mounts.

### RAW MATERIALS

#### Filter Media

1. Color: White
2. Base Weight: 2.2 ounces per square yard (acceptable range from 2.05 to 2.35 ounces per square yard), 74.6 grams / square meter (acceptable range from 69.5 to 79.7 grams per square meter)
3. Efficiency: 39.0 % (min. 32.0%)
  - a. TSI Model 8130 Automated filter tester with 0.1 µm count median diameter, NaCl particles at 85 liters per minute.
4. Air Permeability: 495 cubic feet of air / minute per square foot of media (range 440 to 550 cfm) 2.51 cubic meter of air / second per square meter of media (range 2.24 ±2.79 cubic meters / second per square meters of media).
  - a. Textest FX 3300 Labotester III
5. Thickness: 0.065 inches / 1.65 millimeters (lower limit 0.052 inches / 1.32 millimeters)
  - a. Testing load of 0.025 psi (172.4 pascals)
6. Inside Core: 6.75 inches diameter (171 millimeters)

#### Die Cuts

1. 0.24 'Beverage Board (either Aqua Kote® or Carrier Kote®) on 1 and 2 inch stock die cuts
2. 0.25 'Beverage Boards on 4 inch die cuts
3. Water based ink used to print top of die cuts

#### Hot Melt Glue

1. Appearance: White to off white
2. Odor: Low odor
3. Physical state: Solid
4. Flash Point: >400 of concentration of vapor in the air to sustain combustion
5. Evaporation rate: N/A
6. Vapor Density: N/A
7. Specific Gravity: 0.97
8. Volatile organics: Negligible

#### Cold Glue

1. Appearance: White liquid
2. Odor: Low to slight Acetate Odor
3. Physical state: Liquid
4. Flash Point: N/A
5. Evaporation rate: slower than either Butyl Acetate=1): less than 1
6. Vapor Density: 23 High Pressure Air at 20° C
7. Specific Gravity: 1.06
8. Volatile organics: less than 0.01%

Expanded Metal

1. Description: Rustguard™, or equivalent, expanded galvanized steel
2. Pattern: 1-
3. Made from hot-dipped galvanized steel
4. Mesh size: 1- Length Width Depth [ Support Weight Distribution (nominal)
5. 6 WUDQG ZLGWK PHDVXUHG E\ PLFURPHWHU
6. 7 KLFNQHVV- PHDVXUHG E\ PLFURPHWHU
7. 5 ROO ZLGWK LQR BQ\ IUDFWLRQ-DO LQFUHPHQWV
8. Roll length: 1,800 Lft.
9. 5 ROO RQ GLDPHWHU FRUH ZLWK HGJH SURWHFWWRUV
10. High-strength plastic end plugs with 1- GLDPHWHU KROH IRU SD\RII SXUSR VH V DQG K handling purposes
11. Packaged approximately 18 rolls per pallet

XI. DELIVERY:

Contractor shall call OPI Industry Manager at Warren Correctional Institution at 513-932-6773 prior to loading the truck for a delivery appointment. Contractor shall make delivery FOB destination prepaid.

XII. INSTANTION REQUIREMENTS

1. All equipment as well as all installation provided by the contractor shall be in accordance with the National Electrical Code, National Fire Protection Association Standards, Occupational Safety & Health Administration (OSHA) regulations, and all other applicable federal, state, and local safety codes. (TXLSPHQW DQG FRQWUROV VKDOO PHHW DOO 8QGHUZULWHU\ V /DER applicable. It is desirable that the equipment and controls also meet Conformity European (CE) requirements.
2. \$ FRQWUDFWRU\ UHSHUHWDO\ DQ\ HWWK BDBW ZLWK DJHQF\ V VWDII W necessary, any of the requirements developed in this phase of the project regarding codes, environmental, and other related issues.
3. The state agency shall have the opportunity to review and approve all plans and equipment proposed by the contractor to fulfill the requirements of the contract.
4. The contractor shall be responsible for providing all equipment, supplies, and accessories including all labor required for rigging, unloading, spotting, leveling, installing, mounting and final connection to existing utilities (as described herein), start-up and system testing (turnkey). Contractor shall clean up and remove any waste, debris / packaging from delivery / installation and properly dispose of it.
5. All equipment shall include at least two (2) complete sets of operation and parts manuals in English.

XIII. RESPONSIBILITY OF THE CONTRACTOR

1. Obtain any necessary licenses or permits.
2. Provide competent superintendent.
3. Take precautions necessary to protect persons or property against injury or damage, and be responsible for any such injury or damage as a result of his fault or negligence.
4. 3 HUIRUP WKH ZRUN ZLWKRXW XQQHFHVVDULO\ LQWHNDALECY ZLWK RWK activities.
5. Awarded contractor shall contact the agency at the time the purchase order is issued to discuss what utilities modifications, if any, are needed to the facility where the installation of the equipment will occur, allowing the agency sufficient time to make said modifications as it deems necessary.
6. Provide Sales and Marketing support on the program.
7. Certify Ohio Penal Industries as an alternative manufacturing facility under UL Certification active file No.

8. Provide a full range of raw materials for future generation filter production and meet UL certification.
9. Provide documentation of having HVAC air filter manufacturing and marketing experience with other correctional industry programs.

#### XIV. DOCUMENTATION

1. Project plan: The Offeror is required to submit a detailed plan that includes a proposed event sequence and projected time frame from start to completion. Upon award of a Contract, the Contractor shall coordinate with OPI / ODRC to schedule delivery, installation and training at mutually agreeable dates and times. Failure to provide a detailed plan, if requested during the evaluation, may deem the bid not responsive and no further consideration of award will be given.
2. Offerors may be required to submit a copy of engineered-certified drawings of the equipment prior to contract award, during the evaluation process. Offerors will have seven (7) calendar days to submit a copy of engineered-certified drawings after request/notification by the Office of State Purchasing to do so. Failure to provide engineered-certified drawings, if requested during the evaluation, may deem the bid not responsive and no further consideration of award will be given.
3. Upon Contract award, the Contractor shall provide a complete set of original machines drawings of the equipment. Each sheet of the drawings shall be stamped/embossed and signed by the engineer certifying the preparation of the drawings and calculations.

#### XV. ON-SITE TRAINING REQUIREMENTS:

After completion of system installation, the contractor shall provide highly qualified, preferably manufacturer-certified, technical support for the period of five (5) consecutive calendar days on-site for systems operations training. The training shall be conducted during regular working days (Monday thru Friday, 7:30 a.m. ±3:30 p.m.) in order to train state agency personnel and inmates in the proper operation and maintenance of the equipment. The Contractor shall include all associated costs of service and training into the cost of the equipment on the Cost Summary For (page 59-60).

1. The initial training period instruction for the agency staff, to be proficient in equipment operation, must cover overall operations and be completed within the five-day training period.
2. The initial training shall include instruction on daily preventive maintenance for the equipment.
3. A minimum of two (2) detailed instruction manuals shall be provided with the equipment at no additional cost to the state. All manuals and instructions must be in English.
4. The repair service technician, preferably manufacturer-certified, shall be available within forty-eight hours of the agency initial notification for service calls.
5. The contractor shall provide, at no additional cost to the State, preventive maintenance servicing once every six (6) months for two (2) years following the installation/training.

#### XVI. WARRANTY:

The contractor must provide a minimum warranty of twelve (12) months parts and labor on new equipment. Spare parts shall be included in the warranty.

Repair and Spare parts must be provided from a location within the continental United States within seventy two hours of notification by the state agency or service technician. The contractor shall provide the name and location of the nearest authorized dealer that shall provide parts.

XVII. PRODUCTION START-UP MATERIALS REQUIREMENTS:

The contractor shall provide all raw materials for a 5 day training period. The contractor shall provide raw materials and training in production of Pleated, Pocket, Rigid and Fiberglass types of HVAC Air filters.

This ends this Request for Information (RFI). Thank you for any information you have provided and for your participation.