



Office of
Procurement Services
Service · Support · Solutions

REQUEST FOR PROPOSAL

RFP NUMBER: CSP903017
INDEX NUMBER: LDC012
UNSPSC CATEGORY: 2318, 4810, 7215, 8010, 9010

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Transportation and Ohio Department of Public Safety, is requesting Proposals for:

**TITLE: HILLTOP CAFETERIA & KITCHEN –
ASSESSMENT, PREVENTIVE MAINTENANCE, REPAIR, REPLACEMENT AND ASSOCIATED SERVICES**

OBJECTIVE: The Ohio Department of Transportation and Ohio Department of Public Safety are seeking a Contractor to coordinate and perform the assessment, preventive maintenance, repair, replacement and associated services required for the Hilltop Cafeteria and Kitchen at 1980 West Broad Street in Columbus, Ohio.

RFP ISSUED:	August 19, 2016
INQUIRY PERIOD BEGINS:	August 19, 2016
MANDATORY SITE VISITS	August 25, 2016 (see section 1.9)
INQUIRY PERIOD ENDS:	September 12, 2016 at 8:00 AM
PROPOSAL DUE DATE:	September 16, 2016 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 CSP903017
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: _____ _____ _____ _____ E-Mail Address: _____ Phone Number: () _____ - _____ Ext. _____	Name/Title: _____ _____ Signature: _____ 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:	Ohio Department of Administrative Services
Emergency service:	Service required within 2 hours of notification
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
ODOT	Ohio Department of Transportation
ODPS	Ohio Department of Public Safety
OEM:	Original Equipment Manufacturer (provider of original preventive maintenance schedule)
Offeror:	Vendor Submitting Proposal
ORC:	Ohio Revised Code
PM:	Preventive Maintenance
Regular service:	Service during normal business hours, 15 to 24 hours after notification
RFP:	Request for Proposal
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

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 Ohio Department of Transportation (ODOT) and Ohio Department of Public Safety (ODPS) (the Agency), is soliciting competitive sealed proposals (Proposals) for Hilltop Cafeteria & Kitchen - Assessment, Preventive Maintenance, Repair, Replacement and Associated 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 award date through May 31, 2020. 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 36 months 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 The Ohio Department of Transportation (ODOT) and Ohio Department of Public Safety (ODPS) are requesting a contract for assessment, preventive maintenance, repair, replacement and associated services for the cafeteria and kitchen in the lower level at 1980 West Broad Street (the Location). This space serves as the main cafeteria for both the ODOT and adjacent ODPS facilities, as well as staff from Twin Valley Behavioral Healthcare. ODOT and ODPS cooperatively maintain the space and all equipment. The facility is quickly approaching a point where equipment will begin to fail, and repairs are or may not be advantageous due to the life expectancy on many items having been exceeded. The cafeteria space is currently under contract for food service, which is not part of this procurement opportunity.

1.4 SCOPE OF WORK

1.4.1 Overview

The State is seeking a Contractor to provide facility and equipment assessment, planning & design services, to develop, coordinate, and oversee a preventive maintenance and repair program; and to coordinate and oversee the replacement and/or improvement of equipment for the Hilltop Cafeteria and Kitchen. The Contractor will assess the current facility and equipment, provide a status report, and develop a fiscally responsible plan to maintain, repair, replace, or improve the facility and equipment. Contractor will make recommendations to optimize the kitchen and serving area space, including re-design as needed. Pest control services for the kitchen and serving areas will also be a part of the preventive maintenance. The plan will be used cooperatively by ODOT and ODPS for budgetary planning. Contractor will provide services for maintaining, repairing, replacing, or improving the facility and equipment as approved by ODOT and ODPS. ODOT and ODPS have a memorandum of understanding that outlines this shared responsibility. The DAS, Office of Procurement Services approved methodology for the purchase of kitchen equipment will be used for the procurement of new equipment.

1.4.2 Location

Ohio Department of Transportation, 1980 West Broad Street, Columbus, OH 43223
(Hilltop Cafeteria and Kitchen - lower level)

1.4.3 Subcontracting

The Contractor may subcontract parts of the required work to achieve the best quality service levels required by this Contract. All subcontractors must be identified in the Staffing and Work Plans of the Offeror's Proposal. The Offeror may use the experience of an identified subcontractor to meet requirements of the RFP.

1.4.4 Covered Equipment

All food-related equipment associated with the operation of the Hilltop Cafeteria and Kitchen at the above location is identified as 'Covered Equipment'. A link to the existing Covered Equipment list is provided under section 5.4, Additional Resources. The provided list may not be 100 percent accurate. Offeror will have the opportunity to view the existing equipment during the mandatory site visit.

1.4.5 Requirements

- 1.4.5.1 The Contractor must coordinate and oversee all required preventive maintenance and repair services for the Covered Equipment under this Contract, and pest control services for the kitchen and serving areas.
- 1.4.5.2 The Contractor will perform an assessment on the covered equipment, kitchen, and cafeteria. This will provide information for the accurate covered equipment and condition list and the Repair, Replacement and Improvement Recommendation Report.
- 1.4.5.3 The Contractor's preventive maintenance plan must include a preventive maintenance schedule, preventive maintenance manual, and periodic inspections. Preventive maintenance will include regular service of Covered Equipment and pest control services for the kitchen and serving areas.
 - 1.4.5.2.1 The Contractor's proposed preventive maintenance schedule and preventive maintenance activities for covered equipment must meet or exceed the equipment manufacturer's recommended schedule and activities. If manufacturer's preventive maintenance schedule does not exist for a covered piece of equipment, Contractor must develop the preventive maintenance schedule and activities. At minimum, preventive maintenance schedule shall include a monthly inspection of all Covered Equipment.
 - 1.4.5.2.2 The Contractor's preventive maintenance schedule and preventive maintenance activities for pest control services must meet or exceed all laws, rules, regulations, material manufacturer's requirements, and industry best practices. Pest control services will include periodic treatments to effectively prevent, control and eliminate all pests common to food service areas, including but not limited to rats, mice, roaches, flies, bees, hornets, water bugs, fleas, silverfish, and ants. If the material manufacturer does not offer a preventive maintenance schedule for the application of pest control, Contractor must develop the preventive maintenance schedule and activities. Pest control services will cover only the kitchen and serving areas (seating areas are not covered by this contract). Additional treatments between the scheduled treatments may be required to control pests.
- 1.4.5.4 All Contractor scheduled preventive maintenance and regular services must be done at times approved by the appropriate ODOT site representative. All preventive maintenance and general service activities should be performed during regular business hours unless the particular service request requires otherwise.
- 1.4.5.5 All Contractor provided services must be performed by OEM trained or properly certified personnel, where applicable.
- 1.4.5.6 The Contractor must include in its preventive maintenance program all costs related to any required local or State periodic inspections and/or certifications of Covered Equipment.
- 1.4.5.7 The Contractor must provide for the installation of new equipment and the removal of covered equipment being replaced or eliminated.
- 1.4.5.8 All preventive maintenance costs for parts, materials, travel etc. must be included in the monthly preventive maintenance cost.
- 1.4.5.9 The Contractor must report with its monthly invoice all services performed.
- 1.4.5.10 The Contractor must maintain a posted log showing check-in and check-out times, personnel present and services provided.
- 1.4.5.11 The Contractor must provide a 24 hour, seven day a week, 365 day a year method for direct contact.
- 1.4.5.12 The Contractor must respond to emergency service calls and have appropriate staff onsite within 2 hours of the initial call unless approved by ODOT.
- 1.4.5.13 Emergency service calls will be billed at the rate identified on the Contractor's Cost Summary and only for the time spent onsite.
- 1.4.5.14 Regular service calls will be billed at the rate identified on the Contractor's Cost Summary and only for the time spent onsite. Regular service calls may be scheduled with at least 15 hours advance notice and performed during normal business hours on the next business day, unless another mutually agreed upon date is determined.
- 1.4.5.15 Parts and materials for emergency service calls and Agency requested repair services will be billed at the Contractor's supplier invoice rate plus the markup identified on the Contractor's Cost Summary.

Contractor supplier invoices for billable parts and materials must be submitted with the Agency invoice for payment. Costs for all parts and materials shall not be in excess of market prices. Contractor shall retain market price information, e.g., quotes, for future inspection.

- 1.4.5.16 The Contractor and its personnel shall follow all ODOT security check-in procedures upon arrival and while at the facility. The procedure for check-in will be confirmed by the designated ODOT representative after award of the contract.

1.4.6 Deliverables

1.4.6.1 Accurate Covered Equipment and condition list

The Contractor must provide Agency with an accurate Covered Equipment list within 30 calendar days of Contract inception. This list must include all identifying equipment information (manufacturer, model, serial number etc.), the age and current condition of each piece of equipment.

1.4.6.2 Preventive maintenance manual

The Contractor must provide Agency with a preventive maintenance manual for Covered Equipment within 60 calendar days of Contract inception. The manual must include all operations and procedures (start-up, steady-state operation, shutdown, etc.) required for each piece of equipment. The manual must include all preventive maintenance schedules required by the OEM. If OEM preventive maintenance schedule does not exist for a covered piece of equipment, Contractor must develop a preventive maintenance schedule. The manual must also include procedures and schedule required for the application pest control (period, materials used, areas covered, etc.). The preventive maintenance schedule must include a monthly inspection of all Covered Equipment and the kitchen and serving area space to determine if any adjustments in service are needed. Contractor may combine more than one volume of literature, if necessary, to meet these requirements.

1.4.6.3 Repair, Replacement and Improvement Recommendation Report

The Contractor must provide Agency, within 90 calendar days of Contract inception, a report which contains recommendations for repair, replacement, and improvements to covered equipment and the kitchen and serving area space. This report must be based on the Contractor's assessment and detail any repairs, replacements or modifications needed to improve the reliability and efficiency of the Covered Equipment, kitchen, and serving area space. These recommendations must include proposed schedules and fiscally responsible recommendations with supporting cost estimates. The report must be a multi-year look ahead into the future, of at least five years (ten years preferred). This report would be used by Agency for budget planning.

1.4.6.4 Design services

The Agency, anytime during the Contract, may request the Contractor to facilitate all of the activities required for any changes to the kitchen/cafeteria space including equipment and layout beyond the simple replacement of existing equipment. This facilitation and resulting documentation would include, but not limited to, Agency discussions, focus groups, industry research, peer group reviews, operations/process studies, and outside expert advice. The resulting documentation must include all specifications, professional drawings, financial estimates, assessments, and anything else required for the Agency to move forward with the project. The cost of this service will be identified on the Cost Summary as an hourly rate.

- 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 CSP903017 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 5.1.5 in the Instructions for further detail.

Note: To clarify 5.1.12 of the Instructions, Tab No. 17 (Cost Summary) is listed as part of the proposal, however, the cost information needs to be separated from the binder and placed in the separate cost proposal. The rest of the proposal (binder, without any cost information) is considered the technical proposal. A blank sheet may be placed in the technical proposal under Tab No. 17, where the cost information was taken. All technical proposals can be combined together in a properly labeled package. All cost proposals can be combined together in a properly labeled package.

- 1.8 **NUMBER OF PROPOSALS TO SUBMIT** Offeror must submit one (1) original, completed and signed in blue ink, and six (6) copies for a total of seven (7) Proposal packages.
- 1.9 **MANDATORY SITE VISIT** A mandatory site visit will be held at the Location to survey the facility and discuss the requirements of the RFP. The site visit will commence promptly on the date and time listed 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 visit will be deemed not responsive.

OHIO DEPARTMENT OF TRANSPORTATION, 1980 WEST BROAD STREET, COLUMBUS, OH 43223

Arrival Time Date	Building	Location
2:30 PM, Thursday, August 25th	Hilltop Cafeteria and Kitchen	1980 West Broad St., Columbus OH, 43223 (cafeteria and kitchen in lower level)

Note: The schedule above is subject to change as needed.

Due to security at the ODOT-Hilltop location, Offerors must RSVP by calling (614) 466-1519, no later than noon on Wednesday, August 24, 2016. Please include the names, phone numbers, and email address for anyone attending. The State cannot ensure attendance at the site visit for Offerors that fail to register by the deadline.

- 1.10 **BACKGROUND CHECK:** The Contractor must secure a complete background check on all persons employed by the Contractor or subcontractors who will be working at the Location. Such investigations will be conducted prior to assignment of Contractor or subcontractor staff to the Location. Copies of the background checks must be made available to ODOT upon request.

Background checks will be performed to determine if employees of the Contractor or subcontractors have any type of convictions in the following areas:

Any record of violence, domestic or otherwise
Drug-related convictions
Theft

Contractor or subcontractor employees with felony convictions or other criminal records, unless specifically approved by ODOT, will not be permitted to perform work at the Location.

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 the 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
No mandatory requirements for this RFP

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	250 Points
Proposal Cost	100 Points
Total	350 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
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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
I. Offeror Only Profile			
Offeror profile (use form 5.2.3)	1		
II. Offeror and Subcontractor Prior Projects (use form 5.2.4) All of the prior projects cited below must be related to cafeteria and/or kitchen equipment and related spaces. Prior projects/experience for covered equipment should include both 'hot' and 'cold' referenced equipment.			
1. Assessment and recommendations for kitchen/cafeteria equipment	2		
2. Preventive maintenance service	2		
3. Repair service (normal and emergency)	2		
4. Installation of new kitchen/cafeteria equipment	2		
5. Formal design services including drawings	2		
6. Pest control of kitchen/cafeteria space	2		
7. Operations/process management studies	2		
8. Overall prior projects meet project requirements	2		
9. The Offeror and/or its identified subcontractors must demonstrate that it has been in the business of performing preventive maintenance, repair, or installation services of kitchen/cafeteria food preparation and storage equipment for at least 3 years, preferably.	13		
III. Offeror and Subcontractor Staffing Plan The key personnel identified below must cover all of the services required in this RFP.			
1. Key Offeror personnel (use forms 5.2.5 and 5.2.6)	2		
2. Key subcontractor personnel (use forms 5.2.5 and 5.2.6)	2		
3. Overall Staffing Plan meets project requirements	4		
IV. Work Plan			
1. Work Plan is organized	2		
2. Work Plan shows a clear understanding of the project requirements	2		
3. Work Plan provides a clear schedule of events to complete the work	2		
4. Work Plan clearly defines all deliverables	2		
5. Overall Work Plan meets project requirements	4		

Total Technical 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.

2.6 COST PROPOSAL POINTS DAS will use the information the Offeror submits on the Cost Summary Form to calculate the Cost Proposal points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical score is 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" = Total Estimated Annual Cost (for evaluation) as identified in the Cost Summary section of Offeror's Proposal.

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. 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.

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.

Cost Score: _____

2.7 FINAL STAGES OF EVALUATION The Offeror(s) 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.

Total 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.

2.8 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.

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.

The Offeror's total cost for the Work must be represented as the firm, fixed price on the Cost Proposal. All costs for furnishing the services must be included in the Cost Proposal.

3.2 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.

3.3 REIMBURSABLE EXPENSES The State will not be responsible for any costs not identified in this RFP or the Offeror's Cost Summary.

3.4 BILL TO ADDRESSES:

Ohio Department of Transportation
Central Office Facilities Management
1980 West Broad Street
Mail Stop 231L
Columbus, Ohio 43223
Attn: Facility Manager

Ohio Department of Public Safety
Office of Facilities Services
1970 West Broad Street
Columbus, OH 43223
Attn: Facility Manager

COST SUMMARY

RFP Title: Hilltop Cafeteria & Kitchen – Assessment, Preventive Maintenance, Repair, Replacement and Associated Services

RFP No.: CSP903017

UNSPSC CATEGORY CODE: 2318, 4810, 7215, 8010, 9010

OFFEROR: _____

The Offeror must provide all entries in the following table.

Site	Service	Rate	Quantity	Annual Cost
Hilltop Cafeteria and Kitchen	Monthly Preventive Maintenance	\$	12	
Total Fixed Annual Preventive Maintenance Cost				\$
	Hourly Regular Service	\$	60	
Total Estimated Annual Regular Service Cost				\$
	Hourly Emergency Service	\$	15	
Total Estimated Annual Emergency Service Cost				\$
Materials and Parts Markup over Contractor Supplier Cost		%	\$3,000	
Total Estimated Annual Materials and Parts Markup over Contractor Supplier Cost				\$
	Hourly Design Services	\$	20	
Total Estimated Annual Design Services Cost				\$
Total Estimated Annual Cost (for evaluation)				\$

For evaluation only, the State will use 60 hours of regular services hours.
 For evaluation only, the State will use 15 hours of emergency services hours.
 For evaluation only, the State will use \$3,000 in materials and repair parts.
 For evaluation only, the State will use 20 hours for design services

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.

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, except for Covered Equipment adjustment, below. 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 are already being processed; or on purchase orders that have been filled.

As Covered Equipment is removed and/ or new equipment is added as Covered Equipment, contract pricing may be adjusted,

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 materials/services 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 Inquiries
- 5.1.3 Protests
- 5.1.4 Addenda to the RFP
- 5.1.5 Proposal Submittal
- 5.1.6 Confidential, Proprietary or Trade Secret Information
- 5.1.7 Waiver of Defects
- 5.1.8 Multiple or Alternate Proposals
- 5.1.9 Addenda to Proposals
- 5.1.10 Proposal Format
- 5.1.11 Evaluation of Proposals
- 5.1.12 Proposal Format and 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/searchEODReporting.aspx
Office of Budget and Management	http://www.obm.ohio.gov/
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services	http://www.ohiosharedservices.ohio.gov
Ohio Business Gateway	http://business.ohio.gov/
Ohio Secretary of State	http://www.sos.state.oh.us/SOS/Businesses.aspx
Covered Equipment	Link to Covered Equipment

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.

- 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 5.1.12, 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.

7.0 Additional Instructions for Proposal preparation and document links

5. Prior projects

The Offeror must provide multiple prior project experiences for each of the identified categories listed in Table 3 to show complete coverage for all Covered Equipment and associated services. The prior projects must be organized by category in the Offeror's proposal. If the Offeror is using a subcontractor for prior project experience, it must be identified on the prior project form.

6. Staffing Plan

The Staffing Plan must include all identified Offeror and subcontractor key personnel that will be working on this project. If the Offeror is using subcontractor personnel, it must be identified on the Staffing Plan. The Staffing Plan must include procedures for securing additional staff or subcontractors if required in responding to regular service calls and responding to emergency service calls.

8. Work Plan

The Work Plan must provide a complete description of how the Contractor is going to meet all of the Contract requirements. The Work Plan must include a schedule that covers all necessary Contract activities from Contract award through the initial term of the Contract including all required deliverables. The Work Plan must include any operational procedures developed such as communications protocols and procedures for regular service and emergency responses.