



REQUEST FOR PROPOSAL

RFP NUMBER: CSP905516
INDEX NUMBER: DRC118
UNSPSC CATEGORY: 80161600

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Department of Job and Family Services (JFS) is requesting Proposals for:

MINORITY SET-ASIDE OPPORTUNITY IN ACCORDANCE WITH ORC CH. 125.081

PROPERTY MANAGEMENT SERVICES
FOR
OHIO DEPARTMENT OF REHABILITATION AND CORRECTION
DAYTON AREA FACILITY

OBJECTIVE: The Ohio Department of Administrative Services is seeking a Property Management Services Contractor for the Ohio Department of Rehabilitation and Correction facilities located at 1901 South Gettysburg Ave., Dayton, Ohio 45418.

RFP ISSUED:	September 3, 2015
INQUIRY PERIOD BEGINS:	September 3, 2015
MANDATORY SITE VISIT	September 16, 2015 at 9:30 AM
INQUIRY PERIOD ENDS:	September 25, 2015 at 8:00 AM
PROPOSAL DUE DATE:	September 30, 2015 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
CSP905516 DRC118
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
CRP	Community Rehabilitation Program
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
DRC:	Department of Rehabilitation and Correction
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
Mandatory:	Must, Will, Shall
MBE:	Minority Business Enterprise
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

CALENDAR OF EVENTS

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. Detailed instructions regarding dates are as follows:

Firm Dates

RFP Issued:	September 3, 2015
Inquiry Period Begins:	September 3, 2015
Mandatory Site Visit:	September 16, 2015 at 9:30 AM
Inquiry Period Ends:	September 25, 2015 at 8:00 AM
Proposal Due Date:	September 30, 2015 by 1:00 PM

Estimated Dates

Contract Award Notification:	To be determined
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There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due. Proposals received after 1:00 p.m. on the due date will not be evaluated. Late proposal are stamped as late by the Bid Desk, and are not opened, certified or evaluated.

MANDATORY SITE VISIT: Prior to submitting their Proposal, the Offeror must visit the DRC facility in order to survey the facility(s) and to become familiar with the requirements of the RFP. The mandatory site visit is scheduled for Wednesday September 16, 2015 at 9:30 AM.

1.0 EXECUTIVE SUMMARY

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 Rehabilitation and Correction (the Agencies), is soliciting competitive sealed proposals (Proposals) for Property Management Services for facilities located at 1901 South Gettysburg Ave., Dayton, Ohio 45418.

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.

- 1.2 **CONTRACT PERIOD** Once awarded, the term of the Contract will be from the award date through October 31, 2018. 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

The Ohio Department of Rehabilitation and Correction (DRC) has the responsibility for providing safe and healthy work environments for our staff as well as property management at DRC owned/leased properties throughout the State of Ohio. This RFP seeks to find an experienced Ohio Certified MBE property management company for the DRC facilities located at 1901 South Gettysburg Ave., Dayton, Ohio 45418. Most services will be provided during normal business hours excluding State holidays. Snow removal must be performed to provide a safe environment including evenings, weekends and State holidays. Coverage will also include weekends, evenings and holidays in the event there is an emergency with one of the building systems that needs to be addressed immediately and cannot wait until regular business hours.

1.4 SCOPE OF WORK

A. DRC Dayton Facilities

The Ohio Department of Rehabilitation and Correction is seeking the services of a Ohio certified MBE Contractor to provide property management services at 1901 South Gettysburg Avenue, Dayton, Ohio. The current facilities to be managed consist of a 2 floor administrative office building and a small residential building. Refer to the site map on page 14 for additional information. The normal business hours for this location are Monday through Friday 8:00 A.M. to 4:45 P.M excluding State holidays. Non-emergency services must be performed during normal

business hours. Snow removal is performed any day that it is required. The ten State holidays include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

Service coverage will also include weekends, evenings and holidays in the event there is an emergency with one of the building systems that needs to be addressed immediately and cannot wait until regular business hours. The facility consists of several buildings only two of which are initially covered by this Contract. The remaining buildings are currently not utilized. The addition of other buildings at the facility to the Contract would be done through a mutually agreed upon amendment to the Contract.

This Contract does not require full-time staff be present on-site at all times. Preventative maintenance required by the Contract should be scheduled during normal business hours at least 2 weeks in advance. Non-emergency tasks should be addressed during normal business hours within 72 hours. Emergency tasks require an on-site response within two hours of notification.

Deliverables:

1. HVAC operation and preventative maintenance, including programming and maintenance of the METASYS building automation system. This includes routine inspection and preventative maintenance of all HVAC equipment and replacement of all HVAC related filters two times per year. All preventative maintenance services and filters are included in the Contract at no additional cost.
2. Plumbing operation and maintenance to include maintaining existing pumps, toilets, drinking fountains, sinks and all other plumbing systems and fixtures.
3. Lighting and electrical operations and maintenance, to include providing and replacing all light bulbs. All replacement light bulbs and services are included in the Contract at no additional cost.
4. Manage the following separately contracted services:
 - a. Annual fire protection system inspection and testing, annual fire alarm and detection equipment and annual fire extinguisher inspections;
 - b. Annual boiler chemical water treatment;
 - c. Pest management, including monthly preventive treatment;
 - d. Janitorial services including stripping and waxing of floors and
 - e. Annual backflow prevention inspection and testing.
5. Exterior and interior door and lock maintenance; to include all interior and exterior doors.
6. Snow and ice removal from all DRC designated sidewalks, patios and parking areas to include:
 - a. Remove snow either by shovel and/or plow when snowfall exceeds one inch;
 - b. When ice exists on walkways and patios, deicing chemicals or salt will be applied;
 - c. Sidewalks are to be cleared by 6:30 a.m.;
 - d. Clear any accumulation of snow one inch or greater during service coverage hours; and
 - e. Provide all materials, including deicing products, and equipment for the above tasks.
7. Lawn care and landscaping services will be provided as follows:
 - a. Pickup and remove from premises all litter and debris;
 - b. Mow grass area weekly, if needed;
 - c. Water grass areas bi-weekly, if needed;
 - d. Mulch bed areas annually;
 - e. Weed all mulched and plant material ground cover areas surrounding the facility bi-weekly; and
 - f. Trim bushes three times per year (spring, mid-summer and early fall) and
 - g. Maintain trees and tree removal, if removal is deemed necessary by DRC Facility Operations.
8. Ongoing preventive maintenance services for all building systems, structures and grounds to prevent the need for major repairs. However, in the event that major repairs are needed, Contractor will obtain prior written approval from the DRC Facility Operations for costs that exceed \$500.00.
9. Skilled trades/occupation services such as carpentry, plumbing, electrical, plastering and drywall.
10. Other duties as mutually agreed to that are not listed in this Contract.
11. Attend meetings with DRC and provide reports, which at a minimum, include:
 - a. A pre-performance meeting to select the reporting format, review performance requirements and method of reporting; and
 - b. Monthly job meetings to provide the following:
 - i. Review job progress, quality of work, delivery of repair materials and approvals for future projects;

- ii. Identify and resolve problems which impede planned progress;
 - iii. Coordinate the efforts of all personnel that are stakeholders in this project;
 - iv. Maintain a sound working relationship with DRC, as well as a mutual understanding of the Contract; and
 - v. Maintain safe and sound working procedures.
12. The Contractor must be responsible for all administration costs and purchases including, but not limited to, ordering, purchasing, and stocking of office supplies and equipment used by the Contractor.
13. Management of on-site Contractors for repair and maintenance projects approved by DRC. Some projects may be procured through other State Contracts.
14. The Contractor must utilize and enhance the agencies current incident/task system including preventative maintenance records.
- 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 INSTRUCTIONS
Link to Web site for Instructions is available in Section 5.1.
- 1.8 REQUIRED REVIEW
Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.
- 1.9 NUMBER OF PROPOSALS TO SUBMIT Offeror must submit one (1) original, completed and signed in blue ink, and five (5) copies for a total of six (6) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate. In addition to the other instructions in Form 5.1.5 p3 – PROPOSAL SUBMITTAL, Offeror must clearly mark each envelope or package with their company name and return address.

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	Accept	Reject
The Offeror must be an Ohio certified Minority Business Enterprise (MBE) vendor.		

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	450 Points
Proposal Cost	150 Points
Total	600 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

Evaluation Criterion	Weight	Rating (0 to5)	Extended Score
1. Offeror Profile (Company Profile) Business Management Experience (Tab 4 of Proposal)			
The Offeror must submit a detailed Offeror Profile that describes the company history in building management services, past similar project experiences, current capability and capacity to perform the work under this RFP. (Form 5.2.3)	10		
2. Offeror Prior Projects (Tab 4 of Proposal)			
The Offeror must document previous experience and expertise in managing at least three (3) facilities. These facilities must be similar size, scope and nature. Details of similarities must be included. If fewer than 3 references are provided it must include information as to why fewer than three (3) references were provided. (Form 5.2.4)	20		
3. Staffing Plan (Tab 5 of Proposal)			
The Offeror must submit a detailed Staffing Plan. The Offeror must identify by name all key personnel required to do the project and their responsibilities. The Offeror should include any additional staff above the minimum requirements.(Proposal Instructions 5.1.13 #6)	15		
4. Contracted Services (Tab 5 of Proposal)			

The Offeror must describe its plan for contracted services subcontracts, or necessary equipment. If Offeror utilizes subcontractors for services it must provide documentation of the subcontractor's experience, education and licenses or certifications.(Form 5.2.8 and 5.2.1)	10		
5. Personnel Profile (Tab 6 of Proposal)			
The Offeror must submit a list of the key, qualified personnel that will be involved in the Work and the key staff must have experience with facility projects of a similar size, scope and nature to this RFP's requirements. If fewer than three (3) references are provided, the Offeror must include information as to why fewer than three (3) references were provided. (Complete forms 5.2.5 and 5.2.6 for all key staff)	10		
5. Scope of Work (Work Plan) (Tab 7 of Proposal)			
The Offeror must submit a detailed Work Plan that demonstrates an understanding of the requirements and the overall project as described in the Scope of Work. The Work Plan must address how and when the Offeror will meet all of the requirements of the RFP including budgets, reports and schedules.	25		
Total Technical Score			

2.6 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" = amount 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.

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.

$$\text{Technical Score} + \text{Cost Score} = \text{Total Score}$$

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.
- 2.10 FINANCIAL ABILITY. Part of the proposal evaluation criteria is the qualifications of the Offeror which include, as a component, the Offeror's financial ability to perform the Contract. This RFP may expressly require the submission of financial statements from all Offerors in the Proposal contents attachment. If the Proposal contents attachments does not make this an expressed requirement, DAS may still insist that an Offeror submit audited financial statements for up to the past three (3) years if DAS is concerned that an Offeror may not have the financial ability to carry out the Contract.

In evaluating an Offeror's financial ability, the weight DAS assigns, if any, to that financial ability will depend on whether the Offeror's financial position is adequate or inadequate. That is, if the Offeror's financial ability is adequate, the value assigned to the Offeror's relative financial ability in relation to other Offerors may or may not be significant, depending on the nature of the Work. If DAS believes the Offeror's financial ability is not adequate, DAS may reject the Proposal despite its other merits. DAS will decide which phases are necessary. DAS has the right to eliminate or add phases at any time in the evaluation process. To maintain fairness in the evaluation process, all information sought by DAS will be obtained in a manner such that no Offeror is provided an unfair competitive advantage.

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 entire Work must be represented on the Cost Summary. All costs for furnishing the services must be included in the Cost Proposal. Offerors shall provide a comprehensive cost analysis; however, any ancillary fees for labor, materials and equipment or other costs that cannot be predetermined will be negotiated and approved by the Ohio Department of Job and Family Services. All costs for furnishing the services must be included in the Costs Proposals as requested. No mention of or reference to costs may be made in the Technical response to this RFP.

- 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** None; there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

3.4 **BILL TO ADDRESS**

Operation Support Center
770 W. Broad St.
Columbus, OH 43222

- 3.5 **PERFORMANCE BOND**: The Contractor must be able to provide a performance bond upon request. The amount of the performance bond must be for the amount of \$75,000.00, and must remain in place through the term of the Contract and may be renewed or continued annually with the approval of the State. Each Offeror must enclose a letter of commitment from a bonding company for the performance bond with its Proposal. A standard bond form, from any company authorized to do business within the State of Ohio, is acceptable. The bond will be made payable to the Treasurer, State of Ohio, referencing the applicable CSP905516. If required, the actual performance bond must be submitted to the Office of Procurement Services, State of Ohio within five (5) business days of receipt of a purchase order from the agency.

COST SUMMARY FORM

RFP#: CSP905516

UNSPSC CATEGORY CODE(s): 80161600

OFFEROR: _____

Performance Bond

ANNUAL COST for a \$ 75,000.00 Performance Bond \$ _____

Documentation must be included with Offeror's Proposal to support the Offeror's ability to secure the Performance Bond if required.

Contractor's Hourly Rates, Materials Upcharge and Annual Management Fee

Description	Estimated Annual Hours	Contractor Hourly Rate	Total Annual Cost (Hourly Rate x Annual Hours)
Section A			
Snow Removal	60	\$	\$
HVAC Operation and Maintenance	75	\$	\$
Plumbing Operation and Maintenance	60	\$	\$
Lighting and Electrical Operations and Maintenance	90	\$	\$
Door and Lock Maintenance	20	\$	\$
General Maintenance (minor repairs, painting)	120	\$	\$
Lawn care and Landscaping services	180	\$	\$
Section A Total			\$
Section B			
Markup % of actual Contractor's cost for Materials and Equipment For the purpose of evaluation, \$1,000.00 will be used.		%	\$
Annual Management Fee			\$
Section B Total			\$
Total Annual Cost (Total of Section A and Section B)			\$

This is a time and materials contract. Contractor will be compensated for actual hours worked and materials used except for services and materials explicitly required to be paid for by the Contractor as part of the Contract.

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.

Contractor must provide receipts/invoices for any purchases of materials and/or equipment. JFS will only pay the actual costs shown on receipt/invoice plus markup percentage indicated.

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 for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

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.

4.4 **SPECIAL PROVISIONS**

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This solicitation is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All Offerors must be an Ohio certified MBE as of the proposal due date of September 30, 2015. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at:
<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>.

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
- 5.1.4 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 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
OSS Vendor Information Link	vendor@ohio.gov

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 5.1.3, 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.
- 6.11 _____ Provide evidence of Ohio Workers’ Compensation Coverage.

