

REQUEST FOR PROPOSAL

RFP NUMBER: CSP900416
INDEX NUMBER: BWC004
UNSPSC CATEGORY: 80161600

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Bureau of Workers' Compensation is requesting Proposals for:

PROPERTY MANAGEMENT SERVICES

OBJECTIVE: The Ohio Department of Administrative Services is seeking the services of a Contractor that can provide property management service and oversight for the William Green Building and the BWC Parking venues for the Ohio Bureau of Workers' Compensation.

RFP ISSUED:	February 20, 2015
INQUIRY PERIOD BEGINS:	February 20, 2015
MANDATORY SITE VISIT /PRE-PROPOSAL CONFERENCE:	March 9, 2015 at 10:00 AM
INQUIRY PERIOD ENDS:	March 13, 2015 at 8:00 AM
PROPOSAL DUE DATE:	March 23, 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
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
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
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:	February 20, 2015
Inquiry Period Begins:	February 20, 2015
Mandatory BWC Pre-Proposal Conference	March 9, 2015 @ 10:00 am
Mandatory BWC Site Visit:	March 9, 2015 @ 10:00 am
Inquiry Period Ends:	March 13, 2015, at 8:00 a.m.
Proposal Due Date:	March 23, 2015, by 1:00 p.m.
Contract Start Date	July 01, 2015

Estimated Dates

Contract Award Notification:	May 01, 2015
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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.

MANDATORY PRE-PROPOSAL MEETINGS AND SITE VISITS:

Mandatory pre-proposal meetings and site visits for this RFP will be held on March 9, 2015, starting at 10:00 a.m. at the William Green Building, 30 West Spring Street, Columbus, Ohio. All prospective Offerors are required to attend and encouraged to bring any subcontractors or other personnel required for assessing the project.

The purpose of this conference is to discuss the RFP and Project with prospective Offerors and to allow them to ask questions arising from their initial review of this RFP. Attendance at the Pre-Proposal Conference is a prerequisite to submitting a Proposal. The State will answer questions as best as possible. We reserve the right to take questions under advisement and respond through the inquiry process. Offerors are responsible for any and all information exchanged at the conference and via the Internet inquiry process.

Proposals submitted by Offerors that do not attend the mandatory pre-proposal meeting will be rejected, unopened. This will be the only opportunity for a site visit. All prospective Offerors must attend the site visit.

To facilitate access to the conference, please provide the names, organization(s) and telephone numbers of representatives that will attend the mandatory pre-proposal conference and send this information to: Geraldine Berry, Ohio Department of Administrative Services, no later than 4:00 PM, March 5, 2015 by email to: geraldine.berry@das.ohio.gov. Attendees are limited to four (4) representatives per potential Offeror, including subcontractors.

All representatives must be prepared to present photo identification at the security desk to gain access. A valid driver's license or state identification will suffice.

CONTRACT PERIOD

Once awarded, the term of the Contract will be from the start date through June 30, 2017. The State may solely renew all or part of this Contract at the discretion of DAS on behalf of BWC 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 on behalf of BWC for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed four (4) 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.

1.0 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 Bureau of Workers' Compensation (the Agency), is soliciting competitive sealed proposals (Proposals) for Property Management Services – William Green Building and BWC Parking Venues. 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 BACKGROUND

The Ohio Bureau of Workers' Compensation (BWC) is an agency of the State of Ohio, and is responsible for administering the State's Workers' Compensation insurance program. Its central office operations are housed in the William Green Building at 30 West Spring Street, Columbus, Ohio, 43215. The William Green Building also houses the following state agencies/commissions: The Ohio Industrial Commission (IC); The Ohio Facilities Construction Commission; The Ohio Department of Youth Services; The Ohio Administrative Knowledge System; and The Ohio Ethics Commission.

On the north, the William Green Building is connected to the Nationwide Insurance atrium, which also serves the Nationwide I and III office towers. At the time of construction, the William Green Building, the atrium, and the Nationwide III tower were a part of the largest public/private enterprise ever built in the United States. (The Ohio Bureau of Workers' Compensation pays Nationwide a prorata share for atrium maintenance, and that fee amount will be added as a line item to the Contract upon award.) William Green Building construction was completed in 1990, and the building contains 981,533 gross square feet. There are 33 stories above grade, and two stories below grade. The highest roof level is 557'-6" above grade.

The Ohio Bureau of Workers' Compensation also owns a nearby parking garage and surface lot, both of which are used by employees and visitors of BWC and other tenants of the William Green Building. Monthly parkers and agency fleet vehicles gain entry to the secure parking areas via electronic access cards that are distributed by BWC. The BWC Parking Garage completed construction in 2003, and it is located at 75 West Spring Street (bounded by Spring Street to the north, North Ludlow to the west, West Lafayette to the south, and North Front Street to the east). The seven story garage contains approximately 524 spaces with an additional 10-12% oversell. In addition to parking, the garage contains approximately 11,500 square feet of office space (occupied by BWC staff) in the northeastern portion of the ground floor.

The northwest ground floor section of the parking garage is entered from Spring Street and includes a parking area for injured workers. Of the approximately 30 spaces in this area, 15 are available, without charge, to those individuals who are attending hearings or medical examinations for the IC. These spaces are monitored by an attendant.

The Surface Parking Lot is located south of and adjacent to the parking garage. The surface lot contains 97 spaces with an additional 10-12% oversell.

The BWC Parking Garage and Surface Lot are hereafter referred to collectively as the BWC Parking Venues.

1.3 OVERVIEW

BWC is seeking property management services, including management, supervision, labor, materials and equipment that will enable the Contractor to maintain the William Green Building at Class A office building standards and the BWC Parking Venues in accordance with all specifications. This includes, but is not limited to:

1. General building maintenance.
2. Operation and maintenance of the vertical transportation; fire protection; plumbing; the central heating, ventilating and air conditioning (HVAC) plant; electrical; life safety and related services; and all other general building systems.
3. Housekeeping and janitorial services, excluding those services provided to BWC by CRP contracts.
4. General grounds maintenance.
5. Collection of monthly parking fees for the BWC Parking Venues.
6. Oversight of any subcontractors to perform these services. See Attachment 4 for existing subcontractors for an example of services needed under this contract.

Security services for the William Green Building are provided by other Companies. Except for those services provided by CRP contracts or other services directly under contract with BWC, the successful Offeror shall directly or through subcontract provide the services described more fully in the Scope of Work.

The Contract with the successful Offeror will specify maximum annual total fees for each cost category identified as follows:

1. Administrative
2. Management Fee
3. General Building
4. Elevator
5. Fire Protection
6. Plumbing
7. HVAC
8. Electrical
9. Life Safety Systems
10. Access Control Systems
11. Janitorial
12. Grounds
13. BWC Parking Venue Specific Expenses

The expected term of the Contract is from start date through June 30, 2017, with up to a maximum of forty-eight (48) months of renewals.

All current subcontracts for the current building management are due to expire by June 30, 2015.

SEE ATTACHMENT FOUR "BWC EXISTING BUILDING MANAGEMENT SUBCONTRACTS SUMMARY" FOR A LIST OF ALL CURRENT CONTRACTS.

It is expected that the successful Offerors plan will be included in the Contract with the same line items as identified in the Proposals. Invoices will be paid in accordance with actual expenditure within any line item budget. Savings in one area of services will not release funds for a higher management fee. No "mark-up" or additional administrative fees will be paid for the purchase of equipment, supplies, materials, or any tenant work. It is also anticipated that if the Contract is renewed, any subsequent renewal budget will be based on the successful Offerors line item budget with an adjustment that will not exceed an annual inflation factor and as mutually agreed to by the parties to the Contract.

1.4 Minority Owned Business Enterprise (MBE) SUBCONTRACTORS

The State is committed to making more State contracts and opportunities available to minority owned business enterprises (MBE) certified by the Ohio Department of Administrative Services pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP contains a sheltered solicitation component which requests Offeror to seek and set aside a portion of the Work to be exclusively performed by Ohio certified MBE businesses. 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>

While it is not a condition of award of the RFP, the Offeror should use its best efforts to seek and set aside work for Ohio certified minority owned business enterprises (MBEs).

Sheltered Solicitation. In seeking solicitations from Ohio certified MBE subcontractors, the Offeror must:

- ♦ Utilize a competitive process to which only Ohio certified MBEs may respond;
- ♦ Have established criteria by which prospective Ohio MBEs will be evaluated including business ability and specific experience related to the Work requirements; and
- ♦ Require the Ohio certified MBE maintain a valid certification throughout the term of the Contract, including any renewals.

In addition, to search for Ohio MBE-Certified Providers, utilize the following search routine published on the DAS Equal Opportunity Division website:

- Select "MBE Certified Providers" as the EOD Search Area selection;
- On the subsequent screen, at minimum, select the appropriate Procurement Type, e.g., "Information Technology Service" as a search criterion;
- Select "Search"; and a list of Ohio MBE Certified Service Providers will be displayed.

Post-award identification of Ohio certified MBE subcontractor and Contractor selected percentage: Offeror's Proposal should include an Ohio certified MBE subcontractor plan (Plan). The Plan must (a) state the specific percentage of the cost of the Work that it will set aside for Ohio certified MBE subcontractors only; (b) include a description of a competitive process to be used for the selection of Ohio certified MBE subcontractors to which only Ohio certified MBEs may respond; and (c) identification of proposed portions of the Work to be performed by Ohio certified MBE subcontractors.

1.5 SCOPE OF WORK/WORK PLAN

The Ohio Bureau of Workers' Compensation (BWC) is seeking the services of a Contractor (as an independent Contractor and not as an agent of BWC) to act as its Property Manager in the management and operation of the following:

The William Green Building, 30 West Spring Street, Columbus, Ohio 43215
The BWC Parking Garage, 75 West Spring Street, Columbus, Ohio, 43215
The BWC Surface Parking Lot, located at the northwest corner of North Front Street and West Long Street, Columbus, Ohio, 43215

In addition to general property management of the above, the Contractor will invoice and collect monthly parking fees for both the Parking Garage and the Surface Parking Lot (collectively referred to as the BWC Parking Venues). Certain costs associated with the BWC Parking Venues are covered by the revenue collected for each. As such, some administrative time, labor, accounting, and general property management associated with the BWC Parking Venues must be segregated from those expenses associated with the William Green Building. See "SPECIFICATIONS AND REQUIREMENTS SPECIFIC TO THE BWC PARKING VENUES" for additional information regarding which costs are to be deducted from the parking fee revenue.

The Offeror must submit a detailed Work Plan for the facility 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 a defined management approach must include its management, escalation, transition and disaster recovery plans, budgets, reports and manuals.

The Contractor is authorized to exercise such power with respect to the Premises as may be necessary for the performance of the Contractor's obligations and the Contractor accepts the terms and conditions set forth herein. The obligations and requirements of the Contractor shall include property management services for the following:

Deliverables Common to both the William Green Building and BWC Parking Venues:

- A. Management, administration, accounting and reporting for all expenses including a monthly reconciliation report for same.
- B. General building maintenance and miscellaneous repairs, which shall mean repairs for any one (1) or more incidents each of which costs less than \$5,000.00.
- C. Maintenance and operation of the following building systems: vertical transportation; fire protection; plumbing; heating, ventilating and air conditioning (HVAC); electrical; life safety and related services; and access control including miscellaneous repairs, which shall mean repairs for any one (1) or more incidents, each of which costs less than \$5,000.00.
- D. Housekeeping and janitorial services, excluding those services provided to BWC by CRP contracts.
- E. General grounds maintenance, landscaping, and snow/ice removal for the sidewalks adjoining the William Green Building and the BWC Parking Venues.
- F. Attend any inspections performed by other parties and address issues as identified.

Deliverables Specific to the BWC Parking Venues:

- A. Management, administration, accounting and reporting for all parking revenue and expenses, including a monthly reconciliation report for same.
- B. Collection of monthly parking fees.
- C. Timely notification to BWC personnel regarding delinquent/non parking payments.
- D. Parking booth attendant.
- E. Snow removal from all drive lanes and parking areas exposed to snow accumulation and ice melt treatment of all surfaces subject to freezing. This includes treatment of internal parking garage ramps as needed.

SPECIFICATIONS AND REQUIREMENTS FOR BOTH THE WILLIAM GREEN BUILDING AND THE BWC PARKING VENUES

The following are the specifications for management and operation of the identified properties. The specifications have been divided into separately labeled sub-sections. Within each of these sub-sections, the Offeror is to identify the staffing and associated salaries and any subcontracts or equipment needed to perform these duties as follows:

Management, Administration and Accounting
General Building Maintenance
Mechanical, Electrical and General Building Systems Operation and Maintenance
Cleaning
Grounds Maintenance

A. MANAGEMENT, ADMINISTRATION AND ACCOUNTING

This section of management and administration shall include the positions of building manager, operations manager, accountant and any necessary support staff that will enable the Contractor to provide, on behalf of and at BWC's expense, all supervision labor, materials and equipment for the overall management and administration of the property in accordance with all specifications and at Class A office building standards.

1. The Contractor will prepare and submit for BWC's approval, within 30 days of award of contract and receipt of a valid purchase order, a finalized operating budget based upon the RFP proposal and will submit subsequent annual operating budgets at times and in formats agreeable to BWC.
2. The Contractor will maintain current and accurate records and accounts of all transactions pertaining to the operation of the properties. Such accounts are to be maintained on a cash or accrual basis, in accordance with generally accepted accounting principles, applied in a consistent manner year to year. and in formats agreeable to BWC.
3. The Contractor will provide BWC with monthly operating statements showing performance to budget, accompanied by a variance analysis explaining significant variances from budget, said reports to be received by BWC not later than 15 calendar days following the close of each successive month.
4. The Contractor will control and account for all equipment, materials and supplies through accurate inventory accounting procedures and will submit such procedures to the BWC for approval within 90 days of award of Contract and receipt of a valid purchase order.
5. The Contractor's management fee must include all indirect expenses for which the Contractor expects remuneration. The BWC shall not pay any expenses, including, but not limited to, travel expenses other than fees clearly indicated in the successful Offerors Proposal.
6. The Contractor will operate a building management office for the building, in space designated by the BWC, to be open during operating hours from 7:00 AM to 5:00 PM.
7. The Contractor will develop and submit to BWC, for review and approval, operating manuals for Maintenance and Housekeeping, and an occupant's manual, within 120 days after award of Contract and receipt of a valid purchase order. These various handbooks should detail building standards, operations and emergency procedures. The handbooks must define the way the building is designed to be used and all the controlling parameters involved.
8. The Contractor will operate a response system for acting upon or resolving occupant complaints and requests for service.
9. The Contractor will assure that all licenses and permits required by code, statute or other legal authority are obtained, maintained and kept current at all times.
10. The Contractor will provide regular quality control inspections of the premises and Contractor's operations, to include formal periodic inspections by the Contractor's off-site staff, technical or supervisory personnel, to ensure compliance with these specifications and the BWC's requirements. The system must provide for effective follow-up on correction of deficiencies.
11. The Contractor must ensure that the building management, tenant, Contractor and accounting files are kept on-site, current and secure.
12. The Contractor must have standard programs for in-house training of personnel (or require same of subcontractors) in safety and environmental issues concerning the work place; the successful Contractor shall be responsible for calling the BWC's attention to all such risks.

13. Within 120 days after award of Contract and receipt of a valid purchase order, the successful Contractor must evaluate all existing building systems and advise of any apparent defects and provide a management plan to address same.
14. The successful Contractor shall provide status reports of a type and frequency reasonably required by BWC.
15. The mezzanine level of the William Green Building houses a Wellness Center that is open to dues-paying members that work in the William Green Building. The Wellness Center is governed by a committee, and it is not directly under the jurisdiction of the BWC or other tenants of the building. The Contractor is required to collect all Wellness Center dues and to work with the committee to manage the needs of the Center. In addition, the Contractor will provide the Wellness Center Committee with a monthly reconciliation report showing actual costs incurred and revenue collected.
16. The Contractor will act as BWC's liaison to Nationwide Insurance in all matters pertaining to maintenance and prorata fees associated with the shared atrium space.
17. The Contractor shall be responsible for all administration costs and purchases to include but not limited to ordering, purchasing, and stocking of office supplies used by the Contractor.

B. GENERAL BUILDING MAINTENANCE

For the purposes of this RFP, General Building Maintenance is defined as the maintenance and cleaning for those parts of the building which include both public and non-public areas that are not specifically identified elsewhere within this RFP. The Contractor will provide on behalf of BWC, all supervision, labor, materials and equipment for general building operations in accordance with the following specifications and at Class A office building standards.

1. Walk-off mats will be placed and removed from all entry points as weather conditions dictate.
2. Lobby floor will be maintained to minimize the tracking of water or snow into the building. Wet floor caution signs will be placed in appropriate locations as needed to alert anyone entering the building.
3. Paper trash will be removed by subcontractor when compactor is full, with the necessary pick-up to meet all State and local fire and health codes. Contractor will assure removal of any other rubbish from the buildings, as required by State and local law before odor occurs.
4. Contractor will coordinate all recycling efforts for the properties ensuring maximum sustainability and profitability. Currently, recyclables collected include non-confidential paper, cardboard, aluminum cans, plastic bottles, and scrap metal. In addition, the Contractor will provide BWC with a monthly reconciliation report showing actual costs incurred and revenue generated by the recycling campaign.
5. Contractor will maintain all interior landscaping and potted plants. All interior planting beds are to be maintained on a quarterly rotation schedule and free of pests.
6. Contractor will assure that necessary extermination is done by subcontractor to keep the building free from all pests which could affect the building or the health of the persons using the building. General building treatment must be monthly. On-call service must be available as may be necessary.
7. All metal railings are to be maintained by an experienced metal refinishing subcontractor at Class A standards.
8. All glazing systems are to be cleaned by a professional glass cleaning subcontractor on the following schedule:

A. William Green Building Glazing Systems

1. Bi-weekly:

Spring Street lobby interior and exterior (ground floor only). This includes all revolving doors and the glass entry systems at both the Hearing Rooms and Medical Exams/Ombuds spaces. This also includes the exterior of the windows at the Medical Exams/Ombuds space.

2. Quarterly:

- a. Spring Street lobby exterior (three story portion). This includes the tops and undersides of the barrel vault canopies and the east and west circular windows.
- b. High Street Arcade lobby exterior (three story portion). This includes the four pyramidal skylights.

3. Semi-Annually:
 - a. Spring Street lobby interior (three story portion). This includes wiping down all horizontal granite surfaces.
 - b. Rear lobby interior. This is the single story interior glazing system that defines the south edge of the Nationwide Atrium.
 - c. Tower exterior (thirty story portion). This includes all exterior glazing on all levels of the William Green Building that is not included in the above cleaning schedules.
4. Annually:
 - a. Rear lobby exterior. This is the six story interior glazing system that creates the north wall of the William Green Building as seen from the interior of the Nationwide Atrium.
 - b. Tower interior (thirty story portion). This includes all interior glazing on all levels of the William Green Building that is not included in the above cleaning schedules.

B. Parking Garage Glazing Systems

1. Quarterly:
 - a. Office and elevator lobby exterior storefront (ground story only).
 - b. Elevator lobby interior storefront (ground story only).
 - c. Glass canopies including cleaning of the associated drainage channels at the rear of the canopies and the precast channels on the adjacent concrete columns to remove debris and/or discoloration of the concrete as needed.
2. Semi-Annually:
 - a. Stair tower curtain wall systems interior and exterior (all stories).
 - b. Northeast stair tower interior and exterior storefront (Level 7)

C. MECHANICAL, ELECTRICAL, AND GENERAL BUILDING SYSTEMS OPERATION AND MAINTENANCE

This section of operations and maintenance shall include all in-house and Contract personnel that operate and maintain the vertical transportation; fire protection; plumbing; the central heating, ventilating and air conditioning (HVAC) plant; electrical; life safety and related services; access control and all other general building systems.

SEE ATTACHMENT ONE "WILLIAM GREEN BUILDING AND BWC PARKING GARAGE MAJOR MECHANICAL COMPONENTS" FOR ADDITIONAL INFORMATION.

1. The Contractor will utilize a preventative maintenance system for the property's equipment and systems. The system shall be capable of scheduling preventative maintenance work and tracking work progress. The system shall generate status reports that can be used for BWC's reports as well as in-house job control. The preventative maintenance program must be capable of maintaining complete work record histories on all included equipment. The scheduled tasks must meet manufacturer's recommendations and/or industry standards.
2. The preventative maintenance system must have predictive maintenance capability including but not limited to oil, vibration, corrosion, and electrical analysis (including thermal scan of entire electrical system on an annual basis). Trend logs shall be recorded for each of these functions.
3. In addition to normal preventive maintenance, the system must document and record, all unscheduled maintenance in order to maintain a total maintenance history.
4. Upon notification of a malfunctioning gate or overhead door, Contractor must be able to respond within one hour to make repairs. In the event of malfunctions with the revolving doors located at the accessible entrances, Contractor must minimize all downtime in order to maintain accessibility for disabled persons that utilize these entries. This includes direct communication with William Green Building staff known to use motorized means of personal transportation to advise them of the malfunction and of alternative accessible routes.
5. Contractor must subcontract with a full-service elevator maintenance company to assure all elevators are maintained in working order during normal business hours and meet all state inspection requirements. Contract must include a full-time, on-site technician during normal business hours.
6. Contractor must provide normal HVAC operation during all normal hours of building operation, actual cooling and heating hours will be as from time-to-time agreed upon with the BWC. Temperature and humidity ranges must be varied with seasonal external influences to provide comfort conditions generally compatible

- with those normally expected in the office building industry, that temperature range being 68 degrees – 74 degrees.
7. Contractor must provide continuous HVAC operation to the L15 data center at all times. Shutdowns are not permitted for any reason unless fully coordinated in advance with BWC Facilities and Information Technology personnel.
 8. Contractor must relamp all light fixtures as needed.
 9. Contractor must maintain comprehensive daily operating logs for the facility.
 10. Contractor must ensure that all property library and drawing files are kept current and secure. Contractor will obtain or create all required documentation of building equipment and systems installation. Library files must include a complete building mechanical equipment inventory and sequence of operations.
 11. Contractor must provide a method of energy accounting of the building's utility expenses. This system must be capable of providing energy use and variance reports. The Contractor shall use this information to make appropriate utilities conservation recommendations to the BWC for both management and occupant participation.
 12. Contractor must maintain the mechanical equipment and surrounding areas in clean condition. The mechanical equipment rooms must be painted in a manner acceptable to the BWC.
 13. Contractor must provide oversight of all Subcontractors' work in building or space renovation services such as requested by BWC within the capability of the in-house work force and oversee the efforts of such subcontractor as may be employed in this respect by agreement with BWC. For purposes of this Proposal, any personnel included in the Proposal for accomplishment of renovation services must be separately identified.
 14. Contractor must provide for BWC's review and approval, within 120 days following award and receipt of a valid purchase order, an HVAC Maintenance and Operating Manual, setting forth systems and equipment operations standards and procedures, emergency operations and all controlling parameters involved in proper systems operations.
 15. Any major repairs identified by the Contractor shall be discussed with Facility manager prior to any repairs or work being completed. BWC will be responsible for the costs of all major repairs over \$5,000.00.

D. CLEANING SPECIFICATIONS

This section of cleaning will be staffed with a combination of in-house and Contract personnel including personnel from the Community Rehabilitation Program (CRP). Contractor will provide, on behalf of BWC, labor, materials and equipment and coordination of CRP services for the cleaning operations of the building in accordance with the following specifications and at Class A office building standards. CRP staff provides general office cleaning services, vacuuming, emptying of trash, and light cleaning of all non-core areas of the building. All remaining custodial services are the responsibility of the Contractor through in-house staff or Contract personnel.

See ATTACHMENT TWO "CLEANING SPECIFICATIONS" FOR MORE INFORMATION.

E. GENERAL GROUNDS MAINTENANCE

This section of operations and maintenance shall include all in-house and Contract personnel that are required to maintain all exterior areas surrounding the William Green Building and the BWC Parking Venues.

1. All sidewalks and exterior landscaping containers/beds are to be inspected weekly and all trash removed. All exterior plant containers are to be maintained on a quarterly rotation schedule.
2. All exterior waste receptacles and ash urns will be emptied daily and cleaned as needed.
3. Contractor will assure that necessary extermination is done by subcontractor to keep the exterior areas and Parking Venues free from all pests which could affect the health of the persons using these areas. On-call service must be available as needed.
4. Snow and ice will be cleaned from sidewalks and steps when it begins to accumulate. These areas will be kept as clear as possible at all times, using only proper calcium chloride products.
5. Contractor will be responsible for minor sidewalk repairs to prevent trip hazards.

6. The brick paver system surrounding the William Green Building is to be inspected at least once per year, and damaged pavers replaced and new sand installed as necessary to maintain the paver system in Class A condition.
7. All landscape materials are to be properly watered, trimmed and kept free of pests. All landscaping beds and containers are to be mulched and kept free of weeds at all times.

SPECIFICATIONS AND REQUIREMENTS SPECIFIC TO THE BWC PARKING VENUES

Certain costs associated with the BWC Parking Venues are covered by the revenue collected for each. As such, some administrative time, labor, accounting, and general property management associated with the parking function of the BWC Parking Venues must be segregated from those expenses associated with the William Green Building. Costs that are exclusive to the office space on the first floor of the BWC Parking Garage are to be included within the Contractor's Proposal for the William Green Building. See the "Management, Administration, and Accounting" section below for further information regarding the cost segregation.

The following are the specifications for management and operation of the BWC Parking Garage and the adjacent Surface Parking Lot. The specifications have been divided into separately labeled sub-sections. Within each of these sub-sections, the Offeror is to identify the staffing and associated salaries and any subcontracts or equipment needed to perform these duties as follows:

- A. Management, administration, and accounting.
- B. Collection of monthly parking fees.
- C. Timely notification to BWC personnel regarding delinquent/non parking payments.
- D. Parking booth attendant.
- E. Grounds maintenance.

A. MANAGEMENT, ADMINISTRATION AND ACCOUNTING

On a monthly basis, the Contractor will submit reconciliation reports showing actual costs incurred and revenue collected, and the Contractor will pay the balance of monthly revenue less expenses to BWC. All costs associated with the management of the office space inside the BWC Parking Garage are to be included in the respective cost categories for the William Green Building. Only costs specific to the parking function or to the support of the parking function (such as the elevator service contract at the Parking Garage) are to be deducted from the revenue collected for the monthly parking fees. The following items related to the Parking Garage office space will not be deducted from the parking revenue, but must be included in the Contractor's Proposal for the William Green Building:

1. General Building (including trash hauling and window cleaning)
2. Sprinkler and fire extinguisher inspections
3. Plumbing maintenance
4. HVAC maintenance
5. Electrical systems maintenance
6. Generator testing
7. Fire alarm system maintenance
8. Janitorial services

B. COLLECTION OF MONTHLY PARKING FEES

BWC will dictate the parking rates that all individuals authorized by BWC to park in the Parking Venues pay on a monthly basis. The Contractor is responsible for ensuring timely collection of parking fees and all late payment fees.

The Contractor will invoice monthly parkers exclusively via email to the employee's State of Ohio email address. No paper invoicing will be permitted.

The Contractor will accept the following methods for payment:

1. Employee Commuter Choice Parking Program
2. Automatic monthly withdrawal
3. Personal checks/Money Orders

C. TIMELY NOTIFICATION TO BWC PERSONNEL REGARDING DELINQUENT/NON PARKING PAYMENTS

In order for the Contractor to maintain accurate records of individuals having monthly parking privileges, BWC will be responsible for providing accurate information regarding terminated and new access accounts. The Contractor will be responsible for reporting payment receipts and delinquent accounts on a monthly basis, and will report delinquent/non-payment accounts by the seventh business day of each month. BWC will perform a monthly reconciliation of payment receipts with the current list of individuals assigned parking privileges.

D. PARKING BOOTH ATTENDANT

The northwest ground floor section of the parking garage is entered from Spring Street and includes a parking area for injured workers. Of the approximately 30 spaces in this area, 15 are available, without charge, to those individuals who are attending hearings or medical exams for the IC. These spaces are monitored by an attendant. The Contractor will supply all in-house and/or subcontracted personnel to act as a parking booth attendant based on the following schedule and excluding all government-observed holidays:

1. Monday through Thursday 8:00 am – 3:30 pm
2. Friday, 8:00 am – 3:00 pm

E. GROUNDS MAINTENANCE

In addition to the grounds maintenance requirements outlined previously in this RFP, the Contractor is required to remove all snow and ice from the Parking Garage roof deck (and ramps as needed) and from the Surface Parking Lot. Snowfall greater than two inches is to be removed no later than 6am on business days, and in the event of heavy snowfall, the Contractor will be required to remove plowed snow from both the Parking Garage roof deck and the Surface Parking Lot in order to maintain the maximum number of parking spaces available in each. Parking areas exposed to snow accumulation must be kept as clear as possible at all times and the Contractor will apply snow and ice melt products as needed.

SEE ATTACHMENT THREE “PLANS OF THE BWC PARKING VENUES”

- 1.6 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.
- 1.7 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.
- 1.8 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 CSP900416 and due date on each. Offeror must submit a signed cover page with its technical Proposal. Offeror shall mark the correct CSP number on all envelopes/packages. Refer to section 5.1.12 in the Instructions for further detail.
- 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.
- 1.10 TAB SECTIONS Refer to Section 5.1.12 of the Instructions for details on how to organize and submit Proposal. Inability to locate information not located in the sections as specified may result in a lower score.

2.0 **EVALUATION OF PROPOSALS**

- 2.1 MANDATORY REQUIREMENTS The following table contains items that are Mandatory Requirements for this RFP.

Determining the Offerors ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offerors response must be clearly labeled “Mandatory Requirements” and collectively contained in Tab 2 of the Offerors Proposal in the “Offeror Required Information and Certification” section. See Section 5.1.12 of the Instructions; link on page 21 of this document.

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 – William Green Building	Accept	Reject
1. The Offeror must attend the Mandatory Pre-Proposal/Site Visit. (Attendance will be documented by sign in sheets.)		
2. The Offeror must document previous experience in Property Management services for at least three (3) facilities within the past two (2) years. Each facility must contain a minimum of approximately 500,000 square feet each, be at least 15 stories tall and situated in a downtown location. (Form 5.2.4 may be used to support this requirement.)		

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 Offerors 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, the Evaluation Team 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	600 Points
Proposal Cost	200 Points
Total	800 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	WEAK	WEAK TO MEETS	MEETS	MEETS TO STRONG	STRONG
0 POINTS	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS

DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offerors 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.

SCORING EXCEPTION under the Subcontractor Heading, Item 5 (5 pts.): The Offeror with the highest percentage of its cost proposal set aside exclusively for subcontracting for an Ohio Certified MBE subcontractor will receive the maximum number of points which is 5, the next highest will receive 4, the next highest will receive 3, etc. If Offeror does not identify a percentage to be set aside it will receive zero points.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION – William B. Green Building (BWC)

Evaluation Criterion	Weight	Rating (0 to 5)	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)	5		
2. Offeror Prior Projects (Tab 4 of Proposal)			
The Offeror must document previous experience in managing at least three (3) facilities within the past two (2) years of at least 500,000 square feet and at least 15 stories tall, situated in a downtown location. (Form 5.2.4 - each project)	10		
3. Staffing Plan (Tab 5 of Proposal)			
a. The Offeror must submit a separate detailed Staffing Plan for the facility and 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 5.1.12)	5		
b. In-House and Contracted Services: The Offeror must describe its plan for contracted and in-house services as to appropriate staffing levels and benefits derived from proposed staffing plans, subcontracts, or necessary equipment.	10		
c. Plan and Budget Summary: The Offeror should define, in summary form; the levels of staffing proposed and provide a detailed explanation as to appropriate staffing levels and benefits derived from other staffing plans. In addition, the Offeror must describe the methods and procedures it will use for the most effective and efficient use of the resources.	15		
4. 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. The Offeror must submit candidate's for the following <u>on-site</u> personnel:			
a. <u>Property Manager</u> - The Offeror must list the candidate's on –site property management experience, education, relevant work experience, and/or industry recognized industry recognized certification and/ or licenses which may include the following RPA, FMA, or CPM.	20		
b. <u>Operations Manager</u> – The Offeror must list the candidate's on –site mechanical management experience, education, relevant work experience, and/or industry recognized industry recognized certification and/ or licenses which may include the following PE or similar industry recognized certification.	20		
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)			

Evaluation Criterion	Weight	Rating (0 to 5)	Extended Score
5. Subcontractor Plan (Tab 18 of the Proposal)			
a. The Offeror must provide a list of all subcontractors that the Offeror will use on the Project if the Offeror is selected to do the Work.(Complete Attachment and Form 5.2.8) For each proposed subcontractor, the Offeror must provide documentation from the subcontractor's experience; education and industry recognized certification and/or license.	5		
b. The Offeror(s) with the highest percentage of its cost proposal set aside exclusively for subcontracting to an Ohio certified MBE subcontractor Work will receive the maximum number of points set forth in the RFP. Offeror(s) who do not identify a percentage to be set aside for Ohio certified MBE subcontractors will receive zero points.	5		
6. Scope of Work (Work Plan) (Tab 7 of Proposal)			
a. The Offeror must submit a detailed Work Plan for the facility that demonstrates an understanding of the requirements and the overall project as described in the Scope of Work.	15		
b. The Work Plan must address how and when the Offeror will meet all of the requirements of the RFP including a defined management approach must include its management, escalation, transition and disaster recovery plans, budgets, reports and manuals.	5		
7. Financial Responsibility (Tab 19 of the Proposal)			
The Offeror must provide documentation proving financial responsibility. Documentation should be in the form of the following:	5		
<ul style="list-style-type: none"> • Income Statement indicating at least \$500,000.00 gross income reported in three (3) of the last five (5) years • Balance Sheet indicating a net worth/capitalization of a minimum of \$1,000,000 for the most recent year. 			
Verify that company fee will not represent more than 50% of the Offeror's total annual revenue.			
Weight	120		
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 Offerors 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 Offerors Cost Proposal points after the Offerors total technical points are determined, using the following method:

Cost points = (lowest Offerors cost/Offerors cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. "Cost" = amount identified in the Cost Summary section of Offerors 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.

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.

- 2.9 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.

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 Offerors 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 Bureau of Worker's Compensation. 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 OFFERORS 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

Bureau of Workers' Compensation
BWC-OSS-205 BWC Voucher Proc
P.O. Box 182880
Columbus, OH 43218-2880

Or email invoices to: invoices@ohio.gov

- 3.5 PERFORMANCE BOND: The Contractor must be able to provide a performance bond. The amount of the performance bond must be for the amount of \$1,000,000.00, 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 CSP900416. 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 (page 1 of 2)
PROPERTY MANAGEMENT SERVICES
WILLIAM GREEN BUILDING AND THE BWC PARKING VENUES

UNSPSC CATEGORY CODE(s): 80161600

Performance Bond

ANNUAL COST FOR A \$1,000,000.00 Performance Bond \$ _____

Documentation must be included with Offerors Proposal to support the Offerors ability to secure the Performance Bond.

COST SUMMARY FORM (page 2 of 2)
PROPERTY MANAGEMENT SERVICES
WILLIAM GREEN BUILDING AND THE BWC PARKING VENUES

UNSPSC CATEGORY CODE(s): 80161600

OFFEROR: _____

STAFFING PLAN	Hourly Rate	Total Cost
MANAGEMENT AND ADMINISTRATION		
Building Manager	\$	\$
Accountant	\$	\$
Administrative Assistant	\$	\$
HVAC		
Operations Manager	\$	\$
Lead Mechanic	\$	\$
Mechanic 1	\$	\$
Mechanic 2	\$	\$
Mechanic 3	\$	\$
GENERAL BUILDING		
General Maintenance 1/Painter	\$	\$
General Maintenance 2	\$	\$
General Maintenance 3	\$	\$
PARKING VENUES		
General Maintenance	\$	\$
Parking Booth Attendant	\$	\$
TOTAL FOR STAFFING PLAN		\$

BUDGET PLAN	Monthly Fee	Total Cost
MANAGEMENT AND ADMINISTRATION		
Management Fee	\$	\$
Supplies / Miscellaneous	\$	\$
PLUMBING / HVAC / ELECTRIC / LIFE SAFETY		
Plumbing Materials, Supplies, Repairs	\$	\$
HVAC Contract Services	\$	\$
HVAC Materials, Supplies, Repairs	\$	\$
Electric Materials, Supplies, Repairs	\$	\$
Access Control/Life Safety Systems Maintenance	\$	\$
Other (Provide detail)	\$	\$
CLEANING		
Janitorial Contract Services	\$	\$
Glazing Systems Contract Services	\$	\$
Supplies	\$	\$
GENERAL BUILDING		
Elevator and Escalator Contract Services	\$	\$
General Repairs and Maintenance	\$	\$
Metals Maintenance	\$	\$
Interior Landscaping	\$	\$
Grounds/Exterior Landscaping	\$	\$
Other (Provide detail)	\$	\$
PARKING GARAGE GENERAL ITEMS		
Elevator Contract Services	\$	\$
Grounds	\$	\$
General Repairs and Maintenance	\$	\$
TOTAL FOR BUDGET PLAN		\$
TOTAL ANNUAL ESTIMATED COST = STAFFING PLAN + BUDGET PLAN		\$

The State will not be responsible for any costs not identified.
There will be no additional reimbursement for travel or other related expenses.

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 Offerors 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/RFP%20Instructions/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. 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 already being processed; or on purchase orders that have been filled.

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.

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 Offerors Candidate References
- 5.2.6 Offerors 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
Ohio Shared Services - Vendors	http://ohiosharedservices.ohio.gov/VendorsForms.aspx
Office of Procurement Services	http://procure.ohio.gov/proc/index.asp
Ohio Shared Services - Home	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
Ohio Bureau of Workers Compensation	https://www.bwc.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 Offerors 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 Offerors 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 Offerors 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. Offerors 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 <http://ohiosharedservices.ohio.gov/VendorsForms.aspx>. 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. Offerors 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 _____ Offerors 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.

ATTACHMENT ONE
WILLIAM GREEN BUILDING AND BWC PARKING GARAGE
MAJOR MECHANICAL COMPONENTS

WILLIAM GREEN BUILDING MECHANICAL COMPONENTS

The William Green Building's major mechanical components are located on Levels B2, B1, 13, 14, 31, 32 and 33. Most major systems have undergone a recent capital improvements campaign. The elevators were modernized between 2009-2011; the chillers were replaced in 2010; and the automated controls system and the domestic water booster pumps were replaced in 2012.

All of the subcontracts for the building systems are due to expire by June 30, 2015. The successful Offeror will negotiate new contracts.

Elevators: Twenty-two (22) total elevators consisting of the following:

- Sixteen (16) electric traction passenger elevators serving levels 1 through 30
- Two (2) electric traction, 6000 pound capacity freight elevators serving levels B2 through 31
- Four (4) hydraulic elevators serving levels B2 through 2

Fire suppression system: Two (2) diesel powered fire pumps located on level B2.

Air Conditioning Units: Four (4) York 650 ton chillers located on Level 13

Heating Units: Eight (8) Bryan boilers (4,000,000 input BTU\hr) located on level 31

Fire Alarm systems: Honeywell fire control system

Building Automation systems: Johnson Controls automated equipment monitoring and operating system

BWC PARKING GARAGE MECHANICAL COMPONENTS

All of the BWC Parking Garage Components are located on the first floor, and were installed as part of the original parking garage construction in 2002-2003, with the exception of some supplemental HVAC units that were installed in 2012.

Elevators: Two (2) electric traction passenger elevators serving levels 1 through 7

Emergency power system: One (1) diesel powered generator.

Heat pumps: Ten (10) Carrier units.

Ceiling cassette evaporators: Four (4) Mitsubishi units (installed in 2012).

Fire Alarm systems: Siemens fire control system.

ATTACHMENT TWO
CLEANING SPECIFICATIONS

I. GENERAL REQUIREMENTS

- A. These specifications cover all cleaning that are not performed under CRP contracts.
- B. Cleaning Quality: The routine schedule which is included as a part of this proposal is required to meet the standards of a Class A office facility. The Contractor or Subcontractor will employ a staff of qualified cleaners, with adequate supervision at all times that cleaning personnel are working in the building.
- C. Cleaning Methods: The Contractor will comply with the methods and frequencies detailed below, or any alternate methods and frequencies that BWC may from time to time specify, providing proper on-site supervision at all times.
- D. In addition to the below specifications, BWC may periodically require unscheduled cleaning of walls, ceilings, and furnishings as needed. These cleanings will be scheduled based on need and as mutually agreed to by both the Contractor and BWC.
- E. General Floor Maintenance Requirements:
 - 1. Vinyl
 - a. Permanent sealers will not be used on the subject type floors.
 - b. Only floor finish and strippers meeting I.S.S.A. and U.L. standards will be used.
 - c. The manufacturer's name and address will appear on all containers.
 - d. Samples will be submitted for the BWC's approval, if requested.
 - 2. Wood, Granite, Marble Terrazzo, Stone, Quarry Tile, and Ceramic Tile Floors
 - a. To be maintained in accordance with manufacturer's recommendations.
 - 3. Concrete
 - a. Concrete floors will be kept sealed and cleaned.
 - 4. Carpet
 - a. Spot cleaning, cleaning of corridors, cleaning of high traffic areas, and annual shampooing will be done according to the manufacturer's recommendations.

II. SPECIFIC CLEANING REQUIREMENTS BY AREA

- A. OFFICE AREAS: Levels B1 and B2 of the William Green Building and in the BWC Parking Garage (See Attachments 2-A, 2-B, and 2-C for the plans of these areas):
 - 1. EVERY DAY
 - a. Empty and wipe all waste receptacles.
 - b. Replace liners as required. Remove waste to designated area for disposal.
 - c. Dust and spot mop all tiled areas.
 - d. Vacuum all carpeted areas including exposed areas under furniture. Remove spots and stains as needed.
 - e. Dust all unobstructed horizontal surfaces between 18" and 72" from floor.
 - f. Spot clean all unobstructed glass furniture tops.
 - g. Spot clean all vertical glass.
 - h. Replace all furniture to designated position.
 - i. Turn off all lights.
 - j. Close or lock doors as required.
 - k. Clean all fingerprints around door frames, door knobs and light switches.
 - l. Take all bagged trash including trash from other HK vendor to appropriate trash dumpster.
 - 2. ONCE PER WEEK
 - a. Vacuum and/or brush all upholstered furniture.
 - b. Dust all high (above 72") hard top reach areas, including door frames, picture frames, moldings, ceiling vents, etc.
 - c. Dust all low (below 18")/hard to reach areas including baseboards, low ledges, chair mats, chair pedestals and rails, etc.
 - d. B1 dock office and dock area and common hallways: Sweep and damp mop all floor areas, including Car 17 vestibule and dock pedestrian ramp. Excludes any parking areas.
 - e. Dust mop/sweep: Annex loading dock area and B2 storage areas.

ATTACHMENT TWO (continued)
CLEANING SPECIFICATIONS

3. ONCE PER MONTH

- a. Dust vertical surfaces of furniture.
- b. Vacuum all hard to reach carpeted areas including along baseboards, edges, under desks, behind furniture etc.
- c. Clean corners and edges of all tiled floors.
- d. Damp mop and spray buff all vinyl floors.
- e. Wash all interior partition glass.
- f. Machine scrub and re-coat all vinyl tile floors as needed.

4. EVERY OTHER MONTH

Strip and refinish vinyl tile floors. Apply two coats of an acceptable acrylic polymer sealer, followed by two coats of an acceptable polymer floor finish.

B. ALL BUILDING RESTROOMS:

1. DAILY

- a. Empty waste paper and sanitary napkin receptacles.
- b. Clean and refill soap dispensers, toilet paper and hand towels.
- c. Clean all surfaces of basins, bowls and urinals with germicidal cleaner.
- d. Wash both sides of toilet seats with germicidal cleaner.
- e. Clean and polish mirrors, basin, shelves, bright work and hardware.
- f. Damp wipe partitions, including hinges and hardware with germicidal cleaner.
- g. Spot clean restroom walls and partitions. (If graffiti cannot be removed, report it to the Building Manager.)
- h. Clean and sanitize all vanity tops.
- i. Wipe and dust all shelving.
- j. Clean doors, frames and door handles.
- k. Sweep and damp mop restroom floors (with germicidal cleaner).
- l. Thoroughly clean all fixtures to ensure that no build-up of salt and lime occurs.
- m. Remove scuff marks from door kick plates and clean thoroughly.
- n. Take all bagged trash including trash from other housekeeping vendor to appropriate trash dumpster.

2. ONCE PER WEEK

- a. Wipe clean all ceiling vents and access doors.
- b. Machine scrub restroom floors.

3. SEMI ANNUALLY

Kyvac all restrooms.

C. COMMON AREAS: Front & Rear Lobbies, Elevator Lobbies, Corridors, Freight Lobbies and Stairwells:

1. DAILY

- a. Dust all horizontal surfaces between 18" and 72" from floor.
- b. Sanitize and polish drinking fountains.
- c. Clean all glass doors, door frames and handles. Spot clean glass partitions.
- d. Clean elevator call buttons and panels.
- e. Clean elevator directional indicator lamps.
- f. Sweep all mats. Remove spots and stains from carpet as needed.
- g. Damp mop all hard surface floor areas entirely to remove spillage and tracked in soil, including passenger and freight elevator lobbies.
- h. Dust all signage and directories, spot clean if necessary.
- i. Pick up trash and litter in stairwells. Spot mop as necessary.
- j. Spot clean walls, solid doors, door frames, kick plates and thresholds.
- k. Take all bagged trash including trash from other housekeeping vendor to appropriate trash dumpster.

ATTACHMENT TWO (continued)
CLEANING SPECIFICATIONS

2. ONCE PER WEEK

- a. Dust all fire extinguishers, cabinets and stand pipes etc.
- b. Wipe clean all visible fire extinguishers and related equipment.
- c. Wet mop and spray buff all tiled floors.
- d. Edge clean all carpet, tile and baseboards.
- e. Clean convectors, ceiling air return grills and diffusers.
- f. Machine scrub and re-coat all tile & Granite floors as required.
- g. Wash all partition glass.
- h. Sweep the control room carpet.

3. MONTHLY

- a. Dusting of the stairwell light fixtures.
- b. Dust and clean the tile fountains.
- c. Mop all stairwells.

D. ELEVATORS:

DAILY

1. Vacuum cabs-including edges and corners. Spot clean all spills.
2. Wipe down interior doors, walls and trim.
3. Wipe down exterior doors.
4. Wipe down control panels.
5. Clean elevator door tracks.
6. Wipe brass handrails.

E. KITCHENETTES (Includes B2 and Annex Break Rooms):

1. DAILY

- a. Scour all sinks & fixtures.
- b. Stock Paper Towels.
- c. Clean all counters.
- d. Wipe all cabinets.
- e. Wipe all walls by trashcans as needed.

2. BI-WEEKLY

On BWC payday Fridays, clean all refrigerators-disposing of all items, with the exception of items left on the door.

F. JANITOR CLOSETS:

DAILY

1. Leave area in clean, organized fashion, no trash in trash cans.
2. Sweep floor.
3. Clean janitor sinks
4. Wipe down electrical cords to prevent marking.
5. Keep shelves and supplies neat and orderly at all times

ATTACHMENT TWO (continued)
CLEANING SPECIFICATIONS

G. WELLNESS CENTER:

1. DAILY

- a. Remove all trash.
- b. Fill sanitizing spray bottles and replace rags as necessary, replace wipes as needed.
- c. Sweep carpet and dust mop wood floor.
- d. Mop and wipe down Men's & Woman's locker rooms and showers replace soap as needed.

2. WEEKLY

- a. Wash and Replace Shower curtains in both showers.
- b. Wet mop the Weight room & treadmill room
- c. Work must be performed around Wellness Center members. The best time for Wellness Center work is typically between 8pm - 11pm.

H. ARCADE:

1. Daily- Empty Trash, spot clean floor and Elevator as needed.
2. Daily- Spot clean Atrium (North) side entrance doors
3. Weekly Mop floor top and bottom
4. Weekly dust horizontal surfaces and railings
5. Wipe down tables after events.

III. DAY SERVICES - PORTER AND MATRON

- A. Duties of Day Porters: Sufficient day porters shall be assigned to perform the following services and any additional chores as directed by Building Management.
- B. Police entire lobby areas and plaza.
- C. Police and maintain escalators and elevators, cabs, including floors as required. If carpeted, floors in elevators to be vacuumed and spots to be removed as required.
- D. Police restrooms on all floors and check a minimum of 2 times per day.
- E. Check and refill as necessary: toilet issue, soap dispensers, towel dispensers, sanitary napkins and tampons. All materials (paper products) to be furnished by Agent.
- F. Police (including all levels) corridors and utility areas. Police locker rooms so that they are kept in a clean condition at all times.
- G. Patrol and sweep all entrance sidewalks and plaza areas of the building on a daily basis this includes the smoking area trash and butts.
- H. Set out rain mats on rainy days, keep in a clean condition.
- I. Keep entrance door glass and frames in a clean condition.
- J. Wipe clean standpipes and fire phone cabinets.
- K. Properly maintain exterior of the building from ground level, including driveways and other applicable areas. Police all garden areas.
- L. Complete daily housekeeping work orders as directed by Agent.
- M. Sanitize all public door handles at least once a month.

IV. CARPET CLEANING/SHAMPOOING

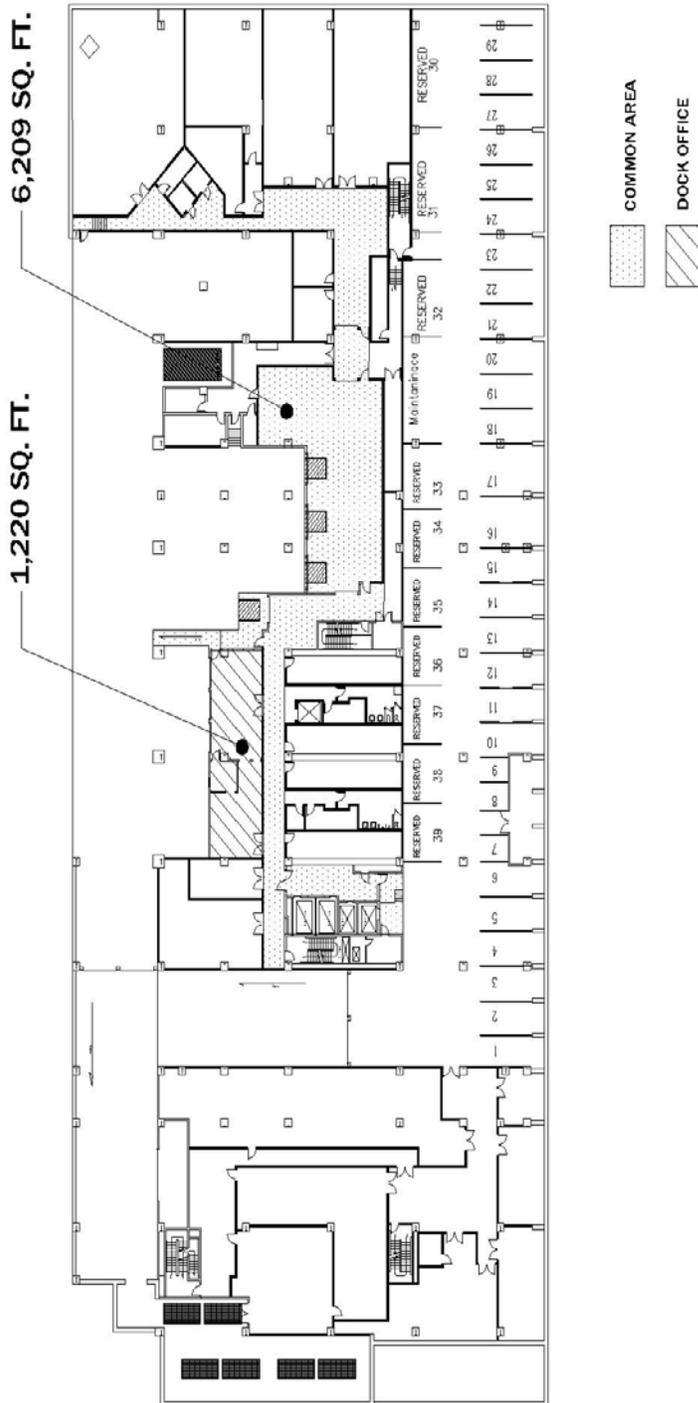
- A. Clean all offices and open office areas once annually.
- B. Clean all kitchenettes and passenger elevator lobbies monthly.
- C. Clean the common corridors on all floors and the mezzanine level quarterly.
- D. BWC may request special office carpet cleanings not to exceed five requests per month.
- E. Keep a comprehensive and easy to understand log of carpet cleaning.
- F. **SEE THE FOLLOWING PAGE FOR SQUARE FOOTAGES OF THE AREAS REFERENCED UNDER THIS HEADING AND FREQUENCY OF CARPET CLEANING/SHAMPOOING TO BE INCLUDED AS PART OF THIS RFP.**

ATTACHMENT TWO (continued)
CLEANING SPECIFICATIONS

Carpet Cleaning Square Footage
for the BWC Building Management RFP

WGB Level	Annually	Quarterly	Monthly
B-2	6,100	-	-
B-1	-	294	-
L-1	14,637	-	-
Mezzanine	-	2,011	-
L-2	17,721	-	-
L-3	30,451	1,804	558
L-4	31,026	1,804	558
L-5	29,396	1,804	558
L-6	18,115	1,804	558
L-7	16,875	1,804	558
L-8	16,875	1,804	558
L-9	16,875	1,804	558
L-10	16,875	1,804	558
L-11	16,875	1,804	558
L-12	16,875	1,804	558
L-13	-	-	-
L-14	-	-	-
L-15	405	-	158
L-16	13,282	2,065	558
L-17	16,371	2,065	558
L-18	16,371	2,065	558
L-19	16,371	2,065	558
L-20	16,371	2,065	558
L-21	16,371	2,065	558
L-22	16,371	2,065	558
L-23	16,371	2,065	558
L-24	15,950	2,065	558
L-25	15,950	2,065	558
L-26	15,950	2,065	558
L-27	15,950	2,065	558
L-28	13,598	2,065	558
L-29	13,592	2,065	558
L-30	8,915	2,065	558
Parking Garage Office Space	10,500	-	-
	487,385	51,320	14,108

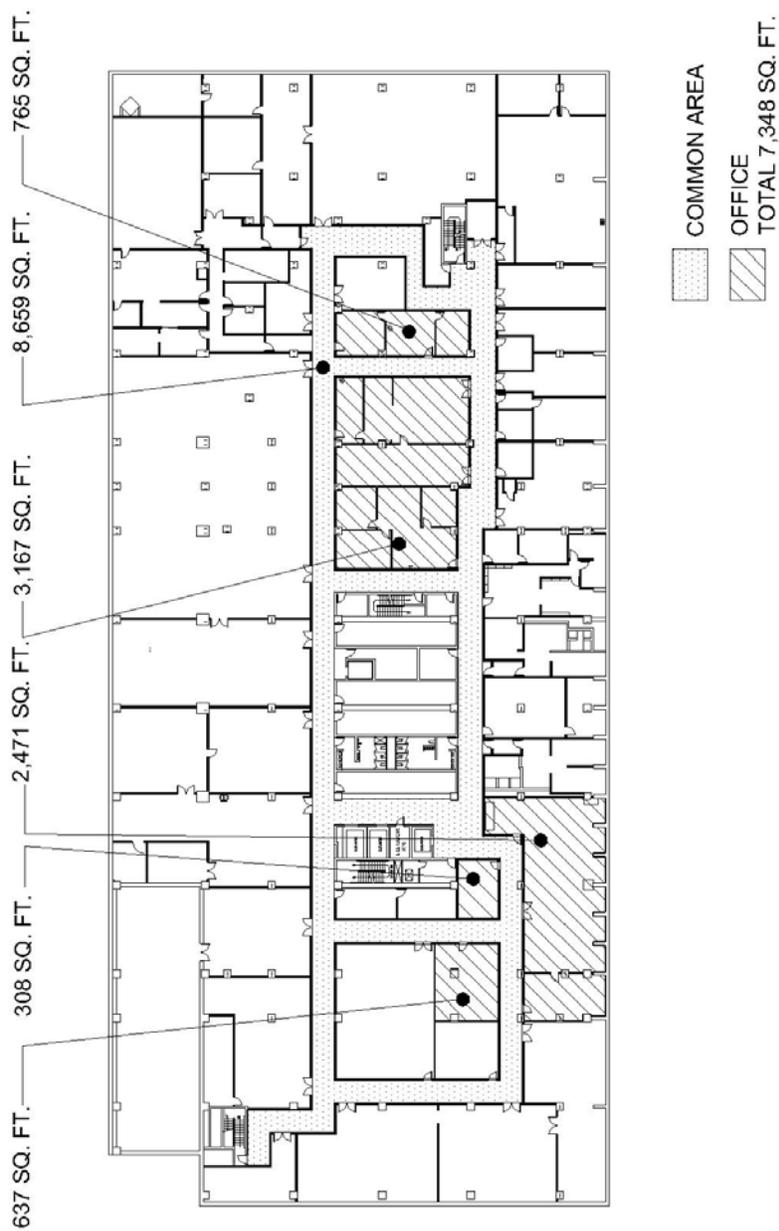
ATTACHMENT TWO (continued)
CLEANING SPECIFICATIONS



WILLIAM GREEN BUILDING - LEVEL B1

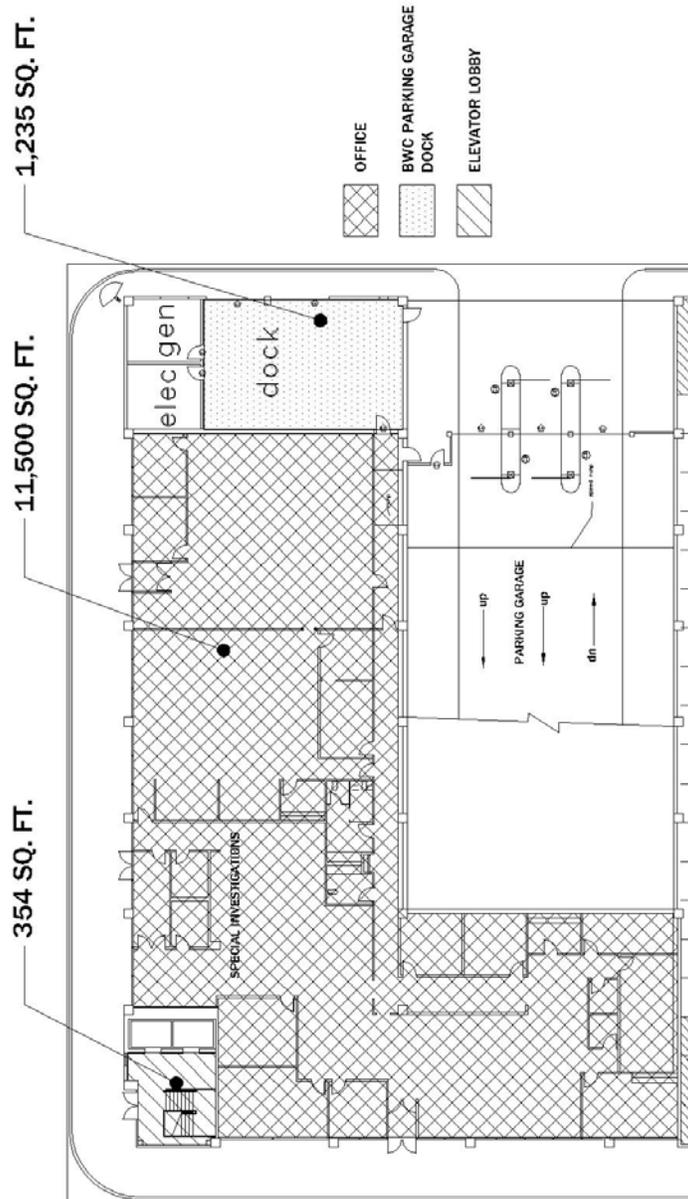
2-A

ATTACHMENT TWO (continued)
CLEANING SPECIFICATIONS



WILLIAM GREEN BUILDING - LEVEL B2 **2-B**

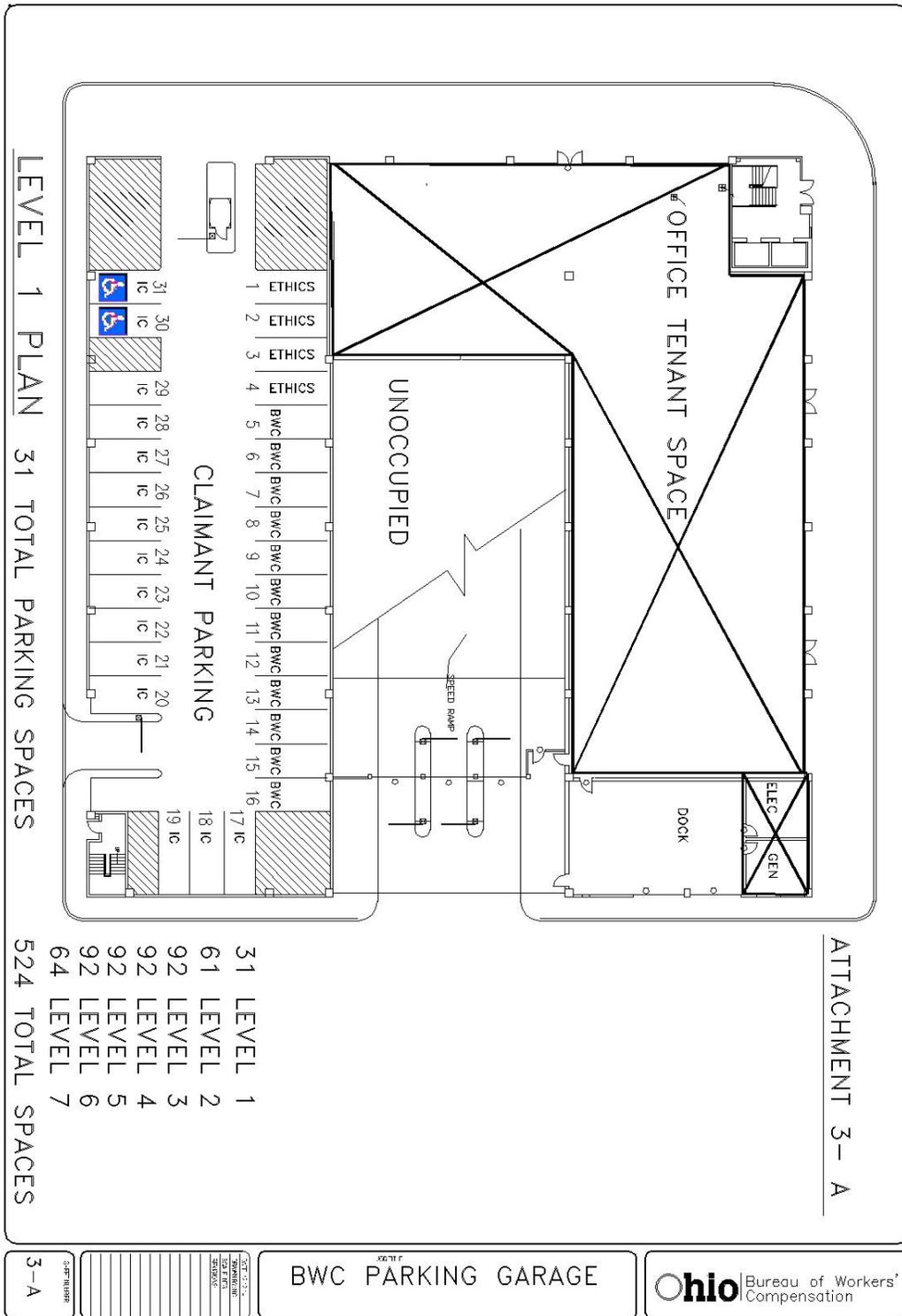
ATTACHMENT TWO (continued)
CLEANING SPECIFICATIONS



BWC PARKING GARAGE OFFICE

2-C

ATTACHMENT THREE
PLANS OF THE BWC PARKING VENUES
3-A BWC Parking Garage Ground Floor Plan



BWC PARKING GARAGE



3-A

ATTACHMENT FOUR
BWC EXISTING BUILDING MANAGEMENT SUBCONTRACTS SUMMARY

Service	Company Name	Company Address	Contact Name/ Phone Number	Term		Comments
				Start	End	
Elevator Maintenance	ThyssenKrupp Elevator	929 Eastwind Dr. Suite 218 Westerville OH 43081	Becky Mauk 614-895-8930	7/1/2010	6/30/2015	Elevator Maintenance
Fire Alarm System/Access Control	Commercial Controls	1365 Norton Ave. Columbus OH 43212	Rob Lowry 614-424-9804	7/1/2014	6/30/2015	Security System
Rubbish Removal	Republic Waste	933 Frank Rd. Columbus OH 43223	Samantha Henry 614-308-3000	11/1/2014	6/30/2015	Trash Pickup
Radio Maint.	Rem Communications	2762 Groveport Rd. Columbus OH 43207	Ed Sherman 614-207-6414	7/1/2014	6/30/2015	Radio Maintenance
HVAC Service	Johnson Controls	835 Green Crest Dr. Westerville OH 43081	Mark Gresham 866-252-2694	7/1/2014	6/30/2015	Chiller Service
Janitorial Service	Scioto Services	930 Williams Rd. Columbus OH 43212	Steve Niswonger 614-228-7553	7/1/2013	6/30/2015	Housekeeping
Landscaping	Ambius	6300 Commerce Center Drive Suite G Groveport OH 43125	Monica Garrison 614-837-0099	7/1/2014	6/30/2015	Plant Maintenance
Pest Control	Ohio Exterminating	1347 N. High St. Columbus OH 43201	Gregg Ehlen 614-294-6311	7/1/2014	6/30/2015	Exterminating
Brass Maintenance	Benton Metal	PO Box 164 Trenton OH 45067	Sam Benton 513-868-2431	7/1/2013	6/30/2015	Metal refinishing
Water Treatment	The Metro Group	50-23 Twenty Third St. Long Island City NY 11101	Steve Fouts 718-729-7200	7/1/2013	6/30/2015	Water Treatment
Uniforms	Cintas	1300 Boltonfield St. Columbus OH 43228	Joe Barth 614-233-6120	as needed		Uniform Service
Window Washing	Al's Window Cleaning	124 North 121 st St. Wauwatosa, WI 53226	Scott Peterson 888-481-7595	7/1/2014	6/30/2015	Window Washing
Fire/Life Safety	Koorsen Fire Protection	727 Manor Park Dr. Columbus OH 43228	Jeff Scalise 614-878-2228	as needed		Fire Extinguisher, Fire Pump, Sprinkler Inspections
HVAC Service	WW Williams	3535 Parkway Lane Hilliard OH 43026	Chris Jackson 614-527-9400	as needed		Generator & Diesel Fire Pump Maintenance