

## INVITATION TO BID (ITB)

**RFP NUMBER: EDUD201510092**

**DATE ISSUED: December 5, 2014**

**ELIGIBILITY: Minority Business Enterprise (MBE) only**

**The State of Ohio Department of Education is requesting Proposals for:**

**TITLE: Modify Workstations 7-062, 4-085 and 4-048**

**INQUIRY PERIOD BEGINS: December 5, 2014**

**INQUIRY PERIOD ENDS: December 17, 2014 8:00 A.M. Eastern**

**BID DUE DATE: December 22, 2014 12:00 P.M. Eastern**

**BID OPENING DATE: December 24, 2014**

**ESTIMATED AWARD DATE: December 30, 2014**

### **SHELTERED SOLICITATION FOR OHIO MBE VENDORS:**

The State of Ohio 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 respondents to this solicitation must be an Ohio certified MBE as of the proposal or bid due date above. The Offeror or bidder must maintain a valid certification throughout the term of the Contract, including any renewals. Failure to maintain a valid certification will be considered a breach of the Contract.

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>

## **Section 1: Bid Background Information**

Provide the Ohio Department of Education (ODE) a quote for installation services to modify three Steelcase Series 9000 / National Office Services, Inc., gen2 Hybrid Office Furniture, Series 9000 workstations on the 4th and 7th floors of 25 S. Front Street, Columbus, Ohio 43215. Provide a quote for any needed components to complete the workstation modifications. The work will be done during normal business hours.

## **Section 2: Overview of the Scope of Work INSTALLATION SERVICE**

### **(1) WORKSTATION 7-062:**

Modify workstations 7-062 as noted on attached plans, coordinate and pick up needed components from King Business Interior's Distribution Center, 1001 Distribution Drive, Columbus, Ohio 43328.

The installation date for this project will be established after receipt of Purchase Order or payment card authorization from ODE. This date shall be within one week of receipt of Purchase Order or payment card authorization.

PROVIDE A QUOTE for Installation Services and any parts needed to complete installation for workstation 7-062.

### **VENDOR MUST:**

- Verify existing conditions and determine components needed to modify the workstation
- Verify needed panel, work surface and transaction top exist in ODE's inventory of stored modular furniture
- Notify King Business Interiors of the components which need to be pulled from storage and staged for pick up by vendor.
- Schedule pick up of needed components from King Business Interior's Distribution Center.
- Pick up and transport needed components from King Business Interior's Distribution Center
- If needed components do not exist in storage prepare a quote for any additional components needed to complete the workstation modification
- Keep project area orderly, clean and safe at all times.
- Modify Workstation 7-062 as noted on attached plans and outline below
  - o Remove 4242 panel and 42" wide work surface
  - o Install 4245 panel, 45" wide work surface and transaction top as noted on attached plan
- Wipe down all surfaces after installation.
- Verify all task lights and electrical outlets function.

- Prepare a detailed unused parts list.
- Notify ODE's inventory specialist in advance of reconfiguration the installation date. On day of reconfiguration notify them of the approximate completion time so they can meet the installers at the dock to sign off on the unused parts list.
- Schedule with King Business Interior's Distribution Center the delivery of components, to be added to ODE storage.
- Transport unused components to King Business Interior's Distribution Center for storage.
- All small accessories should be placed in labeled boxes

**DELIVERABLE TO BE SUBMITTED:**

Detailed unused parts list, three copies. Agency's inventory specialist or representative to be present and verify components being removed from site. Agency's inventory specialist or representative will sign off on unused parts list prior to vendor leaving site with parts.

Deliverable to be submitted upon completion of installation. Original to remain with agency, one copy to be turned in with parts and the third copy to be submitted electronically to the Office of Real Estate and Planning for project file.

**(2) WORKSTATION 4-085:**

Modify workstation 4-085 as noted on attached plans, install new components and transport unused components to King Business Interior's Distribution Center, 1001 Distribution Drive, Columbus, Ohio 43328.

The installation date for this project will be established after receipt of Purchase Order or payment card authorization from ODE. This date shall be within one week of receipt of Purchase Order or payment card authorization.

PROVIDE A QUOTE for Installation Services and any parts needed to complete installation for workstation 4-085.

**VENDOR MUST:**

- Verify existing conditions and determine style of cantilevers needed to modify the heights of the existing 9000 work surfaces

- Prepare a quote for any additional cantilevers needed to complete the workstation modification
- Keep project area orderly, clean and safe at all times.
- Modify Workstation 4-085 as noted on attached plans and outline below
  - o Raise extended corner work surface from seated to standing height, 41.5”H from floor (BWC Ergonomist recommended the noted height – Steelcase surfaces are adjustable on 1” increments verify with workstation occupant that work surface height is acceptable before leaving job site)
  - o Lower 45x24 work surface from seated to 27.5”H from floor (BWC Ergonomist recommended the noted height – Steelcase surfaces are adjustable on 1” increments verify with workstation occupant that work surface height is acceptable before leaving job site)
  - o Remove 45”W overhead unit and task light and take to storage
  - o Remove supporting lateral file and take to storage
  - o Install cantilevers as noted on attached plan
- Wipe down all surfaces after installation.
- Verify all task lights and electrical outlets function.
- Prepare a detailed unused parts list.
- Notify ODE’s inventory specialist in advance of reconfiguration the installation date. On day of reconfiguration notify them of the approximate completion time so they can meet the installers at the dock to sign off on the unused parts list.
- Schedule with King Business Interior’s Distribution Center the delivery of components, to be added to ODE storage.
- Transport unused components to King Business Interior’s Distribution Center for storage.
- All small accessories should be placed in labeled boxes.

**DELIVERABLE TO BE SUBMITTED:**

Detailed unused parts list, three copies. Agency’s inventory specialist or representative to be present and verify components being removed from site. Agency’s inventory specialist or representative will sign off on unused parts list prior to vendor leaving site with parts.

Deliverable to be submitted upon completion of installation. Original to remain with agency, one copy to be turned in with parts and the third copy to be submitted electronically to the Office of Real Estate and Planning for project file.

**(3) WORKSTATION 4-048:**

Modify workstation 4-048 as noted on attached plans, coordinate and pick up needed components from King Business Interior's Distribution Center, 1001 Distribution Drive, Columbus, Ohio 43328.

The installation date for this project will be established after receipt of Purchase Order or payment card authorization from ODE. This date shall be within one week of receipt of Purchase Order or payment card authorization.

PROVIDE A QUOTE for Installation Services and any parts needed to complete installation for workstation 4-048.

**VENDOR MUST:**

- Verify existing conditions and determine components needed to modify the workstation
- Verify needed work surface and cantilevers exist in ODE's inventory of stored modular furniture
- Notify King Business Interiors of the components which need to be pulled from storage and staged for pick up by vendor.
- Schedule pick up of needed components from King Business Interior's Distribution Center.
- Pick up and transport needed components from King Business Interior's Distribution Center
- If needed components do not exist in storage prepare a quote for any additional components needed to complete the workstation modification
- Keep project area orderly, clean and safe at all times.
- Modify Workstation 4-048 as noted on attached plans and outline below
  - o Level extended corner work surface
  - o Install 25x45 rectangular surface and cantilevers as noted on attached plan
- Wipe down all surfaces after installation.
- Verify all task lights and electrical outlets function.

**DELIVERABLE TO BE SUBMITTED:**

Detailed unused parts list, three copies. Agency's inventory specialist or representative to be present and verify components being removed from site. Agency's inventory specialist or representative will sign off on unused parts list prior to vendor leaving site with parts.

Deliverable to be submitted upon completion of installation. Original to remain with agency, one copy to be turned in with parts and the third copy to be submitted electronically to the Office of Real Estate and Planning for project file.

**BUILDING ACCESS:**

With very limited space and parking on the ramp all deliveries to the dock requires scheduling through the Office of Properties and Facilities (OPF).

Parking at dock and on ramp allowed to unload tools and load unused components to be taken off site for storage. Truck must be moved and parked off site during installation.

**BIDDING INFORMATION:**

Please provide the following information on your bid if applicable:

- (1) State Term Schedule (STS) ID
- (2) Contract Number
- (3) OAKS Vendor ID

**GENERAL INFORMATION**

- Vendor will obtain and abide by all rules and regulations from the agency and building property manager.
- Vendor will contact ODE directly to schedule the installation within one week of receipt of purchase order or payment card authorization to proceed with work.
- Vendor will contact DAS Office of Real Estate and Planning (REP) Planning and Design Specialist with installation date. REP Planning and Design Specialist.
- Basis of Design for workstation components is Steelcase, Series 9000.
- National Office Services, Inc., gen2 Hybrid Office Furniture, Series 9000 is an acceptable alternate.

- ODE's contact person will notify ODE's IT group of installation date. ODE IT will disconnect and reconnect the computer prior to and after the workstation modification.

- **Bidders must attend scheduled site walk through at 11:00 AM Thursday, December 11, 2014**

- Current list of ODE's stored components will be provided to bidders at site walk through.

- Names telephone numbers and email addresses of contact persons will be provided to the selected vendor.

### **Section 3: Inquiry**

All questions regarding this RFP should be submitted online only. Accordingly, the Department will post responses online so that interested vendors may access and share the same information. Please limit questions to no more than 5 questions per submission.

(**Note:** Inquiry function is not available after 8:00 A.M. Eastern on the specified closing date for inquiry. The system shuts down early to allow time to process responses.)

### **Section 4: Solicitation Documents**

Solicitation documents larger than two (2) megabytes cannot be posted on the state web portal.

The [Solicitation](#) may also be accessed on the Ohio Department of Education internet website to obtain the same documents by clicking [here](#).

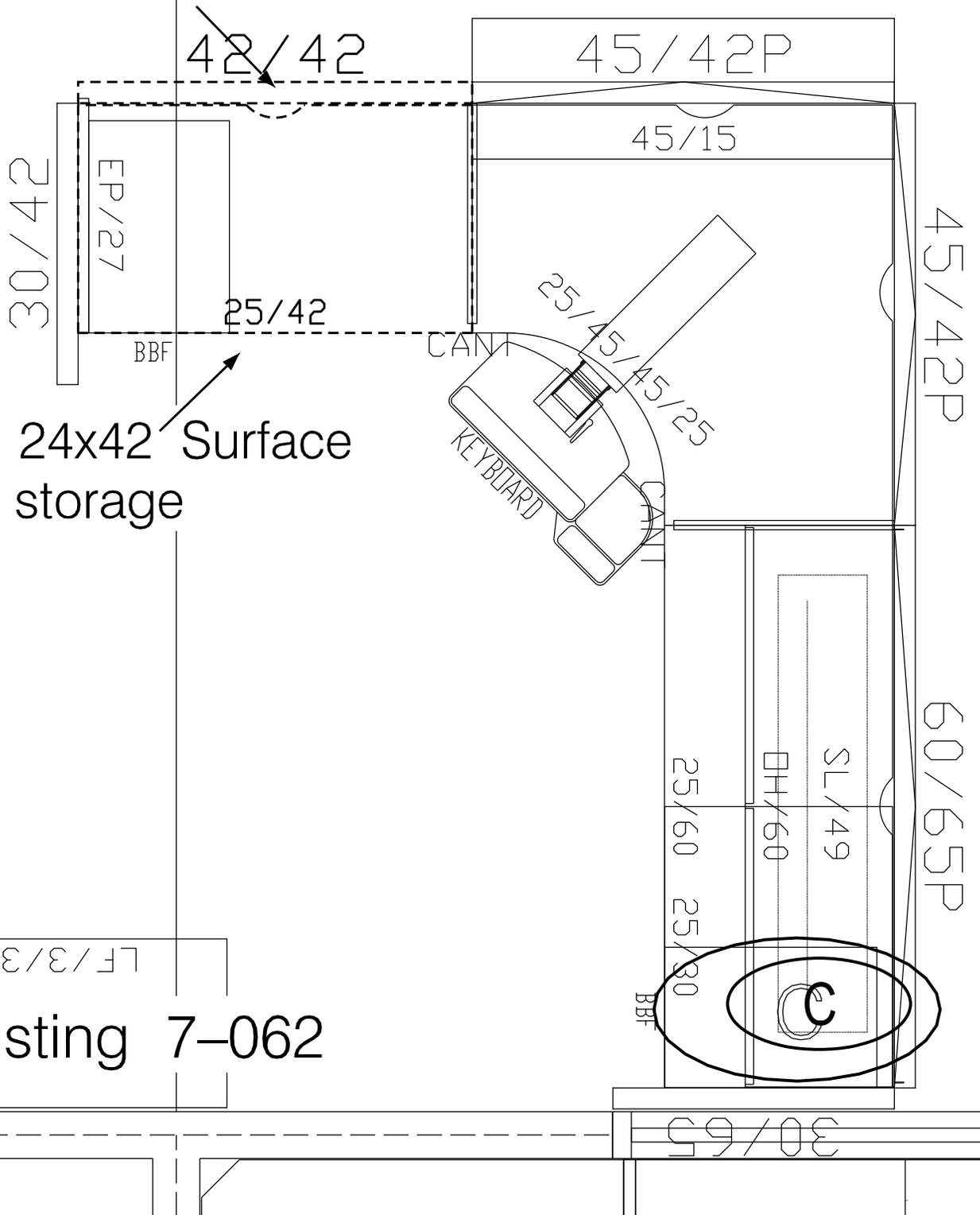
- Click on "Notices for Information Technology Vendors" to view information technology solicitations
- Click on "Notices for Professional Services Vendors" to view non-IT solicitations
- Identify the identical title of the attached solicitation and click the link to view it online or to save a copy to your computer

### **Section 5: Submission Information**

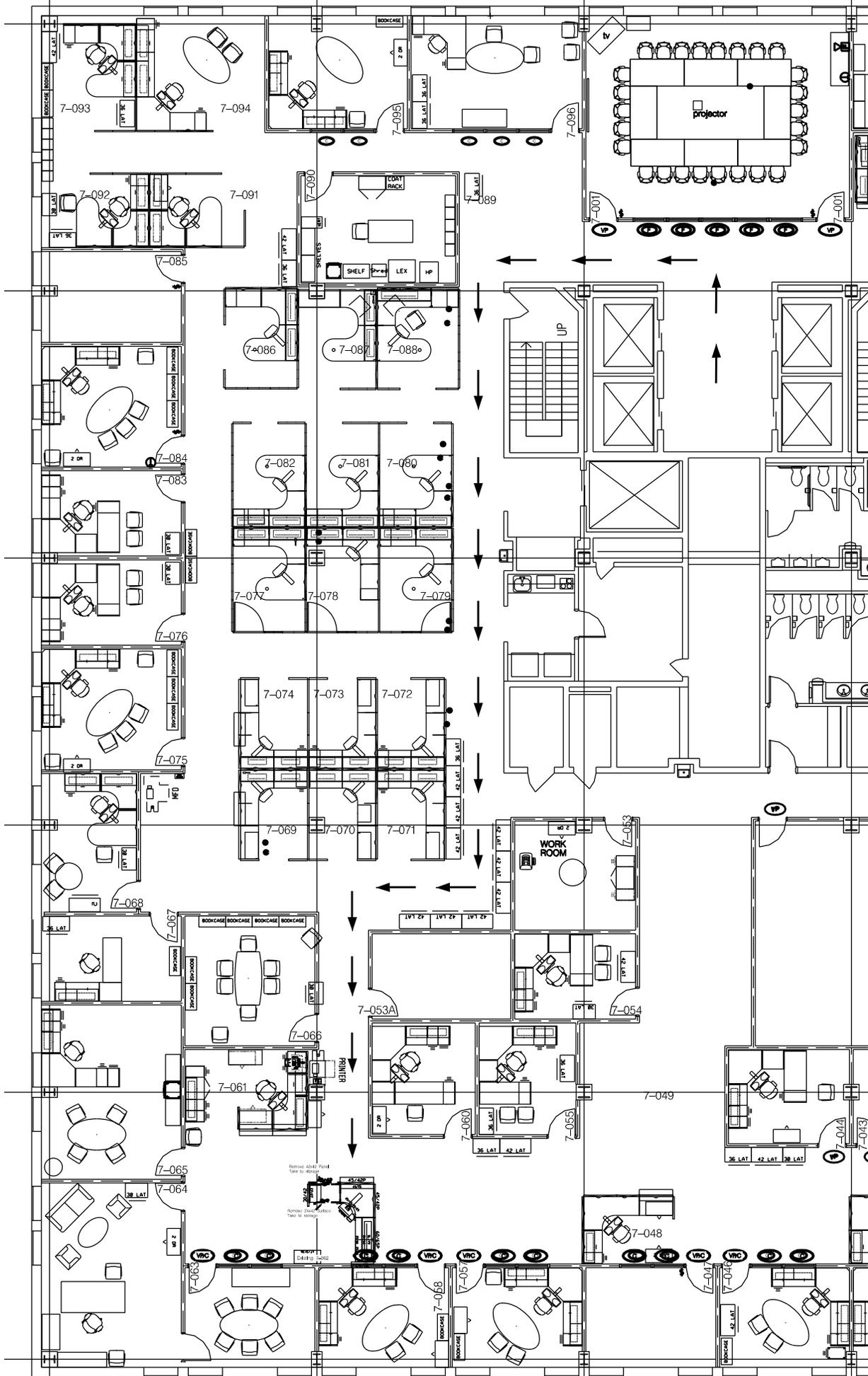
Proposals must reference the RFP number above and should be submitted via email only to:

**Email Address: [Bidsubmission@education.ohio.gov](mailto:Bidsubmission@education.ohio.gov)**

Remove 42x42 Panel  
Take to storage



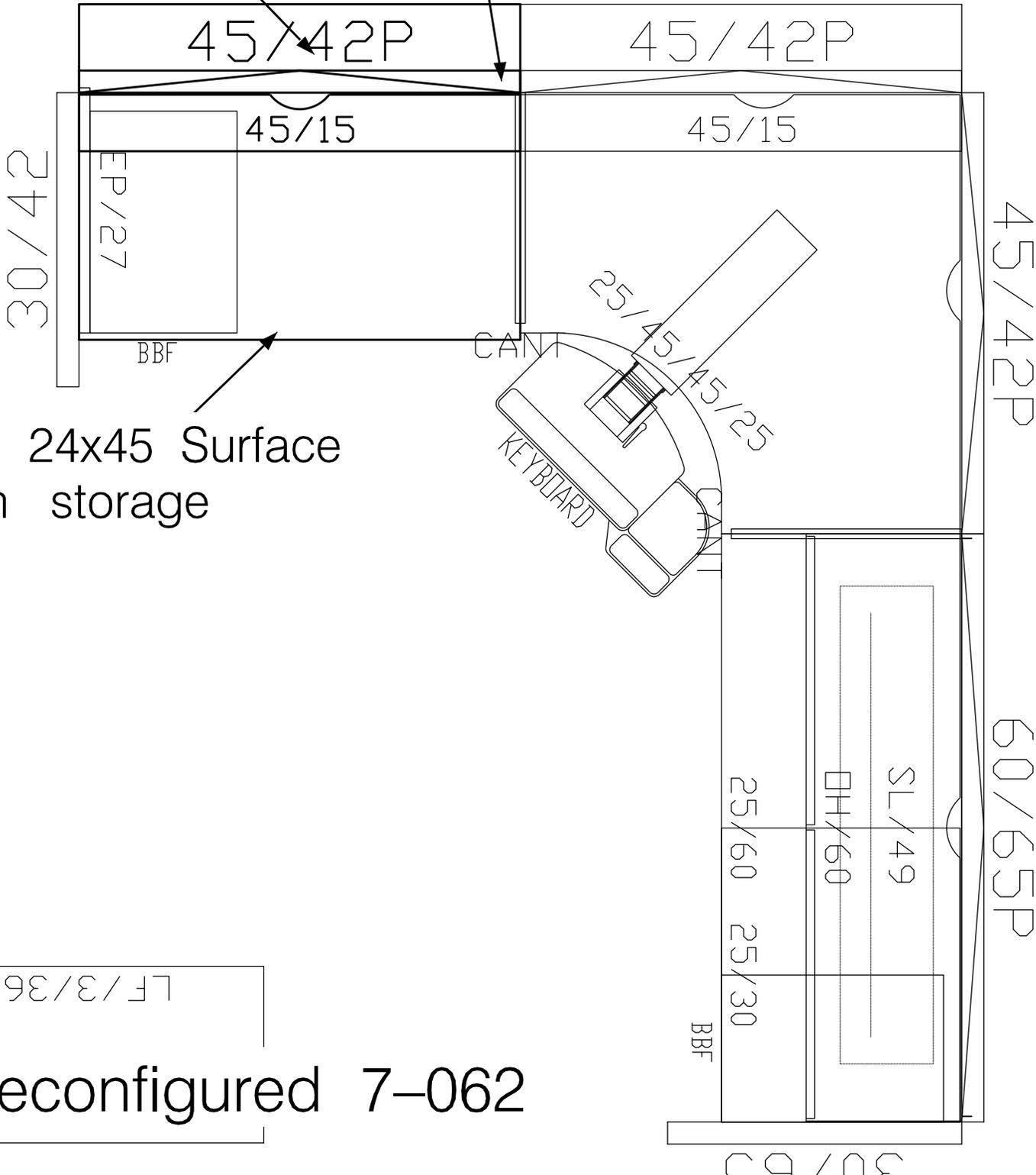
Remove 24x42 Surface  
Take to storage



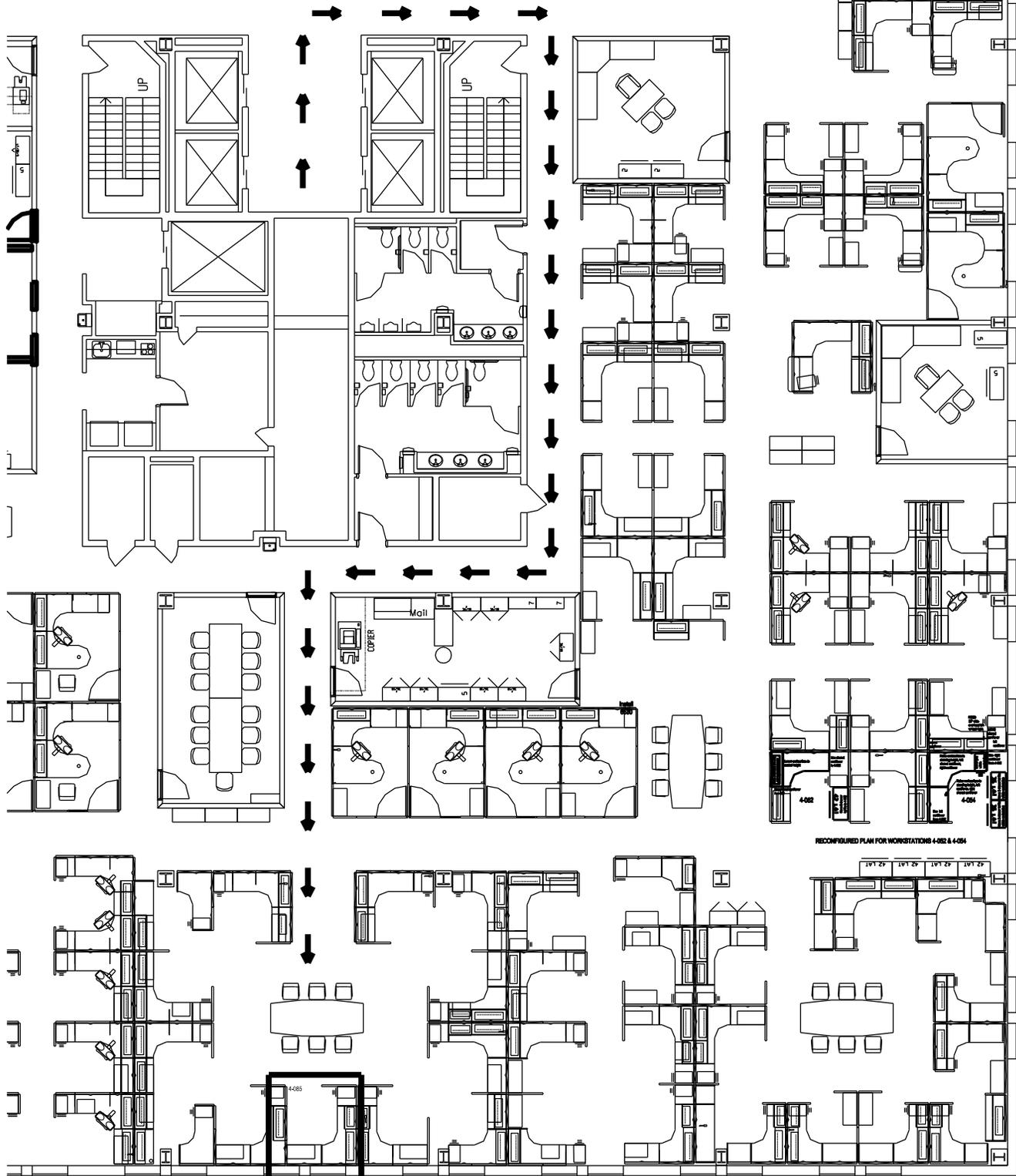
Key Plan 7-062

Add 45x42 panel  
from storage

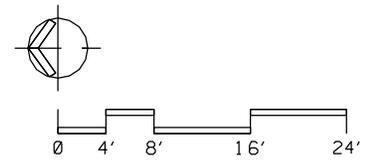
Add 15x45 Surface  
from storage



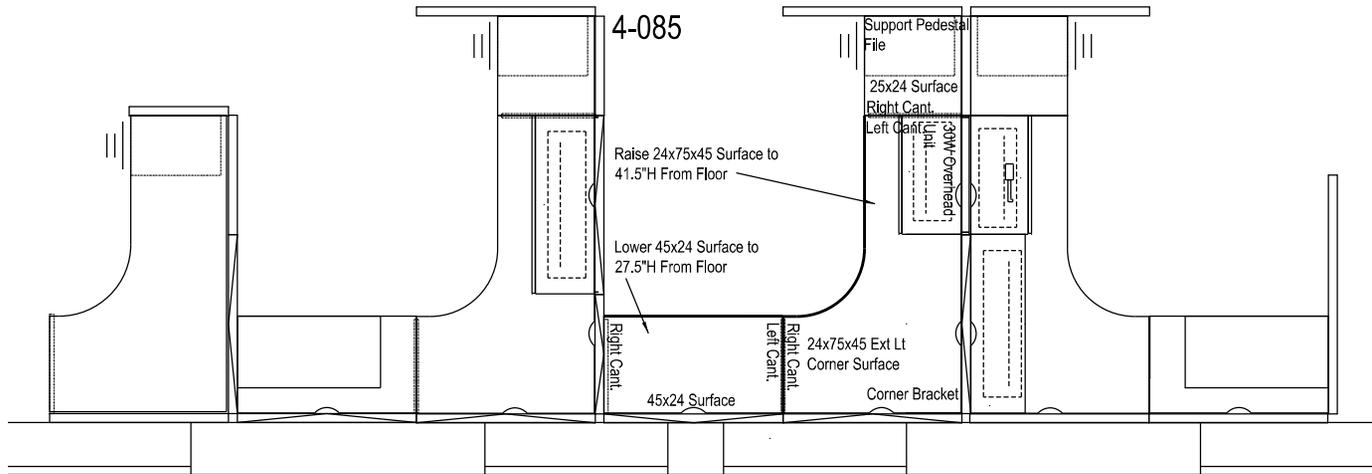
LF/3/36  
Reconfigured 7-062



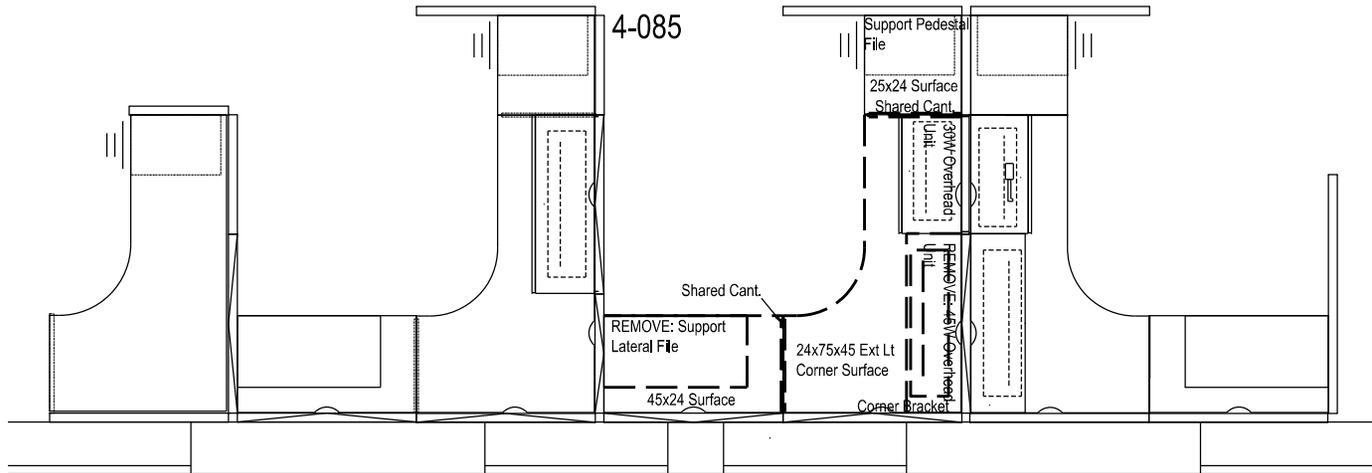
25 South Front Street 4th Floor



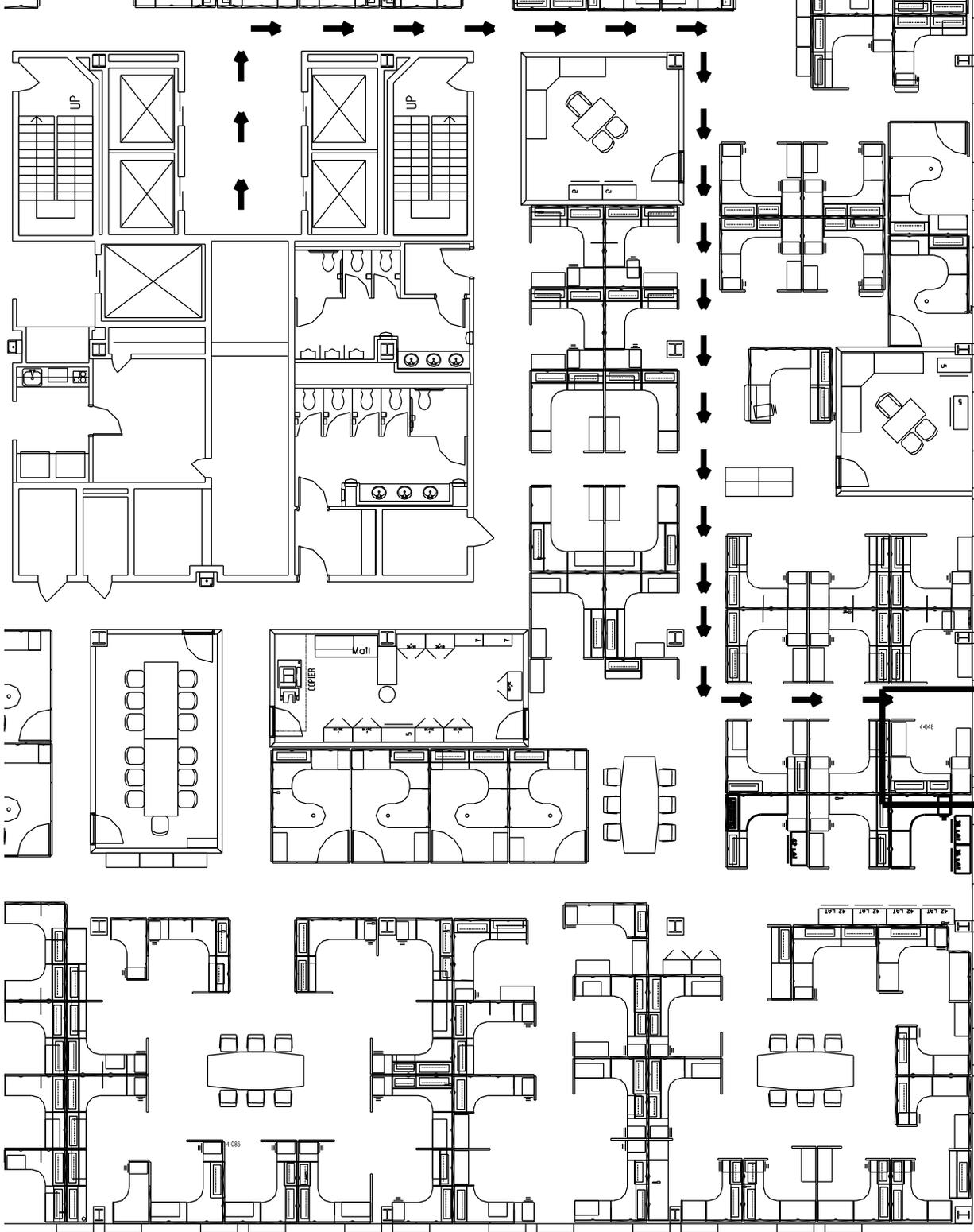
KEY PLAN FOR WORKSTATION 4-085



RECONFIGURATION PLAN FOR WORKSTATION 4-085



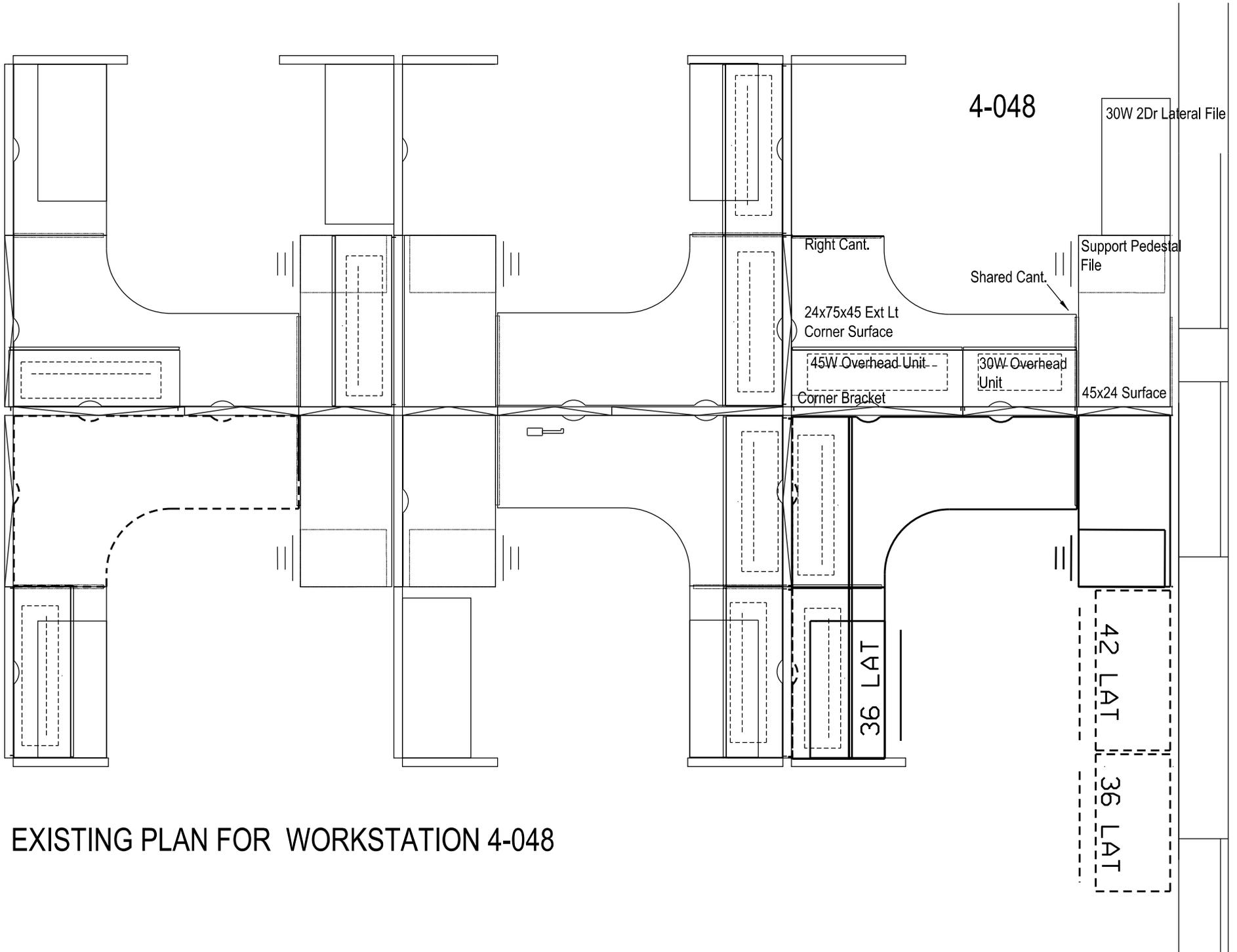
EXISTING PLAN FOR WORKSTATION 4-085

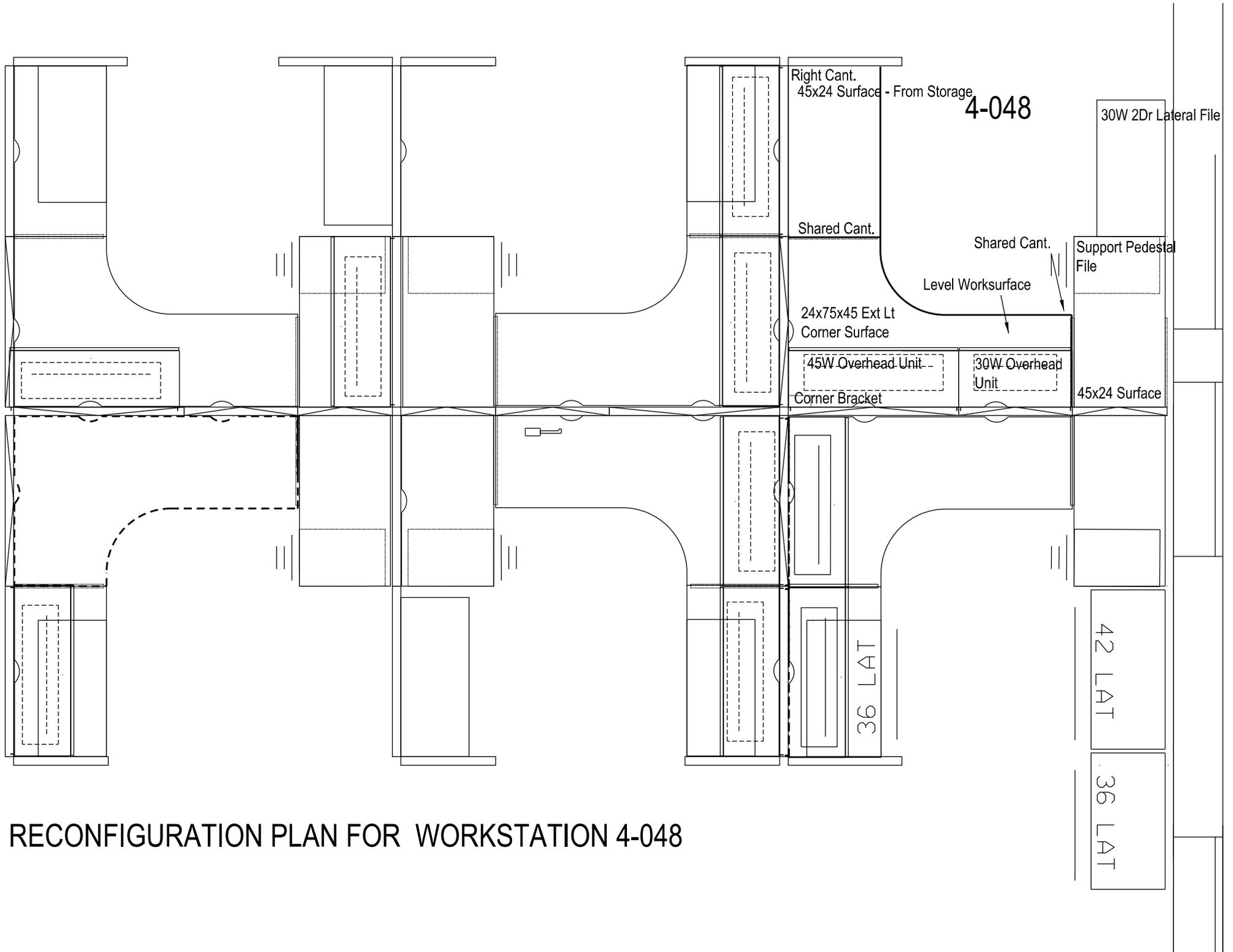


KEY PLAN FOR WORKSTATION 4-048

25 South Front Street 4th Floor







RECONFIGURATION PLAN FOR WORKSTATION 4-048