

ITB Number: EDUD201510149

DATE ISSUED: January 23, 2015

ELIGIBILITY: Minority Business Enterprise (MBE) Vendors only

The State of Ohio Department of Education is requesting bids for:

TITLE: MODIFYING WORKSTATIONS 3-084 AND 4-052

INQUIRY PERIOD BEGINS: January 23, 2015

INQUIRY PERIOD ENDS: January 30, 2015 8:00 A.M. Eastern

BID DUE DATE: February 6, 2015 12:00 P.M. Eastern

BID OPENING DATE: February 10, 2015

ESTIMATED AWARD DATE: February 13, 2015

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>

A. Bid Background:

Provide the Ohio Department of Education (ODE) a quote for installation services to modify one Steelcase Series 9000 / National Office Services, Inc., gen2 Hybrid Office Furniture, Series 9000 workstations on the 3rd and 4th floors of 25 S. Front Street, Columbus, Ohio 43215. Please provide a quote for any needed components to complete the workstation modifications. The work will be done during normal business hours

B. 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.
- ODE contact for this project will be provided upon selection of a vendor
- Vendor will contact DAS Office of Real Estate and Planning (REP) Planning and Design Specialist with installation date. REP Planning and Design Specialist is **Michelle Kello**, (614) 466-1961, michelle.kello@das.ohio.gov
- Basis of Design for workstation components is Steelcase, Series 9000. National Office Services, Inc., gen2 Hybrid Office Furniture, Series 9000 is an acceptable alternate.
- Bidders to attend scheduled site walk through, January 26th at 8:00am, meet in 1st floor lobby.
- Current list of ODE's stored components will be provided to bidders at site walk through.

C. SPECIFICATIONS

(1) WORKSTATION 3-084:

Modify workstation **3-084** as noted on attached plans and determine if parts are available in storage or need to be ordered, coordinate and pick up stored components from King Business Interior's Distribution Center, 1001 Distribution Drive, Columbus, Ohio 43328. Include cost of new components in bid package.

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.

(a) Installation Services:

- Verify existing conditions and determine components needed to modify the workstation
- Verify needed panel and surface 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. King Business Interior's contact is Bo Comer, (614) 430-0020, bcomer@kbiinc.com
- 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, include the cost of new components in your bid
- Keep project area orderly, clean and safe at all times
- Modify Workstation 3-084 as noted on attached plans and outline below:
 - Move existing 5 drawer lateral file and relocate per workstation occupants direction
 - Install 2545 surface and 2565 panel
- Wipe down all surfaces after installation

(2) WORKSTATION 4-052:

Modify workstation **4-052** as noted on attached plans, coordinate and determine if parts are available in storage or need to be ordered, coordinate and pick up stored 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.

(a) Installation Services:

- Verify existing conditions and determine components needed to modify the workstation
- Verify needed panel 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. King Business Interior's contact is Bo Comer, (614) 430-0020, bcomer@kbiinc.com
- 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 include the cost of new components in your bid
- Keep project area orderly, clean and safe at all times.
- Modify Workstation **4-052** as noted on attached plans and outline below
 - Remove 2565 panel and relocate to back of workstation
 - Install 3565 panel where 2565 panel was removed
- Wipe down all surfaces after installation.

D. 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). OPF contact is Noel Rozelle, 614) 387-0300, Noel.Rozelle@das.ohio.gov

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.

E. Bidding

Provide a separate price for each Workstation modification Installation Service and any parts needed to complete the installation.

List your STS Contract ID, Vendor ID and OAKS Contract ID numbers if applicable.

F. Submission:

Please submit your response to this solicitation no later than 5:00 PM Eastern Standard Time, via email to Bidsubmission@education.ohio.gov.

This solicitation document is also posted on the state web portal to allow interested vendors to submit technical questions for clarification.

Please click [here](#) to access the web portal.

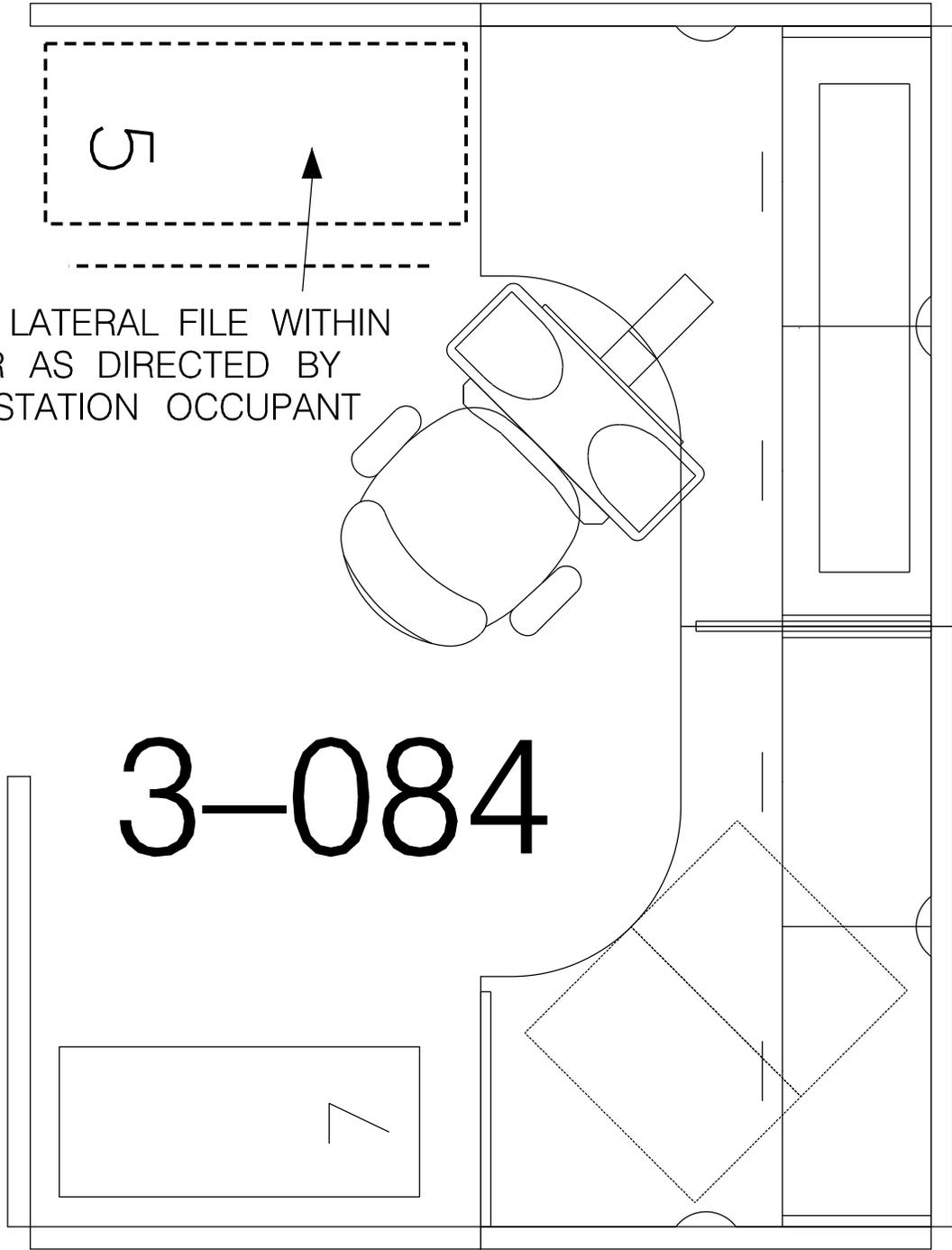
- Scroll through the page to identify the matching document number
- Click the document number to open Disclaimer page
- Click the “View Opportunity Detail” link to view the document summary page
- Click the document link to view the document
- Click the “Submit Inquiry” button to submit questions you may have (no more than 5 questions per submission)

The Department will post responses to your question online to share the information with other interested vendors.

The [Invitation to Bid \(ITB\)](#) may also be accessed on the Ohio Department of Education internet website 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

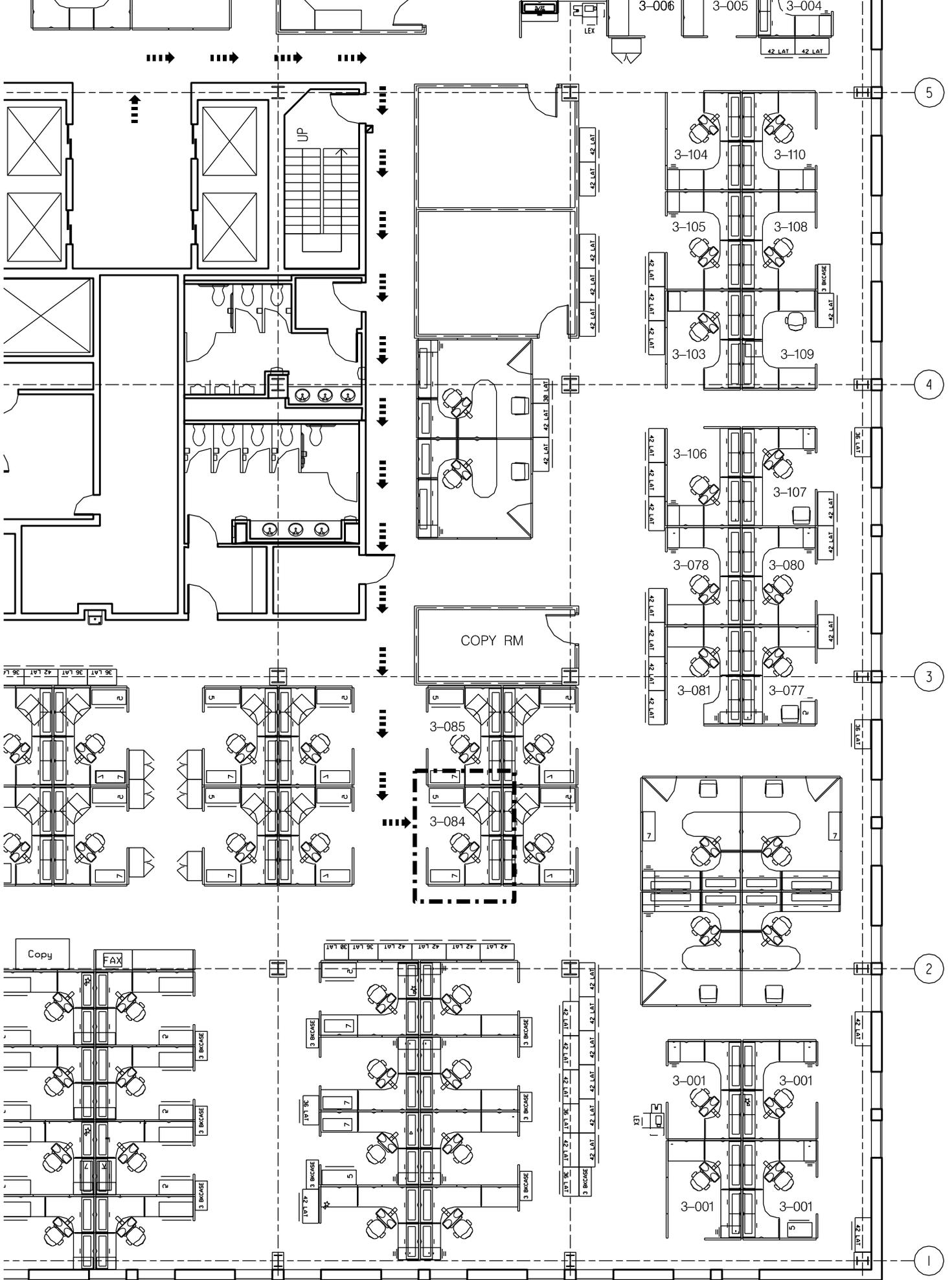
A credit card may be used for payment of invoices up to \$2,500.00



MOVE LATERAL FILE WITHIN
FLOOR AS DIRECTED BY
WORKSTATION OCCUPANT

3-084

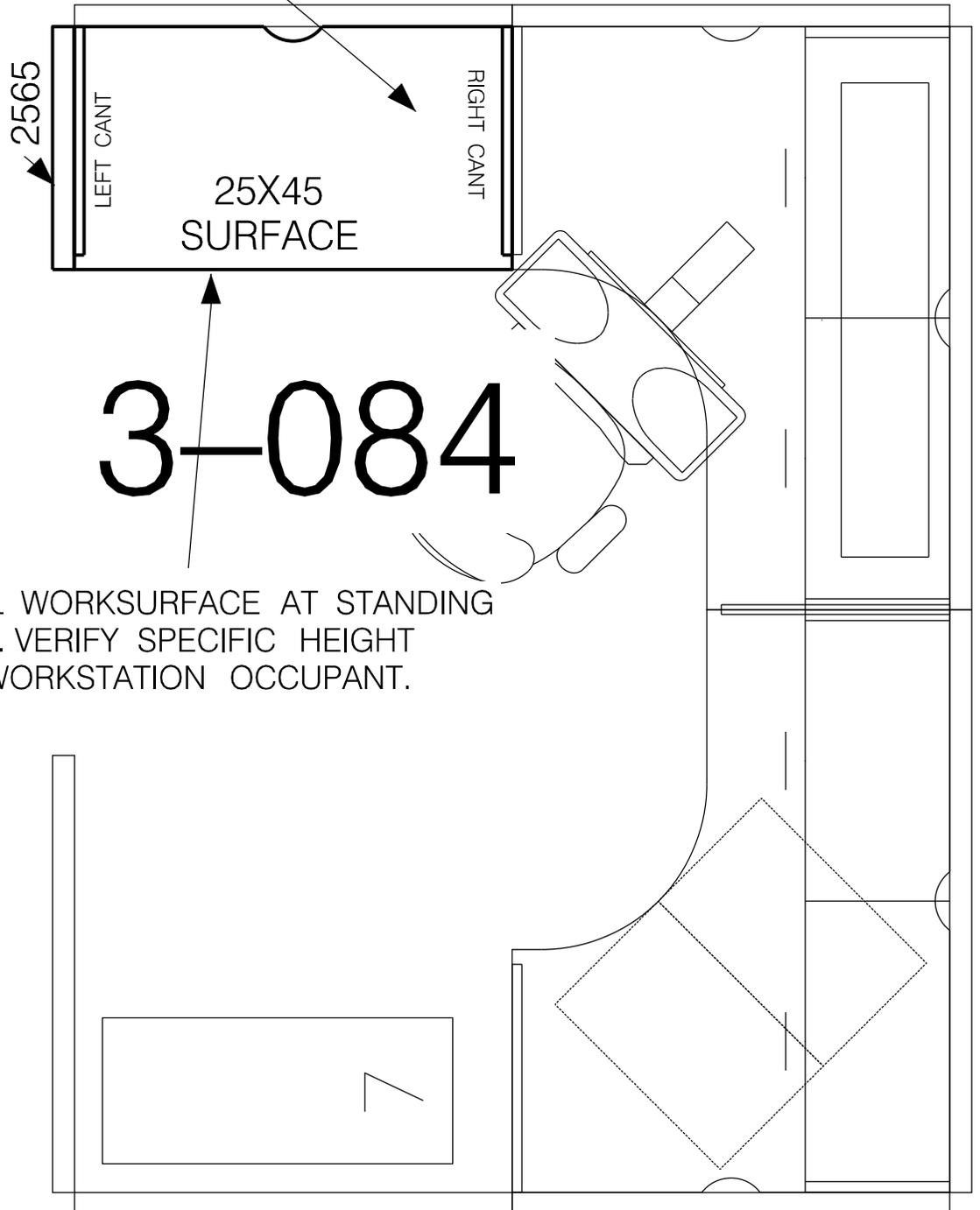
EXISTING PLAN



3RD FLR

INSTALL 25X45 SURFACE
W/LEFT AND RIGHT
CANTILEVER SUPPORTS

ADD 25W PANEL
FROM STORAGE



RECONFIGURED PLAN

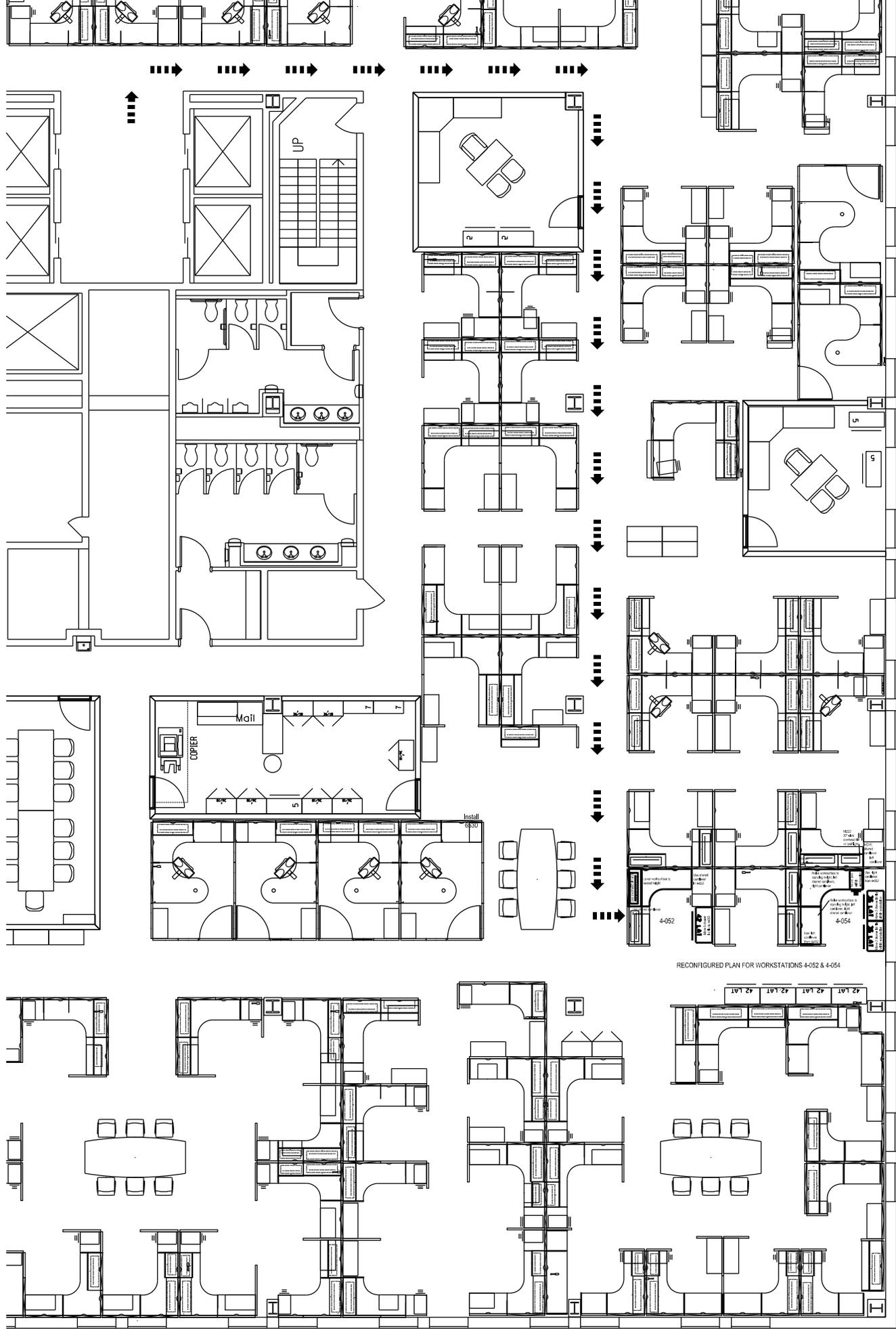


4-052

42 LAT

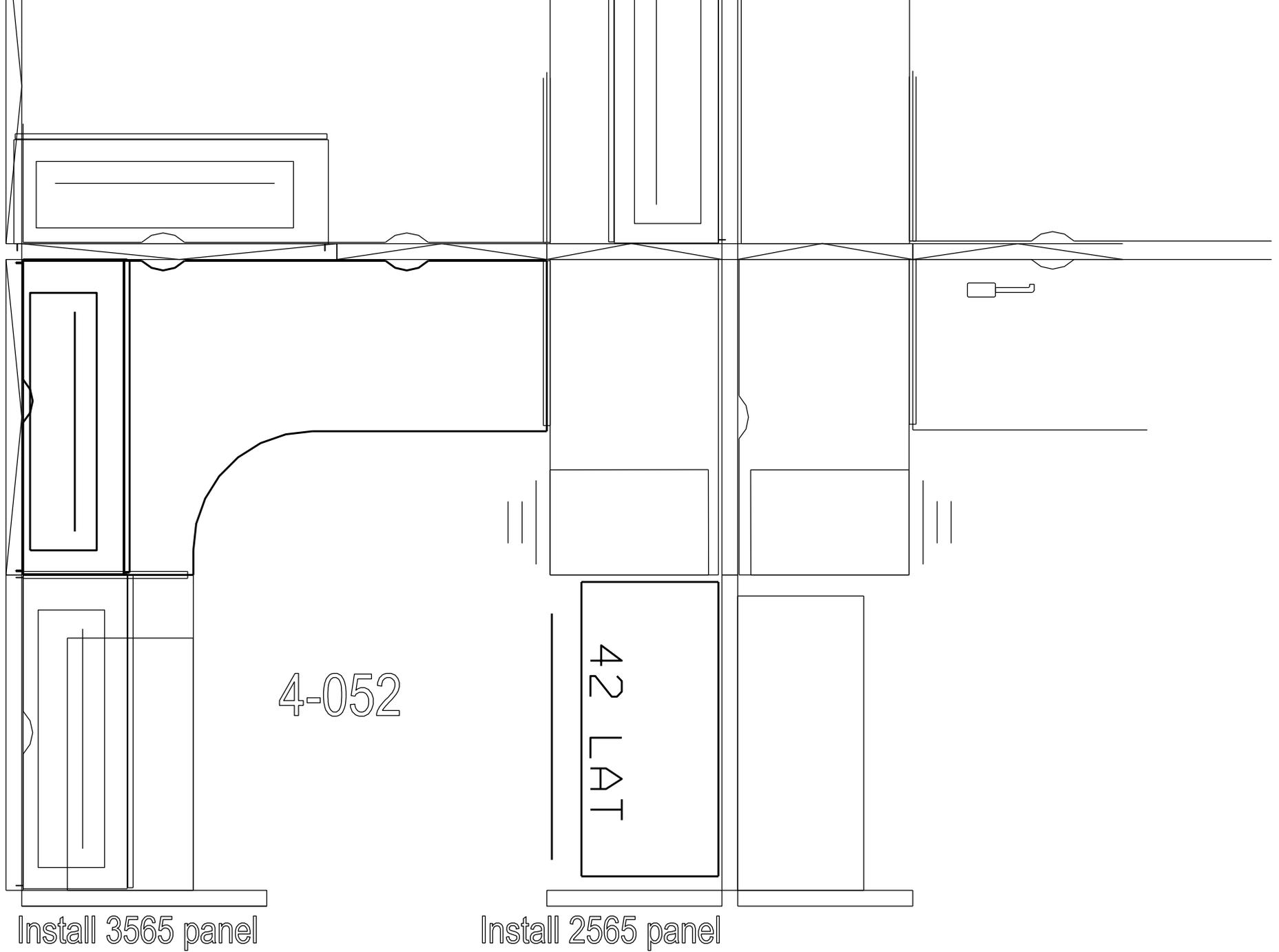
Remove 2565 panel

EXISTING PLAN FOR WORKSTATIONS 4-052



RECONFIGURED PLAN FOR WORKSTATIONS 4-052 & 4-054

25 South Front Street 4th Floor



RECONFIGURED PLAN FOR WORKSTATIONS 4-052