

See below for correct submittal email address:

**OITAPRrequests@das.ohio.gov**

**Deadline Date has been  
extended to 4:00 PM  
November 24th**



*Uninterrupted Power Supply (UPS) Units for Tower Shelters*

**OITRFQ-FY21-011**

**State Term Schedule/MMA Contracts Only**

**R E Q U E S T   F O R   Q U O T A T I O N**

## **INTRODUCTION AND BACKGROUND**

### **PURPOSE OF THE REQUEST FOR QUOTATION**

Please consider this as the State of Ohio, Department of Administration, MARCS Services, Request for Quotation for the following project:

#### **Replacement of Uninterrupted Power Supply (UPS) units at various MARCS tower locations**

The project will begin on or after **February 1st, 2021**.

### **SPECIFICATIONS AND REQUIREMENTS**

#### **I. SCOPE:**

##### **A. PURPOSE**

The State of Ohio, Department of Administration (DAS), Multi-Agency Radio Communication System (MARCS) Services, is requesting bids for the following project: uninterrupted power supply (UPS) replacement units in 47 different MARCS Tower Site Shelters.

##### **B. BACKGROUND**

DAS/Office of Information Technology (OIT) MARCS is a complex computer and communications network designed to provide instant voice and data communication and supply a communications backbone to statewide public safety and emergency management in a single system. The system uses a secure, interference-free, IP-based P25 compliant 700/800-megahertz digital-trunked radio system that provides mobile, voice, data and vehicle location services as well as computer-aided dispatching. MARCS infrastructure consists of over 200 towers located throughout the state. At each tower location, there is a shelter house that houses the MARCS equipment. This equipment requires a clean and uninterrupted power supply of electrical current for optimal operation. This project is in accordance to MARCS maintenance plan of replacement of 1/5<sup>th</sup> the fleet yearly, keeping this critical piece of equipment with Warranty thus greatly reducing MARCS annual maintenance costs.

#### **II. SPECIFICATIONS AND REQUIREMENTS**

##### **A. INSTALLATION**

1. Installation of forty-eight (48), Liebert Uninterrupted Power Supply (UPS) Units.
2. Installation will include:
  - a. Power Wiring of the UPS.
  - b. Rack Mounting the UPS.
  - c. IS-WEBCARD connecting it to Network Switch with Cat. 5e cabling.
  - d. Start-Up and verify with MARCS HelpDesk.
3. All new equipment shall include the Liebert 5yr Warranty.

## B. BIDDER REQUIREMENTS

The Bidder must meet the following requirements in order to be eligible for award consideration.

1. Bidder will provide all labor, material, and permits required.
2. Complete and submit equipment start up sheets with all operating readings, before and after photos, which should include model and serial numbers of the new and replaced equipment along with written site directions with coordinates.
3. All individuals working on site will require a successfully passed State of Ohio background check performed by the Office of the Attorney General of Ohio (electronic copies are not accepted).
4. The bidder will provide weekly status reports to the State OIT. The contractor will be responsible for meeting all timelines designated by assigned Project manager. Payment for services will be based on deliverable completion subject to the State's approval of each deliverable. The State will review deliverables and provide feedback or approval for each deliverable within five business days of receipt of deliverable.
5. Both candidate and company will be required to sign a non-disclosure agreement which prevents disclosure of any data obtained while on the engagement which can be used to personally identify any parties at any time either during or after the engagement.
6. Supplier References: Bidder must submit with its bid, a list of at least three (3) companies and/or organizations with which they have had recent (within five (5) years) service contracts for in providing services for projects of similar size, scope and nature. This list shall include the name and phone number of a contact person who will be familiar with the bidder's job performance. The state may verify the bidder's experience based upon the list of business references submitted and any other sources which the state deems appropriate. Bidder may utilize Supplier References form, Attachment One (copy as needed).

## C. ADDITIONAL WORK REQUIREMENTS

1. All new UPS unit installations shall be completed within 60 calendar days of receipt of a valid purchase order.
2. Any sites utilizing network connectivity to the UPS must remain. Contractor is to integrate the new UPS units to the existing MARCS network. Contractor is to provide any additional cabling, wire ties and Velcro strapping for good cable management.

3. All equipment, material and labor shall be guaranteed for a period of one year. **All UPS units shall be covered with a Factory Warranty for a period of five years.**

### Site Locations:

Location Info		Current Unit Info		Replacement Unit Info	
Site	County	Service	UPS Model #	Mfg.	Model #
Aberdeen	Brown	200 AMP	GXT4-10000RT208	Liebert	GXT5-8000MVRT6UXLN
Georgetown	Brown	200 AMP	GXT4-10000RT208	Liebert	GXT5-8000MVRT6UXLN
Killbuck	Coshocton	100 AMP	GXT4-10000RT208	Liebert	GXT5-8000MVRT6UXLN
Eaton	Darke	100 AMP	GXT4-10000RT209	Liebert	GXT5-8000MVRT6UXLN
Greenville	Darke	200 AMP	GXT4-10000RT210	Liebert	GXT5-8000MVRT6UXLN
Neapolis	Fulton	200 AMP	GXT4-10000RT211	Liebert	GXT5-8000MVRT6UXLN
Wauseon	Fulton	100 AMP	GXT4-10000RT212	Liebert	GXT5-8000MVRT6UXLN
Byesville	Guernsey	200 AMP	GXT4-10000RT213	Liebert	GXT5-8000MVRT6UXLN
Cambridge North	Guernsey	200 AMP	GXT4-10000RT214	Liebert	GXT5-8000MVRT6UXLN
Fairview	Guernsey	200 AMP	GXT4-10000RT215	Liebert	GXT5-8000MVRT6UXLN
Findlay	Hancock	200 AMP	GXT4-10000RT216	Liebert	GXT5-8000MVRT6UXLN
Logan	Hocking	200 AMP	GXT4-10000RT217	Liebert	GXT5-8000MVRT6UXLN
Millersburg	Holmes	200 AMP	GXT4-10000RT218	Liebert	GXT5-8000MVRT6UXLN
Sugar Creek	Holmes	200 AMP	GXT4-10000RT219	Liebert	GXT5-8000MVRT6UXLN
Brinkhaven	Knox	200 AMP	GXT4-10000RT220	Liebert	GXT5-8000MVRT6UXLN
Mount Vernon	Knox	200 AMP	GXT4-10000RT221	Liebert	GXT5-8000MVRT6UXLN
Lake County/Willowick #1	Lake	200 AMP	GXT4-10000RT222	Liebert	GXT5-8000MVRT6UXLN
Lake County/Willowick #2	Lake	200 AMP	GXT4-10000RT223	Liebert	GXT5-8000MVRT6UXLN
Bellefontaine	Logan	200 AMP	GXT4-10000RT224	Liebert	GXT5-8000MVRT6UXLN
London	Madison	200 AMP	GXT4-10000RT225	Liebert	GXT5-8000MVRT6UXLN
Celina	Mercer	200 AMP	GXT4-10000RT226	Liebert	GXT5-8000MVRT6UXLN
Fort Recovery	Mercer	200 AMP	GXT4-10000RT227	Liebert	GXT5-8000MVRT6UXLN
Beallsville	Monroe	200 AMP	GXT4-10000RT228	Liebert	GXT5-8000MVRT6UXLN
Clarington	Monroe	200 AMP	GXT4-10000RT229	Liebert	GXT5-8000MVRT6UXLN
Lewisville	Monroe	200 AMP	GXT4-10000RT230	Liebert	GXT5-8000MVRT6UXLN
Sardis	Monroe	200 AMP	GXT4-10000RT231	Liebert	GXT5-8000MVRT6UXLN
Wolfcreek	Morgan	200 AMP	GXT4-10000RT232	Liebert	GXT5-8000MVRT6UXLN
Bloomfield	Muskingum	200 AMP	GXT4-10000RT233	Liebert	GXT5-8000MVRT6UXLN
Dresden	Muskingum	100 AMP	GXT4-10000RT234	Liebert	GXT5-8000MVRT6UXLN
Duncan Falls	Muskingum	100 AMP	GXT4-10000RT235	Liebert	GXT5-8000MVRT6UXLN
Oak Harbor	Ottawa	200 AMP	GXT4-10000RT236	Liebert	GXT5-8000MVRT6UXLN
NEOMED	Portage	200 AMP	GXT4-10000RT237	Liebert	GXT5-8000MVRT6UXLN
Shalersville	Portage	200 AMP	GXT4-10000RT238	Liebert	GXT5-8000MVRT6UXLN
New Paris	Preble	200 AMP	GXT4-10000RT239	Liebert	GXT5-8000MVRT6UXLN

<b>West Alexandria</b>	Preble	200 AMP	GXT4-10000RT240	Liebert	GXT5-8000MVRT6UXLN
<b>Ottawa</b>	Putnam	200 AMP	GXT4-10000RT241	Liebert	GXT5-8000MVRT6UXLN
<b>Fremont</b>	Sandusky	200 AMP	GXT4-10000RT242	Liebert	GXT5-8000MVRT6UXLN
<b>Attica</b>	Seneca	200 AMP	GXT4-10000RT243	Liebert	GXT5-8000MVRT6UXLN
<b>Tiffin</b>	Seneca	200 AMP	GXT4-10000RT244	Liebert	GXT5-8000MVRT6UXLN
<b>Sidney</b>	Shelby	200 AMP	GXT4-10000RT245	Liebert	GXT5-8000MVRT6UXLN
<b>Richwood</b>	Union	200 AMP	GXT4-10000RT246	Liebert	GXT5-8000MVRT6UXLN
<b>McArthur</b>	Vinton	200 AMP	GXT4-10000RT247	Liebert	GXT5-8000MVRT6UXLN
<b>Beebe High Ground</b>	Washington	200 AMP	GXT4-10000RT248	Liebert	GXT5-8000MVRT6UXLN
<b>Belpre</b>	Washington	200 AMP	GXT4-10000RT249	Liebert	GXT5-8000MVRT6UXLN
<b>Cutler School</b>	Washington	200 AMP	GXT4-10000RT250	Liebert	GXT5-8000MVRT6UXLN
<b>Glass</b>	Washington	200 AMP	GXT4-10000RT251	Liebert	GXT5-8000MVRT6UXLN
<b>Lower Salem</b>	Washington	200 AMP	GXT4-10000RT252	Liebert	GXT5-8000MVRT6UXLN
<b>Marietta</b>	Washington	200 AMP	GXT4-10000RT253	Liebert	GXT5-8000MVRT6UXLN

**BID PRICE SCHEDULE:**

Bidders shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by the Office of Procurement Services and not used in evaluation and any subsequent order.

BID ITEM NO.	DESCRIPTION	MANUFACTURER AND PART NUMBER OFFERED	UNIT PRICE	QTY. (Estimated Usage)	Total
1.	Uninterrupted Power Supplies (UPS)			48	
2.	Installation			48	
3.	Disposal			48	
	Total				
				Grand Total	

**SEE OPPORTUNITY ADDENDA FOR LOCATIONS, UNITS TO BE INSTALLED, AND UNITS TO BE REMOVED**

**ADMINISTRATIVE**

**PROPOSAL INQUIRIES**

Vendors may make inquiries regarding this RFQ at any time during the inquiry period specified within the schedule events, which is detailed within this section. The State may not respond to any improperly formatted inquiries. The State will try to respond to all inquiries within 24 hours, excluding weekends and State holidays. The State will not respond to any inquiries received after 8:00 am on the inquiry period end date. The State may extend the proposal due date.

To make an inquiry, vendors must use the process outlined below.

- Access the State Procurement Web site at <http://procure.ohio.gov/>.
- From the Navigation Bar on the left, select “Find It Fast”.
- Select “Doc/Bid/Schedule #” as the Type.
- Enter the RFQ number found on the first page of this RFQ (the RFQ number begins with “OIT”).
- Click the “Find It Fast” button.
- On the document information page, click the “Submit Inquiry” button.
- On the document inquiry page, complete the required “Personal Information” section by providing:
  - First and last name of the prospective vendor’s representative who is responsible for the inquiry;
  - Name of the prospective vendor;
  - Representative’s business phone number, and
  - Representative’s e-mail address.
- Type the inquiry in the space provided, including:
  - A reference to the relevant part of this RFQ;
  - The heading for the provision under question, and
  - The page number of the RFQ where the provision can be found.
  - Click the “Submit” button.

A submitted inquiry will receive an automatic e-mail acknowledging receipt.

All questions must be submitted by 8:00 am on November 9, 2020. Questions submitted after this time will not receive a response from the state.

## **DUE DATES**

All quotations are due by 1:00 pm, EST, on November 23, 2020. Any quotation received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late quotations will not be evaluated for award.

## **SCHEDULE OF EVENTS**

All times listed are Eastern Standard Time (EDT).

Event	Date
1. RFQ Distribution to Suppliers	October 27,2020
2. Questions due	8:00 a.m., November 9, 2020

3. Responses to Questions due	4:00 p.m., November 16, 2020
4. Proposal/Quotation Due Date	**1:00 p.m., November 24, 2020 Extended due to incorrect bid submittal email supplied – see front page for correct email
Up5. Target Date for Review of Proposal/Quotation	3:00 p.m., November 30, 2020
7. Anticipated decision and selection of Supplier	4:00 p.m., December 4, 2020
8. Anticipated commencement date of work	Feb 1, 2021



## EVALUATION FACTORS FOR AWARD

### EVALUATION

The following will be considered in determining the Supplier to be selected for this engagement, according to a standardized scoring methodology:

- Relevant experience
- Relevant skill level
- Proposed contractor rate(s)

Weight	Criteria
30%	An assessment of the Supplier's ability to deliver the stated deliverables in accordance with the specifications set out in this RFQ.
30%	Availability of sufficient high-quality Supplier personnel with the required skills and experience for the specific approach proposed.
20%	The extent to which Supplier's proposed approach fulfills State of Ohio's stated deliverables as set out in this RFQ.
10%	The Supplier's stability, experiences, and record of past performance in delivering such services.
10%	<b>Best Overall Cost.</b>
100%	

- The contractor will not be permitted to substitute personnel for those submitted for RFQ evaluation (during the RFQ evaluation or at project start-up), except when a candidate's unavailability is no fault of the contractor (e.g., Candidate is no longer employed by the Contractor, is deceased, etc.). Note: If a substitution situation occurs, the proposal will be re-evaluated. If the substitution gives the contractor an unfair advantage during the RFQ process, the proposal may be eliminated, or the other Suppliers will also be given the chance to submit substitutions of personnel also.
- All proposals will be evaluated for meeting the requested information. Incomplete proposals may not be reviewed. The proposals will be scored based on the criteria requested above. We reserve the option to interview the top candidates.

The contract will be through State Term Schedule (STS) and/or Master Maintenance Agreement (MMA) contracts and must reflect or be lower than STS or MMA rates, and must use STS or MMA categories.

### STATUS REPORTING

The contractor will provide weekly status reports to the State OIT. The contractor will be responsible for meeting all timelines designated by assigned Project manager. Payment for services will be based on deliverable completion subject to the State's approval of each deliverable. The State will review deliverables and provide feedback or approval for each deliverable within 5 business days of receipt of deliverable.

### NON-DISCLOSURE AGREEMENT

Both candidate and company will be required to sign a non-disclosure agreement which prevents disclosure of any data obtained while on the engagement which can be used to personally identify any parties at any time either during or after the engagement.

## **GUIDELINES FOR QUOTATION PREPARATION**

### **QUOTATION SUBMITTAL**

Each Supplier must submit one (1) complete signed copy of its quotation and each quotation must be clearly marked "MARCS UPS" on the email subject line.

Each proposal must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the non-conforming proposal. Each proposal must contain an identifiable tab sheet preceding each section of the proposal. Quote should be good for a minimum of 180 days.

- Cover Letter (include phone and e-mail contact)
- State Term Schedule Number or MMA
- Breakdown of Installation and Equipment/Part Pricing Schedule
- Supplier Information:
  - Supplier References (3 minimum) – ATTACHMENT ONE
  - Additional Supplier Information (optional) – Supplier form
- Supplier Hourly Rate
- Conflict of Interest Statement
- Payment Address
- Proof of Insurance
- W-9 Form

The State will not be liable for any costs incurred by any offeror in responding to this RFQ, even if the State does not award a contract through this process. The State may decide not to award a contract at the State's discretion. The State may reject late quotations regardless of the cause for the delay. The State may also reject any quotation that it believes is not in its interest to accept and may decide not to do business with any of the Suppliers responding to this RFQ.

Quotations MUST be submitted by email to the following email address:

**[OITAPRRequest@das.ohio.gov](mailto:OITAPRRequest@das.ohio.gov)**

### **PROPRIETARY INFORMATION**

All quotations and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a quotation or supporting materials because the State will have the right to use any materials or ideas submitted in any quotation without compensation to the Supplier. Additionally, all quotations will be open to the public after the contract has been awarded.

The State may reject any Proposal if the Supplier takes exception to the terms and conditions of this RFQ.

## **WAIVER OF DEFECTS**

The State has the right to waive any defects in any quotation or in the submission process followed by a Supplier. But the State will only do so if it believes that is in the State's interest and will not cause any material unfairness to other Suppliers.

## **REJECTION OF QUOTATIONS**

The State may reject any quotation that is not in the required format, does not address all the requirements of this RFQ, or that the State believes is excessive in price or otherwise not in its interest to consider or to accept. The State will reject any Non-STS responses. In addition, the State may cancel this RFQ, reject all the quotations, and seek to do the work through a new RFQ or other means.

## **EVALUATION OF QUOTATIONS**

### **Clarifications and Corrections**

During the evaluation process, the State may request clarifications from any Supplier under active consideration. It also may give any Supplier the opportunity to correct defects in its quotation. But the State will allow corrections only if they do not result in an unfair advantage for the Supplier and it is in the State's best interest.

### **Requirements**

This RFQ asks for responses and submissions from Suppliers. While each criterion represents only a part of the total basis for a decision to award the contract to a Supplier, a failure by a Supplier to make a required submission or meet a requirement will normally result in a rejection of that Supplier's quotation. The value assigned to each criterion is only a value used to determine which quotation is the most advantageous to the State in relation to the other quotations that the State received. It is not a basis for determining the importance of meeting any requirement to participate in the quotation process.

The evaluation process may consist of up to three distinct phases:

1. The procurement representative's initial review of all quotations for defects;
2. The evaluation committee's evaluation of the quotations; and
3. Interviews (optional).

### **Initial Review**

The procurement representative normally will reject any incomplete or incorrectly formatted quotation, though the procurement representative may elect to waive any defects or allow a Supplier to submit a correction. If a late quotation is rejected, the procurement representative will not open or evaluate the late quotations. The procurement representative will forward all timely, complete, and properly formatted quotations to an evaluation committee, which the procurement representative will chair.

## **Committee Review of the Quotations**

The State's review committee will evaluate and numerically score each quotation that the procurement representative has forwarded to it.

The evaluation will result in a point total being calculated for each quotation. Those Suppliers submitting the highest-rated quotations may be scheduled for the next phase. The number of quotations forwarded to the next phase will be within the committee's discretion, but regardless of the number of quotations selected for the next phase, they will always be the highest rated quotations from this phase.

At any time during this phase, the State may ask a Supplier to correct, revise, or clarify any portions of its quotation.

The State will document all major decisions in writing and make these a part of the file along with the evaluation results for each quotation considered.

Once the technical merits of a quotation are considered, the costs of that quotation will be considered. But the State may also consider costs before evaluating the technical merits of the quotations by doing an initial review of costs to determine if any quotations should be rejected because of excessive cost. And the State may reconsider the excessiveness of any quotation's cost at any time in the evaluation process.

## **Interviews**

The State may record any presentations, demonstrations and interviews.

## **Determination of Responsibility**

The State may review the highest-ranking Suppliers or its key team members to ensure that the Supplier is responsible. The Contract may not be awarded to a Supplier that is determined to be not responsible. The State's determination of a Supplier's responsibility may include the following factors: the Supplier's and its key team members' experience, past conduct on previous Contracts, past performance on previous Contracts, ability to execute this contract properly and management skill. The State will make such determination of responsibility based on the Supplier's quotation, reference evaluations and any other information the State requests or determines to be relevant.

## **Changing Candidates**

The major criterion on which the State bases the award of the contract is the quality of the Supplier's candidate(s). Changing personnel after the award may be a basis for termination of the contract.

## **Contract Award Process**

It is MARCS' intention to award one contract under the scope of this RFQ and as based on the RFQ Calendar of Events schedule, so long as MARCS determines that doing so is in the State's best interests and MARCS has not otherwise changed the award date. Any award decision by

MARCS under this RFQ is final. After MARCS makes its decision under this RFQ, all Proposers will be notified in writing of the final evaluation and determination as to their proposals.

MARCS anticipates making one award depending on program needs and the fit of the Proposer to the scope of this RFQ.

**ATTACHMENT ONE  
 SUPPLIER PROFILE SUMMARY**

**SUPPLIER REFERENCES**

**Supplier's Name:**

**References.** Provide three references for which the proposed candidate has successfully demonstrated meeting the requirements of the RFQ on projects of similar size and scope in the past five years. The name of the person to be contacted, phone number, company, address, brief description of project size and complexity, and date (month and year) of employment must be given for each reference. These references must be able to attest to the candidate's specific qualifications.

The reference given should be a person within the client's organization and not a co-worker or a contact within the offeror's organization.

If less than three references are provided, the offeror must explain why. The State may disqualify the Proposal if fewer than three references are given.

<b>Client Company:</b>	<b>Client Contact Name:</b>	<b>Client Contact Title:</b>	
<b>Client Address:</b>		<b>Client Contact Phone Number:</b>	
<b>Project Name:</b>		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
<b>Description of services provided that are in line with those to be provided as part of this Project:</b>			
<b>Description of how client project size and complexity are similar to this project:</b>			

**ATTACHMENT ONE  
 SUPPLIER PROFILE SUMMARY  
 SUPPLIER REFERENCES CONTINUED**

<b>Client Company:</b>	<b>Client Contact Name:</b>	<b>Client Contact Title:</b>	
<b>Client Address:</b>		<b>Client Contact Phone Number:</b>	
<b>Project Name:</b>		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year
<p><b>Description of services provided that are in line with those to be provided as part of this Project:</b></p> <p><b>Description of how client project size and complexity are similar to this project:</b></p>			

<b>Client Company:</b>	<b>Client Contact Name:</b>	<b>Client Contact Title:</b>	
<b>Client Address:</b>		<b>Client Contact Phone Number:</b>	
<b>Project Name:</b>		Beginning Date of Employment: Month/Year	Ending Date of Employment: Month/Year

**Description of services provided that are in line with those to be provided as part of this Project:**

**Description of how client project size and complexity are similar to this project:**