

INVITATION TO QUOTE

General Services State of Ohio
Department of Administrative Services Division
Office of Properties and Facilities (OPF)

**The Quotation must be hand delivered,
faxed or mailed to:**

**DAS/GSD
The Office of Properties and Facilities
Attn: Mike Makonnen, Purchasing Agent
4200 Surface Road
Columbus, Ohio 43228
or Fax to 614.752.0380**

QUOTE NUMBER DUE DATE (1:00 p.m.)

OPF2015 – 06A Aug 7, 2014

Any questions or clarifications regarding this Invitation to quote should be directed to the Office of Properties and Facilities, **614-466-2492**. Or e-mailed to michael.makonnen@das.oho.gov.

FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN)	
BIDDER NAME	
STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
CITY	STATE ZIP
COUNTY	
TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
CONTACT PERSON	FAX NO. ()
CONTRACTOR'S E-MAIL ADDRESS	

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROPERTIES & FACILITIES, IS SOLICITING QUOTATION FOR:

**(Custodial Services: SOCC – 2nd floor)
REQUIRED CERTIFICATION FOR BIDDING**

EQUAL EMPLOYMENT OPPORTUNITY. The Contractor will comply with all state and federal laws regarding equal employment opportunity, including Ohio Revised Code Section 125.111 and all related Executive Orders.

Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be submitted to the DAS Equal Opportunity Division to comply with the affirmative action requirements. Affirmative Action Verification Forms and approved Affirmative Action Plans can be found by going to the Equal Opportunity Departments web site: <http://das.ohio.gov/Divisions/EqualOpportunity.aspx>

PREVAILING WAGE THRESHOLD LEVELS REQUIREMENTS APPLY FOR CLEANING PROJECT SERVICES
Review Current threshold: <http://www.com.ohio.gov/dico/>

DRUG FREE WORKPLACE (DFWP) RULES MUST BE COMPLIED FOR CLEANING PROJECT REQUESTS
1. Review Ohio Drug Policy at <https://www.bwc.ohio.gov/employer/services/statecontract/statecontractdescriptions.asp>
2. Complete DFWP form: <https://www.bwc.ohio.gov/employer/forms/dfwp/default.asp>

PRINTED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE
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REQUIRED CERTIFICATION FOR BIDDING

OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.

Yes (Go to C) No (Go to B-2)

2. Bidder has significant economic presence within the state of Ohio.

Yes (Answer a, b, c, d below) No (Go to B-3)

a) Bidder has paid the required taxes due the state of Ohio

Yes No

b) Bidder is registered with the Ohio Secretary of State

Yes (Charter/Registration No.: _____) No

Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:

<http://www.sos.state.oh.us/>

c) Bidder has ten or more employees based in Ohio or border state.

Yes No (Go to B-2d)

d) Bidder has seventy-five percent or more employees based in Ohio or border state.

Yes No (Go to B-3)

3. Order state bidder:

Yes (Specify which state then go to B-2c): KY MI NY PA IN) No (Go to B-4)

4. Border state bidder: mined products mined in respective border state

Yes No Not Applicable

E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business

Yes No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:

<http://www.state.oh.us/das/Eod/edge/Index.htm>

1. Scope:

To clean an approximately 70,000 SF area on the 2nd floor area of the State of Ohio Computer Center, SOCC, 1320 Arthur E. Adams., Dr., Columbus, Ohio 43221. The floor consists of an under Raised Floor area and an above Raised Floor area. The Under Raised Floor area will be cleaned once every two years, and the above Raised Floor area will be cleaned every six (6) months, per specifications provided.

2. Description of Work:

Provide data center cleaning services for operational computer room space at the SOCC, 2nd floor area, in accordance with the following requirements listed herein. It is the intent of DAS to engage a professional company experienced in this specialty discipline with the expectation of achieving value through the contractors past experience in a high availability critical environment without experiencing unplanned downtime. It is DAS's expectation that no downtime will be permitted and special attention to Section 21.1 in this Invitation to Bid should be accounted for.

3. General Information:

The 2nd floor area of SOCC is approximately 70,000 SF. The raised floor is 24" above the sealed concrete sub-floor which constitutes a cold air supply plenum. The column spacing is on 40' x 40' centerlines which constitutes one 1,600 SF "Bay". The center of each bay has one floor drain in the center of the concrete sub-floor. The raised floor is comprised of 2' x 2' cementitious tiles in a bolted stringer system with pedestals at each tile corner. The air distribution system is via 20 ton down-flow CRAC units. Copies of the floor plan are attached showing the area of HPL tiles and the general location of facility related equipment (CRAC's & PDU's).

The current air filtration is as follows:

3.1. *Building Air Handlers:* Two units are the means to introduce outside make-up air and in winter months, steam humidity into the computer room area. Both units are 9,000 CFM (6,000 CFM return air and 3,000 OA make up) and use 1" roll off 10% filter media over 2" MERV 8 pre-filters with 12" MERV 14 final filters.

3.2. *CRAC Units:* Multiple 20 Ton down-flow units are used within the raised floor area and are ducted from the above ceiling plenum space and discharge below the raised floor. Each unit uses 2" MERV 8 pre-filters and 4" MERV 8 final filters.

3.3. The area beneath the raised floor contains condenser water piping ranging in size from 6" to 14", 1" domestic cold water piping, electrical conduits, seal-tight flexible PDU cables, cable tray, voice and data cables and smoke detection. There is no fire suppression in the plenum space.

3.4. Under Raised Floor Cleaning:

Pricing is requested for cleaning this area one time, every two (2) years for four (4) years, Until August, 2018. The cleaning process shall use ISO 14644 Class 6 as the guideline for final performance. Describe methodology to be used to meet or exceed this standard. The contractor shall conduct particulate sampling prior to start of work and use the same sampling method and sample locations at the completion of the cleaning to create a baseline for future reference.

The underfloor areas shall be vacuumed to remove dust, debris, metal shavings, zinc whiskers and contaminants. If zinc whiskers are found, DAS shall be notified to inspect **prior to removal**. No more than 8-10 tiles shall be removed at one time in a given area and be shall be cordoned off for safety purposes (provide detail as to how the work area will be cordoned off). The contractor shall inspect for signs of oil or oil substances around CRAC units and notify DAS if evidence of this exists.

3.5. Raised Floor HPL Tile Cleaning:

Pricing is requested for cleaning two times per year conducted at 6 month intervals, for four (4) years, until August, 2018. There are approximately 35,000 SF of HPL tiles which require cleaning. The top of the raised floor tiles shall be scrubbed and rejuvenated with anti-static and non-toxic, low VOC cleaning agents to remove dirt, scuffs and marks. The floor should then be damp mopped to remove residual cleaning agents then buffed to restore the original finish to the greatest extent reasonably possible.

3.6. Alternate Pricing – Clean Above Ceiling Tiles:

Provide an alternate price to clean the top side of the 2' x 4' acoustic ceiling tiles (10' Ht) one time by vacuuming. One to two tiles may be removed in any one area at a time. Light fixtures, sprinkler heads, smoke detectors, horn/strobe devices and speakers shall not be removed. Provide detail on how equipment underneath the ceiling will be protected.

3.7. Alternate Pricing – Clean Above Racks:

Provide an alternate price to clean the top side of each rack by dusting/vacuuming. Provide detail on how equipment underneath the will be protected.

3.8. Means & Methods:

The contractor shall identify in the bid submission the means & methods including amount of manpower, tools and equipment and cleaning agents to be used to complete the work for evaluation by DAS and their client as part of the bid review. Cleaning agent submittals must be accompanied by current MSDS documentation.

Note: only vacuum cleaning machines equipped with HEPA (High Efficiency Particulate Air 99.97% of particles 0.3 micrometers or greater) and ULPA (Ultra Low Penetration Air 99.999% of particles .12 or greater) filtration will be permitted and filters shall be replaced regularly throughout the duration of the Contract..

No mop buckets will be permitted in the raised floor areas. DAS will identify electrical receptacles to be used by contractor for cleaning equipment at the beginning of the Contract..

3.9. Testing:

A summary of the dust conditions in the computer room above the floor shall be conducted prior to the start of work, during the work and within 5 days after completion, for up to four separate locations within the computer room by means of a Laser Particle test method. The contractor may suggest or recommend alternative or additional testing methods in bid submittal. The minimum final result after cleaning shall be in accordance with ISO 14644 Class 6 standards.

3.10. Security Background Check:

The contractor's personnel shall comply with and successfully pass the security background check requirements determined by the State of Ohio; Department of Administrative Services to gain access to the State of Ohio Computer Center as outlined in the attachment to this Invitation to Bid. Access may be revoked at any time for the duration of the work. **There is no cost to the vendor for background check.**

4.0. Contract

Contract will commence after issuance of a Purchase Order and signed DAS contract.

5.0. Submission of Proposals

- 5.1. Each bid shall be submitted on the bid form provided. Any alteration or erasure shall be initialed by the bidder.
- 5.2. An officer or a principle of the Corporation, Partnership or sole proprietorship shall print or type the legal name of the business entity on the bid form and sign the bid form. The same shall apply to the bid of a joint venture except that each member firm shall have an authorized signature of an officer or principle.
- 5.3. Any bid may be withdrawn prior to the aforementioned scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the specified date and time will be rejected.
- 5.4. Each bid should be accompanied by the following:
 - 5.4.1. A signed bid bond meeting the requirement of sections 153.54 to 153.57 of the Ohio Revised Code (ORC)
 - 5.4.2. Signed non-collusion affidavit
 - 5.4.3. Certificate of Compliance issued by the Department of Insurance, showing the surety is licensed to do business in Ohio.

- 5.4.4 Ohio Workers' Compensation certificate.
- 5.4.5 Certificate of Drug Free Work Place Compliance (attached).

Failure to include this documentation may disqualify the bidder's proposal as non-responsive.

- 5.4 Opening of the proposals and determination of successful bidder will be in a private session. Determination will be based upon all pertinent data contained in proposal.

Contract shall be awarded to the lowest, comprehensive and complete, responsible bidder.

6.0 Invoicing

- 6.1 All invoices shall be received by DAS within 30 days of cleaning completion.

6.2 All costs indicated on the Bid Proposal form are maximum costs. Contractor will be reimbursed only for labor and material used. Any additional line items indicate on the Bid Proposal (i.e. general conditions) must be a detailed explanation of costs on the bid form and invoice.

All invoices shall include:

- 6.3.1 Certified time sheets (notarized) for all trades personnel involved
- 6.3.2 Separate line item indicating material cost
- 6.3.3. Separate line item indicating tax on material.

7.0 Extension of Time

- 7.1 The specified bid due date and subsequent bid opening may be extended by DAS if any addenda are issued; or requests for clarifications are received by bidders. Extensions will be issued in writing by DAS to all bidders

8.0 Examination of Documents and Site/General Requirements

- 8.1 Before submitting a bid, each bidder shall examine the drawings carefully, read the specifications and all other proposed Contract Documents, and shall visit the site of work. Each bidder needs to be informed prior to bidding as to existing conditions and limitations under which the work is to be performed as set forth in the contract documents. No allowances will be made to a bidder because of lack of knowledge or examination. The submission of a bid shall be conclusive evidence that the bidder has made such examination.
- 8.2 All work shall be done in a professional and workmanlike manner in accordance with the best standards of the trade.
- 8.3 The Contractor shall notify the DAS Facility Manager of any conditions which will cause a delay of completion within 24 hours of discovery. The Contractors shall also submit a proposed solution of problem.
- 8.4 Discrepancies on drawings and specifications shall be brought to the attention of the DAS Facility Manager for interpretation.
- 8.5 Contractor shall keep premises free of accumulated rubbish or debris throughout course of cleaning project and move-in. DAS reserves the right to have excess rubbish removed at the Contractor's expense if Contractor is deemed negligent or un-responsive.
- 8.6 As a prerequisite of final payment, the Contractor as required shall deliver to the DAS Facility Manager all lien releases by Contractors and Material Suppliers.

9.0 Notice of Award

- 9.1 DAS shall notify the apparent successful bidder that upon satisfactory compliance with all conditions precedent for contract execution, and the cleaning is funded by the State of Ohio; Department of Administrative Service, the bidder will be awarded a contract which shall consist of a mutually agreed to and signed DAS contract, a written Purchase Order inclusive of bid solicitation and building rules and regulations.
- 9.2 Noncompliance with the conditions precedent for contract execution within ten (10) days of the date of the Notice of Award shall be cause for DAS to cancel the Notice of Award and award the contract to the next lowest

responsive and responsible bidder or resubmit the contract for bidding, at the discretion of DAS.

10.0 Conditions Precedent for Execution of Agreement

- 10.1 Two original copies of the "Personal Service Contract" issued by DAS should be signed and returned to address provided.
- 10.2 Contract Bond. To support the Bond, a Certificate of Compliance issued by the Department of Insurance, showing the Surety is licensed to do business in Ohio.
- 10.3 Ohio Workers' Compensation Certificate.
- 10.4 Certificate of Drug Free Work Place Compliance.
- 10.5 Certificate of Insurance (ACORD form is acceptable) and copy of additional insured endorsement. The State reserves the right to request a certified copy of the Contractor's insurance policies.
- 10.6 EOD, Ohio Equal Opportunities Division, "Certificate of Compliance" letter.

11.00 Nondiscrimination

- 11.1 During the performance of the contract, the Contractor agrees that in the hiring of employees for the performance of Work, including without limitation Work to be performed, and no person acting on behalf of the Contractor, shall, by reason of race, religion, national origin, age, sex, disability, Vietnam era Veteran status, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.
- 11.2 The Contractor further agrees that no Contractor, and no person acting on behalf of the Contractor, shall, in any manner, discriminate against or intimidate any employee hired for the performance of Work on account of race, religion, national origin, age, sex, disability, Vietnam era Veteran status or color.
- 11.3 In the event of the Contractor's noncompliance with the nondiscrimination clauses, the Agreement may be terminated or suspended in whole or in part, and the Contractor may be declared not responsive or responsible for further State contracts or such other sanctions as provided in Section 153.60, ORC.

12.0 Personnel, Wages and Hours

- 12.1 The Contractor shall supply his own labor which shall consist of permanent employees of the bidding company with the option to participate in company Human Resource benefit and training programs. **(Sub-contract labor shall not be permitted due to the sensitive nature of the facility).**
- 12.2 The Contractor shall comply with the provisions, duties, obligations, and is subject to the remedies and penalties of Chapter 4115, ORC, "Wages and Hours on Public Works."
- 12.3 The Contractor shall submit payroll reports for all employees with each Application for Payment, which shall be certified by the Contractor that the payroll is correct and complete and the wage rates shown are not less than those required by the contract.
- 12.4 The payroll report shall indicate the period covered and shall include a list of the name, address and social security number of each employee of the Contractor.
- 12.5 The payroll report shall list the number of hours each employee worked each day on the Cleaning during the reporting period, the total hours each week on the Cleaning, the employee's hourly rate of pay, job classification, fringe benefits and all deductions from wages and net pay.
- 12.6 The payroll report shall also list each fringe benefit and state if it is paid as cash to the employee or to a named plan.

12.7 The Contractor shall also submit apprenticeship agreements for all apprentices utilized on the Cleaning.

12.8 Pursuant to Section 4115.99, ORC, whoever violates Section 4115.08 or 4115.09, ORC, shall be fined according to the published amounts in affect at the time of discovery.

Pursuant to Section 4115.99, ORC, whoever violates division (C) of section 4115.071, or Section 4115.10 or 4115.11, ORC is guilty of a misdemeanor of the second degree for a first offense. For each subsequent offense such person is guilty of a misdemeanor of the first degree.

13.0 Insurance

13.1 It is agreed and understood that the Contractor/Vendor (hereafter "Contractor"), at all times during the course of this Contract, shall obtain at its own cost and maintain in full force and effect all insurance coverage required herein. The insurance coverage required of Contractor shall be primary and non-contributory and shall protect the interests of DAS and its assigns, IBM, as well as the interests of the Contractor, its employees and agents and The State of Ohio; Department of Administrative Services.

13.2 Evidence of all required insurance coverage shall be forwarded by Contractor to DAS prior to the commencement of any work. Each policy will contain as endorsement whereby the insurer will not cancel, amend or reduce limits of liability unless DAS has received written notice at least 30 days prior to such change.

13.3 The Contractor shall maintain the following insurance coverage in such form, limit and with insurers acceptable to DAS:

13.3.1 Comprehensive General Liability: Insuring against claims of bodily injury and property damage, and including Independent Contractors Contractual Liability and Products/Completed Operations coverage.

Limit of Liability: \$5 million Combined Single Limit.

13.3.2 Automobile Liability: Insuring against claims of bodily injury and property damage resulting from the use or operation of all owned, leased or hired vehicles.

Limit of Liability: \$1,000,000 Combined Single Limit.

13.3.3. Workers Compensation and Employee Liability: In full compliance with all Federal and State statutes.

Limit of Liability: \$100,000.

13.3.4 Excess (Umbrella) Liability:

Limit of Liability: \$5 million in excess of all primary limits.

13.3.5 Physical Damage Insurance: insuring against all risk of loss to personal property owned or leased by Contractor, including equipment used by Contractor in the work process.

With respect to coverage A, B and D above, Contractor's insurance policies shall name The State of Ohio; Department of Administrative Services as insured.

13.4 Notwithstanding the above, if any insurance required of Contractor is uncollectible, insufficient or inadequate to satisfy any loss or damages filed against DAS; Contractor's legal liability is not limited by the insurance required herein.

13.5 A standard DAS contract document will be the binding document between contractor and DAS with the provisions of this bid letter attached which shall be binding.

14.0 Compliance/Discrepancies

14.1 Discrepancies between specifications, if any, shall be brought to the attention of the DAS Facility Manager for interpretations.

15.0 Interpretations of Contract Document Prior to Bidding

15.1 If any person contemplating submitting a bid for cleaning project of the Work is in doubt as to the true meaning of part of the proposed Contract Documents, or finds discrepancies in or omissions from any part of the proposed Contract Documents, he may submit to the DAS Facility Manager a written request for interpretation thereof not later than seven (7) days before bids will be opened. The person submitting the request shall be responsible for its prompt delivery.

15.2 Interpretations or correction of proposed Contract Documents will be made only by Addendum and will be mailed or delivered to each general contract bidder or record. The owner will not be responsible for any other explanations or interpretations of the proposed Contract Documents.

16.0 Mandatory Pre-Bid Conference

16.1 Approximately one (1) week prior to the scheduled bid opening, a Pre-Bid Conference will be held for the purpose of considering questions posed by bidders. **The pre bid conference will be held on Tuesday, July 29, 2014, at 9:00 am, at 1320 Arthur E. Adams Dr., Columbus, Ohio 43221. Please contact Gene Verblaauw, Phone: 614-644-3814, email: gene.verblaauw@das.ohio.gov.**

17.0 Building Rules and Regulations

17.1 Contractor shall be responsible for obtaining a set of "Cleaning project Rules and Regulations" from DAS (set included here).

17.2 Contractor shall comply with all Building Regulations as established by DAS and shall include in his Base Bid Proposal any and all costs incurred in the Base Bid Proposal.

17.3 Contractor shall be responsible for all insurance requirements as established by DAS and costs for this shall be included in the Base Bid Proposal.

18.0 Cleaning Project Schedule

18.1 Contractor shall provide a cleaning project schedule within two (2) weeks of contract award. The schedule as approved by the DAS Facility Manager will become an integral part of the Contract Documents and will establish interim completion dates for the various activities under the Contract.

18.2 Should any activity be twenty (20) days or more behind schedule, the DAS shall have the right to perform the activity or have the activity performed by whatever method DAS deems appropriate.

Costs incurred by the Owner and/or DAS in connection with expediting cleaning project activity under this article shall be reimbursed by the Contractor.

18.3 Periodic updated Cleaning project Schedule shall be submitted every two (2) weeks.

Include, but do not necessarily limit indicated activities to:

18.3.1 Cleaning Mobilization.

18.3.2 Procurement of equipment and critical materials.

18.3.3 Final inspection and testing.

19.0 Alternate Prices

The following items should be priced and indicated on the Quotation Form.

19.1 The price shall be inclusive of all labor and material costs

19.2 Above ceiling cleaning.

19.3 Clean above racks

20.0 Meetings

20.1 If necessary, meetings will be held inside the SOCC facility. The Contractor shall insure attendance by authorized representatives.

21.0 Protection of Adjacencies

21.1 In the event there is a failure or an interruption of service (outage), experienced by any computer or telecommunications system located at the SOCC due to the fault or negligence of the contractor. The contractor shall agree to pay to DAS, as damages, for the first occurrence, the amount of \$10,000. The contractor shall pay damages in the amount of \$20,000 for each subsequent occurrence.

21.2 Contractor and contractors personnel shall be trained in and observe all OSHA rules and regulations pertinent to such activities as those covered in the proposed scope of work.

Contractor shall exercise due diligence to the greatest extent possible in the safety of all building occupants and personnel.

21.3 Contractor shall take care not to damage building risers and line or electrical/telephone/data service for any tenants above, below or adjacent to the cleaning area. It is the Contractor's sole responsibility to ascertain these conditions. Any damage to these items and the resulting expense to rectify damage shall be borne by the Contractor.

21.4 Contractor shall maintain is equipment and staging/storage area in a clean, safe and workmanlike manner at the end of each workday and shall maintain building toilets in a sanitary condition during the course of the work. Toilets shall be left in clean, sanitary condition at the completion of the work.

21.5 Contractor shall protect all work stipulated to remain. Any damage to work indicated to remain shall be repaired by the Contractor at his sole expense.

21.6 Contractor shall call for and coordinate all shut-offs, disconnects required to complete work with local utilities and agencies and DAS on-site Facility Manager.

21.7 Contractor shall be responsible for protection of all flooring finishes through out duration of the Contract. On-site Building Management may provide 4x8x¼ Masonite. Labor to install and de-install shall be included in base bid.

22.0 Protection of Work

22.1 The Contractor shall be responsible for providing adequate protection for new cleaning project, equipment, furniture and other materials. During delivery of equipment, material and furniture, Contractor shall provide covering with cardboard sheets or other suitable material for all areas that may be vulnerable to damage.

23.0 Cleaning project Supervision

23.1 Contractor shall supply manpower trained and experienced in the various aspects of the work to assure a complete and professional job. A supervisor shall be supplied full time on the job site for the duration of the work and barring injury or death, or his removal at the request of DAS, the same supervisor shall remain from start to finish unless otherwise waived by DAS.

24.0 Change Order Procedure

24.1 Changes initiated by Contract shall be submitted in writing to DAS for review and approval to proceed with the work.

24.2 Changes initiated by the Owner shall be requested in writing by DAS. Contractor shall submit a Proposal for review to DAS and proceed only upon the issuance of a written authorization from the Facility Manager.

25.0 Price Schedule

**PRICE SCHEDULE
UNDER RAISED & RAISED FLOOR CLEANING FOR SOCC**

DESCRIPTION	8/1/2014 – 6/30/2018	SINGLE CLEANING BID PRICE
UNDER RAISED FLOOR CLEANING	Once Every Two Years	\$

DESCRIPTION	8/1/2014 – 6/30/2018	SINGLE CLEANING BID PRICE
RAISED FLOOR HPL TILE CLEANING	EVERY SIX (6) MONTHS	\$

TOTAL COST FOR UNDER RAISED AND RAISED FLOORS THROUGH 2018: \$ _____

1320 Arthur E. Adams Drive
Columbus, OH 43221-3595

CONTRACTOR RULES
AND
REGULATIONS

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Introduction including OSHA and code compliance
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Introduction

The State of Ohio Computer Center is a technologically sophisticated data center designed to provide a continuous operating environment for computer and telecommunications systems housed within.

The facility is fully operational and staffed 24 hours/365 days per year. No unscheduled shut downs or disruptions of computer systems or building support systems are permitted to occur.

All work performed by contractors, subcontractors, vendors, utilities, or tenants shall be scheduled and coordinated with CB Richard Ellis (CBRE), acting as Building Management on behalf of the State of Ohio, Department of Administrative Service (DAS).

Contractors and contractors' personnel shall be trained in and observe all OSHA rules and regulations pertinent to such cleaning activities as those covered in the proposed scope of work.

Contractors shall exercise due diligence to the greatest extent possible to insure safety of all building occupants, equipment and systems.

Access Procedures

Contractor Card Procedures

All contractors must provide picture identification to Security at the reception desk area.

Contractors will be asked to sign in with the following information:

- Name
- Company Name
- Phone Number
- Area of building where work is to be performed.

The authorized CBRE representative will then be contacted to sign for the contractor.

Upon a CBRE representative sign in, the contractor shall advise Building Management of all activities to be performed so Maintenance can coordinate shut-offs or Life Safety Systems deactivation or isolation to prevent false alarms.

The contractor will be given an access card, which will give them access to common areas and the specific tenant space.

Do not hold the door open for others, this causes an alarm.

Do not prop doors open, this also causes an alarm.

Do not use the stairwells unless it is an emergency situation, with the exception of the atrium stairwell "D". The tenant doors on each floor will remain locked so that entry can not be gained from the stairwell.

Card Access

You must always use your card on the proximity readers for security purposes.

If someone else has just used the reader, you must wait until the light turns red on the reader again or it will not acknowledge your card.

Anti – Passback

The reception area double doors, cafeteria patio door, OPLIN patio door, and back hallway door are anti-passback activated, which means you must use the exit card reader to be able to activate the entrance card reader when re-entering the building.

Freight Elevator Card Access

The freight elevators have card readers installed. When traveling to a tenant space by freight elevator, you must first use your card then press the button on the door you need. If you do not have access to that tenant space the doors will not open.

Non-Emergency Freight Elevator Instructions

To enter elevator, press directional arrow outside elevator doors which corresponds to direction of travel desired.

Enter elevator after doors and gate have fully opened.

When all persons and equipment are completely inside press “door close” button for appropriate door (front or rear).

Press the appropriate destination button for front or rear door exit. Front door exits into common area freight lobby, rear door exits into tenant areas.

To exit into a tenant area, a Honeywell access badge must be used on the card reader. When the card reader displays a green light, press the floor destination button marked with “R”.

When the elevator reaches destination, the door will automatically open.

After exiting elevator, press wall mounted “door close” button.

Note: If elevator doors are left open, an alarm will sound before and during an automatic door closure.

Deliveries

The SOCC has an inside controlled loading dock capable of accepting most types of delivery vehicles.

The normal dock hours are 7:00 AM to 3:00 PM. Off hour deliveries can be scheduled with 24 hour notification to CBRE.

Parking

Parking is available in the main SOCC parking lot for contractor personnel.

Please be advised that there is to be no parking in any handicapped parking space. Any car parked in a handicapped space without an official handicap tag will be ticketed by the OSU Police Department.

Cleaning projects which require more than 15 contractors parking spaces will be evaluated on a per case basis due to limited parking facilities.

Hoisting

All vertical movement of cleaning materials, supplies, tools, equipment and rubbish removal shall be by the two (2) 8000 lb. Freight elevators ONLY. Freight elevators are unmanned and will be used on a first come, first serve basis.

Elevators shall not be blocked or disabled for any reason. Passenger elevators may be used on a limited basis to transport personnel at the discretion of CBRE. No cleaning related items larger than hand tools will be permitted on passenger elevators at any time.

Shut-Offs and Disconnects

All proposed shut-offs of any utility or system(s) must be coordinated with CBRE Maintenance staff, prior to start of work.

These may include, but are not limited to:

- Electric feeders (main and branch) and circuits
- Disconnect switches/Bus plugs/Transformer
- Gas
- Water
- A/C units
- Fans
- Air Handler Units
- Pumps
- Elevators
- Lighting
- Fire Protection Systems
- Smoke Detection Systems
- Emergency Power Off (EPO) Systems
- Emergency Power Supply Systems
- Access Control and/or Surveillance Cameras
- Computers, computer system components and/or peripherals
- Telecommunications equipment

NOTE: IF AT ANY TIME A QUESTION ARISES CONCERNING THE POSSIBLE CONSEQUENCES OF ANY SHUT OFF, YOU MUST NOTIFY MAINTENANCE TO INSPECT AND INVESTIGATE, PRIOR TO PROCEEDING FURTHER.

Electrical circuits shall be traced prior to shut-off to verify origin and termination. Contractor shall make no assumptions.

Protection of Adjacencies

In the event, due to the fault or negligence of the contractor or the contractor's subcontractors or due to the failure of the contractor or the contractor's subcontractors to perform according to the terms of the contract, there is an interruption of service (outage), experienced by any computer or telecommunications system located at SOCC. The contractor shall agree to pay _____ to CB Richard Ellis, as damages, the amount of \$20,000. The contractor shall pay damages in the amount of \$20,000 for each subsequent occurrence.

Contractor and contractors personnel shall be trained in and observe all OSHA rules and regulations pertinent to such cleaning activities as those covered in the proposed scope of work.

Contractor shall exercise due diligence to the greatest extent possible in the safety _____ of all building occupants and personnel.

Contractor shall take care not to damage building risers and line or electrical/telephone/data service for any tenants above, below or adjacent to the project area. It is the Contractor's sole responsibility to ascertain these conditions. Any damage to these items and the resulting expense to rectify damage shall be borne by the Contractor.

Contractor shall sweep clean the entire project site at the end of his workday and shall maintain building toilets in a sanitary condition during the course of the work. Toilets shall be left in clean, sanitary condition at the completion of the work.

Contractor shall protect all work stipulated to remain. Any damage to work indicated to remain shall be repaired by the Contractor at his sole expense.

Contractor shall call for and coordinate all shut-offs, disconnects required to complete work with local utilities and agencies, and CB Richard Ellis on-site Chief Engineer.

Contractor shall be responsible for protection of all flooring finishes through out duration of project. On-site Building Management will provide 4x8x¼ masonite. Labor to install and de-install shall be included in base bid.

Contractors shall protect public building areas and other tenants areas from damage and dust filtration.

Contractors and contractors' personnel shall be trained in and observe all OSHA rules and regulations pertinent to such cleaning activities as those covered in the proposed scope of work.

Contractor shall exercise due diligence to the greatest extent possible in the safety of all building occupants and personnel.

Contractor shall take care not to damage building risers and line or electrical/telephone/data service for any tenants above, below or adjacent to the project area. It is the contractor's sole responsibility to ascertain these conditions. Any damage to these items and the resulting expense to rectify damage shall be borne by the contractor.

Contractor shall sweep clean the entire project site at the end of his work day and shall maintain building toilets in a sanitary condition during the course of the work. Toilets shall be left in clean, sanitary condition at the completion of the work.

Any damage to work indicated to remain shall be repaired by the contractor at his sole expense.

Contractor shall be responsible for protection of all flooring finishes throughout duration of project. On-site Building Management will provide 4x8x1/4 masonite.

In no case will any open flame be permitted without permission of the CBRE Chief Engineer or Maintenance Manager for each occurrence.

Protection of Work

The contractor shall be responsible for providing adequate protection for new cleaning, equipment, furniture and other materials. During delivery of equipment, material and furniture, contractor shall provide covering with cardboard sheets or other suitable material for all areas that may be vulnerable to damage.

Storage of Material

Storage of cleaning materials, supplies, tools and equipment shall be determined on an individual basis due to the wide variety of projects undertaken at the SOCC.

Dust

The Computer, Telecommunications and Life Safety systems are vulnerable to the creation of dust. Contractor shall make every effort to assure a dust free environment in all computer rooms and personnel areas.

Any dust producing activity (i.e. cutting, patching, sanding, vacuuming, sweeping, dusting, etc.) must be done outside of aforementioned areas and with the knowledge and approval of CBRE.

Any vacuuming of cleaning debris must be done with a "HEPA" rated vacuum/collection system provided by contractors.

Rubbish/Trash Removal

Contractors and vendors shall be responsible for removal of trash/rubbish on a daily basis from occupied areas. Cleaning debris is the responsibility of the contractor to have removed from the facility. Use of building trash cans, mobile carts or dumpsters is prohibited except with limited approval from CBRE.

Clean-Up

Contractors and vendors shall leave the premises, equipment and fixtures clean and free of trash, debris, dust, etc. Premises shall be mutually reviewed at completion of work by CBRE and/or tenant to approve final clean-up. Contractors shall furnish their own cleaning supplies and equipment.

Telephones

Public telephones and in-house telephones are located in the atrium common areas on floors 2, 3, and 4. Public telephones are also located in the first floor cafeteria. No other telephone use shall be permitted. Cellular phones may be permitted on the first floor only.

Smoking

The SOCC has been designated as a “Smoke Free” facility. Contractors’ personnel may smoke only in designated areas. No smoking or congregating will be permitted outside the service areas (i.e. loading dock, lower parking lot circle, etc.)

Medical Emergencies

In the event that an accident or illness of a contractor or visitor takes place at the SOCC, you should call Security at 644-3812. Be prepared to give Security your name, floor and tenant space, and any details of accident or illness.

Do not move the injured or ill person, try to make them as comfortable as possible. If possible, have someone meet the emergency unit at the dock door. The emergency unit will be with you shortly and will administer necessary medical assistance.

Be prepared with information concerning the injured person as follows, if possible:

- Name, address and age.
- Nature of problem
- Allergies and if currently on any medication
- Local doctor

Notice alertness of patient and REMAIN CALM. All incidents must be reported to SOCC Security.

Fire Safety/Emergency

Do not panic, contact Security immediately at 644-3812.

If you are not sure if the fire is on the other side of your door, feel the door for heat before proceeding.

Do not try to put the fire out yourself. Do not take any unnecessary risks.

Do not go back into the building for any reason until the all clear is given from Security.

When exiting the building, use the stairwell closest to your work area only. The elevators will go to the first floor and stop.

Upon exiting the building, all contractors’ personnel should proceed to the first handicapped parking space adjacent to the bicycle rack to be accounted for by Security.