# INVITATION TO QUOTE

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

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

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

**QUOTE NUMBER** **DUE DATE (1:00 P.M.)**

**OPF2015 – 01** **June 6, 2014**

*Any questions or clarifications regarding this Invitation to quote should be directed to the Office of Properties and Facilities,* ***614-466-2492****, or email:* ***michael.makonnen@das.state.oh.us***

| | |
|---|---|
| FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN) | |
| STREET ADDRESS ☐ 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 FACILITIES MANAGEMENT, IS SOLICITING QUOTES FOR:

## (Interior Plant Maintenance for DAS/OPF Facilities - FY'15)

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://www.das.ohio.gov/Eod/AAEEO.htm

**PREVAILING WAGE THRESHOLD LEVELS REQUIREMENTS APPLY FOR CONSTRUCTION SERVICES**
Review Current threshold: http://www.com.ohio.gov/dico/

**DRUG FREE WORKPLACE (DFWP) RULES MUST BE COMPLIED FOR CONSTRUCTION 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 |
|---|---|---|
| | | |

## 1. GENERAL REQUIREMENTS

1.1. The Interior Plant Maintenance Contractor will furnish necessary labor, equipment, materials and , transportation. The Contractor will provide the buildings with all services to keep all plants healthy and attractive.

1.2. The scheduled service will include watering, fertilizing, pruning, cleaning and plant disease control.

1.3. All Interior plants at listed facilities are the property of DAS.

1.4. The contractor will maintain/replace all plants at contractor's expense, except in circumstances described in section C, below. At the discretion of the Facility Manager or Chief Engineer:

1.5. Any plant, the appearance of which has deteriorated and cannot be corrected by maintenance, will be removed and replaced by a plant of comparable value.

1.6. The Contractor shall recommend species of plants and containers when needed. The plants proposed shall be complimentary to the authority's aesthetics and represent at a minimum the quantity, quality and size of existing plants.

1.7. The Contractor shall provide a point of contact that is adequate, competent and professional supervisory personnel, capable of ensuring the accomplishment of the Best in Class practices within the industry.

1.8. The Contractor will adhere to any statutory and regulatory provisions of the laws of the State of Ohio.

1.9. Applications of any Herbicides or Pesticides will be reviewed with the Facility Manager or Chief Engineer before being applied and will only be used by a qualified technician licensed by the State of Ohio.

1.10. The Contractor will submit to the Facility Manager or Chief Engineer a Safety Data Sheet (SDS) prior to any products being used at the building. The Contractor will adhere to all building rules and security requirements.

1.11. The Contractor shall clean plant containers and replace decorative top dressing, remove debris from topping material and inspect containers for leakage or damage.

1.12. Any and all chemicals applied to the plants as a part of the interior planting maintenance program are to be applied by Contractor with the Commercial Applicator. Protection is to be provided for all adjacent surfaces.

1. The Contractor shall take every precaution to avoid water spillage on carpets, furniture, walls etc. No soil, insecticide or fertilizer will be stored on the premises.

## A. ASSIGNMENT OF CONTRACT

A contract shall not be assignable by the Contractor in whole or in part, without the written consent of the Office of Properties and Facilities.

## B. CONTROL ENVIRONMENT AND DAMAGE

1. Respective facilities ensure acceptable temperature range is maintained between 60 and 80 degrees.
2. The facility will not lower light levels below those originally agreed upon.
3. The Contractor will not be responsible for acts of God, catastrophes such as fire, freeze, explosion, flooding, accidental or malicious damages, vandalism or theft.

## C. SPECIAL TERMS & CONDITITIONS

1. Contract Terms: The base term of the contract shall be for a period of one year, starting July 1, 2012 and ending June 30, 2013.

2. Option to Extend: DAS/GSD/OPF may, at its option and with the approval of the Contractor, extend the period of this Contract up to a maximum of four (3) additional one (1) year periods. The Authority shall notify the Contractor in writing of the Authority's intentions to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract.

3. Toxic Substances/Federal "Right to Know" Regulations: The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace. Accordingly, the successful Contractor shall be required to provide two (2) complete sets of Safety Data Sheets to the DAS Facility Manager or Chief Engineer or his/her designee, prior to utilizing products covered by a Safety Data Sheet.

4. Insecticides and Fertilizers: Use of any chemicals not labeled for interior use is prohibited. When chemical use is necessary, the person spraying is to have in his/her possession all "labeling" and Safety Data Sheets associated with this chemical while it is being used. Spraying of insecticides, fertilizer, and other pollutant materials is to be confined to the individual plant. Spraying techniques that may introduce the material being sprayed into the

5. ventilating system or beyond the immediate area of the individual plant is strictly prohibited.

## D. BUILDING AND PLANT LOCATIONS

**RIFFE TOWER**
77 S. HIGH ST.
COLUMBUS, OHIO 43215

1. 31st Floor
2. Conference Center

**RHODES TOWER**
30 E. BROAD ST.
COLUMBUS, OHIO 43215

1. Plants are located throughout the building from B-1 up to and including the 40th Floor

**OCASEK BUILDING**
161 S.HIGH ST
AKRON, OHIO 44308

1. EAST LOBBY
2. WEST LOBBY
3. FIRST FLOOR ATRIUM
4. CENTER STAIRCASE
5. BENCHES, floors two through five

**DISALLE BUILDING**
640 JACKSON ST
TOLEDO, OHIO 43604

**1ST FLOOR/LOBBY**

## E. RENEWAL

This Contract may be renewed after the ending date of the Contract solely at the discretion of DAS for a period of one month. Any further renewals will be by mutual agreement between the contractor and DAS for any number of times and for an appropriate period of time. The cumulative time of all mutual renewals may not exceed twenty four (24) months unless DAS determines that additional renewal is necessary.

## F: SITE VISITS

It is advisable that you visit service sites before you submit your bid. You can call and schedule an appointment at the following numbers:

For 30 East Broad St., please call **Ryan Dalton: 614-466-1268**
For 77 South High St., please call **Brian Hammen: 614-644-9854**
For 161 South High Street, Akron, Ohio 44308, please call **Tim Davis: 330-643-3035**
For 640 Jackson Ave., Toledo, 43604, **Patrick Kelleher: 419-245-3080**

## PRICE SCHEDULE

RIFFE TOWER: COST

| DESCRIPTION | 7/1/2014 – 6/30/2015 | BID PRICE |
|---|---|---|
| PLANT MAINTENANCE | MONTHLY | |

## PRICE SCHEDULE

RHODES TOWER: COST

| DESCRIPTION | 7/1/2014 – 6/30/2015 | BID PRICE |
|---|---|---|
| PLANT MAINTENANCE | MONTHLY | |

## PRICE SCHEDULE

OCASEK BUILDING: COST

| DESCRIPTION | 7/1/2014 – 6/30/2015 | BID PRICE |
|---|---|---|
| PLANT MAINTENANCE | MONTHLY | |

## PRICE SCHEDULE

DISALLE BUILDING: COST

| DESCRIPTION | 7/1/2014 – 6/30/2015 | BID PRICE |
|---|---|---|
| PLANT MAINTENANCE | MONTHLY | |

G: PLANT INVENTORY

RHODES TOWER
30 E. BROAD STREET
COLUMBUS, OHIO 43215

## 2014 PLANT INVENTORY

| FLOOR | LOCATION | PLANT | QUANTITY |
|---|---|---|---|
| LL | AROUND ESCALATORS | AGLO MARYANN 10" | 36 |
| LL | UNDER ESCALATORS | DRA MASS CANE 17" | 3 |
| LL | UNDER ESCALATORS | SPATH SENSATION 14" | 2 |
| LL | UNDER ESCALATORS | PHILO IMP GREEN 14" | 2 |
| LL | MANAGEMENT OFFICE | SANSEVERIA LAURENTII 10" | 2 |
| LL | MANAGEMENT OFFICE | SANSEVERIA LAURENTII 14" | 1 |
| 1 | LOBBY | DRAC MASS CANE 17" | 2 |
| 1 | LOBBY | DRAC MASS STUMP 14" | 2 |
| 1 | LOBBY | SANSEVERIA LAURENTII 14" | 2 |
| 1 | LOBBY | ASPIDISTRA ELATIOR 14" | 2 |
| 1 | LOBBY | KENTIA PALM 17" | 1 |
| 1 | LOBBY (UNDER PALM) | POTHOS | 3 |
| 1 | LOBBY | DRACAENA JANET CRAIG 14" | 2 |
| 1 | LOBBY | GOLDEN POTHOS 8" | 18 |
| 1 | LOBBY | DRAC MASS CANE 14" | 2 |
| 1 | LOBBY | RHAPIS EXCELSA 14" | 2 |
| 1 | LOBBY | DRACAENA GOLD STAR 14" | 4 |
| 1 | LOBBY | FICUS BENJAMINA STD 10" | 1 |
| 1 | LOBBY | SCHEF ARBORICOLA STD 10" | 1 |
| 1 | LOBBY | FICUS NITIDA 22" | 2 |
| 3 | LOBBY | FICUS BENJAMINA 22" | 3 |
| 3 | LOBBY | FICUS BENJAMINA STD 17" | 1 |
| 1 | STAIRS | GOLDEN POTHOS 8" | 12 |
| 1 | STAIRS | AGLO SILVER QUEEN 8" | 10 |

VERNE RIFFE CENTER
77 SOUTH HIGH STREET
COLUMBUS,OH 43215

## 2014 PLANT INVENTORY

| FLOOR | LOCATION | PLANT | QUANTITY |
|---|---|---|---|
| LL | OPEN | ZAMIA ZAMIIFOLIA 14" | 2 |
| LL | OPEN | RHAPIS EXCELSA 22" | 3 |
| LL | OPEN | SANSEVERIA ZEYLANICA 14" | 1 |
| LL | OPEN | AGLO B.J. FREEMAN 14" | 2 |
| LL | OPEN | SPATH ML SUP/LYNISE 14" | 1 |
| LL | OFFICE | DRAC LISA 14" | 1 |
| LL | OPEN | ZAMIA ZAMIIFOLIA 14" | 1 |
| LL | UP ESCALATOR ½ LEVEL | FICUS ALII BRAID 17" | 2 |
| LL | UP ESCALATOR ½ LEVEL | MARBLE QUEEN POTHOS 6" | 10 |
| SL | STATE STREET | RHAPIS EXCELSA 10" | 4 |
| SL | STATE STREET | JADE POTHOS 6" (Underplanting) | 36 |
| ST | STATE STREET | PLEOMELE REFLEXA 17" | 2 |

| | | | | |
|---|---|---|---|---|
| ST | STATE STREET | AGLO EMB BEAUTY/MARIA 14" | | 1 |
| 1 | OPEN | AGLO B.J. FREEMAN 14" | | 1 |
| 1 | OPEN | RHAPIS EXCELSA 14" | | 2 |
| 1 | MAIN FL, STATE ST, | PLEO SONG OF JAMAICA 17" -8' | | 1 |
| 1 | OPEN | SPATH ML SUP/LYNISE 14" | 3 | |
| 1 | OPEN | PLEOMELE REFLEXA 17" | | 2 |
| 1 | OPEN | RHAPIS EXCELSA 14" | | 1 |
| 1 | OPEN | PHOENIX ROEBELENII 28" – 10' | | 2 |
| 1 | ESCALATOR ½ LANDING | FICUS ALII BRAID 17" | | 2 |
| 1 | ESCALATOR ½ LANDING | MARBLE QUEEN POTHOS 6" | | 10 |
| 1 | OPEN | PLEOMELE REFLEXA 17" | | 2 |
| 1 | NORTHSIDE WINDOW | MISCELLANEOUS PLANT 17" | | 1 |
| 3 | OPEN | RHAPIS EXCELSA 22" | | 2 |
| 3 | OPEN | RHAPIS EXCELSA 17" | | 3 |
| 3 | OPEN | RHAPIS EXCELSA 14" | | 5 |
| 3 | OPEN | PLEOMELE REFLEXA 17" | | 1 |
| 3 | OPEN | PHOENIX ROEBELENII 22" | 1 | |
| 3 | OPEN | SPATH ML SUP/LYNISE 14" | 6 | |
| 3 | OPEN | SPATH SENSATION 14" | | 2 |
| 3 | OPEN | FICUS SPIRE 17" | | 1 |
| 3 | OPEN | AGLO SILVER BAY 14" | | 1 |
| 3 | LANDING | FICUS ALII 17" | 2 | |
| 3 | LANDING | MARBLE QUEEN POTHOS 6" | 10 | |
| 5 | OPEN | KENTIA PALM 17" | | 3 |
| 5 | OPEN | RHAPIS EXCELSA 14" | | 1 |
| 5 | OPEN | FICUS LYRATA 14" | | 1 |
| 5 | OPEN | DRACAENA LIMELIGHT 14" | 1 | |
| 5 | OPEN | AGLO B.J. FREEMAN 14" | | 2 |
| 5 | OPEN | DRAC MASS STUMP 14" | | 1 |
| 30 | OPEN | SPATH SENSATION 14" | | 1 |
| 30 | OPEN | DRAC JANET CRAIG 14" | | 1 |
| 30 | OPEN | DRAC COSTARICANA CANE 14" | | 1 |
| 30 | OPEN | DRAC COSTARICANA CANE 10" | | 1 |
| 30 | OPEN | ZAMIA ZAMIIFOLIA 14" | | 1 |
| 30 | OPEN | DRAC WARNECKEI 14" | | 1 |
| 30 | OPEN | SANSEVERIA ZEYLANICA 10" | | 1 |
| 30 | OPEN | MISCELLANEOUS REPLICA | 2 | |
| 31 | OPEN | AGLO SILVER BAY 8" | | 12 |
| 31 | OPEN | PLEOMELE REFELXA 17" | | 2 |

**OCASEK BUILDING**
**161 SOUTH HIGH STREET**
**AKRON, OHIO 44308**

## 2014 PLANT INVENTORY

| | | |
|---|---|---|
| Parking Level | | |
| West Lobby/Guard's Desk | 1 | 6" Silver Satin Pothos |
| | | |
| Lobby West | 1 | 17" Strelitzia Nicolai |
| | 1 | 14" Schef Arboricola |
| | | |
| 1st Floor | | |
| Lobby-West Elevator | 2 | 10" Aglo Sparkling Sara |
| | | |
| Lobby Center Stairs | 4 | 17" Reflexa |

| | | |
|---|---|---|
| Lobby Atrium | 8 | 22" Ficus Alii's |
| | | |
| Lobby East Entrance | 1 | 17" Schef Amate |
| | | |
| Lobby Guards Desk | 1 | 6" Anthurium |
| | | |
| Office (Tim Gry's) | 4 | 6" Golden Pothos |
| | | |
| 2nd Floor | | |
| Atrium | 80 | 8" Golden Pothos |
| 3rd Floor | | |
| Atrium | 80 | 8" Golden Pothos |
| 4th Floor | | |
| Atrium | 80 | 8" Golden Pothos |
| 5th Floor | | |
| Atrium | 80 | 8" Golden Pothos |
| | | |
| 2&3 Atrium Benches | 12 | 6" Golden Pothos |
| | | |
| 3&4 Atrium Benches | 12 | 6" Golden Pothos |
| | | |
| 4&5 Atrium Benches | 12 | 6" golden Pothos |

**DISALLE BUILDING**
**640 JACKSON ST.,**
**TOLEDO, OHIO 43604**

**1ST FLOOR/LOBBY**

6 Ficus Benjamin