

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: PROPERTY MANAGEMENT SERVICES - OHIO DEPARTMENT OF JOB AND FAMILY SERVICES - COLUMBUS AND LIMA

CONTRACT NUMBER: CSP902016

EFFECTIVE DATES: 08/01/2015 TO 06/30/2017

The Department of Administrative Services has accepted Proposals submitted in response to Request for Proposal (RFP) No. CSP902016 that opened on 05/29/2015. The evaluation of the Proposal responses has been completed. The Offeror listed herein has been determined to be the highest ranking Offeror and has been awarded a Contract for the services listed. The respective Proposal response including, Contract Terms & Conditions, any Proposal amendment, special Contract Terms & Conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Services Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Job and Family Services as applicable.

The agency is eligible to make purchases of the contracted services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that department will purchase the volume of services as advertised in the Request for Proposal.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

www.ohio.gov/procure

Minority Business Enterprise Award in accordance with ORC CH. 125.081

MUTUALLY AGREED UPON RFP, PROPOSAL AND COST SUMMARY REVISIONS

The following changes and clarifications to the Property Management Services for the Ohio Department of Job and Family Services – Columbus and Lima RFP, Proposal and Cost Summary were agreed upon through negotiations.

1. Communication (clarify work order process including emergency requests):

The agency will continue to utilize its current in-house CAFM service request system to enter work requests. Once a work order is entered, the CAFM system will email the Contractor directly. If this is an emergency request, agency staff will contact the Contractor by phone in addition to the standard email. The Contractor will utilize its current network of local service providers to address emergencies and work orders.

The Contractor will provide a dedicated e-mail address for all service requests. In addition, the Contractor will provide the agency with an emergency contact name and telephone number with twenty-four, seven day a week availability.

2. Assumptions:

Remove the fourth assumption from Offeror's Proposal requiring 9 hours of no-site tech support each week.

Remove the language from the RFP requiring 3 hours a day, Monday through Friday, on-site tech support.

Replace with:

The Contractor will provide on-site tech support only "as needed" The agency will have no expectation of on-site tech support unless there is an issue to be addressed.

3. Work Plan (clarify materials threshold and consumables):

This is a time and materials based Contract.

The Contractor will pay for building consumables including: light bulbs, HVAC filters, ice salt etc.

The Contractor will pay for all miscellaneous materials less than \$50.00 required to complete a work order.

All single item materials that exceed \$50.00 required to complete a work order, will be paid for by the agency. The Contractor must submit its purchase invoice for the materials with the invoice for the work order. The Contractor may mark up the materials by 15% to cover costs as indicated on the Cost Summary.

4. Any references to 'CSP900916' within the Contractor's Technical Proposal or Cost Summary will be superseded by 'CSP902016'.
5. A revised Cost Summary dated 6/12 was accepted from the Robert Louis Group and incorporated into the Contract.
6. Two signed Contracts dated 6/12 were accepted to correct the Contract Number.

**COST SUMMARY FORM
 PROPERTY MANAGEMENT SERVICES
 Job and Family Services
 145 S. Front Street, Columbus, Ohio Facility**

RFP#: CSP902016
 UNSPSC CATEGORY CODE: 80161600
 * ITEM NUMBER: 27730

Description	Contractor Hourly Rate
Section A	
Snow Removal	\$123.50
HVAC Operation and Maintenance	\$120.00
Plumbing Operation and Maintenance	\$120.00
Lighting and Electrical Operations and Maintenance	\$118.80
Contract Services Fire	\$126.50
Contract Services Backflow	\$123.50
Contract Services Boiler	\$124.00
Door and Lock Maintenance	\$126.00
Lawn care and landscaping services	\$81.60
Irrigation	\$275.00
Onsite Manager	\$84.50
Section B	
Annual Management Fee	\$12,000.00
Markup % of actual costs for Materials and Equipment	15%

This is a time and materials contract. Contractor will be compensated for actual hours worked and materials used.

Contractor must provide receipts for any purchases of materials and/or equipment JFS will only pay the actual costs shown on receipt plus markup percentage indicated.

*Add item number for property management services.

**COST SUMMARY FORM
 PROPERTY MANAGEMENT SERVICES
 799 North Main St., Lima, OH 45801**

RFP#: CSP902016
 UNSPSC CATEGORY CODE: 80161600
 * ITEM NUMBER : 27731

Description	Contractor Hourly Rate
Section A	
Snow Removal	\$175.50
HVAC Operation and Maintenance	\$120.00
Plumbing Operation and Maintenance	\$120.00
Lighting and Electrical Operations and Maintenance	\$115.00
Contract Services Fire	\$125.50
Contract Services Backflow	\$122.00
Contract Services Boiler	\$124.00
Door and Lock Maintenance	\$81.90
Lawn care and landscaping services	\$79.56
Pest Control	\$93.60
Onsite Manager	\$84.50
Section B	
Annual Management Fee	\$24,000.00
Markup % of actual costs for Materials and Equipment	15%

This is a time and materials contract. Contractor will be compensated for actual hours worked and materials used.

Contractor must provide receipts for any purchases of materials and/or equipment JFS will only pay the actual costs shown on receipt plus markup percentage indicated.

*Add item number for property management services.

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

BID CONTRACT NO.: CSP902016

MBE CONTRACTOR



0000221510
Robert Louis Group
425 Walnut Street, Suite 1200
Cincinnati, OH 45202

TERMS: Net 30 Days

DELIVERY: As Specified

Remit to Address

0000221510
Robert Louis Group
425 Walnut Street, Suite 1200
Cincinnati, OH 45202

CONTRACTOR'S CONTACT:

J.R. Foster
Robert Louis Group

Telephone: (513) 250-4680
E-mail address: jr.foster@robertlouisgroup.com

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
1	08/07/2015	This amendment is issued to add item number to the cost summary forms for Columbus and Lima facilities.