

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER OT902115	OPENING DATE (1:00 p.m.) May 28, 2014	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. LDC023	BID NOTICE DATE 04/30/2014	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD) <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
<p>PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.</p>			
<p>ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 04/29/2014</p>			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u></p> <p>PREVENTIVE ELEVATOR AND ESCALATOR MAINTENANCE AND REPAIR- CORRECTIONAL INSTITUTIONS: RICHLAND CORRECTIONAL FACILITY, SOUTHEASTERN CORRECTIONAL INSTITUTION – HOCKING COMPLEX AND LANCASTER COMPLEX</p>			
<p>Attached is page 3 to this Invitation to Bid. Remove the corresponding page from the existing bid and replace with the attached.</p>			
<p>As indicated herein this addendum is issued to correct the contact telephone number for Richland Correctional Facility.</p>			

SPECIAL CONTRACT TERMS AND CONDITIONS

SUPPLEMENTAL BID: Any award made as a result of this bid will become a part of Contract No. OT905013 effective 05/30/14.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

SITE VISIT: A Mandatory site visit for the visual evaluation of the required bid tasks and familiarization of the facilities is required prior to submitting a bid. Failure to visit a site prior to bidding may deem your bid as not responsive. The mandatory appointments for the site visits must be scheduled twenty four (24) hours in advance of the visit. Available appointment dates are available as follows: Richland's appointment times are Monday May 12th through Thursday May 15th (bidder must call * Kerry Cramer at 419-526-2100 X2401). Southeastern Correctional Complex appointment times are Tuesday May 13th through Thursday May 15th (bidder must call either Jamie Spergin at 740-653-4324 X2080 or Kevin Ewers at 740-653-4324 X2081 for both the Hocking and Lancaster Units).

Facilities:

Facility	Address
Richland Correctional Institution	1001 Olivesburg Road, Mansfield, OH 44903
Southeastern Correctional Complex – Hocking Unit	16759 Snake Hollow Road, Nelsonville, OH 45764
Southeastern Correctional Complex – Lancaster Unit	5900 BIS Road, Lancaster, OH 43130

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by each set of facilities. A bidder may bid and be awarded one or all facility sets, but must bid all items in each facility set bid. The group of facilities are defined as:

RICHLAND CORRECTIONAL INSTITUTION BID SET #1	SOUTHEASTERN CORRECTIONAL COMPLEX BID SET 2
Richland Correctional 1001 Olivesburg Road Mansfield, OH 44903	Southeastern Correctional – Hocking Unit 16759 Snake Hollow Road Nelsonville, OH 45764
	Southeastern Correctional – Lancaster Unit 5900 BIS Road Lancaster, OH 43130

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will add the following:

- (1) The product of the monthly, annual and quarterly cost for scheduled service for each unit times the number of months needed to arrive at an annual total (i.e. \$20.00 per quarter times 4 equals \$80.00 annually), plus
- (2) the costs of 10 hours of Straight-Time and
- (3) the costs of 10 hours of Overtime, plus
- (4) the Five Year Full Load Test, and
- (5) the State will calculate the product of \$1000.00 for Replacement Parts and Components Mark-Up Percentage times the percentage bid, and add that to the \$1000.00.

(1-5) The sum of these five totals will arrive at the total to be evaluated for this Bid.

Failure to bid all items for a facility may result in the bidder being deemed not responsive for that facility.

FIXED-PRICE WITH IN-SERVICE COST ADJUSTMENTS: The Contractor agrees to adjust the total monthly charges for any decrease/increase in the number of elevators/escalators to be serviced due to resident program changes and/or building destruction/construction/renovation programs for the duration of the Contract. All adjustments will be in accordance with the Contract and will require pre-approval by the facility and DAS.

* Correct the contact telephone number for Richland Correctional Facility.