

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 <u>OT901915</u>	OPENING DATE (1:00 p.m.) <u>August 13, 2014</u>	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. DAS080	BID NOTICE DATE	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			
<u>PARTICIPATING AGENCY(IES):</u> The Department of Administrative Services (DAS), Office of Properties and Facilities, 4200 Surface Road, Columbus OH 43228; locations listed herein			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 07/22/14			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> Arc Flash Hazards Analysis			
Attached is page 3 to this Invitation to Bid. Remove the corresponding page from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to change the Mandatory Bid Conference to a Non-Mandatory status.			

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

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.

* **BID CONFERENCE:** A Bid conference will be held on 08/05/14 at Ohio DAS General Services Center 4200 Surface Road, Columbus OH 43228 to discuss the requirements of the Bid. The conference will commence promptly at 1:30 PM – 3:00PM, barring an unforeseen circumstance that results in a delay of the conference. The state will not be responsible to a Bidder for their failure to obtain information discussed during the Bid conference due to their arriving after the conference has convened.

MANDATORY SITE VISITS: Mandatory site visit(s) are required to survey the facility(ies) to become familiar with the Bid. The site visit will commence promptly, barring an unforeseen circumstance that results in a delay of the site visit. Attendance will be taken. The State will not be responsible to a Bidder for their failure to obtain information discussed during the site visit due to their arriving after the site visit has convened. Bidders who fail to attend the Mandatory Site Visits will be deemed not responsive. Site Visit scheduled dates and times are listed below.

Please contact the facility(ies)/institution(s) you wish to visit during regular business hours to make arrangements for authorization to enter the facility.

CONTACT:	LOCATION:	DATE:	TIME:
Contact: Brian Hammen Phone: 614-644-9854	Vern Riffe Center Tower for Government & the Arts 77 S. High St Columbus, OH 43215	08/01/14	10:30 AM-12:30PM
Contact: Eric Hanna 614-995-1477	The Ohio Department of Health Complex 35 Chestnut Street & 246 N. High Street Columbus, OH 43215	07/29/14	8:00 AM – 10:00 AM
Contact: Noel Rozelle 614-387-0300	The Ohio Department of Education Building 25 S. Front St. Columbus, OH 43215	07/29/14	10:30 AM – 12:30 PM
Contact: Ken Cope 614-752-0441	Ohio DAS General Services Center 4200 Surface Rd. Columbus, OH 43228	07/29/14	1:00 PM – 3:00 PM
Contact: Patrick Kelleher Phone: 419-245-3080	Michael V DiSalle Government Center 640 Jackson St. Toledo, OH 43604	07/30/14	10:00 AM-12:00PM

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder for each of the two cities. Failure to bid all items may result in the bidder being deemed not responsive.

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

First, calculate the Optional Costs by adding hourly rates for each of the four Hourly Rates listed; calculate the cost for Parts by applying the Markup to \$100.00; add Updating Documentation costs per Hourly Rate. These six totals will be added to the total item cost for each facility listed to arrive at the lowest responsive and responsible Bidder. Failure to Bid any of the hourly rates, Parts Markup, Item Cost may result in the Bid being deemed as non-responsive and no further consideration for award given. One award will be given per city.

*Update Mandatory Bid Conference to Non-Mandatory status.