

## ezIQ<sup>®</sup> CONTRACT GENERAL ORDERING INSTRUCTIONS

[EXPRESS LINK to ezIQ<sup>®</sup> PROJECT ENTRY](#) (for experienced users)

### INTRODUCTION (for first time users)

Personnel authorized by an individual public governmental entity within the State of Ohio to initiate and/or execute purchasing actions for construction and construction related services on behalf of that entity may (1) contact the contractor or (2) submit on-line request for service under this contract.

Public governmental entities include (but are not limited to); state, city, county, colleges & universities, municipalities, other political subdivisions and public school systems.

### THE ezIQ PROCESS

- Step 1:** Go to [ezIQ<sup>®</sup> OH Website](#).
- Step 2:** The Authorized User will enter his/her name, contact information and project description in the spaces provided.
- Step 3:** An ezIQ<sup>®</sup> Representative will contact the Authorized User to (1) assist in identifying and selecting a Supplier and (2) schedule a Joint Scope Meeting. (IMPORTANT NOTE: In service areas where more than one Supplier is available to price/perform Work, a single Supplier must be selected, however, selection of the Supplier to be used is at the sole discretion of the Authorized User. Requesting price proposals from multiple Suppliers for the same project, is STRICTLY PROHIBITED.)
- Step 4:** After the Joint Scope Meeting, the ezIQ<sup>®</sup> Representative will help the Authorized User prepare a Detailed Scope of Work.
- Step 5:** Once the Detailed Scope of Work is complete and approved by the Authorized User, the ezIQ<sup>®</sup> Representative will forward it to the selected supplier and establish a Price Proposal due date.
- Step 6:** The Supplier will prepare a Price Proposal detailing the specific tasks and associated price to perform the elements of the Detailed Scope of Work. The Supplier will use the Construction Task Catalog<sup>®</sup> (CTC) for the appropriate region to prepare the Price Proposal. The Supplier will select the appropriate tasks from the CTC and multiply the fixed unit prices in the CTC by the required quantities for each task to determine the basic CTC price. The basic CTC price is then multiplied by the appropriate Adjustment Factor (see below) to determine the total price of the Job Order.
- Step 7:** The Supplier will submit the completed Price Proposal Package to the ezIQ<sup>®</sup> Representative for review and validation to include verification that appropriate tasks have been selected from the CTC and the appropriate quantities have been used. Should any corrections or changes be deemed necessary as a result of the review/validation, the ezIQ<sup>®</sup> Representative will return the proposal to the Supplier to make any necessary changes.
- Step 8:** Once the Proposal has been satisfactorily validated/verified, the ezIQ<sup>®</sup> Representative will submit the Price Proposal Package to the Authorized User via e-mail. For State Agency Projects - if the dollar amount of Price Proposal exceeds \$200,000, the ezIQ<sup>®</sup> Representative will copy the DAS Issuing Officer. Thereafter, DAS Issuing Officer will communicate directly with the Authorized User to approve the use of the ezIQ<sup>®</sup> Contract for procuring the Job Order.

**Step 9:** The Authorized User may Include unique contract terms and conditions specific to the Job Order with the Supplier. Unique contract terms and condition agreed upon by the Supplier and the Authorized User will be included on, or referenced in, the Purchase Order.

**Step 10:** If satisfied with the price, schedule, terms and conditions; the Authorized User will prepare a Job Order Package for submission to the selected Supplier. A Job Order Package consist of the following documents:

Job Order Signature Document; signed by Supplier and Authorized User (provided by the ezIQC Representative)

Final Detailed Scope of Work; signed by Supplier and Authorized User (provided by the ezIQC Representative)

Purchase Order (PO) or Notice To Proceed (NTP); to include (at a minimum)

- a) PO / NTP Number
- b) PO / NTP Date
- c) Reference to Statewide Contract# **RS901512** and the Index number of **GPC011**
- d) Customer Point of Contact- Name, Phone Number, email Address (optional)
- e) Ship to Address
- f) Bill to Address
- g) Supplier Name and Address
- h) Project Description (include ezIQC<sup>®</sup> Job Order Number assigned by ezIQC<sup>®</sup> Representative)
- i) PO / NTP Amount (Price)
- j) Any other additional terms and conditions deemed necessary

**Step 11:** The complete Job Order Package as described above should be submitted to the selected Supplier by mail or email (*email is the preferred submission method*) with a copy to ezIQC<sup>®</sup>:

## **DEFINITIONS**

*Authorized User* –Personnel authorized by any formally designated organizational element or sub-element of a state or local public governmental entity within the State of Ohio to initiate and/or execute purchasing actions for construction and construction related services on behalf of that entity.

*Adjustment Factors* - The Supplier's competitively bid price adjustments to the unit prices as published in the CTC. On the anniversary date of contract award of each year, the Supplier's Adjustment Factors may be escalated/de-escalated based on the contract formula for economic price adjustment (Engineering News Record's Cost of Construction Index (CCI) for 20 City Average).

*Construction Task Catalog<sup>®</sup> (CTC)* – A comprehensive listing of specific construction related tasks covering all divisions of construction, each with a specified unit of measure and a unit price developed for the local area. CTC prices include local labor, equipment and material.

*Detailed Scope of Work* - The document or set of documents that sets forth the Work the Supplier will perform. The Detailed Scope of Work can be a simple set of drawings, a specification, a narrative, a marked-up as-built drawing or some other document. It does not have to be a full set of plans and specifications.

*Joint Scope Meeting* – An ezIQC<sup>®</sup> Representative will schedule a meeting at the project site with the Authorized User and one of the competitively bid suppliers to include any key subcontractors to discuss the details of the project, the schedule, required permits, inspections and all other aspects of the Work.

*Price Proposal* – The proposal prepared by the Supplier using the applicable tasks from the CTC, the appropriate Adjustment Factor (s) and the appropriate quantities. The (sum amount of the) Price Proposal represents a lump sum price for completing the Approved Detailed Scope of Work.

*Price Proposal Package* – The Price Proposal, any drawings, sketches or other technical data requested from the Supplier to supplement the Detailed Scope of Work, the construction schedule and a list of proposed subcontractors.

## **AWARDED CONTRACTS**

### **ZONE 1 – North West**

General Contracts: F.H. Paschen  
Variety Construction  
Heating Contracts: The K Company

### **ZONE 2 – North East**

General Contracts: F.H. Paschen  
Variety Construction  
Heating Contracts: The K Company  
Electrical Contracts: R & K Electrical

### **ZONE 3 – Central**

General Contracts: Lusk Contractors  
F.H. Paschen  
Heating Contracts: The K Company  
Electrical Contracts: Capital City Electrical

### **ZONE 4 – South West**

General Contracts: Lusk Contractors  
F.H. Paschen  
Heating Contracts: The K Company  
Electrical Contracts: Whalen Electric

### **ZONE 5 – South East**

General Contracts: Lusk Contractors  
F.H. Paschen  
Heating Contracts: The K Company

## **CONTRACT DOCUMENTS** (Some files are very large and may take a while to download)

OH Contract Terms and Conditions

[State of Ohio Standard Terms and Conditions and Contract General Conditions](#)

NJPA OH ezIOC® Contract Documents

[ezIOC® OH Contract Documents](#)

## **CONTACT INFORMATION**

### **Capital City Electric, LLC**

Electronic submissions: [dkessler@capcityelectric.com](mailto:dkessler@capcityelectric.com)

Submissions by Mail: ATTN: Danita Kessler, 400 Lazelle Rd, Ste 22. Columbus, OH 43240

### **R & K Electric. Ltd.**

Electronic submissions: [rkelectric@aol.com](mailto:rkelectric@aol.com)

Submissions by Mail: ATTN: Kurt Geis, 134 S. Chapel St., Louisville, OH 44641

**F.H. Paschen, Inc.**

Electronic submissions: [lwright@fhpaschen.com](mailto:lwright@fhpaschen.com)

Submissions by Mail: ATTN: Leo J. Wright, 8725 W. Higgins Road, Suite 200, Chicago, IL 60631

**The K Company, Inc.**

Electronic submissions: [karl@thekcompany.com](mailto:karl@thekcompany.com)

Submissions by Mail: ATTN: Susan C. Popovich, 2234 S. Arlington Road, Akron, OH 44319

**Lusk Mechanical Contractors, Inc.**

Electronic submissions: [karl@thekcompany.com](mailto:karl@thekcompany.com)

Submissions by Mail: ATTN: David W. Starr, 820 South Dixie Hwy, Muldraugh, KY 40155

**Whalen Electric, LLC.**

Electronic submissions: [bill@whalenelectricllc.com](mailto:bill@whalenelectricllc.com)

Submissions by Mail: ATTN: Bill Cowman, 4485 State Route 132, Morrow, OH 45152

**DAS Issuing Officer for the State**

Name: Lauren Brown

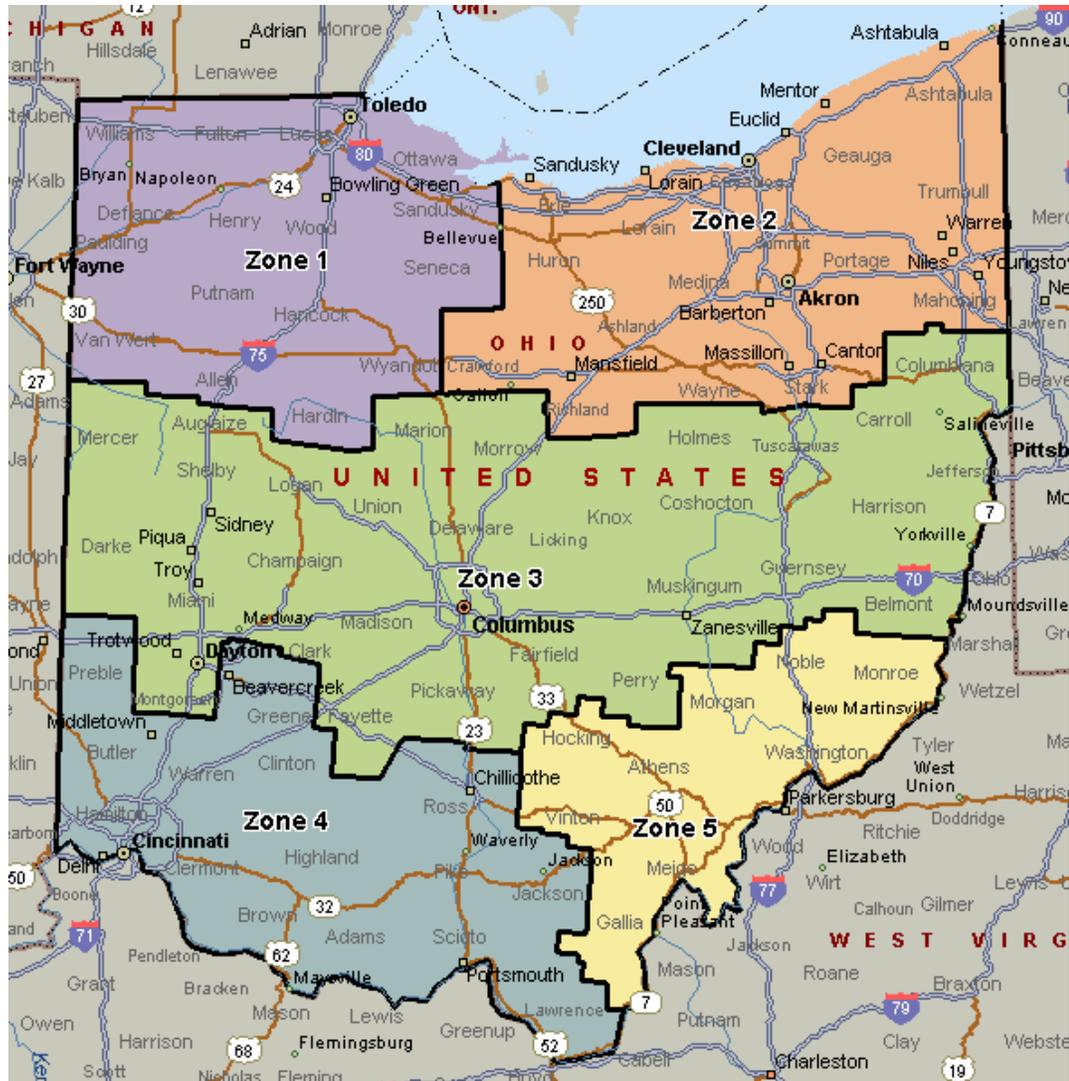
Email: [Lauren.Brown@das.state.oh.us](mailto:Lauren.Brown@das.state.oh.us)

Phone: 624-644-6742

Fax: 614-644-1785

**ADJUSTMENT FACTORS**(effective 9/15/11 – 9/14/12)

NJPA Contract Number	Zone	Contractors	Contract Type (G, P, H E)	Normal Working Hours Prevailing Wage (.40)	Other than Normal Working Hours Prevailing Wage (.10)	Normal Working Hours Non-Prevailing Wage (.30)	Other than Normal Working Hours Non-Prevailing Wage (.10)	Non Pre-Priced Adjustment Factor (.10)
OH01GA-080311-FHP	Z1 NW	F.H. Paschen, S.N. Nielsen & Associates	G	1.0921	1.1248	1.0602	1.0921	1.1743
OH01GB-080311-VCI	Z1 NW	Variety Contractors, Inc	G	1.1134	1.1561	1.0675	1.1091	1.1209
OH01HA-080311-TKC	Z1 NW	The K Company, Inc.	H	1.1129	1.2416	1.1022	1.2309	1.2810
OH02EA-080311-RKE	Z2 NE	R & K Electric, Ltd.	E	1.2330	1.4770	1.0704	1.4217	1.2810
OH02GA-080311-FHP	Z2 NE	F.H. Paschen, S.N. Nielsen & Associates	G	1.0921	1.1248	1.0602	1.0921	1.1743
OH02GB-080311-VCI	Z2 NE	Variety Contractors, Inc	G	1.1134	1.1561	1.0675	1.1091	1.1209
OH02HA-080311-TKC	Z2 NE	The K Company, Inc.	H	1.0935	1.2194	1.0829	1.2087	1.2810
OH03EA-080311-CAP	Z3 Cent	Capital City Electric	E	1.2593	1.3020	1.2593	1.3020	1.2276
OH03GA-080311-LUS	Z3 Cent	The Lusk Group	G	1.0889	1.0889	1.0675	1.0675	1.1743
OH03GB-080311-FHP	Z3 Cent	F.H. Paschen, S.N. Nielsen & Associates	G	1.1017	1.1348	1.0695	1.1017	1.1743
OH03HA-080311-TKC	Z3 Cent	The K Company, Inc.	H	1.1088	1.2366	1.0981	1.2259	1.2810
OH04EA-080311-WEL	Z4 SW	Whalen Electric	E	1.1230	1.4785	0.9714	1.1689	1.1956
OH04GA-080311-LUS	Z4 SW	The Lusk Group	G	1.0889	1.0889	1.0675	1.0675	1.1743
OH04GB-080311-FHP	Z4 SW	F.H. Paschen, S.N. Nielsen & Associates	G	1.0921	1.1248	1.0602	1.0921	1.1743
OH04HA-080311-TKC	Z4 SW	The K Company, Inc.	H	1.1176	1.2464	1.1089	1.2357	1.2810
OH05GA-080311-LUS	Z5 SE	The Lusk Group	G	1.0889	1.0889	1.0675	1.0675	1.1743
OH05GB-080311-FHP	Z5 SE	F.H. Paschen, S.N. Nielsen & Associates	G	1.1273	1.1611	1.0944	1.1273	1.1743
OH05HA-080311-TKC	Z5 SE	The K Company, Inc.	H	1.1174	1.2462	1.1067	1.2355	1.2810



**ezIQ<sup>®</sup> Contract Areas**

<u>County</u>	<u>Territory</u>		
Allen	Zone 1	Coshocton	Zone 3
Defiance	Zone 1	Darke	Zone 3
Fulton	Zone 1	Delaware	Zone 3
Hancock	Zone 1	Fairfield	Zone 3
Hardin	Zone 1	Fayette	Zone 3
Henry	Zone 1	Franklin	Zone 3
Lucas	Zone 1	Guernsey	Zone 3
Ottawa	Zone 1	Harrison	Zone 3
Paulding	Zone 1	Holmes	Zone 3
Putnam	Zone 1	Jefferson	Zone 3
Sandusky	Zone 1	Knox	Zone 3
Seneca	Zone 1	Licking	Zone 3
Van Wert	Zone 1	Logan	Zone 3
Williams	Zone 1	Madison	Zone 3
Wood	Zone 1	Marion	Zone 3
Wyandot	Zone 1	Mercer	Zone 3
Ashland	Zone 2	Miami	Zone 3
Ashtabula	Zone 2	Montgomery	Zone 3
Crawford	Zone 2	Morrow	Zone 3
Cuyahoga	Zone 2	Muskingum	Zone 3
Erie	Zone 2	Perry	Zone 3
Geauga	Zone 2	Pickaway	Zone 3
Huron	Zone 2	Shelby	Zone 3
Lake	Zone 2	Tuscarawas	Zone 3
Lorain	Zone 2	Union	Zone 3
Mahoning	Zone 2	Adams	Zone 4
Medina	Zone 2	Brown	Zone 4
Portage	Zone 2	Butler	Zone 4
Richland	Zone 2	Clermont	Zone 4
Stark	Zone 2	Clinton	Zone 4
Summit	Zone 2	Greene	Zone 4
Trumbull	Zone 2	Hamilton	Zone 4
Wayne	Zone 2	Highland	Zone 4
Auglaize	Zone 3	Jackson	Zone 4
Belmont	Zone 3	Lawrence	Zone 4
Carroll	Zone 3	Pike	Zone 4
Champaign	Zone 3	Preble	Zone 4
Clark	Zone 3	Ross	Zone 4
Columbiana	Zone 3	Scioto	Zone 4

Warren	Zone 4
Athens	Zone 5
Gallia	Zone 5
Hocking	Zone 5
Meigs	Zone 5
Monroe	Zone 5

Morgan	Zone 5
Noble	Zone 5
Vinton	Zone 5
<u>Washington</u>	<u>Zone 5</u>