



**Clark County Department of Job & Family Services**  
**By and through the authority of the Board of Clark County Commissioners**

**REQUEST FOR QUOTES**  
**FCS FIRST FLOOR REMODEL**

**Request Date: Monday, March 18, 2019**  
**Response Due Date: Friday, April 5, 2019 at 4:00 p.m.**

The Board of Clark County Commissioners (“Board”) is seeking quotes and intends to award a single or multiple contract(s) for the (a) construction of several walls/office spaces, doors, an elevated platform area and security window for the front receptionist and (b) painting for the Clark County Department of Job & Family Services (“Department”) at 1345 Lagonda Avenue Springfield, Ohio 45503. **Proposers may submit proposals for one or more of the projects listed above. If a proposer intends to apply for more than one project, a separate proposal must be submitted for each part of the total project.** Department will administer the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample contract can be viewed online ([click here to view](#)). There will be no changes to the contract unless agreed upon by all parties. Board reserves the right to reject any or all quotes or to waive any defect in a quote which does not materially alter the contract document.

**CONTRACT AWARD:** The contract(s) will be awarded to the responsible vendor whose quote is most advantageous to Board. A potential vendor’s failure to address all items in its quote may result in its rejection. Only Board has the authority to bind Department into a contract.

**AWARD INFORMATION:** Children Services Levy Funds – Local Dollars NOTE: No prevailing wage requirements due to the use of local dollars.

**EVALUATION:** Quotes will be evaluated, and a contract(s) will be awarded to the vendor with the lowest price to perform the requested service. Department will also ensure that the selected vendor has provided complete quote information including required response forms, business references, demonstration of experience, and **ability to meet Board insurance requirements.** Price is the most important evaluation factor.

**INQUIRY PERIOD:** Vendors shall contact James Williams at [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov) with any questions regarding this RFQ. If the question is submitted via email, the subject line of the email must be “FCS Construction Services RFQ,” in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFQ, and closes at **2:00 p.m. on Monday, April 1, 2019.** Department reserves the right to disregard any questions that are not properly or timely submitted. Any questions or answers deemed to be material to all vendors will be sent to all vendors at the email address the RFQ was initially distributed to; any other questions or answers will not be distributed to all vendors. Board may conduct discussions with potential vendors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFQ.

**INSURANCE REQUIREMENTS:** Interested vendors must meet Board insurance requirements in order to be considered an eligible vendor (see page 6 of response forms below).

**BUSINESS REFERENCES:** Interested vendors' quotes shall include a list of at least three (3) companies or organizations with which it has had contracts to provide like services within the past two (2) years. This list shall include the name and phone number of a contact person who is familiar with the vendor's job performance. Neither Department nor Board may be used as a reference. There is a limit of one (1) reference from any other Clark County government agency or department (including Utilities, Courts, Sheriff, etc.). Board may verify the vendor's experience based upon the list of business references submitted and any other sources which Board deems appropriate.

**DEMONSTRATION OF EXPERIENCE:** All interested vendors shall submit with their quotes, samples of their past experience. Vendors shall demonstrate their previous experience in delivering similar or related services. Vendors shall include descriptions, samples, or both, of up to three (3) similar projects or contracts completed in the past five (5) years that demonstrate appropriate experience. Examples can be from the same projects for which business references are provided.

**HOW TO SUBMIT A QUOTE:** After reviewing the sample contract ([click here to view](#)), print a copy of the response sheet and included forms listed below, and completely fill in all sections. The forms can be completed electronically and then printed for signature or printed and completed by hand. Vendor may attach other sheets if necessary to fully provide information regarding quote and scope of work.

Return all completed required forms via email to [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov) on or before **4:00 p.m. on Friday, April 5, 2019**. Additionally, deliver one original hard-copy quote and all forms to the Clark County Department of Job & Family Services, Attention: Contract Development/James Williams, 1345 Lagonda Avenue, Building C, Springfield, Ohio 45503. Original hard-copy quotes can be mailed or hand-delivered to the receptionist in Building C Lobby. Quotes shall be clearly marked on the outside of the envelope in the lower left-hand corner as follows: "FCS Construction Quote." The name and address of the vendor submitting the quote shall also appear on the outside of the envelope.

**PRE-BID WALK-THROUGH:** Potential bidders are very strongly encouraged to attend a walk-through to inspect Department's area to be remodeled. **A walk-through will be conducted on Monday, March 25, 2019 at 9:00 a. m.** at Department's Campus, Building C, 1345 Lagonda Avenue, Springfield, Ohio 45503. Potential bidders should report to the Building C Lobby at 9:00 a.m. Department's Maintenance Supervisor will lead interested vendors on the walk-through.

**SCOPE OF WORK:** Department is requesting pricing for the construction of several walls/office spaces, doors, an elevated platform area and security window for the front receptionist and painting at 1345 Lagonda Avenue. Department will contract with a single or multiple vendor(s) to provide the following services:

## **WALLS/DOORS & ELEVATED PLATFORM/SECURITY WINDOW SPECIFICATIONS**

### Walls/Doors

- A. General Contractor will furnish labor and material for installation of 9 walls (1 office measuring at 14' x12', 1 office measuring at 8' x 12', and 3 offices measuring at 10' x 12' and one straight wall measuring 34'2" in length. All walls will measure 9',8 1/2" in height from floor to ceiling. Walls will be constructed of 20 gauge, 3 5/8" metal studs and track. #6 x 3/8 in. Zinc-Plated Pan-Head Phillips

Self-Drilling Drive Sheet Metal screws are to be used for securing track and studs. 1/4 in. x 1-1/2 in. Hammer-Set Nail Drive Concrete Anchors are to be used to secure track to concrete floor.

- B. General Contractor will furnish labor and material for the outer south wall to the Washington room. General Contractor will build new wall over-top existing wall measuring 20' in length by 9'-8-1/2" in height. Wall will be constructed of 20 gauge, 3 5/8" metal studs and track. #6 x 3/8 in. Zinc-Plated Pan-Head Phillips Self-Drilling Drive Sheet Metal screws are to be used for securing track and studs. 1/4 in. x 1-1/2 in. Hammer-Set Nail Drive Concrete Anchors are to be used to secure track to concrete floor.
- C. 3" Thermal Fiber insulation is to be installed in empty wall cavities for sound proofing inside all new walls. New 5/8" fire rated gypsum board will be used to cover walls and #6 ,1-5/8" drywall screws will be used to secure drywall panels to studs.
- D. General contractor will furnish labor and material providing 5 36"X 84" 16 gauge with a 5-7/8" profile (4-7/8" throat) cold rolled hollow metal drywall finished door frame that is a, primed door frame. General contractor will also trim in 5 right swing in doors, and 2 left swing in doors, new metal door jambs, and Birch solid core doors for each door jamb installed, the finish is to be golden oak stain for all doors.
- E. General Contractor will furnish labor and material for the installation of Marks Quality Engineered Survivor series locksets /175AB/260-G3 in brush nickel.
- F. General Contractor will furnish labor and material for the installation of door closure hardware for the main entry door to the FCS area.
- G. All door hardware, hinges, kick plates and closures will need to be in brush nickel.

*\*\*Installation of gypsum board must be scheduled, so that electrician can install wiring inside said walls.*

*\*\*top of wall will be installed against existing ceiling. No new rails or runners*

### **Elevated Platform**

- A. General Contractor will furnish labor and material for installing a 12'5" x 14'10" platform, with a pony wall on two sides measuring 42" from floor to top of wall with a 36" opening.
- B. Also required is an ADA compliant ramp to the elevated platform, 36" in width made of like materials and flooring.
- C. This is to be constructed by using 2"X 6" high pressure wood trusses board, and 4 1/4" decking screws to secure boards. 5/8" OSB sheets, and 3" decking screws to secure sheeting.
- D. Flooring is to be the same as listed under "Flooring".

### **Front Lobby Window Specifications**

- A. General contractor will furnish labor and material to remove the existing window, and existing wall in the front lobby area. General Contractor will re-install new service window centered in opening, measuring 6' wide by 4' in width. bottom portion of wall is to be constructed of 20-gauge metal studs and track using 3 5/8" #6 x 3/8 in. Zinc-Plated Pan-Head Phillips Self-Drilling Drive Sheet Metal screws to secure track and studs. 1/4 in. x 1-1/2 in. Hammer-Set Nail Drive Concrete Anchors are to be used to secure track to the floor.

- B. 3" Thermal Fiber insulation is to be put in empty wall cavities for sound proofing inside of wall. New 5/8" fire rated gypsum board will be used to cover walls with #6 ,1-5/8" drywall screws to secure drywall panels to studs. Top portion of the wall is to have a built-in soffit on both sides of the wall. Center of soffit is to allow in cased track for glass installation.
- C. Height from floor to the top of counter in window must follow ADA regulations.
- D. Glass must have centered round cut out opening for communication, measured from bottom edge of glass to center at 22".
- E. Glass must have a pass thru opening at the bottom edge, centered in glass measured at 12"x4"
- F. Glass is to be ½ "thick safety glass. Glass in window must be seated in metal track, that is secured firmly with screws on top and bottom on glass.  
Top track is to be in cased in soffit and glass inserted.  
Glass is to be trimmed out on all sides with 1" aluminum wrap.
- G. Service window wall is to be trimmed out as a normal wall, with counter top TBD.

#### **PAINTING SPECIFICATIONS**

- A. General Contractor will furnish labor and material to patch, prime, and paint all new, and existing walls- with Sherwin Williams Olympus white #234. This will include all walls in all areas on the 1<sup>st</sup> floor, except for Incenta Credit Union area, kids toy room, and 3 restrooms on this floor.
- B. General Contractor will be responsible for priming and painting all newly installed door frames/jambs using Enamel Acrylic Latex, Bahamma Brown SW1242 paint.

**NOTE:** Clark County Dept. of Job and Family Service Maintenance Staff will be responsible for removing any furniture, cubicle stations - with notice so that contractor will have an open area to work.

The above construction work will mainly need to be completed in the evening, after regular business hours and weekends due to the sensitive nature and confidentiality of customers.

#### **VENDOR REQUIREMENTS**

1. Contractor/Vendor will be responsible for the worksite clean-up. Site must be free of trash and debris daily and at the completion of the job to the satisfaction of the Division.
2. Clark County DJFS is a drug free work place.
3. Clark County DJFS is a smoke free facility, this also includes personal vaporize devices.
4. We ask that you show the up most respect to our customers and staff during this project.
5. All work schedule changes and worksite personnel changes must be briefed and authorized by the Clark County DJFS Maintenance Supervisor.

#### **PRICING**

Please provide pricing to perform all functions of the contract listed in this request for quotes, on page 1 of the response forms, below. Pricing should include all costs associated with the installation processes described.

**CONTRACT TERM**

Beginning Spring of 2019 until the work is completed dependent upon available funds and total cost of contract.

**THE FOLLOWING SIX (6) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE.**

**2019 FCS FIRST FLOOR REMODEL REQUEST FOR QUOTES**  
**RESPONSE SHEET**

**NAME OF VENDOR:**

**CONTACT INFORMATION (include name, address, email address, and phone number):**

**VENDOR'S FEDERAL TAX ID NUMBER:**

**NUMBER OF YEARS IN BUSINESS:**

**THREE PROFESSIONAL REFERENCES (include address, email address and phone):**

1.

2.

3.

**DEMONSTRATION OF EXPERIENCE (attach additional pages, if necessary):**

*Attach additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all services requested by Department.*

**PRICING:**

Vendor shall indicate pricing for all categories specified below. No costs other than those specified in vendor's proposal will be paid by Department unless agreed to in writing in advance of purchase or work being completed. All costs for each project, whether or not included below, must be approved by the Maintenance Supervisor prior to the start of any work.

CATEGORY	PRICE & INFORMATION/SPECIFICATIONS
Construction of walls and elevated platform	
Security Window with wall	
Painting	
Other Costs (specify)	

Provide the following information:

Number of years your company has been in business: \_\_\_\_\_

Warranty provided for work completed: \_\_\_\_\_

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*Attach additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all services requested by Department.*

**PLEASE INCLUDE A COPY OF ALL CURRENT LICENSES AND/OR CERTIFICATIONS WITH YOUR PROPOSAL.**

**Non-Collusion Affidavit**

STATE OF \_\_\_\_\_)

SS:

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes

(NAME)

and says that he/she is \_\_\_\_\_ for

(POSITION)

\_\_\_\_\_ the party making the fore-

(COMPANY NAME)

going quote, that such quote is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Clark County Commissioners or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_

**AFFIANT**

Sworn to and subscribed before me, a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
\_\_\_\_\_

**NOTARY PUBLIC**

My commission expires \_\_\_\_\_, \_\_\_\_\_

**Bidder's Personal Property Tax Statement**

(See Section 5719.042, O.R.C.)

STATE OF \_\_\_\_\_)

ss:

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

( ) On \_\_\_\_\_, I submitted a bid to Clark County, Ohio, to provide the County with \_\_\_\_\_.

On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

( ) On \_\_\_\_\_, I submitted a bid to Clark County, Ohio, to provide the County with \_\_\_\_\_.

I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

owed in delinquent taxes, and \_\_\_\_\_ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

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DATE

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BIDDER

Sworn to and subscribed before me, a Notary Public, on this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

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NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_

## **AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE**

STATE OF OHIO

COUNTY OF \_\_\_\_\_ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

\_\_\_\_\_ for a contract for \_\_\_\_\_  
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
  - a. myself;
  - b. any partner or owner or shareholder of the partnership (or other unincorporated business);
  - c. any shareholder of the association;
  - d. any administrator of the estate;
  - e. any executor of the estate;
  - f. any trustee of the trust;
  - g. any owner of more than 20% of the corporation or business trust (if applicable);
  - h. each spouse of any person identified in (a) through (c) of this section;
  - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).
2. That none of the following have collectively made within the previous 24 months, and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
  - a. myself
  - b. any partner or owner or shareholder of the partnership (if applicable);
  - c. any shareholder of the association;
  - d. any administrator of the estate;
  - e. any executor of the estate;
  - f. any trustee of the trust;
  - g. any owner of more than 20% of the corporation or business trust (if applicable);
  - h. each spouse of any person identified in (a) through (c) of this section;
  - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## **CERTIFICATION OF COMPLIANCE WITH COUNTY INSURANCE REQUIREMENTS**

The following is a list of required insurance policies:

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability\* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit.
- e. "The Board of Clark County Commissioners" must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.
- f. Professional liability or errors and omissions insurance for a minimum of \$1,000,000 per incident.

\*Note: Umbrella/Excess Liability coverage may be waived if the following limits are carried for Commercial General Liability and Auto Liability:

1. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any are used.
2. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$3,000,000 Combined Single Limit.

I, \_\_\_\_\_, certify that I have reviewed the above insurance requirements, and:

(\_\_\_\_\_) I certify that as an individual/company/organization submitting a proposal, I am able to meet the above insurance requirements.

OR

(\_\_\_\_\_) I am not able to meet the above insurance requirements, and would like to request a waiver of the following policies:

\_\_\_\_\_.

The insurance policies currently held by this individual/company/organization are:

\_\_\_\_\_ . A copy of the current insurance policies is attached.

Signed:

\_\_\_\_\_

Printed Name, Title