



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

REQUEST FOR QUOTES
Elevator Code Modernization

Request Date: Wednesday, May 13, 2020
Response Due Date: Friday, June 5, 2020 at 2:00 p.m.

The Board of Clark County Commissioners ("Board") is seeking quotes and intends to award a vendor(s) with a single or multiple contract(s) to complete multiple projects to ensure Department's two (2) hydraulic elevators, machine room, and hoistway will meet state elevator code at the completion of the Department's elevator modernization project. Department will administer the contract(s) once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample contract can be viewed online ([click here](#)). 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(s) 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.

EVALUATION: Quotes will be evaluated, and a contract will be awarded to the vendor who is the Lowest Responsive and Responsible Bidder 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.

INQUIRY PERIOD: Vendors shall contact the Department at Clark_Contract_Development@jfs.ohio.gov with any questions regarding this request for quotes. The subject line of the email must read "Elevator Code Modernization RFQ," in order to ensure a timely response to all questions. The inquiry period opens upon release of the RFQ and closes at **2:00 p.m. on Friday, May 29, 2020**. 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 posted on the Department's website. It is the responsibility of all vendors to review the Department's website prior to submitting their proposal.

INSURANCE REQUIREMENTS: Interested vendors will be expected to meet Board insurance requirements in order to be considered an eligible vendor (see page 5 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](#)), 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.

Board prefers quote and response sheet submissions in electronic format. The electronic copy can be PDF, Word, or Excel format, or other formats that are compatible with Microsoft Office. All completed forms are to be sent via e-mail to Clark_Contract_Development@jfs.ohio.gov **on or before 2:00 p.m. on Thursday, May 14, 2020**. For vendors not capable of providing their quote and response sheets electronically, please contact Assistant Director, James Williams, at (937) 631-1209 to schedule an appointment to deliver a hard copy proposal. The request shall be made at least twenty-four (24) hours prior to the drop off time.

PRE-BID WALK-THROUGH: Potential bidders are strongly encouraged to attend a walk-through to inspect the elevator shafts and control room. During the walk-through a thorough description of the project will be discussed. **To schedule a walk-through, please contact Kristin Lawson, Contract Developer, by Monday, May 25, 2020 via e-mail at Clark_Contract_Development@jfs.ohio.gov**. All scheduled walk-throughs will be held at Department's Campus, Building C, 1345 Lagonda Avenue, Springfield, Ohio 45503. Department's Maintenance Supervisor will lead interested vendors on the walk-through.

SCOPE OF WORK: This scope of work is to be done in accordance with state and local building codes. Department is requesting pricing to complete multiple projects to ensure Department's two (2) hydraulic elevators, machine room, and hoistway will be up to state elevator code at the completion of the Department's elevator modernization project. Contractor shall provide all materials, equipment, labor, machinery, tools, and related items necessary to complete the work.

Specifications: The Department has awarded an elevator company with a contract to modernize the Department's two (2) hydraulic elevators and machinery. Several separate items have been identified that need to be completed prior to, during, or after this project for the elevators to pass a State Elevator Inspection. These elevators are located at the Department's main campus at 1345 Lagonda Avenue, Springfield, Ohio. Below are the items that have been identified as needing to be completed:

Control Room:

- Plug hole in wall near air conditioner;
- Install seals around piping/tubing in room that is carrying electrical;
- Install new electrical disconnects that allow for shunt trip operation because of existing sprinklers in control room;
- Install lighting that has at least 19 feet of candlepower in front on each controller with switch located adjacent to access door;
- Install service disconnect for air conditioner;
- Ensure air conditioner in control room is maintaining temperature of room between 65°-95°.

Elevator Shaft 1:

- Seal pit of shaft;
- Change current sump pump electrical outlet to a single gang, non-GFI outlet;

- Bevel the ledges on the interior of the shaft/hoistway. Projections or recesses in the hoistway of 4" or more, on sides not used for loading or unloading, shall be beveled at an angle not less than 75° from the horizontal;
- Install lighting that has at least 10 feet of candlepower at the bottom of the ladder and anywhere that maintenance needs to be done in the elevator shaft. The switch shall be near the stop switch and accessible from lower landing opening. The light shall be guarded and installed to clear the elevator car.
- Wire brush and repaint buffer shackles.

Elevator Shaft 2:

- Seal pit of shaft;
- Install surface mount sump pump. Core hole between elevator shafts that allows for water to transfer from Shaft 2 to Shaft 1;
- Install single gang, non-GFI outlet for surface mount sump pump;
- Install lighting that has at least 10 feet of candlepower at the bottom of the ladder and anywhere that maintenance needs to be done in the elevator shaft. The switch shall be near the stop switch and accessible from lower landing opening. The light shall be guarded and installed to clear the elevator car.
- Wire brush and repaint buffer shackles.

Contractor's Responsibilities:

These responsibilities include but are not limited to the following:

- The modernization must comply with the provisions of the latest ASME A17.1 followed by the authority having jurisdiction and any state and/or local requirements, if more stringent;
- Department prefers work be completed during Department's normal operating hours (7:30am to 5pm), however with prior approval from Department Contractor will be able to complete work after hours or on weekends if necessary. For the length of the project, one elevator must be fully operational at all times during Department's normal operating hours (7:30am to 5pm). If both elevators have to be non-operational during Department's normal working hours, prior approval must be received from the Department;
- Contractor must coordinate work with Department Maintenance Supervisor and awarded elevator company;
- All work schedule changes and worksite personnel changes must be briefed and authorized by the Department Maintenance Supervisor;
- Contractor must hold a current General Contractor's License in the State of Ohio;
- Contractor must be bonded and insured (insurance requirements are outlined on page 5 of the response sheet);
- Department is a drug free work place;
- Department is a smoke free facility, this also includes personal vaporize devices;
- We ask that you show the utmost respect to our customers and staff during this project;
- Warrant all materials and work performed under this contract for a period of a minimum of two (2) years from the date completion of job – any defects in materials or workmanship appearing during this period shall be corrected without cost to Department;
- Contractor will be responsible for repair and replacement of damaged property at the fault of the Contractor during this project to the satisfaction of the Department;
- Subcontractors are permitted with prior approval from Department.

PRICING: Vendor shall indicate pricing for all categories specified on Response Sheet page 3, 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. Please provide a detailed price quote including a breakdown of labor and material costs.

CONTRACT TERM: Beginning as soon as possible upon execution by the Board.

THE FOLLOWING SEVEN (7) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE.

**ELEVATOR CODE MODERNIZATION 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):

KEY PERSONNEL (List any employees assigned to job, their title at company, and any license/certifications):

PLEASE INCLUDE A COPY OF ANY CURRENT LICENSES OR CERTIFICATIONS WITH YOUR PROPOSAL.

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. *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.*

TOTAL COST OF PROJECT (must be all-inclusive to fully provide the scope of work stated in the request for quotes):

Category	PRICE & INFORMATION/SPECIFICATIONS
Material	
Labor	
Service	
Other Costs (specify)	

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.

DATE

BIDDER

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

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.
- g. Liability Coverage for abuse and molestation in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

*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:

Date

Printed Name, Title