



**ITB #OH-071124  
Invitation to Bid  
for  
Indefinite Delivery-Indefinite Quantity  
Contracting  
in the  
State of Ohio**

**Bid Due Date: July 11, 2024, 4:30 p.m., Central Time**

Sourcewell, a State of Minnesota local government entity and public agency, is issuing this Invitation to Bid (ITB) on behalf of its participating entities to create indefinite delivery-indefinite quantity (IDIQ) contracts that may be used by those participating entities for projects related to the repair, alteration, modernization, and rehabilitation of infrastructure, buildings, structures or other real property. It is the intention of Sourcewell to award a specified number of set aside contracts to Minority Business Enterprise (MBE) firms in each region.

This ITB consists of the following parts:

1. Invitation to Bid, including Map of Regions
2. Template IDIQ Contract
3. IDIQ Contract General Terms and Conditions
4. Construction Task Catalog
5. Technical Specifications

A full copy of the ITB can be found on the Sourcewell Procurement Portal (<https://proportal.sourcewell-mn.gov>), and only bids submitted through the Sourcewell Procurement Portal will be considered. Bids are due no later than July 11, 2024, at 4:30 p.m. Central Time, and late bids will not be considered.

**Solicitation Schedule**

Notice of Solicitation Published:	May 23, 2024
Pre-bid Conference:	June 13, 2024, 9:00 a.m., Central Time
Question Submission Deadline:	July 3, 2024, 4:30 p.m., Central Time
<b>Bid Due Date:</b>	July 11, 2024, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	July 11, 2024, 2024, 6:30 p.m., Central Time See Article VII. G. for more information.

## I. ABOUT SOURCEWELL AND ITS PARTICIPATING ENTITIES

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its participating entities across the United States. Sourcewell's solicitation process complies with State of Minnesota law and policies.

Sourcewell's participating entities in the State of Ohio may include:

- Federal and state government
- Cities, towns, and counties/parishes
- Education service cooperatives
- K-12 and higher education
- Tribal government
- Some nonprofit
- Other public entities

For a listing of current participating entities visit Sourcewell's website: <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

## II. INDEFINITE DELIVERY-INDEFINITE QUANTITY CONTRACTING PROGRAM

Sourcewell is soliciting bids for its IDIQ contracting program. IDIQ contracting offers participating entities access to competitively solicited and awarded contracts for projects related to repair, alteration, modernization, or rehabilitation of infrastructure, buildings, structures, or other real property.

Sourcewell has engaged The Gordian Group, Inc. (Gordian) to provide management of its IDIQ contracting program. In this role, Gordian provides support to Sourcewell in the administration of the program, including: preparing Construction Task Catalogs (CTCs) and related technical specifications, providing information management systems and licenses to contractors, training to contractors, administering fee collection, consulting services to Sourcewell, and assisting with proposal package or work order development. Participating Entities access Sourcewell IDIQ contracts resulting from this ITB through relevant purchasing authority, and work directly with Contractors awarded through this ITB.

Under IDIQ, an awarded Contractor furnishes management, labor, materials, equipment, and incidental design support needed to perform the work. Details of the program's operation can be found within the Contract, and General Terms and Conditions document included in this ITB.

## III. REQUIRED BIDDER QUALIFICATIONS

In determining a Bidder's responsibility and ability to perform under a Contract, Sourcewell has the right to investigate and request information concerning the financial condition, experience record, personnel, equipment, facilities, principal business location and organization of the Bidder, the Bidder's record with environmental regulations, and the claims and litigation history of the Bidder. Sourcewell reserves the right to verify the Bidder's information and may request clarification from a Bidder.

A. A Bidder's business must be normally engaged in performing the type of work specified within this ITB and must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to a Sourcewell participating entity (as solely determined by Sourcewell).

- B. Bidders responding to a General Contracting solicitation must be willing and capable of providing all or a majority of the various types of work as specified in the CTC either through its own forces or by using subcontractors. Bidder must provide documentation of all applicable required licensure(s).
- C. Bidders responding to **HVAC/Mechanical, Electrical, Roofing/Waterproofing, Asphalt/Paving, Concrete, Civil Contracting, Flooring and Demolition** solicitations must perform at least **51%** of all contracted work with its own organization and forces. The percentage calculation does not include field superintendents or office management personnel. Bidder must provide documentation of all applicable required licensure(s).
- D. Bidders responding to the Minority Business Enterprise (MBE) set aside solicitations must be certified as a MBE with the Ohio Department of Administrative Services Equal Opportunity Division and upload a current certification letter.

#### IV. BID OVERVIEW AND PREPARATION INSTRUCTIONS

- A. REQUESTED INDEFINITE DELIVERY-INDEFINITE QUANTITY CONTRACTING SERVICES. The IDIQ services specified include General Contracting, HVAC/Mechanical, Electrical, Roofing/Waterproofing, Asphalt/Paving, Concrete, Civil Contracting, Flooring and Demo and Abatement. At this time, no specific projects have been identified; work and work volume from any resulting contract are not guaranteed. Specific description of work and summary of duties for each category of services can be found in the Technical Specifications.
- B. PREPARATION INSTRUCTIONS. Strict compliance with the following instructions is required for properly preparing a bid. Before submitting a bid, it is the responsibility of each Bidder to:
- 1) Examine the ITB Documents thoroughly;
  - 2) Consider all applicable federal, state and local laws, regulations, ordinances, and procurement codes that may affect costs, progress, performance, or furnishing of a participating entity's work; and,
  - 3) Notify Sourcewell of all conflicts, errors, or discrepancies in the ITB Documents of which Bidder knows.

The submission of a Bid constitutes a representation by the Bidder to Sourcewell that it has complied with the above requirements and that, without exception, its Bid is premised upon performing and furnishing the Work required by this ITB.

Bidders should include all relevant information in its bid. Sourcewell cannot consider information that is not provided in the bid.

- C. ESTIMATED CONTRACT VALUE AND USAGE. Based on past volume of similar contracts, the estimated annual value of each contract resulting from this ITB is \$4 Million for General Contracting, Asphalt/Paving, and Roofing/Weatherproofing and \$2 Million for Mechanical/HVAC, Electrical, Flooring, Concrete, Civil Contracting, and Demolition. Sourcewell anticipates considerable activity under the contract(s) awarded from this ITB; however, work and work volume from any resulting contract are not guaranteed.

## V. BID PRICING

A. CTC AND ADJUSTMENT FACTOR. In order to evaluate bid pricing and the retain consistency within contract pricing, Sourcewell uses Gordian's proprietary Construction Task Catalog (CTC). The CTC as a comprehensive listing of specific repair, alteration, modernization, and rehabilitation related Tasks, together with a specific unit of measurement and a pre-set unit price (Unit Price). All Unit Prices within the CTC are based on local labor, material, and equipment prices for the direct cost of the project.

Under this ITB, Bidders will offer price adjustments (Adjustment Factors) that will be applied to CTC Unit Prices. The Adjustment Factors represent either an increase to the present Unit Prices (such as 1.1000) or a decrease from the preset Unit Prices (such as 0.9800).

A participating entity's cost for a specific task will be determined by multiplying the preset Unit Prices by the appropriate quantities and by the appropriate Adjustment Factor (e.g., specific task cost = preset unit price in CTC \* quantity needed \* Adjustment Factor).

- 1) Each Bidder must submit 5 Adjustment Factors to be applied to every task in the CTC. The bid must be either an adjustment "decrease from" (e.g. 0.9800) or "increase to" (e.g. 1.1000) the Unit Prices listed in the CTC.
- 2) The Bidder's Adjustment Factors must include all of the Bidder's direct and indirect costs. This includes, but is not limited to, its costs for overhead, profit, bond premiums above the reimbursable amount, insurance, mobilization, purchase order proposal development, and all contingencies in connection therewith. See pages 00-1 – 00-6 of the CTC for a complete explanation of what is and is not included in the Unit Prices. Note, where applicable, the bidder must comply with all applicable prevailing wage laws. The wage rates in the CTC were current at the time these ITB Documents were issued.
  - a. *The first Adjustment Factor* will be applied to work to be accomplished during Normal Working Hours and are performed on projects that **do require** prevailing wage rates.
  - b. *The second Adjustment Factor* will be applied to work to be accomplished during Other Than Normal Working Hours or will occur at secured facilities and are performed on projects that **do require** prevailing wage rates.
  - c. *The third Adjustment Factor* will be applied to work to be accomplished during Normal Working Hours and are performed on projects that **do not require** prevailing wage rates.
  - d. *The fourth Adjustment Factor* will be applied to work to be accomplished during Other than Normal Working Hours or will occur at secured facilities and are performed on projects that **do not require** prevailing wage rates.
  - e. *The fifth Adjustment Factor* will be for work tasks not identified in the CTC. IQCC includes a provision for establishing of prices for Work requirements which are within the general scope of IQCC but were not included in the CTC at the time of Contract award. These Tasks are referred to as "Non Pre-priced Tasks (NPP)." NPP Tasks may require new specifications and drawings and may subsequently be incorporated into the CTC. The bidders will offer an Adjustment Factor to be applied to the actual material, equipment, and labor cost for NPP work Tasks.
- 3) Adjustment Factors may be specified to the fourth decimal place. For example:

1	.	1	0	0	0
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Or

0	.	9	8	0	0
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- 4) For bid evaluation purposes only, the following weighing of the Adjustment factors will be used to determine the Combined Adjustment Factor. Complete the following information within the Sourcwell Procurement Portal:

Adjustment Factors	Weight
Normal Working Hours – Prevailing Wage Rate Projects	30%
Other Than Normal Working Hours – Prevailing Wage Rate Projects	10%
Normal Working Hours – Non-Prevailing Wage Rate Projects	40%
Other Than Normal Working Hours – Non-Prevailing Wage Rate Projects	10%
Non-Pre-Priced Adjustment Factor	10%

B. ADMINISTRATIVE FEES. Awarded contractors must pay an administrative fee in exchange for the administration of the contracts by Sourcwell and Sourcwell’s contract administrator, Gordian. The bidder must include the administrative fee in calculating the Contractor’s Adjustment Factors.

Detailed information about Sourcwell’s administrative fee can be found in Article VII. B of the General Terms and Conditions.

## VI. CONTRACT

Bidders awarded a contract will be required to execute the Contract (including its General Terms and Conditions) attached to this ITB.

## VII. BIDDING PROCESS

A. PRE-BID CONFERENCE. Sourcwell will hold a non-mandatory pre-bid conference via webcast on the date and time noted in the Solicitation Schedule and on the Sourcwell Procurement Portal. The purpose of this conference is to allow potential bidders to ask questions regarding this ITB. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcwell Procurement Portal Vendor Account. Pre-bid conference attendance is optional but highly encouraged.

B. QUESTIONS REGARDING THIS ITB AND ORAL COMMUNICATION. Any questions regarding this ITB must be submitted through the Sourcwell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcwell Procurement Portal. Answers to

questions will be issued through an addendum to this ITB. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a Bidder or generally related to the ITB, must be submitted using this process. Do not contact individual Sourcewell staff (or any representative of Gordian) to ask questions or request information as this may disqualify the Bidder from responding to this ITB. Sourcewell will not respond to questions submitted after the deadline.

C. **ADDENDA.** Sourcewell may modify this ITB; however, no Addenda will be issued later than 5 days prior to the Bid Due Date, except an Addendum that withdraws or postpones this ITB. Addenda issued by Sourcewell become a part of the ITB and will be delivered to potential Bidders through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a bid will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the Bidder by checking the box for each addendum. It is the responsibility of the Bidder to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a Bidder submitted its Bid, the Sourcewell Procurement Portal will WITHDRAW the submission and change the Bidder's Bid status to INCOMPLETE. The Bidder can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The Bidder is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its Bid (and up to the Bid due date). If the Bidder's Bid status has changed to INCOMPLETE, the Bidder is solely responsible to:

- 1) make any required adjustments to its bid,
- 2) acknowledge the addenda, and
- 3) ensure the re-submitted bid is received through the Sourcewell Procurement Portal no later than the Bid Due Date and time shown in the Solicitation Schedule above.

D. **BID SUBMISSION.** Bidder's complete bid must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule and on the Sourcewell Procurement Portal. Any other form of bid submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. Late bids will not be considered. It is the Bidder's sole responsibility to ensure that the bid is received on time. To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Bidder has obtained this ITB from a third party, the onus is on the Bidder to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Procurement Portal, all bids must be digitally acknowledged by an authorized representative of the Bidder attesting that the information contained in the bid is true and accurate. By submitting a bid, Bidder warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the Bidder to remedies available by law.

It is recommended that Bidders allow sufficient time to upload the bid and to resolve any issues that may arise. The time and date that a bid is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock. In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a bid, the Portal will automatically generate a confirmation email to the Bidder. If the Bidder does not receive a confirmation email, contact Sourcewell’s support provider at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

E. GENERAL BID REQUIREMENTS. Bids must be:

- In substantial compliance with the requirements of this ITB or it will be considered nonresponsive and be rejected
- Complete (including all required document uploads)—a bid will be rejected if it is conditional or incomplete
- Submitted in English
- Valid and irrevocable for 180 days following the Bid Due Date

Any and all costs incurred in responding to this ITB will be borne by the Bidder.

F. BID MODIFICATION WITHDRAWAL. A submitted bid may not be modified, withdrawn, or cancelled by the Bidder for a period of 180 calendar days following the time and date designated for the receipt of bids. Prior to the deadline for submission of bids, any bid submitted may be modified or withdrawn through the Sourcewell Procurement Portal.

G. OPENING. The Opening of Bids will be conducted electronically through the Sourcewell Procurement Portal. A list of all Bidders will be made publicly available in the Sourcewell Procurement Portal after the Bid Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of Bidders, verify that the Sourcewell Procurement Portal opportunities list search is set to “All” or “Closed.” The solicitation status will automatically change to “Closed” after the Bid Due Date and Time.

## VIII. EVALUATION AND AWARD

A. EVALUATION. Only responsive bids will be evaluated. A responsive bid must have been submitted on time and materially satisfy all mandatory requirements identified in this ITB. Deviations or exceptions stipulated in Bidder’s response, while possibly necessary in the view of the Bidder, may result in disqualification.

B. AWARD(S). It is the intent of Sourcewell to award each Contract to the lowest, responsive, responsible Bidder(s) based on the Combined Adjustment Factor as calculated by Sourcewell within each Region.

C. CONTRACT TERM. The term of the resulting contract(s) awarded by Sourcewell under this solicitation will be two years. Sourcewell and Contractor may agree to up to two additional one-year extensions. Sourcewell retains the right to consider additional extensions beyond four years as required under exceptional circumstances.

A Bidder will not be awarded more than one same scope Contract within any Region. The maximum number of contracts to be initially awarded by geographic region and contract type are reflected in the tables below:

### Open Market

Region 1 (Northwest Ohio) Open Market:
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General Contracting	8 contracts
HVAC/Mechanical	4 contracts
Electrical	4 contracts
Roofing/Weatherproofing	4 contracts
Asphalt/Paving	4 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Region 2 (Northeast Ohio) Open Market:	
General Contracting	8 contracts
HVAC/Mechanical	4 contracts
Electrical	4 contracts
Roofing/Weatherproofing	4 contracts
Asphalt/Paving	4 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Region 3 (Central Ohio) Open Market:	
General Contracting	8 contracts
HVAC/Mechanical	4 contracts
Electrical	4 contracts
Roofing/Weatherproofing	4 contracts
Asphalt/Paving	4 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Region 4 (Southwest Ohio) Open Market:	
General Contracting	8 contracts



HVAC/Mechanical	4 contracts
Electrical	4 contracts
Roofing/Weatherproofing	4 contracts
Asphalt/Paving	4 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Region 5 (Southeast Ohio) Open Market:	
General Contracting	8 contracts
HVAC/Mechanical	4 contracts
Electrical	4 contracts
Roofing/Weatherproofing	4 contracts
Asphalt/Paving	4 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

**Set Aside**

Region 1 (Northwest Ohio) Set Aside:	
General Contracting	5 contracts
HVAC/Mechanical	2 contracts
Electrical	2 contracts
Roofing/Weatherproofing	2 contracts
Asphalt/Paving	2 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Region 2 (Northeast Ohio) Set Aside:	
General Contracting	5 contracts

HVAC/Mechanical	2 contracts
Electrical	2 contracts
Roofing/Weatherproofing	2 contracts
Asphalt/Paving	2 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Region 3 (Central Ohio) Set Aside:	
General Contracting	5 contracts
HVAC/Mechanical	2 contracts
Electrical	2 contracts
Roofing/Weatherproofing	2 contracts
Asphalt/Paving	2 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Region 4 (Southwest Ohio) Set Aside:	
General Contracting	5 contracts
HVAC/Mechanical	2 contracts
Electrical	2 contracts
Roofing/Weatherproofing	2 contracts
Asphalt/Paving	2 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Region 5 (Southeast Ohio) Set Aside:	
General Contracting	5 contracts

HVAC/Mechanical	2 contracts
Electrical	2 contracts
Roofing/Weatherproofing	2 contracts
Asphalt/Paving	2 contracts
Concrete	2 contracts
Civil/Site Work	2 contracts
Flooring	2 contracts
Demolition	2 contracts

Sourcewell reserves the right to award additional contracts from this solicitation, above the stated maximum number, if it is determined to be in the best interests of Sourcewell and participating entities, for a period of 180 Days (or longer, if mutually agreeable to both the proposer and Sourcewell).

Sourcewell retains the right to waive any informality in a Bidder's response. Sourcewell reserves the right to reject all bids and advertise again if, in Sourcewell's opinion, the bids received do not meet or exceed the minimum needs and expectations of Sourcewell and its participating entities. Sourcewell reserves the right to award additional Contracts from this solicitation up to 180 calendar days after the close of the ITB.

*Competitive Range.* If Sourcewell receives a wide margin of bid Adjustment Factors, either too high or too low, then the Sourcewell Bid evaluation committee may establish a Competitive Range for the ITB. If it is determined that a Bidder's Combined Adjustment Factor is too far outside the Competitive Range, then the Bidder can be removed from consideration. The Bidder will be notified that it was determined to be outside the Competitive Range after award of the contracts.

*Unbalanced Bid.* A Bid may be removed from consideration if it is determined that the Bidder has mathematically unbalanced its Bid to gain a competitive advantage. The Bid will be considered to be unbalanced if any Adjustment Factor is found to not cover the contractor's reasonable actual cost. Those costs would include a reasonable prorated share of its anticipated profit, overhead cost, and other indirect costs that the bidder anticipates for the performance of the work as determined by the Sourcewell Bid Review Committee.

*Other Than Normal Working Hours Adjustment Factors.* A Bidder's Other Than Normal Working Hours Adjustment Factors must be higher or equal to its Normal Working Hours Adjustment Factors.

#### **IX. ASSIGNMENT OF WORK**

See the Contract, and General Terms and Conditions for a detailed description of how work will be assigned.

#### **X. PROTESTS OF AWARDS**

Any protest made under this ITB by a Bidder must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time.

A protest must allege a procedural or technical defect, with supporting documentation. A request for re-evaluation of a bid's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester
- The original signature of the protester or its representative
- Identification of the solicitation by ITB number
- A precise statement of the relevant facts
- Identification of the alleged breakdown in procedure or technical issues
- Identification of the legal or factual basis
- Any additional supporting documentation
- Protest bond in the amount of \$20,000, except where prohibited by law or treaty

Protests that do not address these elements will not be reviewed.

## **XI. RIGHTS RESERVED**

This ITB does not commit Sourcewell to award any contract, and a bid may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Bids that contain false statements or do not support an attribute or condition stated by the Bidder may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this ITB at any time
- Reject any and all bids received
- Reject bids that do not comply with the provisions of this ITB
- Independently verify any information provided in a Bid
- Disqualify any Bidder that does not meet the requirements of this ITB, is debarred or suspended by the United States or Canada, State of Minnesota, participating entity's state; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the bids received
- Clarify any part of a bid
- Award a contract if only one responsive bid is received if it is in the best interest of participating entities
- Award a contract to one or more Bidders if it is in the best interest of participating entities

## **XII. DISPOSITION OF BIDS**

All materials submitted in response to this ITB will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591. It is the Bidder's responsibility to clearly identify any data submitted that it considers to be protected. Bidder must also include a justification for the classification citing the applicable Minnesota law.

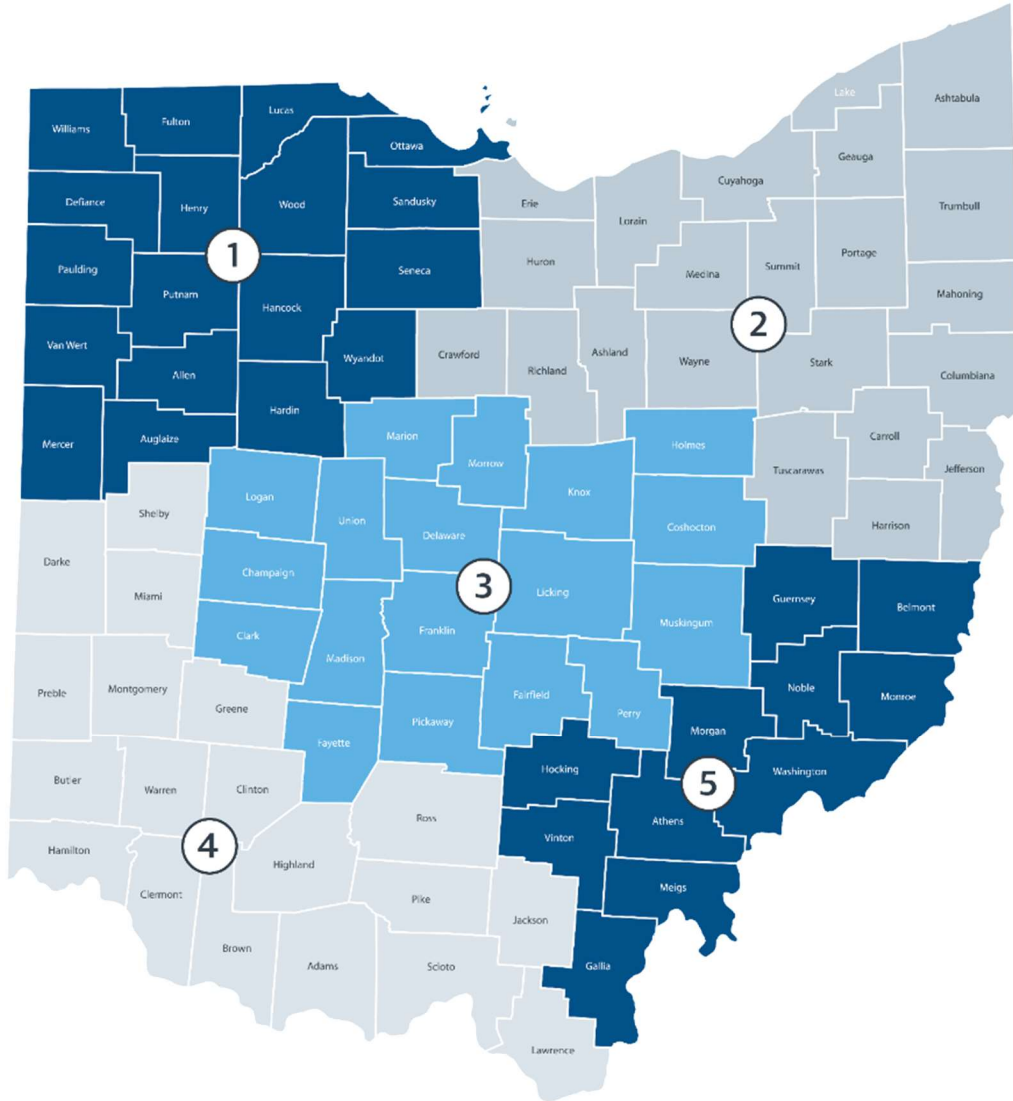
Sourcewell will not consider the prices submitted by the Bidder to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a Bidder is not considered trade secret under the statutory definition.

The Bidder understands that Sourcewell will reject bids that are marked confidential nonpublic, either substantially or in their entirety.

[Map of Regions to Follow]

# MAP OF SOURCEWELL CONTRACT REGIONS

Solicitation #OH-071124



**Region 1, Northwest Ohio**

Allen	Hardin	Ottawa	Van Wert
Auglaize	Henry	Paulding	Williams
Defiance	Lucas	Putnam	Wood
Fulton	Hardin	Sandusky	Wyandot
Hancock	Mercer	Seneca	

**Region 2, Northeast Ohio**

Ashland	Erie	Lorain	Summit
Ashtabula	Geauga	Mahoning	Trumbull
Carroll	Harrison	Medina	Tuscarawas
Columbiana	Huron	Portage	Wayne
Crawford	Jefferson	Richland	
Cuyahoga	Lake	Stark	

**Region 3, Central Ohio**

Champaign	Fayette	Logan	Pickaway
Clark	Franklin	Madison	Perry
Coshocton	Holmes	Marion	Union
Delaware	Knox	Morrow	
Fairfield	Licking	Muskingum	

**Region 4, Southwest Ohio**

Adams	Darke	Lawrence	Ross
Brown	Greene	Miami	Scioto
Butler	Hamilton	Montgomery	Shelby
Clermont	Highland	Pike	Warren
Clinton	Jackson	Preble	

**Region 5, Southeast Ohio**

Athens	Guernsey	Monroe	Vinton
Belmont	Hocking	Morgan	Washington
Gallia	Meigs	Noble	



05/24/2024

Addendum No. 1

Solicitation Number: ITB #OH-071124

Solicitation Name: Indefinite Delivery-Indefinite Quantity Contracting - Ohio

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Regarding ITB OH-071124, the bid information document, under section III....Required bidder qualification... paragraph C, is states that solicitations must perform at least 51% of all contracted work with it's own organization and forces [sic]. Does an organizations subcontractors qualify as it's own organization and forces [sic]? Or are an organization's employees the only qualified workers defined for this 51% requirement?

**Answer 1:**

For the trade solicitations, a bidder must perform at least 51% of the work with its own employees, subcontractors do not count for this requirement.

**Question 2:**

Would we be able to submit on License Plate Readers for security?

**Answer 2:**

Refer to Section III., Required Bidder Qualifications. In the competitive process, Sourcewell will not advise a bidder on the content of the submittal.

**Question 3:**

Hello – we are interested in bidding on this IDIQ contract, but as I was reviewing the bid submittal it states that past experience MUST have been in the state of Ohio. I haven't seen this previously so wanted to confirm that if a contractor has not previously worked in Ohio are they not allowed to bid on this IDIQ? Thank you!

**Answer 3:**

It is a requirement that all past projects provided in tables 5a and 5b must have been performed within the state of Ohio. Refer to Section III., Article A., "A Bidder's business must be normally engaged in performing the type of work specified within this ITB and must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to a Sourcewell participating entity (as solely determined by Sourcewell)."

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End of Addendum

Acknowledgement of this Addendum to ITB #OH-071124 posted to the Sourcewell Procurement Portal on 05/24/2024, is required at the time of proposal submittal.





06/05/2024

Addendum No. 2

Solicitation Number: ITB #OH-071124

Solicitation Name: Indefinite Delivery-Indefinite Quantity Contracting - Ohio

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Will there be separate bid documents for the MBE portion of the bid?

**Answer 1:**

There will not be separate bid documents for the MBE portion of the bid but there are separate pricing tables within the Sourcewell Procurement Portal portion of the submission.

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End of Addendum

Acknowledgement of this Addendum to ITB #OH-071124 posted to the Sourcewell Procurement Portal on 06/05/2024, is required at the time of proposal submittal.



06/11/2024

Addendum No. 3

Solicitation Number: ITB #OH-071124

Solicitation Name: Indefinite Delivery-Indefinite Quantity Contracting - Ohio

Consider the following amendment to be part of the above-titled solicitation documents.

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An error was discovered in the contract template previously uploaded on the Sourcewell Procurement Portal. A corrected contract template has since been uploaded and is titled ITB\_OH-071124\_IDIQ\_Ohio\_Template\_Contract\_Corrected\_061124.

The following listed original files have been removed from the ITB:  
"ITB\_OH-071124\_IDIQ\_Ohio\_Template\_Contract"

The following listed files have been inserted in the ITB and are found in the documents section of this bid's Bid Details: "ITB\_OH-071124\_IDIQ\_Ohio\_Template\_Contract\_Corrected\_061124"

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Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Will a link be sent out for the pre-bid virtual meeting?

**Answer 1:**

A link to join the pre-bid meeting was emailed to registered plan takers on Tuesday, June 11, 2024. They are also posted under the "documents" section of this bid's "Bid Details." They are included below for your convenience.

- **Webinar link:** <https://vimeo.com/event/4255449>
- **Password :** service

**Question 2:**

Hi, I saw that this bid has a set aside for MBE certified companies. If we are a WBE certified company, can you confirm if we would be able to submit a bid under the MBE set aside? Thank you!

**Answer 2:**

Refer to ITB section III., Article D. Bidders responding to the Minority Business Enterprise (MBE) set aside solicitations must be certified as a MBE with the Ohio Department of Administrative Services Equal Opportunity Division and upload a current certification letter.

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End of Addendum

Acknowledgement of this Amendment and Addendum to ITB #OH-071124 posted to the Sourcewell Procurement Portal on 06/11/2024, is required at the time of proposal submittal.



06/17/2024

Addendum No. 4

Solicitation Number: ITB #OH-071124

Solicitation Name: Indefinite Delivery-Indefinite Quantity Contracting - Ohio

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Are you able to submit under the regular submission as well as MBE? If so does women owned business qualify under MBE?

**Answer 1:**

The open market and MBE set aside solicitations are two different solicitations. Therefore, qualifying bidders are able to submit to one or both of the solicitations.

Refer to ITB section III., Article D. Bidders responding to the Minority Business Enterprise (MBE) set aside solicitations must be certified as an MBE with the Ohio Department of Administrative Services Equal Opportunity Division and upload a current certification letter.

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End of Addendum

Acknowledgement of this Addendum to ITB #OH-071124 posted to the Sourcewell Procurement Portal on 06/17/2024, is required at the time of proposal submittal.



07/05/2024

Addendum No. 5

Solicitation Number: ITB #OH-071124

Solicitation Name: Indefinite Delivery-Indefinite Quantity Contracting - Ohio

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Hi is there more clarity on the adjustment factor percentages that you can send over? I watched the video and it wasn't very clear. Or is there someone I can speak with?

**Answer 1:**

The Sourcewell ITB is an open and competitive solicitation process. Each bidder, in its discretion, will provide adjustment factors that it deems appropriate for its organization. Each factor is weighted by a percentage that is used to create a combined adjustment factor for evaluation purposes only. Refer to ITB Section V. Bid Pricing for further information.

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End of Addendum

Acknowledgement of this Addendum to ITB #OH-071124 posted to the Sourcewell Procurement Portal on 07/05/2024, is required at the time of proposal submittal.