

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REQUEST FOR PROPOSALS

FOR

REQUEST FOR PROPOSALS NUMBER: RFP# 032018 – CPR/1ST AID TRAINER

DATE AND TIME OF RFP OPENING: MARCH 30, 2018, 10:00 A.M.

PROJECT NAME: CPR/FIRST AID TRAINER

Because this Request for Proposals (RFP) is issued by a county board of developmental disabilities under section 5126.05 of the Ohio Revised Code for ancillary services, namely CPR/1ST AID TRAINER, the RFP is not required to comply with the provisions of sections 307.86 to 307.92 of the Ohio Revised Code. All proposals submitted in response to this RFP shall comply with the requirements of this RFP. The laws of the State of Ohio will govern any disputes arising from this RFP and subsequent contract.

SUMMARY OF PROJECT/RFP

The Allen County Board of Developmental Disabilities is seeking proposals for a Certified individual and/or agency to provide on-site CPR/First Aid Training once per month between the hours of 8:00 a.m. and 4:00 p.m. Certification cards, along with the cost of their delivery to the trainee must be included in the proposal. For more information or to request a bid packet, email request to ccalvelage@acbdd.org or visit www.acbdd.org, go to the Administration tab and Join the Team tab. All bids must be submitted in a sealed envelope with "RFP # 032018 CPR/1ST AID – ATTN: HR DIRECTOR clearly marked on the exterior by 9:45 a.m. on Friday, March 30, 2018. Bid opening will be held on Friday, March 30, 2018 at 10:00 a.m. at 2500 Ada Road, Lima, OH.

NAME OF COMPANY/INDIVIDUAL: _____
ADDRESS: _____
CITY, STATE, & ZIP: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
EMAIL: _____

All terms, conditions, and specifications set forth in this RFP document shall become part of the contract documents. Bidders are reminded to return the entire Request for Proposal with their submission to:

Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
Attn.: Human Resource Director
RE: RFP# 032018 – CPR/1st Aid Trainer

no later than March 30, 2018, 9:45 A.M.

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Allen County Board of Developmental Disabilities

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INSTRUCTIONS TO BIDDERS
REGARDING SPECIFICATIONS AND
CONTRACT TERMS AND CONDITIONS

ARTICLE A. GENERAL INSTRUCTIONS

Sections 1.01 Entire Agreement; Parties to Contract

This Request for Proposals ("RFP") will result in a Contract between the successful bidder ("Contractor") and the Allen County Board of Developmental Disabilities ("Board").

Section 1.02 Indemnification

Pursuant to the executed Contract, the Contractor shall assume the defense of, indemnify, and save harmless the Allen County Commissioners, the Board, and all Allen County agencies, including their public officials and employees, receiving services under this Contract from any and all claims, damages, lawsuits, costs, judgments, expenses, and any other liabilities that may arise from the Contractor's performance of the work required under this Contract by the Contractor's employees and agents.

Section 1.03 Bidder May Request Clarifications

If a Bidder discovers any inconsistencies, errors, or omissions in the RFP, the Bidder should request clarification from the Human Resource Director. Such clarifications may be made only in writing. No other form of clarification is acceptable. Verbal answers should not be relied upon by a bidder. Bidders must submit their clarifications in writing no later than 4:00 p.m. on March 23, 2018. Written questions submitted via e-mail are acceptable so long as the questions are submitted to the Human Resource Director at the following email address: ccalvelage@acbdds.org. Written responses will be provided to all interested parties no later than 4:00p.m. Wednesday, March 28, 2018.

Section 1.04 Suspension and Debarments

The Board will not award a Contract for services, funded in whole or in part with Federal funds, to a bidder who has been suspended or debarred from doing business with the State of Ohio, who appears on the list of excluded persons and entities maintained by the Office of Inspector General in the United States Department of Health and Human Services (available at <http://exclusions.oig.hhs.gov/>), or who appears on the Federal List of Excluded Parties Listing System (available at <https://epls.arnet.gov/>).

If, after the Contract is awarded, it is determined that an "unresolved" finding for recovery had been issued against the Contractor prior to the award, the Contract shall be void. The Contractor understands that Contractor shall be responsible to the Board for any expenditure against the Contract.

Section 1.05 Ethics

All Contractors and employees of the Board are bound by the Ethics Laws of Ohio. Any Contractor or employee who violates any of these laws will be subject to penalties set forth by law.

Section 1.06 Public Record

After the bids are opened, they are public records as defined in sections 149.011 and 149.43 of the Ohio Revised Code and are subject to disclosure. Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to section 149.43 of the Ohio Revised Code. Any portion of the bid to be held confidential should be marked to that effect and will not be considered a public record only if it clearly falls within an exemption enumerated in section 149.43 of the Ohio Revised Code. Pricing pages of the bid shall be considered a public record.

Section 1.07 Subcontracting

Subcontracting is not allowed under the terms of this RFP or the Contract.

Section 1.08 Assignment

The Contractor cannot assign any of its rights under the Contract unless the Board consents to the assignment in writing. Any purported assignment made without the Board's written consent is void and may subject the Contract to termination. The Board may assert against an assignee any claim or defense the Board may have against the Contractor.

ARTICLE B. CONTRACT DURATION

The exact commencement date and expiration date of the Contract shall be set forth in the Contract. It is expected that the original contract term will be for one (1) year.

Awardee will need to provide proof of being a Certified Instructor, complete a W-9 if not already a Vendor for Allen County, Ohio and an OPERS Independent Contractor Form.

The Board reserves the right to determine the date of the training.

The Board reserves the right to terminate the resulting Contract by giving the Contractor thirty (30) days written notice.

ARTICLE C. INVOICING, PAYMENT, AND TAXES

Section 3.01 Standard Invoice and Payment

The Contractor shall submit an invoice upon performance of the service as described below:

The invoice shall include, at a minimum, the following:

- 1) Name and address of Contractor
- 2) Billing address/remittance (if different)
- 3) Cost per hour of training
- 4) Cost per Certification Card
- 5) Trainee Attendance List
- 6) Date of service

Section 3.02 Payment Due Date

Provided the Board is presented with a proper invoice as required and identified by Section 3.01, the Board will normally make payment on the invoice within thirty (30) days from the later of when the invoice is received. The Board will not pay late fees, interest, or other penalties for later payment, unless otherwise stated.

Section 3.03 Taxes

The Board is exempt from all federal, state and local taxes. The Board will not pay any taxes on services purchased from the Contractor.

ARTICLE D. PROPOSALS

Section 4.01 Proposal Preparation Costs

The Board assumes no responsibility for costs incurred by a bidder prior to the award of any Contract resulting from the RFP. The total liability of the Board is limited to terms and conditions of a resulting Contract.

Section 4.02 Where Proposals Must Be Delivered

Proposals must be clearly labeled as described below and delivered to the following address:

Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, Ohio 45801
ATTN: Human Resources Director
RE: RFP# 032018 CPR/1ST AID

no later than March, 30, 2018 9:45a.m.

Section 4.03 How Proposals May Be Delivered

Each bid proposal must be submitted in a sealed envelope with “**RFP# 032018 CPR/1ST Aid – ATTN: HUMAN RESOURCES DIRECTOR**” clearly marked on the exterior. If a bidder uses an express mail or courier service, the same marking must be clearly marked and visible on the exterior of the express mail or courier envelope. A bid proposal that is not properly and clearly marked and is inadvertently opened before the scheduled bid proposal opening time may be disqualified without additional consideration. A bid proposal that is not properly and clearly marked and is received after the start of the scheduled proposal opening will be disqualified without additional consideration. Bid proposals that are faxed or e-mailed will not be accepted for consideration.

Section 4.04 What Bid Proposals Shall Contain

Bid proposals shall be submitted using the Form in Appendix B. Failure to comply with the instruction may deem a bidder as non-responsive and the evaluation will reflect any deficiencies.

Submit:

Two (2) original signed bid proposal documents (hard copy) as attached in Appendix B

Section 4.05 Attendance at Bid Proposal Opening

Interested bidders may attend the opening of the bid proposals, which will be held at the Board, located at 2500 Ada Road Lima, OH 45801 at 10:00a.m. March 30, 2018 in the Administration Building Conference Room.

**Appendix A
BID DOCUMENT**

The undersigned Bidder hereby certifies that this bid is in response to and complies with all the requirements of the RFP # 032018 CPR/1ST Aid Certified Trainer and subsequent addenda as issued by the Allen County Board of Developmental Disabilities.

Bid Submission Date: _____

Bidder's Authorized Signature: _____

Bidder's Printed Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Email address: _____

Where Incorporated: _____

Federal Identification Number: _____

Contact person for contract processing: _____

Date: _____

Price per hour for training: _____

Price per card issued: _____

