



(Printed Name)

(Title)

## REQUEST FOR PROPOSAL

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## SECTION I

### EXECUTIVE SUMMARY

#### 1. Background

The Inter-University Council Purchasing Group of Ohio, frequently called the IUC or IUC-PG, is a purchasing consortium comprised of the purchasing officers of the State of Ohio institutions of higher education. The purpose of the formation was to achieve standardization of requirements, methods of operation and to develop price agreements that offer the best possible product pricing for our members. The organization has 35 members made up of the 13 state universities, 1 medical college, 14 community colleges and 7 technical colleges (see Appendix A).

#### 2. Project Description

The IUC-PG requests proposals from qualified vendors to supply the IUC-PG members with **Bleacher Inspection Services** as described herein. Should your organization offer related services not addressed in this RFP and you wish to offer those services to the IUC-PG, you should include and clearly identify your offer for those additional items within your proposal. The IUC-PG reserves the right to review or not to review any additional offerings and to select any additional offerings that are determined to be in the best interest of the IUC-PG and its members.

#### 3. Program Specifications:

The IUC-PG wishes to enter into an agreement whereby a preferred vendor relationship is established with one or multiple vendors for professional services as it relates to Bleacher Inspection Services for participating IUC-PG members as needed.

This agreement will be designed in such a manner that all IUC-PG members will be able to purchase the consulting services from the selected vendor(s) at the most favorable pricing structure and with guaranteed service levels. Vendors should provide their pricing for this RFP and describe their standard service levels for all IUC-PG members.

Please keep in mind that the IUC-PG may be willing to look at specific program changes or additions offered. **The final agreement will be negotiated with the selected vendor(s) and individual IUC-PG members reserve the right to negotiate additional items or points of interest that may be unique to their specific needs.**

#### 4. Scope of This Agreement

This RFP is for Bleacher Inspection Services for participating members of the IUC-PG. This is a new price agreement for the IUC-PG members. See Appendix A, B and C for member institution specific information. **The IUC-PG cannot guarantee any specific contract volume for this agreement.**

## SECTION II

### Definitions

Relative to this document, and any addenda incorporated therein, the following definitions apply.

#### **General:**

**Addendum (a):** Written instruments, issued solely by the Inter-University Council-Purchasing Group, that details amendments, changes or clarifications to the specifications and terms and conditions of this RFP. Such written instruments shall be the sole method employed by the IUCPG to amend, change or clarify this RFP, and any claims (from whatever source) that verbal amendments changes or clarifications have been made shall be summarily rejected by the IUCPG.

**Agreement, Contract or Purchase Order:** Award resulting from the Request for Proposal or Request for Quotation.

**CMV:** A minority owned or controlled business as defined in the Ohio Revised Code Section 122.71 and certified by the State of Ohio Equal Opportunity Commission.

**CUE:** Community University Education Purchasing Association - a professional, non-profit association with members located in four counties (Medina, Portage, Stark and Summit) that make it possible for public, non-profit entities to save substantial sums of money through volume collective purchasing.

**EDGE Program:** Encouraging Diversity Growth and Equity program as defined in the Ohio Revised Code Section 123 and 125.

**IUC, IUCPG, IUC-PG:** The Inter-University Council, The Inter-University Council – Purchasing Group.

**May, Should:** Indicates something that is requested but not mandatory. If the Bidder fails to provide requested information, the Inter-University Council – Purchasing Group may, at its sole discretion, either request that the Bidders provide the information or evaluate the proposal without the information.

**OCA:** The Ohio College Association.

**Proposal Closing Date:** The date and time specified in this RFP by which the proposal must be received by Kent State University, Department of Purchasing, in accordance with Section IV Paragraph 1 of this RFP. Proposals received after such date and time will not be considered.

**Proposal, Quotation:** Response provided by Proposer.

**Proposer:** Respondent to the Request for Proposal.

**RFP:** Request for Proposal.

**Shall, Must, Will:** This indicates a mandatory requirement. Failure to meet mandatory requirements will invalidate the proposal, or result in rejection of a proposal as non-responsive.

**University/Member Institution:** A State of Ohio supported institution of higher education.

### SECTION III

#### Standard RFP Agreement Terms

Bidders are cautioned to read this entire document carefully and to prepare and submit their response providing all requested information in accordance with the terms and conditions set forth herein. To be considered, Bidders must submit a complete response to this **RFP** in the format detailed by the specifications. **Proposals** must be dated, signed by an official authorized to bind the Bidder to the terms of their proposal and submitted to the **IUC-PG** in accordance with the instructions, terms and conditions of this **RFP**.

The IUC-PG reserves the right to:

- Reject any or all **proposals** received in response to this **RFP**;
- Request clarification from any Bidder on any or all aspects of its **proposal**;
- Cancel and/or reissue this **RFP** at any time;
- Retain all **proposals** submitted in response to this **RFP**; and,
- **Invite some, all, or none of the Bidder(s) for interviews and further negotiations/discussion. The IUC-PG reserves the right to negotiate the pricing and all terms and conditions associated with this RFP process with the selected vendor(s).**

#### Instructions

1. **Advertising:** No Bidder providing products or services to the **IUC-PG**, or **member institutions**, shall appropriate or make use of the name or other identifying marks or property in its advertising.
2. **Auditing Policy:** The selected vendor(s) on this agreement will be required to cooperate with any outside auditor employed by the IUC-PG, an IUC-PG member or an auditor employed by an IUC-PG member, for the sake of monitoring that the vendor is complying with the terms of this agreement. If discrepancies are found and they appear to be unintentional, the successful vendor will correct the situation and return any overpayments that may have been made by any IUC-PG member. Any appearance of intentional wrong doing by the vendor will be cause for the immediate cancellation of any agreement entered into by IUC-PG and the selected vendor and the difference of overpayment shall be reimbursed to that institution.
3. **Authority:** The IUC-PG and its Director of Strategic Procurement are not authorized and cannot sign for warrant terms and conditions of its **member institutions**. All final terms and conditions will be identified by the individual **member institutions** upon execution of an order.
4. **Awards:** Any **agreement** entered into as a result of this inquiry may be awarded to one **supplier** or to several as multiple awards, whichever is in the best interest of the purpose and intent of the **member institutions**. The **member institutions** reserve the right to judgment concerning quality of product, service and the **supplier(s)** capability to service the **agreement**. Unless the Bidder states otherwise, the IUC-PG reserves the right to award by items, groups of items, or as a whole, whichever is deemed most advantageous to the IUC-PG. If an **award** is made, the vendor(s) determined to have offered the best overall value to the IUC-PG shall be accepted.
5. **Bid Response:** It is the sole responsibility of the bidder to submit their bid response ON TIME and at the location shown within this RFP. **Requests for extension of the due date or time may not be considered. LATE BIDS, EMAIL OR FAX RESPONSES WILL NOT BE ACCEPTED.**

6. **Campaign Contributions:** Company hereby certifies that all applicable parties listed in Division (I)(3) or (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of O.R.C. Section 3517.13.
7. **Cancellation/Termination:** Consistent failure by the selected vendor to meet the terms and conditions of a resultant agreement, deemed by the IUC-PG, in its sole discretion, to be a material subject of the agreement, including, but not limited to delivery, required service levels, quality, and invoice discrepancies, will constitute a default of the agreement by the vendor. In the event that said default continues for a period of thirty (30) days after the vendor receipt of notice-of-default from the IUC-PG, the IUC-PG reserves the right to immediately terminate the agreement. Termination shall in no way limit the IUC-PG or its member's rights to recover damages that occur as a result of the vendor's breach. In addition, either party may cancel a resultant agreement, for any reason, after ninety (90) days from the effective date of the agreement by giving the other party ninety (90) days prior written notice of intent.
8. **Cancellation for Lack of Funding:** The resultant agreement may be canceled without any further obligation on the part of IUC-PG or its member institutions in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. The supplier(s) shall be notified in writing of such non-appropriation at the earliest opportunity.
9. **Cash Discount:** Any cash discount offered will be accepted and the **member institutions** will endeavor to use same; however, only 30 days or more discounts will be considered in computing the net figure of supplier **proposal** for award decisions. Requests for plus discount for non-payment of invoice beyond due date will become a consideration in proposal awards.
10. **Commitment:** The IUC-PG **member institutions** of higher education do not jointly or individually obligate themselves to procure the volume of services projected within the RFP document. Discounts or prices offered must remain for the initial term of the agreement unless specifically addressed in the vendors response and agreed to by the IUC-PG. Price reductions shall be passed on to the IUC-PG members when and as they occur whether due to incentives, term incentives, rebates, etc. The requirements may exceed the volume estimated and the **supplier(s)** will be required to furnish all requirements as shown on purchase orders issued from any of the member institutions that are dated prior to termination date of the agreement (by mailing date). The resulting **price agreement** does not preclude competitive bidding for the acquisition of any item(s) or products(s) that may be included herein.
11. **Compliance:** Bidder(s) warrant that both in submission of its **proposal** and performance of any resultant purchase order or contract, Bidder will comply with all applicable Federal, state, and local laws, regulations, rules, or ordinances.
12. **Conflicts of Interest and Ethics Compliance:** No personnel of Company or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Agreement is being carried out, and who exercise any functions or responsibilities in connection with the review or approval of this Agreement or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.

Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to Agency in writing. Thereafter, he or she shall not participate in any action affecting the work under this Agreement, unless Agency shall determine in its sole discretion that, in the light of the personal interest disclosed, his or her participation in any action would not be contrary to the public interest.

Company represents, warrants, and certifies that it and its employees engaged in the administration or performance of the Agreement are knowledgeable of and understand the Ohio Ethics and Conflicts of Interest laws and Executive Order No. 2007-O1S. Contractor further represents, warrants, and certifies that neither Contractor nor any of its employees will do any act that is inconsistent with such laws and Executive Order. The Governor's Executive Orders may be found by accessing the following website: <http://governor.ohio.gov/GovernorsOffice/ExecutiveOrdersDirectives/tabid/105/Default.aspx>.

13. **Contract Term:** The contract term will commence on the date of award and will remain firm for a period of one (1) year with an option to extend the agreement for up to two (2) additional years, one year at a time, subject to the mutual agreement of the IUC-PG and the selected vendor. The IUC-PG reserves the right to extend the resultant agreement beyond the normal expiration date if the IUC-PG determines it to be in their best interest and the selected vendor(s) agrees to the extension.
14. **Declaration Regarding Material Assistance/Non Assistance To A Terrorist Organization:** Company hereby represents and warrants to Agency that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to any organization identified by and included on the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the 'Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization.' Contractor further represents and warrants that it has provided or will provide such to Agency prior to execution of this Agreement. If these representations and warranties are found to be false, this Agreement is void *ab initio* and Contractor shall immediately repay to Agency any funds paid under this Agreement. Please review the following link regarding Demonstration of Material Assistance with Homeland Security: <http://www.homelandsecurity.ohio.gov/dma.asp>.
15. **Ethical Conduct:** It is expected that once an agreement is issued, suppliers (awarded or not awarded) will not undertake any actions that might interfere with, or be detrimental to, the contractual obligations of the IUC-PG, its Director of Strategic Procurement or its member institutions. The IUC-PG reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a vendor. Such actions include, but are not limited to, establishing guidelines for campus visits by a vendor, and/or removal of a vendor from the IUC-PG's Bidders list(s).

Apart from the contact required for any on-going business at the IUC-PG member institutions, vendors are specifically prohibited from contacting any individual at, or associated with the IUC-PG or universities regarding this RFP. Vendor communication shall be limited to the contact named on the cover page of this document. A vendor's failure to adhere to this prohibition may, at the IUC-PG's sole discretion, disqualify the vendor's proposal.

16. **Evaluation:** If an award is made, the Bidder(s) whose *proposal*, in the sole opinion of the IUC-PG, represents the best overall value to the IUC-PG will be selected. Factors which determine the award are detailed more fully in the specifications, including but not limited to: the *proposal's* responsiveness to all specifications in the RFP; quality of the Bidder's products or services; ability to perform the contract; general responsibility as evidence by past performance; and other selection criteria listed within this RFP. Price/discounts, although a factor, will not be the sole determining factor in award of the **agreement**. The IUC-PG will determine the weighting factors that will be assigned.
17. **Findings For Recovery (Ohio Revised Code Section 9.24):** Ohio Revised Code (O.R.C.) Section 9.24, prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying the IUC-PG and its members of such finding.

18. **Hold Harmless:** It is understood that the Bidder, if awarded a Price Agreement or Purchase Order, agrees to protect, defend, and save harmless the IUC-PG, its Director of Strategic Procurement, and the member institutions from any claims suits or demands for payment that may be brought against it due to the acts errors or omissions of Bidder in providing the services under this agreement and for use of any patented material, process, article or device that may enter into the manufacture or construction, or form a part of the works covered by either order or contract.
19. **Incurred Expenses:** The Bidder(s), by submitting a proposal, agrees that any cost incurred by responding to this RFP or in support of activities associated with this RFP shall be the Bidder(s) sole responsibility and may not be billed to the IUC-PG or its members. The IUC-PG will incur no obligation of liability whatsoever to anyone resulting from issuance of, or activities pertaining to this RFP.
20. **Informal Proposals:** RFP's are informal proposals and will not be read at a public opening. Written requests for proposal results must include the **RFP Proposal** number and closing date. If a Bidder wishes to obtain a copy of the proposal tabulation and/or evaluation form once award is complete, Bidder should include a self-addressed, stamped envelope with its quote.
21. **Insurance Requirements:** The selected vendor(s) shall procure and maintain, at its expense, during the term of this proposal, including renewal options, at least the following insurance, covering work performed:

<u>COVERAGE</u>	<u>LIMITS</u>
A. Workers' Compensation	- As required by Ohio Law
B. Employer's Liability	- \$500,000 each occurrence
C. General Liability	- \$1,000,000 each occurrence \$2,000,000 annual aggregate
D. Auto Liability	- \$1,000,000 combined single limit Bodily injury and physical damage
E. Professional Liability	- \$1,000,000 per claim

The vendor shall name the IUC-PG and the individual member institution as an additional insured on each policy and respective Certificate of Insurance shall expressly provide that no less than 30 days prior written notice shall be given to the IUC-PG and the individual member in the event of cancellation, non-renewal, expiration or material alteration of the coverage contained in such policy or evidenced by such Certificate of Insurance. Upon request, the vendor agrees to furnish insurance certificates, showing the vendor's compliance with this section.

The vendor, its employees and subcontractors shall comply with the IUC-PG member's safety procedures while on the universities' premises, provided such procedures are conspicuously and legibly posted in the working area or have been delivered, in writing, to the vendor prior to the commencement of work on the universities' premises.

22. **IUC-PG Rights:** The IUC-PG reserves the right to reject all, some, or none of the received **proposals** and to waive informalities contained in **proposals** that are not inconsistent with law. The IUC-PG may also waive any minor defects in the **proposal** and also reserves the right to negotiate the final terms of the agreement with the vendor(s) determined to be a finalist for selection on this solicitation.
23. **New Products/Services:** New related product lines/services, not available at the time of bidding, may be added during the course of this agreement by the awarded vendor(s). Requests to add new related product lines/services must be submitted to the IUC-PG Director of Strategic Procurement for prior approval before offerings are made to the **member institutions**.

24. **Non-Discrimination:** In submitting its **proposal**, or performing that which results from an award by the IUC-PG, the successful Bidder agrees not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or Vietnam era veteran status. The successful Bidder further agrees that every sub-contract for parts and/or service for any ensuing order will contain a provision requiring non-discrimination in employment as specified above. This covenant is required pursuant to Executive Order 11246, Laws and Regulations of the State of Ohio. Any breach thereof may be regarded as material breach of contract or purchase order.
25. **No Proposal Instructions:** If any vendor is unable to provide a proposal, they are asked to date and sign the price inquiry, indicate “**NO BID**”, provide a brief explanation, and return the price inquiry before the **Proposal Closing Date**. Failure to extend this courtesy may jeopardize consideration for receiving future proposal inquiries.
26. **Orders, Delivery and Billings:** Orders will come from the **member institutions** as the need occurs. Delivery of services must be as specified in the RFP and/or as directed by the **member institution**. Billing must also be as directed by the **member institution**. Continued failure to meet delivery requirements is cause for cancellation of the agreement (Uniform Commercial Code Section(s) 2-712 and 2-713).
27. **Pricing:** Bidders are asked to thoroughly explain their pricing structure in their response. The IUC-PG reserves the right to negotiate this and other pertinent terms with the selected finalists and this could become one of the selection criteria used in the selection process.

Review **proposals** carefully, since it shall not be corrected after the Proposal Closing Date. Any agreement or purchase order resulting from this inquiry shall require the successful vendor(s) to adhere to all specified conditions. Failure by the vendor(s) to meet schedules: to complete the deliverables within a reasonable time, as interpreted solely by the IUC-PG; or any other failure to perform in accordance with the terms and conditions of the inquiry and resultant agreement shall allow the IUCPG, at its sole discretion, to rescind or cancel the agreement.

28. **Proprietary Information:** All evaluation criteria for proposals are non-proprietary and subject to public disclosure after contract award. All **proposals, except** for items reasonably identified by Bidder as trade secrets or proprietary information, are subject to public disclosure under Ohio Revised Code Section 149.43. Bidder shall be solely responsible for protecting its own trade secret or proprietary information, and will be responsible for all costs associated with protecting this information from disclosure.
29. **Provisions:** If any provisions in the resultant agreement are held to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.
30. **Quality of Service:** The successful vendor(s) must be prepared to furnish continual top quality service to all of the institutions listed on the roster of institutions. Failure to do so may be considered just cause for cancellation of the agreement.

31. **Quantity and Commitments:** The IUC-PG **member institutions** of higher education do not jointly or individually obligate themselves to procure the volume of services projected unless specifically addressed within the RFP document. Discounts or prices offered must remain for the initial term of the agreement unless specifically addressed in the vendors response and agreed to by the IUC-PG. The requirements may exceed the volume estimated and the **supplier(s)** will be required to furnish all requirements as shown on purchase orders issued from any of the member institutions that are dated prior to the termination date of the agreement (by mailing date).
32. **Proposal Submittal:** *Proposals* should follow the chronology of the *RFP*. Bidders may return **Proposals** to the IUC-PG prior to the **Proposal Closing Date** due date/time (as determined by the clock in the bidding institutions Procurement office, by first class certified mail, return-receipt requested, express mail, and/or hand-delivery. Proposals will be accepted only if the cover page is signed and dated. Any proposal that does not include all elements as specified herein may be considered an incomplete proposal and may not be considered for award. *Proposals* received after the **Proposal Closing Date** will not be considered. Office hours for receipt of proposals or quotes are normally Monday through Friday, 8:00 AM to 5:00 PM, local time. Requests for extension of **Proposal Closing Date** will not be granted unless the IUC-PG determines, at its sole discretion, that the original **Proposal Closing Date** appears impractical. Notice of any extension will be provided in the form of an **Addendum**, posted to the IUC-PG website ([www.iucpg.com](http://www.iucpg.com)).
33. **Reports:** Awarded supplier will be required to provide to the **IUC-PG and to any requesting IUC-PG member, any and all agreed upon reports, at no charge**. Failure to provide these reports may result in cancellation of the **agreement**.
34. **Sales Tax:** The **member institutions** issuing the purchase orders for this **agreement**, as instrumentalities of the State of Ohio, are exempt from Ohio sales tax and Federal excise tax, including Federal transportation tax. An exemption certificate will be furnished by the member institution issuing a purchase order upon request.
35. **Specifications:** *Proposals* are requested for services specified. Instructions are for descriptive purposes only and to guide the Bidder in interpretation of the performance desired, and shall not be construed to exclude *proposals* offering other types of service unless otherwise noted. If the description of your offer differs in any way, you must give complete detailed description of your *proposal*. Supplier **must** provide proposal exactly as specified on this *RFP*. Bidder may also offer alternatives. The IUC-PG reserves the sole right to determine if any alternates offered will be accepted.
36. **State Law:** Any agreement entered into as a result this solicitation will be governed by the laws of the State of Ohio.
37. **Use of Data** – Bidder agrees that it will keep confidential the features of any technical or proprietary information furnished by the member institutions and use such items only in the production of items awarded as a result of this inquiry and not otherwise, unless the member institution's written consent is first obtained.
38. **Vendor Performance:** Consistent failure of **supplier(s)** to meet the **member institutions'** terms and conditions, deemed by the **IUC-PG** in its sole discretion, and to be a material breach including but not limited to delivery, required service levels, quality, invoice inaccuracies, etc., will constitute a default of the **agreement** by the **supplier**. In the event that the said default continues for a period of thirty (30) days after the **supplier's** receipt of the notice of default, the member institution reserves the right to immediately terminate the agreement. Termination shall in no way limit the **member institution's** right to recover damages that arose as a result of the **supplier's** breach.

## SECTION IV

### RFP Response Instructions

**PROJECT SUMMARY:** The IUC-PG, on behalf of its members, is seeking proposals for IUC-PG **Bleacher Inspection Services**. Bidder(s) should include information that will demonstrate their ability to service all IUC-PG members according to the criteria established within this RFP.

#### 1. RFP SCHEDULE OF EVENTS

The IUC-PG will make every effort to adhere to the schedule detailed below:

RFP Issued via Website	February 23, 2010		
RFP Proposal Inquiry Forms due	March 2, 2010	by 1:00 P.M. Local Time	
Responses to Proposal Inquiry Forms by	March 9, 2010	by 5:00 P.M. Local Time	
RFP Proposal Closing Date	March 19, 2010	by 3:00 P.M. Local Time	

#### 2. RFP INSTRUCTIONS

##### **Bidders Will Submit The Following:**

The following items are to be included in the proposal-response package by the proposal due-date/time; failure to do so may invalidate the proposal response.

- Signed and dated RFP cover sheet
- Schedule A: Vendor Data Sheet -
- Schedule B - Pricing Proposal Form (completed and signed)
- Schedule C: Certification Form (completed and signed)
- Applicable Attachments.

The IUC-PG reserves the right to request, at its sole discretion, from some, or all of the respondents, any further information or documentation that it deems necessary for the issuance of an agreement.

Further, each participating institution may require additional documentation prior to the issuance of a contract or purchase order. This documentation may include, but is not limited to:

- A Certification/Conflict of Interest Form specific to the member institution and consistent with the general intent of Schedule C.
- Acceptance of individual member's purchase order terms and conditions.
- Other identified documentation.

#### 3. RFP Questions

Bidders must submit questions by **1:00 P.M., Local Time, on March 2, 2010**, using SCHEDULE D: INTER-UNIVERSITY COUNCIL PURCHASING GROUP INQUIRY FORM. Questions submitted by the deadline will be answered no later than **5:00 P.M. Local Time, March 9, 2010**. All questions may be submitted via email as indicated below. Answers to the questions will be posted on the IUC-PG website ([www.iucpg.com](http://www.iucpg.com))

During the IUC-PG competitive proposal process, up to and including the issuance of an agreement letter, under no circumstances may a Bidder contact other individuals at **member institutions** to discuss any aspect of this inquiry or attempt to influence the process. Failure of a Bidder to comply with this protocol may invalidate their proposal response.

Questions pertaining to this **RFP** must be directed solely to:

Primary Contact

Larry McWilliams, C.P.M.  
Kent State University  
Interim Director, Procurement  
229 Schwartz Center  
800 Summit Street  
PO Box 5190  
Kent, Ohio 44242

Phone: (330) 672-9196  
Email: [lmckilli@kent.edu](mailto:lmckilli@kent.edu)

Back-up Contact

Gene Stephens  
Director of Strategic Procurement  
Phone: (330) 968-4460  
Email: [es@uakron.edu](mailto:es@uakron.edu)

#### 4. RFP Proposal Closing Date and Location

Responses to this **RFP** must be received by **3:00 P.M., Local Time on March 19, 2010.**  
**Fax or e-mail responses will not be accepted.**

**Vendors must deliver all RFP responses to the following address:**

**U. S. Mail Address:**

**INQUIRY #UN10-081 (IUC-PG Bleacher Inspection Services RFP)**

Larry McWilliams, C.P.M.  
Kent State University  
Interim Director, Procurement  
229 Schwartz Center  
800 Summit Street  
PO Box 5190  
Kent, Ohio 44242

#### 5. Response Format

Responses must address all aspects of the **RFP** and should follow the chronology of the **RFP**. Provide **two (2) complete hard copies** of your response to the **RFP** with one clearly labeled "**MASTER**". **In addition, vendors must also include four (4) electronic copies (via CD or Flash Drive) of its response, preferably in MS Word and/or Excel format.** Should a discrepancy arise between various copies of the **RFP**, information contained in the "**MASTER**" copy shall prevail over conflicting information. Specific pricing sheets should be prepared in Excel format. All information requested in the **RFP** should be submitted in a manner consistent with Schedule A, Vendor Data Sheet, Schedule B, Pricing Proposal Forms, and Schedule C, Certification Form. If applicable, bidders must also submit Schedule D (IUC-PG Inquiry Form) as instructed. Please submit hardcopy Proposals in a 3-ring binder or loose-leaf on 8½"x11", letter sized paper. Each proposal should be prepared simply and economically, providing a straightforward concise description of the approach and ability to meet the IUC-PG requirements. **It is the responsibility of the bidder to see that their proposal is received on time and at the address/location shown within this document.**

## SECTION V

### SCOPE OF WORK AND BID SPECIFICATIONS

#### 1.0 GENERAL PROGRAM DESCRIPTION

This is a Request for Proposal (RFP) to provide Bleacher Inspection Services to member institutions of the IUC-PG. The following information describes the general scope of work to be followed by the selected organization. The information is not necessarily all inclusive and the bidder(s) shall include in their proposal any tasks and services deemed necessary to satisfactorily complete this project.

#### 2.0 VENDOR REQUIREMENTS:

The successful vendor will be expected to provide the following:

1. Inspection service for all University grandstands and bleachers as shown in the attachments. Such service should comply with the ICC 300 Standard. However, we will also consider proposals which provide services in compliance with NFPA 102.
2. The responder should acknowledge which standard their services comply with. **ICC 300**
3. The responder should provide information on the following:
  - a. Years of experience the firm has had providing such inspections. **26**
  - b. What licenses, training, certificates and if factory certified, in what equipment/service do you require of your employees? **N/A – What we do have is a Lead Supervisor who has been with H&H for all 26 years. And, another experience Supervisor who has been with H&H for over 15 years.**
  - c. Provide a company overview including number of employees, and years those employees have been with your company.
    - **Lead Crew Supervisor – 26 years**
    - **2<sup>nd</sup> Crew Supervisor – 16 years**
    - **4 (Full-Time) Technicians: 7 years, 2.5 years, 2.5 years, 1 year.**
    - **1 Full-Time Service Technician/Inspector – 2 years**
    - **1 Lead Inspector – 2 years**
    - **1 Office Manager – 2 years**
    - **1 Estimator – 2.5 years**
    - **1 Carpenter – 10 years**
    - **President – 26 years**
    - **General Manager – 7 years**
    - **Operations Manager – 2 years**
    - **Sales/Marketing Director – 2 years**
  - d. How many customers do you currently service? **Over 700**
  - e. Where are your service locations? **Ohio, Michigan, Indiana, Pennsylvania**
  - f. Please provide a list of other University clients and reference names and phone numbers for those University clients. **You must provide at 3 references, with their contact info.**
    - 1) **Findlay University**  
**Contact: Myreon Cobb – Director of Physical Plant**  
**PH: 419-434-4544**

**2) Cleveland State University**  
**Contact: Mark Cunningham**  
**PH: 216-523-7590**

**3) Wright State University**  
**Contact: John Cox**  
**937-775-4672**

g. Please comment on your ability to provide maintenance services and a schedule of costs for such maintenance services. **Upon completed inspection: H&H will provide a written report and proposed estimate within 5 business days. Emergency Service Calls within 48 Hours. Schedule of Costs is listed on separate sheet.**

h. Do you provide a replacement or quality guarantee for maintenance and parts installation performed by your firm? **H&H provides a one year warranty**

i. Estimated costs for the inspection services for each University, and for all Universities. These costs should be thoroughly explained on Schedule B.

locations j. Will any part of the service be subcontracted? **(NO)** If yes, please provide a listing of that would be subcontracted along with the information on the subcontractor and their contact information.

Note that if some of the services will be subcontracted, we will need the information requested above for each subcontractor.

k. Please provide all requirements/functions to be provided by University personnel. Ultimately, what is the resource commitment for each University?

l. Vendor must also identify the account manager, service coordinator and other personnel who will be responsible for servicing each University. **John McDonald, Dwight Ralya and Brad Heinritz will be responsible for servicing each University.**

See Appendix B for the IUC-PG Indoor Census Data ( Attached Excel File):

See Appendix C for the IUC-PG Outdoor Census Data : (Attached Excel File)

See Appendix D for the ANS ICC 300 Bleacher Standards (Attached PDF File):

See Appendix E for the NFPA 102 Bleacher Standards (Attached PDF File):

### **3.0 Evaluation Criteria**

The award will be evaluated on the following criteria, but not limited to:

- Responsiveness to all specifications in the RFP
- Overall quality of the services being offered
- Capacity to provide high quality services to multiple member institutions
- Pricing offered
- Reference checks (at least 3)
- Qualifications and experience of proposed key personnel
- Evidence of past experience in servicing the Higher Education or other applicable groups.
- Other items determined by the IUC-PG to be relevant

## SCHEDULE A Vendor Data Sheet

Respond to all items in Schedule A: failure to do so may invalidate your proposal. The IUC-PG reserves the right to request (at its sole discretion) from some or all of the respondents, any further information or documentation that it deems necessary for the issuance of an agreement.

Company Name: <u>H&amp;H Enterprises, Inc.</u> <hr/> <hr/> <hr/> Fed Tax ID: 38-2462178  Telephone #: 616-846-8972	Address: <u>16828 Hayes Road</u> <u>Grand Haven, MI 49417</u> <hr/> <hr/> WebSite: <a href="http://www.bleacherpeople.com">www.bleacherpeople.com</a>  FAX #: 616-846-1004
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Contact Name: John McDonald  Contact Telephone #: 616-846-8972  Contact FAX #: 616-846-1004  Contact Email Address: <a href="mailto:jmcdonald@bleacherpeople.com">jmcdonald@bleacherpeople.com</a>	Contact Address: <u>16828 Hayes Road</u> <u>Grand Haven, MI 49417</u> <hr/> <hr/> <hr/>
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State of Ohio Certified Minority Business Enterprise (check one, and attach current certification): Yes _____ No <input checked="" type="checkbox"/> _____  State of Ohio Certified EDGE Vendor check one, and attach current certification): Yes _____ No <input checked="" type="checkbox"/> _____	Payment Terms: Net/30days
--	---------------------------

If awarded an agreement, please indicate if you will extend these prices and terms to members of the Ohio College Association (Appendix A), CUE, and other Ohio public sector and/or other non-profit groups. Check one and sign below.

Yes <input checked="" type="checkbox"/> _____ No _____		
<u>John McDonald</u> (Signature)	<u>Sales/Marketing Director</u> (Title)	<u>3/17/10</u> (Date)

## SCHEDULE B

### Bleacher Inspection Services Pricing Form

Please show all estimated costs and expenses that will apply for each participating institution.

❖ Ohio University (Outdoor Seating)

➤ Chessa Field.....	\$ 50.00
➤ Pruitt Field.....	\$ 50.00
➤ Peden Stadium.....	\$445.00
➤ Softball Field.....	\$ 50.00
➤ Wren Stadium.....	<u>\$100.00</u>
(Total Cost Outdoor).....	<u>\$695.00</u>

❖ Ohio University (Indoor Seating)

PM

➤ Aquatic Center – Pool Level		
➤ Aquatic Center – Upper Level.....	\$150.00 (Both Levels)	\$1,168
➤ Bird Arena.....	\$150.00	1,057
➤ Convocation Center – Court Level		
➤ Convocation Center – Upper Level.....	\$295.00 (Both Levels)	12,577
➤ Kantner-Baker Theater		
➤ Kantner-Little Theater.....	\$ 95.00 (Both Theaters)	277
➤ Ridges Auditorium-Stage Level		
➤ Ridges Auditorium – Upper Level.....	\$ 95.00 (Both Levels)	535
➤ RTV-Forum Theater.....	<u>\$ 95.00</u>	<u>242</u>
(Total Cost Indoor).....	<u>\$880.00</u>	<u>(15,856)</u>

Ohio University Total Cost.....\$1,575.00

❖ Kent State University (Outdoor Seating)

➤ Allerton Sports Complex.....	\$ 45.00
➤ Dix Stadium.....	\$465.00
➤ Murphy-Mellis Field.....	\$ 45.00
➤ Schoonover Stadium.....	\$ 45.00
➤ Soccer Field.....	\$ 45.00
➤ Women’s Softball Stadium.....	\$ 45.00
➤ Track and Field Facility.....	<u>\$ 45.00</u>
(Total Cost Outdoor).....	<u>\$735.00</u>

❖ Kent State University (Indoor Seating)

PM

➤ Fieldhouse.....	\$ 50.00	162
➤ Ice Arena.....	\$150.00	744

➤ Memorial Athletic and Convocation Center	\$195.00	4,320
(Total Cost Indoor).....	\$395.00	(5,226)
<hr/>		
Kent State University Total Cost.....	\$1,130.00	
<hr/>		
❖ Wright State University (Outdoor Seating)		
➤ Alumni Field.....	\$ 50.00	
➤ Softball Field.....	\$ 50.00	
(Total Cost Outdoor).....	\$100.00	
❖ Wright State University (Indoor Seating)		<u>PM</u>
➤ Nutter Center – Main Campus Arena		
➤ Nutter Center – Main Campus Mclin Gym..	\$295.00 (Both Fac.)	780
Wright State University Total Cost.....	\$395.00	(780)
<hr/>		
❖ Bowling Green State University (Outdoor Seating)		
➤ Steller Field.....	\$ 50.00	
➤ Meserve Softball Field.....	\$ 50.00	
➤ Cochran Soccer Field.....	\$ 50.00	
➤ Doyt Perry Stadium.....	\$545.00	
➤ Keefe Tennis Courts.....	\$ 50.00	
➤ Whitaker Track.....	\$ 50.00	
(Total Cost Outdoor).....	\$795.00	
❖ Bowling Green State University (Indoor Seating)		<u>PM</u>
➤ Anderson Arena.....	\$195.00	3,900
➤ Ice Arena.....	\$125.00	1,300
(Total Cost Indoor).....	\$320.00	(5,200)
Bowling Green State University Total.....	\$1,115.00	
<hr/>		
❖ University of Akron (Outdoor Seating)		
➤ Lee Jackson Soccer Field.....	\$ 50.00	
➤ Lee Jackson Track Complex.....	\$100.00	
➤ Lee Jackson Softball Complex.....	\$ 50.00	
➤ InfoCision Stadium Summa Field.....	\$595.00	
(Total Cost Outdoor).....	\$795.00	
❖ University of Akron (Indoor Seating)		<u>PM</u>
➤ James A. Rhoades Arena.....	\$195.00	4,348
➤ Stile Athletics Field House.....	\$125.00	852

❖ University of Akron – Wayne Campus (Indoor Seating)		
➤ Wayne Gym.....	\$125.00	2,600
(Total Indoor Cost).....	\$445.00	(7,800)
<hr/>		
University of Akron Total Cost.....	\$1,240.00	

❖ University of Toledo (Outdoor Seating)		
➤ Glass Bowl Stadium.....	\$595.00	
➤ UT Baseball Stadium.....	\$100.00	
➤ UT Softball/Soccer bleachers.....	\$ 50.00	
➤ UT Track Stadium.....	\$ 50.00	
(Total Outdoor Cost).....	\$795.00	

❖ University of Toledo (Indoor Seating)			<u>PM</u>
➤ John F. Savage Arena.....	\$195.00		6,369
➤ Glass Bowl Press Tower.....	\$150.00		1,215
➤ Student Recreation Center			
➤ Student Recreation Center.....	\$ 50.00 (Both)		<u>214</u>
(Total Indoor Cost).....	\$395.00		(7,798)
<hr/>			
University of Toledo Total Cost.....	\$1,190.00		

❖ Cleveland State University (Indoor Seating)			<u>PM</u>
➤ Woodling Gym.....	\$195.00		(3,250)

**NOTE:** The first column is for Inspection Cost. The second column –**PM** (Preventative Maintenance - Indoor) is an alternative option to simply performing an inspection.

**H&H Inspection Service** (what you get): Upon completion of an H&H Inspection the school will receive (within 5 business days) an extremely detailed report. The physical report outlines both the superstructure (top surface) and the understructure. Report findings allow us to then formulate an estimate for repair/maintenance which is included. (See – Bleacher Inspection flyer)

**H&H (PM) Preventative Maintenance Service** (what you get): As an alternative to receiving just an inspection, we can perform general maintenance on the bleacher system which also includes an inspection. An H&H Preventative Maintenance Program is a cost effective way to annually maintain your bleachers before serious safety issues arise. (See – Preventative Maintenance Program Bullet Points on separate sheet)

**If necessary, please use additional pages to explain your pricing proposal.**

**Company Name:** H&H Enterprises, Inc. **Date:** 3/17/10

**Authorized Signature:** \_\_\_\_\_

# SCHEDULE C

## THE INTER-UNIVERSITY COUNCIL PURCHASING GROUP CERTIFICATION FORM

(Please check and/or complete the appropriate response – see shaded areas)

1. **Minority Business Enterprise-** The Bidder  is  is not a minority business enterprise. A minority business is defined as an individual, partnership, corporation, or joint venture of any kind that is owned and controlled by United States citizens, residents of Ohio, who are certified by the state of Ohio Equal Opportunity Center, and who are members of one of the following economically disadvantaged groups: African-Americans, Native-Americans, Asian-Americans, and Hispanic-Americans.
2. **Buy American-**The goods  are  are not produced or mined in the United States of America, its possessions, or Puerto Rico.
3. **Buy Ohio-**Note: Economic preference shall be awarded to Ohio Bidders and Bidders from “Border” states (Indiana, Kentucky, Michigan, New York, Pennsylvania, and West Virginia), provided those states do not impose economic restraints on products produced or mined in Ohio. An “Ohio Bidder” describes one who offers Ohio products (defined to mean products which are mined, excavated, produced, manufactured, raised, or grown in the state by a person where the input of Ohio products, labor, skill or other services constitutes no less than 25 percent of the manufactured cost) or a Bidder who demonstrates significant Ohio economic presence (defined to mean business organization that: have sales offices, divisions, sales outlets or manufacturing facilities in Ohio or facilities demonstrate a significant capital investment in Ohio; pay required taxes to the state of Ohio; and are registered and licensed to do business in the state of Ohio with the office of Secretary of State).

The Bidder  is  is not considered a Bidder from a “Border State” or an “Ohio Bidder,” as described above.

#### 4. Conflict of Interest-

4-a.  The Bidder certifies that **none** of the company’s directors or principal officers is employed by or affiliated with the Inter-University Council – Purchasing Group or any of its members.

4-b. Should any of the Bidder’s directors or principal officers also be employed by or be affiliated with the Inter-University Council – Purchasing Group, or its members, **the Bidder will so certify by listing their name(s) and title(s) below:**

Name of Company Director or Principal

Officer Affiliated With or Employed

By the IUC - Purchasing Group or its members

Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Failure to complete this document with requested information concerning any of the representations cited above may disqualify your proposal. The Inter-University Council – Purchasing Group, at its discretion, may disqualify your proposal if any such representations are deemed inaccurate or any such employment of affiliation creates a potential conflict of interest.

Signed: \_\_\_\_\_ Title: Sales/Marketing Director

Company Name: H&H Enterprises, Inc.

Supplier Federal Tax I.D. Number : 38-2462178

# SCHEDULE D

## IUC-PG INQUIRY FORM

INQUIRY NAME: Bleacher Inspection Services

INQUIRY NUMBER: UN10-081 Bleacher Inspection Services RFP

INQUIRY DUE DATE (Questions): **Question Deadline: 1:00 P.M, Local Time – March 2, 2010**  
 Questions received prior to the deadline will be addressed via an Addendum posted to the IUC-PG web site.

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TODAY'S DATE: March 17, 2010

COMPANY NAME: H&H Enterprises, Inc.

COMPANY REPRESENTATIVE: John McDonald – Sales/Marketing Director

TELEPHONE NUMBER: 616-846-8972 or 800-878-7777

E-Mail Address: jmcdonald@bleacherpeople.com

PLEASE BE SPECIFIC ABOUT YOUR INQUIRY AND/OR CLARIFICATION.	RFP <u>PAGE NUMBER</u>
<u>Bleacher Inspection Services</u>	<u>UN10-081</u>


Please email this form no later than **1:00 P.M., Local Time on March 2, 2010** to the attention of:

Larry McWilliams, C.P.M.  
 Kent State University  
 Interim Director, Procurement

email: [lmcwilli@kent.edu](mailto:lmcwilli@kent.edu)

# APPENDIX A

## Member Institutions of The Inter-University Council Purchasing Group

	<p style="text-align: center;"><b>CHAIRPERSON</b>  <b>MR. MARK HOPTON</b>  <b>OHIO UNIVERSITY</b>          ASSISTANT VP SHARED SERVICES          213 A HDL CENTER          ATHENS, OH 45701-2979          (740) 597-3269 FAX (740) 597-3166  <a href="mailto:hopton@ohio.edu">hopton@ohio.edu</a></p>	<p style="text-align: center;"><b><u>DIRECTOR OF STRATEGIC PROCUREMENT</u></b>           MR. GENE STEPHENS  <b>IUC-PURCHASING GROUP</b>          10 WEST BROAD STREET, Suite 450          COLUMBUS, OH 43215          (330) 968-4460 FAX (330) 968-4461  <a href="mailto:es@uakron.edu">es@uakron.edu</a></p>
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### STATE UNIVERSITIES

<p><b>BOWLING GREEN STATE UNIV.</b>          MR. ANDREW GRANT          INTER. MANAGER OF BUSINESS          OPERATIONS          103 PARK AVENUE          BOWLING GREEN OH 43403          (419) 372-3905 FAX (419) 372-8416  <a href="mailto:agrant@bgsu.edu">agrant@bgsu.edu</a></p>	<p><b>CENTRAL STATE UNIVERSITY</b>          MR. HARLAN R. HENDERSON          DIR. OF BUSINESS SERVICES          PO BOX 1004          WILBERFORCE, OH 45384-1004          (937) 376-6304 FAX (937) 376-6141  <a href="mailto:hhenderson@centralstate.edu">hhenderson@centralstate.edu</a></p>	<p><b>CLEVELAND STATE UNIVERSITY</b>          MR. WILLIAM ERTELL          DIRECTOR OF PURCHASING SERVICES          2121 EUCLID AVENUE          CLEVELAND, OH 44115          (216) 687-3600 FAX (216) 687-9361  <a href="mailto:w.ertell@csuohio.edu">w.ertell@csuohio.edu</a></p>
<p><b>KENT STATE UNIVERSITY</b>          MR. LARRY McWILLIAMS          INTERIM DIRECTOR,          PROCUREMENT          229 SCHWARTZ CENTER          KENT, OH 44242-0001          (330) 672-9196 FAX (330) 672-7904  <a href="mailto:lmcwill@kent.edu">lmcwill@kent.edu</a></p>	<p><b>MIAMI UNIVERSITY</b>          MR. WILLIAM SHAWVER          DIR. OF PURCH. &amp; CENTRAL SVCS.          102 BONHAM HOUSE          OXFORD, OH 45056          (513) 529-9200 FAX (513) 529-9201  <a href="mailto:shawvewq@muohio.edu">shawvewq@muohio.edu</a></p>	<p><b>OHIO UNIVERSITY</b>          MR. RALPH SIX          INTERIM DIRECTOR - PURCHASING          213 HDL CENTER          ATHENS, OH 45701-2979          (740) 597-3261 FAX (740) 593-2144  <a href="mailto:six@ohio.edu">six@ohio.edu</a></p>
<p><b>SHAWNEE STATE UNIVERSITY</b>          MS. PAT CARSON          DIRECTOR, PURCHASING          940 SECOND STREET          PORTSMOUTH, OH 45662          (740) 351-3460 FAX (740) 351-3567  <a href="mailto:pcarson@shawnee.edu">pcarson@shawnee.edu</a></p>	<p><b>THE OHIO STATE UNIVERSITY</b>          MR. TOM CRAWFORD          DIRECTOR, PURCHASING, RECEIVING,          STORES, MAIL and TRAVEL SERVICES          2650 KENNY ROAD          COLUMBUS, OH 43210          (614) 292-9393 FAX (614) 292-6913  <a href="mailto:crawford.187@busfin.osu.edu">crawford.187@busfin.osu.edu</a></p>	<p><b>THE UNIVERSITY OF AKRON</b>          MR. ANDREW ROTH          DIRECTOR OF PURCHASING          100 LINCOLN STREET          AKRON, OH 44325-9001          (330) 972-7340 FAX (330) 972-5564  <a href="mailto:aroth1@uakron.edu">aroth1@uakron.edu</a></p>
<p><b>THE UNIVERSITY OF TOLEDO</b>          MS. JENNIFER PASTOREK          DIRECTOR, PURCHASING          SERVICES          2801 W. Bancroft St, MS460          TOLEDO, OH 43606          (419) 530-8707 FAX (419) 530-8711  <a href="mailto:jennifer.pastorek@utoledo.edu">jennifer.pastorek@utoledo.edu</a></p>	<p><b>UNIVERSITY OF CINCINNATI</b>          MR. THOMAS B. GUERIN          DIR. OF PURCHASING &amp; MAT. MGT.          PO BOX 210089          CINCINNATI, OH 45221-0089          (513) 556-2389 FAX (513) 556-5262  <a href="mailto:thomas.guerin@uc.edu">thomas.guerin@uc.edu</a></p>	<p><b>WRIGHT STATE UNIVERSITY</b>          MR. JERRY BLACK          DIRECTOR OF PURCHASING          3640 COLONEL GLENN HIGHWAY          DAYTON, OH 45435-0001          (937) 775-2411 FAX (937) 775-3711  <a href="mailto:jerry.black@wright.edu">jerry.black@wright.edu</a></p>

### MEDICAL COLLEGES

<p><b>YOUNGSTOWN STATE UNIV</b>          MR. BILL WHELOCK          DIR. PROCUREMENT SERVICES          JONES HALL, ROOM 2013          ONE UNIVERSITY PLAZA          YOUNGSTOWN, OH 44555          (330) 941-3193 FAX (330) 941-1962  <a href="mailto:wwhelock@ysu.edu">wwhelock@ysu.edu</a></p>		<p><b>NORTHEASTERN OHIO UNIV.</b>  <b>COLLEGE OF MEDICINE &amp; PHARMACY</b>          MS. KATHY PORTER          CONTROLER          4209 STATE ROUTE 44          P.O. BOX 95          ROOTSTOWN, OHIO 44272          (330) 325-6375 FAX (330) 325-6392  <a href="mailto:kporter1@neoucom.edu">kporter1@neoucom.edu</a></p>
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(Revised 1/8/2010)

**Member Institutions of  
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**COMMUNITY COLLEGES**

<p><b>CINCINNATI STATE TECHNICAL AND COMMUNITY COLL.</b> MR. JEFFERY L. COOK DIR. OF PURCH. AND MTL. MGT. 3520 CENTRAL PARKWAY CINCINNATI, OHIO 45223 (513) 569-1590 FAX (513) 569-4746 <a href="mailto:jeffery.cook@cincinnati-state.edu">jeffery.cook@cincinnati-state.edu</a></p>	<p><b>CLARK STATE COMM. COLLEGE</b> MR. JOSEPH R. JACKSON V.P. FOR BUSINESS 570 E. LEFFEL LANE SPRINGFIELD, OH 45505 (937) 328-6003 FAX (937) 328-6142 <a href="mailto:jacksonj@clarkstate.edu">jacksonj@clarkstate.edu</a></p>	<p><b>COLUMBUS STATE COMM. COLLEGE</b> MR. BRADLEY A. FARMER PURCHASING SUPERVISOR 550 E. SPRING STREET COLUMBUS OH 43215 (614) 287-2641 FAX (614) 287-2545 <a href="mailto:bfarmer@csc.edu">bfarmer@csc.edu</a></p>
<p><b>CUYAHOGA COMMUNITY COLL.</b> MR. GERARD C. HOURIGAN EXEC. DIR./PROCUREMENT &amp; CONTRACT MANAGEMENT 700 CARNEGIE AVENUE CLEVELAND, OH 44115 (216) 987-4706 FAX (216) 987-4758 <a href="mailto:gerard.hourigan@tri-c.edu">gerard.hourigan@tri-c.edu</a></p>	<p><b>EDISON STATE COMM. COLL.</b> MR. DAN REKE VP ADMINISTRATION &amp; FINANCE 1973 EDISON DRIVE PIQUA, OH 45356 (937) 778-8600 FAX (937) 778-1920 <a href="mailto:dreke@edisonohio.edu">dreke@edisonohio.edu</a></p>	<p><b>JEFFERSON COMM. COLLEGE</b> MR. JIM MCGRAIL V.P. BUSINESS SERVICES 4000 SUNSET BLVD. STEUBENVILLE, OHIO 43952 (740) 264-5591 FAX (740) 266-2992 <a href="mailto:jmccgrail@jcc.edu">jmccgrail@jcc.edu</a></p>
<p><b>LAKELAND COMM. COLLEGE</b> MR. TOM KIRCHNER DIRECTOR OF PURCHASING 7700 CLOCKTOWER DR. KIRTLAND, OH 44094-5198 (440) 525-7138 FAX (440) 525-7610 <a href="mailto:tkirchner@lakelandcc.edu">tkirchner@lakelandcc.edu</a></p>	<p><b>LORAIN CO. COMM. COLL.</b> MS. LAURA K. CARISSIMI DIRECTOR OF PURCHASING INTERIM DIR OF FACILITIES PLANNING 1005 N. ABBE RD. ELYRIA, OH 44035 (440) 366-4048 FAX (440) 366-4648 <a href="mailto:lcariissi@lorainccc.edu">lcariissi@lorainccc.edu</a></p>	<p><b>NORTHWEST STATE COMM. COLLEGE</b> MS. KATHRYN J. SOARDS CHIEF FINANCIAL OFFICER 22600 STATE ROUTE 34 ARCHBOLD, OH 43502 (419) 267-5511 EXT. 314 FAX (419) 267-5692 <a href="mailto:ksoards@northweststate.edu">ksoards@northweststate.edu</a></p>
<p><b>OWENS COMMUNITY COLLEGE</b> MS. MARIANN C. REITER PROCUREMENT MANAGER P.O. BOX 10,000 TOLEDO, OH 43699 (567) 661-7392 FAX (567) 661-7895 <a href="mailto:mariann_reiter@owens.edu">mariann_reiter@owens.edu</a></p>	<p><b>SINCLAIR COMMUNITY COLL.</b> MR. MARK SCHMID MANAGER OF PURCHASING &amp; MATERIALS MANAGEMENT 444 WEST THIRD STREET DAYTON, OHIO 45402 (937) 512-3020 FAX (937) 512-2949 <a href="mailto:mark.schmid@sinclair.edu">mark.schmid@sinclair.edu</a></p>	<p><b>SOUTHERN STATE COMM. COLL.</b> MR. JAMES E. BUCK TREASURER 100 HOBART DRIVE HILLSBORO, OH 45133 (937) 393-3431 FAX (937) 393-9831 (800) 628-7722 5650 <a href="mailto:jbuck@sscc.edu">jbuck@sscc.edu</a></p>
<p><b>TERRA STATE COMMUNITY COLLEGE</b> MS. ELAINE D. ROSENGARTEN ASST. DIR. OF ADMINISTRATION 2830 NAPOLEON ROAD FREMONT, OHIO 43420-9670 (419) 559-2393 FAX (419) 334-3719 <a href="mailto:erosengarten@terra.edu">erosengarten@terra.edu</a></p>	<p><b>WASHINGTON ST.COMM. COLL.</b> MR. JESS N. RAINES CHIEF FINANCIAL OFFICER 710 COLEGATE DRIVE MARIETTA, OH 45750 (740) 374-8716 FAX (740) 373-9562 <a href="mailto:jraines@wscc.edu">jraines@wscc.edu</a></p>	

(Revised 1/8/2010)

**Member Institutions of  
The Inter-University Council Purchasing Group**

**TECHNICAL COLLEGE & INSTITUTIONS**

<p><b>BELMONT TECH. COLLEGE</b> MR. JOHN S. KOUCOUMARIS DEAN OF ADMIN. AFFAIRS BELMONT TECHNICAL COLLEGE 120 FOX SHANNON PLACE ST. CLAIRSVILLE, OH 43950 (740) 695-9500, EXT. 1017 FAX (740) 695-2247 <a href="mailto:jkoucoumaris@btc.edu">jkoucoumaris@btc.edu</a></p>	<p><b>CENTRAL OHIO TECH. COLLEGE</b> MS. MAGGIE CAMSTRA PURCHASING and AUXILLARY SERVICES MANAGER 1179 UNIVERSITY DRIVE NEWARK, OHIO 43055 (740) 366-9233 FAX (740) 364-9595 <a href="mailto:camstra.7@osu.edu">camstra.7@osu.edu</a> <a href="mailto:mcamstra@cotc.edu">mcamstra@cotc.edu</a></p>	<p><b>HOCKING TECHNICAL COLLEGE</b> MR. J. WILLIAM HILL TREASURER NELSONVILLE, OHIO 45764 (740) 753-3591 FAX (740) 753-2505 <a href="mailto:hill_b@hocking.edu">hill_b@hocking.edu</a></p>
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<p><b>STARK STATE COLLEGE</b> MS. KIM CUPARI PURCHASING AGENT 6200 FRANK AVE. N W NORTH CANTON, OH 44720 (330) 494-6170 FAX (330) 966-6588 <a href="mailto:kcupari@starkstate.edu">kcupari@starkstate.edu</a></p>	<p><b>ZANE STATE COLLEGE</b> MR. ALBERT BROWN V.P. BUSINESS SERVICES 1555 NEWARK ROAD ZANESVILLE, OH 43701-2626 (740) 588-1210 <a href="mailto:abrown@zanestate.edu">abrown@zanestate.edu</a></p>	

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<p><b>BLUFFTON COLLEGE</b> Richard Lichtle Business Manager 280 W. College Avenue Bluffton, OH 45817 (419) 358-3314 Fax (419) 358-3323</p>	<p><b>CAPITAL UNIVERSITY</b> Troy Bonte Facilities Director 2199 East Main Street Columbus, OH 43209 (614) 236-6211 Fax (614) 236-6396</p>	<p><b>CASE WESTERN RESERVE UNIV.</b> Laura Aartwell Purchasing Manager 10620 Cedar Avenue Cleveland, OH 44106 (216) 368-2560 Fax (216) 368-6973</p>
<p><b>CEDARVILLE COLLEGE</b> Tim Johnson Director of Physical Plant Operations P.O. Box 601 Cedarville, OH 45314 (937) 766-7772 Fax (937) 766-8299</p>	<p><b>CLEVELAND INSTITUTE</b> Howard Weiner Director of Safety &amp; Facilities 11141 East Blvd. Cleveland, OH 44106 (216) 421-7314 Fax (216) 754-3400</p>	<p><b>UNIVERSITY OF DAYTON</b> Kenneth Soucy CPM, Director of Purchasing 300 College Park Avenue Dayton, OH 45469-1664 (937) 229-2641 Fax (937) 229-4545</p>
<p><b>DEFIANCE COLLEGE</b> Lois McCullough V. P. Financial Affairs 701 North Clinton Defiance, OH 43512 (419) 783-2317 Fax (419) 784-0426</p>	<p><b>DENISON UNIVERSITY</b> Ronni Hintz Director of Administrative Service P.O. Box F Granville, OH 43023 (740) 587-6655 Fax (740) 587-8321</p>	<p><b>UNIVERSITY OF FINDLAY</b> Myreon Cobb Director of Physical Plant &amp; Purchasing 1000 North Main Street Findlay, OH 45840 (419) 434-4544 Fax (419) 434-5518</p>
<p><b>FRANKLIN UNIVERSITY</b> Robert Donahue Supervisor 210 South Grant Avenue Columbus, OH 43215 (614) 341-6232 Fax (614) 221-4449</p>	<p><b>HEIDELBERG COLLEGE</b> Rick Raymond V. P. Administration 310 East Market Street Tiffin, OH 44883 (419) 448-2181 Fax (419) 448-2124</p>	<p><b>HIRAM COLLEGE</b> Martha Schletter Purchasing &amp; Transportation Mgr. P.O. Box 1808 Hiram, OH 44234 (330) 569-5470 Fax (330) 569-5118</p>
<p><b>JOHN CARROLL UNIVERSITY</b> Andrew Fronczek Director of Purchasing 20700 N. Park Blvd University Heights, OH 44118 (216) 397-4275 Fax (216) 397-3062</p>	<p><b>KENYON UNIVERSITY</b> Fred Linger Manager of Business Services 209 Chase Avenue Gambier, OH 43022 (740) 247-5126 Fax (740) 427-5750</p>	<p><b>LAKE ERIE COLLEGE</b> Andy Merill Business Manager 391 W. Washington St. Painesville, OH 44077-3389 (440) 942-3872 Fax (440) 352-6845</p>
<p><b>LOURDES COLLEGE</b> Mike Killian Director of Finance &amp; Admin. 6832 Convent Blvd Sylvania, OH 43560-2898 (419)885-3211 Fax (419)882-3987</p>	<p><b>MALONE COLLEGE</b> Gary Kaster Director of Administrative Services 515 25th St. N.W. Canton, OH 44709 (330) 471-8157 Fax (330) 471-8478</p>	<p><b>MOUNT ST. JOSEPH COLLEGE</b> Anne Marie Wagner Exec Director Business and Finance 5701 Delhi Road Cincinnati, OH 45233 (513) 244-4810 Fax (513) 244-4654</p>

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<p><b>NORTHWESTERN COLLEGE</b> Jennifer Bendele Purchasing Director 1441 N. Cable Road Lima, OH 45805 (419) 998-3123 Fax: (419) 229-6926</p>	<p><b>OBERLIN COLLEGE</b> Gary W. Koepp Director of Purchasing 173 West Lorain Oberlin, OH 44074 (440) 775-8440 Fax (440) 775-8602</p>	<p><b>OHIO COLLEGE OF PODIATRIC MEDICINE</b> Alice Cummings, Dir. of Purchasing 10515 Carnegie Ave., University Circle Cleveland, OH 44106 (216) 231-3300 ext. 320 Fax (216) 231-0453</p>
<p><b>OHIO NORTHERN UNIV.</b> Vicki Niese Purchasing Manager 525 S. Main Street Ada, OH 45810 Phone (419) 772-2057 Fax (419) 772-1988</p>	<p><b>OHIO WESLEYAN UNIV.</b> Susan S. Cooperider Manager 10515, Adm. Services 61 South Sandusky Street Delaware, OH 43015 (740) 368-3376 Fax (740) 368-2999</p>	<p><b>OTTERBEIN COLLEGE</b> Chris Hayter Budget Analyst 88 Cochran Alley Westerville, OH 43081 (614) 823-1150 Fax (614) 823-1512</p>
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(Updated: November 21, 2008)

## **ATTACHED INFORMATION**

See Appendix B for the IUC-PG Indoor Census Data (Attached Excel File):

See Appendix C for the IUC-PG Outdoor Census Data (Attached Excel File)

See Appendix D for the ANS ICC 300 Bleacher Standards (Attached PDF File):

See Appendix E for the NFPA 102 Bleacher Standards (Attached PDF File):