



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

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Telephone (513) 695-1250

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TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG

ENTER INTO CONTRACT WITH MAINTSTAR, INC. FOR THE PURCHASE OF AN ASSET AND WORK ORDER MANAGEMENT SOFTWARE SYSTEM FOR THE WARREN COUNTY WATER AND SEWER DEPARTMENT

WHEREAS, with the adoption of Resolution 22-1084 on July 19, 2022, the Warren County Board of County Commissioners approved the issuance of a request for proposals to interested firms for the Purchase of Asset and Work Order Management Software; and

WHEREAS, this Board on January 3, 2023, through Resolution 23-0012, directed the Water and Sewer Department to enter into negotiations with MaintStar, Inc., the best valued firm; and

NOW THEREFORE BE IT RESOLVED, to enter into a contract with MaintStar, Inc. for the purchase of an asset and work order management software system, subject to the following conditions.

1. The scope of services shall be as stipulated in the attached "Statement of Work for Warren County Water and Sewer Department – Enterprise Asset Management" and the attachment thereto, attached hereto and made part hereof.
2. Compensations shall be in accordance with the provisions of the "Exhibit A".

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mrs. Jones. Upon call of the roll, the following vote resulted:

Mr. Young – absent
Mrs. Jones – yea
Mr. Grossmann – yea

Resolution adopted this 28th day of February 2023.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: c/a – MaintStar, Inc.
Water/Sewer (file)
Bid file



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TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG

AUTHORIZE THE WATER AND SEWER DEPARTMENT TO ENTER INTO CONTRACT NEGOTIATIONS WITH MAINTSTAR, INC. FOR THE PURCHASE OF ASSET AND WORK ORDER MANAGEMENT SOFTWARE SYSTEM FOR THE WARREN COUNTY WATER AND SEWER DEPARTMENT

WHEREAS, with the adoption of Resolution 22-1084 on July 19, 2022, the Warren County Board of County Commissioners approved the issuance of a request for proposals to interested firms for the Purchase of Asset and Work Order Management Software; and

WHEREAS, the Commissioner appointed evaluation committee has reviewed the proposals and conducted post-proposal interviews of the top ranked firms to allow the firms an opportunity to clarify and respond to questions, and upon further discussions has reached consensus regarding the ranking of the proposals based on best value; and

NOW THEREFORE BE IT RESOLVED, that the Board of County Commissioners accept the evaluation and rankings which are attached and included and further authorize the Water and Sewer Department to enter into contract negotiations with the best valued firm, MaintStar, Inc.

Mr. Grossmann moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mrs. Jones – yea

Mr. Young – yea

Mr. Grossmann – yea

Resolution adopted this 3rd day of January 2023.

BOARD OF COUNTY COMMISSIONERS

Krystal Powell, Deputy Clerk

cc: Water/Sewer (file)
Bid File
Project File

August 22, 2022

ADDENDUM #1

**PURCHASE OF ASSET AND WORK ORDER MANAGEMENT
SOFTWARE SYSTEM FOR THE WARREN COUNTY WATER AND
SEWER DEPARTMENT**

1 PAGE TOTAL

This Addendum No. 1 is issued to make certain revisions, additions, and clarifications to the original Contract Documents and shall be incorporated into the original Specifications. This Addendum takes precedence over any and all information previously issued. No other revisions to the Specifications are to be inferred.

QUESTIONS AND CLARIFICATIONS

1) **Question:** Are the proposal bond and performance bond required?

Answer: Yes, a proposal bond is required in the amount of 5% of the proposal. The proposal bond of the selected vendor becomes null and void upon entering a contract with the county and entering a performance bond. The proposal bond with this language is included in the forms with the RFP. If you are not selected, the proposal bond is returned. The purpose is to secure the faithful performance of the contract per the terms of the contract. If the contractor were to be in default the Surety would make the funds available to the County to pay the cost of completing the performance of the contract with a newly selected company.

2) **Question:** At what point would the Performance Bond be retired?

Answer: The performance bond will be retired at substantial completion, when the software system is operational.

3) **Question:** How does the county define warranty (or what assurances you are looking for) for software and implementation services? Specifically the RFP calls for a 24 month warranty for both Software & Services, but the proposal is only asking for a 12 month contract. Since this is a SaaS solution, what are your expectations for a warranty extending past what you are paying for with the original term?

Answer: We will adjust the warranty period to 12 months to coincide with the contract.

THIS ADDENDUM MUST BE SIGNED AND ALL 1 PAGE ATTACHED TO YOUR BID, INCLUDING ALL ATTACHMENTS AND (RE)ISSUED SECTIONS.

Acknowledged By

Date

PUBLIC NOTICE – REQUEST FOR PROPOSALS

Purchase of Asset and Work Order Management Software System for the Warren County Water and Sewer Department

July 31, 2022

Introduction

The Warren County Board of Commissioners is soliciting proposal on behalf of the Warren County Water and Sewer Department [hereinafter “County”] for the purchase of an Asset and Work Order Management Software System which includes software, implementation services, training, and technical support from a single vender. The county is seeking proposals from vendors that have proven experience with Asset and Work Order Management Software Systems in other counties and municipalities.

Background

The Warren County Water and Sewer Department is a regional water supplier that owns and operates two water treatment plants with a total rated capacity of 24 million gallons per day. The treatment plants withdraw water from wells located along the Great Miami and Little Miami aquifers. The water is distributed from four booster pump stations through 500 miles of water mains to over 30,000 water customers. Fire protection and daily storage is provided from nine elevated storage tanks with a total storage volume of 13 million gallons.

The Water and Sewer Department also serves over 20,000 sewer customers. It owns and operates four wastewater treatment plants with Ohio EPA permitted capacities of 12.0 million gallons per day, 0.7 million gallons per day, 80,000 and 16,000 gallons per day. The County maintains over 340 miles of sanitary sewers and over 70 sewage pump stations.

The Department has between 70 and 80 employees that will need access to the records both at the office and remotely, to perform maintenance and work order management functions. The Water and Sewer department is equipped with computers, tablets, and phones with both PC and Mac operating systems.

Currently, the Department manages its assets and data through a combination of paper and electronic forms, spreadsheets, and GIS mapping.

Scope of Performance and Functions

The following is an overview of the essential software capabilities/requirements:

Work Management

- Create and complete work on both assets and non-assets
- Easily create, assign, prioritize, and complete work activities
- Roll-up of work activities for project level tracking
- Auto notification via email related to assigned and complete work

Asset Management

- Ability to create asset inventories and track asset attributes
- Document inspection results which impact asset condition
- Setup preventative maintenance schedule on assets and trigger work orders based on asset condition, time, and usage
- Ability to create custom assets
- Ability to create container layers for all assets within a building/location
- Associate asset to requests and work
- Track asset type, model, vendor, warranties, installation year, and all maintenance activities.

Resource Management

- Ability to track labor, equipment, and materials costs
- Materials inventory management with quantity on hand and adjustable settings
- Manage materials based on location.

Mobile/Field Access

- Native iPad application to perform request tracking, work and inventory assets in the field
- Native iOS and Android smartphone application to perform work and inventory assets in field.
- Mobil application must be able to create and complete work, enter resources, create assets, and edit existing assets and attributes.
- Offline capability for iPad application
- Configure data available in application.
- Ability to use a variety of base maps
- Ability to upload photographs of assets from iPad and smartphone applications
- Ability to geo-locate a user in the field.
- Ability to customize view/edit capabilities based on work groups as well as on an individual basis.

Reporting and Exporting Data

- Standard reports included
- Create and Edit Reports
- Allow for export to CSV
- Ability for field-level queries, sorts, and reports.
- Ability to present various report or query information in GIS
- Ability to create maps based on pre-defined, or filtered criteria.
- Real-time data updates

Data Integration

- Integration of data between various existing databases
- Capture and conversion of historical data
- Interface with existing systems.
- Bidirectional communication with ESRI ArcGIS with validation step.

Submittal Instructions and Guidelines

All proposals submitted for consideration must comply with these instructions. These instructions set forth minimum requirements as to the terms and conditions of the purchase. Therefore, if any time frames, proposal bond or other surety requirements set forth herein are in conflict with the stated requirements in the specifications, the specification requirements shall prevail. By virtue of submitting a proposal interested parties area acknowledging the necessity to comply with the stated requirements and instructions.

1. Multiple Party Proposals

The County will require responses from single firms that function as both software and implementation.

2. Third Party Software

No third party software solutions will be entertained.

3. Price Proposal Guarantee

All proposers agree that their pricing is valid for a minimum of one year after contract execution. The County will negotiate with the proposer who submits a proposal that the County determines is the most advantageous to the County based upon rankings of the County. Proposer's are strongly encouraged to submit the most competitive proposals possible up-front since the County will use the costs as a determinant of its short listing for negotiation and contract award criteria.

4. Receipt of Proposals

Sealed proposals (2) for the purchase of Asset and Work Order Management Software System shall be received by the Warren County Water and Sewer Department, 406 Justice Drive, Lebanon, Ohio 45036, until 4:30 p.m., August 26, 2022. Proposals shall be made on the forms attached hereto, all blanks of which must be appropriately filled in. Envelopes containing the proposals must be sealed, addressed to Warren County Water and Sewer Department at 406 Justice Drive, Lebanon, Ohio 45036, and shall be clearly marked:

**PROPOSAL TO SUPPLY ASSET AND WORK ORDER MANAGEMENT SOFTWARE SYSTEM FOR THE WARREN COUNTY WATER AND SEWER DEPARTMENT
AUGUST 26, 2022, AT 4:30PM**

Any proposals may be withdrawn prior to the above scheduled time or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered.

5. Addenda and Interpretations

Questions regarding the information contained in this Request for Proposals shall be submitted in writing and emailed to:

Kathryn.Gilbert@co.warren.oh.us

To be given consideration, questions must be received at least five days prior to proposal submittal date. All such interpretations and any supplementary instructions will be in the form of written addenda to the Request for Proposal, which if submitted, will be posted on the Warren County Commissioner's website, no later than three days prior to the submittal date.

Failure to receive any such addenda or interpretations shall not relieve the submitter from any obligations under their proposal as submitted.

6. Qualification Investigation

In addition to the qualification and selection criteria described below, the County may make such investigations as they deem necessary to determine the ability of the proposer to perform the work, services, or functions, and the proposer shall furnish to the County all such information and data for the purpose as the County may request.

7. Right to Reject Bids

In accordance with ORC 307.862, the County reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the Request for Proposals, fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements contained in the request for proposals, or submits prices that the County considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the County.

The County reserves the right to reject, in whole or in part, any proposal that the County has determined using the factors and criteria the County has developed herein, would not be in the best interest of the County.

8. Discussions for Clarification Purposes

In accordance with ORC 307.862, the County may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

9. Contract Schedule

The following is the anticipated schedule for the evaluation of proposals, contract execution, and purchase. The schedule is based on the best available date and failure to meet any of the dates contained herein shall not affect the proposal.

County Issues Request for Proposal:	July 31, 2022
Proposals Due to Warren County:	August 26, 2022
Presentation/Interview:	To be Determined
Award of Proposal:	October 2022
Execute/Sign Contracts:	October 2022

Selection Process

Each proposal will be evaluated by the Warren County Water and Sewer Department for responsiveness to the requirements of this request for proposal and the criteria described below.

1. The Warren County Water and Sewer Department will evaluate and rank the proposal and determine which proposal is most advantageous by applying the factors and criteria described herein. The rankings and proposals shall be presented to the Warren County Commissioners

for authorization to enter contract negotiations with the top ranked firm. The selection of any proposal shall not imply acceptance by the County of all terms of the proposal, which may be subject to further negotiations and approvals before the County may be legally bound thereby. If a satisfactory contract cannot be entered into in a reasonable time the selection committee, in its sole discretion, may terminate negotiations with the highest ranked offeror and begin contract negotiations with the next highest ranked offeror.

2. Offerors submitting proposals may be requested to make presentations to the Warren County Water and Sewer Department or County Commissioners to explain their proposal and to answer any questions.

Proposal Format

Each proposer shall at a minimum submit a Cost Proposal, **Appendix A**, their responses to the questions on the questionnaire in **Appendix B** and respond to each of the items listed in the Functionality Matrix in **Appendix C** of this RFP.

Proposal Evaluation Criteria

To determine which proposal is most advantageous, the Warren County Water and Sewer Department shall evaluate the proposals with the following criteria and qualifications and shall rank them accordingly. The County shall seek to award the contract to the offeror that is most advantageous according to the ranking of the Warren County Water and Sewer Department. The Water and Sewer Department shall place relative importance on each factor and criteria as indicated with numeric values as follows:

1. Ability to reduce paper, streamline workflow, and increase efficiency and productivity – 15 points
2. System that meets all software capabilities/requirements, or has the ability to meet all of the essential software capabilities/requirements– 15 points
3. The overall cost of the system, see Appendix A – 15 points
4. Ease and efficacy of use – 15 points
5. Security of the system, including disaster/emergency planning – 10 points
6. Plan for installation, maintenance, software updates, and on-going training – 10 points
7. Experience with other water and/or sewer departments and positive feedback and reviews of product and services from other departments – 10 points
8. Responsiveness and Compliance with RFP guidelines – 5 points
9. Compatibility with County's current and future technology architecture and equipment – 5 points

Incurred Costs

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by the County, or for participating in any selection interviews, negotiations and/or Discovery. Furthermore, at their own cost, proposer finalists will be required to complete a detailed Statement of Work that will be part of the implementation contract before contract signing.

Assignment

The proposer may not reassign, transfer, convey, sublet, or otherwise dispose of any award made as the result of this RFP, without prior written consent from the Board of County Commissioners.

Withdraw of Proposal

An offeror may withdraw the offeror's proposal at any time prior to the award of a contract. The County may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the County terminates negotiations with an offeror, the County shall negotiate with the offeror whose proposal is ranked the next most advantageous to the County according to the selection criteria and direction from County Commissioners.

Proposal Bond

Proposals must be accompanied by a certified check, cashier's check or money order drawn on a solvent bank or savings and loan association in the amount of five percent (5%) of the proposal, paid to the order of the Warren County Treasurer, or a Proposal Bond surety of five percent (5%) of the amount proposal, pursuant to the provisions of 307.88 of the Ohio Revised Code.

Proposals may be rejected if all required papers are not returned with the proposal. The proposal bond shall be returned if said proposal shall be rejected, or; if said proposal shall be accepted and the principal shall execute and deliver contract properly completed in accordance with said proposal, and the successful proposer enters into a performance bond, guaranteeing performance of all requirements under the contract.

Indemnification

The successful proposer shall agree to indemnify and hold harmless the County, and its officers and employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arises out of the work to be performed under this Agreement, if such injury, loss, or damage is due to the negligence of the respondent, any subcontractor of the respondent, or any officer, employee, or agent of the respondent.

Retention of Proposal

Any material submitted by a proposer shall become the property of the County.

Warranty

A warranty is required for both the software and implementation services, as specified below:

1. **Software.** The selected software proposer shall warrant that the software will conform to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected software proposer's contract and will be warranted as such. The selected respondent must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional requirements as included in this RFP. Furthermore, the warranty, at a minimum, shall be valid for a period of 24 months from the acceptance of the software. The County will look more favorably at respondents with warranty periods longer than the minimum specified herein.

2. **Implementation Services.** If applicable, the County also requires a warranty for implementation services (e.g., work products, developed modifications, and system configuration) for a minimum of 24 months after the system acceptance date of the respective modules. The implementation services warranty will also reference the proposer's response to the functional requirements matrix as the basis for the warranty.

Additional Terms and Conditions

1. Controlling Law

This Request for Proposals and any contract resulting therefrom shall be governed by and constructed according to the laws of the State of Ohio.

2. Tax Exemption

Warren County is exempt from payment of Federal Excise Tax, Transportation Tax and Ohio State Tax. Prices shall not include these taxes.

3. Responsibility

The proposer shall be required to assume responsibility for all items listed in this Request for Proposals. The successful respondent shall be considered the sole point of contact for purposes of this contract.

4. Obligations of Proposer

At the time of opening of proposals, it shall be presumed that each proposer has reviewed the specifications to clear up any questions. The failure of any proposer to examine any proposal requirement shall in no way relieve the proposer of any obligation or condition of these contract documents.

5. Ownership of Information

All information pertaining to records, property, financial, or other information acquired under the scope of this contract shall be strictly confidential and shall be considered works for hire and become the property of the County. Any such works will not be stamped with the Proposers' proprietary marking. The proposer shall return all information to the County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of the County.

6. Foreign Corporations

If the Proposer to be awarded the Contract is a foreign corporation, the Secretary of State has certified that such corporation is authorized to do business in this state; and until if the Proposer so awarded the Contract, is a person or partnership has filed with the Secretary of State as its agent for the purpose of accepting service of summons in any action brought under Section 153.05 of the Revised Code or under Sections 4123.01 to 4123.94, inclusive of the Revised Code.

7. Implied Requirements

All products and services not specifically mentioned in the proposal, but which are necessary to provide the functional capabilities described by the vendor, shall be included in the vendor's base proposal.

8. Recommendations

Reference to a particular trade name, manufacturer's catalog, version or model number is made for descriptive purposes to guide the proposer in interpreting the requirements of the County.

9. Insurance

The proposer must obtain, for the contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Ohio and provide the County with evidence of insurance. Insurance in the following types and amounts is required:

- Worker's Compensation Insurance covering all liability of the proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act.
- Comprehensive General (Public) Liability in a broad form, to include coverage for the following where exposure exists:
 - o Premises/Operations, Independent Contractors,
 - o Products/Completed Operations, Personal Injury and
 - o Contractual Liability, limits of liability not less than:
 - \$ 1,000,000 each occurrence
 - \$ 2,000,000 general aggregate

10. Public Record Request of Proposals

In order to ensure fair and impartial evaluation, proposals and any documents of other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of contract.

Required Forms

Each offeror shall complete and submit the following forms and provide the following information with their proposal:

1. Identification and Contact Information Sheet
2. Appendix A - Cost Proposal
3. Appendix B – Questionnaire
4. Appendix C – Functionality Matrix
5. Certificate of Compliance Non-Discrimination and Equal Employment Opportunity
6. Affidavit of Findings for Recovery
7. Proposal Bond
8. Non-Collusion Affidavit
9. Affidavit affirming Compliance with O.R.C.5719.042 and O.R.C.9.24
10. Affidavit affirming compliance with O.R.C. 3517.13
11. A letter of transmittal signed by the President, Vice President, or any other Officer or company official and accompanied by an affidavit of authority to bind the vendor.

IDENTIFICATION & CONTACT INFORMATION

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE: _____

AUTHORIZED REPRESENTATIVE TITLE: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

APPENDIX A

COST / RATE

Respondents should submit project costs for implementation. The cost proposal must include all costs related to implementing the detailed business requirements in this RFP whether such implementation requires customization to the software or not. The County may award a contract based on initial offers received without discussion of such offers. A proposer's initial offer should, therefore, be based on the most favorable terms available. The County reserves the right to contact proposers regarding cost and scope clarification at any time throughout the selection process. The County is asking proposers to state costs for all categories with the understanding that they may have to make assumptions. Such assumptions must be documented in each proposal. Failure to fully provide cost and work effort may lead to elimination prior to presentations. [Include Total Cost, and where possible also include separate costs of individual features or modules, initial installation, monthly maintenance, hosting, or storage]

Summary of Cost Related Items:

<u>Items</u>	<u>Cost</u>
Licensing Fees	
Professional Service, Installation, Monthly Maintenance Costs	
Training Costs	
Hosting or Storage Costs	

5. Describe how your system leverages GIS to satisfy requirements for work assignment and completion, personnel and team assignment, equipment assignment and scheduling, and asset maintenance scheduling.

6. Describe your company's approach to software revisions, updates and patching.

7. What is your change management process for on-premise vs hosted (cloud)?

8. Assuming cloud solution, describe your system methods to acquire/download County data for analysis and reporting.

9. Describe data conversion issues with your product typically encountered with installation, man-hours to complete, and database/data resolution based on prior system conversions.

15. Describe how your system supports decisions relating to defined level of service criteria for each asset inventory feature?

16. Does your system include 24/7 customer service operation to minimize downtime. This system will be considered critical Warren County Water and Sewer services and response.

17. How are requests for service managed within your system? How configurable is this functionality? How are duplicate requests managed?

18. Is your product scalable (i.e. if you have multiple modules/components, can they be used independently)?

19. To what extent is your solution customizable and what level of skill and training is required to do so?

20. Does your solution provide a map interface, integratable with ArcGIS, with the capabilities to view assets, search, pan, zoom etc., and access asset attributes? Other capabilities?

21. How does your solution interface support associating assets (single or multiple) with specific work activities?

22. How does your system publish work activities for ArcGIS consumption?

23. Describe how data backup is provided.

24. Describe availability of backup data for download.

**APPENDIX C
FUNCTIONALITY MATRIX**

- Placing a “Y” in the “Core” column indicates that the functions are contained in the core system.
- Placing a “Y” in the “Custom” column indicates that a custom modification will be required
- Placing a name in the “3rd Party” column indicates that the function(s) will be provided by the 3rd party software named.

Asset Information / Reporting / Accessibility of Information	Core	Custom	Named 3rd Party
Ability to correlate various tracking numbers to assets, (i.e. work orders, work codes, part numbers, employee numbers, equipment numbers, condition ratings, etc.			
Ability to track labor, equipment and materials (LEM) utilized towards an asset(s), on a daily basis.			
Ability to query and filter all fields within the system for quick reporting.			
Ability to develop customized reports and queries.			
Ability to manage assets from multiple divisions (i.e. water treatment, water distribution, wastewater treatment, wastewater collection).			
Ability to restrict access, or permissions based on user roles and responsibilities.			
Ability to run reports based on highlighted spots on map.			
Ability to track asset type, model, vendor, warranties, installation year.			
Ability to run reports that link cost (LEM) to unit of measure for work completed.			
Ability to track and manage facilities maintenance.			
Ability to display work order activities on a map.			
Ability to manage material inventories at various locations.			
Ability to develop thresholds trigger alerts (i.e. pump failure)			
Ability to automatically notify and schedule when violation letters need to be generated (e.g. illegal connections)			
Ability to transfer existing data to new software system without high degree of data manipulation			
Scheduling	Core	Custom	Named 3rd Party
Ability to create annual maintenance schedules based on asset condition and defined levels of service			
Ability to create daily dispatch schedules for multiple crews, including LEM			

Ability to customize schedules based on predetermined routine or prioritized maintenance intervals			
Mapping/GIS	Core	Custom	Named 3rd Party
Ability to display asset data in GIS, including ability to overlay various map layers from each division.			
Perform GIS analysis (i.e. heat maps, proximity analysis, field calculations, buffering, etc.)			
Ability to present various report or query information in GIS.			
Ability to create maps based on pre-defined or filter criteria (at user level).			
Provide map symbolizing for various assets.			
GPS data collection for all assets.			
Field Devices	Core	Custom	Named 3rd Party
Ability to utilize mobile devices to download and upload data while in the field.			
Ability to integrate with mobile devices for both Apple and Android based products.			
Real time updates when entering data with tablets in the field.			
Ability to access asset video or other asset documentation in the field.			
Ability to work off-line when cellular connection is not available, with automatic update when back in service.			
Ability to geo-locate a user in the field.			

**CERTIFICATE OF COMPLIANCE
NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

STATE OF _____:

COUNTY OF _____:

_____, being first duly SWORN, deposes and says that they are the _____ of _____ the party who made the foregoing proposal; that such party does not and shall not discriminate against any employee, applicant for employment, resident, or prospective resident, because of race, religion, color, sex, or national origin. If successful under the foregoing proposal, the party shall post nondiscrimination notices in conspicuous places available to employees and applications for employment setting forth the provisions of this affidavit.

Signature

Affiant

Company/Corporation

Address

City/State/Zip Code

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by _____, of _____, an Ohio Corporation, for and on behalf of said corporation.

Notary Public

FINDINGS FOR RECOVERY AFFIDAVIT

STATE OF _____
COUNTY OF _____, **SS:**

_____, Upon being duly cautioned and sword, hereby states the following based on personal knowledge:

- 1) That he/she is _____(title), of _____(name of bidder) and authorized to execute this affidavit; and,
- 2) That _____(name of bidder) is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,
- 3) That _____(name of bidder) does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D)

Affiant

Sworn to and subscribed in my presence this _____ day of _____, 2022

Notary Public
My Commission Expires: _____

PROPOSAL GUARANTY BOND

FOR COUNTY PURCHASES WARREN COUNTY, OHIO

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned

_____ as Principal, and _____, a corporation under the laws of the State of _____, having its principal place of business in the of _____, as Surety, are held and firmly bound unto Board of County Commissioners, Warren County, Ohio hereinafter called the Obligee, in the penal sum of \$_____ Dollars, (five percent (5%) of proposal amount) lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this _____ day of _____, 20_____.

WHEREAS, the said Principal is herewith submitting its proposal for:

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the aforesaid Principal shall be awarded the contract upon said proposal and shall within the required number of days after the notice of such award enter into a contract and give bond for the faithful performance of the contract, then this obligation shall be null and void; otherwise the Principal and Surety will pay unto the Obligee the difference in money between the amount of the proposal of the said Principal and the amount for which the Obligee may legally contract with another party to perform the said work if the latter amount be in excess of the former or, if a contract is not entered into with another proposer and the project is resubmitted for proposal then the Principal and Surety will be liable for the costs in connection with the resubmission of printing new contract documents, required advertising, and printing and mailing notices to prospective proposers, whichever is less; but in no event shall the Surety's liability exceed the penal sum hereof.

Proposal For:

PRINCIPAL Signature _____

By: _____

Title: _____

SURETY Signature: _____

By: _____
Attorney/Attorney-in-Fact

SURETY COMPANY ADDRESS:

Street:

City/State/Zip:

Agency Name:

Street:

City/State/Zip:

Telephone Number:

SURETY AGENT'S INFORMATION:

Agency Name

Street

City State Zip

Telephone Number

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. They are _____ of _____ the Proposer
(owner, partner, officer, representative, or agent)

that has submitted the attached Proposal:

2. They are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal:

3. Such Proposal is genuine and is not a collusive or sham Proposal:

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer or to fix any overhead, profit or cost element of the Proposal price or Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of County Commissioners of Warren County or any person interested in the proposed Contract: and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affidavit.

Signature

Title

Sworn to before me and subscribed in my presence this ____ day of _____, 20__.

Notary Public _____

My Commission Expires _____

**AFFIDAVIT IN COMPLIANCE WITH SECTION 5719.042 AND 9.24
OF THE OHIO REVISED CODE**

STATE OF OHIO _____

COUNTY OF _____

SS:

Personally appeared before me the undersigned, a bidder in a competitive bidding

for _____
(Name of Firm)

for a _____ contract let by the County of Warren, who, being
(Type of Product or Service)

duly cautioned and sworn, makes the following statement with respect to the personal property taxes on the general tax list of personal property of Warren County, Ohio:

1. That the undersigned at the time of making this bid on the aforementioned contract was not charged with any delinquent personal property taxes on the general tax list of personal property of Warren County.

2. That this statement is made in compliance with Section 5719.042 to be incorporated into the contract between the parties as provided in that Section of the Ohio Revised Code.

3. That pursuant to §9.24 of the Ohio Revised Code, if the project for which this bid is submitted has been identified as being funded in whole or in part with funds from the State of Ohio, the affiant further certifies that the bidder, if an individual, or if a corporation, any principal owning more than 10% equitable interest in the corporation, does not have a finding for recovery issued by the Auditor of State which remains unresolved as defined in §9.24 ORC.

Signature _____

Title _____

Subscribed and sworn before me this ___ day of _____, 20__.

Notary Public _____

Printed Name of Notary _____

My Commission expires _____

- a. myself;
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

3. That this representation is made to induce the County to enter into a contractual relationship with the Contractor, and with the knowledge that County officials will rely on the authenticity of statements made herein in awarding and administering such contracts.

Signature _____

Title: _____

Sworn to before me and subscribed in my presence this ____ day of _____, 20____.

Notary Public _____

Notary Public Printed Name _____

My Commission Expires _____

SAMPLE EVALUATION SHEET

Criteria & Possible Points	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6
Ability to reduce paper, streamline workflow, and increase efficiency and productivity – 15 Points						
System that meets all software capabilities/requirements, or has the ability to meet all of the essential software capabilities/requirements – 15 points						
The overall cost of the system, see Appendix A – 15 points						
Ease and efficacy of use – 15 points						
Security of the system, including disaster/emergency planning – 10 points						
Plan for installation, maintenance, software updates, and on-going training – 10 points						
Experience with other water and/or sewer departments and positive feedback and reviews of product and services from other departments – 10 points						
Responsiveness and Compliance with RFP guidelines – 5 points						
Compatibility with County’s current and future technology architecture and equipment – 5 points						



**BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO**

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TOM GROSSMANN

SHANNON JONES

DAVID G. YOUNG

PUBLIC NOTICE

Request for Proposals for Purchase of Asset and Work Order Management Software System

Sealed proposals for the purchase of an Asset and Work Order Management Software System shall be received by the Warren County Water and Sewer Department, 406 Justice Drive, Lebanon, Ohio, 45036, until 4:30 p.m., August 26, 2022.

Proposal documents may be obtained on the Warren County website:

<https://www.co.warren.oh.us/Commissioners/Bids/Default.aspx>.

Please contact the Warren County Commissioners Office at 513-695-1250 if you have trouble with this procedure or if you need additional information on accessing project information on our website.

A proposal bond or certified check, cashier's check or money order on a solvent bank or savings and loan association in the amount of five percent (5%) of the proposal, as per Section 307.88 of the Ohio Revised Code, must accompany the proposal.

The Board of Warren County Commissioners reserves the right to waive any informality, reject any or all proposals and to hold such proposals for a period of sixty (60) days before taking any action and to award a contract.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk