



CORRECTION NOTICE No. 2

Date: February 15, 2011

RQ No. 18988

Due Date: February 28, 2011

Time: 11:00 am

TO: Bidders for Lease of Space for Department of Senior & Adult Services, Child Support Enforcement Agency, and Department of Development

FROM: Cuyahoga County
Office of Procurement & Diversity

The following are clarifications to the above referenced specification package:

Spatial Concerns, Plan "E" for Option 3 & 4:

Please refer to the attached spreadsheet (6 pages) which was inadvertently omitted from the RFP manual.

All remaining terms and conditions of the specification package remain in effect and this addendum therefore becomes part of the specification.

Respectfully submitted,
CUYAHOGA COUNTY

A handwritten signature in black ink that reads "Richard E. Opre / Jr." with a stylized flourish at the end.

Richard E. Opre, Jr.
Purchasing Manager

REO: je

Cc: John Myers, Deborah Shaw

SPATIAL CONCERNS
Final

CUYAHOGA COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
Plan "E" for OPTION 3 & 4

Revised: 30-Nov
Prepared D. SHAW

FUNCTION	QTY	TYPE OF SPACE	SIZE	sqft AREA	sqft TOTAL
Director	1	Enclosed Office: Opposite to Team Coordinator, Desk, return, credenza, 2 side chairs, lateral file, wardrobe, bookcase, conf table for 6-8 chairs- adjacent to Dir Conference, Public Info Off, Complaints Director, and admin assistant	14 x 24	336	336
Administrative Assistant Director	1	Open area: "C" shape desking 8' x 10', 2 chairs waiting area, lateral files- adjacent to Director	10 x 18	180	180
Director Conference	1	Enclosed Room, chairs and table	10 x 18	180	180
Communications Director Public Info & Assistance	1	Enclosed Office: Desk, return, credenza, 2 side chairs, lateral file	10 x 14	140	140
Complaints/State Hearings Director	1	Enclosed Office: Desk, return, credenza, 2 side chairs, lateral file, small conf table w/4 chairs, wardrobe, bookshelf	14 x 18	252	252
Deputy Directors	3	Enclosed Office: Desk, return, credenza, 2 side chairs, lateral file, small conf table w/4 chairs, wardrobe, bookshelf	14 x 20	280	840
Administrative Assistants Deputy Directors	3	Open area: "C" shape desking 8' x 10', 2 chairs waiting area, lateral files	10 x 14	140	420
Conference Rooms Deputy Directors	3	Enclosed room: each seat 10 at table	14 x 20	280	840
Hearing Room Manager	1	Enclosed room: Desk, credenza, return, 4 side chairs- adjacent to waiting	14 x 16	224	224
Administration Hearing Rooms	12	Enclosed room: Desk, credenza, return, 4 side chairs-adjacent to waiting	12 x 14	168	2016
Administrative Assistant Hearing rooms	1	Open area: "C" shape desking 8' x 10', 2 chairs waiting area, lateral files	10 x 14	140	140

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FUNCTION	QTY	TYPE OF SPACE	SIZE	sqft AREA	sqft TOTAL
LLAs	12	Legal staff for Hearing Rooms- open area: "L" shape work surface, lateral file, l-side	8 x 9	72	864
Supervisors	23	Enclosed Office: Desk, return, credenza, 2 side chairs, lateral file	10 x 14	140	3220
Managers/Chiefs	3	Enclosed Office: Desk, return, credenza, 2 side chairs, lateral file	14 x 16	224	672
Work Stations (Support Officers)	150	Open Area: "L" shape Work surface, lateral file, l-side chair, l-desk chair	8 x 9	72	10800
Main Waiting Room	1	Open Area: Locate off public corridor, at entrance doors or Central location - child area 12' x 11'; reception- 5 intake at round counter, 3 lines to reception, metal detector/x-ray & 2 security staff, seat approximately 60	85 x 44	3740	3740
Registration Kiosk	2	Stand up work area with 2-PC for client self registration. Included in waiting area.	4 x 4		0
Area for pay phone	1	Included in waiting area. One phone shall be designated as ADA phone.	3 x 3		0
Area for In-house phone	0	Open Area: In proximity to or included in main waiting area: 4 for courtesy -	3 x 3	9	0
Coffee area	1	Open are, U & L Cabinet with sink-H & C water, refrigerators (1), microwaves (1)	6 x 10	60	60
Large Lunch Room	1	Enclosed Area: Chairs & 36" round tables	45 x 46	2070	2070
Food Preparation area	1	Area for 3 vending machines, two sets of 14L/Ft of U & L cabinets, ea with sink, H & C water, Ice maker, 2 microwaves, 2 refrigerators	14 x 38	532	532

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Tele/Data – Main Room	1	Enclosed Area: See telephone data specs.	20 x 15	300	300
Tele/Data Supplemental	4	Enclosed Area: See telephone data specs. Site specific- to be verified after reviewing drawings	8 x 8	64	256
Secured Office Supply Room		Lockable office supply storage room	5 x 5	25	0
Small Work Area	6	Open: Centrally located- area for floor mount shredder, copy machine, fax, network printer, cabinets, One printer at ADA height, first floor.	6 x 16	96	576
Network printers	40	1 per 6	3 x 3	9	360
Employee Lounge	1	Enclosed: Seat 4- 2 club chairs, 1 sofa; Flr 2 & 3.	10 x 14	140	140
Custodial office	0	Desk, side chair, file, hand sink with hot and cold water, 2 full size lockers	8 x 10	80	0
Security Station	0	One is included- Open area- desk with return for security - location by Security- typically at public areas and high traffic area- waiting area -included in waiting rm sq ft	6 x 8	48	0
Security Sergeant Office	1	Enclosed: Desk, Return, file, side chairs	8 x 10	80	80
Security Locker Area	1	Open- 6 -8 Full size lockers	6 x 8	48	48
Security Operations	1	Enclosed: Laminate work surface, Files, houses one officer, CCTV system, Speaker system, computers for controlled access program- locate by employee entrance- glass for viewing.	9 x 12	108	108

FUNCTION	QTY	TYPE OF SPACE	SIZE	sqft AREA	sqft TOTAL
MIS Office	0	Enclosed: Two work surfaces each 6'w, 6' of shelving, Storage cabinet, side chair	10 x 12	120	0
Large Conference	2	Enclosed: Seat about 25 at table	22 x 30	660	1320
			x	0	0
			x	0	0
Public Restroom - Large	0	Enclosed- 1- Female(6 WC, 3 Lav), 1- Male(3 WC, 3 Urin, 3 Lav) - direct access from large waiting room- ADA compliance required & diaper changing table. 1st Floor.	16 x 20	320	0
Public Restroom - Single Unisex	2	Enclosed: Centrally located - (2 WC, 2 Lav) - ADA compliant.	15 x 10	150	300
Employee Restroom -Small	0	Enclosed: Centrally located - 1-Female(2 WC, 2 Lav) - ADA compliant. Swipe access. 1 ea Flr 2 & 3.	14 x 16	224	0
Employee Restroom - Large	2	Enclosed -Centrally located 1-Female(5 WC, 3 Lav), 1- Male (3 WC, 3 Lav) Swipe card access. 2ea Flr 2 & 3.	14 x 18	252	504
Large File & Office Supply Room	1	Enclosed and secured, houses 27 30" wide x 25 " deep Administrative files, approximately 19 36" shelving units, and assorted furniture inventory	48 x 40	1920	1920
Small Office Supply Room	2	Enclosed with shelving or specific to room functions for housing equipment and extra furniture(chairs& tables) Training, PC training. 1 ea Flr 2 & 3.	8 x 10	80	160
Receiving/Delivery Office services	0	Enclosed :Adjacent to exterior access corridor of building, Desk, multiple units of shelving- 18" and 24" deep, pallet deliveries, recycle containers- pick up/drop off	14 x 20	280	0

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FUNCTION	QTY	TYPE OF SPACE	SIZE	sqft AREA	sqft TOTAL
Training Room	1	Enclosed: Seat 50 in chairs, also tables and chairs & 72" x 18" tables, OH Projector & screen, (4) 12' x 4' white marker boards, sound system	40 x 26	1040	1040
Document Imaging-Scan Room	1	Four scanners at work surfaces	12 x 20	240	240
Document Imaging Holding area	1	30 day and OUT of STATE...36" shelving units on both sides of walls to house boxes	7 x 56	392	392
Document Imaging Indexing	1	16 employee work areas- desks or cubicles	34 x 48	1632	1632
Mail Services Postage Machine	1	Enclosed area- sound issuesarea for machines including mail Slicer	20 x 12	240	240
Mail Services Sorting	1	Enclosed ara- Houses 6 shelving units ea 36" wide for distribution and large table -20 long with chairs	20 x 17	340	340
			x	0	0
			x	0	0
Pamphlet Display	0	Forms Library & Pamphlet display area located in Main Waiting Area. Wall mount above child height.	3 x 8	24	0
Janitor Closet	0	Enclosed: floor level wet sink, storage for equipment & cleaning supply area w/shelves. 1 ea flr.	5 x 5	25	0
ADA Interview Rm	0	Enclosed: Desk, 2-4 side chairs- Note: locate one near waiting room for ADA clients. 1st flr.	10 x 15	150	0

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FUNCTION	QTY	TYPE OF SPACE	SIZE	sqft AREA	sqft TOTAL
Employee Coat Closet	0	Coat Closet with bi-fold doors, appropriate cloak hanging hardware. 2 ea flr @ & 3.	3 x 8	24	0
			x	0	0
Sq Ft SUBTOTAL: 37,482 28% Planning Factor 10,495 Sq Ft Grand Total: 47,977					

NOTICE TO VENDORS

Notice is hereby given that sealed proposals will be received in the Board of County Commissioners Office of Procurement & Diversity, Room 110, County Administration Building, 1219 Ontario Street, Cleveland, Ohio 44113 until 11:00 A.M. local time on February 28, 2011 for lease of office space for Departments of Senior & Adult Services, Child Support Enforcement Agency & Department of Development for the period October 1, 2011 thru September 30, 2016

Required geographic location: The space must be in an area bounded by:

North: Lake Erie
South: Carnegie Ave

East: E. 55th St
West: W 65th St

The official closing time shall be determined by the wall clock located in the Office of Procurement & Diversity.
(SAME ADDRESS)
Late proposals will be returned unopened.

There will be a Pre-proposal Conference on January 11, 2011 at 10:00 AM at 1701 E. 12th St., Senior & Adult Offices- Lower Level Conference Room.

IT IS STRONGLY RECOMMENDED THAT INTERESTED VENDORS ATTEND.

Specifications and proposal blanks may be obtained at the Board of County Commissioners Office of Procurement & Diversity. (SAME ADDRESS)

Payment will only be made upon approval of the Board of County Commissioners and payments will be warrants issued by the County Auditor upon notification from the Commissioners.

The Board of County Commissioners reserves the right to accept or reject any proposals or any part or all parts of any proposal submitted, and waive all technicalities.

Each proposal must state in full the name and address of each person, firm or corporation interested in the proposal submitted.

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS OF CUYAHOGA COUNTY

JIMMY DIMORA TIMOTHY F. HAGAN PETER LAWSON JONES

LENORA M. LOCKETT, DIRECTOR
Office of Procurement & Diversity

Advertise in the Plain Dealer on December 6, 2010 and December 13, 2010

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