

**REQUEST FOR QUOTES (RFQ)**

**FOR**

**Employee Wellness**

**KB04-24Q**

**Due Date: July 22, 2024  
1:00 P.M. EST**

**Issued by**

**THE HAMILTON COUNTY DEPARTMENT OF JOB & FAMILY SERVICES  
(HCJFS)  
CINCINNATI, OHIO 45202**

Quotes may be sent to Kris Bullock at  
[Hamil\\_ContractServicesProcurementBullock@jfs.ohio.gov](mailto:Hamil_ContractServicesProcurementBullock@jfs.ohio.gov) on or before July 22, 2024,  
1:00 P.M. EST.

## GENERAL CONDITIONS AND INSTRUCTIONS TO VENDORS

1. HCJFS reserves the right to reject any or all quotes and, unless otherwise specified by the vendor, to accept any item in the quote. In case of error in extending the total amount of the quote, the unit price will govern.
2. HCJFS will make the final payment when the materials, supplies, equipment, or the work performed has been fully delivered or completed to the full satisfaction of HCJFS.
3. Prices must be stated in units or quantities specified.
4. Bidders submitting quotes must realize that other County Departments may elect to utilize this quote after its original award. All quotes must include the length of time that the prices and services offered are available and effective. The pricing submitted in the proposal can only be used for the effective time period specified in the original quote. Additionally, Hamilton County is permitting area Municipalities, Townships, Villages and Cities to utilize our bid opportunities after the award of the bid.
5. Quotes submitted shall be irrevocable.
6. Whenever a reference is made in the specifications or in describing the materials, supplies, or services required, of a particular trade name or manufacturer's catalog or model number, the vendor, if awarded the contract, will be required to furnish the particular item referred to in strict accordance with the specifications and descriptions **UNLESS** a departure or substitution is clearly noted and described in the quote by the vendor and accepted by the County.
7. The vendor, if awarded a contract or order, agrees to protect, defend, and hold harmless HCJFS, the Board of County Commissioners against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract. He/she further agrees to indemnify and hold harmless HCJFS and the Board of County Commissioners from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, his/her servants or agents. To this extent, the vendor or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the Board of County Commissioners wherever such insurance, in the opinion of the Board, is deemed necessary.
8. Samples, when requested, are returned at the vendor's expense.
9. Concealed weapons, whether with or without a permit, are not allowed in any Hamilton County Building. ORC states that "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."
10. As a governmental body we are tax exempt.

11. This purchase and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of Ohio HCJFS is accepting quotes for **Employee Wellness**. The purpose of this RFQ is to select a vendor who can best meet the requirements of the RFQ at the lowest cost for the specified time periods. The Vendor selected from this RFQ process shall provide these services, as defined hereafter. The proposed solution must meet the specific needs of HCJFS. The details of the services needed are further defined in **Section 6 Requirements and Specifications**.

1. **CONTACT PERSON:**

The contact for this quote is:

**Kris Bullock, Contract  
Specialist HCJFS  
222 E. Central Pkwy.  
Cincinnati, Ohio 45202**

**All questions regarding this quote must be presented by e-mail to:**

[Hamil\\_ContractServicesProcurementBullock@jfs.ohio.gov](mailto:Hamil_ContractServicesProcurementBullock@jfs.ohio.gov)

(Quote number should be entered in the subject line of the e-mail)

<b>Deadline for Receiving Final RFQ Questions</b>	<b>July 10, 2024 1:00 p.m. EST</b>
<b>Deadline for Issuing Final RFQ Answers</b>	<b>July 12, 2024 4:00 p.m. EST</b>
<b>Deadline for Quote to be Received by Contract Specialist</b>	<b>July 22, 2024 1:00 p.m. EST</b>

**2. Delivery of Quotes:**

Quotes may be sent to Hamil\_ContractServicesProcurementBullock@jfs.ohio.gov no later than 1:00 PM, EST on **July 22, 2024**.

**3. Acceptance and Rejection of Quotes:**

HCJFS reserves the right to:

- Award a quote received on the basis of individual items, or on the entire list of items
- Award based on amount of initial term or on initial term plus optional renewal year(s)
- Award or not award any portion of this contract
- Award to multiple Vendors
- Reject any or all quotes, or any part thereof
- Waive any informality in the quotes
- Eliminate conditions or terms that are not in the best interest of HCJFS, Hamilton County and its residents
- HCJFS makes no representations or guarantees as to any minimum amounts being purchased by HCJFS or if HCJFS will purchase through this quote.

**4. Contract Period, Funding and Invoicing:**

The contract will be written for a period of one (1) year. Contract reimbursement is based on successful completion and approval of all equipment and services over the period of the contract. The Vendor can claim payment only for services already provided. HCJFS will make every effort to provide payment within thirty (30) days after verification and acceptance of invoices presented by the Vendor and any required documentation.

**5. Contract Requirements:**

**REQUIREMENTS AND SPECIFICATIONS**

The intent of this QUOTE is to secure pricing for one (1) year.

## **6. Employee Wellness**

Hamilton County Job and Family Services (HCJFS )is seeking quotes for a comprehensive annual wellness program for employees within child welfare.

These components will consist of physical and emotional well-being as well as nutrition.

HCJFS requires at least quarterly virtual and/or in person sessions relating to physical and emotional well-being as well as healthy eating and/or nutrition. Examples of specific wellness options include, but not limited to: meditation, yoga, stress management, time management, exercise and healthy eating.

COST SHEET  
RFQ  
Employee  
**Wellness**

See ATTACHMENT 1