

**FAIRFIELD COUNTY COMMISSIONERS**  
210 East Main Street  
Lancaster, OH 43130

**INVITATION TO BID**

Pursuant to ORC 307.86

**1. NOTICE TO BIDDERS**

**1.1 Purpose**

The Fairfield County Commissioners are requesting sealed bids for the addition of access control devices and hardware in the Hall of Justice and Administrative Courthouse located at 210 East Main Street, Lancaster OH 43130

**1.2 Estimated Key Dates**

The following are the estimated key dates associated with the ITB process. Bids received after 10:00 a.m. EDT on the Bid Due Date (as defined below) will not be considered.

<b>PUBLICATION DATE:</b>	<b>Thursday, May 5th, 2022</b>
<b>INQUIRY PERIOD BEGINS:</b>	<b>Tuesday, May 10th, 2022, 8:00 a.m. EDT</b>
<b>PRE-BID MEETING @ SITE</b>	<b>Wednesday, May 11th, 2022, 10:00 a.m. EDT</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>Monday, May 16th, 2022, 8:00 a.m., EDT</b>
<b>BID DUE DATE:</b>	<b>Friday, May 20th, 2022, 10:00 a.m., EDT</b>
<b>BID OPENING DATE:</b>	<b>Friday, May 20th, 2022 10:00 a.m., EDT</b>

There are references in this ITB to the Bid Due Date, which shall mean the date, and time that the Offeror's bid response is due at the Fairfield County Commissioners office in Lancaster, Ohio. Sealed Bids received after 10:00 A.M. on the Due Date will not be evaluated. Each bid must be submitted in a sealed envelope and marked on the outside as "Fairfield County Access Control".

The Fairfield County Commissioners reserve the right to reject any or all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

**1.3 Additional Estimated Dates**

<b>CONTRACT AWARD NOTIFICATION:</b>	<b>May 24<sup>th</sup>, 2022</b>
<b>PURCHASE ORDER ISSUED:</b>	<b>Wednesday, May 25th, 2022</b>
<b>CONTRACT NOTICE TO PROCEED DATE:</b>	<b>Tuesday, May 31st, 2022</b>
<b>FINAL CONTRACT COMPLETION DATE:</b>	<b>August 12, 2022</b>

#### **1.4 Location for Bid Response Opening**

The following is the site for the public opening of Offeror's bid response(s).

**Fairfield County Commissioners  
Third (3<sup>rd</sup>) Floor Hearing Room  
210 East Main Street  
Lancaster, OH 43130**

## **2 EXECUTIVE SUMMARY**

### **2.1 Purpose**

This document is a request for bids for the addition of ACCESS CONTROL DEVICES AND HARDWARE IN THE HALL OF JUSTICE AND ADMINISTRATIVE COURTHOUSE under Section 307.86 of the Ohio Revised Code. The Work is to be performed in accordance with the plans and specifications included and this Invitation to Bid document. The Fairfield County Commissioners are soliciting competitive, sealed bids for the described work located in the downtown Lancaster, Ohio area. If a suitable offer is made in response to this Invitation to Bid (ITB), the Fairfield County Commissioners may enter into a contract to have the selected Offeror (the "Contractor") provide the described work.

Upon selecting the lowest and best bid, the Fairfield County Commissioners shall enter into a Contract with such person or entity in accordance with Revised Code Section 307.86. A contract for the described work shall be prepared by the Fairfield County Commissioners and submitted to the selected Offeror. This ITB provides details on what is required to submit a Bid for the Work, and what will be required of the Contractor in providing the described work. As used herein, the term "the Fairfield County Commissioners" shall also include any of their employees, agents, or representatives.

This ITB also gives the estimated key dates for the various events that are part of the submission process, selection process, and work commencement. While these dates are subject to change, the Fairfield County Commissioners will make efforts to adhere to the dates contained herein. Once a contract is awarded, the described work must be completed by the completion date agreed upon by the Fairfield County Commissioners and the Contractor.

### **2.2 Objectives**

The purpose of this Invitation to Bid (ITB) is to solicit bids that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and General Conditions Specifications (see Section 4). It shall be the successful Bidder's obligation to ensure that their personnel providing any work or services in accordance with this ITB are qualified to perform such work or services.

## **2.3 Calendar of Events**

Significant dates in connection with this ITB are shown above and are subject to change. The Fairfield County Commissioners may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as an addendum(s) to this ITB. It will be the responsibility of the prospective Offerors to notify the County that they intend to bid upon downloading bid documents, and to check his/her email on a regular basis for posted addendums, changes and other ITB information.

A Pre-Bid Conference will be held at the project site on **Wednesday, May 11, 2022, 10:00 a.m. EDT**, which all prospective bidders are encouraged to attend. Please meet in the Main Lobby of 210 East Main (Admin Courthouse).

## **3 INSTRUCTIONS TO BIDDERS**

### **3.1 Purpose**

The following sections provide details on how to respond to this Invitation to Bid (ITB). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Commissioners to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB as set forth above.

### **3.2 Contacts**

The following individual will be the representative of the Fairfield County Commissioners who may be contacted in connection with this Invitation to Bid (ITB).

Bidders may obtain complete sets of the Invitation to Bid document, plans, and specifications, posted on the Fairfield County website at: [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us), available for downloading by the bidder. Prospective bidders should notify Dan Neeley, Fairfield County IT Director, of their intention to bid when downloading documents electronically, and provide their contact information to [daniel.neeley@fairfieldcountyohio.gov](mailto:daniel.neeley@fairfieldcountyohio.gov). A complete set of the Invitation to Bid (ITB) documents will also be available at the office of the Fairfield County Board of Commissioners, 210 East Main Street, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

### **3.3 Inquiries**

Bidders may make inquiries regarding this ITB any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Bidders must use email to make their inquiries. All inquiries must be addressed to and sent [Daniel.neeley@fairfieldcountyohio.gov](mailto:Daniel.neeley@fairfieldcountyohio.gov). The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

### **3.4 Preparation of Bid**

- 3.4.1** Submit a bid amount on the original Bid Form furnished by the Fairfield County Commissioners, in this document.
- 3.4.2** Sign Bid Form with name printed below signature. Bids shall be effective for sixty (60) days from the bid date.
- 3.4.3** All bids submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the ITB.
- 3.4.4** Oral, telephonic, facsimile or telegraphic bids in response to this ITB will not be accepted.
- 3.4.5** Provide all the required attachments to the Bid Form as follows:
- A) Non-Collusion Affidavit
  - B) EEO Certification
  - C) Affidavit of Property Tax Liability
  - D) Drug-Free Work Place
  - E) Contractor References and Contact Information: The bidder shall provide references to the Owner for three (3) similar projects successfully completed including contact information.
- 3.4.6** Submit sealed bids in an opaque envelope plainly marked on the outside with the project title "ADDITION OF ACCESS CONTROL DEVICES AND HARDWARE IN THE HALL OF JUSTICE AND ADMINISTRATIVE COURTHOUSE", bid date and time, and name of the Offeror.
- 3.4.7** If the bid is mailed, the sealed bid shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face of the bid envelope.
- 3.4.8** Mailing and delivery address is:  
FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
Third Floor  
210 East Main Street  
Lancaster, Ohio 43130
- 3.4.9** Bidders shall be solely responsible for the timely delivery of their bid in response to this ITB in the manner and time prescribed. No bid shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Commissioners.
- 3.4.10** Bids in response to this ITB that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind, may, at the Fairfield County Commissioners discretion be declared unacceptable.
- 3.4.11** Bid Security: Each bid must be accompanied by cash, certified check of the bidder, or a bid bond prepared on a bid bond form complying with the Ohio Revised Code Section 153.54(C), duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner, in the amount of at least 10% of the bid. Such cash, checks, or bid bonds will be returned to all except the three lowest bidders within three days after the opening of bids, and the remaining cash, checks, or bid bonds will be returned promptly after the Owner and the accepted bidder have executed the Contract; or if no award has been made within sixty (60) days after the date of the opening of bids, upon

demand of the bidder at any time thereafter, so long as he/she has not been notified of the acceptance of his/her bid. Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their Power of Attorney.

- 3.4.12 Performance Bonds.** The Contractor shall furnish a Payment and Performance Bond or Bonds in the amount of one hundred percent (100%) of the Contract price covering the faithful performance of the Contract and the payment of all obligations arising thereunder, with security satisfactory to the Owner. The Payment and Performance Bond shall also serve as a guarantee against defective material and workmanship in the said work covered by said Contract, provided however, that no suit, action or proceeding by reason of any defect whatever shall be brought upon this bond after two (2) years following the date of final acceptance of the work by Fairfield County, Ohio.

### **3.5 Contractor Pre-Qualification Verification Requirements**

- 3.5.1** Qualified contractors will be required to submit the following documents before entering into a contract with the Fairfield County Commissioners:

- 1) A completed W-9 Tax Form (if not on file)
- 2) A copy of your Workers Compensation Certificate
- 3) Any required licenses and identification numbers
- 4) Liability Insurance Certificates as follows:

Commercial General Liability:	Minimum \$1,000,000 per occurrence Minimum \$1,000,000 aggregate
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Auto Liability:	Minimum \$1,000,000 per occurrence Minimum \$1,000,000 aggregate
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Umbrella/Excessive Liability:	Minimum \$3,000,000 per occurrence
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### **3.6 Laws and Regulations**

- 3.6.1** The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over this project shall apply to this contract.

### **3.7 Occupational Safety and Health Administration**

- 3.7.1** Special attention by the bidders is also directed to the requirements of OSHA. The successful contractor will be required to observe all provisions of the Act, which are by reference included in the specified provisions of these specifications as if actually reproduced herein, and will be responsible for their full enforcement.

### **3.8 Award of Contract**

- 3.8.1** The contract, if let, will be awarded to the lowest and best bid. In determining the awardee the following elements may be considered: whether the bidder maintains a permanent place of business; has adequate personnel and equipment to do the work safely, properly, and expeditiously; has suitable financial base to meet the obligations incidental to the work; has appropriate experience; has completed all items on the Bid Form; and has inserted no qualifying phrases or unbalanced items on the bid.

- 3.8.2** The Fairfield County Commissioners reserve the right to reject any and all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.
- 3.8.3** The bidder must be skilled in the use and interpretation of plans and specifications for this project, and has found them free of ambiguities and sufficient for bidding purposes. Further, he/she has carefully examined the site of the work and from his/her own observations, is satisfied as to the nature and location of the work, the character, and the quality of the materials and the difficulties likely to be encountered, and other items, which may affect the performance of the work. He/she has based the bid solely on these documents, including any addenda and observations, and has not relied in any way on any explanation or interpretation, oral or written, from any other source. Therefore, the bidder agrees to hold the Fairfield County Commissioners harmless for his/her negligence, error, or omissions.
- 3.8.4** The Fairfield County Commissioners may consider any bids not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the bids submitted.

**3.9 Time of Completion and Liquidated Damages**

- 3.9.1** The final contract completion date shall be **90 calendar days** from the date of Notice to Proceed, to final close-out documents and a final payment request is submitted.
- 3.9.2** The substantial completion date for building occupancy by the Owner, and all associated work, shall be **75 calendar days** from the date of Notice to Proceed.
- 3.9.3** Liquidated damages will be assessed at a rate of \$100 per day to the contractor for late completion and occupancy of the building by the Owner, unless an approved contract extension is granted.

**3.10 Payment Applications and Changes to the Work**

- 3.10.1** Full payment shall be made upon satisfactory completion of the work, and all contract close-out requirements are met. If partial payment applications are requested, they shall be submitted on a monthly basis and shall be at a “percentage of work completed basis” for the various categories of work.
- 3.10.2** Payment requests must be submitted on the approved Schedule of Values, using the AIA G702 Application and Certificate for Payment form. The Schedule of Values must be approved prior to the first payment request.
- 3.10.3** Retainage: An amount of eight percent (8%) is to be withheld on monthly payments, and will be retained by the Owner until completion of the Contract as a guarantee that the Contractor will faithfully perform and completely fulfill the obligations and conditions imposed by this Contract, and will pay any damages caused the Owner by reason of any failure on his part to fulfill any or all of said obligations or conditions.
- 3.10.4** All changes to the Work involving a change in contract amount must be approved in advance by the Owner. The contractor will be required to submit a detailed labor and

materials pricing breakdown for the change in contract scope for approval by the Owner and Architect. Change Orders will be authorized on a form designated by the Owner.

### **3.11 Contract Termination**

- 3.11.1** Upon written notice to the contractor, the County may, without cause and without prejudice to any other right or remedy, elect to terminate the Contract. In such case, the Contractor shall be paid for all work executed and any expense sustained plus reasonable profit, unless such termination was due to the act or conduct of the Contractor.

## **4 GENERAL CONDITIONS AND SCOPE OF WORK**

- 4.1** The purpose of this Invitation to Bid (ITB) is to obtain bids for the addition of access control devices and hardware in the Hall of Justice and Administrative Courthouse.
- 4.2** The Contractor shall provide a complete project including wiring of all devices, installation of door hardware and connection to necessary electric.
- 4.3** The contractor is responsible for the repair of any wall, door or other building material disturbed during the installation. Special attention should be paid to original and historic door frames and trim with the least invasive methods possible. Surface mount concealing conduit may be used where wall or historical impacts limit install.
- 4.4** The contractor must use “Lenel” or compatible hardware that integrates into the existing infrastructure for access control
- 4.5** Demolition and removal of all debris from the site is the responsibility of the contractor, and must be performed in a timely manner. The project site must be maintained in a clean and organized condition. Coordinate dumpster locations with the Owner.
- 4.6** Provide dust control during construction and demolition activities to meet City and EPA requirements. Protect the Owners existing furniture and equipment from dusty activities or damage.
- 4.7** Submittals: The Contractor must provide submittals of product literature and installation drawings for all items to be incorporated into the final Work, to the Owner for review and approval prior to installation.

## **5 INSTALLATION SPECIFICATIONS**

### **5.1 Administrative Courthouse –**

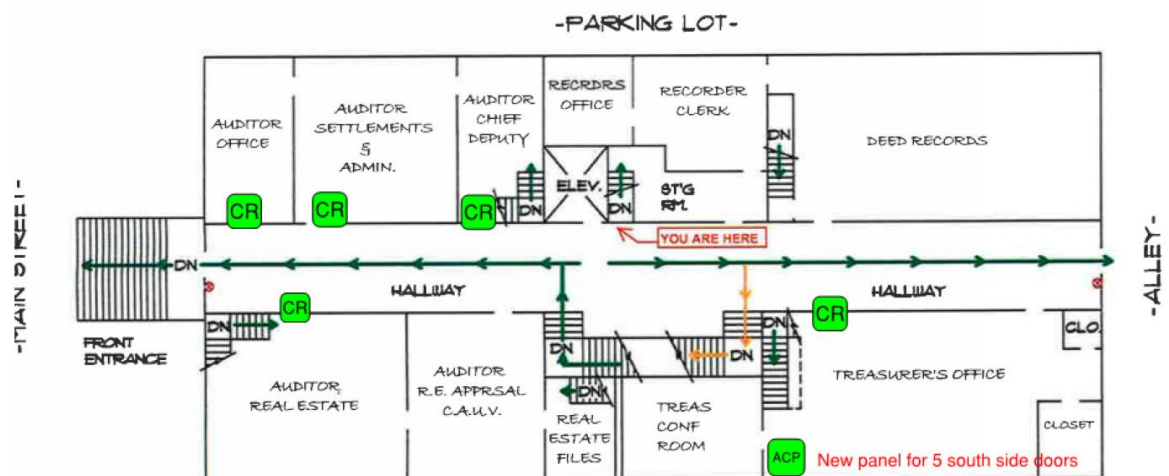
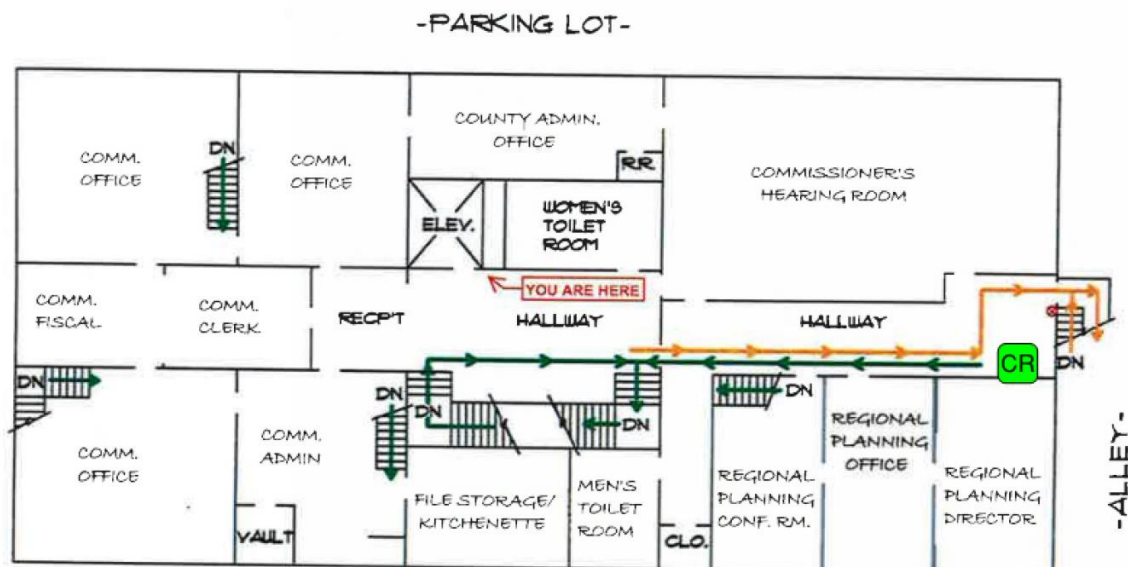
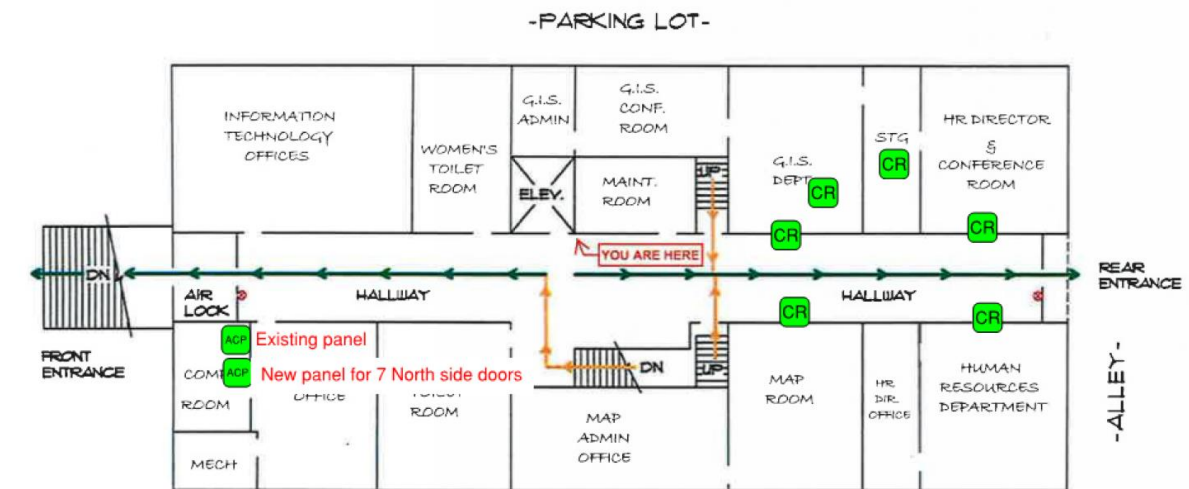
1. Treasurers Office Public Entrance
  - i. card reader, door contact, exit sensor, electric strike
2. Treasurers Counter Half Door
  - i. card reader, door contact (Mag Lock installed by cabinet maker)
3. Treasurers New Storage Area
  - i. card reader, door contact, exit sensor, electric strike
4. Treasurers Office
  - i. card reader, door contact, exit sensor, electric strike
5. Room 106
  - i. card reader, door contact, exit sensor, electric strike
6. Room 104
  - i. card reader, door contact, exit sensor, electric strike
7. Room 201
  - i. card reader, door contact, exit sensor, electric strike
8. Room 202
  - i. card reader, door contact, exit sensor, electric strike
9. Room 203.5
  - i. card reader, door contact, exit sensor, electric strike
10. Room 205
  - i. card reader, door contact, exit sensor, electric strike
11. Room 206
  - i. card reader, door contact, exit sensor, electric strike
11. Room 302
  - i. card reader, door contact, exit sensor, electric strike

#### **5.1.1**

1. 1-New headend panel in the closet in the 2nd floor treasurer's office.
  - i. Panel to consist of appropriate number of "Lenel" compatible intelligent controller and "Lenel" compatible dual reader modules housed in a Lifesafety Power unified power supply enclosure.
  - ii. Panel will be located at the top of the closet with power and data brought from the existing chase to the first floor IT closet.
  - iii. Panel will connect to access control doors on the west side of the building.
2. 1- Expansion panel to be installed adjacent to the existing panel.
  - i. Panel to consist of appropriate number of "Lenel" compatible dual reader modules housed in a Lifesafety Power unified power supply enclosure.
  - ii. "Lenel" compatible will connect to the existing intelligent controller via RS485 connection.
  - iii. Panel will connect to access control doors on the east side of the building.



## Building Map – Admin Courthouse

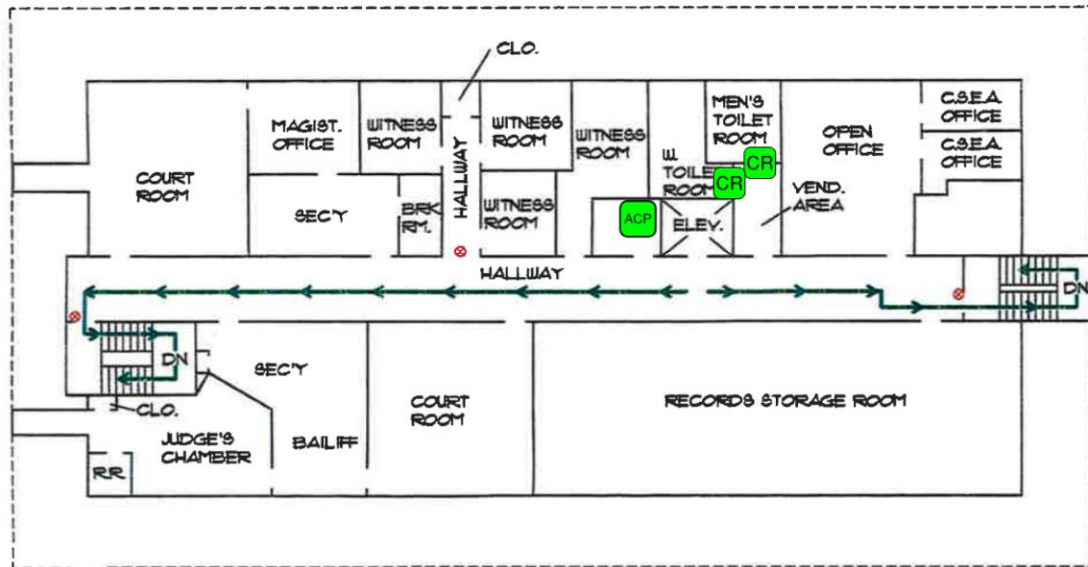


## 5.2 Hall of Justice

- 1 Door 212 – Exit
  - i. Door Contact and Exit Sensor
2. Door 215
  - i. card reader, door contact, exit sensor, electric strike
3. Magistrate office
  - i. card reader, door contact, exit sensor, electric strike
4. Door 303
  - i. card reader, door contact, exit sensor, electric strike
5. Door 302
  - i. card reader, door contact, exit sensor, electric strike
6. Door 302b Judges chambers
  - i. card reader, door contact, exit sensor, electric strike
7. Door 302c Judges Chambers Conference
  - i. card reader, door contact, exit sensor, electric strike
8. Door 301b Juvenile Probation
  - i. card reader, door contact, exit sensor, electric strike
9. Door 301c Juvenile Probation
  - i. card reader, door contact, exit sensor, electric strike
10. Door 304b Probate Court to Magistrate court
  - i. card reader **x2 (both sides)**, door contact, exit sensor, electric strike
11. Door 405
  - i. card reader door contact, exit sensor, electric strike
12. Brand new headend panel on the 4th floor IDF.
  - i. Panel to consist of “Lenel” compatible intelligent controller and appropriate number of “Lenel” compatible dual reader modules housed in a Lifesafety Power unified power supply enclosure.
  - ii. Panel will be located in open wall space.
  - ii. Panel will connect to the access control doors and status door being added to the system.
13. 11 Total new access control doors will be added to the system. Vendor will provide and install the devices listed under each door.

## FOURTH FLOOR - HALL OF JUSTICE

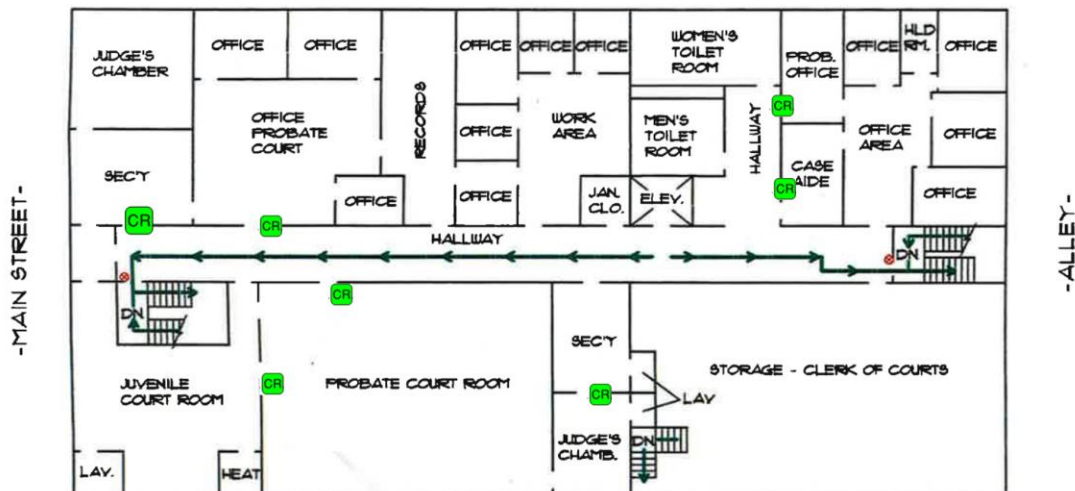
-PARKING LOT-



-ALLEY-

## THIRD FLOOR - HALL OF JUSTICE

-PARKING LOT-



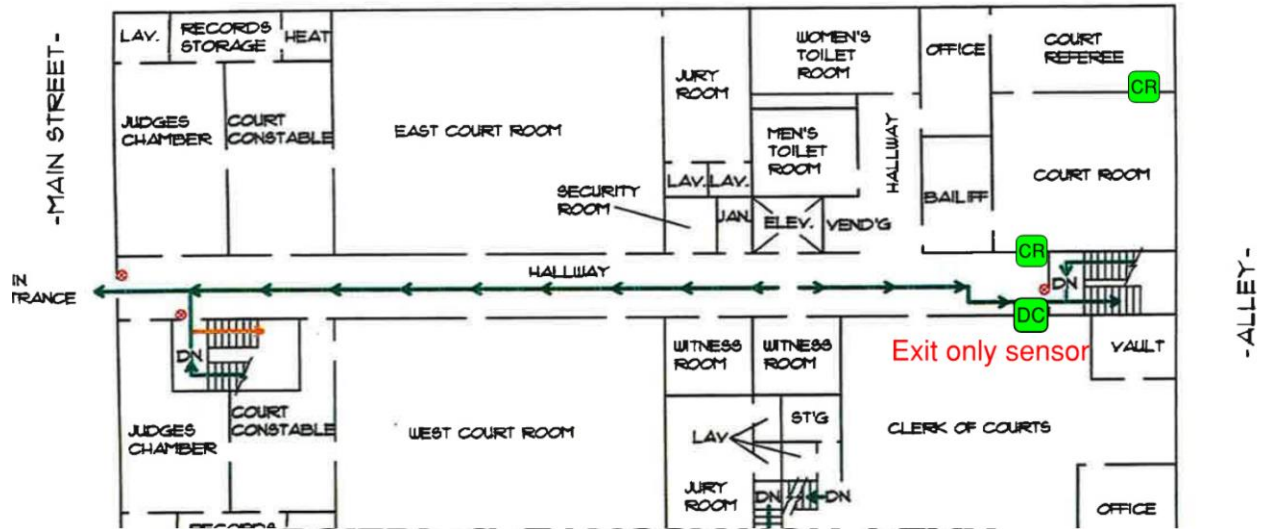
-MAIN STREET-

-ALLEY-

Juvenile to Probate Court is Dual Reader Door

# BUILDING EVACUATION PLAN SECOND FLOOR - HALL OF JUSTICE

-PARKING LOT-



## **6. ADDITIONAL REQUIREMENTS**

In addition to any other requirements herein, the Contractor shall comply with the requirements listed below:

### **6.1 General Requirements**

- 6.1.1** The Contractor shall comply with all applicable ordinances, laws, and regulations. The Contractor shall obtain and pay for any and all required permits and inspections as needed.
- 6.1.2** The Contractor will remove from the site, as required, any existing materials resulting from excavation or demolition at the building site.
- 6.1.3** The Contractor shall provide a Liability Insurance Certificate, and Workers Compensation Certificate to the County prior to the start of work.

### **6.2 Schedule and Coordination**

- 6.2.1** The Contractor shall coordinate all construction activities with the authorized representative of the Fairfield County Commissioners. The Project Schedule must be submitted and approved prior to the first payment application.

### **6.3 Security**

- 6.3.1** The Contractor shall maintain security of the project site and its contents at all times during the term of the contract and any extensions thereto.

### **6.4 Fire Safety**

- 6.4.1** The Contractor shall comply with all local fire safety requirements.
- 6.4.2** The Contractor shall take every precaution to prevent fires.

### **6.5 Final Clean-Up**

- 6.5.1** The Contractor shall perform periodic cleaning during the term of this agreement and maintain all surrounding areas in clean condition.

**CONTRACT FORM A**

Fairfield County Commissioners  
Installation of Access Control Devices  
AT THE  
Administrative Courthouse and Hall of Justice

**BID FORM**

Bids Must be submitted on this form only. (Type or Print Clearly)

Prevailing Wage rates apply.

**ITEM 1 ADMINISTRATIVE COURTHOUSE BASE BID WORK :**

**Sub-Total Amount:** \$ \_\_\_\_\_

**ITEM 2 - HALL OF JUSTICE BASE BID WORK :**

**Sub-Total Amount:** \$ \_\_\_\_\_

**TOTAL COMBINED BASE BID AMOUNT:** \$ \_\_\_\_\_

**Acknowledgement of Addenda Received: (List all Addendum numbers and date)**

Addendum # \_\_\_\_\_ Date: \_\_\_\_\_

Addendum # \_\_\_\_\_ Date: \_\_\_\_\_

Addendum # \_\_\_\_\_ Date: \_\_\_\_\_

Having carefully read and examined the entire set of Construction Documents, including without limitation the Drawings, Specifications and all Addenda (listed above) prepared by the Owner for the above referenced Project; **and** with a clear understanding of the delineation between Base Bid and Alternate Bid work; **and** having visited and examined the site, premises, and the conditions affecting the work, the undersigned Bidder proposes to perform all Work, furnish all labor, materials and equipment for this Project in strict compliance with the Construction Documents for the sums indicated above.

Note: The breakdown of this combined bid as indicated above is requested for the purpose of assisting the Owner in evaluating the bids received. **In order for your bid to be accepted, all blanks must be filled.**

Signed By Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_