FAIRFIELD COUNTY COMMISSIONERS
210 East Main Street
Lancaster, OH 43130

INVITATION TO BID
for the
CONSTRUCTION OF AN
ADA COMPLIANT PARKING AREA
Pursuant to ORC 153.12

The Fairfield County Commissioners are requesting bids for the CONSTRUCTION OF A NEW ADA COMPLIANT PARKING AREA for the Decorative Arts Center of Ohio located at 145 East Main Street, Lancaster, Ohio. The new parking area project includes removal of an existing parking area, and the construction of new drainage, pavement, walkway, and landscaping work. Qualified Bidders shall have until 9:00 AM on March 23, 2018 to submit their bids to Dennis R. Keller, Facilities Manager, 210 East Main Street, Room 300, Lancaster, Ohio, 43130. Bids will be publicly opened and read at 9:15 AM, on March 23, 2018 in the 3rd floor Commissioners Hearing Room, 210 East Main Street, Lancaster, Ohio.

Prospective Bidders are required to attend a mandatory Pre-Bid Conference on Thursday, March, 15, 2017 at 10:00 AM, to be held at the jobsite located at 145 East Main St., Lancaster, Ohio.

Bids shall comply with the standards set forth in the Invitation to Bid (ITB) and construction plans posted for download on the Fairfield County website at: www.co.fairfield.oh.us. Printed copies are also available in the County Commissioners Office, 3rd Floor, 210 East Main Street, Lancaster, Ohio, during normal business hours. Each bid must be submitted in a sealed envelope, accompanied by the bid bond described in the ITB, and clearly marked on the outside of the envelope “BID for DACO PARKING AREA”.

The Facilities Manager, County Administrator, Engineer, and County Commissioners will evaluate all bids submitted to determine the lowest and best bid. The Fairfield County Commissioners reserve the right to reject any and all bids in response to this Invitation to Bid (ITB), and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

The Fairfield County Board of Commissioners is an Equal Opportunity Employer. Bidders are required to certify equal employment opportunity and drug-free workplace, among other certifications required in the bid documents.

The Engineer’s estimate of cost is $69,388.

This is a State Prevailing Wage Project.

Publication Date: March 8, 2018

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

INVITATION TO BID  
Pursuant to ORC 153.12  

1. NOTICE TO BIDDERS  

1.1 Purpose  

The Fairfield County Commissioners are requesting sealed bids for the construction of a new ADA Compliant Parking Area for the Decorative Arts Center of Ohio, along with some associated landscaping work, to be located at 145 East Main Street, Lancaster, Ohio, 43130. 

The Engineer’s estimate of cost is $69,388.  

1.2 Estimated Key Dates  

The following are the estimated key dates associated with the ITB process. Bids received after 9:00 a.m. EDT on the Bid Due Date (as defined below) will not be considered.  

PUBLICATION DATE: Thursday, March 8, 2018  
INQUIRY PERIOD BEGINS: Monday, March 12, 2018, 8:00 a.m. EDT  
PRE-BID MEETING @ SITE Thursday, March 15, 2018, 10:00 a.m. EDT  
INQUIRY PERIOD ENDS: Monday, March 19, 2018, 4:00 p.m., EDT  
BID DUE DATE: Friday, March 23, 2018, 9:00 a.m., EDT  
BID OPENING DATE: Friday, March 23, 2018, 9:15 a.m., EDT  

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 9:00 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 “CONSTRUCTION OF DACO PARKING AREA”.  

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  

CONTRACT AWARD NOTIFICATION: Tuesday, March 27, 2018  
PURCHASE ORDER ISSUED: Wednesday, March 28, 2018  
CONTRACT NOTICE TO PROCEED DATE: Tuesday April 3, 2018  
PROJECT COMPLETION DATE & OWNER OCCUPANCY: May 12, 2018
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 (3rd) Floor Hearing Room  
210 East Main Street  
Lancaster, OH 43130

2 **EXECUTIVE SUMMARY**

2.1 **Purpose**

This document is a request for bids to construct an ADA COMPLIANT PARKING AREA AND PERFORM ASSOCIATED LANDSCAPING under Section 153.12 of the Ohio Revised Code. The Work is to be performed in accordance with the plans and specifications prepared by 2LMN, Inc., dated 3/8/18 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 153.12. 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 mandatory Pre-Bid Conference will be held at the project site on Thursday, March 15, 2018 at 10:00 AM, which all prospective bidders are required to attend.

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).

Dennis R. Keller  
Facilities Manager  
740-652-7097  
drkeller@co.fairfield.oh.us

The following individual will be the representative of 2LMN, Inc., who is the design professional and author of the plans and technical specifications for this project.

Lindsay A. Walker, Project Engineer  
2LMN, Inc.  
(740) 687-5542  
lindsay_walker@2lmn.com

Bidders may obtain complete sets of the Invitation to Bid document 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 must notify Dennis R. Keller, Facilities Manager, of their intention to bid when downloading documents electronically, and provide their contact information to Dennis R. Keller. A complete set of the Invitation to Bid (ITB) document 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 to Dennis R. Keller: **dennis.keller@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.

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 “BID FOR CONSTRUCTION OF DACO PARKING AREA”, 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 the form of bid bond, 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 thirty (30) 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.

3.5 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

   Auto Liability:               Minimum $1,000,000 per occurrence
                                 Minimum $1,000,000 aggregate

   Umbrella/Excessive Liability: Minimum $3,000,000 per occurrence

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 60 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 the use of the parking area by the Owner, shall be May 12, 2018.

3.9.2 Liquidated damages will be assessed at a rate of $500 per day to the contractor for late completion and occupancy of the new parking area 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.

3.12 **Prevailing Wage**

3.12.1 State Prevailing Wages shall be paid by the Contractor, and the Contractor shall comply with all administrative regulations required by the State of Ohio, Department of Commerce, Wage and Hour Administration.

3.12.2 Refer to the attached Prevailing Wage Rates applicable to this project, and to all other associated documents for prevailing wage compliance.

4 **GENERAL CONDITIONS AND SCOPE OF WORK**

4.1 **Scope of Work:** The purpose of this Invitation to Bid (ITB) is to obtain bids for complete construction of a new ADA Compliant Parking Area, along with some associated landscaping work. The project is to be located at 145 East Main Street, Lancaster, Ohio, 43130.

4.2 The Contractor shall provide complete construction of the new parking area, including all final construction and occupancy inspection approvals, ready for use by the County. The new parking area includes all associated site work indicated on the construction drawings, as the Basis of Design.

4.3 The Contractor shall include all costs in the bid to furnish all labor, materials, and equipment necessary to complete the project.

4.4 The Owner shall obtain and pay for plan approval as required for City of Lancaster building permits. Contractor shall obtain and pay for all other required permits, and provide any required notices as necessary to perform the work.

4.5 If required, the Contractor must provide a field office and storage trailer on-site as necessary for the work, with temporary power, portable sanitation facilities, and all necessary temporary utilities.

4.6 The Contractor shall provide temporary construction fencing as indicated on the contract drawings.

4.7 The Contractor will be required to host a bi-weekly construction progress meeting at the jobsite field office, to be held on alternating Thursdays. The time will be agreed upon with the Owner.

4.8 Demolition and removal of all existing debris and spoils 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 manner.

4.9 Provide all necessary traffic signage and lane closure barriers for public streets, alleys, and sidewalks as required per City of Lancaster, Division of Transportation requirements. Submit a Maintenance of Traffic plan, if required, to the City.

4.10 The contractor is required to maintain all public streets that are being used for trucking access to and from the site, in a clean condition.
4.11  Provide dust control during construction activities to meet City and EPA requirements.

4.12  The Contractor must provide submittals of product literature and installation drawings for all items to be incorporated into the final Work, to the Engineer for review and approval prior to installation.

4.13  A historical review of the project site was conducted by the Ohio Historical Society. During excavation the contractor is required to notify the Engineer and Owner of any archeological items discovered which may have historical significance.

5.  ADDITIONAL REQUIREMENTS

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

a. General requirements
b. Coordination
c. Security
d. Fire safety
e. Hazardous materials
f. Cleaning
g. Storage space use

5.1  General Requirements

5.1.1  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.

5.1.2  The Contractor will remove from the site, as required, any existing materials resulting from excavation or demolition at the building site.

5.1.3  The Contractor shall provide a Liability Insurance Certificate, and Workers Compensation Certificate to the County prior to the start of work.

5.2  Schedule and Coordination

5.2.1  The Contractor shall coordinate all construction activities with the authorized representative of the Fairfield County Commissioners and with the Architect, and provide a written schedule of the work. The Project Schedule must be submitted and approved prior to the first payment application.

5.3  Security

5.3.1  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.

5.4  Fire Safety

5.4.1  The Contractor shall comply with all local fire safety requirements.
5.4.2 The Contractor shall provide adequate fire extinguishing equipment at all interior work areas requiring welding, soldering, or cutting with flame torches.

5.4.3 The Contractor shall take every precaution to prevent fires.

5.5 **Hazardous Materials**

5.5.1 The Contractor is cautioned to check the premises where the new structure is to be located for the existence of hazardous materials during the progress of the work.

5.5.2 In the event materials are encountered during the work which may present a health hazard to workers, occupants, or the public, the Contractor shall take the following actions:

a. Take immediate action to limit the exposure or hazardous condition.

b. Cease work in the area until suspected hazardous material can be identified.

c. Notify the Fairfield County representative of the condition. Such notification shall be made by the most expedient means with subsequent written confirmation.

5.5.3 Testing, identification, removal, or other processes to render hazardous materials safe within legal limits is to be provided by the Contractor, upon approval by the Owner.

5.6 **Final Clean-Up**

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

5.6.2 Upon final completion of the work, the Contractor shall perform sweeping of the roadway and surrounding parking areas to remove all dirt, mud, or debris.
ITEM 1 - BASE BID WORK:
1. Total Base Bid Amount (labor & materials) from Bid Schedule Total $_____________________

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 Engineer for the above referenced Project; and with a clear understanding of the 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 the bid items as indicated on the following Bid Schedule 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:     __________________________________
# BID SCHEDULE  
**DECORATIVE ARTS CENTER OF OHIO - PARKING LOT IMPROVEMENTS**

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### Bid Schedule

**Decorative Arts Center of Ohio - Parking Lot Improvements**

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**Unit Prices**

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**Grand Total (Base Bid)**

---

Bid Submitted by:

Contractor: __________________________

Federal Tax ID #: ____________________

Address: ____________________________

City, State and Zip Code: ____________________________