

Little Miami Board of Education  
87 E US 22/OH 3 Ste 300  
Maineville, OH 45039

## **INVITATION TO BID**

### **Project:**

Little Miami School District Administration Offices – Fit Out  
Maineville Crossing  
87 E US 22/OH 3  
Maineville, OH 45039

### **Owner:**

Little Miami Board of Education  
87 E US 22/OH 3 Ste 300  
Maineville, OH 45039

### **Issue:**

March 28, 2018

1. INVITATION - The Owner invites parties to provide a bid to provide labor and materials as required for the performance of the work for the above referenced project. Refer to this invitation and the project documents for the full scope of work to be performed. All bids shall be submitted in person or by mail to **the Board of Education, Little Miami School District, 87 E US 22 & 3, Suite 300 Maineville, OH 45039**, c/o Terry Gonda, Treasurer. Bids shall be placed in a sealed envelope clearly marked “Little Miami School District Administration Offices – Fit Out” and shall include the Bidder’s name and address on the exterior of the envelope.

2. Project Description: Project consists of the renovation and repurposing of 15,000 SF of former medical office and lobby space into the new district administration office for Little Miami Schools. The project includes the demolition of: interior partitions, and finishes, demolition of mechanical, electrical, plumbing, and communication systems, limited demolition of exterior wall system and roofing; and the construction/installation of: new partitions, finishes, mechanical, electrical, plumbing, security /communication systems, exterior windows, doors, light tubes, and miscellaneous roofing items.

3. BIDS DUE - Bids shall be received no later than **2:00 P.M. Wednesday, April 18, 2018 at The Little Miami Administrative Offices**. Bids received after the deadline will not be accepted. Bids will be immediately opened publicly. Bids shall be submitted on the attached Bid Form and all bids will be reviewed for completeness of the submission. Incomplete bids will be not be accepted. All complete bids will be read aloud immediately thereafter.

4. BIDDING DOCUMENTS - Printed Procurement and Contracting Documents: Obtain after March 30, by contacting ARC Document Solutions:

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1. Address: 7157 E Kemper Rd, Cincinnati, OH 45249
2. Phone: (513) 621-6575
3. Website: [www.e-arc.com](http://www.e-arc.com)

5. PREBID MEETING - A prebid conference for all bidders will be held at District Office located at 87 E. US 22 & 3, Maineville OH, 45039 on Thursday, April 5<sup>th</sup>, at 10:00 A.M. local time. Prospective bidders are required to attend. Bidders shall register with the Board of Education Office upon arrival in the corridor outside of the district offices.

a. Bidders may make site visits on other days between the hours of 8:00am and 4:00 pm. Bidders must make an appointment in advance and must check in with the Board of Education offices upon arrival. Bidders shall schedule visits through Owner's Representative: Gene Blake, Director of Support Operations, 513-509-2794.

6. BONDS - Each Bid shall be accompanied by a **BID GUARANTY** meeting the requirements of Section 153.54 of the Ohio Revised Code. The Bidder shall provide an executed **BID GUARANTY BOND** for the full amount of the project in conformance with the conditions of ORC 153.54 (B) or shall provide a certified check, cashier's check, or letter of credit pursuant to ORC Chapter 1305 and in conformance with ORC 153.54(C) in the amount equal to **ten percent(10%)** of the bid tendered as a guarantee that the bidder will, if award is made to the bidder, will enter into a Contract with the Owner in accordance with the requirements of ORC 153.54. The bond shall be based upon the total possible scope of work, including all alternates for the construction.

a. Bid Guaranties filed by bidders in conformance with these requirements shall be returned to unsuccessful bidders immediately after the Contract for the project is executed.

b. The Bid Guaranty of the successful bidder shall be returned immediate upon receipt of the bidder's bond for the performance of the work in accordance with ORC 153.57.

7. PROPOSAL - Proposals for the above described work must be made on the Bid Form furnished as a part of this Invitation to Bid.

a. Each bidder is required to provide a bid for all the work. Any bidder failing to provide a bid for each portion of the project as noted on the bid form will have their bid identified as incomplete and rejected.

b. Bidder shall note that they are required to comply with all applicable regulations of Chapter 1926, Safety and Health Regulations for Construction of the Occupational Safety and Health Administration (OSHA) of the US Department of Labor.

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c. Bidder shall note that they are required to comply with all applicable regulations of Chapter 33, Safeguards During Construction of the Ohio Building Code including, but not limited to sections 3303- Demolition, 3306-Protection of Pedestrians, 3307 Protection of Adjoining Property.

d. Bidder shall note that they are required to comply with all applicable regulations of ORC 153.59 and as defined in section 4112.01 regarding discrimination in the hiring and employment of any individual on account of race, religion, sex, disability, national origin, or ancestry.

e. Bidder shall include Project References with list of successfully completed office renovations and/or tenant fit-outs and/or new office building including project names, locations, project type and project area. Note, "office" can include other project types with substantial administrative components.

8. ESTIMATED PROJECT COST - The estimate cost for the performance of the Base Bid Work is **\$1,375,000**. The award of the Contract to the lowest responsive and responsible bidder shall be in accordance with ORC 153.12 with respect to the limitations of ORC 9.47, 153.012., and **4123.01** thru 4123.94.

9. PERSONAL PROPERTY TAX: Bidder shall note that if they are the awarded the contract for this work, they will be required to comply with and shall execute the enclosed "Personal Property Tax Verification Affidavit" in accordance with Ohio Revised Code, Chapter 5719.042.

10 TAXES - The Owner is exempt from payment of Ohio State Retail Sales Tax. Bidder shall assemble his bid to reflect the Owner's exemption from retails sales taxes, but shall include the cost of other applicable taxes and insurance as they may affect this project.

11. The Owner reserves the right to reject any or all bids and to waive any informalities in bidding.

12. No bid may be withdrawn for a period of 60 days after the closing time of receipt of bids.