

Little Miami Board of Education
95 E US 22&3
Maineville, OH 45039

INVITATION TO BID – Little Miami Local Schools Office Furniture Package

Project:

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

Owner:

Little Miami Board of Education
95 E US 22/OH 3
Maineville, OH 45039

Issue:

October 1, 2018

1. INVITATION - The Owner invites parties to provide a bid to provide office furniture which meets the specifications in the established bid package. Refer to this invitation and the bid package documents for full detail. All bids shall be submitted in person or by mail to **the Board of Education, Little Miami School District, 95 E US 22 & 3, Maineville, OH 45039**, c/o Terry Gonda, Treasurer. Bids shall be placed in a sealed envelope clearly marked “Little Miami School District Administration Offices – Furniture Fit Out” and shall include the Bidder’s name and address on the exterior of the envelope.

2. PROJECT DESCRIPTION: Project consists of furnishing the renovation 15,000 SF of renovated office and lobby space in the new district administration offices which includes acquiring and installing office furniture which meets all bid specifications.

3. BIDS DUE - Bids shall be received no later than **2:00 P.M. Tuesday, October 16, 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. PRE BID MEETING: A prebid conference for all bidders will be held at District Office located at 95 E. US 22 & 3, Maineville OH, 45039 on Friday October 5, at 10:00 A.M. local time. Bidders shall register with the Board of Education Office upon arrival in the corridor outside of the district offices.

5. BIDDING DOCUMENTS – 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

Little Miami Board of Education
95 E US 22&3
Maineville, OH 45039

reviewed for completeness of the submission. Incomplete bids will be not be accepted. All complete bids will be read aloud immediately thereafter.

5. BIDDING DOCUMENTS - Printed Procurement and Contracting Documents: Obtain after October 1, by contacting ARC Document Solutions:

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

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 ORC153.54(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.

7. ESTIMATED PROJECT COST - The estimate cost for the performance of the Base Bid Work is **\$225,000**. 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.

8. 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.

c. 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.

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.

Little Miami Board of Education
95 E US 22&3
Maineville, OH 45039

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 retail 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.