

## Ross County Park District

15 N. Paint Street Suite 301  
Chillicothe, OH 45601



### INVITATION TO BID

Pursuant to ORC 153.12

#### 1. NOTICE TO BIDDERS

##### 1.1. Purpose

Ross County Park District (RCPD) is requesting sealed bids for the construction of Maple Grove Parking Area and connecting lane located at 44 Anderson Station Rd. Chillicothe OH, 45601

Estimated cost \$17,400

##### 1.2. Estimated Key Dates

The following are the estimated key dates associated with the Invitation to Bid (ITB) process. Bids received after 1:00 p.m. EDT on the Bid Due Date (as defined below) will not be considered.

FIRST PUBLICATION DATE: Friday, May 19th, 2023

INQUIRY PERIOD BEGINS: Monday, May 22nd, 2023

MANDATORY PRE-BID MEETING: Thursday, June 1st, 2023 at 4:00 p.m. at project site

INQUIRY PERIOD ENDS: Wednesday, June 14th at 1:00pm EST

BID DUE DATE: Thursday, June 15th 2023 at 1:00pm EST

BID OPENING DATE: Friday, June 16th 2023 at 9:00am EST

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 Ross County Park District Office, 15 N. Paint Street Chillicothe OH, 45601. Sealed Bids received after 1:00 p.m. on the Due Date will not be

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evaluated. Each bid must be submitted in a sealed envelope and marked on the outside as “MAPLE GROVE PARKING AREA”.

Ross County Park District reserves 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: Friday, June 23rd, 2023

CONTRACT NOTICE TO PROCEED DATE: Monday, June 26th, 2023

FINAL CONTRACT COMPLETION DATE: Monday, August 28th, 2023

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

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

Carlisle Building (Community Room)

9 S. Paint Street

Chillicothe, OH 45601

## **2. EXECUTIVE SUMMARY**

### **2.1. Purpose**

This document is a request for bids to construct the parking lot and connecting lane at Maple Grove under Section 153.12 of the Ohio Revised Code. The Work is to be performed in accordance with the plans and specifications included in this Invitation to Bid document. Ross County Park District is soliciting competitive, sealed bids for the described work located in the Chillicothe, Ohio area. If a suitable offer is made in response to this ITB, Ross County Park District may enter into a contract to have the selected Offeror (the “Contractor”) provide the described work.

Upon selecting the lowest and best bid, Ross County Park District 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 Ross County Park District 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 “Ross County Park District” 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, Ross County Park District 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 Ross County Park District and the Contractor.

## **2.2. Objectives**

The purpose of this ITB is to solicit bids that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work (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. Ross County Park District 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 Ross County Park District 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.

## **3. INSTRUCTIONS TO BIDDERS**

### **3.1. Purpose**

The following sections provide details on how to respond to this ITB. All responses must be complete and in the prescribed format subject to the right of Ross County Park District 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 Ross County Park District who may be contacted in connection with this Invitation to Bid.

Ted Hagarman, Project Manager

(330)204-7733. tedhagarman@rosscountyohio.gov

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Bidders may obtain complete sets of the Invitation to Bid document posted on the Parks website at [rosscountyparkdistrict.com/bids](http://rosscountyparkdistrict.com/bids), available for downloading by the bidder.

Prospective bidders must notify Ted Hagarman, Project Manager, of their intention to bid when downloading documents electronically, and provide their contact information to Ted Hagarman via email at [tedhagarman@rosscountyohio.gov](mailto:tedhagarman@rosscountyohio.gov). A complete set of the ITB document will also be made available at the office of Ross County Park District, 15 N. Paint Street, Chillicothe Ohio, 45601 if bidders cannot download and print the documents.

### **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 Ted Hagarman at [tedhagarman@rosscountyohio.gov](mailto:tedhagarman@rosscountyohio.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 Ross County Park District, 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:

3.4.6. Non-Collusion Affidavit

3.4.7. EEO Certification

3.4.8. Affidavit of Property Tax Liability

3.4.9. Drug-Free Workplace

3.4.10. Contractor References and Contact Information

3.4.11. Submit sealed bids in an opaque envelope plainly marked on the outside with the project title "BID FOR CONSTRUCTION OF MAPLE GROVE PARKING AREA", bid date and time, and name of the Offeror.

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3.4.12. 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.

Mailing address is:

Ross County Park District

15 N. Paint Street, Suite 301, Chillicothe OH 45601

Address for in person bid delivery is:

Ross County Park District

15 N. Paint Street, Suite 301, Chillicothe OH 45601

3.4.13. 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 Ross County Park District.

3.4.14. Bids in response to this ITB that are unsigned, improperly prepared, contain arithmetical errors, alterations, or irregularities of any kind, may, at Ross County Park District's discretion, be declared unacceptable.

3.4.15. Performance Bond: 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 Ross 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 Ross County Park District:

- A completed W-9 Tax Form (if not on file)
- A copy of your Workers Compensation Certificate
- Any required licenses and identification numbers

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- Liability Insurance Certificates as follows:

- o Commercial General Liability: Minimum \$1,000,000 per occurrence

Minimum \$1,000,000 aggregate

- o Auto Liability: Minimum \$1,000,000 per occurrence

Minimum \$1,000,000 aggregate

- o 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 as applicable. 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 as applicable.

### **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. Ross County Park District reserves 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 Ross County Park District harmless for his/her negligence, error, or omissions.

3.8.4. Ross County Park District 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 64 calendar days from the date of Notice to Proceed, to substantial completion of the parking lot work, final close-out documents and a final payment request is submitted.

3.9.2. Liquidated damages will be assessed at a rate of \$100 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.

3.10.2. Payment requests must be submitted and approved by Ross County Park District.

3.10.3. 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, Ross County Park District 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.

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<https://com.ohio.gov/divisions-and-programs/industrial-compliance/wage-and-hour/guides-and-resources/view-prevailing-wage-rates>

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

**4.1. Scope of Work:** The purpose of this ITB is to obtain bids for the construction of the Maple Grove Parking Area. Complete construction of the parking area with new access to Maple Grove Road as well as the lane connecting it to the existing parking lot. Additionally wooden posts boarding the entire new area (same posts as existing posts). The project is located at 44 Anderson Station Rd. Chillicothe OH, 45601

4.2. The Contractor shall provide a complete clearing and construction of the project as outlined in the scope of work and in the Pre-bid Meeting.

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 Contractor (bidder) shall obtain and pay for plan approval as required for the building permits as applicable. Contractor shall also obtain and pay for all other required permits and provide any required notices as necessary to perform the work.

4.5. The Contractor shall provide temporary construction fencing, if indicated on the contract drawings.

4.6. 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.

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

4.8. The contractor is required to maintain all public streets in a clean condition, that are being used for trucking access to and from the site.

4.9. Provide dust control during construction activities to meet County and EPA requirements. 4.10. The Contractor must perform the construction as outlined in the attached engineering documents.

#### 5. ADDITIONAL REQUIREMENTS

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

General requirements

Schedule and Coordination

Security

Fire safety

Hazardous materials

Cleaning

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 will request an OUPS order prior to construction.

5.1.4. 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 Parks 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.

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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 Work 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 Ross 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.

**Contract Form A**  
**ROSS COUNTY PARK DISTRICT**  
**BID FORM**

Bids Must be submitted on this form only. (Type or Print Clearly)  
Prevailing Wage rates apply.

Contractor Name: \_\_\_\_\_

Construction of Maple Grove Parking Area: \$ \_\_\_\_\_ as outlined in Invitation to Bid, not including Alternate

Acknowledgement of Addenda Received (List All Addendum Numbers and Dates):

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 Park District 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: \_\_\_\_\_

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