

**SECTION 00 2113
INSTRUCTIONS TO BIDDERS**

PART 1 - GENERAL

1.1 BIDS

- A. Sealed bids for this Project will be received not later than 1:00 p.m., **local time, Tuesday, July 30, 2024**, at the following location:
Fairfield County ADAMH Board Offices
108 W. Main Street, Suite A
Lancaster, Ohio 43130

In accordance with the Contract Documents prepared by:

TC Architects Inc.
430 Grant Street
Akron, Ohio 44311
(330) 867-1093
Contact: Ahmad Thomas, Project Manager
athomas@tcarchitects.com

- B. Bidding for this Project is a Public Bid, utilizing Davis Bacon rates.
- C. Fairfield County ADAMH Board is tax exempt.
- D. Bid documents are available for purchase at the bidder's expense at:
SE Blueprint Co.
520 South Main Street, Suite 2411
Akron, Oh 44311
- E. Bid documents may be viewed, for bidding purposes, without charge during normal business hours the following locations:
Fairfield County ADAMH Board Offices
108 W. Main Street, Suite A
Lancaster, Ohio 43130

TC Architects
430 Grant Street
Akron, Ohio 44311
Phone: (330) 867-1093
- F. Requests for substitutions shall be submitted to the Architect's office no later than **5:00 p.m., Tuesday, July 23, 2024**. Substitution requests may be e-mailed to the Project Manager named above, provided that they contain sufficient information for a thorough evaluation.
- G. Request for Information shall be submitted to the Architects office no later than **5:00 p.m., Tuesday, July 23, 2024**. Requests for information may be e-mailed to the Project Manager named above.
- H. Submit sealed bids in duplicate on the Bid Form provided. Do not revise forms. All blanks must be filled in with information requested.
- I. Bid sums shall be stated in both words and numerals. In case of conflict, the sum stated in words will be used as the bid sum.
- J. Bids must be signed by a person authorized to conduct business for the bidding company.
1. If the Bidder is a corporation, partnership or sole proprietorship, an officer, partner, or principal of the Bidder, as applicable, shall print or type the legal name of the Bidder on the line provided and signs the Bid Form.
 2. If the Bidder is a joint venture, an officer, partner, or principal, as applicable, of each member of the joint venture shall print or type the legal name of the applicable member on the line provided and signs the Bid Form.
 3. All signatures must be original.

- H. Bid Submittal: Submit bids on or before the date and time stated in the Advertisement.
- I. Bids received after the specified Date and Time will not be considered.
- J. The Owner will open and tabulate bids properly received following receipt.
- K. Bidders agree not to withdraw proposals for a period of forty-five **(45) days** following the bid due date.
- L. The Owner reserves the right to reject any or all bids and cure any minor items.

1.2 PERMIT REQUIREMENTS

- A. The Contractor is responsible for obtaining and paying for permits, licenses, and other local requirements for constructing the Project.

1.3 REQUIRED SUPPORTING DOCUMENTS

- A. No contract will be entered into until the following supporting documents have been received and approved:
 - 1. A current Worker's compensation certificate has been submitted to the Owner.
 - 2. Contract, Bid Bond for General Contractor only (in the amount of 10 percent), and Performance and Payment Bond have been approved by the Owner's legal consultant.
 - 3. Certificate of Contractor's Liability Insurance has been approved by the Owner's insurance consultant.
 - 4. Bidders must acknowledge in their bid receipt and inclusion of any and all addenda.

1.4 PERFORMANCE AND PAYMENT BONDS

- A. The successful General Contractor shall furnish a Performance and Payment Bond in a penal sum of 100 percent of the contract price, including any change orders if the alternate is accepted.
- B. The cost of the Performance and Payment Bond shall be included in the Bid.
- C. Surety bonding company bonds must be supported by credentials showing power of attorney of the agent, and a certificate showing the legal right of the bonding company to do business in the State of Ohio, and a financial statement of the surety. These supporting credentials need only be furnished by the successful bidder upon award.

1.5 LIQUIDATED DAMAGES

- A. Liquidated damages in the amount indicated by Liquidated Damages Chart on the Bid Form will be collected for all work not completed by the contracted completion date.

1.6 GENERAL CONDITIONS

- A. The AIA A201-2017 General Conditions shall be included by reference as part of this construction manual and modified as indicated in the Division 01 sections.

1.7 STANDARDS AND SUBSTITUTIONS

- A. Materials are named in the Specifications to denote the quality required and shall be known as "Standards". Bids shall be based on these standards.
- B. Bidders may propose substitutions for specified products by submitting a formal request followed by written approval from the Architect. Unauthorized substitutions will be rejected by the Architect, and the Contractor shall assume all costs for correction or replacement with specified products.
- C. Substitution Proposal Requests shall include the following:
 - 1. Identify the specified product for which the substitution is being proposed.
 - 2. Identify the proposed substitution by manufacturer, model number, series, and other proprietary terms of identification.
 - 3. Provide sufficient information for the Architect to evaluate the proposed substitution, including, as applicable:
 - a. Product data
 - b. Manufacturer's literature

- c. Independent research evaluations and test reports
 - e. Details of fabrication and installation
 - f. Maintenance instructions, availability of maintenance parts, and current price list for those parts.
 - g. Name, address, and telephone number of the manufacturer's local representative.
 - h. Warranty information
 - i. List of prior installations in the vicinity of the project, including locations, dates of installations, and names of building owners.
 - j. Manufacturer's written endorsement of the installer of the proposed product.
 - k. Manufacturer's written statement of the time and cost effects of the substitution.
 - l. Written justification for the substitution in lieu of the specified product.
- D. Submit substitution proposals on or before the date and time stated in Section 00 4325 Substitution Proposals.
- E. If the Architect determines that the proposed substitution is acceptable, an Addendum will be issued.
- F. The Architect will reject without consideration incomplete proposals, proposals made when a specification section clearly states that no substitutions will be considered for a product, and proposals not complying with the time requirements stated above.

1.8 AWARD OF CONTRACT

- A. The successful bidder will be notified of the Owner's intent to award a contract for the Work. Prior to executing a contract, the successful Bidder shall submit the following for the Owner's approval:
- 1. Current Worker Compensation Certificate
 - 2. Proof of Liability Insurance.
 - 3. Performance and Payment Bond.

END OF SECTION 00 2113