



Pre-bid meeting notes For Bexley City Hall Office Renovation

1. Bid Documents

- a. Entire Invitation for Bid & Bid Documents available for download at www.bexley.org/bids

2. Submittal Instructions & Bid Opening

- a. Bid Due date & Time is **May 15, 2025 by 4pm**. Publicly opened at Bexley City Hall. Bidders do not need to be present, as Matt Klingler will notify the bidders of the bid results.
- b. Email bids to Matt Klingler mklingler@bexley.org OR you can hand deliver in a sealed envelope to Bexley City Hall, 2242 E Main St, Bexley, Ohio 43209
- c. It is the sole responsibility of respondents to the Invitation to Bid to deliver the bid by the stated deadline. Each bid must be submitted with all required documentation. Bids received after this deadline shall be deemed to be nonresponsive and will not be considered.

3. Contract Completion

- a. It is anticipated that all work will be substantially complete within **150** calendar days of the Notice to Proceed.

4. Addenda

- a. Questions pertaining to the plans, technical specifications or anything regarding the project must be received in writing via email to Matt Klingler, City of Bexley Director of Zoning and Planning mklingler@bexley.org by **Thursday, May 1, 2025 4:00pm**.
- b. Must acknowledge all addenda. Failure to acknowledge all published Addenda may result in the bid being deemed non-responsive.
- c. Addenda will be posted on www.bexley.org/bids by

5. Prevailing Wage

- a. Because the scope of this contract falls under the "Reconstruction, enlargement, alteration, repair, remodeling, renovation or painting" and is estimated to exceed the \$75,000 threshold, Prevailing Wage rates will apply to this project.
- b. Bidders are required to submit bids using current prevailing wage rates on Public Improvements in Franklin County and the City of Columbus, Ohio, as determined by the Ohio Bureau of Employment Services, Wage and Hour Division. See Section IV (Contract) for the Prevailing Wage Determination Cover Letter and Prevailing Wage Rate information. For further information, call (614) 644-2239 or visit <http://www.com.ohio.gov/dicol/>.

PRE-BID MEETING
April 21, 2025



6. Contractor Registration

- a. All Contractors performing working in the City of Bexley must register at <https://bexleyoh.portal.opengov.com/categories/1079>

7. Requested information for Bid

- a. Total Bid amount for complete scope of work with a labor and material breakdown
- b. Project costs for each subcontractor
- c. Point of contact from bidder & a list of potential subcontractors
- d. Work experience including at least two references from clients based in Ohio
- e. Availability to begin the work with a rough schedule for completion.

8. Evaluation Criteria and Award

- a. Based on the bids submitted, City of Bexley staff will select a contractor that will best serve the interest of the City and meet its objectives.
- b. Criteria may include:
 1. Contractor's previous experience and team qualifications, as well as references from prior or current clients
 2. Contractor's ability, capacity and skill to fulfill the services as specified III. Integration of sustainable materials and building practices into project specifications
 3. Analysis of cost of work.
 4. City's prior experience with Contractor, if applicable
 5. Compliance with plans and specifications
- c. The City reserves the right to award the contract in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion, including rejection of all bids.

9. ITB SCHEDULE

- a. The City anticipates following the schedule described below to issue the request for qualifications and reviewing this request, and completing the project:

<u>PHASE</u>	<u>ANTICIPATED DATE</u>
ITB Posted	Friday April 4, 2025
Project on Site Walkthrough	Monday, April 21, 2025 @ 2pm
Questions Cutoff Date	Thursday, May 1, 2025
Addendum posting date	Thursday, May 8, 2025
Bid due Date	Thursday May 15, 2025 on or before 4pm
Anticipated Award Date	June 2025

10. Oral Interview

- a. Will occur a day or two following the bid opening date.
- b. Please include a point of contact with your bid.



11. Contract

- a. Contract must be returned to the City within 10 days of the contractor receiving it.
- b. Return the following with the contract:
 1. The City will negotiate a contract with the selected Contractor. The City will be the sole and exclusive judge of quality and compliance with plans and specifications in any of the matters pertaining to this ITB.
 2. Must be signed by a person with authority to sign for the company, complete signature affidavit if contract is not signed by an officer/member of company
 3. Insurance
 - i. Certificate of Insurance
 - ii. See types/limits in IFB's Special Provisions
 4. Workers' Compensation Certificates

12. Other Items

- a. **Right to Reject Quote:** Submission of a quote indicates acceptance by the firm of conditions contained in this request for quote unless clearly and specifically noted in the quote submitted. The City of Bexley reserves the right without prejudice to reject any or all quotes.
- b. **No Collusion:** In submitting this quote, the Contractor declares that the only person or party interested in the quote as principals are those named herein, and that the quote is made without collusion with any other person, firm or corporation.
- c. **Confidentiality:** Quotes and other documents submitted shall be examined to determine the validity of any written requests for nondisclosure of proprietary or confidential information. After award of a contract, all responses, documents, and materials submitted by the respondent pertaining to this bid will be considered public information unless otherwise determined by legal counsel.

