

CONTRACT DOCUMENT COVER PAGE FOR

Bettsville EMS Building Renovations

Prepared by the office of the

SENECA COUNTY COMMISSIONERS
111 Madison St
Tiffin, OH 44883

Letting Date: 5/16/2024-6/6/2024

Submitted By: _____

Address: _____

City: _____

State: _____ Zip _____

Telephone: _____

Fax: _____

E-mail: _____

(This form must be executed for the bid to be considered)

LEGAL NOTICE

Sealed bids for Bettsville EMS Building Renovations will be opened at the Office of the Seneca County Commissioners Office 111 Madison Street Tiffin, OH 44883 at the 10:00 a.m. open and regular session held, Thursday, June 6, 2024, at which time and place said bids will be publicly read out loud. If unforeseen circumstances prevent the Seneca County Commissioners from opening the bids at the fixed time, the Seneca County Commissioners shall open said bids at the next regularly scheduled public session of the Seneca County Commissioners and be it further. The final completion date is Oct 1, 2024.

Copies of the plans, specifications and other contract documents are on file and may be obtained in the offices of the Seneca County Commissioners. Please call for time to review plans at (419) 447-4550. Office hours are 8am-4:30 pm Monday through Friday.

Each bidder is required to furnish with is proposal a Bid Guaranty and Contract Bond in accordance with Section 153.54 of the Ohio Revised Code. Bid security furnished in Bond form, shall be issued by a Surety Company or Corporation licensed in the State of Ohio to provide said surety.

Each proposal must contain the full name of the party or parties submitting the proposal and all persons interested therein. Each bidder must submit evidence of its experiences on projects is similar size and complexity. The owner intends and requires that this project be completed no later than October 1, 2024.

All contractors and subcontractors involved with the project will, to the extent of practicable use Ohio Products, materials, services, and labor in the implementation of this project. Additionally, contractor compliance with the equal employment opportunity requirements of Ohio Administrative Code Chapter 123, the Governor's Executive Order of 1972, and Governor's Executive Order 84-9 shall be required.

The Seneca County Commissioners reserve the right to reject any and all bids, to waive any irregularities and to award the contract to the lowest responsive and responsible bid.

By Order of:

Seneca County Commissioners
Seneca County Ohio

INFORMATION TO BIDDERS

PRE-CONSTRUCTION MEETING— Prior to the start of construction the group representative(s), contractor, and Seneca County Commissioners' personnel must meet to review plans. Should there be any discrepancy between the intentions of these specifications, unit price contract, and the plan it will be corrected during this time. The right is reserved by the authorized representative of the Seneca County Commissioners to correct any errors or omissions in the plans and specifications. The authorized representative for the Seneca County Commissioners shall be the deciding authority on those decisions that do not affect the design and capacity of proposed project.

The Unit Price Contract shall be deemed to include all costs of whatever nature involved in the proper and complete execution of work. The contractor shall be paid for extra work by the unit price. Nonperformance of work shall also be deducted by the unit price.

The Contract Agreement signature form will require a notarized signature; therefore, all will be intentionally left blank at time of bid submission for signing of all parties at the successful bidder's pre-construction meeting.

A copy of your current W-9, a copy of Certificate for Workman's Compensation, and current copy of your company Insurance Policy will be requested at the successful bidder's pre-construction meeting.

LIABILITIES OF CONTRACTOR— The contractor shall be held entirely responsible for the conduct of his/her employees on the job, and any damage that may arise from there.

The contractor shall be held liable for all damages resulting from the use of mechanical equipment or unnecessary damage to crops or land. However, the contractor is subject only to the plans and specifications, the direction of the group officers, and the authorized District representative. Landowners or other interested parties have no authority to dictate or give orders relative to the prosecution of the work but should report any violation of the specifications to the group chairman and the district representative.

UTILITIES— This project may have numerous utilities present along its route. They may be overhead and underground electric lines: high pressure gas lines: and underground telephone and television cables. All safety precautions must be taken, and the proper notification of OUPS completed. Contact OUPS at 1-800-362-2764.

SAFETY— All operations shall be carried out in a safe manner and meet applicable health and safety regulations, and compliance with all of OSHA specifications.

SCOPE OF WORK – The goal of this project is to renovate an existing laboratory building at 495 Emma Street into a County EMS Station. Existing testing equipment has been removed. Demolition of laboratory benches will be completed before the project is started. New water line to building has been installed. A new gas service has been installed in the building. HVAC systems have been serviced and tested for correct operation. Ceiling lights have been replaced in all rooms.

CONTRACT DOCUMENTS

Contract documents consist of the following: Contract Document Cover Page, Legal Notice, Information to Bidders, Specifications, Bid Proposal signature form, Unit Price Contract, Non-Discrimination Affidavit (Notarized), and Non-Collusion Affidavit (Notarized) will all be filled out to completion. Omission of one of these documents at time of submission will disqualify the bidder from consideration.

The Contract Agreement signature form will also require to be notarized; therefore, will all be intentionally left blank at time of bid submission for signing of all parties later at the successful bidder's pre-construction meeting.

A copy of your current W-9, a copy of Certificate for Workman's Compensation, and current copy of your company Insurance Policy will be requested at the successful bidder's pre-construction meeting.

The intent of these contract documents is to include all work required for completion of the project in a finished workable condition. Work described in words having a well-known technical or trade meaning shall be held to refer to recognized standards.

Questions arising from interpretation of the contract documents shall be submitted to the Seneca County Commissioners in writing for their decision, which shall be final and binding upon all parties to the contract.

Place Bid in sealed envelope and return to the Seneca County Commissioners' Office.

Bid Packet will be due no later than 10:00 am Thursday, June 6th, 2024, and addressed as follows:

("Bettsville EMS Building Renovations") will be written on the outside of the envelope)

Seneca County Commissioners

111 Madison St

Tiffin, Ohio 44883

(This page intentionally left blank)

BID PROPOSAL

For

Bettsville EMS Building Renovations

(This form must be executed for the bid to be considered)

To the Board of Seneca County Commissioners:

The undersigned, having full knowledge of the site, plans and specifications for the following improvement and the conditions of this proposal, hereby agrees to furnish all services, materials, and equipment necessary to complete the entire project, according to the plans, specifications, and completion dates, and to accept the unit prices specified below for each item as full compensation for the work in this proposal.

Date set for completion: October 1, 2024

The "TOTAL AMOUNT OF THE BID", based on the 'Approximate Unit Quantities' given below times the unit prices specified by the bidder amounts to the sum of

_____ and _____/100 Dollars
(\$_____)

Submitted by (Company Name): _____

Authorized Agent (Company Representative): _____

Company Address: _____

(This page intentionally left blank)

NON- COLLUSION AFFIDAVIT

(This affidavit must be executed for the bid to be considered)

State of _____)

) ss.

County of _____)

I, _____,

(Name)

(Title)

being duly sworn, do depose and say:

that _____,

(Insert name of Individual, Co-partnership, or Corporation) its agent, officers or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

(Signature)

(Title)

Sworn to before me, and subscribed to in my presence, this _____ day of _____, 20_____.

Notary Public

_____ County, Ohio.

(SEAL)

My commission expires

_____, 20_____.

(This page intentionally left blank)

NON-DISCRIMINATION AFFIDAVIT

(This affidavit must be executed for the bid to be considered)

STATE OF _____)

) ss

COUNTY OF _____)

_____ being first duly sworn, deposes and says that he/she is

(Name)

_____ Of _____ the party

(Title)

(Company)

that made the foregoing proposal or bid; that such party does not and shall not discriminate against any employee or applicant for employment because of race, creed, sex, disability, or military status as defined in section 4112.01 of the Ohio Revised Code, or color as is described and prohibited by Section 153.59 and/or 125.111 of the Ohio Revised Code. Furthermore, if awarded the contract under this proposal or bid, said party shall indemnify and hold harmless the Seneca County Board of Commissioners for any violations of Section 153.59 or 125.111 of the Ohio Revised Code made by any contractor, subcontractor or any person who works on behalf of the party relating to the ensuing contract.

(Signature)

(Title)

Sworn to before me, and subscribed to in my presence, this _____ day of _____, 20_____.

Notary Public

_____ County, Ohio.

(SEAL)

My commission expires _____, 20_____.

(This page intentionally left blank)

CONTRACT AGREEMENT

PROJECT: Bettsville EMS Building Renovations

(This page to be signed at Pre-Construction Meeting)

For the Bettsville EMS Building Renovation, Seneca County, Ohio, as designated by the total price contract included herewith, for the Seneca County Commissioners.

This AGREEMENT made and entered into this _____ day of _____, 2024, by and between the Seneca County Commissioners, hereinafter designated as the OWNER and _____ of _____ hereinafter designated as the CONTRACTOR.

WITNESSETH:

That the CONTRACTOR has agreed and by these presents does agree with the OWNER, for the consideration hereinafter mentioned and contained, to furnish all necessary materials, labor and equipment, as called for in the plans, specifications and unit price contract above for the OWNER, for the total sum of _____

_____ The actual sum to be paid, however, will be the aggregate total as determined by the work actually performed by the CONTRACTOR, calculated upon the unit prices set out in his proposal hereto attached and made a part hereto.

IN WITNESS WHEREOF, the OWNER and CONTRACTOR have executed this contract on the day and year above written at _____, Ohio.

CONTRACT AGREEMENT

SENECA COUNTY COMMISSIONERS: (OWNER) _____

title _____

BUSINESS REPRESENTATIVE: (CONTRACTOR) _____

title _____

NOTARY PUBLIC (WITNESS)

_____ County, Ohio.

(SEAL)

My commission expires
_____, 20____.