

OFFICE OF THE UNIVERSITY ARCHITECT

Contractors' Checklist for Submitting Complete Bid Information

- Verify your bid pricing accounts for all Prevailing Wage Rates** applicable to the project for the County where the Kent State campus project is located.
- Ensure your bid pricing includes a minimum nine percent (9%) participation with an EDGE-Certified Business** for the total contract value, including the Base Bid and All Alternates.
- Verify your bid pricing accounts for administrative requirements of the OAKS-CI project management system** which is utilized for Kent State University construction projects.
- Verify that the numerical value exactly matches the dollar amount that is spelled out on each line.** In the event of discrepancies, the dollar value which is spelled out is legally considered the valid price.
- For Alternates, circle either “ADD TO” or “DEDUCT FROM” the Base Bid.**
- Submit ALL PAGES of the Bid Form, including :**
 - The completed **“Bidder Affirmation and Disclosure”**;
 - The completed **“Commitment to Participate in the EDGE Business Assistance Program”**; and
 - “Bidder’s Certifications”** pages.
- Verify that you have made no changes to the Bid Form.**
Contact Kent State University Office of the University Architect (OUA) immediately if a project's Bid Form does not seem to be correct. The State of Ohio requires OUA to deem that the submitter of an altered or incomplete Bid Form as a nonresponsive bidder, and the altered bid must be rejected.
- Verify that your company has no pending or active legal actions with the State.** By submitting a bid, the bidder warrants that it is not now, and will not become subject to an unresolved finding for recovery under 9.24, Ohio Revised Code, prior to the award of any contract arising out of a project.
- Sign your bid.** The Bid Form must be signed by an Authorized Agent of the bidder's company.
- Submit a valid Bid Guaranty and Contract Bond and the Surety’s Power of Attorney with your bid.**
Use the Kent State University-issued **BID SECURITY** form provided with the Project Specifications.
 - Bid Guaranty and Contract Bond** (original, signed and sealed); and
 - Surety’s Power of Attorney** and their **Ohio Department of Insurance Compliance Certificate.**A certified check in the amount of 10% of your total bid is also acceptable; however, if Apparent Low Bidder, your company must secure a Performance/Payment Bond with Power of Attorney prior to Contract Award.
- Clearly identify your bid on the outside of the sealed bid envelope.**
 - State that the envelope contains a bid, i.e.: **“Bid Enclosed”**.
 - Identify the project by the specific project name and project number indicated on the Bid Documents.

If not provided at the time of the bid opening, the following must be submitted within three (3) days after notification that a company is the Apparent Low Bidder for a Contract:

- Completed Bidder’s Qualification Form.** Provide all supporting documentation and verify all compliance certificates are current (per General Conditions, Section 6.1: Conditions Precedent for Execution of Contract);
- Annual financial statement;** and
- Completed EDGE Affidavit with a minimum of nine percent (9%) EDGE Participation** to demonstrate compliance with the **“Encouraging Diversity Growth and Equity”** (EDGE) participation requirements.

ARTICLE 2

2.10.3 The Bidder is encouraged to submit background information with its Bid using the Bidder's Qualifications form and including, but not limited to, the information listed in this **Section 2.10**. If the apparent low Bidder does not submit the Bidder's Qualifications form and related information with its Bid, the Bidder shall provide it upon request in accordance with **Section 3.5.4**, including, but not limited to:

2.10.3.1 the overall experience of the Bidder, including number of years in business under present and former business names;

2.10.3.2 a complete listing of all the Bidder's ongoing construction projects and a listing of construction projects which are similar in cost and type to the Project completed by the Bidder in the last 5 years. Include information of the scope of work and value of each contract, a description of Encouraging Diversity Growth and Equity ("EDGE") participation and performance, and a project name/contact Person/address/phone number for the owner and the architect or engineer for each project;

2.10.3.3 a Certificate of Compliance with Affirmative Action Programs, issued pursuant to ORC Section 9.47, by the Equal Opportunity Coordinator of the Department of Administrative Services;

2.10.3.4 a complete listing of Affirmative Action and EDGE program violations in the last 5 years;

2.10.3.5 a complete listing of Prevailing Wage, EPA, OSHA, or other regulatory entity issues or violations in the last 5 years;

2.10.3.6 a complete listing of judgments, claims, arbitration proceedings or suits pending or outstanding in the last 5 years;

2.10.3.7 a complete listing of Drug-Free Workplace Program and Drug-Free Safety Program ("DFSP") violations in the last 5 years;

2.10.3.8 upon request of the Contracting Authority, the apparent low Bidder shall submit the following information, which is not a public record under ORC Section 149.43; and shall remain confidential, except under proper order of a court:

.1 an annual financial statement prepared within the 12 months prior to the bid opening by an independent licensed accounting firm; and the name, address, contact Person, and phone number of the bank normally used by the Bidder for its primary banking; or

.2 a financial report generated within 30 days prior to the bid opening from Standard and Poor, Dun and Bradstreet or a similar company acceptable to the Contracting Authority documenting the financial condition of the Bidder; and the name, address, contact Person, and phone number of the bank normally used by the Bidder for its primary banking.

2.10.3.9 a description of the Bidder's relevant facilities and major equipment, whether leased or owned;

2.10.3.10 a description of the management experience of the Bidder's project manager(s) and superintendent(s) and a comprehensive resume for each;

2.10.3.11 a description of the EDGE-certified Business Enterprises the Bidder proposes as Subcontractors and Material Suppliers for this Project by attaching a fully completed EDGE Affidavit for each EDGE-certified Business Enterprise;

2.10.3.12 to support a Bond, a current and signed Certificate of Compliance issued by the Ohio Department of Insurance, showing the Surety is licensed to do business as a surety in Ohio;

2.10.3.13 a current Ohio Workers' Compensation Certificate;

2.10.3.14 if the Bidder is a foreign corporation not incorporated under the laws of Ohio, a Certificate of Good Standing from the Ohio Secretary of State; or, if the Bidder is a foreign person or partnership, evidence that the Bidder filed, with the Ohio Secretary of State, a Power of Attorney designating the Ohio Secretary of State as the Bidder's agent for the purpose of accepting service of summons in any action brought under ORC Section 153.05 or under ORC Sections 4123.01 to 4123.94, inclusive;

2.10.3.15 evidence that the Bidder is enrolled in, and in good standing in, a DFSP approved by the Ohio Bureau of Workers' Compensation ("OBWC").