**PN 004 - 10/15/2004 - BIDDING INFORMATION SHEET FOR NON-HIGHWAY PROJECTS**

**Advertising**

Each project will be advertised twice in one newspaper in the county where the improvement is located. The project will also be included in a letting pamphlet together with the estimated quantities needed to complete the project. It will be printed in either the pamphlet or an insert will be included. Notice of the sale of the project will be placed in the same area as the Purchasing Invitations in the Office of Contracts. Notices will also be sent to vendors who are on file with our office as having performed the type of work required previously. Bidders on non-highway projects need not be prequalified with the Department. The advertisements will be available approximately two weeks prior to the sale of the project.

**Ordering Bid Documents**

Bidding documents may be ordered from the Office of Contracts by calling 1-800-459-3778 or 614-466-3778 or by faxing a request to 614-728-2078. There is no charge for plans on non-highway projects. The bidding documents include:

 Construction Plans

 Specifications

 Bidding Proposal - which includes notes relative to the project, estimated quantity pages, prevailing wage rates and bid bond forms.

**Bidding**

After reviewing the plans, specifications, proposals and visiting the project site, the bidder must complete the proposal and submit it by 10:00 A.M. on the date indicated on the front cover page of the proposal. The bidders are required to:

Enter unit prices, extensions, lump sums, sub totals and total amount bid, in blue or black ink, on the estimated quantity pages located in the middle of the proposal. Each item listed must have an amount entered.

Submit a bid guaranty with the bid. Either a bid bond in the amount of 10% of the bid submitted on the bond form included with the bidding documents or a certified or cashier’s check in the amount of 5% of the bid and made payable to the Director of Transportation may be used for the bid guaranty.

Acknowledge all addenda issued on the project. Only a copy of the front cover letter must be included with the bid. This submission acknowledges that the bidder received the addendum and that the bid price reflects the information contained in the addendum.

Failure to incorporate changed quantities or items in your bid submissions will result in the rejection of your bid.

Submit the bid either in Columbus, District 2 Office in Bowling Green, District 8 Office in Lebanon or the District 12 Office in Cleveland. See bid proposal for more details.

Sign the bidding proposal in the proper place before being submitted. Use blue or black ink.

Do not make additions, revisions, deletions or condition to the bid documents. If any appear on the bidding proposals, the bid will be declared non-responsive and will be rejected.

Submit one bidding proposal in its entirety. If the entire bid is not submitted the bid will be declared non-responsive and will be rejected.

Opening and reading the bids take place in the auditorium located on the lower level of the Department of Transportation Building, 1980 W. Broad St., Columbus, Ohio.

**Award and Contract Execution**

After all bids are reviewed for math and procedural errors, the Department’s Award Committee acts to award or reject bids within ten days of the opening of bids. If there are no errors, the project will be awarded to the low bidder. A contract is prepared by the Office of Contracts and mailed to the awarded contractor within two working days of the Award Meeting. The contractor must obtain payment and performance bonds, sign the contract and return it to the Office of Contracts together with all required documents, ten days after receipt of the contract. The Director will review the contract documents and, if all requirements are met, he will execute the contract enabling the contractor to commence work upon notice from the district.