

# **Steubenville High School Safety Entrance**

## **Vendor Form**

**Vendor:**

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Print vendor name above

**Return Entire Packet  
Due Date: April 15, 2024**

**Steubenville City Schools  
611 North 4<sup>th</sup> Street  
Steubenville, Oh 43952**

## Bids for Steubenville High School Safety Entrance

### Instructions to Bidders:

- A. Bids on the item(s) specified in the accompanying sheets will be accepted at the office of the Steubenville City Schools, 611 North 4<sup>th</sup> Street, Steubenville, OH 43952 until 12:00 NOON, EASTERN STANDARD TIME, MONDAY, APRIL 15, 2024 in sealed envelopes.
- B. All bids shall be made on the forms provided in this notice and shall include all charges to Steubenville City School District in the final total.
- C. All bidders shall, pursuant to Section 3313.46 of the Ohio Revised Code, supply a bid bond in the full amount of the bid or a certified check on a solvent bank in an amount not less than ten percent (10%) of the combined base bid plus all additive alternates submitted by the bidder drawn in favor of the Treasurer of the Steubenville City Schools (SCS).

The Bid Bond or Certified Check will be retained as a guarantee that, if the proposal is accepted, a binding contract will be entered into and the performance of it secured including required warranties as herein noted. The SCS will retain the Bid Security of all bidders until a contract has been entered into with the lowest and best bidder, as determined by the Steubenville Board of Education and properly secured, or for seventy-five (75) days after bids are opened, whichever is less. If for any reason the successful bidder fails to enter into a binding contract with the Steubenville City School Board, he shall be indebted to the said Boards in an amount of 10% certified check or the bid bond of the full amount of his bid as a safeguard for liquidated damages sustained by reason of his failure to enter into a proper contract. The bid bond or certified check shall be retained by the SCS and distributed to member Boards toward the liquidated damage. No bid shall be withdrawn without the express approval of the SCS except as provided by under the Ohio Revised Code and said bid shall be firm for seventy-five days (75) from date received.

- D. When a vendor's bid is accepted and a contract entered into, the vendor will secure, by a Performance Bond of one hundred percent (100%) of the amount of the contract.
- E. The Steubenville Board of Education reserves the right to accept or reject any or all bids or parts thereof. In awarding the contract, SCS reserves the right to consider all elements entering into the question of determining the responsibility of the bidder including, but not limited to, quality, utility, and service facilities available. The Board of Education may waive defects in the form of the bid when no prejudice will result to the rights of any bidder or the public. In the event that the State subsidy is not granted, or is in any way reduced, the Board reserves the right to use this as cause for rejecting any and all bids.
- F. The Board of Education retains the prerogative of including all conditions and specifications of bidding in the contract with the successful bidder as set forth in other sections of this set of documents.

- G. All conditions of insurance, delivery, transport and performance bonds are applicable to Bidders.
- H. Each bidder shall submit, with their proposal, their complete name, whether they are an individual, partnership, or corporation, their principal office, their official representative; if a corporation, when incorporated and in what State; if a partnership, date, or organization and name and address of principal partners; the number of years of experience in supplying and installing requested material and equipment.
- I. Pursuant to AM Sub. HB379, Section 5719.042 of the Ohio Revised Code, the successful bidder(s) will provide a statement indicating that the bidder does or does not have **delinquent personal property taxes due**.
- In the event that the bidder does have delinquent personal property taxes due, the district Treasurer must transmit a copy of the statement from the successful bidder to the County Treasurer. Any delinquent personal property tax may be cause for rejection of any and all bids submitted.
- J. Federal and state taxes for which a board of education is exempt should not be included.
- K. Bidders are specifically denied the right to assign their interests in the bid or resulting contract or to subcontract any portion of the work except as hereinafter stated without the written approval of the Board of Education.
- L. In the event the bidder intends to subcontract any part of the work, the same information called for previously, with respect to the bidder, shall be furnished for each proposed subcontractor. Substitutions of subcontractors will not be permitted without the prior written approval of the owner.
- M. All requests for bid clarification or modification must be made in written form and emailed to: [bobby.lamantia@rollred.org](mailto:bobby.lamantia@rollred.org) **at least five (5) days prior to the bid opening**. Such clarification (or modification) shall be clearly noted on the applicable portion of the bid document(s), cost changes noted and such shall be initialed by the bidder.
- N. All prices quoted in the bid proposal form **must** be stated in such language that the total price of a project can be determined at the time of bid opening.
- No so-called escalator clauses will be accepted. All prices quoted in the bid proposal form **MUST** hold firm for a period of **ninety (90) calendar days after the bid opening date**.
- O. The successful bidders, when requested, are required to inform the Superintendent or his/her designee, on behalf of the Board of Education, of production schedules, dates of shipment and other information related to delivery of these units.
- AA. If reinstallation or repair during the guarantee or warranty period is required, this work shall be done while school is NOT in session unless special arrangements are made in advance with the Superintendent or his designee.

- BB. "Acceptance of this contract/agreement of authorization is evidence of your intent to comply with Title VI-VII of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act which prohibits discrimination because of Race, Color, National Origin, Handicap, (Age, Sex and/or Religion, where applicable) in any discrimination is a bona fide, documented business necessity."
- CC. The Steubenville City Schools will make payment to the supplier within thirty (30) days upon completion of the project.

## STEUBENVILLE CITY SCHOOLS

### Bidder's Checklist

- \_\_\_\_\_ Have you included the bid bond?
- \_\_\_\_\_ Read ALL specifications?
- \_\_\_\_\_ Filled in the Bidder Verification Statement sheet?
- \_\_\_\_\_ Have you included your manufacturers warranties?
- \_\_\_\_\_ Have you enclosed Tax Statement signed by an authorized corporate officer, required by ORC 5719.042?
- \_\_\_\_\_ Enclosed the signed Non-collusion Affidavit?
- \_\_\_\_\_ Submitted copies of all base bids plus all options, all brochures, informational materials.

**AGREEMENT-VERIFICATION STATEMENT**

I, \_\_\_\_\_, a duly authorized representative of the  
(individual)  
\_\_\_\_\_ Company, do hereby state that the quotation as  
submitted by said Company is a true and accurate quotation.

I FURTHER STATE THAT AS the duly authorized representative of the \_\_\_\_\_  
Company, serving as the \_\_\_\_\_ with said Company, I am duly  
(Title of Individual)  
authorized to submit these quotations on behalf of the \_\_\_\_\_  
Company.

I FURTHER STATE THAT AS the duly authorized representative of the  
Company, I, on behalf of said Company, accept and agree to abide by all of the conditions  
as set forth in the "Request for Quotation".

AS REQUIRED BY YOUR "Request for Quotations" stated above, I hereby verify the fact  
that the \_\_\_\_\_ Company is capable in every manner (with personnel,  
necessary merchandise and financial resources) to furnish supplies for which we have  
submitted quotations.

|                 |                                      |
|-----------------|--------------------------------------|
| _____<br>(Date) | _____<br>(Authorized Representative) |
|                 | _____<br>(Title)                     |
|                 | _____/_____<br>(Phone) (Fax)         |
|                 | _____<br>(E-mail address)            |

## STEUBENVILLE CITY SCHOOLS

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Certification of non-delinquent personal property taxes **Personal Property Taxes:**

Ohio Revised Code 5719.042 requires a taxing district's (board of education's) fiscal officer to obtain a statement from each successful bidder on any contract let by competitive bidding that the contractor has not been charged, as of the time the bid was submitted, with any **delinquent personal property taxes** on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes.

Ohio Revised Code - section 5719.042

After the award by a taxing district of any contract let by competitive bid and prior to the time the contract is entered into, the person making a bid shall submit to the district's fiscal officer a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with **any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list,** in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the county treasurer within thirty days of the date it is submitted.

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as a part thereof.

**DELINQUENT PERSONAL PROPERTY TAXES**

In accordance with AM SUB 379, Section 5719.042 of the Ohio Revised Code, I certify that I do not have delinquent personal property taxes due.

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Title:* \_\_\_\_\_

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Name of Firm  
(Corporation/Partnership/Individual)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

Before me, a Notary Public, in and for \_\_\_\_\_ County, Ohio came the affiant, \_\_\_\_\_, who stated that the facts contained above are true of their own knowledge.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public



## NONCOLLUSION AFFIDAVIT

No bid will be accepted that does not have this form fully executed.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- (a) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
- (c) No attempt has been made or will be made by the bidder to insure any other person, partnership, or corporation to submit or not submit a bid for the purpose of restricting competition;
- (d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf.
- (e) That attached hereto (if corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporation bidder.

\_\_\_\_\_  
(Individual)

\_\_\_\_\_  
(Corporation)

Date: \_\_\_\_\_

By: \_\_\_\_\_

This Non-collusion Affidavit must be submitted with the Bid

**STEUBENVILLE CITY SCHOOLS BID RUBIC**

|                                    | Yes | No |
|------------------------------------|-----|----|
| Bid Bond                           |     |    |
| Agreement – Verification Statement |     |    |
| Bid Form<br>Filled out correctly   |     |    |
| Manufacture Warranty               |     |    |
| Tax Statement                      |     |    |
| Non-Collision Affidavit            |     |    |
| Homeland Security Form             |     |    |

Bid Analysis

All required terms met            Yes            No  
if yes continue

|   |                  |
|---|------------------|
|   | One being lowest |
| Quality of work previously done           | 1-2-3-4-5        |
| General Ability to fulfill                | 1-2-3-4-5        |
| Ability to get replacement parts/warranty | 1-2-3-4-5        |

Total Points            \_\_\_\_\_

Amount of Bid            \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# STEUBENVILLE BOARD OF EDUCATION

West Adams Street  
P.O. Box 189  
Steubenville, Ohio 43952

Melinda Young  
Superintendent

Phone: 740-283-3767  
Fax: 740-283-8930

Instructions and Specifications  
Bids for Steubenville High School Safety Entrance  
Bids for Steubenville High School College Classroom Modifications

Steubenville City Schools  
611 North 4<sup>th</sup> Street  
Steubenville, Oh 43952

Bidding Deadline:

Date: May 15, 2020 Time: 12 Noon  
Filed at Board Office

Bids are opened at:  
Steubenville City Schools  
611 North 4<sup>th</sup> Street  
Steubenville, Oh 43952

Awarding of contract: Within 60 days of bid opening.

Approved for submission to  
Prospective bidders by:

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Date

## LEGAL NOTICE TO BIDDERS FOR STEUBENVILLE HIGH SCHOOL

Steubenville City Schools is seeking bids for two projects. Projects are the Steubenville High School Safety Entrance and the Steubenville High School College Classroom Modification. Sealed proposals will be received by the Board of Education of the Steubenville City School District of Steubenville, Ohio at the Treasurer's Office of the Board of Education, 611 North 4<sup>th</sup> Street, Steubenville, Ohio 43952 until 12:00 noon Monday, April 15, 2024 and at that time opened by the treasurer of said school district. Proposals shall include, but not be limited to, Site work, General Construction, Utilities and ancillary connections to the new building, in accordance with the Contract Documents. General Contractor shall be responsible for coordination and installation of all infrastructure, piping and wiring. It is the intent of the Owners to begin construction anytime after April 29, 2024 for the College Classroom and June 3, 2024 for the Security Entrance; and have the Projects substantially complete by August 1, 2024. Building permits and all fees to be included if applicable. Arrangements can be made to view the affected areas of Steubenville High School by contacting Bryan D'Aurora at 740-461-9511 or by email [bdaurora@rollred.org](mailto:bdaurora@rollred.org)

Bid packets and bid documents are available by email, on our webpage under the district tab, or in person at the district Board Office.

Sealed bids should be marked on the outside "Bid for Steubenville High School Safety Entrance" and "Steubenville High School College Classroom Modifications" and shall include a bid bond for 100% or a certified check for 10% of the total bid, Non-Collusion Affidavit, and Delinquent Personal Property Taxes Form.

The Board of Education will review all bids at a later date and the Board reserves the right to reject any and all bids.

By order of the Board of Education of the Steubenville City School District.

Robert Lamantia, Treasurer  
Steubenville City Schools  
District Board of Education  
611 North 4<sup>th</sup> Street  
Steubenville, OH 43952