

City of Centerville
CLUBHOUSE INTERIOR PAINTING
The Golf Club at Yankee Trace
10000 Yankee Street
Centerville, OH 45459

CITY OF CENTERVILLE
100 WEST SPRING VALLEY ROAD
CENTERVILLE, OHIO 45458
PHONE: (937) 433-7151
FAX: 937-435-8720

Due Date:

Thursday, January 30, 2020 at 11:00 AM

Contact Information: Steven Marino, Head Golf Professional, 937-428-4735
Mariah Butler Vogelgesang, Assistant City Manager, 937-428-4714

CITY OF CENTERVILLE
LEGAL ADVERTISEMENT

Sealed bids will be opened by the City of Centerville for “Yankee Trace Clubhouse Painting” at 11:00 A.M. on Thursday, January 30, 2020. Please reference www.centervilleohio.gov or call 937-438-4653 for more information.

Advertise: January 16, 2020

INVITATION TO BID

THE GOLF CLUB AT YANKEE TRACE – CLUBHOUSE INTERIOR PAINTING

Sealed bids/proposals for painting of the specified areas of The Golf Club at Yankee Trace clubhouse will be received by the City Manager, City of Centerville, at his office, 100 West Spring Valley Road, Centerville, Ohio 45458, until **11:00 a.m. E.S.T. on Thursday, January 30, 2020** and at that time and place publicly opened and read. Any bids received after this time and date will not be considered.

A Pre-Bid Meeting is scheduled at The Golf Club at Yankee Trace, 10000 Yankee Road, Centerville, Ohio, 45459, at 1:00 pm on Thursday, January 23, 2020. Specifications are available at the above office Monday through Friday, from 8:00 a.m. to 4:30 p.m., and online at www.centervilleohio.gov.

All bids must be sealed and marked in the upper left hand corner, “YANKEE TRACE CLUBHOUSE INTERIOR PAINTING,” and all bids received by mail must be plainly marked in the same manner and addressed to the City Manager, City of Centerville, 100 West Spring Valley Road, Centerville, Ohio 45458.

Each Proposal must contain the full name, address and phone number of the party or parties submitting the proposal. The Bidders shall provide pricing that includes a **completion date no later than March 1, 2020.**

All contractors and subcontractors involved with the project will, to the extent practicable use Ohio Products, materials, services, and labor in the implementation of their 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 City reserves the right to waive any irregularities and to reject any and all bids.

CITY OF CENTERVILLE
INSTRUCTIONS TO BIDDERS

1.0 GENERAL INFORMATION

1. Proposals for the **YANKEE TRACE CLUBHOUSE INTERIOR PAINTING** must be made in accordance with the following directions and submitted on the Proposal Sheets furnished by the City.

A purchase order shall be awarded based on the City's assessment of lowest and best bid and reserves the right to accept or reject, in whole or in part, any or all bids, based exclusively on the judgment of the City.

2. Proposals shall be submitted on the **YANKEE TRACE CLUBHOUSE INTERIOR PAINTING** Bidder's Proposal sheets enclosed. All information must be filled in on the Proposal sheets. All proposals must be signed. Failure to sign a proposal will result in its rejection.
3. Attached herewith are copies of forms identified as BIDDER'S PROPOSAL, CERTIFICATE OF NON-COLLUSION, CERTIFICATE OF NON-DISCRIMINATION, DELINQUENT PERSONAL PROPERTY TAXES AFFIDAVIT, and AFFIDAVIT OF ELIGIBILITY OF CONTRACT. These documents must be filled out completely and submitted with the bid package.
4. Submit all bids on the included Proposal Sheets. Be sure that each of the forms identified in the above paragraph are included in the bid package.
5. All blank spaces in the proposal form must be filled in, either in ink or typed. No change shall be made in the phraseology of the proposal nor shall any additions be made to the items. The bid submitted must not contain any erasure, interlineations or other correction unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of those signing the bid.
6. Changes in or additions to the bid form, recapitulations of the work bid upon, alternative proposals, or any other modification of the bid form which are not specifically called for in the bid documents may result in the City rejecting the bid as not being responsive to the invitation.
7. A bid shall be valid for 60 days following the date of the bid opening.
8. Award of a purchase order shall be expected within 10 working days from bid opening date.

9. When a Proposal is made by a corporation, it shall be properly executed by an authorized officer. When a proposal is made by a partnership, the firm name and also the names of the individual members shall be signed in full.
10. The place of business of every Bidder must be given after his signature, and must be written in full.
11. Bids must be enclosed in a sealed envelope and marked: Bid for " **YANKEE TRACE CLUBHOUSE INTERIOR PAINTING**". The name of the bidder shall be clearly marked on the envelope, which shall be addressed to the City Manager, Centerville Municipal Building, 100 West Spring Valley Road, Centerville, Ohio 45458 and received prior to the bid opening as set out herein. The City of Centerville is not obligated to open any bids delivered after the time set for bid opening regardless of the reason for late delivery.

QUALIFICATION OF BIDDERS

1. The Owner requires that the bidder shall furnish satisfactory evidence that he has the necessary resources to fulfill the conditions of these Bid documents. Purchase orders will be awarded only to responsible Bidders who:
 - a. Have adequate financial resources or the ability to obtain such resources as required during performance of the contract.
 - b. Have a satisfactory record of performance.
 - c. Conform to the requirements of Anti-discrimination Clause.
 - d. Are otherwise qualified and eligible to receive an award under applicable laws and regulations.

INTERPRETATION OF BID DOCUMENTS

1. If any Bidder needs additional information or is in doubt as to the true meaning of any part of the Drawings, Specifications, or other bid documents, he may submit to the Head Golf Professional a written request for such information or an interpretation thereof no later than noon, three (3) working days prior to the bid opening. Any interpretations or revisions to the bid documents will be made only by an Addendum issued by the Head Golf Professional or his representative. A copy of such Addendum will be sent to each person securing a set of bid documents on the City's plan holders list, provided that sufficient time is available for the issuance of such Addendum prior to the receipt of bids. Such Addendum shall become part of the bid documents and the costs of such revisions

shall be included in the bids. The Owner and the Head Golf Professional will not be responsible for any other explanations or interpretations of the bid documents made prior to the receipt of bids.

INVOICING/ PAYMENTS

1. Upon completion of the project in its entirety the successful Bidder will provide an itemized invoice detailing items purchased. Payment will be made upon receipt of the invoice.
2. The successful Bidder will be furnished a sales tax exemption certificate for this purchase.

PENALTIES

A penalty in the amount of \$2,500 per day shall be imposed if the project with all provisions listed is completed by March 5, 2020. The amount shall be deducted from any money due the Contractor.

GENERAL PROVISIONS

MINIMUM SPECIFICATIONS FOR INTERIOR CLUBHOUSE PAINTING

INTENT: It is the intent of these specifications to describe the scope of the project.

ENVIRONMENTAL AND SAFETY FEATURES: The paint and all equipment shall be furnished with all required safety and environmental standards and features required by national, state and local safety and other applicable codes.

DETAILED SPECIFICATIONS: The following detailed specifications shall be regarded as minimum and the absence of any particular item from these specifications that is necessary for the success of the project shall not be sufficient cause for not furnishing that particular item.

EXCEPTIONS: Any exceptions to or deviations from these specifications including submission of an 'or approved equal' item shall be clearly noted and explained in detail on a separate sheet entitled "Bid Exception Sheet". Failure to submit an explanation for any exceptions to or deviations from these specifications shall indicate that the item being proposed is as specified.

DESCRIPTIVE LITERATURE: Bidder shall furnish with the bid complete, descriptive literature, technical specifications, and a list of three customers (including client's name, contact person, email address and phone number) for recently completed projects.

ESTIMATES: Bidders may visit the facility to be bid prior to the opening date on Thursday, January 23, 2020, at 1:00 p.m. Each bidder shall bring his or her equipment and measuring devices.

WARRANTY: Bidder shall include as part of the proposal contact information of the entity to provide a warranty on all materials and service.

COMPLETION: The successful bidder shall complete the scope of the project no later than the date listed herein at The Golf Club at Yankee Trace, 10000 Yankee Street, Centerville, Ohio 45458.

**YANKEE TRACE CLUBHOUSE INTERIOR PAINTING
BID SPECIFICATIONS**

SCOPE OF WORK

The project will consist of cleaning, repairing, prepping and painting the following surfaces of the clubhouse at The Golf Club at Yankee Trace.

Job must meet or exceed the following stipulations.

CONDITIONS

Clean surfaces

Patch drywall as needed

Sand as needed

Caulked when required

All Trim

Three coats to cover with Sherwin Williams Emerald Urethane enamel

All Ceilings and Soffits

Two coats Sherwin Williams Promar 400 Flat

All Walls

Two coats Sherwin Williams Promar 200 Eggshell

AREAS

All Existing Trim

Front Vestibule

Main Lobby

Back Vestibule

Entry to Office Space

Entry to Locker Rooms

Main Ballroom

Restaurant and Bar

Front Office

Chandeliers (6)

Styx Urethane Primer, Black Finish Coat

Doors with specific requirements (6)

Strip Soft existing material, prime as needed, Pre-catalyzed Epoxy Finish Coat

ADD ONS

Remove Existing Wallpaper

As per conditions listed above

Main Hallway

As per conditions listed above

Men's' Locker Room

As per conditions listed above

Women's' Locker Room

As per conditions listed above

SPECIAL INSTRUCTIONS TO BIDDERS

1. Completion Date – Successful bidder must schedule all approved work and clean up to be accomplished on or before Sunday, March 1, 2020. The first day of availability is Monday, February 3, 2020.
2. Bids must include the cost of labor, materials and equipment necessary for a job of this scope.
3. Workman's Compensation and proof of Liability Insurance required
4. Must accommodate a reasonable amount of foot traffic from patrons and employees of the golf course during the course of the project. Must meet with management to determine areas of work on any given day. Work may be performed before or after normal business hours and on weekends if required to complete the job on schedule.

The remaining pages of this document must be submitted as your bid.

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, Principal and _____ as Surety, are held and firmly bound unto City of Centerville, State of Ohio, hereinafter called the City, in the penal sum of _____ dollars lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that whereas the principal has submitted the accompanying bid, dated _____, 20____, for satisfactory Bid Bond submitted as per attached copy, covering the following project: **YANKEE TRACE CLUBHOUSE INTERIOR PAINTING**

NOW, THEREFORE, if the principal shall not withdraw said bid within the period specified therein after the opening of the same, or if no period be specified, within sixty (60) days after said opening, and shall within the period specified therefor, or, if no period be specified, within thirty (30) days after the prescribed forms are presented to him for signature, enter into a written contract with the City in accordance with the bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bond within the time specified, if the principal shall pay the City the difference or failure to enter into such contract and give such bond within the time specified, if the principal shall pay the City the difference between the amount specified in said bid and the amount for which the City may procure the required work and/or supplies if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument.

Under their several seals this _____ day of _____, 20____, and name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, Two Witnesses (if individual).

Principal

Surety

By: _____
Signature

By: _____
Signature of Attorney-In-Fact

Attest (If corporation)

Attest (If corporation)

Corporate Seal

Corporate Seal

BIDDER'S PROPOSAL

YANKEE TRACE CLUBHOUSE INTERIOR PAINTING

Submitted

by: _____

Having read the specifications and examined the plans included herein:

**The Golf Club at Yankee Trace Clubhouse Indoor Painting
City of Centerville, Ohio**

for the performance of said project in Centerville, Ohio, and having also taken into account all addenda issued, the undersigned hereby propose to furnish all materials and to perform all labor, as specified and described in the said Specifications and as shown in the Plans for the said work, for the following sums:

A. CONTRACT PREPARATION INFORMATION

The bid shall be broken down as follows:.

AREAS (price a group)

- All Existing Trim
- Front Vestibule
- Main Lobby
- Back Vestibule
- Entry to Office Space
- Entry to Locker Rooms
- Main Ballroom
- Restaurant and Bar
- Front Office
- Chandeliers
- Doors

TOTAL BASE BID \$ _____

ALTERNATES (price individually)

- Remove Existing Wallpaper \$ _____
- Main Hallway \$ _____
- Men's' Locker Room \$ _____
- Women's' Locker Room \$ _____

Are there any deviations to the standard specifications provided herein? (Note: If your bid proposes ‘an approved equal’, you must submit a deviation sheet.)

YES_____ NO_____. Any deviations to the specifications must be listed on a separate page and submitted with the bid.

NOTES:

Completion date and / or deviations may be a consideration in the award of this contract.

For any information needed, not contained herein, contact Steven Marino, Head Golf Professional, at (937) 428-4735 or Mariah Butler Vogelgesang, Assistant City Manager, 937-428-4714.

Bidders shall complete the information below and sign the bid. Failure to sign the bid shall result in rejection of the bid.

Bid submitted by: _____
printed name

signature

Company Name: _____

Address: _____

Telephone No.: _____ **Fax No.** _____

E-mail _____

Federal Tax ID number: _____

Contact if other than individual submitting bid: _____
printed name

CERTIFICATE OF NON-COLLUSION

YANKEE TRACE CLUBHOUSE INTERIOR PAINTING

**CITY OF CENTERVILLE
STATE OF OHIO**

A F F I D A V I T

The undersigned of lawful age, being first duly sworn, deposes and says:

That the condition precedent to the award of the City of Centerville project as above captioned,

I _____
(owner) (partner) (officer or delegate)

Of _____
(firm)

do solemnly swear that neither I, nor to the best of my knowledge any member or members of my firm or company have either directly or indirectly restrained free and competitive bidding on this project by entering into any agreement, participating in any collusion, or otherwise taking any action unauthorized by City of Centerville.

Contractor

By: _____
Signature

Printed Name and Title

Subscribed and sworn to before me this _____ day of _____, in the year of our Lord, 20__.

Notary Public

Printed Name

My Commission Expires:_____

CERTIFICATE OF NON-DISCRIMINATION

YANKEE TRACE CLUBHOUSE INTERIOR PAINTING

**CITY OF CENTERVILLE
STATE OF OHIO**

A F F I D A V I T

The undersigned of lawful age, being first duly sworn, deposes and says:

That the condition precedent to the award of the City of Centerville project as above captioned,

I _____
(owner) (partner) (officer or delegate)

Of _____
(firm)

do solemnly swear that neither I, nor to the best of my knowledge any member or members of my firm or company will not discriminate against any employee or applicant for employment because of race, religion, color, sex, ancestry, age handicap or national origin. I will take affirmative action to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, ancestry, age, handicap or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship. I agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the CITY setting forth the provisions of this non-discrimination clause.

I will, in all solicitations or advertisements for employees placed by or on behalf of myself, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, ancestry, age, handicap or national origin.

I will send to each labor union or representative of workers with which I have a collective bargaining agreement or other contract of understanding a notice to be provided by the CITY advertising the labor union or workers representative of my commitments under paragraph 3.4 and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

In the event of my noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be terminated in whole or in part as set forth in the clause entitled Termination for Default.

Contractor

By: _____
Signature

Printed Name and Title

Subscribed and sworn to before me this _____ day of _____, in the year of our Lord, 20____.

Notary Public

Printed Name

My Commission Expires

DELINQUENT PERSONAL PROPERTY TAXES

The successful bidder will be required to complete & sign this document.

TO: Director of Finance, City of Centerville, Ohio

I submitted a bid to the City of Centerville on _____, 20____, and having been awarded the contract described as "**YANKEE TRACE CLUBHOUSE INTERIOR PAINTING**" submit statement to comply with the requirement of Section 5719.042, Ohio Revised Code.

NOTE: If paragraph No. 1 below is applicable, the bidder should sign in the space provided at the end of the paragraph, and then cross out paragraph No. 2.

If paragraph No. 2 below is applicable, the bidder should insert the requested information, and then cross out paragraph No. 1.

No. 1. At the time I submitted by bid I was not charged with any delinquent personal property taxes on the general tax list of Montgomery County, Ohio.

Contractor

By: _____
Signature

Printed Name and Title

No. 2. At the time I submitted my bid I was charged with delinquent personal property taxes, penalties and interest as follows:

\$ _____ Delinquent Taxes

\$ _____ Penalties

\$ _____ Interest

Contractor

By: _____
Signature

Printed Name and Title

State of Ohio)
County of Montgomery) SS.

_____, being first duly sworn, says that the statements made above are true and he/she verily believes.

Subscribed and sworn to before me this _____ day of _____, in the year of our Lord, 20____.

Notary Public

Printed Name

My Commission Expires

**AFFIDAVIT OF ELIGIBILITY OF CONTRACT WITH THE
CITY OF CENTERVILLE, MONTGOMERY COUNTY, OHIO**

The undersigned, as an individual or as a representative for _____,
(Name of Entity)

being first duly sworn, deposed and states as follows:

1. I make this affidavit, with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, to certify my eligibility to contract with the City of Centerville and further state that I have the authority to make the following representation on behalf of myself or the business entity aforementioned.
2. I certify that none of the following has individually made within the previous two calendar years and that, if my company is awarded a public contract for the purchase of goods or services costing more than \$10,000, none of the following individually shall make, beginning on the date the contract is awarded and extending until one year following the conclusion of that contract, as an individual, one or more contributions totaling in excess of \$1,000 within the two previous calendar years to council members of the City of Centerville or their individual campaign committees:
 - a. Myself
 - b. Any partner or shareholder of my company
 - c. My spouse or a spouse of any partner or of any shareholder of my company
 - d. Any child seven years of age through seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).
3. Pursuant to the provisions of House Bill 694 as passed by the 126th General Assembly, I further certify that none of the following have collectively made since January 1, 2007, and that, if my company is awarded a public contract for the purchase of goods or services costing more than \$10,000, none of the following collectively shall make beginning on the date the contract is awarded and extending until one year following the conclusion of that contract, one or more contributions totaling in excess of \$2,000 to council members of the City of Centerville or their individual campaign committees:
 - a. Myself
 - b. Any partner or shareholder of my company
 - c. My spouse or a spouse of any partner or of any shareholder of my company
 - d. Any child seven years of age through seventeen years of age of any person identified in divisions (a) through (c) of this section
 - e. Any political action committee affiliated with my company.
4. I recognize that any contract awarded to me in violation of the aforementioned, in accordance with Ohio Revised Code 3517.13 may be rescinded and that I may be fined an amount equal to the three times any amount contributed in violation of Ohio Revised Code 3517.13.
5. I further recognize that, pursuant to Ohio Revised Code 3517.992(R)(3), knowingly making a false statement on this certification is a fifth degree felony.

SIGNATURE

PRINTED NAME AND TITLE

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

Notary Public _____
My Commission Expires: _____