



# **BID FORM**

## **Schott Hall Phase 2 Renovation**

(To be completed for all bids)  
(Please type or print)

**BIDDER (FIRM) NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PROJECT:** Schott Hall Phase 2 Renovation  
Xavier University

**BIDS DUE:** **Friday August 11th, 2017** at 10:00 am local time

**PRE-BID WALK THRU:** **Wednesday August 2nd, 2017** at 9:00 am local time  
Meet at Schottt Hall, Presentation Room

**SUBMIT BIDS TO:** Joe Frecker  
Xavier University  
Office of Physical Plant

Mailing Address 3800 Victory Parkway  
Cincinnati, Ohio 45207-7711

Delivery Address Xavier Office of Physical Plant  
1507 Dana Avenue  
Cincinnati, Ohio 45207

Office Phone 513-745-1083  
Mobile Phone 513-477-0840  
Fax 513-745-3669  
Email [freckerj@xavier.edu](mailto:freckerj@xavier.edu)

## INSTRUCTIONS TO BIDDERS:

1. This is a tax-exempt project. Certificates of tax exemption shall be provided to successful Bidders upon request after execution of a Contract.
2. Bids shall be submitted in sealed, opaque envelopes in accordance with the above named place and time. Mark Envelope: "Xavier University Schott Hall Renovation Phase 2 Bid; attention Joe Frecker."
3. Bid Submission:
  - a. Bids must be submitted on this Bid Form. Bids may not be submitted by facsimile. Failure to use this Bid Form may disqualify your Bid.
  - b. All blank spaces on this Bid Form shall be completed, in ink or typewritten, in words and figures, and in figures only where no space is provided for words, and signed by the Bidder. The wording on the Bid Form shall be used without change, alteration or addition. Any change in the wording or omission of specified accompanying documents may cause the bid to be rejected. Bidders shall note receipt of Addenda on the Bid Form.
4. Clarification of Bidders' Questions
  - a. **Questions** for the Project shall be directed to Joe Frecker at Xavier University, [freckerj@xavier.edu](mailto:freckerj@xavier.edu) 745-1083 or Rachel Biesik [biesikr@xavier.edu](mailto:biesikr@xavier.edu) 745-2037
  - b. Each bidder is responsible for calling to the attention of the Architect any ambiguities, inconsistencies, errors, or omissions, which occur in the Contract Documents for its part of the Work. If the bidder fails to request clarification, the bidder will be expected to overcome such conditions without additions to the bid amount.
  - c. Prospective bidders with questions as to the true meaning of any part of the Drawings, Specifications, or other Contract Documents shall submit to the Architect not less than three (3) business days prior to the closing time for acceptance of bids, a written request for interpretation and clarification.
  - d. Bidders are instructed to request interpretations and the issuance of addenda if the Contract Documents call for materials, equipment, or methods that adversely affect the cost or quality of the Project or are unavailable.

5. The Owner reserves the right to reject any and all bids, to accept the bid which it deems to be in the best interest of the University, even if it is not the lowest, to waive any formalities or irregularities in bidding, or to advertise for new bids if in its judgment the best interests of the University would be promoted thereby.
6. The following items are by Owner. Bidders to include coordination with their work:
  - a. Furniture
  - b. Technology Equipment
  - c. Appliances
7. Include all labor, materials, hoisting, stocking, layout, man lifts, trash removal, etc to complete your scope of the work. Contractors to remove debris from site on a daily basis.
8. Bidder's Examination and Representation
  - a. Before submitting a bid, each bidder should carefully examine the documents and the construction site and inform itself of the limitations and conditions related to the Work covered by the bid and shall include in its bid a sum to cover the cost of such items. Bidders awarded contracts will not be given extra payments for conditions that could have been determined by examining the site and documents.
  - b. It is the purpose and intent of the Contract Documents that a complete job be accomplished. It shall be each bidder's responsibility to include costs necessary to provide labor and materials for that portion of the Work bid upon, including incidentals, whether or not specifically called for in the Specifications and Drawings.
  - c. By submitting this Bid the Bidder acknowledges that he/she has visited site and verified existing conditions that may impact the Bid.
9. The Bid Documents, include, but are not limited to, the instructions to Bidders, Bid Form, Owner-Contractor Agreement, General Conditions of the Contract for the Project, Project Schedule, Drawings, and Specifications. The Bid Documents shall become the Contract Documents, as defined in the Owner-Contractor Agreement, that govern the relationship between the successful Bidder and the Owner when the Owner-Contractor Agreement is executed and will be referred to as Contract Documents throughout these instructions to Bidders.
10. Bids will be opened privately after the bid submission deadline. Early bids may be submitted prior to the scheduled bid opening.

#### 11. Execution of Contract:

- a. Notice of Intent to Award or Notice of Award Contract. The successful bidder will be notified of the award of the contract and provided with a faxed copy of the Owner-Contractor Agreement (“Contract”) in the form of a Purchase Order.
- b. The successful Bidder will sign and return the original forms to the Owner, or as otherwise directed, for execution by the Owner. The successful Bidder will be provided with a fully executed copy of the Contract for its records.
- c. If the successful Bidder does not return the executed Contracts to the Owner within five (5) business days of its receipt of the Contract from the Owner, the Owner reserves the right to reject the bid and award the contract to the next lowest responsible bidder.

#### 12. Addenda

- a. Any explanation, interpretation, correction or modification of the Bid Documents will be issued in writing in the form of an Addendum, which shall be the only means considered binding; explanations, interpretations, etc., made by any other means shall NOT be legally binding. All Addenda shall become a part of the Contract Documents.
- b. Contractors should submit questions to the Architect in advance, to allow sufficient time for the Architect to respond. All Addenda will be issued except as hereafter provided, and mailed or otherwise furnished to persons who have obtained Contract Documents for the Project, at least seventy-two (72) hours prior to the obtained Contract Documents for the Project, at least seventy-two (72) hours prior to the published time for the opening of bids, excluding Saturdays, Sundays and legal holidays.
- c. Copies of each Addendum will be sent only to the Contractors to whom Drawings and Specifications have been issued. Receipt of Addenda shall be indicated by Bidders in the space provided on the Bid Form.
- d. If a Bidder fails to indicate receipt of all Addenda through the last Addendum issued by the Architect on its Bid Form, the bid of such Bidder may be deemed to be responsive if:
  - i. The bid received clearly indicates that the Bidder received the Addendum, such as where the Addendum added another item to be bid upon and the Bidder submitted a bid on that item; or

- ii. The Addendum involves only a matter of form or is one which has either no effect or has merely a trivial or negligible effect on price, quantity, quality, or delivery of the item bid upon.
- e. Following the award of the initial contract, Contractor will prepare and submit a detailed schedule to the Owner. The work shall be scheduled so as not to interfere with activities within and around the building, which may be occupied during construction.

### 13. Bid Responsiveness; Owner's Right to Waive Defects and Irregularities

- a. The Bidder's bid shall be responsive to the Specifications for the Project in all material respects and shall contain no material irregularities or deviations from the Specifications that would affect the amount of the bid or otherwise give the Bidder a competitive advantage.
- b. The Owner reserves the right to waive any and all irregularities provided that the defects and irregularities do not affect the amount of the bid in any material respect or otherwise gives the Bidder a competitive advantage.
- c. By submitting its bid, the Bidder agrees that the Owner's determination of whether a defect or irregularity affects the amount of the bid in any material respect or otherwise gives the Bidder a competitive advantage will be final and conclusive.

### 14. Modification/Withdrawal of Bids

- a. Modification. A bidder may modify its bid by written communication to the Owner at any time prior to the scheduled closing time for receipt of bids, provided such written communication is received by the Owner prior to the bid deadline. The written communication shall not reveal the bid price, but should provide the addition or subtraction or other modification so that the final prices or terms will not be known until the sealed bid is opened. If the Bidder's written instruction with the change in bid reveal the bid amount in any way prior to the bid opening, the bid may be rejected as non-responsive.
- b. Withdrawal Prior to Bid Deadline. An authorized representative of the Bidder may withdraw its bid at any time for any reason prior to the bid deadline established in the Notice to Bidders. The request to withdraw shall be made in writing and submitted to the Owner, at the Owner's address. The request for withdrawal must be received by the Owner prior to the time of the bid opening.
- c. Withdrawal After Bid Deadline

- i. All bids shall remain valid and open for acceptance for a period of at least 60 days after the bid opening; provided, however, that a Bidder may withdraw its bid from consideration after the bid deadline when all of the following apply:
  - 1. the price bid was substantially lower than the other bids;
  - 2. the reason for the bid being substantially lower was a clerical mistake, rather than a mistake in judgment, and was due to an unintentional and substantial error in arithmetic or an unintentional omission of a substantial quantity of work, labor, or material;
  - 3. the bid was submitted in good faith;
  - 4. the Bidder provides written notice to the Owner within two (2) business days after the opening for which the right to withdraw is claimed.

**SCOPE OF WORK:****ALL TRADES ITEMS-**

1. All Work shall be performed in strict accordance with the drawings and specifications prepared by Xavier University dated July 14, 2017.
2. Coordinate with other trades to accelerate the schedule where possible.
3. Remove all debris generated by trade work to dumpster located adjacent to building. Dumpster costs by Xavier.
4. Include daily cleanup around work activities and pathway between work area to dumpster shall be kept clean at all times.
5. Xavier University zero tolerance and conformance with harassment code and accountability procedures must be complied with at all times.
6. All trade contractors are to visit the site to verify all conditions applicable to their scope of work. Submitting a bid acknowledges that a full examination has been done and that the bidder is familiar with all conditions in the building.
7. All trade contractors are to provide all necessary access equipment required to perform their work. There will be no scaffolding, lifts, ladders, or hoisting, etc. provided by the owner. Trades may choose to share their equipment if they wish.
8. All trade contractors are familiar with the work in other bid packages.
9. There are periods of no work in the schedule. Mobilizations and off days are included within the bid price.
10. Some moving and shifting of existing items may be required to perform your work. This is part of the base bid for your package. Certain furniture may remain in offices during renovation.
11. Materials storage areas will be very limited. Provide alternatives as necessary.
12. Coordinate utility disruptions with Xavier and perform on selective off hours if necessary.
13. This project takes place within an occupied building. Therefore, any work that disturbs the daily operations of the adjacent occupants will need to be performed on selective off hours, such as high traffic areas and any others indicated on the schedule. Constant cleanup will also be necessary.

**SITE WORK ITEMS –**

1. No work in Base Bid. See Alternates for description of guardrail, concrete footings, brick paver sidewalk, irrigation, landscaping, etc.

**GENERAL TRADES ITEMS –**

2. Include all demolition except where specifically noted by other trades. Re-use existing material where indicated.
3. Include all metal studs, drywall, and finishing.
4. Include all doors, frames, hardware, and glazing.
5. Include all drywall ceilings and acoustic ceilings.
6. Include site barricades and construction signage to designate the phased portion as a construction area that is off limits to Xavier students and employees.

7. Include all plywood sheathing, gypsum sheathing, cement backer board, and blocking shown on drawings.
8. Include block or drywall patching where demolition and the removal of existing items leaves exposed wall surfaces.
9. Include all batt insulation.
10. Include all concrete work shown on drawings, including floor infills and steel stair pans/landings
11. Include all accessories as shown on drawings.
12. Include all signage shown on drawings.
13. Include all cold formed metal framing systems and accessories.
14. Include patching of items removed on MEP drawings
15. Include access panels as shown on drawings.
16. Include Acoustic Panels as shown on drawings.
17. Include special equipment items per schedule on A701.

#### **MASONRY-**

1. Include all masonry demolition as shown on drawings.
2. Include all new masonry partitions as shown on drawings.
3. Include the setting of door frames within masonry partitions. Knock out and tooth in where full welded frames are specified.
4. Include all anchors and flashings within the brick or block systems.
5. Provide all hoisting for this scope of work.
6. Include all backer rod and caulking for masonry joints, or where masonry abuts dissimilar materials.
7. Include all masonry patching per drawings.
8. Include block patching where demolition and the removal of existing items leaves exposed wall surfaces.
9. Include patching of items to be removed on MEP drawings.

#### **STRUCTURAL AND MISCELLANEOUS STEEL ITEMS-**

1. Furnish and install all structural steel on drawings.
2. Furnish and install all miscellaneous steel per the architectural and structural drawings. This includes but is not limited to stairs, handrails, angles, tubes, channels, etc.
3. Provide all hoisting for this scope of work.
4. Steel supports for mechanical equipment is by the Design/Assist HVAC Contractor TJ Dyer.

#### **MILLWORK/CASEWORK ITEMS-**

1. Furnish and install all millwork items as indicated on the drawings, including but not limited to new casework and solid surface tops, etc.
2. Furnish and install all blocking required for this scope of work.
3. Include demolition of all woodwork/casework items as shown on drawings.
4. Include grommets within new casework if required during shop drawing process.



**PAINTING ITEMS-**

1. Include painting of new surfaces per drawings and finish schedule.
2. Include painting of all new interior walls, ceilings, etc.
3. Include masking of signs, fire alarm devices, bulletin boards, hardware, toilet accessories, woodwork, etc. Protect all adjacent items that do not receive paint.
4. Include patching and painting where demolished items leave exposed, unpainted surface.
5. Include all caulking necessary for a complete scope of work.
6. Include wall mock ups for approval prior to starting paint work.
7. Include all wall covering, including specialty wall covering WC-2. Graphic files to be provided by owner.
8. Include painting of exterior guardrails (see alternate), interior stairs, handrails, risers, and nosings.

**FLOORING ITEMS –**

1. Include new flooring per drawings.
2. Include new base on all new wall partitions.
3. Include transition strips, resilient base, and any other accessories required.
4. Figure that night shift could be required for all flooring installation.
5. Include floor prep as necessary for new flooring installation.
6. Provide all sealants required for this scope of work.
7. Include all flooring demolition as shown on drawings.
8. Include resilient base on the new casework.
9. Include porcelain wall tile.

**PLUMBING ITEMS–**

1. Include all plumbing demolition per drawings. This includes creating and patching any hole needed for plumbing items to penetrate floor, roof, walls, casework, etc.
2. Include all plumbing systems as shown on the drawings.
3. Include all vanity sink, kitchen sink, and drinking fountain connections.
4. Furnish and install all kitchen sinks, drinking fountains, bathroom sinks, toilets, etc.
5. Remove and replace any existing ceiling that requires Plumbing work above existing ceiling that is scheduled to remain.
6. Include all new plumbing fixtures as shown on drawings.
7. Include caulking of plumbing fixtures as shown on drawings.
8. Include pipe labeling for all new work.
9. Modify plumbing systems to accommodate new work as indicated on drawings.

**FIRE PROTECTION ITEMS–**

1. Include all fire protection demolition per drawings. This includes creating and patching any hole needed for fire protection items to penetrate floor, roof, walls, casework, etc.
2. Include all fire protection systems as shown on the drawings.
3. Remove and replace any existing ceiling that requires Fire Protection work above existing ceiling that is scheduled to remain.
4. Locate sprinkler heads in center of tile unless noted otherwise.

5. Include pipe labeling for all new work.
6. Modify fire protection systems to accommodate new work as indicated on drawings.

**ELECTRIC, FIRE ALARM, DATA ITEMS—**

1. Include all electric, fire alarm, security, and data demolition per drawings. Re-use existing material where indicated. This includes creating and patching any hole needed for electric/fire alarm/security/data items to penetrate floor, roof, walls, casework, etc.
2. Include all new lighting work per drawings.
3. Include all new fire alarm work per drawings.
4. Include all new telephone and data work per drawings.
5. Include all disconnections and re-connections of all powered equipment scheduled to be replaced.
6. Include all new occupancy sensors and smoke detectors.
7. Remove and replace any existing ceiling that requires work above existing ceiling scheduled to remain.
8. Include disconnection and support of lighting where ceilings are to be demolished. Provide adequate temporary lighting throughout the construction schedule.
9. Can lights to be located in the center of ceiling tile unless noted otherwise.
10. Include conduit, raceways, and wiring as indicated for technology. Technology equipment will be provided by owner.
11. Include electric installation of appliances if required.
12. Modify electrical systems to accommodate new work as indicated on drawings.
13. Electric contractor is responsible for light fixture rebate application from Duke Energy and savings should be reflected in the Base Bid pricing proposal.

## Total Project

<b>Base Bid</b>	_____	\$	_____
	Written Price		Figure

**Alternate #A1: SITE WORK** – See sheet A901 for all work described in this scope, provide site work as shown on drawings.

Add \_\_\_\_\_ Deduct \_\_\_\_\_  
Cost \_\_\_\_\_ \$ \_\_\_\_\_  
Written Price Figure

**Alternate #A2:** SITE WORK – See sheet A901 for all work described in this scope, provide site work as shown on drawings.

Add \_\_\_\_\_ Deduct \_\_\_\_\_  
Cost \_\_\_\_\_ \$ \_\_\_\_\_  
Written Price Figure

**Alternate #P1: ROOF DRAINS** – See sheet PD101 for all work described in this scope, Replace roof drains, piping, and roofing as shown on drawings.

Add \_\_\_\_\_ Deduct \_\_\_\_\_

Cost \_\_\_\_\_ \$ \_\_\_\_\_  
Written Price Figure

**Unit Price: MASONRY PATCHING** – Cost to remove and replace one 4”x8”x16” block and blend to match adjacent existing surfaces.

Cost \_\_\_\_\_/EA \$ \_\_\_\_\_/EA  
Written Price Figure

**Unit Price: RECEPTACLE** - Provide cost per each to replace a damaged receptacle with new. Wiring to remain.

Cost \_\_\_\_\_/EA \$ \_\_\_\_\_/EA  
Written Price Figure

**Unit Price: LIGHT SWITCH** - Provide cost per each to replace a damaged light switch with new. Wiring to remain.

Cost \_\_\_\_\_/EA \$ \_\_\_\_\_/EA  
Written Price Figure

**Unit Price: TYPE J LIGHT FIXTURE** - Provide cost per each to add or delete a type J light fixture.

Cost \_\_\_\_\_/EA \$ \_\_\_\_\_/EA  
Written Price Figure

**Unit Price: TYPE J1 LIGHT FIXTURE** - Provide cost per each to add or delete a type J1 light fixture.

Cost \_\_\_\_\_/EA \$ \_\_\_\_\_/EA  
Written Price Figure

**Unit Price: TYPE J2 LIGHT FIXTURE** - Provide cost per each to add or delete a type J2 light fixture.

Cost \_\_\_\_\_/EA \$ \_\_\_\_\_/EA  
Written Price Figure

**Voluntary Alternate:** Provide option to vary from drawings or specs.

Description:

\_\_\_\_\_  
\_\_\_\_\_

Cost \_\_\_\_\_/EA \$ \_\_\_\_\_/EA  
Written Price Figure



**Voluntary Alternate:** Provide option to vary from drawings or specs.

Description:

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Cost \_\_\_\_\_/EA      \$ \_\_\_\_\_/EA  
Written Price      Figure

**BID INFORMATION:**

Identify major subcontractors, material suppliers, or manufacturers:

Site Work	_____
General Trades	_____
Concrete	_____
Masonry	_____
Structural Steel	_____
Millwork/Casework	_____
Framing & Drywall	_____
Acoustic Ceilings	_____
Flooring	_____
Painting	_____
Plumbing	_____
Fire Protection	_____
Electric	_____
Other	_____
Other	_____
Other	_____



**SCHEDULE:**

If this Bid is accepted, the start date for work on site shall be 8/21/17 and the Bidder shall complete the Work before 12/31/17, in accordance with the project schedule dated 7/24/17.

The Bidder understands that liquidated damages will be levied if the Work is not complete with Certificates of Occupancies in place as indicated in the Supplemental Conditions.

**ADDENDA:**

The undersigned acknowledges receipt of the following Addenda:

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated \_\_\_\_\_

**PROPOSAL TIME:**

The Bidder agrees that this Bid shall be valid for a period of sixty (60) consecutive calendar days from the due date and unless withdrawn with written consent from Owner. Bids may be accepted or rejected during this time. Bids not accepted within said period shall be deemed rejected.

In submitting this Bid, it is hereby understood that the Owner reserves the unrestricted privilege to reject any and all bids and to waive any informalities in bidding.

**ATTEST:**

In consideration of the foregoing, the undersigned hereby agree that if this proposal is accepted, to enter into a contract with the owner as set forth herein, and to fully execute said contract in accord with its provisions.

Further, the undersigned acknowledges that the Bidder or Bidder's Representative has:

Visited the Job Site:	Yes _____	No _____
Reviewed the Schedule/Timeframe:	Yes _____	No _____



FIRM NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(SIGNATURE)

TITLE: \_\_\_\_\_

OFFICIAL ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT:**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_ being duly sworn, deposes and says

that he/she is \_\_\_\_\_ of the above \_\_\_\_\_  
(Title) (Name of Organization)

and that the answers to the questions in the foregoing questionnaires and all statements therein contained are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_