

**Welcome to the Pre-Bid Meeting for
CCS Project No.24021 – Loose Furnishings at Multiple Sites**

Please sign-in to this meeting by emailing your name, company name, preferred email address and phone number to: bbronston@columbus.k12.oh.us

Please mute your microphone; we will be muting everyone before the presentation begins.

Please direct all your questions through the chat feature or hold questions until the presentation is concluded. Questions will be addressed at the end of the presentation.

If you are unable to submit your questions via chat, please email them as a Request for Information (RFI) using the contact information provided in the presentation.

The meeting agenda is posted on the district website and will be updated with any notes from the meeting. Solicitations can be found at www.columbus.k12.oh.us/rfp
Navigate to the appropriate solicitation.

Columbus City Schools – Loose Furnishings at Multiple Sites

Pre-Bid Meeting Agenda

January 19, 2024

******Text shown in red are changes from previously posted agenda.******

1. Welcome/Introductions to the Project Team
 - a. ***Dan Cline, Project Manager*** – Columbus City Schools
 - b. ***Alex Trevino, Facility Director*** – Columbus City Schools
 - c. ***Brandie Bronston Houpe, Construction Contracts Manager*** – Columbus City Schools

2. Administrative Items
 - a. Electronic bids shall be received until ***Thursday, February 8, 2024 at 9:00 am*** by Capital Improvements Office.
 - i. Please use the following link to access the bid:
<http://www.publicpurchase.com/gems/browse/home>
 - ii. The “Select Region” and “Select Agency” icons in the mid to upper, right corner of the screen must be used to locate our District before viewing our bids.
 - iii. Please register in Public Purchase even if you are not interested in this particular bid. (If you register in Public Purchase under a commodity and we select that commodity when creating a bid, you will receive an automatic notification.)
 - iv. Please note the following:
 1. Registration on the Public Purchase website is free.
 2. For your initial registration with Public Purchase, it will take Public Purchase about an hour to process. Please allow time for this processing after you register.
 3. Additional guidelines for using Public Purchase can be found on the District’s website using the following link:
<http://www.ccsch.us/Vendors.aspx>
 - v. **All bids must be submitted to Public Purchase. We cannot accept any in person, faxed, or e-mailed bids.**
 - vi. Pre-Bid RFI questions are to be submitted in **written form** via email to Project Manager Dan Cline dcline@columbus.k12.oh.us. Please email Construction Contract Manager, Brandie Bronston Houpe, bbronston@columbus.k12.oh.us . **Questions may also be submitted through Public Purchase.**
 - vii. Please note: **All RFIs will only be answered in the project Addenda. Questions submitted via Public Purchase will be answered on Public Purchase, and also answered in project Addenda.**
 - b. CCS shall respond to RFIs received more than **7** days before the bid opening. Deadline for RFIs is ***Thursday, February 1, 2024 at 9:00am.***
 - i. Please note: **All RFIs will only be answered in the project Addenda.**

- c. LEDE & Workforce Participation
 - i. Community Inclusion Program – Local and Economically Disadvantaged Enterprises
 - 1. LEDE Participation Goal is **20%** and Workforce Participation Goal is **25%**
 - 2. Community Inclusion forms will be required
 - 3. <http://www.ccsch.us/Vendors.aspx>
 - a. LEDE Vendor List
 - b. LEDE Certification Affidavit Instructions
 - 4. Prime Contractors new to Columbus City Schools will be required to submit a Vendor Application prior to receiving a Purchase Order/Notice to Proceed. (check website www.ccsch.us – navy top band, click on word - Vendors)
3. Project Overview
- a. Bid Package – Loose Furnishings at Multiple Site
 - i. Single prime for all Work defined by the Contract Documents.
 - ii. Bid Form
 - 1. Alternates – None
 - 2. Allowance – None
 - 3. Addendum – None at this time
 - (1) Final addendum to be issued no later than **Monday, February 5**, via Franklin Imaging & Public Purchase
 - 4. Estimates:
 - (1) CCS Loose Furnishing at Multiple Sites – **\$3,000,000.00**
 - 5. Prevailing Wage Rate DO NOT apply to this project.**
 - a. General Information
 - i. Any permits are to be secured by the Contractor.
 - ii. Temporary Facilities – By the Contractor, may use school utilities if available.
4. Default Guideline Schedule
- a. 2/8/24 Electronic Bids Due to Public Purchase website (Prior to 10:00am)
 - b. 2/8/24 Virtual Post Bid Review @ 10:00am (Link will be sent following bid opening)
 - c. 2/10/24 Bid Evaluation and Paperwork for Purchase Order due
 - d. 2/15/24 Internal Meeting – Technical Oversight
 - e. 2/22/24 Internal Meeting – NSDP
 - f. 3/5/24 Contract Approval – BOE Review
 - g. 3/6/24 Notice to Proceed – PO Issued
 - h. 6/7/24 Work on Site May Begin
 - i. 8/8/24 Substantial Completion
5. Ohio Bureau of Workers’ Compensation (OBWC)/Drug Free Safety Program (DFSP)
- a. All prime contractors, subcontractors and lower-tier subcontractors are to be in good standing with the OBWC’s DFSP or a comparable program approved by the OBWC that

meets the requirements specified in O.R.C. Section 153.03.

6. Safety Precautions

- a. Each member of its jobsite workforce to complete an Occupational Safety and Health Administration (OSHA) 10 or 30 Hour Construction Course and have at least one Project supervisor to complete and OSHA 30 Hour Construction Course.

7. General Items

a. Bid Documents

- i. Documents available for free download via Public Purchase
- ii. Documents available for purchase at Franklin Imaging 614-885-6894 or printroom@franklinimaging.com
- iii. Documents are available to view for free at City of Columbus Plan Room – operated by the Ohio Business Development Center, 1393 East Broad Street - Suite 104, Columbus, OH 43203, Office: 614-645-5663, Cell: 912-290-2122, Office Hours: Monday & Wednesday 1:00-4:00pm
- iv. Documents are available to view electronically/online if you are a member of:
 1. McGraw Hill Construction Dodge / Builders Exchange of Central Ohio Plan Room, 1175 Dublin Road, Columbus, Ohio 43215; **Project information may be viewed at Dodge Data & Analytics at:** <http://dodgeprojects.construction.com/>
 2. The Builders Exchange, 9555 Rockside Road, Suite 300, Valley View, OH 44125

8. Delivery of Quotes – Follow Instructions in Notice to Bidders

- a. Electronic bids shall be received until **Thursday, February 8, 2023 at 9:00am** by Capital Improvements Office – via **Public Purchase**.
- b. Follow Instructions in Notice to Bidders and Item 2a of this agenda to submit bids on Public Purchase.
- c. Bid Tab will be posted to District website after bids are opened on **Thursday** afternoon. Please check website for bid tab before reaching out to District staff:
[http://www.columbus.k12.oh.us/website.nsf/\(ccs_pages\)/CCS_RFP?opendocument](http://www.columbus.k12.oh.us/website.nsf/(ccs_pages)/CCS_RFP?opendocument)

9. Site Visitation/Building Access: No Site Tours

10. If attending this Virtual Pre-Bid Meeting, please be sure to email Construction Contracts Manager, Brandie Bronston Houpe, your information at the following bbronston@columbus.k12.oh.us including: Name, company, email address

11. Questions?

- a. Will product ship directly to CCS's warehouse for distribution by CCS personnel, or will delivery and installation be required by awarded dealer? ***Receipt of product, delivery, and installation will be required by awarded dealer.***
- b. When does the project install? Are these the elementary or high schools? ***Installation would be over the summer, and the buildings are all high schools***
- c. In order to accurately quote the removal of existing furniture we will need a list of existing furniture by building. Can you please provide? ***This will be answered via Addenda as it will have an attachment. See 24021 Existing Furniture Estimates***
- d. Can you confirm that for CF1.1 that the depth is 30" and the width or length would be 24" or if its supposed to be the other way around? ***Per the specs, width is 24", depth is 30".***
- e. How do we submit a substitution request? To whom do we send the request? ***Substitution Requests are spelled out in the bid docs. Proejct Manager, Dan Cline will receive the requests. Direct them to dcline@columbus.k12.oh.us***
- f. Are substitutions allowed? The general bid documents say they're acceptable before 1-30, but the pre-bid documents say no alternates accepted. ***Substitution Requests are spelled out in the bid docs. Proejct Manager, Dan Cline will receive the requests. Direct them to dcline@columbus.k12.oh.us***
- g. What is the expectation for furniture layout with 1 revision on the bid proposal form? ***After bid is awarded, CCS will provide list of sites and CAD files to the low bidder. CCS expects vendor to provide a layout of each café and make up to 1 revision to the proposal layout based on feedback from CCS staff.***
- h. What will need to be removed in each building in regard to existing furniture? ***This will be answered via Addenda as it will have an attachment. See 24021 Existing Furniture Estimates***

Estimated Existing High School Furniture Counts

Round Table Rectangular Table

	Round Table	Rectangular Table
Beechcroft High School	40	0
Briggs HS	0	30
Centennial HS	30	0
Columbus Scioto	10	0
East High School	4	24
Eastmoor Academy High School		18
Ft. Hayes	0	36
Independence HS		12
Linden-McKinley STEM Academy	36	6
Marion-Franklin High School	3	30
Mifflin High School	20	0
Northland High School	0	25
CAHS	20	0
Walnut Ridge High School	0	23
West High School	0	30
Whetstone HS	0	20

2.5 SUBSTITUTIONS PRIOR TO THE BID OPENING

- 2.5.1 If the Bidder proposes to use an article, device, material, equipment, form of construction, fixture or other item other than the Basis of Design or Acceptable Components named in the Specifications, the Bidder shall certify that the proposed item is equal in quality and all aspects of performance and appearance to the item specified.
 - 2.5.1.1 If approval of a Substitution requires changes to the Contract Documents or affects the work of other trades, the Bidder is responsible for the additional costs.
- 2.5.2 The Bidder shall submit its request for Substitution to the Architect no later than 10 days prior to the bid opening, which shall include:
 - 2.5.2.1 The name and complete description of the proposed Substitution, including Drawings, performance and test data, and other information necessary for a complete evaluation; and
 - 2.5.2.2 A statement setting forth any changes which the proposed Substitution will require in the Contract Documents or the Project.
- 2.5.3 If the Architect approves the proposed Substitution, the Architect shall issue an Addendum to that effect.
- 2.5.4 If the Architect does not approve the proposed Substitution, the Architect shall inform the Bidder of the decision, which is final. The Architect may reject a proposed Substitution because the Bidder failed to provide sufficient information to enable the Architect to completely evaluate the proposed Substitution without causing a delay the scheduled bid opening.
- 2.5.5 Proposed Substitutions received by the Architect less than 10 days prior to the bid opening shall not be considered.