

Welcome to the Pre Bid Meeting for VAV Box Renewal Groups A-E Project

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 – VAV Box Renewal Groups A-E

Pre-Bid Meeting Agenda

February 6, 2023

1. Welcome/Introductions to the Project Team
 - a. **Jeff Roe, Energy Manager** – Columbus City Schools
 - b. **Brandie Bronston Houpe, Construction Contract Manager** – Columbus City Schools

2. Administrative Items
 - a. Electronic bids shall be received until **Tuesday, February 21, 2023 at 10:00 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.**
 - b. Pre-Bid RFI questions are to be submitted in **written form** via Public Purchase.
 - i. Please note: **All RFIs will only be answered in Public Purchase.**
 - c. Jeff Roe shall respond to RFIs received more than **7** days before the bid opening. Deadline for RFIs is Monday February 14, 2023 at 10:00am.
 - i. Please note: **All RFIs will only be answered in the project Addenda.**
 - d. 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

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 – red band at bottom click on word - Vendors)

3. Project Overview

a. Bid Package – VAV Box Renewal Groups A-E

- i. Single prime for all Work defined by the Contract Documents.
- ii. Bid Form - None
- iii. Unit Prices – VAV Box Per Group. *Please see Public Purchase*
- iv. Alternate – None at this time.
- v. Allowance – None at this time
- vi. Addendum – Final Addendum to be issued no later than **2/16/23** via Public Purchase
- vii. Estimate: Not to Exceed \$2,000,000.00**

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. 2/21/23 Electronic Bids Due to Public Purchase website (Prior to 10:00am)
- b. 2/23/23 Virtual Post Bid Review 10am-2pm (Link will be sent following bid opening)
- c. 2/23/23 Bid Evaluation and Paperwork for Purchase Order due
- d. 3/4/23 Contract Approval – BOE Review
- e. 3/5/23 Notice to Proceed – PO Issued
- f. 3/5/23 Work on Site May Begin
- g. 6/7/24 Contract 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 via Public Purchase
- ii. Printed 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 **Tuesday, February 21, 2023 at 10:00am** 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 Friday 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:
 - a. No site visitation.
10. Questions?
 - a. What is the value of the required letter of credit? **A certified check, cashier's check or letter of credit in the amount of 10 percent of the Base Bid plus all add Alternates. Any letter of credit shall expressly provide that it is revocable only by the School District Board.**
 - b. Are the schools listed within each grouping? **Not until during the awarding phase. This will not be available prior to bidding.**
 - c. Is it possible for more than one vendor to be awarded this project? **Yes, the low bidder may select as many packages as they like.**
 - d. Are there drawings available for the buildings in lieu of site visits not being permitted? **There will be no drawings provided during the bidding phase.**
 - e. Is this bid for a unit price per box rather than a lump sum.? **Jeff state yes, it is for unit price.**