INVITATION TO BID
CITY HALL OFFICE RENOVATION,

PROJECT BACKGROUND & LOCATION

The City of Bexley's Administrative staff is in need of more office space and this project will help facilitate the current needs. The project is located at 2242 E Main St, Bexley, Ohio 43209.

SCOPE OF WORK

BRPD is soliciting bids from qualified contractors for the following:

- This project will reconfigure the existing entry and exit out of council chambers; convert an existing storage space to 3 new offices and relocate the existing server.
- Anticipated trades involved: General carpentry, Electrical, HVAC, Low Voltage, Plumbing
- Plans can be found on the City of Bexley Website at

REQUESTED INFORMATION

- Total Bid amount for complete scope of work with a labor and material breakdown
- Project costs for each subcontractor
- List of potential subcontractors
- Work experience including at least two references from clients based in Ohio
- Availability to begin the work with a rough schedule for completion.

EVALUATION CRITERIA AND AWARD

Based on the bids submitted, City of Bexley staff will select a contractor that will best serve the interest of the City and meet its objectives.

Criteria may include:

I. Contractor's previous experience and team qualifications, as well as references from prior or current clients
II. Contractor's ability, capacity and skill to fulfill the services as specified
III. Integration of sustainable materials and building practices into

project specifications
IV. Analysis of cost of work.
V. City's prior experience with Contractor, if applicable
VI. Compliance with plans and specifications

The City will negotiate a contract with the selected Contractor. The City will be the sole and exclusive judge of quality and compliance with plans and specifications in any of the matters pertaining to this ITB.

The City reserves the right to award the contract in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion, including rejection of all bids.

ITB SCHEDULE

The City anticipates following the schedule described below to issue the request for qualifications and reviewing this request, and completing the project:

PHASE	ANTICIPATED DATE
ITB Posted	Friday April 4, 2025
Project on Site Walkthrough	Monday, April 21, 2025 @ 2pm
Questions Cutoff Date	Thursday, May 1, 2025
Addendum posting date	Thursday, May 8, 2025
Bid due Date	Thursday May 15, 2025 ***on or before 4pm***
Anticipated Award Date	June 2025

SUBMITTAL INSTRUCTIONS

Bids may be submitted by email to mklingler@bexley.org and are due by Thursday, May 15, 2025 on or before 4:00 pm Eastern Time. The date/time stamp of the email constitutes the official date/time of receipt of quote responses.

Bids will be considered as if sealed until the deadline, upon which they will be read.

Alternatively, bids may be submitted in a sealed envelope marked "City Hall Office Renovation" in the lower left-hand corner and addressed to:

City of Bexley
c/o Matt Klingler, Director of Zoning and Planning

2242 E. Main Street
Bexley, Ohio 43209

It is the sole responsibility of respondents to the Invitation to Bid to deliver the bid by the stated deadline. Each bid must be submitted with all required documentation. Bids received after this deadline shall be deemed to be nonresponsive and will not be considered.

OTHER TERMS

I. **Right to Reject Quote:** Submission of a quote indicates acceptance by the firm of conditions contained in this request for quote unless clearly and specifically noted in the quote submitted. The City of Bexley reserves the right without prejudice to reject any or all quotes.

II. **No Collusion:** In submitting this quote, the Contractor declares that the only person or party interested in the quote as principals are those named herein, and that the quote is made without collusion with any other person, firm or corporation.

III. **Confidentiality:** Quotes and other documents submitted shall be examined to determine the validity of any written requests for nondisclosure of proprietary or confidential information. After award of a contract, all responses, documents, and materials submitted by the respondent pertaining to this bid will be considered public information unless otherwise determined by legal counsel.

IV. **Prevailing Wage** rates and requirements will apply to this project.

QUESTIONS

- Contractor may submit questions in writing by 4:00 pm on Thursday May 1, 2025 via email to mklingler@bexley.org (Matt Klingler)
- Please put “City Hall Office Renovation Project” in the subject line.