

**THE CITY OF
WARRENSVILLE HEIGHTS, OHIO
4743 RICHMOND ROAD
WARRENSVILLE HEIGHTS, OHIO 44128**



**INVITATION FOR PROPOSALS
MUNICIPAL CENTER PHYSICAL IMPROVEMENTS SERVICES**

REQUEST FOR PROPOSAL RELEASE: SUNDAY, DECEMBER 13, 2024

ADVERTISED: DECEMBER 13, 2024 & DECEMBER 19, 2024

QUESTIONS DUE FROM PROPOSERS: MONDAY, DECEMBER 23, 2024 NO LATER THAN 10:00 AM, EST

PRE-BID MEETING: DECEMBER 20, 2024 @11:00A.M.; SITE VISITS IMMEDIATELY FOLLOWING

PROPOSALS DUE (AMENDED): FRIDAY, JANUARY 10, 2025 @ 11:00 AM, EST

2024

ADDENDUM #1: 12/19/2024 (ISSUED)

ADDENDUM #: 12/23/2024 (ISSUED)

THE MATERIAL CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL. IT MAY BE USED FOR THE SOLE PURPOSE OF PREPARING AND SUBMITTING A PROPOSAL FOR SERVICES AS REQUESTED HEREIN. ANY OTHER USE OF THIS DOCUMENT (INCLUDING ALL OF ITS ATTACHMENTS, EXHIBITS OR ENCLOSURES) AND THE INFORMATION CONTAINED HEREIN IS STRICTLY PROHIBITED. THE CITY OF WARRENSVILLE HEIGHTS RESERVES THE RIGHT TO REQUEST THE RETURN OF THIS DOCUMENT. THIS DOCUMENT MAY NOT BE REPRODUCED, DISCLOSED, OR DISSEMINATED TO ANY PERSON OR ENTITY NOT DIRECTLY INVOLVED IN THE PREPARATION AND SUBMISSION OF A PROPOSAL IN RESPONSE TO THE REQUEST DESCRIBED HEREIN.

LEGAL NOTICE

The City of Warrensville Heights of Cuyahoga County, Ohio (the "City") invites vendors to submit a Proposal of Municipal Center Physical Improvement Services at the Warrensville Heights Municipal Center located at 4743 Richmond Road Warrensville Heights OH 44128.

For further information, interested parties should review Request for Proposal (RFP) for Municipal Center Physical Improvement Services. Map of building is attached as Exhibit A.

The term of the contract to be entered upon the award of a contract to the lowest and/or best contractor (s) shall be for a period not to exceed 12 (twelve) months.

Prior to submitting a proposal, the City will host a pre-bid meeting on Friday December 20, 2024 at 11:00a.m. The City will offer site visits immediately following the pre-bid meeting. Please contact Kelli Wilson at 216.587.6500 or by email at kwilson@cityofwarrensville.com to get info for the pre-bid meeting.

Copies of the Specifications and instructions to bidders can be picked up at the Reception Desk at the Warrensville Heights Municipal Center 4743 Richmond Road, Warrensville Heights, Ohio 44128 or on the website at <https://www.cityofwarrensville.com/272/Bids-RFPs-RFQs>.

Sealed proposals will be received at the Reception Desk within the Warrensville Heights Municipal Center, 4743 Richmond Road, Warrensville Heights, Ohio 44128 until 11:00a.m. January 10, 2025 and will be opened publicly and read aloud at that time.

Advertised:

Plain Dealer: December 13, 2024 and December 20, 2024

Interested firms shall submit a Proposal of Bid to Kelli Wilson, Chief of Staff, submitting three (3) copies of the following information:

- a. Firm name, address, telephone number, fax number and email address;
- b. Name of key personnel, including managers and supervisors in charge;
- c. Year established and any former names of operation;
- d. Number of years the firm has been doing this type service;
- e. Certificate of Good Standing/Full Force & Effect from the Ohio Secretary of State dated within 30 days of submissions of the Proposal;
- f. Number of staff available for assignment;
- g. Outside services possibly used for sub contracted work;
- h. Three examples and list of similar services provided;
- i. Summary of Qualifications;

Each bidder is required to furnish with its proposal a Bid Guaranty and Contract Bond in accordance with Sections 153.54 of the Ohio Revised Code. Bid security furnished in Bond form, shall be issued by a Surety Company or Corporation licensed in the State of Ohio to Provide said surety in the amount of one thousand dollars (\$1000.00) or certified or cashiers check from some solvent bank.

Each proposal must contain the full name of the party or parties submitting the proposal and all persons interested therein. Each Bidder must submit evidence of its experiences on projects of similar size and complexity. The owner intends and requires that this project commence within 90 days upon award notification.

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.

A bidder/contractor will be deemed committed to the Department of Labor's goals and timetables for the Cleveland, Ohio areas as specified in the Notice of Requirements for Affirmative Action to ensure Equal Employment Opportunity Executive Order 11246 by submitting a properly signed bid.

Each bidder must ensure that all employees and applicants for employment are not discriminated against because of their race, creed, color, sex or national origin.

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 Amended Executive Order 84-9. All Contractors and sub-Contractors must be registered with the City.

Bidders must comply with the prevailing wage rates on Public Improvements in Cuyahoga County and the City of Warrensville Heights, Ohio as determined by the Ohio Department of Commerce, Bureau of Wage and Hours Administration, 614.644.2239.



City of Warrensville Heights

Request for Proposal Municipal Center Physical Improvement Services

Scope of Services

The City of Warrensville Heights (the "City") is soliciting bids for Municipal Center Physical Improvement Services as outlined below. If an award is made this bid will act as a binding contract between the City and the successful Contractor(s). Vendor will provide services to the Warrensville Heights Municipal Center located at 4743 Richmond Road, Warrensville Heights, Ohio 44128 (the "Municipal Center").

Pre-Bid Meeting

A pre-bid meeting will be held on Friday December 20, 2024 at the Warrensville Heights Municipal Center at 11:00 a.m., 4743 Richmond Road Warrensville Heights, OH 44128. The pre-bid meeting will consist of a review of this bid packet and allow contractors to ask questions. Do not contact the City prior to the pre-bid meeting. Questions will be answered at the pre-bid meeting.

Bid Requirements & Submission

Contractors must supply Bid form (attached), Equipment List, Customer References and Contractor Information with Signature Page by authorized designee, Proof of Insurance and Ohio Bureau of Workers' Compensation coverage, and Required Bid Bond). Complete/signed bids must be received by 11:00 a.m. on Friday January 10, 2025 in a sealed envelope labeled "Municipal Center Physical Improvement Services Bid" and addressed to:

City of Warrensville Heights
4743 Richmond Road
Warrensville Heights, Ohio 44128

Bids will be opened publicly at the same time and location. All prices quoted must be firm for 30 days.

The City reserves the right to accept or reject any and all bids and/or to waive any bid irregularities at the City's sole discretion based on the best interest of the City.

CITY OF WARRENSVILLE HEIGHTS REQUESTS FOR BIDS (RFP) FOR MUNICIPAL CENTER PHYSICAL IMPROVEMENTS

GENERAL

The City of Warrensville Heights, Ohio (the "City") is located in eastern Cuyahoga County along Interstates 480 and 271. The population of the City provided at the 2010 census was 13,542. The City was established in 1927 and incorporated in 1960. Its motto is "The Friendly City". See the City's website, www.cityofwarrensville.com for additional information.

The City has decided to accept proposals for its Municipal Center Physical Improvement Services to be effective November 19, 2024.

The City of Warrensville Heights is an Equal Opportunity Employer and prohibits, in accordance with the law, discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. Minority Business Enterprise, Female Business and Small Business Enterprise shall be afforded full opportunity to submit bids or proposals for this project.

A **Minority Business Enterprise** is a small business that is at least 51% owned and operated by no less than one minority or, in the case of a publicly owned business, at least 51% of the stock of which is owned by no less than one minority and whose management and daily business operations are controlled by at least one minority.

A **Female Business Enterprise** is an enterprise that is at least 51% owned by no less than one female who controls the firm by exercising the power to make policy decisions and operates the business by being actively involved in day-to-day management.

A **Small Business Enterprise** is independently owned and operated, and meets industry size and receipt requirements for small business per SBA13 CFR 121, Section 3 of the Small Business Act.

If federal funding is involved in whole or in part in the payment of goods or services contracted herein, the Contractor, during the performance of its contract, shall comply with Title VI and Title VII of the Civil Rights Act of 1964, 42 U.S.C. Section 2000(d), (e) as amended by Executive Order No. 11246 (September 24, 1965) as amended by Executive Order No. 11375 (October 13, 1967).

Even when federal funding is not involved, the Contractor, during the performance of its contract, will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. The Contractor will take appropriate action to ensure that applicants are employed without regard to their race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

General Conditions:

1. Contractor shall be responsible for all repairs or damages to the City's property caused by their equipment, personnel or materials used.
2. Contractor must maintain worker's compensation coverage through the State of Ohio, property damage coverage on their own vehicles and equipment, general liability insurance (minimum \$1,000,000 combined single limit bodily injury and property damage per occurrence), and auto insurance (minimum \$1,000,000 combined single limit bodily injury and property damage per occurrence) through an Ohio licensed carrier with a Best Financial Strength Rating of A. Upon bid award, a certificate of insurance must be provided showing evidence of such coverages and naming the **City of Warrensville Heights** as an additional insured with respect for both general and auto liability coverage for work being performed for the City.
3. The City will pay the Contractor on a monthly basis.
4. The City reserves the right to terminate this agreement by so notifying the Contractor in writing, with 30 days' notice, and without any further obligation whatsoever, if the Contractor fails to comply fully with each and every term and condition included in this document.
5. The City reserves the right to request additional information deemed necessary to evaluate any proposal.

Please include evidence of insurance with proposal.

City of Warrensville Heights Municipal Center Physical Improvement Bid

Operation Schedules:

Building Address Schedules:

Warrensville Heights Municipal Center (Open 24 hours a day 7 days a week)

4743 Richmond Road, Warrensville Heights, Ohio 44128

LAWS TO BE OBSERVED

The Contractor must keep fully informed of all Federal, State and local laws, ordinances, and regulations and all orders and decrees of authorities having any jurisdiction or authority which, in any manner, affect those engaged or employed on the work, or which, in any way, affect the conduct of the work. The Contractor shall at all times observe and comply with all such laws, ordinances, regulations, orders and decrees; and shall protect and indemnify the City and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, by the Contractor or the Contractor's employee.

The Contractor must agree that, in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no Contractor nor subcontractor, nor any person acting on behalf of such Contractor nor subcontractor, shall, by reason of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity discriminate against any citizen of the United States in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.

No Contractor, subcontractor, nor any person on his/her behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation or gender identity.

The City is an Equal Opportunity Employer and encourages Minority Business Enterprises, Woman Business Enterprises and Small Business Enterprises to submit proposals for this project.

CONTRACTOR'S PERFORMANCE

The Contractor shall furnish all necessary labor, tools, equipment, and supplies to perform the required services. The City's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the contract. If, in the opinion of the City's authorized representative, performance becomes unsatisfactory, the City shall notify the Contractor.

The Contractor will have one (1) day from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified above, the City will have the immediate right to complete the work to its satisfaction and shall deduct the cost to cover from any balances due or to become due the Contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the contract for default.

Basis for Award

The contract will be awarded to the Contractor(s) submitting the lowest and/or best bid for all or some portion of the work as soon as practicable after opening of the bids.

The City reserves the right to reject any or all bids, including alternates, to waive technicalities or to solicit for new proposals, if in the judgment of the City, the best interests of the City will be promoted thereby.

Term

The Term of the contract to be entered upon the award of a contract to the lowest and best Contractor(s) shall be for a period not to exceed 12 (twelve) months.

Sub-Contractors

No sub-contractors shall be used unless previously approved by the City in writing.

Property Damage

The Contractor shall be responsible for repair of any damage to any real or personal property to the satisfaction of the City. Any repair/restoration of damaged area shall be performed at no cost to the City.

Additional Charges

Quotes with separate charges will only be approved upon authorization by the City.

Billing

The billing address is City of Warrensville Heights, 4743 Richmond Road, Warrensville Heights, Ohio 44128; Attention: Accounts Payable

RESERVATION OF RIGHTS

The City of Warrensville Heights reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

All questions regarding this Request for Proposals should be submitted in writing by 11:00a.m EST. on Friday, January 10, 2025.

Kelli Wilson
Chief of Staff
City of Warrensville Heights
kwilson@cityofwarrensville.com

WARRENSVILLE HEIGHTS MUNICIPAL CENTER PHYSICAL IMPROVEMENTS

4743 Richmond Rd. Warrensville, OH Construction Job Work Warrensville Heights City Offices – Bidding Quote Sheet

Exterior Concrete Repair Work:

*General Conditions, Insurance and Mobilization:

ADA Ramp Repair at Front Entrance. +/- 68 SF:

ADA Ramp Repair at Building Department. +/- 125 SF:

Added Patio Concrete on East Side of Bldg. +/- 250 SF:

Subtotal All Exterior Repair Work =

To be included in Costs of Choosing One repair or all Three

Building Interior Renovations and/or Upgrades:

115 Mail Room:

- a. Demo existing rubber base.
- b. Supply and install wall tile full height with Schluter Jolly outside corners.
- c. Material allowance:

Budget Labor and Material:

213 and 216 Mayor's Office and Waiting Area:

- a. Add 5" drywall bump out in room 213 to match width of room 216 bump out.
- b. Supply and install wall tile to 5' and trim with Schluter Jolly on both bump outs.
- c. Wall tile material allowance:
- d. Patch and paint as needed around tile inserts

Budget Labor and Material:

**ADD ALTERNATE PRICING: (Painting of Fireplace Walls(2) w/ Color Change
corner to corner**

218 Custodian's Office:

- a. Demo or modify existing door plus add an opening in drywall wall for new 6'x4' window.
- b. Supply and install new or modify existing door with type 2 full glass and a 6'x4' HM framed window.
- c. Supply and install door and 3'x4' window blind matching existing blinds.
- d. Patch and paint as needed around new openings.

Budget Labor and Material:

226 Meeting Room:

- a. Demo opening in drywall wall for new 5'x4' window.
- b. Supply and install 8'x4' HM framed window.
- c. Supply and install 8'x4' blind matching existing blinds.
- d. Patch and paint as needed around new window opening.

Budget Labor and Material:

227 Auditor's Conference Room:

- a. Demo opening in drywall wall for new 6'x4' metal framed window.
- b. Supply and install 6'x4' HM metal framed window.
- c. Supply and install 6'x4' blind.
- d. Patch and paint as needed around new window opening.

Budget Labor and Material:

228 Open Office:

- a. Modify existing cabinet and demo opening in counter top to accommodate.
- b. Supply and install (1) stainless steel sink and faucet.
- c. Modify or supply new matching cabinet above coffee maker to relocate 22" and house countertop microwave with electrical connection
- c. Run new water lines and a drain connection.
- d. Patch floor and walls as needed.
- e. Paint as needed.

Budget Labor and Material:

249 Fitness Room:

- a. Supply and install Inpro wall protection to 2'-8" (bottom of windows) on the North and West walls.
- b. Supply and install Inpro wall protection to 9'-6" (full height) on the South wall.
- c. Supply and install trim and caulking as needed at corners and edges.
- d. Supply and install acoustical clouds to deaden sound

Budget Labor and Material:

Elevator Hall Area (1st Floor)

- a. R & R damaged elevator surround tile area around elevator wall switches (Check with Otis Elevator or Thyssenkrupp for surround material).
- b. Wall tile material allowance:
- c. Patch and paint as needed around tile inserts

Budget Labor and Material:

TOTAL COST OF PROJECT WORK:

City of Warrensville Heights RFP Addendum

RFP ADDENDUM #1

Date of Addendum: December 20, 2024

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modify this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline is December 27, 2024 at 11:00a.m.

RFP Item	Section	Description of Change
1.	Bid Requirements & Submission	<p>Contractors must use the forms included in this packet (Bid form, Equipment List, Customer References and Contractor Information & Signature Page, Proof of Insurance and Ohio Bureau of Workers' Compensation coverage).</p> <p>There are no forms included. Please follow instructions to bidders (page 3)</p>

City of Warrensville Heights RFP Addendum

RFP ADDENDUM #2

Date of Addendum: December 23, 2023

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modify this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline is January 10, 2025 at 11:00a.m.

RFP Adden. Item	Section	Description of Change
2.	Building Interior Renovations and/ or upgrades	Change and/or scope modifications in: <u>213 & 216 Mayor's Office / Waiting Area</u> <u>218 Custodian's Office</u> <u>226 Meeting Room</u> <u>227 Auditor's Conference Room</u> <u>228 Open Office</u> <u>249 Fitness Room</u> <u>Elevator Hall Area (1st Floor)</u>
2.	Exterior Concrete Repair Work	Change and/or scope modifications in: <u>ADA Ramp Repair at Building Dept.</u> <u>Added Patio Concrete on East Side of Bldg</u>
2.	Interested Firm shall submit.... (PG. 2)	<u>Bid Bond Requirement Information (\$1,000.00)</u> <u>e. Requirement for Certificate of Good Standing/Full Force...(DELETED)</u> END OF ADDENDUM

