

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u> 1 </u> OF <u> 3 </u>
Construction Bidding and Contract	NUMBER: 21-CAM-05
RULE/CODE REFERENCE:	SUPERCEDES: 21-CAM-05 dated 02/15/01
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 11, 2016
	APPROVED: 

I. AUTHORITY:

This policy is issued in compliance with Ohio Revised Code section 5120.01 which delegates to the Director the authority to manage and direct all aspects of the Ohio Department of Rehabilitation and Correction. This policy is also issued in compliance with Ohio Revised Code Chapter 153 which provides the Ohio Department of Administrative Services with the authority to administer capital improvement construction projects for the State of Ohio.

II. PURPOSE:

The purpose of this policy is to establish guidelines by which the Ohio Department of Rehabilitation and Correction conducts bidding and contracting for new construction or renovation of any facility.

III. APPLICABILITY:

This policy applies to any person employed by the Ohio Department of Rehabilitation and Correction who conducts any construction related business at any of the various Ohio Department of Rehabilitation and Correction facilities.

IV. DEFINITIONS:

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to process construction bids and construction contracts in accordance with Ohio Revised Code Chapter 153 and to follow rules of the Ohio Administrative Code regarding construction activities.

VI. PROCEDURES:

- A. Any work site within the Ohio Department of Rehabilitation and Correction (DRC) contracting with a prime contractor for general, plumbing, electrical, HVAC and/or fire protection services for a project which is greater than \$50,000.00, but less than \$1,500,000.00 must notify, in

writing, the Deputy Director of Administration, ODRC or his/her designee. The written notice shall include the project name, total budget estimate, the facility where the work is to be performed, and whether or not the project requires design services.

- B. The Deputy Director of Administration shall determine if the project is approved and request “Local Administration” from the Ohio Department of Administrative Services, General Services Administration, and Ohio Facilities Construction Commission.
- C. If Local Administration for the project is approved, the project shall require architectural and/or engineering certified drawings and specifications as required in the Ohio Revised Code Chapter 153.
- D. Specifications shall include the “Front End Specifications” (published by the Ohio Department of Administrative Services, General Services Administration, and Ohio Facilities Construction Commission), Special Conditions and Standard Conditions for Construction. The specifications shall include separate bids for each of the five (5) prime contractors, provided each individual estimate exceeds \$5,000.00. Any prime contract of less than \$5,000.00 can be combined with one of the other primes being bid.
- E. A “Notice to Bidders” shall be advertised in a newspaper published in the county for which the construction is located. The advertisement period shall not be less than one (1) day a week for three (3) consecutive weeks and the bid opening shall not be sooner than eight (8) days after the date of the last advertisement.
- F. The public bid shall be open to the public and copies of the bids available, upon request, for viewing. Bids must be in sealed envelopes and shall be date and time stamped to verify receipt prior to the bid submittal deadline.
- G. The bid opening shall be conducted by two DRC employees; one employee to open and read the bids and the other for recording bids on the Tabulation of Bids form (DRC1738).
- H. Prior to entering into a construction contract with the most responsive and responsible contractor, the contract administrator shall receive a recommendation letter from one of the following:
 - 1. Associate Architect;
 - 2. Associate Engineer; or
 - 3. Chief, Bureau of CAMS, or his/her designee
- I. The construction contract shall be in the format of the construction contract included in the Front-End Specifications and attached hereto and incorporated herein as attachment.
- J. Construction services shall not begin until the contract is signed by the Attorney General of the State of Ohio or in the case of an emergency, the DRC Director issues a “Letter of Intent to Contract”.

- K. The “Letter of Intent to Contract” shall only be issued with the approval of the Controlling Board to assure funds are available to pay the contractor for any work performed.
- L. The Bureau of CAMS shall issue a “Notice of Commencement” and a “Notice to Proceed” for the contractors and the project, prior to beginning construction.

Related Department Forms:

Tabulation of Bids

DRC1738