

Frequently Asked Questions – Bidding / Wages / Construction

Construction Bidding Process

Q. How do I find out about current construction bidding opportunities with the State of Ohio?

A. Bid advertisements must be “published once each week for three consecutive weeks in a newspaper of general circulation in the county where the activity for which bids are submitted is to occur...,” according to Chapter 153.07 of the Ohio Revised Code. To view and print a partial list of the newspapers by county regularly used by the SAO to advertise construction bids, go to the SAO Web site at: <http://gsd.das.ohio.gov/sao/relatedlinks.htm#newspaper>. Please note this is not an all-inclusive list and is subject to change. Updates to this list will be posted on a regular basis.

Bid advertisements also are placed on the SAO Web site at: <http://www.gsd.das.ohio.gov/sao/bidopps.htm>. Click on the link for the “Ohio Construction Bid Announcements” to search the entire state. Click on the link for the “SAO Public Bid Advertisements & Bid Results” to obtain bid announcements and bid results for only those projects administered by the State Architect’s Office. Note: SAO bids may be obtained at both Web links.

Q. What is required for contractors to bid on state contracts?

A. For a bid to be considered, it must be accompanied with a Bid Guaranty and Contract Bond and a Power of Attorney of the agent signing for the Surety. Certain state-issued licenses are required. Refer to the FAQ section of the Ohio Department of Commerce, Division of Industrial Compliance Web site at: <http://www.com.state.oh.us/ODOC/dic/dicfaq.htm#construct>. Scroll down to the section under Ohio Construction Industry Examining Board (OCIEB) for more information.

Q. Do I have to be a registered vendor with the State of Ohio to bid on construction projects?

A. No. Any licensed contractor may bid on state construction contracts. He/she will be evaluated for responsibility and responsiveness.

In Dec. 2001, the *Ohio Department of Administrative Services Office of State Purchasing* initiated an online vendor registration process. A letter was sent to all vendors who had previously been registered with the State Purchasing Office, which also included some customers of the State Architect’s Office. If you are registered with the State Purchasing Office you will receive electronic notifications for State Purchasing Office bids only. These notices do not announce the bidding for state construction projects.

Q. Do I need a Department of Administrative Services, Equal Opportunity Division’s (EOD), Certificate of Compliance in order to submit a bid on state contracts?

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- A. No. A current EDO Certificate of Compliance is not required at the time you submit your bid. However, the successful bidder must obtain the certificate to contract with the state.
- Q. If I fail to include a Responsible Bidder Information (RBI) form with my bid, will my bid be rejected?
- A. No. Although we prefer that you submit your RBI with your bid, it is not required. If you are notified that you are the apparent low bidder, you will be required to submit your RBI within a specified amount of time.
- Q. How do I find out about bid addenda (bid extensions)?
- A. Bid documents occasionally require changes prior to the bid date. The Associate will issue an addendum to notify and inform all plan holders of record of any changes. Addenda are generally issued no later than 72 hours prior to the bid date, excluding weekends and holidays. If the SAO agrees that an addendum is required within 72 hours prior to the bid date, the bid opening shall be postponed at least one week and the notification of the new bid date will appear in the addendum. Bid date changes are posted to the SAO Web site on a regular basis.
- Q. Where do I obtain bidding documents?
- A. Bid documents are available from the Associate. A refundable deposit (check or cash) is required and is payable to the Associate. Bid documents also are available at local plan rooms and builder's exchanges for review and consideration.

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Prevailing Wages

Q: How do I find out if I have to pay prevailing wages on a project?

A. Refer to your contract documents. Ohio's prevailing wage law applies to construction projects undertaken by public authorities and requires that the public authorities pay the locally prevailing rate of wages to workers on the project. For more information, refer to Chapter 4115 of the Ohio Revised Code titled "Wages and Hours on Public Works (Prevailing Wage)." To view and print the current State Architect's Office Standard Conditions of Contract for Construction (commonly referred to as the Front End) go to:
<http://www.gsd.das.ohio.gov/sao/Forms/FrontEnd.htm>

Q: What are the current prevailing wage threshold levels?

A. As of Jan. 1, 2002, legislation requires prevailing wages be paid to all employees who perform labor on construction projects which total project costs exceed \$62,549 for new construction and \$18,764 for reconstruction, enlargement, alteration, repair, remodeling, renovation or painting. These prevailing wage threshold levels are adjusted biennially according to the U.S. Department of Commerce's Price Deflator for Construction Index, but may not increase or decrease more than 3 percent for any year.

Q: Where do I find the current wage rates?

A. Wages rates in effect at the time of bidding are included in the specifications; however, you can view all wage rates currently in effect online at the Ohio Department of Commerce Web site at: <http://www.ohio.gov/com> (go to the quick link for "prevailing wage"). The State Architect's Office will send notifications of the Department of Commerce's updates to all prime contractors by fax, e-mail or by regular mail. Each Contractor is required to promptly notify all subcontractors of any wage rate changes.

Q: How are wage rates determined?

A. Ohio's prevailing wage rate is determined by the director of the Ohio Department of Commerce and is the sum of the basic hourly rate of pay, the rate of contribution irrevocably made by a contractor or subcontractor to a trustee or third person pursuant to a fund, plan or program, and the rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing fringe benefits. These rates vary locality to locality and are based on collective bargaining agreements.

Q: How do I file a prevailing wage complaint?

A. Go to the Ohio Department of Commerce Web site at: <http://www.ohio.gov/com> (click on the quick link for "prevailing wage") to download the prevailing wage complaint form.

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Pre-Construction Phase

- Q. When is a construction contract awarded?
- A. Generally, the award occurs within 30-60 days after the bid opening. The award and execution of the contract is based upon the expectation that the lowest responsive and responsible Bidder will comply with all conditions of the contract.
- Q. What is a pre-construction meeting?
- A. The Associate and the SAO conduct this meeting before any construction activity begins. All successful bidders and the Owner representative are invited and expected to attend. The purpose of the meeting is to review performance expectations, communications and logistics for the project, including mobilization, on-site parking, partnering, scheduling and submittals of various documents.
- Q. Who obtains construction permits?
- A. The Associate is required to obtain the certificate of plan approval from the Ohio Department of Commerce, Bureau of Construction Compliance prior to issuing documents for bidding. The Web site for that agency is: <http://www.com.state.oh.us/odoc/dic/dicform.htm#constr>. Successful bidders must obtain any required local permits and schedule all inspections after the award of the contract.
- Q. Where can I find the current Ohio building codes?
- A. On January 1, 2002, the new Ohio Building Codes set by the Ohio Board of Building Standards became effective (OBC '02). For the most up-to-date and accurate information about the new code, please refer to the Ohio Department of Commerce Web site at: <http://www.com.state.oh.us/ODOC/dic/disbbscode.htm> or call the Board of Building Standards at 614-644-2613.
- Q. What is partnering?
- A. Partnering is a non-binding, formally structured agreement among the parties to identify goals and objectives and to develop a problem solution and dispute resolution strategy and implementation plan. The process is mutually created through the combined efforts of all Contractors, the Associate, the Owner and the SAO. Partnering builds cooperative relationships among the various parties and avoids or minimizes disputes. The Ohio Department of Administrative Services contracts require partnering as one component of the project construction process.