



**REQUEST FOR BIDS**

**PHASE III - COLERAIN PARK  
PLAYGROUND  
for  
Colerain Township**

Release Date: 01/13/2023

Response Deadline: 02/03/2023

4200 Springdale Road  
Colerain Township, OH 45251

513-385-7500

**GUIDELINES AND INSTRUCTIONS  
FOR REQUEST FOR BIDS FOR  
PHASE III - COLERAIN PARK PLAYGROUND**

Colerain Township  
4200 Springdale Road  
Cincinnati, Ohio 45251  
Phone: 513-385-7503

**NOTICE TO RESPONDENTS**

Colerain Township is soliciting bids for the construction of Phase III of the playground renovation project in Colerain Park located at 4725 Springdale Road in Colerain Township until February 3, 2023.

Sealed proposals will be received by the Township, to the attention of Tiphonie Mays, Assistant Township Administrator, until 3:00 p.m., February 3, 2023, for furnishing all labor, materials, and equipment necessary to complete the project known as “Phase III - Colerain Park Playground”, at which time and place all bids will be publicly opened and read aloud.

Detailed specifications and bid forms are online at <https://www.colerain.org/206/Auction-RFQ-Bids>. Bids must be submitted as conditions described therein. Each bid must be enclosed in a sealed envelope, clearly marked “Phase III - Colerain Park Playground” on the face of the envelope and display the name and address of the bidder.

All clarifying questions for this bid should be directed to Tiphonie Mays, Assistant Township Administrator, via email at [tmays@colerain.org](mailto:tmays@colerain.org) by January 27, 2023.

Respondents should be aware that any records they submit to the Township, or that are used by the Township may be public records. The Township will promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed.

**GENERAL INFORMATION**

Please refer to Attachment A for more information related to the exact specifications for the playground. This playground project is being bid as a design intent project, where the goal is to be presented with a final design that is consistent with proposed design found in Attachment A.

At a minimum, the bid must address all items requested in the project scope of services identified in Attachment A and provide a guaranteed maximum price for completion of the project.

**TIMELINES**

- |                                 |  |
|---------------------------------|--|
| 1. Township Trustees Approval:  | January 10, 2023                           |
| 2. Release:                     | January 13, 2023                           |
| 3. Bid Deadline/Opening:        | 3:00 p.m. (local time) on February 3, 2023 |
| 4. Projected Township approval: | February 14, 2023                          |

- |                                     |   |
|-------------------------------------|---|
| 5. Projected Contract Commencement: | February 15, 2023                       |
| 6. Pre-Construction Meeting:        | 1:00 p.m. (local time) on March 1, 2023 |
| 7. Projected Project Completion:    | September 30, 2023                      |

The Township will not be responsible for Bids that are received after the 3:00 p.m. deadline on February 3, 2023.

Deadlines are negotiable as part of the final contract.

### **BID FORMAT**

All bids shall be submitted in the following format. Failure to abide by this format may result in the disqualification of the submission.

It is requested that all bids be submitted in the following format to expedite the review and selection process.

1. Cover Letter – A cover letter signed by an individual who is authorized to submit the response to the Request for Bids.
2. Experience with Public Sector – A listing of three comparable projects with a description of services rendered (including any subcontracting).
3. Timeline – The estimated timeline for completion. The dates referenced in the project timeline are an estimate and goal as set by the Township.
4. List of Key Staff – A complete list of key personnel who will be involved with this project, including their experience and qualifications. In addition, any key subcontractors and their staff should also be identified.
5. Conflicts of Interest – Responses must disclose any conflicts of interest to their accepting an award of the contract with Colerain Township. If a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the proposer.
6. Legal Disclosure – Please disclose your firm’s current legal and financial situation, including: any bankruptcies filed; and, any material (in excess of \$50,000) claims, judgments, arbitrations investigations or lawsuits pending.
7. Design Intent Documentation – Please provide documentation that shows each element of playground equipment that is intended to be procured or constructed as part of this project. These items must be received in a format that will allow the Township’s design firm to adequately compare and vet the Bid against their design and construction documents for consistency with the design intent.
8. Cost Bid/Fee Structure – Total project cost with a line-item cost breakdown of all projected itemizations must be included. A base bid form is attached; however, each

bidder is responsible for inspecting the site, and for reading and being thoroughly familiar with the construction documents. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to this Bid. The Township is currently accepting monetary sponsorships related to this project. If the respondent desires to submit in-kind donations as part their Bid, they are encouraged to identify the in-kind contribution in this section.

9. Sample Contract – A copy of sample agreement/contract. This will allow the Township to expedite the review/award process.
10. Non-Collusion Affidavit – Bidders must furnish an Affidavit of Non-Collusion with the bid (attached).
11. Personal Property Tax Affidavit – Bidders must furnish an Affidavit of Personal Property Tax with the bid (attached).
12. Other Information – A statement of any other pertinent information that should be known in order to effectively evaluate the Bid.

### **Terms and Conditions**

Colerain Township reserves the right to reject any or all bids, to award contracts in whole or in part, or to waive any informalities or irregularities in the submitted Bids.

The response to this Request for Bids is entirely voluntary. The Request for Bid does not commit the Colerain Township to award a contract, to pay any costs incurred in the preparation of a Bid to this request, or to procure or contract for services or supplies.

Colerain Township may reject responses that do not meet the requirements of the Request for Bids in any respect. Bids which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Vendor, may be rejected. If, in the opinion of Colerain Township, information is intended to mislead Colerain Township, in its evaluation of the Bid and the attribute, condition, or capability, the Bid will be rejected.

Colerain Township reserves the right to expand or reduce the work subject to negotiating with the successful contract. Colerain Township reserves the right to choose a company from the Bids or to further interview companies after Bids are submitted.

Colerain Township reserves the right to ask for additional information after Bids are received.

This project is supported by state funding and is subject to Prevailing Wage requirements. The Township also requires that the successful contractor provide as built drawings at the conclusion of the project per the state funding requirements.

**COLERAIN TOWNSHIP, OHIO  
NON-COLLUSION AFFIDAVIT**

To: Colerain Township, Ohio  
Hamilton County, Ohio

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(Name of Individual)

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(Company Representing)

BEING DULY SWORN, DOES DEPOSE AND THAT (HE, SHE, THEY) RESIDE AT

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(Residence Address)

AND THAT

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(Name of Company)

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(Company Address)

IS THE ONLY ENTITY INTERESTED IN THE PROFITS OF THE PROPOSED CONTRACT FOR THIS PROJECT; THAT THE SAID CONTRACT IS MADE WITHOUT ANY CONNECTION OR COMMON INTEREST IN THE PROFITS THEREOF WITH ANY PERSON MAKING ANY BID OR PROPOSAL FOR SAID WORK; THAT THE SAID CONTRACT IS ON THEIR PART, IN ALL RESPECTS, FAIR AND WITHOUT COLLUSION OR FRAUD; AND, ALSO, THAT NO MEMBER OF THE BOARD OF TRUSTEES, HEAD OF ANY DEPARTMENT OR BUREAU, OR EMPLOYEE THEREIN, OR ANY OFFICER OR EMPLOYEE OF COLERAIN TOWNSHIP, OHIO, IS DIRECTLY OR INDIRECTLY INTERESTED THEREIN.

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Signature

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Printed Name/Title

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Company

Sworn to and subscribed in my presence on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the above referenced person on behalf of the contractor or supplier.

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Notary Public

**COLERAIN TOWNSHIP, OHIO  
AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY  
OF PERSONAL PROPERTY TAXES  
AND POLITICAL CONTRIBUTIONS**

To: Colerain Township, Ohio  
Hamilton County, Ohio

The undersigned, an authorized representative of the below-referenced contractor or supplier/company/entity/individual (as applicable), being first duly sworn, as a condition to be considered for the reward of a contract by Colerain Township, Ohio for \_\_\_\_\_ hereby states that such entity is not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of Hamilton County in which Colerain Township as a tax district has territory and that such entity was not charged with delinquent personal property taxes on any such tax list.

The undersigned, an authorized representative of the below-referenced contractor or supplier/company/entity/individual (as applicable), also further certifies that such entity is in compliance with ORC Section 3517.13(I) or 3517.13(J), whichever is applicable, relative to political contributions to public officials of Colerain Township, Ohio.

In consideration of the award of the above contract, the above statements are incorporated in said contract as covenants of the undersigned contractor or supplier.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Company

Sworn to and subscribed in my presence on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the above referenced person on behalf of the contractor or supplier.

\_\_\_\_\_  
Notary Public

Colerain Park Playground - PHASE 3 Colerain Township, Ohio				
Description	Qty	Unit	Cost	Extension
<b>Site Preparation, Earthwork &amp; Drainage</b>				
Site Demo		LS		\$ -
Erosion Control		LS		\$ -
Coarse and Fine Grading		LS		\$ -
Drainage (Allowance)		LS		\$ -
			<b>Site Preparation Subtotal</b>	<b>\$ -</b>
<b>Hardscape</b>				
Concrete Walk (5" thick) - extension of Ph 1/2 walk		SF		\$ -
Flush curb at playground edge		LF		\$ -
Concrete seating plinths with wood decking		EA		\$ -
			<b>Hardscape Subtotal</b>	<b>\$ -</b>
<b>Playground</b>				
Composite Play Feature		LS		\$ -
Tot swing		EA		\$ -
Log tunnel		EA		\$ -
GFRC Canoe		EA		\$ -
Seek and Find Panel		EA		\$ -
Reach Activity Wall 1		EA		\$ -
Reach Activity Wall 2		EA		\$ -
Spring Action freestanding (Double Bobble)		EA		\$ -
Spinner freenstanding (Chill Spinner)		EA		\$ -
Musical Instrument Grouping 1 (Rhapsody Station)		EA		\$ -
Musical Instrument Grouping 2 (Vibra Chimes)		EA		\$ -
Playground/Structure foundations, installation and freight		LS		\$ -
Mound - concrete base (surfacing included in playground surfacing)		SF		\$ -
Playground Synthetic Turf Safety Surfacing		SF		\$ -
			<b>Playground Subtotal</b>	<b>\$ -</b>
<b>Site Furnishings</b>				
Benches		EA		\$ -
			<b>Site Furnishings Subtotal</b>	<b>\$ -</b>
<b>Landscape</b>				
Trees-Deciduous (2.5" - 3")		EA		\$ -

Description	Qty	Unit	Cost	Extension
Trees-Flowering		EA		\$ -
Trees-Evergreen		EA		\$ -
Shrubs #1 Cont.		EA		\$ -
Shrubs #3 Cont.		EA		\$ -
Perennials		EA		\$ -
Turf Seed		SF		\$ -
Topsoil - 12" depth (shrub & perennial areas) & 2" depth at lawn		CY		\$ -
Mulch at planting beds (2" depth)		CY		\$ -
<b>Landscape Subtotal</b>				<b>\$ -</b>
<b>General Construction Items</b>				
Utilities				
Mobilization/Demobilization				
Light Pole Relocation				
General Conditions				
Other				
Other				
Other				
Other				
<b>Project Subtotal</b>				<b>\$ -</b>
<b>Project Total</b>				<b>\$ -</b>