

Instructions for Construction Bid Evaluations
Effective January 1, 2015

1. Read and become knowledgeable of the requirements of Columbus City Code section 329 as it pertains to construction advertising, evaluation, and contracting.

Here is a link to City Code [Columbus City Code](#)

As of 1/23/15, Municode is not up to date with the new code language for Section 329.
Referer to the attachment in Ord. 2612-2014 until Municode is updated

2. Enter information into the cells that are blank and grey. Do not enter info to cells that are blank and white as there may be a formula in that cell.

3. If you have questions about using the spreadsheet, contact Suzanna Gussler or Alex Cofield.

4. If you print the workbook in its entirety from the print screen as opposed to printing each worksheet separately ("active sheets"), you will print this page and the evaluation will begin on page 2 and go through page 13. If you print each workbook separately, the page numbering is different.

Construction Contract Evaluation Spreadsheets per Columbus City Code Section 329

TAB I: Assessing Responsiveness

version: February 27, 2015

PROJECT:	Eastside Neighborhood SSI	Bid Date:	February
Department/Division:	DPU/ Stormwater	Initial Apparent Low Bidder:	Fields Ex
Section:	SSES	Initial Apparent Low Bid :	\$

Bids from Apparent lowest to highest:		Apparent Low	2nd	3rd	4th	5th
CIP No.	610758-100000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Mark Timbrook	Fields Excavating	Conie Construction	Elite Excavating	Shelly and Sands	Columbus Asphalt Paving
Engineer's Estimate:	\$ 1,665,077.70	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount
		\$ 1,444,917.60	\$ 1,578,000.00	\$ 1,584,944.41	\$ 1,681,422.65	\$ 1,771,659.74
		9.21%	0.44%	6.09%	5.37%	-100.00%

PART IA: Responsiveness Criteria, General Provisions (329.20)		INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (all "yes" answers needed for r				
a	The bidder is pre-qualified responsible or prequalified provisionally responsible at time of bid due date. (329.20)(c)	YES	YES	YES	YES	YES
b	The bid contains the full name of every person or company interested in the same and such other relevant information as the city agency deems appropriate. (329.20)(g) FORM B1	YES	YES	YES	YES	YES
c	The bidder submitted , with bid, an affidavit stating: (1) That as of the date of bid submission, there have been no changes in the information disclosed in its application for responsibility prequalification; or (2) That changes in the information disclosed in the bidder's application for responsibility prequalification have been reported to director of finance and management or designee and that the bidder is still prequalified responsible or provisionally responsible. (329.20)(d) FORM B10	YES	YES	YES	YES	YES
d	There is no evidence of collusion among the bidders. (329.20)(e)	YES	YES	YES	YES	YES
	BID IS:	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE

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PART IB: Responsiveness Criteria, Subcontractors (329.20)		INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (all "yes" answers needed for r				
a	The bidder provided a list of subcontractors with bid or indicated there were not any subcontracting opportunities. (329.20)(h)(1) FORM B6	NA	YES	YES	YES	YES
b	If licensed trade subcontractors are listed, Bidder indicated which subcontractors are licensed construction trade subcontractors. (329.20)(h)(2) FORM B6 (If no licensed trade subcontractors are listed, enter "NA")	NA	NA	NA	NA	NA
c	If licensed trade subcontractors are listed, the bidder proposed pre-qualified responsible or provisionally responsible licensed trade subcontractors. (329.20)(h) (If no licensed trade subcontractors are listed, enter "NA")	NA	NA	NA	NA	NA
d	Bidder did not bid more than one subcontractor for each portion of work to be subcontracted. (329.20)(h)(5) FORM B6	NA	YES	YES	YES	YES
e	Bidder stated, via affidavit, that its proposed licensed construction trade subcontractors are pre-qualified responsible or provisionally responsible. (329.20)(h)(3) Form B10 (If no licensed trade subcontractors are listed, enter "NA")	NA	NA	NA	NA	NA
f	Bidder did not bid subcontractors who were currently suspended or debarred by the city. (329.20)(h)(4) (see links on Tab 5)	NA	YES	YES	YES	YES
	BID IS:	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE

PART IC: Responsiveness Criteria, Bid Specific (329.23)		INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (all "yes" answers needed for r				
a	Bidder did not submit more than one bid for same work. (See referenced code section for full text.) (329.23)(f)(1)(a)	YES	YES	YES	YES	YES
b	Bidder acknowledged addenda. (329.23)(f)(1)(e) BID SIGNATURE PAGE, page 2	NA	NA	NA	NA	NA

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Bids from Apparent lowest to highest:		Apparent Low	2nd	3rd	4th	5th
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Engineer's Estimate:	\$ 1,665,077.70	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount
		\$ 1,444,917.60	\$ 1,578,000.00	\$ 1,584,944.41	\$ 1,681,422.65	\$ 1,771,659.74
c	Bidder complied with technical pre-qualification requirements/specification requirements where applicable. (329.23)(f)(1)(c)	YES	YES	YES	YES	YES
d	The bid contains no conditions or qualifications not provided in the invitation for bid. (329.23)(f)(1)(d)	YES	YES	YES	YES	YES
e	Bidder added no provisions reserving right to accept or reject award. (329.23)(f)(1)(f)	YES	YES	YES	YES	YES
f	Bidder submitted a bid guarantee. (329.23)(f)(1)(i) FORM B2, FORM B3	YES	YES	YES	YES	YES
g	Bidder did not submit an irregular bid guarantee. (329.23)(f)(1)(i) FORM B2, FORM B3	YES	YES	YES	YES	YES
h	Bid prices are materially balanced. (329.23)(f)(1)(b) FORM B4	YES	YES	YES	YES	YES
i	Bid contains no irregularities or deviations from the bid that affect bid amount. (329.23)(f)(1)(j) and (329.23)(f)(1)(e)	YES	YES	YES	YES	YES
j	Bidder submitted a unit price for each contract item listed, if required. (329.23)(f)(1)(g) FORM B4 (If a unit price is not an option, enter "NA")	YES	YES	YES	YES	YES
k	Bidder submitted a lump sum price if required . (329.23)(f)(1)(h) FORM B4 (If lump sum is not an option, enter "NA")	YES	YES	YES	YES	YES
l	Bidder has complied with section 329.20(h) regarding subcontractors. (329.23)(f)(1)(k) FORM B6	YES	YES	YES	YES	YES
m	Bid does not contain alterations, omissions, errors, such that it does respond to the bid documents. (329.23)(f)(1)(j)	YES	YES	YES	YES	YES
n	Bid responds to bid documents in all material respects. (329.23)(f)(1)(e)	YES	YES	YES	YES	YES
o	Bid is complete. (329.23)(f)(1)(e)	YES	YES	YES	YES	YES

Construction Contract Evaluation Spreadsheets per Columbus City Code Section 329

TAB I: Assessing Responsiveness

version: February 27, 2015

PROJECT:	Eastside Neighborhood SSI	Bid Date:	February
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Department/Division:	DPU/ Stormwater	Initial Apparent Low Bidder:	Fields Ex
Section:	SSES	Initial Apparent Low Bid :	\$

Bids from Apparent lowest to highest:		Apparent Low	2nd	3rd	4th	5th
CIP No.	610758-100000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Mark Timbrook	Fields Excavating	Conie Construction	Elite Excavating	Shelly and Sands	Columbus Asphalt Paving
Engineer's Estimate:	\$ 1,665,077.70	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount
		\$ 1,444,917.60	\$ 1,578,000.00	\$ 1,584,944.41	\$ 1,681,422.65	\$ 1,771,659.74
	BID IS:	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE

PART ID: Responsiveness Criteria, Other		INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (all "yesses" needed for resp				
a	The prime contractor is not currently debarred from doing business with the city by one or more fo the following: the city, state, or federal government. (see links on Tab 5)	YES	YES	YES	YES	YES
	BID IS:	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE

PART IE: Responsiveness Criteria, Contract Compliance		A "no" answer in Part IE will not necessarily render a bid non-responsive. Bidder must have a valid contract con				
a	The "Evaluated Low Bidder" has an active contract compliance number at the time of bid.	YES				

Bid Responsivness, Waiver Considerations:	Bid Responsive, Continue to Part II	Bid Responsive, Continue to Part II	Bid Responsive, Continue to Part II	Bid Responsive, Continue to Part II	Bid Responsive, Continue to Part II
Proceed to Part II?	YES	YES	YES	YES	YES

LOWEST RESPONSIVE BID, TAB I	\$ 1,444,917.60	← Manually Enter Amount
LOWEST RESPONSIVE BIDDER, TAB I	Fields Exc.	← Manually Enter Information

25, 2015

cavating

1,444,917.60

6th

COMPANY NAME

Initial Bid Amount

responsive bid)

25, 2015

cavating

1,444,917.60

6th

COMPANY NAME

Initial Bid Amount

responsive bid)

responsive bid)

25, 2015

cavating

1,444,917.60

6th

COMPANY NAME

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Initial Bid Amount

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25, 2015

cavating

1,444,917.60

6th

COMPANY NAME

Initial Bid Amount

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Waiver Legislation
Required to Contract;
Contact Fiscal Office

TAB II: Assessing Responsibility

PROJECT:	Eastside Neighborhood SSI	Bid Date:	February 25, 2015
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Department/Division:	DPU/ Stormwater	Responsive Low Bidder (from Tab I):	Fields Exc.
Section:	SSES	Responsive Low Bid (from Tab I):	\$ 1,444,917.60

CIP No.	610758-10000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Mark Timbrook	Fields Excavating	Conie Construction	Elite Excavating	Shelly and Sands	Columbus Asphalt Paving	NA
Engineer's Estimate:	\$ 1,665,077.70	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount
		\$ 1,444,917.60	\$ 1,578,000.00	\$ 1,584,944.41	\$ 1,681,422.65	\$ 1,771,659.74	0

PART IIA: 329.23 (2) Responsibility Criteria		INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (1 point for each "yes", 0 for "no")					
a	The bidder has demonstrated to the city's satisfaction an adequate and appropriate BONDING CAPACITY for the project. FORM B2, FORM B3	YES	YES	YES	YES	YES	
b	Based on bid amount (as compared to other bids) no further documentation needed (i.e., bid statistically comparable to others). FORM B4, SPECIFICATIONS	YES	YES	YES	YES	YES	
c	The bidder has demonstrated to the city's satisfaction adequate and appropriate SPECIALIZED EQUIPMENT for the project. FORM B7, SPECIFICATIONS	YES	YES	YES	YES	YES	
d	The bidder has demonstrated to the city's satisfaction adequate and appropriate HUMAN RESOURCES for the project. FORM B7, SPECIFICATIONS	YES	YES	YES	YES	YES	
e	The bidder has actively engaged in the construction industry. FORM B8,	YES	YES	YES	YES	YES	
f	The bidder has experience in the area of construction service for which the bid has been submitted. FORM B8	YES	YES	YES	YES	YES	
g	The bidder has a successful record of complying with and meeting completion deadlines. FORM B8	YES	YES	YES	YES	YES	
h	The bidder has a successful record of controlling costs on similar construction projects. FORM B8	YES	YES	YES	YES	YES	
i	The bidder has no (substantial) uncompleted work that would hinder the success of the project. FORM B9	YES	YES	YES	YES	YES	
Responsibility Score:		9	9	9	9	9	0

PART IIB: Responsibility Criteria - Serious, Willful OSHA Violations		INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (1 point for each "yes", 0 for "no")					
a	The bidder has no serious or willful OSHA violations. (See link in Tab 5)	YES	YES	YES	YES	YES	
Responsibility Score:		1	1	1	1	1	0
Total Responsibility Score:		10	10	10	10	10	0
Continue to TAB 3?		YES	YES	YES	YES	YES	

↑
Manually Enter Information

TAB III. Assessing Local Bidder

PROJECT:	Eastside Neighborhood SSI	Bid Date:	February 25, 2015
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Department/Division:	DPU/ Stormwater	Evaluated Low Bidder (from Tabs I and II):	Fields Exc.
Section:	SSES	Evaluated Low Bid (from Tabs I and II) :	\$ 1,444,917.60

CIP No.	610758-100000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Mark Timbrook	Fields Excavating	Conie Construction	Elite Excavating	Shelly and Sands	Columbus Asphalt Paving	NA
Engineer's Estimate:	\$ 1,665,077.70	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
		\$ 1,444,917.60	\$ 1,578,000.00	\$ 1,584,944.41	\$ 1,681,422.65	\$ 1,771,659.74	NA
PART III: 329.(01)(u) and 329.212 Local Bidder							

IS BID LOCAL?	NO	YES	NO	YES	NO
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To look up if a bidder is local, use the Office of Construction Prequalification's list located at <X:\Construction Prequalification>

PART IIIA:	
step 1	<p>IF APPARENT LOW BID IN PART II IS LOCAL, STOP. There are no additional steps on PART III. Continue to TAB IV.</p> <p>IF APPARENT LOW BID IN PART II IS NOT LOCAL, CONTINUE TO TO STEP 2 (see above for apparent low bid and bidder information)</p>

Part IIIB:							
step 2	Percentage difference of bid from apparent NON-LOCAL, LOW BID.	0.000%	9.210%	9.691%	16.368%	22.613%	NA
step 3	Is amount in prior step WITHIN ONE PERCENT (1%) OF THE LOW BID?	YES	NO	NO	NO	NO	NA
step 4	If step 3 is "yes", SEE PROCEDURES ON SHAREPOINT SITE. DID AGENCY FOLLOW PROCEDURES FOR BIDDER RELATING TO CITY CODE SECTIONS 329.212 (INDICATE IF NA)?						
step 5	INPUT NEW BID AMOUNT FOR BIDDER, IF APPLICABLE, OR ZERO (\$0)						

Part IIIC:	
step 6	<p>REVISED LOW BID, TAB IIIB:</p> <p>\$ 1,444,917.60</p>
step 7	<p>REVISED LOW BIDDER, TAB IIIB:</p> <p>Fields Excavating</p>

← **Manually Enter Amount**

← **Manually Enter Information**

TAB IV. Calculating Environmental Preference

PROJECT:	Eastside Neighborhood SSI	Bid Date:	February 25, 2015
Department/Division:	DPU/ Stormwater	Evaluated Low Bidder (from Tabs I, II and III):	Fields Excavating
Section:	SSES	Evaluated Low Bid (from Tabs I, II and III) :	\$ 1,444,918

CIP No.	610758-100000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Mark Timbrook	Fields Excavating	Conie Construction	Elite Excavating	Shelly and Sands	Columbus Asphalt Paving	NA
Engineer's Estimate:	\$ 1,665,077.70	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
		\$ 1,444,917.60	\$ 1,578,000.00	\$ 1,584,944.41	\$ 1,681,422.65	\$ 1,771,659.74	NA
PART IV: 329.(17) Environmental Preference							
Apparent Low Bid:	\$ 1,444,917.60	Apparent Low Bidder:	Fields Excavating				

PART IV: 329.(17) Environmental Preference							
step 1	Did apparent/evaluated low bidder submit "environmentally preferable" bid? Answer "YES" or "NO" for apparent low bidder. For all other bidder's, input "NA"	YES	NA	NA	NA	NA	
step 2	Excluding apparent low bidder, did bidder submit "environmentally preferable" bid?		YES	YES	YES	YES	
step 3	STOP. If apparent/evaluated low bidder submitted an environmentally preferable bid, then the apparent/evaluated low bidder is lead bidder for Tab 4. Ignore the data in Steps 4-6, complete Step 7, and proceed to Tab 5. If the apparent/evaluated low bidder did not submit an environmentally preferable bid, proceed to Steps 6 and 7.						
step 4	Calculate environmental preference for each bid. It is up to five percent (5%) of the non-environmental low bid, for a maximum of \$20,000 per bid.	0.000%	9.210%	9.691%	16.368%	22.613%	NA
step 5	Preference amount for each eligible bid (if 0, then no environmental preference was applied).	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	NA
step 6	Bid amount less environmental preference, except if both claim environmental preference; in that case, both claiming EP cancels it for both	\$ 1,444,917.60	\$ 1,558,000.00	\$ 1,564,944.41	\$ 1,661,422.65	\$ 1,751,659.74	NA
step 7	Low Bid Amount: \$ 1,444,917.60	Low Bidder:	Fields Excavating				

↑
Manually Enter Amount

↑
Manually Enter Information

TAB V. Miscellaneous

Apparent Low Bidder/Bid:	Fields Excavating	\$ 1,444,917.60
Project:	Eastside Neighborhood SSI	

Other "responsible" requirements 329.23(f)(2)(e)

With respect to a bidder whose bid is determined to be 10% or more below that of the next lowest bidder, [do they have] supplemental details regarding the bid and/or historical information regarding performance and costs on similar contracts to demonstrate the bidder's ability to complete the contract at the price specified.

<i>Bidders</i>	Fields Excavating	Conie Construction	Elite Excavating	Shelly and Sands	Columbus Asphalt Paving	0
<i>Bid</i>	\$ 1,444,917.60	\$ 1,578,000.00	\$ 1,584,944.41	\$ 1,681,422.65	\$ 1,771,659.74	\$ -
<i>Percent Difference btwn Bid and Next Highest Bid</i>	9.21%	0.44%	6.09%	5.37%	-100.00%	

Is any bidder 10% or more below the next bidder?

If yes, does the lower bidder's TAB 2 evaluation have 'yes' answers for questions c, d, g, and h?

If yes, low bidder is "responsible" under this provision.

NO

State of Ohio - Ohio Auditor

This is the link to the State of Ohio Auditor's web site to check for "findings for recovery" against a prime/sub contractor.

<https://ohioauditor.gov/findings.html>

Are there any findings against the prime contractor or any of the subs?

Pre-Qualification Office email:

prequalification@columbus.gov

If yes, the bid shall be deemed non-responsive. Inform the Office of Prequalification for further instruction.

Pre-Qualification Office phone no:

645-0359

Cross Referenced in Tab 1, Part ID

Federal - System for Award Management

This is the link to the Federal System for Awards Management site to check for "findings for recovery" against a prime/sub contractor.

<https://www.sam.gov/portal/SAM/#1>

Are there any findings against the prime contractor or any of the subs?

Pre-Qualification Office email:

prequalification@columbus.gov

If yes, the bid shall be deemed non-responsive. Inform the Office of Prequalification for further instruction.

Pre-Qualification Office phone no:

645-0359

Cross Referenced in Tab 1, Part ID

City of Columbus

Contact the Purchasing Office if you have a question about the City's list of debarred vendors.

OSHA Violations

Go to the US Department of Labor's web site to see if there are any serious or willful violations by the prime contractor

<https://www.osha.gov>

Cross Referenced in Tab 2, Part IIB

Bid Gurantee Requirements

Below are the required documents for each bid guarantee type allowed.

Is the guarantee greater than or equal to 10% of the bid?

YES

Did the bidder submit all of the required documents based upon the guarantee submitted?

YES

Bid Bond

Bond on City's bond form

Surety power of attorney

Most recent surety financial statement

Current Ohio Dept. of Insurance Certificate of Compliance

Letter of Credit

LOC on City's LOC form

Certified/Cashier's Check

Drawn on a solvent bank

Apparent Low Bidder/Bid:	Fields Excavating	\$ 1,444,917.60
Project:	Eastside Neighborhood SSI	

Award recommendation: After evaluation of the bids, I recommend the following contractor be awarded the contract for:

Project Name:	Eastside Neighborhood SSI
Recommended Bidder:	Fields Excavating
Contract Amount:	\$ 1,444,917.60

Evaluator's Name:	Angela Christie
Evaluation Completion Date:	3/3/2015

TAB VI: DEPARTMENT SPECIFIC CRITERIA

Instructions:

If you have additional questions/documents that you require with your bids that are department specific, please create your own evaluation worksheet here.

Please follow the format of the previous tabs. If you need assistance, please contact Suzanna Gussler or Alex Cofield.

TAB VII: Notes

On this page, include any notes or clarification from phone calls made. Be sure to include the company you called, who you spoke with, date, time, question asked, outcome of call, and name of person who made the call.

Include any notes or clarifications from research done.