

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](#)

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: March 31, 2016

PROJECT:	South Westgate/Sylvan Street Light Improvements	Bid Date:	August 10, 2016
Department/Division:	DPU	Initial Apparent Low Bidder:	U. S. Utility Contractor
Section:	POWER	Initial Apparent Low Bid :	\$ 367,911.61

Bids from Apparent lowest to highest:		Apparent Low	2nd	3rd	4th	5th	6th
CIP No.	670781-100000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Chris Vogel	U. S. Utility Contractor	Complete General Construction	Jess Howard Electric Company	Asplundh Construction Corp.		
Engineer's Estimate:	\$ 489,495.44	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount
		\$ 367,911.61	\$ 384,810.25	\$ 476,275.97	\$ 715,502.15		
		4.59%	23.77%	50.23%	-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 responsive bid)					
a	The bidder is pre-qualified responsible or prequalified provisionally responsible at time of bid due date. (329.20)(c)	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		
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 B9	YES	YES	YES	YES		
d	If applicable, the bidder listed a (sub)contractor(s) with an active water or sewer contractor tappers license (CMS 107.02)	NA	NA	NA	NA		
e	Digital ID on bid is from a person authorized to enter into contract on behalf of the company ("name of person signing contract" on Signature Affidavit must match the name on the Digital ID). Proposal Signature Affidavit	YES	YES	YES	YES		
f	There is no evidence of collusion among the bidders. (329.20)(e)	YES	YES	YES	YES		
	BID IS:	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 responsive bid)					
a	The bidder provided a list of subcontractors with bid or indicated there were not any subcontracting opportunities. (329.20)(h)(1) FORM B5	YES	YES	YES	YES		
b	If subcontractors are listed, Bidder indicated which subcontractors are licensed construction trade subcontractors. (329.20)(h)(2) FORM B5 (If no licensed trade subcontractors are listed, enter "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		
d	If subcontractors are listed, the bidder listed the division/section of work under which the sub is performing. (329.20)(h)(5) (If no subcontractors are listed, enter "NA") FORM B5	NA	NA	YES	NA		
e	If subcontractors are listed and the bidder listed more than one subcontractor per division/section of work, did the bidder explain why more than one sub is listed for the division/section of work? (329.20)(h)(5) (If no licensed trade subcontractors are listed, enter "NA") FORM B5	NA	NA	NA	NA		
f	Bidder stated, via affidavit , that its proposed licensed construction trade subcontractors are pre-qualified responsible or provisionally responsible. (329.20)(h)(3) Form B9 (If no licensed trade subcontractors are listed, enter "NA")	NA	NA	NA	NA		
g	Bidder did not bid subcontractors who were currently suspended or debarred by the city. (329.20)(h)(4) (see links on Tab 5)	YES	YES	YES	YES		
	BID IS:	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE		

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PART IC: Responsiveness Criteria, Bid Specific (329.23)		INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (all "yes" answers needed for responsive bid)					
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		
b	Bidder acknowledged addenda. (329.23)(f)(1)(e)	YES	YES	YES	YES		
c	Bidder complied with technical pre-qualification requirements/specification requirements where applicable. (329.23)(f)(1)(c)	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		
e	Bidder added no provisions reserving right to accept or reject award. (329.23)(f)(1)(f)	YES	YES	YES	YES		
f	Bidder submitted a bid guarantee. (329.23)(f)(1)(i) FORM B2	YES	YES	YES	YES		
g	Bidder did not submit an irregular bid guarantee. (329.23)(f)(1)(i) FORM B2	YES	YES	YES	YES		
h	Bid prices are materially balanced. (329.23)(f)(1)(b) FORM B3	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		
j	Bidder submitted a unit price for each contract item listed, if required. (329.23)(f)(1)(g) FORM B3 (If a unit price is not an option, enter "NA")	YES	YES	YES	YES		
k	Bidder submitted a lump sum price if required. (329.23)(f)(1)(h) FORM B3 (If lump sum is not an option, enter "NA")	NA	NA	NA	NA		
l	Bidder has complied with section 329.20(h) regarding subcontractors. (329.23)(f)(1)(k) FORM B5	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		
n	Bid responds to bid documents in all material respects. (329.23)(f)(1)(e)	YES	YES	YES	YES		

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		\$ 367,911.61	\$ 384,810.25	\$ 476,275.97	\$ 715,502.15		
o	Bid is complete. (329.23)(f)(1)(e)	YES	YES	YES	YES		
	BID IS:	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE		

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		\$ 367,911.61	\$ 384,810.25	\$ 476,275.97	\$ 715,502.15		

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

Bid Responsiveness, 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	Waiver Legislation Required to Contract; Contact Fiscal Office	Waiver Legislation Required to Contract; Contact Fiscal Office
Proceed to Part II?	YES	YES	YES	YES		

LOWEST RESPONSIVE BID, TAB I	\$ 367,911.61	← Manually Enter Amount
LOWEST RESPONSIVE BIDDER, TAB I	U. S. Utility Contractor	← Manually Enter Information

TAB II: Assessing Responsibility

PROJECT:	South Westgate/Sylvan Street Light Improvements	Bid Date:	August 10, 2016
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Department/Division:	DPU	Responsive Low Bidder (from Tab I):	U. S. Utility Contractor
Section:	POWER	Responsive Low Bid (from Tab I):	\$ 367,911.61

CIP No.	670781-100000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Chris Vogel	U. S. Utility Contractor	Complete General Construction	Jess Howard Electric Company	Asplundh Construction Corp.	NA	NA
Engineer's Estimate:	\$ 489,495.44	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount
		\$ 367,911.61	\$ 384,810.25	\$ 476,275.97	\$ 715,502.15	0	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	Based on bid amount (as compared to other bids) no further documentation needed (i.e., bid statistically comparable to others). FORM B3, SPECIFICATIONS	YES	YES	YES	NA		
b	The bidder has demonstrated to the city's satisfaction adequate and appropriate SPECIALIZED EQUIPMENT for the project. FORM B6, SPECIFICATIONS	YES	YES	YES	YES		
c	The bidder has demonstrated to the city's satisfaction adequate and appropriate HUMAN RESOURCES for the project. FORM B6, SPECIFICATIONS	YES	YES	YES	YES		
d	The bidder has actively engaged in the construction industry. FORM B7	YES	YES	YES	YES		
e	The bidder has experience in the area of construction service for which the bid has been submitted. FORM B7	YES	YES	YES	YES		
f	The bidder has a successful record of complying with and meeting completion deadlines. FORM B7	YES	YES	YES	YES		
g	The bidder has a successful record of controlling costs on similar construction projects. FORM B7	YES	YES	YES	YES		
h	The bidder has no (substantial) uncompleted work that would hinder the success of the project. FORM B8	YES	YES	YES	YES		
Responsibility Score:		8	8	8	7	0	0
Continue to TAB 3?		YES	YES	YES	YES		

↑
Manually Enter Information

TAB III. Assessing Local Bidder

PROJECT:	South Westgate/Sylvan Street Light Improvements	Bid Date:	August 10, 2016
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Department/Division:	DPU	Evaluated Low Bidder (from Tabs I and II):	U. S. Utility Contractor
Section:	POWER	Evaluated Low Bid (from Tabs I and II) :	\$ 367,911.61

CIP No.	670781-100000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Chris Vogel	U. S. Utility Contractor	Complete General Construction	Jess Howard Electric Company	Asplundh Construction Corp.	NA	NA
Engineer's Estimate:	\$ 489,495.44	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
		\$ 367,911.61	\$ 384,810.25	\$ 476,275.97	\$ 715,502.15	NA	NA
PART III: 329.(01)(u) and 329.212 Local Bidder							

IS BID LOCAL?	YES	YES	NO	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. Skip steps 2-5 and enter data in Steps 6 & 7 and 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%	4.593%	29.454%	94.477%	NA	NA
step 3	Is amount in prior step WITHIN ONE PERCENT (1%) OF THE LOW BID?	YES	NO	NO	NO	NA	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	REVISED LOW BID AMOUNT, TAB IIIB: \$ 367,911.61
step 7	REVISED LOW BIDDER, TAB IIIB: U. S. Utility Contractor

Manually Enter Amount

Manually Enter Information

TAB IV. Calculating Environmental Preference

PROJECT:	South Westgate/Sylvan Street Light Improvements	Bid Date:	August 10, 2016
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Department/Division:	DPU	Evaluated Low Bidder (from Tabs I, II and III):	U. S. Utility Contractor
Section:	POWER	Evaluated Low Bid (from Tabs I, II and III) :	\$ 367,912

CIP No.	670781-100000	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Chris Vogel	U. S. Utility Contractor	Complete General Construction	Jess Howard Electric Company	Asplundh Construction Corp.	NA	NA
Engineer's Estimate:	\$ 489,495.44	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
		\$ 367,911.61	\$ 384,810.25	\$ 476,275.97	\$ 715,502.15	NA	NA
PART IV: 329.(17) Environmental Preference							
Apparent Low Bid:	\$ 367,911.61	Apparent Low Bidder:	U. S. Utility Contractor				

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		
step 2	Excluding apparent low bidder, did bidder submit "environmentally preferable" bid?		YES	NO	NO			
step 3	<p>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.</p> <p>If the apparent/evaluated low bidder did not submit an environmentally preferable bid, proceed to Steps 6 and 7.</p>							
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%	4.593%	29.454%	94.477%	NA	NA
step 5	Preference amount for each eligible bid (if 0, then no environmental preference was applied).		\$ -	\$ 17,674.82	\$ 20,000.00	\$ 20,000.00	NA	NA
step 6	Bid amount less environmental preference, except if both claim environmental preference; in that case, both claiming EP cancels it for both		\$ 367,911.61	\$ 367,135.43	\$ 456,275.97	\$ 695,502.15	NA	NA
step 7	Low Bid Amount:	\$ 367,911.61	Low Bidder:	U. S. Utility Contractor				

↑
Manually Enter Amount

↑
Manually Enter Information

TAB V. Miscellaneous

Apparent Low Bidder/Bid:	U. S. Utility Contractor	\$ 367,911.61
Project:	South Westgate/Sylvan Street Light Improvements	

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.

Bidders	U. S. Utility Contractor	Complete General Construction	Jess Howard Electric Company	Asplundh Construction Corp.	0	0
Bid	\$ 367,911.61	\$ 384,810.25	\$ 476,275.97	\$ 715,502.15	\$ -	\$ -
Percent Difference btwn Bid and Next Highest Bid	4.59%	23.77%	50.23%	-100.00%		

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

YES

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

YES

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

Bid Guarantee 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?

NO

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

Contract Compliance

Are all subcontractors contract compliant? Required before the contract can be executed.

N/A

If there are not any subcontractors, choose N/A.

Foreign/Non-Ohio Corp

Is the corporation foreign or the individual or partnership a non-resident of the State of Ohio?

NO

If yes, business entity shall register with the Ohio Secretary of State's Office for the purpose of accepting service of summons, in any action in law or equity, or both, brought in the State of Ohio.

N/A

This is required before the contract is awarded. "Awarded" means before the Director accepts/approves the bid <http://www.sos.state.oh.us/>

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

Project Name:	South Westgate/Sylvan Street Light Improvements
Recommended Bidder:	U. S. Utility Contractor
Contract Amount:	\$ 367,911.61

Evaluator's Name: Mary Miller / Missy Smith

Evaluation Completion Date: 8/15/2016

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 Alex Cofield or Suzy Johnson.

TAB VII: Notes

U.S. Utility	Complete Gen'l	Jess Howard	Asplundh Constr.	PM's Responses:	
Tab 1, Part 1C-c: Technical Prequalifications?					
Marked "Yes" for now.				Chris, are there technical prequalifications for this bid? If so, what are they and where	
Tab 2, Part IIA-a: statistically comparable / need further documentation?					
			Bidder is 46% higher than E.E. & 95% higher than lowest bidder. Marked "NA".		
Tab 2, Part IIA-c: Adequate Human Resources					
		mentioned they have a drug-free workplace program, but not really a "safety" program, IMO. Marked "yes" since City has contracted w/before.			
Tab 2, Part IIA-g: Meeting deadlines/costs:					
# of projects meeting costs: 2 out of 3; CO for extra wire. Marked "yes".	# of projects meeting costs: 1 out of 3; marked "yes".	# of projects meeting costs: 0 out of 3; marked "yes"	# of projects meeting costs: 1 out of 3; marked "yes"		
# of projects meeting schedules: 3 out of 3	# of projects meeting schedules: 0 out of 3; marked "yes".	# of projects meeting costs: 0 out of 3; marked "yes"	# of projects meeting schedules: 2 out of 3; marked "yes"		
Tab 4, Part IV-step 2: Environmental Preference:					
Submitted fleet & project-specific plan.	Submitted construction site mgmt./fleet/proj.-specific plan.	no	no	PM to evaluate submission for U.S. Utility.	

TAB VIII: Optional, additional responsibility evaluation information

A department can do additional research on contractors to determine responsibility. Any additional inv

You cannot add additional responsibility criteria beyond those provided for in code.

CCC 329.23(f)(2) (as of 7/22/16):

(2)The city reserves the right to reject a bid that is deemed non-responsible by the contracting agency. T

(a) Whether the bidder has actively engaged in the construction industry and has experience in the a

(b) Whether the bidder has a successful record of complying with and meeting completion deadlines

(c) Whether the bidder has demonstrated to the city's satisfaction adequate and appropriate resourc

(d) Whether the bidder has substantial uncompleted work that would hinder the success of the proje

*(e) With respect to a bidder whose bid is determined to be ten (10) percent or more below that of the
the bidder's ability to complete the contract at the price specified.*

If you perform additional research beyond what is submitted in the bid or any beyond any department i

Investigation should be used to support the specific responsibility factors identified in Columbus City Code

The following project specific factors shall be used to determine whether a bid is responsible:

area of construction service for which the bid has been submitted.

as well as controlling costs on similar construction projects.

ies, including, but not limited to, specialized equipment and human resources for the project.

ct.

2 next lowest bidder, supplemental details regarding the bid and/or historical information regarding perf

evaluation forms you may use and you want the information to be included in the evaluation, list the information

329.22 (d)(2) or 329.23(f)(2).

performance and costs on similar contracts to demonstrate

information below.