

**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.

## TAB I: Assessing Responsiveness

version: July 20, 2015

PROJECT:	BRIGGS ROAD DETENTION BASIN IMPROVEMENTS	Bid Date:	October 7, 2015
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Department/Division:	DPU/SSES	Initial Apparent Low Bidder:	Eramo
Section:	STORMWATER	Initial Apparent Low Bid :	\$ 661,198.44

Bids from Apparent lowest to highest:		Apparent Low	2nd	3rd	4th	5th	6th
CIP No.	610792-100001	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME	COMPANY NAME
Project Manager:	Mike Griffith	Eramo	Facemyer	Complete General	Shelly and Sands		
Engineer's Estimate:	\$ 494,964.00	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount	Initial Bid Amount
		\$ 661,198.44	\$ 720,095.02	\$ 750,253.92	\$ 1,083,350.40		
		8.91%	4.19%	44.40%	-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 <b>pre-qualified</b> responsible or prequalified provisionally responsible at time of bid due date. (329.20)(c)	YES	YES	YES	YES		
b	The bid <b>contains</b> 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) <b>FORM B1</b>	YES	YES	YES	YES		
c	The bidder <b>submitted</b> , 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) <b>FORM B10</b>	YES	YES	YES	YES		
d	There is <b>no evidence</b> of collusion among the bidders. (329.20)(e)	YES	YES	YES	YES		
	BID IS:	RESPONSIVE	RESPONSIVE	RESPONSIVE	RESPONSIVE		

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<b>PART IB: Responsiveness Criteria, Subcontractors (329.20)</b>		<b>INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (all "yes" answers needed for responsive bid)</b>					
a	The bidder provided a list of subcontractors with bid or indicated there were not any subcontracting opportunities. (329.20)(h)(1) FORM B6	YES	NA	YES	YES		
b	If 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		
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 licensed trade subcontractors are listed, enter "NA") FORM B6	NA	NA	NA	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 B6	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 B10 (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		
	<b>BID IS:</b>	<b>RESPONSIVE</b>	<b>RESPONSIVE</b>	<b>RESPONSIVE</b>	<b>RESPONSIVE</b>		

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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) BID SIGNATURE PAGE, page 2	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, FORM B3	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		
h	Bid prices are materially balanced. (329.23)(f)(1)(b) FORM B4	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 B4 (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 B4 (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 B6	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		
o	Bid is complete. (329.23)(f)(1)(e)	YES	YES	YES	YES		

**TAB I: Assessing Responsiveness**

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<b>PART ID: Responsiveness Criteria, Contract Compliance</b>		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					

<b>Bid Responsivness, Waiver Considerations:</b>	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
<b>Proceed to Part II?</b>	YES	YES	YES	YES		

<b>LOWEST RESPONSIVE BID, TAB I</b>	\$ 661,198.44	← Manually Enter Amount
<b>LOWEST RESPONSIVE BIDDER, TAB I</b>	Eramo	← Manually Enter Information

## TAB II: Assessing Responsibility

<b>PROJECT:</b>	<b>BRIGGS ROAD DETENTION BASIN IMPROVEMENTS</b>	<b>Bid Date:</b>	<b>October 7, 2015</b>
<b>Department/Division:</b>	<b>DPU/SSES</b>	<b>Responsive Low Bidder (from Tab I):</b>	<b>Eramo</b>
<b>Section:</b>	<b>STORMWATER</b>	<b>Responsive Low Bid (from Tab I):</b>	<b>\$ 661,198.44</b>

  

<b>CIP No.</b>	<b>610792-100001</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>
<b>Project Manager:</b>	<b>Mike Griffith</b>	<b>Eramo</b>	<b>Facemyer</b>	<b>Complete General</b>	<b>Shelly and Sands</b>	<b>NA</b>	<b>NA</b>
<b>Engineer's Estimate:</b>	<b>\$ 494,964.00</b>	<b>Initial Bid Amount</b>	<b>Initial Bid Amount</b>	<b>Initial Bid Amount</b>	<b>Initial Bid Amount</b>	<b>Initial Bid Amount</b>	<b>Initial Bid Amount</b>
		<b>\$ 661,198.44</b>	<b>\$ 720,095.02</b>	<b>\$ 750,253.92</b>	<b>\$ 1,083,350.40</b>	<b>0</b>	<b>0</b>

<b>PART IIA: 329.23 (2) Responsibility Criteria</b>		<b>INPUT "YES" FOR POSITIVE RESPONSE OR "NO" FOR NEGATIVE RESPONSE (1 point for each "yes", 0 for "no")</b>					
<b>a</b>	Based on bid amount (as compared to other bids) no further documentation needed (i.e., bid statistically comparable to others). <b>FORM B4, SPECIFICATIONS</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>b</b>	The bidder has demonstrated to the city's satisfaction adequate and appropriate SPECIALIZED EQUIPMENT for the project. <b>FORM B7, SPECIFICATIONS</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>c</b>	The bidder has demonstrated to the city's satisfaction adequate and appropriate HUMAN RESOURCES for the project. <b>FORM B7, SPECIFICATIONS</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>d</b>	The bidder has actively engaged in the construction industry. <b>FORM B8,</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>e</b>	The bidder has experience in the area of construction service for which the bid has been submitted. <b>FORM B8</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>f</b>	The bidder has a successful record of complying with and meeting completion deadlines. <b>FORM B8</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>g</b>	The bidder has a successful record of controlling costs on similar construction projects. <b>FORM B8</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>h</b>	The bidder has no (substantial) uncompleted work that would hinder the success of the project. <b>FORM B9</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>Responsibility Score:</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>
<b>Continue to TAB 3?</b>		<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		

↑  
Manually Enter Information

TAB III. Assessing Local Bidder

<b>PROJECT:</b>	<b>BRIGGS ROAD DETENTION BASIN IMPROVEMENTS</b>	<b>Bid Date:</b>	<b>October 7, 2015</b>
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<b>Department/Division:</b>	<b>DPU/SSS</b>	<b>Evaluated Low Bidder (from Tabs I and II):</b>	<b>Eramo</b>
<b>Section:</b>	<b>STORMWATER</b>	<b>Evaluated Low Bid (from Tabs I and II) :</b>	<b>\$ 661,198.44</b>

<b>CIP No.</b>	<b>610792-100001</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>
<b>Project Manager:</b>	<b>Mike Griffith</b>	<b>Eramo</b>	<b>Facemyer</b>	<b>Complete General</b>	<b>Shelly and Sands</b>	<b>NA</b>	<b>NA</b>
<b>Engineer's Estimate:</b>	<b>\$ 494,964.00</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
		<b>\$ 661,198.44</b>	<b>\$ 720,095.02</b>	<b>\$ 750,253.92</b>	<b>\$ 1,083,350.40</b>	<b>NA</b>	<b>NA</b>
<b>PART III: 329.(01)(u) and 329.212 Local Bidder</b>							

	<b>IS BID LOCAL?</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>		
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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](#)

<b>PART IIIA:</b>	
<b>step 1</b>	<p>IF <u>APPARENT LOW BID IN PART II IS LOCAL</u> <b>STOP</b>. Skip steps 2-5 and enter data in Steps 6 &amp; 7 and continue to TAB IV.</p> <p>IF <u>APPARENT LOW BID IN PART II IS NOT LOCAL</u> <b>CONTINUE TO TO STEP 2</b> (see above for apparent low bid and bidder information)</p>

<b>Part IIIB:</b>							
<b>step 2</b>	Percentage difference of bid from apparent NON-LOCAL, LOW BID.	<b>0.000%</b>	<b>8.908%</b>	<b>13.469%</b>	<b>63.846%</b>	<b>NA</b>	<b>NA</b>
<b>step 3</b>	Is amount in prior step <b>WITHIN ONE PERCENT (1%) OF THE LOW BID?</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NA</b>	<b>NA</b>
<b>step 4</b>	If <b>step 3</b> is "yes", <b>SEE PROCEDURES ON SHAREPOINT SITE. DID AGENCY FOLLOW PROCEDURES FOR BIDDER RELATING TO CITY CODE SECTIONS 329.212 (INDICATE IF NA)?</b>						
<b>step 5</b>	INPUT NEW BID AMOUNT FOR BIDDER, IF APPLICABLE, OR ZERO (\$0)						

<b>Part IIIC:</b>	
<b>step 6</b>	<b>REVISED LOW BID AMOUNT, TAB IIIB:</b> <b>\$ 661,198.44</b>
<b>step 7</b>	<b>REVISED LOW BIDDER, TAB IIIB:</b> <b>Eramo</b>

← Manually Enter Amount

← Manually Enter Information



## TAB IV. Calculating Environmental Preference

<b>PROJECT:</b>	<b>BRIGGS ROAD DETENTION BASIN IMPROVEMENTS</b>		<b>Bid Date:</b>		<b>October 7, 2015</b>		
<b>Department/Division:</b>	<b>DPU/SSES</b>	<b>Evaluated Low Bidder (from Tabs I, II and III):</b>		<b>Eramo</b>			
<b>Section:</b>	<b>STORMWATER</b>	<b>Evaluated Low Bid (from Tabs I, II and III) :</b>		<b>\$ 661,198</b>			
<b>CIP No.</b>	<b>610792-100001</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>	<b>COMPANY NAME</b>
<b>Project Manager:</b>	<b>Mike Griffith</b>	<b>Eramo</b>	<b>Facemyer</b>	<b>Complete General</b>	<b>Shelly and Sands</b>	<b>NA</b>	<b>NA</b>
<b>Engineer's Estimate:</b>	<b>\$ 494,964.00</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
		<b>\$ 661,198.44</b>	<b>\$ 720,095.02</b>	<b>\$ 750,253.92</b>	<b>\$ 1,083,350.40</b>	<b>NA</b>	<b>NA</b>
<b>PART IV: 329.(17) Environmental Preference</b>							
<b>Apparent Low Bid:</b>	<b>\$ 661,198.44</b>	<b>Apparent Low Bidder:</b>	<b>Eramo</b>				

<b>PART IV: 329.(17) Environmental Preference</b>							
<b>step 1</b>	Did apparent/evaluated low bidder submit "environmentally preferable" bid? Answer "YES" or "NO" for apparent low bidder. For all other bidder's, input "NA"	<b>NO</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>		
<b>step 2</b>	Excluding apparent low bidder, did bidder submit "environmentally preferable" bid?	<b>NA</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>		
<b>step 3</b>	<b>STOP.</b> 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.						
<b>step 4</b>	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.	<b>0.000%</b>	<b>8.908%</b>	<b>13.469%</b>	<b>63.846%</b>	<b>NA</b>	<b>NA</b>
<b>step 5</b>	Preference amount for each eligible bid (if 0, then no environmental preference was applied).	<b>\$ -</b>	<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>NA</b>	<b>NA</b>
<b>step 6</b>	Bid amount less environmental preference, except if both claim environmental preference; in that case, both claiming EP cancels it for both	<b>\$ 661,198.44</b>	<b>\$ 700,095.02</b>	<b>\$ 730,253.92</b>	<b>\$ 1,063,350.40</b>	<b>NA</b>	<b>NA</b>
<b>step 7</b>	<b>Low Bid Amount:</b> <b>\$ 661,198.44</b>	<b>Low Bidder:</b>	<b>Eramo</b>				

↑  
Manually Enter Amount

↑  
Manually Enter Information

## TAB V. Miscellaneous

Apparent Low Bidder/Bid:	Eramo	\$ 661,198.44
Project:	BRIGGS ROAD DETENTION BASIN 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	Eramo	Facemyer	Complete General	Shelly and Sands	0	0
Bid	\$ 661,198.44	\$ 720,095.02	\$ 750,253.92	\$ 1,083,350.40	\$ -	\$ -
Percent Difference btwn Bid and Next Highest Bid	8.91%	4.19%	44.40%	-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.

YES
YES

## 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?

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

YES
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

## Contract Compliance

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

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

YES
-----

## Foreign/Non-Ohio Corp

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

If yes, then did they file with the Secretary of State a power of attorney designating them or their agent or the Secretary of State, as agent, for the purpose of accepting service of summons, in any action in law or equity, or both, brought in the State of Ohio

This is required before the contract is awarded. "Awarded" means before the Director accepts/approves the bid

<http://www.sos.state.oh.us/>

NO
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Award recommendation: After evaluation of the bids, I recommend the following contractor be awarded the contract for:

Project Name:	BRIGGS ROAD DETENTION BASIN IMPROVEMENTS
Recommended Bidder:	John Eramo & Sons, Inc.
Contract Amount:	\$ 661,198.44

Evaluator's Name:	Angela Christie
Evaluation Completion Date:	10/13/2015

Apparent Low Bidder/Bid:	Eramo	\$ 661,198.44
Project:	BRIGGS ROAD DETENTION BASIN IMPROVEMENTS	

## Additional Information for Departments:

**State of Ohio - Ohio Auditor**

This is the link to the State of Ohio Auditor's web site to check for "findings for recovery"

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

**Federal - System for Award Management**

This is the link to the Federal System for Awards Management site to check for "findings for recovery"

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

**City of Columbus**

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

**State of Ohio Debarment**

This is the link to multiple state agencies that lists debarred companies.

<http://ofcc.ohio.gov/Resources/Debarments.aspx>

**OSHA**

This is the link to the US Department of Labor's website for OSHA violations

<https://www.osha.gov>

**City of Columbus Office of Prequalifications**

Pre-Qualification Office email:

[prequalification@columbus.gov](mailto:prequalification@columbus.gov)

Pre-Qualification Office phone no:

645-0359

## **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.