

# **ADDENDUM NO. 1**

## **HILLIARD CIVIC & CULTURAL ARTS CENTER CIP LB-09**

CITY OF HILLIARD • 3800 MUNICIPAL WAY • □HILLIARD, OHIO 43026

(614) 876-7361 • □FAX (614) 529-6017

### **ADDENDUM NO. 1 - DATE: November 6, 2015**

#### **To All Bidders:**

This addendum amends or supplements the original specifications, related documents, and previous addendums for this project. Please include a copy of this addendum with your bid submission to prove receipt of Addendum No.1 and its terms.

#### **1. Updated Notice to Contractors:**

- 1.1. Replace the existing Notice to Contractors (NOC) (pages 6 and 7) of the contract documents with the new pages 6 and 7 attached.
- 1.2. This updated NOC does the following:
  - 1.2.1. Provides updated Engineer's Estimate by now including Part 1B (Alternate #1 Engineer's Estimate of \$466,300.00). And provides a Basis of Award Value of \$858,300.00
  - 1.2.2. It also Revises the Bid Opening date to Thursday, December 3, 2015 at 2:00 PM Local time in Council Chambers located at 3800 Municipal Way, Hilliard OH 43026

#### **2. CHANGES to Appendix A: Bid Schedule**

- 2.1. Replace Appendix A page 56 with new page 56 -attached
- 2.2. Replace 2 pages of Appendix A bid Summary with the Six new Appendix A Bid Summary - attached
- 2.3. *An updated electronic version of the Bid Schedule is available via download at Key.*

#### **2.4. UPDATED ENGINEER ESTIMATES:**

- 2.4.1. BASE BID - \$392,000.00 – no change
- 2.4.2. Alternate #1 - PART 1B - \$466,300.00 - NEW
- 2.4.3. BASIS OF AWARD Total of Base and Alternate 1 - \$858,300 - NEW

#### **3. Changes to Appendix B – Prevailing Wage Rates**

- 3.1. Replace Appendix B cover age (page 57) with new page 57 - attached
- 3.2. Insert the new six sheets concerning prevailing wage immediately behind the new Appendix B cover page -attached

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## HILLIARD CIVIC & CULTURAL ARTS CENTER CIP LB-09

CITY OF HILLIARD • 3800 MUNICIPAL WAY • □HILLIARD, OHIO 43026

(614) 876-7361 • □FAX (614) 529-6017

### 4. Changes to Appendix E

4.1. Replace in its entirety the 5 pages of Appendix E (pages 60-64) - attached

4.1.1. These replacement sheets define the Base Bid and now Alternate 1 – Part 1B work elements.

**This amendment shall be considered in submitting your bid and shall be attached to the Appendix A: Bid Schedule - Summary and made a part thereof. Please sign and date below, and FAX to (614) 529-6017 or alternatively scan and e-mail to [cseidle@hilliardohio.gov](mailto:cseidle@hilliardohio.gov) to acknowledge receipt of Addendum No. 1.**

Please direct any questions regarding this process to Clyde Seidle, Director of Public Service / City Engineer, at [cseidle@hilliardohio.gov](mailto:cseidle@hilliardohio.gov) or telephone at 614-334-2443.



Clyde R. Seidle, P.E.  
Director of Public Service/ City Engineer  
Attachments (21 pages)

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

## NOTICE TO CONTRACTORS

Sealed bids addressed to the Director of Public Service, City of Hilliard, 3800 Municipal Way, Hilliard, Ohio 43026 and endorsed "**HILLIARD CIVIC & CULTURAL ARTS CENTER CIP LB-09, PART 1**" will be received by the **City Of Hilliard, Franklin County, until 2:00 P.M.** (Local Time), **Thursday, December 3, 2015 in City Council Chambers** at which time and place all bids will be publicly opened and read aloud for the following:

### **HILLIARD CIVIC & CULTURAL ARTS CENTER CIP LB-09, Part 1**

All bidders must register as a potential bidder with Key Blue Prints, Plan Key Services, 195 East Livingston Avenue, Columbus, Ohio 43215, in order to place a bid on this project. Registration is required to assure all bidders receive any clarifications or addenda. Bidders who register after 3 p.m. Monday, November 2, 2015 are not guaranteed to receive any addenda issued as part of the bid documents.

Copies of the Contract Documents, Specifications, and Plans are on file with Key Blue Prints, Plan Key Services, 195 East Livingston Avenue, Columbus, Ohio 43215 where they are available for inspection by prospective bidders. Contract Documents, Specifications, and Plans may be obtained from Key Blue Prints for a non-refundable fee of **\$150.00**.

The Engineer's estimated construction cost for the base bid is **Three Hundred Ninety-two Thousand Dollars (\$392,000.00)**. **For Part 1 B - Alternate #1 (466,300.00)**. **The basis of award shall be on the combined total of \$858,300.** The final completion date is June 15, 2016. Substantial completion date is May 15, 2016.

A **pre-bid meeting** is not scheduled

Failure to fully and accurately complete the bid documents shall be considered grounds for rejecting the bid. Bids may be withdrawn at any time before the scheduled closing time for receipt of bids, but may not be modified and resubmitted. No bid will be accepted if it exceeds the City Engineer's cost estimate by more than ten percent (10%). At the discretion of the City, an award may include performing one or more Alternates. Award of one or more Alternates shall not exceed 10% of the combined Engineer's estimate for those Alternates.

Technical questions about the project should be submitted to Dave Kerr at dk ARCH at [davek@davekerrarch.com](mailto:davek@davekerrarch.com) or to him at 3225 Scioto Run Blvd., Hilliard, OH 43026. Questions about contract documents should be addressed to Clyde R. Seidle, P.E., City Engineer for the City of Hilliard, Ohio at [cseidle@hilliardohio.gov](mailto:cseidle@hilliardohio.gov) or to him at 3800 Municipal Way, Hilliard, Ohio 43026.

This project is subject to prevailing wage and bidders must comply with the prevailing wage rates on Public Improvements in Franklin County and the City of Hilliard, Ohio as determined by the Ohio Bureau of Employment Services, Wage and Hour Division, (614) 644-2239. Bid security must be furnished with all bids. If the bid is accepted, a contract must be executed and a satisfactory contract bond furnished, conditioned according to law, in the amount of one hundred percent (100%) of the contract price, within ten (10) days after Notice of Award. Sureties on all bonds must be satisfactory to the City.

Section 129.03 of the City's Codified Ordinances establishes a local preference program for the purchase of materials, supplies, equipment and services. This Code Section can be found at the following link: [www.conwaygreen.com/Hilliard](http://www.conwaygreen.com/Hilliard).

The City reserves the right to reject any or all bids. An award will be made to the lowest and best bidder on the base bid, taking into consideration such factors as the qualifications, past performance, efficiency and responsibility of the bidder along with the price of the bid. Informalities in making out the bid may be waived at the option of the City.

Clyde R. Seidle, P.E.  
Director of Public Service/City Engineer  
Hilliard, Ohio

Advertise Dates – SNP Hilliard NW News: Thursday, October 29, 2015

Also on State of Ohio Public Notice website at: [www.publicnotice.ohio.gov](http://www.publicnotice.ohio.gov) from Thursday, October 29, 2015 through Thursday, November 5, 2015.

**Bid Opening Date/Time:** Thursday, December 3, 2015 at 2:00 p.m. local time  
3800 Municipal Way, Hilliard, Ohio 43026  
(Council Chambers)

### DESCRIPTION OF THE PROJECT

The HILLIARD CIVIC & CULTURAL ARTS CENTER, PART 1 and PART 1B is part of a phased revitalization effort to bring businesses and activities to an area of the City known as Old Hilliard. The project will renovate a 6,955 square foot building on Center Street for use as a community theater, public space and meeting hall.

The project has a base bid only. The City will use the base bid in determining the basis of award. There is a set of special provision that identify the work to be bid.

The City Engineer's estimated construction cost for the base of award bid is **\$ 858,300.00**.

No base bid will be accepted if it exceeds the Engineer's cost estimate by more than ten percent (10%). Award of one or more Alternates shall not exceed 10% of the combined Engineer's estimate for those Alternates.

Estimated project start date is **December 14, 2015**

The project will be awarded in two parts as follows:

1. Part 1 will be awarded immediately. The City has contract authority to enter into a contract in amount not to exceed \$440,000 as authorized by Contract Resolution 15-R-39 adopted by City Council on June 22, 2015.
2. Part 1B portion of the contract will be processed for award upon adoption of the 2016 Capital Improvement Budget.
3. The City will issue a partial notice to proceed upon execution of the contract.
4. The Full Notice to proceed would be issued upon passage of the Part 1B portion of the contract by Hilliard City Council.
5. The legislative process for Part 1B portion of the contract will be introduction at the CPPS Council Committee on January 12, 2015 with consideration by Hilliard City Council on January 26, 2015
6. The City would anticipate issuing the "Full Notice to Proceed" on or about February 9, 2015.

**APPENDIX A  
ATTACH BID SCHEDULE**

Six 8- 1/2" X 11" - Pages Attached

*CD provided that includes electronic version of Appendix  
It contains schedules of values for the use by the contractor in the preparation of  
the bid (not required)*

**APPENDIX A: BID SCHEDULE - BID SUMMARY**  
**PROJECT: Hilliard Civic and Cultural Arts Center Improvement, Part 1 and 1B**  
**- CIP LB-09 Base Bid Plus Alternate 1 - Basis of Award**

Bidder agrees to perform all work described in the Contract Documents for following unit prices or lump sum prices.

Division	ITEM NO.	DESCRIPTION	ESTIMATED QUANTITIES	TOTAL IN FIGURES
<b>BID ITEMS</b>				
01		<b>GENERAL CONDITIONS -SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
02		<b>EXISTING CONDITIONS / DEMOLOTION - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
03		<b>CONCRETE - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
04		<b>MASONRY - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
05		<b>METALS - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
06		<b>WOODS, PLASTICS AND COMPOSITES- SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
07		<b>THERMAL &amp; MOISTURE PROTECTION - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
08		<b>OPENINGS - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
09		<b>FINISHES - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
10		<b>SPECIALTIES - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -

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Bidder agrees to perform all work described in the Contract Documents for following unit prices or lump sum prices.

Division	ITEM NO.	DESCRIPTION	ESTIMATED QUANTITIES	TOTAL IN FIGURES
22		<b>PLUMBING - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
23		<b>HEATING, VENTILATING AND AIR CONCDITIONIN</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
26		<b>ELECTRICAL - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
31		<b>EARTHWORK - SUBTOTAL</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	
32		<b>EXTERIOR IMPROVEMENTS</b> SUB TOTAL OF BASE BID PLUS ALTERNATE BID	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -

CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

BY \_\_\_\_\_

SIGNATURE

TITLE \_\_\_\_\_

Bidder's TOTAL Bid	\$ -
In Figures:	In Words:
\$	
10% FORCE ACCOUNT (10% of Bid Total)	

The Bidder's Total Bid for each Part and the TOTAL on this sheet are for information only at the time of opening bids. The City will make the Total in Figures extensions on the Bid Schedule for each Part, and if there is any difference between the Total in Figures, the Total Unit Price in Words shall govern in calculating the Total in Figures.

**NOTE: This proposal shall remain valid, with unit and lump sum prices described herein, for a period of no shorter than 90 days from the bid opening date. All two (2) pages of this BID SCHEDULE shall become part of the Contract if proposal is accepted by the City of Hilliard. The unit and lump sum prices shall remain valid for the term of the contract.**

**APPENDIX A: BID SCHEDULE - BASE BID SUMMARY**  
**PROJECT: Hilliard Civic and Cultural Arts Center Improvement, Part 1**  
**- CIP LB-09**

Bidder agrees to perform all work described in the Contract Documents for following unit prices or lump sum prices.

Division	ITEM NO.	DESCRIPTION	ESTIMATED QUANTITIES	TOTAL IN FIGURES
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03		<b>CONCRETE - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
04		<b>MASONRY - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
05		<b>METALS - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
06		<b>WOODS, PLASTICS AND COMPOSITES- SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
07		<b>THERMAL &amp; MOISTURE PROTECTION - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
08		<b>OPENINGS - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
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10		<b>SPECIALTIES - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -

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**PROJECT: Hilliard Civic and Cultural Arts Center Improvement, Part 1**  
**- CIP LB-09**

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32		<b>EXTERIOR IMPROVEMENTS</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -

<b>Bidder's TOTAL Bid</b>	<b>\$ -</b>
<b>In Figures:</b>	<b>In Words:</b>
<b>\$</b>	
<b>10% FORCE ACCOUNT (10% of Bid Total)</b>	

CONTRACTOR \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_  
 BY \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

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**APPENDIX A: BID SCHEDULE - ALT. 1 BID SUMMARY**  
**PROJECT: Hilliard Civic and Cultural Arts Center Improvement, Part 1B**  
**- CIP LB-09**

Bidder agrees to perform all work described in the Contract Documents for following unit prices or lump sum prices.

Division	ITEM NO.	DESCRIPTION	ESTIMATED QUANTITIES	TOTAL IN FIGURES
<b>BID ITEMS</b>				
01		<b>GENERAL CONDITIONS -SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
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03		<b>CONCRETE - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
04		<b>MASONRY - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
05		<b>METALS - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
06		<b>WOODS, PLASTICS AND COMPOSITES- SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
07		<b>THERMAL &amp; MOISTURE PROTECTION - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
08		<b>OPENINGS - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
09		<b>FINISHES - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
10		<b>SPECIALTIES - SUBTOTAL</b>	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -

**APPENDIX A: BID SCHEDULE - ALT. 1 BID SUMMARY**

Bidder agrees to perform all work described in the Contract Documents for following unit prices or lump sum prices.

PROJECT: Hilliard Civic and Cultural Arts Center Improvement, Part 1B  
- CIP LB-09

Division	ITEM NO.	DESCRIPTION	ESTIMATED QUANTITIES	TOTAL IN FIGURES
22		PLUMBING - SUBTOTAL	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
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26		ELECTRICAL - SUBTOTAL	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -
32		EXTERIOR IMPROVEMENTS	Lump TOTAL LUMP SUM PRICE IN WORDS	\$ -

CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

BY \_\_\_\_\_

SIGNATURE

TITLE \_\_\_\_\_

Bidder's TOTAL Bid	\$ -
In Figures:	In Words:
\$	
10% FORCE ACCOUNT (10% of Bid Total)	

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**APPENDIX B  
PREVAILING WAGE RATES**

	<u>Page</u>
1. PREVAILING WAGE DETERMINATION LETTER.....	2
2. PREVAILING WAGE THRESHOLD LEVELS.....	3
3. INSTRUCTIONS FOR PREPARING CERTIFIED PAYROLL REPORTS.....	4
4. AFFIDAVIT OF CONTRACTOR COMPLIANCE.....	5
5. PREVAILING WAGE NOTIFICATION TO EMPLOYEE.....	6
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Current prevailing wage information can be viewed at the Ohio Department of Commerce website listed below:

<http://www.com.ohio.gov/dico/>

- Go to 'Find Forms & Publications" (middle of the web page).
  1. Select Item: Wage & Hour
  2. Prevailing Wage
  3. [Select an item]

***You will need to register on-line for  
an account to view the current wage  
rates***

- Once you've logged into the site:
  - Step 1: Select 'Hilliard City of' from the pull-down menu
  - Step 2: Choose the project name from the pull-down menu
  - Step 3: Click 'I Agree' button
- You will then be taken to a page where you can narrow down your search for a particular county, union, or Classification

## Prevailing Wage Determination Cover Letter

County:    
Determination Date: 11/06/2015  
Expiration Date: 02/06/2016

THE FOLLOWING PAGES ARE PREVAILING RATES OF WAGES ON PUBLIC IMPROVEMENTS FAIRLY ESTIMATED TO BE MORE THAN THE AMOUNT IN O.R.C. SEC. 4115.03 (b) (1) or (2), AS APPLICABLE.

Section 4115.05 provides, in part: "Where contracts are not awarded or construction undertaken within ninety days from the date of the establishment of the prevailing wages, there shall be a redetermination of the prevailing rate of wages before the contract is awarded." The expiration date of this wage schedule is listed above for your convenience only. This wage determination is not intended as a blanket determination to be used for all projects during this period without prior approval of this Department.

Section 4115.04, Ohio Revised Code provides, in part: "Such schedule of wages shall be attached to and made a part of the specifications for the work, and shall be printed on the bidding blanks where the work is done by contract..."

The contract between the letting authority and the successful bidder shall contain a statement requiring that mechanics and laborers be paid a prevailing rate of wage as required in Section 4115.06, Ohio Revised Code.

The contractor or subcontractor is required to file with the contracting public authority upon completion of the project and prior to final payment therefore an affidavit stating that he has fully complied with Chapter 4115 of the Ohio Revised Code.

The wage rates contained in this schedule are the "Prevailing Wages" as defined by Section 4115.03, Ohio Revised Code (the basic hourly rates plus certain fringe benefits). These rates and fringes shall be a minimum to be paid under a contract regulated by Chapter 4115 of the Ohio Revised Code by contractors and subcontractors. The prevailing wage rates contained in this schedule include the effective dates and wage rates currently on file. In cases where future effective dates are not included in this schedule, modifications to the wage schedule will be furnished to the Prevailing Wage Coordinator appointed by the public authority as soon as prevailing wage rates increases are received by this office.

"There shall be posted in a prominent and accessible place on the site of work a legible statement of the Schedule of Wage Rates specified in the contract to the various classifications of laborers, workmen, and mechanics employed, said statement to remain posted during the life of such contract." Section 4115.07, Ohio Revised Code.

Apprentices will be permitted to work only under a bona fide apprenticeship program if such program exists and if such program is registered with the Ohio Apprenticeship Council.

Section 4115.071 provides that no later than ten days before the first payment of wages is due to any employee of any contractor or subcontractor working on a contract regulated by Chapter 4115, Ohio Revised Code, the contracting public authority shall appoint one of his own employees to act as the prevailing wage coordinator for said contract. The duties of the prevailing wage coordinator are outlined in Section 4115.071 of the Ohio Revised Code.

Section 4115.05 provides for an escalator in the prevailing wage rate. Each time a new rate is established, that rate is required to be paid on all ongoing public improvement projects.

A further requirement of Section 4115.05 of the Ohio Revised Code is: "On the occasion of the first pay date under a contract, the contractor shall furnish each employee not covered by a collective bargaining agreement or understanding between employers and bona fide organizations of Labor with individual written notification of the job classification to which the employee is assigned, the prevailing wage determined to be applicable to that classification, separated into the hourly rate of pay and the fringe payments, and the identity of the prevailing wage Coordinator appointed by the public authority. The contractor or subcontractor shall furnish the same notification to each affected employee every time the job classification of the employee is changed."

Work performed in connection with the installation of modular furniture may be subject to prevailing wage.

**THIS PACKET IS NOT TO BE SEPARATED BUT IS TO REMAIN COMPLETE AS IT IS SUBMITTED TO YOU.  
(Reference guidelines and forms are included in this packet to be helpful in the compliance of the Prevailing Wage law.)**

wh1500





**Department  
of Commerce**

Division of Industrial Compliance

# PREVAILING WAGE THRESHOLD LEVELS IMPORTANT NOTICE

Before advertising for bids, contracting, or undertaking construction with its own forces, to construct a public improvement, the Public Authority shall have the Ohio Department of Commerce - Division of Industrial Compliance - Bureau of Wage and Hour Administration determine the prevailing rates of wages for workers employed on the public improvement. The wage determination must be included in the project specifications and printed on the bidding blanks where work is done by contract.

## As of September 29, 2013:

<b>“New” construction threshold level has been adjusted to :</b> <ul style="list-style-type: none"> <li>The previous threshold for this type of construction was \$200,000 from September 29, 2012 through September 28, 2013</li> </ul>	<b>\$250,000</b>
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<b>“Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting” threshold level has been adjusted to:</b> <ul style="list-style-type: none"> <li>The previous threshold for this type of reconstruction was \$60,000 from September 29, 2012 through September 28, 2013</li> </ul>	<b>\$75,000</b>
--	-----------------

## As of January 1, 2014:

<b>“New” construction that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction threshold level has been adjusted to:</b>	<b>\$84,314</b>
--	-----------------

<b>“Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting” that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction threshold level has been adjusted to:</b>	<b>\$25,261</b>
--	-----------------

- A) Thresholds are to be adjusted biennially by the Director of the Ohio Department of Commerce.
- B) Biennial adjustments to threshold levels are made according to the Building Cost for Skilled Labor Index published by McGraw-Hill’s Engineering News-Record, but may not increase or decrease more than 3% for any year.

If there are questions concerning this notification, please contact:

Ohio Department of Commerce  
Division of Industrial Compliance  
Bureau of Wage and Hour Administration  
6606 Tussing Road, PO Box 4009  
Reynoldsburg, Ohio 43068-9009  
614-644-2239  
[www.com.ohio.gov](http://www.com.ohio.gov)

# PREVAILING WAGE NOTIFICATION TO EMPLOYEE

Project Name:		Job Number:	
Contractor:			
Project Location:			
Jobsite posting of prevailing wage rates located:			
Prevailing Wage Coordinator		Employee	
Name:		Name:	
Street:		Street:	
City:		City:	
State / Zip:		State / Zip:	
Phone:		Phone:	
<p>You will be performing work on this project that falls under these classifications. You will be paid the appropriate rate for the type of work you are performing.</p>			
Classification	Prevailing Wage Rate Total Package	Minus Your Fringe Benefits	Your Hourly Base Rate
Hourly fringe benefits paid on your behalf by this company.			
Fringe	Amount	Fringe	Amount
Health Insurance		Health Insurance	
Life Insurance		Holiday	
Pension		Sick Pay	
Bonus		Training	
Other		<b>TOTAL HOURLY FRINGES</b>	
Contractor's Signature:		Date:	
Employee's Signature:		Date:	

## INSTRUCTIONS FOR PREPARING CERTIFIED PAYROLL REPORTS

### General

Contractors and subcontractors are required by law to submit certified payroll reports for work on projects covered by Ohio's Prevailing Wage Law. This form meets the reporting requirements established by Ohio Revised Code Chapter 4115. The use of this form is not mandatory, employers may submit their own forms provided that all of the required information is included. This form may be reproduced, or additional copies obtained from:

Ohio Department of Commerce Division of Industrial Compliance and Labor Bureau of Wage & Hour Administration 6606 Tussing Rd. P. O. Box 4009 Reynoldsburg, OH 43068-9009 Phone: (614) 644-2239

### Certified Payroll Heading

Employer name and address: Company's full name and address. Indicate if the company is a subcontractor, if so list the name of the General or Prime. Project: Name and location of the project, including county. Contracting Public Authority: Name and address of the contracting public authority. Week Ending: Month, day, and year for last day of reporting period. Payroll #: Indicates first, second, third, etc. payroll filed by the company for the project. Page Indicator: number of pages included in the report. Project Number: Determined by the public authority. If there is no number leave blank.

### Information by Column

- 1. Employee Name, Address and Social Security number: This information must be provided for all employees that perform physical labor on the project. Corporate officers, partners, and salaried employees are considered employees and must be paid the prevailing rate. Individual sole proprietors do not have to pay themselves prevailing rate but must report their hours on the project.
- 2. Work Class: List classification of work actually performed by employee. If unsure of work classification, consult the Ohio department of Commerce, Wage and Hour Bureau. Employees working more than one classification should have separate line entries for each classification. Indicate what year/level for Apprentices. Be specific when using laborer and operator classifications; for example, Backhoe Operator or Asphalt Laborer.
- 3. Hours Worked, Day & Date: In the first row of column 3 enter days of pay period example; M T W T H F S S. The second row is for the date that corresponds with each day for the pay period. In the employee information section enter the number of hours worked on the prevailing wage project and which day the hours were worked. Separate rows are labeled for (ST) straight time hours and (OT) overtime hours. All hours worked after 40, must be paid at the appropriate overtime rate.
- 4. Project Total Hours: Total the hours entered for pay period.
- 5. Base Rate: Enter actual rate per hour paid to the employee. The overtime hourly rate is time and one-half the base rate listed in the prevailing wage schedule plus fringe benefits at straight time rate. The prevailing wage schedule lists the base rate plus fringe benefit amounts. These amounts added together equal the total prevailing wage rate. Employers must pay this total amount in one of three ways.
  - Total rate may be paid in entirety in the base rate to the employee; in which case, the cash designation will be checked for fringe benefits.
  - Total rate may be paid as listed in prevailing wage rate schedule with total fringe amounts paid approved plans.
  - Total rate may be paid with a combination of base rate and fringe payments to approved plans in amounts other than those listed in schedule.
- 6. Project Gross: Enter total gross wages earned on the project for straight time and overtime. Project hours X base rate should equal project gross.
- 7. Fringes: If fringe benefits are paid in the hourly base rate, indicate this by marking the cash space. If fringe benefits are paid to approved plans as listed in the prevailing wage rate schedule, mark the space Approved Plans. If fringe benefits are paid partially in the base rate and partially to approved plans, mark the space Cash & Approved plans. List the hourly amount paid to approved plans for each fringe. If payments are not made on a per hour basis, calculate the hourly fringe credit by dividing the yearly employer contribution by the lesser of: hours actually worked in the year (these must be documented) or 2080. Fringe benefits include: Employer's share of health insurance, life insurance, retirement plan, bonus/profit sharing, sick pay, holiday pay, personal leave, vacation, and education/training programs.
- 8. Total Hours All Jobs: Total all hours worked during the pay period including non-prevailing wage jobs.
- 9. Total Gross All Jobs: Gross amount earned in the pay period for all hours worked.
- 10. Self explanatory.
- 11. Self explanatory.
- 12. Self explanatory.

### CONTACT US

Division of Industrial Compliance & Labor  
6606 Tussing Road  
Reynoldsburg, OH 43068

Phone 614.644.2223  
Fax 614.644.2616  
Email [IC@com.state.oh.us](mailto:IC@com.state.oh.us)

Webmaster  
Contact the Webmaster for Questions  
or Comments on the Website:

### LOOKUP SERVICES

Registered Contractor List  
Boiler Information Database  
Building Code Compliance Electronic Plan  
Submission  
Board Of Building Appeals Case Lookup  
Elevator Database Lookup

### RESOURCES

Federal Wage and Hour  
U.S. Consumer Product Safety  
Commission  
National Electric, Fire Alarm and Sprinkler  
Codes  
2015 Minimum Wage Poster  
Minor Labor Law Poster  
2012 Minimum Wage Information

### ABOUT INDUSTRIAL COMPLIANCE

Director Jacqueline T. Williams  
Superintendent Dave Williamson



# Department of Commerce

Division of Industrial Compliance

Bureau of Wage and Hour Administration  
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An Equal Opportunity Employer and Service Provider

John R. Kasich, Governor  
Andre T. Porter, Director

## Affidavit Of Compliance

### PREVAILING WAGES

I, \_\_\_\_\_  
(Name of person signing affidavit) (Title)

do hereby certify that the wages paid to all employees of

\_\_\_\_\_  
(Company Name)

for all hours worked on the

\_\_\_\_\_  
(Project name and location)

project, during the period from \_\_\_\_\_ to \_\_\_\_\_ are in  
(Project Dates)

compliance with prevailing wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages paid in connection with this project, other than those provided by law.

\_\_\_\_\_  
(Signature of Officer or Agent)

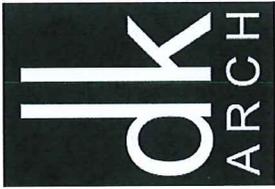
Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

**The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the surety is released or final payment due under the terms of the contract is made.**

# APPENDIX E

## Supplemental Specifications- Base Bid Details



Dave Kerr, Architect  
7792 Olentangy River Road, Suite C  
Columbus Ohio 43235  
614.503.1450  
www.davekerrarch.com

Hilliard Civic & Cultural Arts Center  
Bid Scope Description  
11/12/2015 Part 1A  
11/05/2015 – includes Part 1B – Alternate 1

### BASE BID

The items below are listed specifically to be included in the base bid. While each item is listed in reference to the primary drawing(s) that it appears in, bidders will need to refer to the entire set of construction documents and specifications as references to construction details, materials, and coordination with future construction may appear throughout the documents.

In some cases below, for the purpose of clarity we have listed items to be excluded from the base bid.

- A101
- Included in base bid
    - Demolition of existing concrete pads, ramps, and asphalt paving per plan
    - Concrete pads at doors and mechanical equipment
    - Concrete sidewalks
    - Concrete stair and railing

- Asphalt pavement per plan
  - Top soil, grass seeding and trees
  - Bollards
  - Details A, B, C, D, & E for the concrete stair and railing
  - Excluded from base bid
  - Cedar fence at mechanical area (Alternate PHASE 2)
- A201
  - Included in base bid
    - All items on sheet except for items listed below
    - Patch wood roof decking holes and gaps with like material
  - Excluded from base bid
    - Grind floor level for future finishes
    - Cleaning of walls, trusses, and roof decking in preparation for finishes
    - Removal of steel mezzanine, columns, and stair in future multipurpose space (Room 105)
    - Staining of any wood decking that was patched.

- A202
- Included in base bid
  - Fill in CMU in exterior wall openings as noted
  - Metal framing / panels infill at Storage 109 exterior wall
  - Concrete slab trenching and infill for underground plumbing
  - Storefront systems in exterior walls
  - Hollow metal doors and hardware in exterior walls
  - Exterior concrete stair and railing
  - Bollards
  - Concrete pads at mechanical equipment
  - Downspouts and splashblocks
  - Temporary 2x4 & 5/8" plywood barricade at door opening 108 (NOT IN DRAWINGS)
- Excluded from base bid
  - Concrete topping at Lobby, Restrooms, and Mechanical Room

A203

- Included in base bid
  - TPO membrane roofing fully adhered over R-30 insulation
  - Details 2, 3, & 4 with TPO membrane roofing
  - TPO membrane fully adhered up parapet walls
  - Prefinished metal parapet caps
  - Prefinished metal gutters and downspouts
  - Splashblocks below
  - Awnings below
- Excluded from base bid
  - Standing seam metal roof (Alternate A-1)
  - Metal panels at roof side vertical parapet surface (Alternate A-1)
  - Snow guards (Alternate A-1)
  - Ice and water shield in details 2, 3, & 4. (Alternate A-1)

A301

- Included in base bid
  - Remove stucco decorative band on north elevation
  - Remove all existing awnings
  - Patch new stucco at CMU infill areas on north elevation
  - Storefront doors and glass
  - Exterior metal doors
  - Repair stucco as required
  - Concrete stair and railing
  - New fabric awnings
  - Knox box
  - Prefinished metal gutters and downspouts
  - Splashblocks
  - Prefinished metal parapet caps
  - All painting as noted on drawing

A301 –continued

- Excluded from base bid
  - Standing seam metal roof (Alternate A-1)
  - Metal panels at roof side vertical parapet surface (Alternate A-1)
  - Snow guards (Alternate A-1)
  - Exterior lighting (Alternate PHASE 2)
  - Signage and all exterior lighting

A401, A601, A602, A701, A702, A703, A704, A801, A802, A901, A902, A903, A904

- References, details, and specifications for items listed in base bid above only.

P201

- Included in base bid
  - Water service tap (1 ½" RPZ)
  - 100' of 1 ½" main CW line - capped
  - 4" sanitary tap
  - All sub slab sanitary rough in for fixtures
  - Lint Interceptor
  - Floor drains and trap primer
  - Gas meter/Regulator install
  - Sub grade plastic gas piping for site mounted RTU

P202, P203, P301

- References, details, and specifications for items listed in base bid above only.

H101

- Included in base bid
  - Install cooling coil, condensing unit, & all associated controls for the furnace located in the existing mechanical room (Room 110).

H201, H301

- References, details, and specifications for items listed in base bid above only.

- E101
  - Included in base bid
    - Complete installation of new electric and telephone services
    - Remove all existing overhead electric services, utility meters, CT cabinets and all associated equipment and wiring.
    - Provide all Conduit studs for future uses.
    - Furnish and install all building mounted exterior lights and receptacles, stub conduit and wire to above panel location.
  
- E201
  - Included in base bid
    - Provide all work as noted on sheet.
  
- E202
  - Included in base bid
    - Furnish and install all building mounted exterior lights and stub conduit and wire to above panel location.
  
- E203
  - Included in base bid
    - Furnish and install all exterior receptacles, stub conduit and wire to above panel location.
    - Provide underground rough-in for CU-1 and RTU-1
    - Install panel DP and telephone board
    - Complete back feed to panels P3 and P4 (existing panels) from panel DP

E301, E401, E501, E502, E503

- References, details, and specifications for items listed in base bid above only.

#### **ALTERNATE 1 – Part 1B**

**Alternate 1 - “Part 1B” includes all items of work as shown in the documents not listed in the base bid (Part1)**