



DANIEL FREDERICK ARCHITECTS, LLC

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NOTICE TO BIDDERS

Sealed bids will be accepted until 2 pm on March 15, 2021 at office of the Fiscal Officer, Milan-Berlin Library District, 19 E. Church Street, Milan OH 44846 for furnishing all labor, materials, and equipment necessary to complete the project known as **NEW MEETING ROOM AT BERLIN PUBLIC LIBRARY, 4 EAST MAIN STREET, BERLIN HEIGHTS**. All bids will be publicly opened and read aloud at that time and place. No bidder may withdrawal his bid for a period of sixty days after the date for opening thereof and any bid shall be subject to acceptance during this period. The Library Board of Trustees will consider all bids at their March 16 regular meeting.

All bids must be accompanied by either a bid guarantee and contract bond in the amount of 100% of the bid or by a certified check, cashier's check, or letter of credit upon a solvent bank in the amount of not less than 10% of the bid made out to Milan-Berlin Library District. If an alternative bid guaranty is provided, then a separate 100% performance bond will be required for contracts. See Instructions to Contractors for other required documents to be submitted with bids.

Before submitting a bid, each bidder shall review the proposed Construction Drawings and Instructions to Contractors and shall visit the site of the work. Each bidder shall fully inform himself prior to bidding as to the existing conditions and limitations under which the work is to be performed and shall include in their bid a sum to cover the cost of items necessary to perform the work as set forth in the proposed contract documents. No allowance shall be made because of lack of such examination or knowledge. Submission of a bid will be considered as conclusive evidence that the bidder has made such examination. A pre-bid meeting will be held at 2 pm on March 4 at the jobsite located at 4 E Main Street, Berlin Heights OH 44814.

The project shall be bid as a LUMP SUM General Contract proposal to include all labor and materials required to complete the work as indicated on the Construction Drawings and Instructions to Contractors. The Architect's estimated construction cost is \$240,000 for Base Bid Work. Alternates will be also considered.

The Board reserves the right to waive any irregularities and accept any or reject all bids when, in the opinion of the Trustees, such actions will serve the best interests of Milan-Berlin Library District. The contract, if awarded, will be awarded to the responsible bidder who has proposed the lowest and best sum for base bid work and any accepted alternates.

Bid Documents and interpretations for this project may be obtained from the office of Daniel Frederick Architects (419.499.3242 or dan@frederickarchitects.com). A non-refundable fee of \$50, payable to Architect, will be required for a complete paper set of Bid Documents. PDF copies will be emailed to potential bidders at no charge.

By order of Milan-Berlin Library District Board of Trustees
Posted February 26, 2021 on website www.milan-berlin.lib.oh.us and at both libraries