

PICKAWAY COUNTY PARK DISTRICT  
16405 US 23  
Circleville, OH 43103

## INVITATION TO BID

Pursuant to ORC 153.12

### 1. NOTICE TO BIDDERS

#### 1.1. Purpose

Pickaway County Park District (PCPD) is requesting sealed bids for a two stall precast vault restroom to be shipped and installed at Canal Park, 23352 Canal Road, Circleville, Ohio 43113.

The estimate of cost is \$ 93,450.00.

#### 1.2. Estimated Key Dates

The following are the estimated key dates associated with the Invitation to Bid (ITB) process. Bids received after 4:00 p.m. EDT on the Bid Due Date (as defined below) will not be considered.

FIRST PUBLICATION DATE: Tuesday, April 15, 2025, at 12:00 p.m.

INQUIRY PERIOD BEGINS: Tuesday, April 15, 2025, at 12:00 p.m.

INQUIRY PERIOD ENDS: Tuesday, May 6, 2025, at 4:00 p.m.

BID DUE DATE: Tuesday, May 13, 2025, at 4:00 p.m.

BID OPENING DATE: Wednesday, May 14, 2025, at 9:00 a.m.

There are references in this ITB to the Bid Due Date, which shall mean the date and time that the Offeror's bid response is due at the Pickaway County Park District, 16405 US 23, South Bloomfield, Ohio, 43103. Sealed Bids received after 4:00 p.m. on the Due Date will not be evaluated. Each bid must be submitted in a sealed envelope and marked on the outside as "CANAL PARK PRECAST VAULT RESTROOM".

Pickaway County Park District reserves the right to reject any or all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

### 1.3. **Additional Estimated Dates**

CONTRACT AWARD NOTIFICATION:      Wednesday, May 28, 2025

### 1.4. **Location for Bid Response Opening**

The following is the site for the public opening of Offeror's bid response(s).

Pickaway County Park District  
16405 US 23  
South Bloomfield, OH 43103

## 2. **EXECUTIVE SUMMARY**

### 2.1. **Purpose**

Under Section 153.12 of the Ohio Revised Code, Pickaway County Park District is soliciting competitive, sealed bids for a precast concrete, two stall, vault restroom as specified in this Invitation to Bid document. If a suitable offer is made in response to this ITB, Pickaway County Park District may enter into a contract to have the selected Offeror (the "Contractor") provide the described product.

Upon selecting the lowest and best bid, Pickaway County Park District shall enter into a Contract with such person or entity in accordance with Revised Code Section 153.12. This ITB provides details on what is required to submit a Bid for the product, and what will be required of the Contractor in providing the described product. As used herein, the term "Pickaway County Park District" shall also include any of their employees, agents, or representatives.

This ITB also gives the estimated key dates for the various events that are part of the submission process and selection process. While these dates are subject to change, Pickaway County Park District will make efforts to adhere to the dates contained herein.

### **Objectives**

The purpose of this ITB is to solicit bids that fulfill the requirements, expectations, and deliverables as outlined in the Scope of Work and Special Conditions for the Precast Restroom Project.

### **Calendar of Events**

Significant dates in connection with this ITB are shown above and are subject to change. Pickaway County Park District may change any one or more of the key dates at any time, however significant schedule changes are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as an addendum(s) to this ITB. It will be the responsibility of the prospective Offerors to notify Pickaway County Park District that they intend to bid upon downloading bid documents, and to check his/her email on a regular basis for posted addendums, changes, and other ITB information.

### **3. INSTRUCTIONS TO BIDDERS**

#### **3.1. Purpose**

The following sections provide details on how to respond to this ITB. All responses must be complete and in the prescribed format subject to the right of Pickaway County Park District to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB as set forth above.

#### **3.2. Contacts**

The following individual will be the representative of Pickaway County Park District who may be contacted in connection with this Invitation to Bid.

Jamie Lands, Operations & Project Manager  
740-420-5451 x332  
[jlands@pickawaycountyohio.gov](mailto:jlands@pickawaycountyohio.gov)

Bidders may obtain complete sets of the Invitation to Bid document posted on the Parks website at [pickawaycountyparks.org/about/#contract-bidding](http://pickawaycountyparks.org/about/#contract-bidding), available for downloading by the bidder. Prospective bidders must notify Jamie Lands, of their intention to bid when downloading documents electronically, and provide their contact information to Jamie Lands via email at [jlands@pickawaycountyohio.gov](mailto:jlands@pickawaycountyohio.gov). A complete set of the ITB document will also be made available at the office of Pickaway County Park District, 16405 US 23, South Bloomfield, Ohio 43103, if bidders cannot download and print the documents.

#### **3.3. Inquiries**

Bidders may make inquiries regarding this ITB any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Bidders must use email to make their inquiries. All inquiries must be addressed to and sent to Jamie Lands at [jlands@pickawaycountyohio.gov](mailto:jlands@pickawaycountyohio.gov).

#### **3.4. Preparation of Bid**

- 3.4.1. Submit a bid amount on the original Bid Form furnished by Pickaway County Park District, in this document.
- 3.4.2. Sign Bid Form with name printed below signature.
- 3.4.3. All bids submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the ITB.
- 3.4.4. Oral, telephonic, facsimile, or telegraphic bids in response to this ITB will not be accepted.
- 3.4.5. Provide all the required attachments to the Bid Form as follows:
- 3.4.6. Non-Collusion Affidavit
- 3.4.7. Affidavit of Property Tax Liability
- 3.4.8. Submit sealed bids in an opaque envelope plainly marked on the outside with the project title "CANAL PARK PRECAST VAULT RESTROOM", bid date and time, and name of the Offeror.

- 3.4.9. If the bid is mailed, the sealed bid shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face of the bid envelope.

Mailing delivery address is:

Pickaway County Park District  
16405 US 23  
South Bloomfield, OH 43103

In-person delivery address is:

Pickaway County Park District  
16405 US 23  
South Bloomfield, OH 43103  
8:00 a.m. to 4:00 p.m., Monday - Friday

- 3.4.10. Bidders shall be solely responsible for the timely delivery of their bid in response to this ITB in the manner and time prescribed. No bid shall be considered if it arrives after the time scheduled, as determined by Pickaway County Park District.

- 3.4.11. Bids in response to this ITB that are unsigned, improperly prepared, contain arithmetical errors, alterations, or irregularities of any kind, may, at Pickaway County Park District's discretion, be declared unacceptable.

### **3.5. Laws and Regulations**

- 3.5.1. The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over this project shall apply to this contract.

### **3.6. Award of Contract**

- 3.6.1. The contract, if let, will be awarded to the lowest and best bid. In determining the awardee, the following elements may be considered: whether the bidder maintains a permanent place of business; has adequate personnel and equipment to do the work safely, properly, and expeditiously; has suitable financial base to meet the obligations incidental to the work; has appropriate experience; has completed all items on the Bid Form; and has inserted no qualifying phrases or unbalanced items on the bid.
- 3.6.2. Pickaway County Park District reserves the right to reject any and all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

### **3.7. Payment Applications and Changes to the Work**

- 3.7.1. Payment shall be made on a periodic basis, based on satisfactory Work performed and/or deposits required. Final Payment will be made after satisfactory delivery and installation of the vault restroom.
- 3.7.2. Payment requests must be submitted and approved by Pickaway County Park District.

- 3.7.3. All changes to the Work involving a change in contract amount must be approved in advance by the Owner.

### **3.8. Contract Termination**

- 3.8.1. Upon written notice to the contractor, Pickaway County Park District may, without cause and without prejudice to any other right or remedy, elect to terminate the Contract. In such case, the Contractor shall be paid for all work executed and any expense sustained plus reasonable profit, unless such termination was due to the act or conduct of the Contractor.

## **4. GENERAL CONDITIONS AND SCOPE OF WORK**

- 4.1. **Scope of Work:** The purpose of this ITB is to obtain bids for a precast concrete restroom. The restroom will have two stalls and two vaults. The restroom will be delivered and set on a prepared site at Canal Park, 23352 Canal Road, Circleville, Ohio 43113. Other special conditions for the restroom are found in this bid document.
- 4.2. The Contractor shall include all costs in the bid necessary to complete the project.

### **4.3. Schedule and Coordination**

- 4.3.1. The Contractor shall coordinate all lead times, delivery and set up with the authorized representative of Pickaway County Park District.

## Contract Form A

### PICKAWAY COUNTY PARK DISTRICT

#### BID FORM

Bids Must be submitted on this form only. (Type or Print Clearly)

Contractor Name: \_\_\_\_\_

Canal Park Precast Concrete Vault Restroom: \$ \_\_\_\_\_

Having carefully read and examined the entire Invitation to Bid as well as the Special Conditions for the Precast Restroom, the undersigned Bidder proposes to perform all work, furnish all labor, materials and equipment for this Project for the sums indicated above.

Signed By Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

# Special Conditions For The Precast Restroom Project

**Introduction.** Pickaway County Park District desires to purchase and install a pre-cast concrete restroom building for Canal Park. The pre-cast concrete restroom structure will need to have been approved through the State of Ohio Industrial Unit Certification program at the time of bid opening.

**Pickaway County Park District Shall Provide.** Pickaway County Park District ("PCPD") shall provide the following:

- All sitework needed to successfully complete the project, including identifying the site that allows a truck to set up next to the foundation for off-loading and installation of the unit.
- Approved permits from applicable local jurisdictions such as the health department or county development department.
- A stable, level foundation (and utilities if determined to be needed) consistent with the successful contractor's specifications.
- Connection of all applicable utilities to the restroom unit following installation, if applicable.

**Contractor Shall Provide.** The contractor shall be responsible for the manufacture of the unit to meet the specifications outlined below, freight and shipping of the unit to the installation location, off-loading the unit and setting up on PCPD provided foundation, making adjustments and touch-ups as needed. Specific scope of work is as follows:

- The unit shall be a pre-cast concrete structure consistent with the type and location outlined in the next section.
- Roof shall be a minimum of 5" thick, steel reinforced post-tensioned concrete. The roof overhang shall have at least 3" overhang and ½" drip edge. The roof shall be stained to match PCPD selected color from the manufacture's standard color chart.
- Floor shall be a minimum of 6" thick, steel reinforced post-tensioned concrete. The floor shall be painted with an epoxy non-slip coating to match PCPD selected color from the manufacture's standard color chart.
- Exterior walls shall be a minimum of 4" thick, steel reinforced concrete. Exterior walls shall be designed and stained from the manufactures standard design options and color charts.
- All brackets, caulk and grout to assemble and seal the building.
- Concrete mix is a minimum of 5,000 psi, 28-day strength.
- The unit shall meet ADA standards for entrance and maneuverability, must include applicable grab bars, must include coat hooks and signage. All features shall be stainless steel. The unit shall meet ADA standards as updated in the 2025 Ohio Building Code.
- As appropriate, properly sized vent pipe(s) and screened air vents.
- As appropriate, lockable latches and easily accessible waste vaults with a capacity of no less than 950 gallons per vault. Waste vaults shall be coated or have a plastic lining.
- Successful contractor shall provide stamped Professional Engineer drawings.
- Wind load shall be minimum of 130 mph. Roof load shall be a minimum of 60 psf. The unit should be fire resistant with a standard fire rating of 1 hour.
- Metal doors shall be a minimum of 18-gauge, door frames a minimum of 16 gauge and include closure, drip edge, hardware, extruded aluminum threshold, neoprene seal and lockset. All metal shall be epoxy primer coated and painted to match PCPD selected color from the manufacture's standard color chart.
- Interior walls shall be epoxy coated white. Graffiti sealant placed on all interior and exterior walls.

- A warranty of at least 1 year on pre-cast concrete vault(s), panels, roof, and floors is required.
- The bid price shall include freight and shipping to the installation site, off-loading the unit and setting up on PCPD provided foundation, making adjustments and touch-ups as needed.
- Prevailing wage rates will NOT apply to the on-site installation of each unit.

Unit / Location of Installation Park	Description of Desired Unit
<ul style="list-style-type: none"> <li>• Canal Park</li> </ul>	1 Unit with 2 unisex stalls/with two vaults

**Park/ Site Location Addresses**

Canal Park	23352 Canal Road, Circleville, Ohio 43113
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**Submittals with Bid.** Bidders shall submit with their bid documentation that the unit they have specified is currently approved by the State of Ohio Industrial Unit Certification. Additionally, bidders shall submit floor plans and exterior elevations/photographs that will allow PCPD to evaluate the aesthetics of the specified unit. A brief narrative outlining the means and methods of construction and installation and discussing how coordination between PCPD and the contractor will occur shall be included in the bid package. Warranties of longer duration over the specified minimums shall be outlined, if applicable. A proposed schedule with an anticipated completion date should be included.

**Evaluation of Bids.** PCPD shall select the contractor that provides the lowest and best quote with “best” based on the following criteria: cost, proposed schedule completion date, past performance with similar projects, past performance with other political sub-divisions, extended warranties, aesthetic look of the specified unit and other information provided by the contractor with their bid.



PICKAWAY COUNTY PARK DISTRICT

NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

Bid Identification .....

I, \_\_\_\_\_ as Bidder,

being first duly sworn, deposes and says that he is \_\_\_\_\_

of \_\_\_\_\_, the party making the

foregoing Bid; that such Bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such Bid is genuine and not collusive or sham; that said Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or that any one shall refrain from bidding; that said Bidder has not, in any manner, directly or indirectly, sought by agreement, communication or conference with any one to fix the Bid price of said Bidder or any other Bidder, or to fix any overhead profit, or cost element of such Bid price, or of that of any other Bidder, or to secure any advantage against the County of Pickaway awarding the contract or anyone interested in the proposed contract; that all statements contained in such Bid are true; and, further, that said Bidder has not, directly or indirectly, submitted his Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, Bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said Bidder in his general business.

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

<SEAL>

PICKAWAY COUNTY PARK DISTRICT

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

BID

Identification.....

I, \_\_\_\_\_ as Bidder, being first duly sworn, deposes and  
says that he is \_\_\_\_\_ of \_\_\_\_\_

the party making the foregoing Bid; hereby affirms under oath, pursuant to Section 5719.042 of the Ohio Revised Code, that at the time the Bid was submitted, my company (was) (was not) charged with delinquent personal property taxes on the General Tax List of Personal Property for Pickaway County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Pickaway County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest, shall be set forth below.

A copy of this statement shall be transmitted by the Fiscal Office to the County Treasurer within thirty (30) days of the date it is submitted.

Delinquent Personal Property Tax \$ \_\_\_\_\_

Penalties \$ \_\_\_\_\_

Interest \$ \_\_\_\_\_

Signed \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Notary Public

<SEAL>