

BIDDING PROCESS

City of Worthington Police Station Roof Replacement

ProjectNo. 697-19

In an effort to make the solicitation process more efficient and cost effective for both vendors and the City of Worthington, the City has adopted an electronic bidding process for projects subject to competitive bidding. Electronic bids may be submitted at the bidexpress.com website as the primary method of bid submission. For a limited time, paper bids will continue to be accepted, but it is strongly recommended vendors become familiar with the electronic process as soon as possible to prepare for future plans to only accept electronic bids. All electronic bidders must first register on bidexpress.com and create an Info Tech Digital ID for free, which is used to digitally sign bids. Digital IDs/Signatures assures the agency knows who the bid is really from (forgery resistance), ensures that nobody can alter a bid (non-repudiation), prevents the information in a bid from disclosure to unauthorized parties (secrecy), and safeguards that even authorized parties cannot access them prior to the public opening (sealing).

It can take up to five business days to process your Digital ID and it is highly recommended that a Digital ID be enabled 48 hours in advance of submitting an electronic bid. Please plan accordingly. Instead of paying paper bidding costs (hand or hired delivery costs), a fee of \$25 will be incurred for those who wish to bid electronically on a pay-per-solicitation basis. Alternatively, you may subscribe for \$50 per month for unlimited electronic bid submission to all agencies that post solicitations on the **bidexpress.com** website, plus get email notifications by agency/worktype/commodity code.

For bidders who are bidding online and wish to utilize the electronic bid bond option, please see the **FAQs** page regarding electronic bid bonds (bottom of the page in the link).

For additional guidance, please contact the Bid Express team toll free at (888) 352-2439 (select option 1) or at support@bidexpress.com.

Those unable to submit bids electronically may contact Rob Chandler with the Worthington Department of Service & Engineering by phone at (614) 431-2425 or by email at robert.chandler@worthington.org. Paper bid sets will not be provided by the Department of Service & Engineering, though registered plan holders may download and print a paper set at their own expense.

Plans, specifications and related information may also be viewed electronically at the Department of Service & Engineering, 380 Highland Ave., Worthington, OH 43085.

The City of Worthington shall not be responsible for full or partial sets of Contract Documents obtained from any other source.

The Engineer's estimate of construction cost for this project is \$ **425,000.00**

The City of Worthington reserves the right to reject any and all bids and to waive irregularities in bidding.

Members of the public are invited to be present at the bid opening. The City will make reasonable accommodations for persons with disabilities with a minimum 48 hours' advance notice.