



OFFICE OF THE UNIVERSITY ARCHITECT

How Contractors get work at Kent State University

Contractors may obtain contracts for construction work at KSU in several ways:

1. Bidding as a Prime Contractor on publicly bid projects
2. Providing a bid as a Subcontractor or Material Supplier to a Prime Contractor, General Contractor, Construction Manager, or Design Builder on publicly bid projects
3. Providing a Bid as a Prime Contractor in response to an Invitational Bid project
4. Providing a bid as a Subcontractor or Material Supplier to a Prime Contractor on an Invitational Bid project
5. Responding to a request for quotation as a vendor or service provider to our campus maintenance and operations areas.

Ohio Revised Code Governs Construction Procurement

- A. Kent State University follows state procurement guidelines and requirements for bidding publicly funded work.
- B. Projects with a total cost under \$200,000 are not required to be publicly advertised or bid.
 - a. For projects expected to cost less than \$100,000, KSU may invite any contractor to provide a quote and may award the work to any contractor who has provided a quote based on the scope of work, after evaluation of the quote. Multiple quotes are not required.
 - b. For projects expected to cost over \$100,000 but less than \$200,000 KSU will send an Invitation to Bid to three contractors to provide quotes.
 - c. This non-advertised work is referred to contractors who are judged to have the capability to do the work. These are often contractors who have bid on other projects and shown their bids to be competitively priced, who are self directed, who understand and comply with KSU procedures, and/or who provide quality, problem free work. Minority participation is encouraged.
- C. All construction projects with a total cost of over \$200,000 are required to be publicly advertised and bid.
 1. Advertisements are placed in a newspaper for three consecutive weeks with bids due 8 days after the last ad (22 days elapsed).
 2. Advertisements are also placed on the KSU Office of the University Architect (OUA) website at this address:
<http://www.kent.edu/universityarchitect/contractors/notice-to-bidders.cfm>

3. Bid documents are available for review at our office for no cost or at approximately 30 plan rooms throughout Ohio. Seven of these are geared toward minority contractors. The list of these plan room locations is posted on our web site at:
<http://www.kent.edu/universityarchitect/projects/upload/locationstoviewcontractdocuments.pdf>
 4. KSU does not maintain a list of Contractors who will be bidding on the project. Instead, we contract with a vendor, ARC eBlueprint to manage our list of bidders on these projects. A list of known plan holders is available for each project for sub contractors to contact and offer to provide a quote to a Prime Contractor. This list can be found on the ARC eBlueprint website at:
<http://www.eblueprint.com/V2/Print/Project/PublicProjectList.aspx>
Select the specific project and then the Bidder's list near the top of the project.
 5. Pre-Bid Meetings are held for most projects. The advertisement will indicate the date, time, and location of the meeting. Meetings are not mandatory for bidders, but do provide valuable information about the details of the project, access to consultants and project managers, and site visits, all of which may give you a 'leg up' on the competition.
 6. KSU's Bid Documents follow the format of the State of Ohio Standard Requirements for Public Facility Construction. The State versions of these documents are available for viewing on the State Architect's Office website at:
<http://das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/ListofStandardRequirementsDocuments.aspx>
New bidders may be particularly interested in studying the "Instructions To Bidders" documents, which describe the Bid Bond, Power of Attorney, and other documents that are required to be included with the bid, or if your bid is deemed the "Apparent Low Bid", shortly after the bid date. This section will also help bidders understand how bids are evaluated and awarded.
- D. In all bid situations, KSU maintains an overall EDGE goal of 5% participation of the total project. In 2011, our EDGE participation was approximately 11%. Many Prime Contractors are looking for firms to fulfill their EDGE goal requirement and so EDGE certified firms offering competitive pricing and quality work are sought after.
- E. All projects over \$ 100,000 are managed through an on-line software system referred to as OAKS-CI. All business processes, such as contracts, pay applications, change orders and submittals are documented and processed electronically. Prime Contractors and some Sub-contractors will be required to use this software for these projects. OUA currently provides some introductory training and other resources to help contractors and consultants become familiar with the OAKS software and procedures.
- F. Contract awards vary depending on funding sources and other issues, but generally take from 14 to 75 days. One of the 'other issues' depends on the contractors' ability to expedite the paperwork required by procurement regulations.

G. Contractor payments are generally issued within 30 – 60 days of approval of the contractor's application for payment. Partial or progress payments are a standard procedure, usually scheduled on a monthly basis.

PLAN ROOMS

The Contract Documents are available for purchase at a non-refundable cost from eBlueprint/Market Street Blueprint (multiple locations), telephone: 330-865-4800. For set cost information, click on the Public Projects link at the following Web site: <http://www.eblueprint.com>. Contractors will be required to purchase the complete set; no partial sets will be issued prior to the receipt of the bids and the award of the Contracts.

The Contract Documents may be reviewed for bidding purposes without charge during business hours at the office of the A/E, Kent State University Office of the University Architect, and the following locations:

Allied Construction Industries

3 Kovach Drive
Cincinnati, Ohio 45215
Phone: (513) 221-8020
Fax: (513) 221-8023
Contact: Candi Oakley
E-mail: coakley@aci-construction.org
Website: www.aci-construction.org

BB-Bid Plan Room

Contractor's Register
800 East Main Street
Jefferson Valley, NY 10535
Phone: (800) 431-2584 Ext 3618
Fax: (914) 243-0287
Contact: Gabriel Rivera
E-mail: plans@thebluebook.com
Website: www.thebluebook.com

The Builder's Exchange, Inc. (Cleveland)

9555 Rockside Rd., Suite 300
Valley View, Ohio 44125
Phone: (216) 393-6300 Ext 39 / (866) 907-6300
Fax: (216) 393-6304 / (866) 907-6304
Contact: Debbie Bielinski
E-mail: dbielinski@bxohio.com
Website: www.bxcleve.com

The Builder's Exchange, Inc. (Dayton)

2077 Embury Park Road
Dayton, Ohio 45414
Phone: (937) 278-5723
Fax: (937) 278-3843
Contact: John Grandetti [None]
E-mail: jgrandetti@bxohio.com
Website: www.bxohio.com

The Builder's Exchange, Inc. (Toledo)

5555 Airport Highway, Suite 140
Toledo, Ohio 43615
Phone: (419) 865-3833 Ext 201
Fax: (419) 865-8014
Contact: Sarah Skiver
E-mail: sskiver@bxohio.com
Website: www.bxohio.com

Builder's Exchange of East Central Ohio

495 Wolf Ledges Parkway
Akron, Ohio 44311
Phone: (330) 434-5165 Ext 12
Fax: (330) 434-6088
Contact: Julie Thornberry
E-mail: jthornberry@buildersexchange.org
Website: www.buildersexchange.org

Builder's Exchange of East Central Ohio

5080 Aultman Road
North Canton, Ohio 44720
Phone: (330) 452-8039 Ext 203
Fax: (330) 452-4323
Contact: Chris Zimmerman
E-mail: czimmerman@buildersexchange.org
Website: www.buildersexchange.org

Cincinnati Builders Exchange

4350 Glendale-Milford Road, Suite 120
Cincinnati, Ohio 45242
Phone: (513) 769-4800 Ext 203
Fax: (513) 769-7888
Contact: Ashley Grandetti
E-mail: agrandetti@bxohio.com
Website: www.bxohio.com

Construction News Corporation

7261 Engle Road, Suite 304
Middleburg Heights, Ohio 44130
Phone: (800) 969-4700 / (440) 826-4700
Fax: (800) 229-4626
Contact: Ted Blaicher
E-mail: aab3@cncnewsonline.com
Web site: www.cncnewsonline.com

**McGraw-Hill Construction / Dodge at the
Builder's Exchange of Central Ohio**

1175 Dublin Road
Columbus, Ohio 43215
Phone: (614) 486-6575
Fax: (614) 486-0544
Contact: Puna Johnson
E-mail: Dodge_ReocMW@mcgraw-hill.com
Website: www.dodge.construction.com

Reed Construction Data

30 Technology Parkway South - Suite 100
Norcross, Georgia 30092
Phone: (800) 699-8640
Fax: (800) 508-5370
Contact: Debi Scarpelli
E-mail: rcdcentralnews@reedbusiness.com
Secondary E-mail:
michelle.edwards@reedbusiness.com
Website: www.reedconstructiondata.com

Ohio PTAC at Athens

Voinovich School for Leadership and Public Affairs
The Ridges, Building 20, Suite 143
Athens, Ohio 45701
Phone: (740) 593-1797
Fax: (740) 593-1795
Contact: Sharon Hopkins
E-mail: ptac@ohio.edu
Website: www.ohio.edu/ptac

Kent PTAC

Kent Regional Business Alliance
211 East Summit Street
Kent, Ohio 44242
Phone: (330) 474-3601
Fax: (330) 677-2130
Contact: Rich Delisio
E-mail: rdelisio@krba.biz
Website: www.krba.biz/ptac

iSqFt Plan Room

4500 Lake Forrest Drive, Suite 502
Cincinnati, Ohio 45242
Phone: (800) 364-2059 Ext 8314
Fax: (866) 570-8187
Contact: Jeremy Fultz
E-mail: Ohio@isqft.com
Website: www.isqft.com

Minority Business Solutions

16400 Miles Avenue
Cleveland, Ohio 44128
Phone: (216) 283-0707
Fax: (216) 283-0115
Contact: Vena Moore
E-mail: vmoore@minoritybiz.org
Website: www.minoritybiz.org

Subcontractors Association of Northeast Ohio

76 East North Street
Akron, Ohio 44304
Phone: (330) 762-9951 Ext 10
Fax: (330) 762-9960
Contact: Shelly Miller
E-mail: safetycenter@saneo.com
Secondary E-mail: planroom@saneo.com
Website: www.saneo.com

Northeast Ohio PTAC

Lakeland Community College
Engineering Building Room 222
7700 Clocktower Drive
Kirtland, Ohio 44094
Phone: (440) 525-7733
Contact: Jane Stewart
E-mail: jstewart@lakelandcc.edu
Website: <http://lakelandcc.edu/ptac/>

SWCO PTAC (Dayton)

Southwest Central Ohio Procurement Technical
Assistance Center – Main Office
3155 Research Blvd., Suite 202
Dayton, Ohio 45420
Phone: (937) 253-0038
Contact: Delores Ely [None]
E-mail: dely@emtec.org
Website: www.swcoptac.org

University of Toledo/PTAC

City Blueprint of Toledo, Inc.
3455 Briarfield Blvd., Suite D
Maumee, Ohio 43537
Phone: (419) 243-7271
Fax: (419) 243-6418
Contact: Richard Nagy
E-mail: printshop@cityblueprintoftoledo.com
Website: www.utoledo.edu/incubator/PTAC.html

Ohio PTAC at South Point

Southern Ohio Procurement Outreach Center
216 Collins Avenue
South Point, Ohio 45680
Phone: (800) 408-1334
Contact: Jordan Lucas
E-mail: jordan@sopoc.org
Website: <http://www.lawrencecountyohio.org/sopoc/>

Cincinnati MBAC

Greater Cincinnati African American Chamber
2945 Gilbert Avenue
Cincinnati, Ohio 45206
Phone: (513) 751-9900
Fax: (513) 751-9100
Contact: Marie Hughes
E-mail: marie@african-americanchamber.com
Website: www.african-americanchamber.com

Columbus MBAC

Central Ohio Minority Business Association
1393 East Broad Street, Floor 2
Columbus, Ohio 43205
Phone: (614) 252-8005 Ext. 102
Fax: (614) 258-9667
Contact: Averi Frost [Paper + PDF]
E-mail: jfrost@comba.com
Website: www.comba.com

Toledo MBAP

Toledo Regional Chamber of Commerce
300 Madison Avenue, Suite 200
Toledo, Ohio 43606
Phone: (419) 243-8191 Ext 267
Fax: (419) 241-8302
Contact: Erik Johnson
E-mail: erik.johnson@toledochamber.com
Website: www.toledochamber.com

Ohio PTAC at Youngstown

Mahoning Valley Economic Development Corp.
4319 Belmont Avenue
Youngstown, Ohio 44505
Phone: (330) 759-3668
Fax: (330) 759-3686
Contact: Steve Danyi [Paper]
E-mail: steve@mvedc.com
Website: www.mvedc.com

Akron MBAP

Akron Community Service Center and Urban League–Minority Business Development Center
440 Vernon Odom Boulevard
Akron, Ohio 44307
Phone: (330) 434-3101
Fax: (330) 434-2716
Contact: Tobin Buckner
E-mail: MBDC@akronurbanleague.org
Website: www.akronurbanleague.org

Cleveland MBAP

Urban League of Greater Cleveland
Entrepreneurial Center
2930 Prospect Avenue
Cleveland, Ohio 44115
Phone: (216) 622-0999 Ext 210
Fax: (216) 622-0997
Contact: Donald Graham [Paper]
E-mail: dgraham@ulcleveland.org
Website: www.ulcleveland.org

Portsmouth MBAP

Portsmouth Inner City Development Corp.
1206 Waller Street, Box 847
Portsmouth, Ohio 45662
Phone: (740) 354-6626
Fax: (740) 353-2695
Contact: Maxine Malone
E-mail: mmalone@pidcovmba.org
Website: www.pidcovmba.org