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](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](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](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.
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

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

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30 Technology Parkway South - Suite 100
Norcross, Georgia 30092
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Secondary E-mail: michelle.edwards@reedbusiness.com
Website: www.reedconstructiondata.com

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Fax: (740) 593-1795
Contact: Sharon Hopkins
E-mail: ptac@ohio.edu
Website: www.ohio.edu/ptac

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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

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

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16400 Miles Avenue
Cleveland, Ohio 44128
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Website: www.minoritybiz.org

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216 Collins Avenue
South Point, Ohio 45680
Phone: (800) 408-1334
Contact: Jordan Lucas
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Website: http://www.lawrencecountyohio.org/sopoc/

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2945 Gilbert Avenue
Cincinnati, Ohio 45206
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