



RUSSELL TOWNSHIP

www.russelltownship.us

Phone: 440-338-8815

Fax: 440-338-1965

Project: Dormitory Remodel Project
14810 Chillicothe Rd
Novelty, OH 44072

October 27, 2025

Owner: Russell Township Board of Trustees
8501 Kinsman Rd
Novelty, OH 44072

Pre-Bid Meeting: 10am October 27, 2025
14810 Chillicothe Rd
Novelty, OH 44072

Questions should be directed to: Jim "JP" Ptacek, AIA, Principal - Larsen Architects
216.221.2350
jptacek@larsenarchitects.com

Important Notes:

Please refer to Legal Notice located at:

https://russelltownship.us/includes/uploads/Documents/LEGAL_AD_2025_Fire_Dormitory.pdf

Total Project Budget is \$145,884.00

Refer all questions during the bidding in writing only to the Architect. All questions must be submitted by Wednesday, November 5th at 4pm EST. Questions submitted/received after that date and time will not be responded to.

The Contractor shall perform the major portion of the work with its own forces or with enumerated sub-contractors to be identified as part of the bid submittal.

The Contractor shall submit their schedule for work to be performed, which must meet with the approval of the Owner. All work for this contract shall, unless otherwise stated, be included on the plans, and subsequent instructions to bidders. Work hours will be limited to 6am through 6pm, except in case of emergency, and then may be performed only if permission is obtained from the Owner. No work will be permitted on Sundays and Holidays, except to save property, and then only when authorized by the Owner. Fire Department primary & secondary contacts will be provided to coordinate access to the site.

No bidder may withdraw their bid within sixty (60) days after the date of the bid opening thereof.

Russell Township Fiscal Office

Invitation to Bid: Dormitory Remodel Project

October 27, 2025

Page 2

BID FORM:

Mark Envelope: **BID-Russell Township Fire Station Dormitory Remodel Project**

To the Owner:

The subscriber hereby proposes to furnish the following, hereinafter described at, and for the prices hereinafter named, in accordance with the provision of the bid documents of which this form is a part:

Owner: Russell Township Board of Trustees
8501 Kinsman Rd
Novelty, OH 44072
Attn: Karen Walder, Fiscal Officer

BASE BID:

The total amount of the bid based on the breakdown given below amount to the sum of:

Dollars: \$ _____ **(numeric)**
_____ **Dollars (as text)**

The Base Bid is a lump sum for furnishing the necessary labor, materials and equipment and performing all work, whether itemized or not, required by the drawings and specification. The Owner reserves the right to increase or diminish the work or omit any one or more items, as it may deem desirable.

Please identify costs included in the Base Bid amount:

- | | |
|---|-------------------|
| 1. Builder's Risk Insurance | Dollars: \$ _____ |
| 2. Interior Demolition | Dollars: \$ _____ |
| 3. FNDs, SOG, Shelter Lid & Site Concrete | Dollars: \$ _____ |
| 4. HVAC | Dollars: \$ _____ |
| 5. Plumbing Rough in & Finish | Dollars: \$ _____ |
| 6. Electrical Rough in & Finish | Dollars: \$ _____ |
| 7. Fire Alarm – Low Voltage | Dollars: \$ _____ |
| 8. Interior Build Out Finish | Dollars: \$ _____ |
| 9. Contractor Management | Dollars: \$ _____ |
| 10. Contractor Genl Cond & Final Clean | Dollars: \$ _____ |
| 11. Contractor Profit | Dollars: \$ _____ |

Invitation to Bid: Dormitory Remodel Project

October 27, 2025

Page 3

12. Other (pls specify below)

Dollars: \$ _____

TOTAL BID: **Dollars: \$** _____

Value engineering is an important consideration. Please recommend any changes that may reduce overall costs below or on a separate sheet:

1. _____
2. _____
3. _____

Please identify subcontractors you intend to use and for what portion of the project below or on a separate sheet:

1. _____
2. _____
3. _____

Number of calendar days to complete work specified herein: _____ (Not more than 98 days)

The Contractor shall provide three references for similar work performed:

Reference #1:

(Name)

(Contact information)

(Name of Project)

Reference #2:

(Name)

(Contact information)

(Name of Project)

Invitation to Bid: Dormitory Remodel Project

October 27, 2025

Page 4

Reference #3:

(Name)

(Contact information)

(Name of Project)

Invitation to Bid: Dormitory Remodel Project

October 27, 2025

Page 5

Executed at _____ this _____ day of _____, 2025

Upon acceptance of this bid by the Russell Township Board of Trustees, we bind ourselves to enter into a written contract with the said Board of Trustees within ten (10) days after notice of award of contract.

Contractor must supply all information below:

By: _____
(Print Name)

Title: _____
(Owner, partner, or corporate officer)

(Company)

(Street Address)

(City, State Zip)

(Phone)

(Federal I.D. Number)

(Signature in ink)