

MASTER BID PACKET
LEAN-TO STYLE
GREENHOUSE
PROJECT

Ohio Revised Code
§3313.46

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Lean-To Style Greenhouse Project

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INVITATION TO BID
Lean-To Style Greenhouse Construction Project
BRADFORD EXEMPTED VILLAGE SCHOOL DISTRICT
760 Railroad Avenue - Bradford, Ohio 45308

Project Title:

14' x 46' Lean-To Style Greenhouse – Cross Country Frame System

Legal Notice:

Sealed bids will be received in accordance with Ohio Revised Code Section 3313.46 for construction exceeding statutory bidding thresholds.

Project Description:

Construction and installation of a custom lean-to style greenhouse designed by Cross Country Greenhouses.

Greenhouse Configuration:

Lean-to style with 4/12 roof slope

Outside frame dimensions: 14'-7" x 47'-5"

Side wall height: 5'-6"

Ridge height: 10'-6 1/8"

Knee-wall height: 36"

Structural Requirements:

Designed for 115 MPH wind load and 38 PSF snow load

Prepared for customer-provided concrete foundation

Materials:

Aluminum frame painted black

6063-T52 alloy for extrusions under 3/16"

6063-T6 alloy for extrusions 3/16" and thicker

Stainless steel fasteners

Glazing:

Roof: 6mm laminated annealed glass

Walls: 6mm tempered glass

Substitutions:

All substitutions must be listed and equal or better quality.

Bid Submission:

Include bid form, pricing, substitutions, insurance, and qualifications.

Award: Lowest responsive and responsible bidder.

INSTRUCTION TO BIDDERS

1. GENERAL

These Instructions to Bidders are issued in accordance with Ohio Revised Code §3313.46 and district policy. All bidders shall carefully review all bid documents prior to submitting a bid.

2. SCOPE OF WORK

The work includes all labor, materials, equipment, and supervision necessary to complete the Lean-To Style Greenhouse Project as specified in the bidding documents.

3. BID DOCUMENTS

Bid documents consist of the Invitation to Bid, Instructions to Bidders, Specifications, Bid Forms, Bonds, Insurance Requirements, and all addenda.

4. EXAMINATION OF DOCUMENTS AND SITE

Bidders are responsible for examining the site when applicable and all bid documents. Submission of a bid constitutes acknowledgment of familiarity with all conditions.

5. ADDENDA

Legal Advertisement

Bradford Exempted Village School District (BEVSD) will receive bids at the Superintendent's Office, BEVSD, 760 Railroad Ave., Bradford, OH 45308, for the Lean-To Style Greenhouse Project as described in the instructions to bidders until 1 pm, local time, on January 14, 2026, based upon Contract Documents prepared by Cross Country Greenhouses. The Master Bid Packet is available on the www.bradford.k12.oh.us website. Bids will be opened and read after the 1 PM final submission. Separate bids will be received for the following bid packages: Greenhouse Kit and Greenhouse Erection. Submit all questions to Skip Miller, Head of Maintenance, smiller@bradford.k12.oh.us or call 937 -448-2770, extension 1901, or his cell phone at 937 467-0020.

INSURANCE REQUIREMENTS

The successful bidder shall furnish and maintain insurance in accordance with district standards.

Minimum Insurance Limits:

Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate

Automobile Liability: \$1,000,000 combined single limit

Workers' Compensation: As required by Ohio law

Employer's Liability: \$1,000,000

The Board of Education shall be named as an Additional Insured.

Certificates of Insurance shall be submitted prior to contract execution.

TECHNICAL SPECIFICATIONS

LEAN-TO STYLE GREENHOUSE PROJECT

1. GENERAL

This section defines the minimum technical requirements for the furnishing and installation of a custom lean-to style greenhouse for an Ohio public school district. All work shall comply with Ohio Revised Code, Ohio Building Code, and applicable local regulations.

The greenhouse shall be designed and engineered by Cross Country Greenhouses or an approved equal.

2. GREENHOUSE CONFIGURATION

Type: Lean-to style greenhouse

Frame System: Cross Country straight eave frame or equivalent

Roof Slope: 4/12

Nominal Size: 14' x 46'

Outside of Frame Dimensions: 14'-7" x 47'-5"

Side Wall Height: 5'-6"

Ridge Height: 10'-6 1/8"

Knee Wall Height / Door Drop: 36 inches

3. STRUCTURAL DESIGN CRITERIA

Wind Load: Minimum 115 MPH

Snow Load: Minimum 38 PSF

Design Criteria: ASCE 7 as adopted by the Ohio Building Code

Greenhouse frame shall be engineered to resist all applicable dead, live, wind, and snow loads.

The greenhouse frame shall be prepared for installation on a customer-provided concrete foundation.

4. FRAME MATERIALS

Frame Material: Aluminum, factory painted black

Aluminum Alloy Requirements:

- All open-die aluminum extrusions less than 3/16" thickness: 6063-T52 alloy
- All open-die aluminum extrusions 3/16" thickness or greater: 6063-T6 alloy
- Ridge and gutter components: 6063-T6 alloy

All fasteners shall be stainless steel.

5. GLAZING

Roof Glazing:

- Single glass
- 6mm thickness
- Full sheet
- Laminated and annealed

Wall Glazing:

- Single glass
- 6mm thickness
- Full sheet
- Tempered

Glazing shall be installed per manufacturer's recommendations and applicable safety codes.

6. FOUNDATION AND KNEE WALL

Concrete foundation and knee wall shall be provided by the Owner.

Contractor shall coordinate installation dimensions and anchor locations with the foundation drawings and specifications.

7. SUBSTITUTIONS

All substitutions must be clearly identified in the bid submission.

Substitutions shall be equal to or better in quality, strength, durability, and performance than the specified materials.

Failure to list substitutions shall indicate full compliance with the specifications.

8. QUALITY ASSURANCE

All materials shall be new and free from defects.

Manufacturer certifications and engineering calculations shall be provided upon request.

9. WARRANTY

The contractor shall provide manufacturer warranties for frame and glazing components.

Minimum warranty period: One (1) year from date of substantial completion unless otherwise specified by the manufacturer.

BID FORM

Project: Bradford Exempted Village School District

Lean-To Style Greenhouse Project (GREENHOUSE KIT ONLY)

The undersigned, having read and examined the premises and the Contract Documents, prepared by Owner for the above-referenced Project, and the following Addenda:

Please define all substitutions and any variations to original plans. All items must be of equal or better quality as presented in the designs.

Bidder acknowledges that all Work must be completed within the time established in the Contract Documents, and that each applicable portion of the Work must be completed by the respective milestone completion dates, unless an extension of time is granted in accordance with the Contract Documents.

The undersigned Bidder submits its bid to perform all Work for the applicable Contract, in accordance with the Contract Documents, for the following sums:

ITEM 1. GENERAL CONTRACT – all specified work to complete the Project:

TOTAL LABOR AND MATERIALS, for the sum of \$ _____

Sum in words: _____

Please include details of design for substitutions

ALTERNATE ONE (CAN BE BID AS A STAND ALONE)**Lean-To Style Greenhouse Project (ERECTION ONLY)**

Please define all substitutions and any variations to original plans. All items must be of equal or better quality as presented in the designs.

Base Bid (Lump Sum): \$ _____

The undersigned bidder agrees to furnish all labor, materials, and equipment required in accordance with the bidding documents to produce said greenhouse.

Signature: _____ Date: _____

BIDDER'S CERTIFICATION

Bidder hereby acknowledges that the following representations made with the submission of this Bid Form are material and not mere recitals:

1. Bidder has read and understands the Contract Documents and agrees to comply with all requirements of the Contract Documents, regardless of whether Bidder has actual knowledge of the requirements and regardless of any statement or omission made by Bidder which might indicate a contrary intention.
2. Bidder represents that the bid is based upon the Standards specified by the Contract Documents.
3. Bidder has visited the Project site, become familiar with local conditions and has correlated personal observations about the requirements of the Contract Documents. Bidder has no outstanding questions regarding the interpretation of the Contract Documents.
4. Bidder and each person signing on behalf of Bidder certifies, and in the case of a joint or combined bid, each party thereto certifies as to such party's organization, under penalty of perjury, that to the best of the undersigned's knowledge and belief: (a) the Base Bid, any Unit Prices and any Alternate Bid in the bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such Base Bid, Unit Prices or Alternate bid with any other Bidder; (b) unless otherwise required by law, the Base Bid, any Unit Prices and any Alternate bid in the bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by Bidder prior to the bid opening, directly or indirectly, to any other Bidder who would have any interest in the Base Bid, Unit Prices or Alternate bid; (c) no attempt has been made or will be made by Bidder to induce any other individual, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
5. Bidder will enter into and execute the Contract with Owner, if a Contract is awarded on the basis of this bid, and if Bidder does not execute a Contract for any reason, other than as authorized by law, Bidder and Bidder's Surety are liable to Owner to the extent permitted by the applicable sections of the Ohio Revised Code for the additional costs involved to award a contract to the next lowest responsible bidder.
6. Bidder certifies that upon the award of a Contract, Bidder will make a good faith effort to ensure that all of the successful Bidder's employees, while working on the site of the Project, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.
7. Bidder agrees to furnish any information requested by Owner to evaluate the responsibility of Bidder.
8. Bidder represents that Bidder is not subject to a finding for recovery under ORC Section 9.24, or that Bidder has taken the appropriate remedial steps required under Section 9.24, or otherwise qualifies under this section.

9. All insurance, bonding and other requirements of this project are enforced in accordance with the Ohio Revised Code. Any and all questions relating to said project should be directed to Skip Miller at 937 448-2770

Each bid shall contain the name of every person interested therein. If Bidder is a corporation, partnership or sole proprietorship, an officer, partner or principal of Bidder, as applicable, must print or type the legal name of Bidder on the line provided and **sign the Bid Form**. If Bidder is a joint venture, an officer, partner or principal, as applicable, of each member of the joint venture shall print or type the legal name of the applicable member on the line provided and sign the Bid Form.

BIDDER'S COMPANY NAME: _____

Authorized Signature: _____

Print Name: _____ Title: _____

Mailing Address: _____

Telephone Number: _____ Fax: _____

Where Incorporated: _____ Federal Tax ID No.: _____

Contact person for Contract processing: _____

Email: _____

Bidder Agrees that the Greenhouse Kit will be delivered for assembly no later than April 1, 2026, and that actual assembly should be complete no later than May 1, 2026, unless by mutual agreement of the parties.

Bidder accepts the provision of liquidated damages of \$ 250.00 for every consecutive day after the stated date in the Notice to Proceed and along with any time extension given per change order and it may be retained from the compensation, which may be due.

CONTRACTOR QUALIFICATION STATEMENT

Bidder Name:

Business Address:

Phone:

Email:

Federal Tax ID Number:

1. Type of Business (Corporation, Partnership, LLC, Sole Proprietor): _____

2. Years in Business: _____

3. Ohio Registration / License Numbers (if applicable): _____

4. Primary Contact Person:

Name:

Title: _____ Phone / Email: _____

5. Experience with Similar Projects (attach additional sheets if necessary):

Project Name: _____

Owner: _____

Location: _____

Contract Amount: _____ Year Completed: _____

6. References (minimum of three):

Name: _____

Organization: _____ Phone / Email: _____

7. Litigation History:

Has the bidder been involved in any litigation related to construction contracts within the past five (5) years?

☐ Yes ☐ No If yes, explain: _____

8. Safety Record: EMR (Experience Modification Rate), if applicable: _____

9. Financial Capacity:

The bidder certifies that it has sufficient financial resources to perform the work described in the bid documents.

Certification:

I certify that the information provided herein is true and correct to the best of my knowledge.

Authorized Representative (Print):

Signature: _____ Title: _____

Date: _____

NON-COLLUSION AFFADAVIT

STATE OF _____)

SS:

COUNTY OF _____)

_____, being first duly sworn, deposes

(NAME)

and says that he/she is _____ for
(POSITION)

_____ the party making the fore-
(COMPANY NAME)

going proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Clark County Board of Elections or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this ____ day of _____,
_____.

NOTARY PUBLIC

My commission expires _____, _____

CONTRACTOR'S PERSONAL PROPERTY TAX AFFIDAVIT

(O.R.C. § 5719.042)

State of Ohio

County of _____, ss:

_____, being first duly sworn, deposes and says that he/she is the
(Name)

_____ of _____
(Title) (Name and Address of Contractor)
_____ (the "Contractor") and

as its duly authorized representative, states that effective this ____ day of _____,
20__,

the Contractor:

() is charged with delinquent personal property taxes on the general list of personal
property as set forth below:

County Amount (include total amount penalties and interest thereon)

Darke County \$ _____

() is not charged with delinquent personal property taxes on the general list of personal
property in any Ohio county.

(Affiant)

Sworn to and subscribed before me by the above-named affiant this ____ day of
_____, 20__.

(Notary Public)

My commission expires

_____, 20__

CONTRACTOR CERTIFICATION FORMS

NON-DEBARMENT / SUSPENSION CERTIFICATION

The undersigned certifies that the bidder is not debarred, suspended, or ineligible for participation in public contracts.

Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The bidder certifies compliance with all applicable Equal Employment Opportunity laws.

Signature: _____ Date: _____

BID GUARANTY (BID BOND)

Each bid shall be accompanied by a Bid Guaranty in the amount of five percent (5%) of the total bid relating to the assembly of Greenhouse Kit.

The Bid Guaranty shall be in the form of:

- A Bid Bond issued by a surety company authorized to do business in the State of Ohio, OR
- A certified check, cashier's check, or letter of credit payable to the Board of Education

The Bid Guaranty is submitted as assurance that the bidder, if awarded the contract, will enter into a contract and furnish the required Contract Bonds.

Failure to submit a Bid Guaranty in the proper form and amount shall render the bid non-responsive, pursuant to Ohio Revised Code §153.54 and §3313.46.

CONTRACT BONDS (PERFORMANCE AND PAYMENT BOND)

The successful bidder shall furnish a Performance and Payment Bond in the amount of one hundred percent (100%) of the contract sum.

The bonds shall:

- Be issued by a surety company licensed to do business in the State of Ohio
- Guarantee the faithful performance of the contract
- Guarantee payment of all labor, materials, and equipment

The Performance and Payment Bond shall be submitted within ten (10) days of Notice of Award and prior to execution of the contract.

Failure to furnish the required bonds shall constitute a default and may result in forfeiture of the Bid Guaranty.