

**INSTRUCTIONS TO BIDDERS**  
**Classroom Renovations- Maysville Center**

**MUSKINGUM VALLEY EDUCATIONAL SERVICE CENTER (MVESC)**

**Treasurer's Office**  
**205 North Seventh Street**  
**Zanesville, OH 43701**

For further information contact:

**Danielle Devoll**

**Treasurer**

**Phone: 740-452-4518**

**Email: [danielle.devoll@mvesc.org](mailto:danielle.devoll@mvesc.org)**

**MAYSVILLE CENTER PROJECT GENERAL BIDDING REQUIREMENTS**

The Muskingum Valley Educational Service Center is seeking bids from eligible bidders for the renovation of classroom space at the Maysville Center. The project is for the renovation of the Maysville Center, 2929 Maysville Pike, Zanesville, Ohio 43701. Renovations include installation of cubicles, doors, drywall, millwork, and sound insulation as well as completing rough and finish of carpentry throughout, and painting of walls, doors, and ceiling.

Sealed bids will be received via delivery or mail until 12:00 P.M. local time on the 8th day of July, 2024, at the office of Mrs. Danielle Devoll, Treasurer, 205 North Seventh Street, Zanesville, Ohio 43701

Envelopes shall be plainly marked: **Maysville Center Project** on the left, lower corner of the envelope.

Submit signed original bid and one (1) copy of the bid.

All bids must conform to applicable statutory law, Board policies, administrative guidelines, general bidding requirements, and the attached Project specifications.

All bids must be submitted on the [bid form](#) attached hereto and must state the name of every person and/or entity possessing a financial interest in the proposed contract with the Board. **No bid shall be considered unless made on MVESC's forms. Legible information must be given in the spaces provided.** Said form must be completed in its entirety, either typewritten or handwritten in ink, and signed by the bidder. No oral, telephonic, or telegraphic bids, or bid modifications will be considered by the Board. All bids must be sealed when submitted.

All bids must be accompanied by either a bid and performance bond in the full amount of the bid tendered as a guarantee that the bidder will, if the award is made to the bidder, enter into a proper contract with the Board, or a certified check, cashier's check, money order, or letter of credit in an amount equal to ten percent (10%) of the bid tendered as a guarantee that the bidder will, if the award is made to the bidder, enter into a proper contract with the Board and furnish a performance bond for the amount of the contract at the time the bidder executes the contract. All such bonds, certified checks, cashier's checks, money orders, and letters of credit must be payable to the Board. In addition to the foregoing, the attached Contractor's Personal Property Tax Affidavit must be included with all bids.

No bid may be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of the bids.

The Treasurer will publicly open and read aloud all bids in the presence of at least one witness on July 8<sup>th</sup>, 2024, at 12:05 P.M. local time in the Board Office located at 205 North Seventh Street, Zanesville, Ohio 43701.

Any bid that is incomplete, conditional, obscure, contains additions not requested, or contains irregularities of any kind, or that does not conform with the applicable statutory law or Board policies, or with these general bidding requirements or the attached Project specifications, shall be grounds for rejection of such bid by the Board. Late bids will not be accepted and will be returned unopened.

The Board intends to accept the bid submitted by the lowest responsive and responsible bidder. In determining whether a bidder is deemed "responsible," the Board will consider the bidder's experience, financial condition, conduct, and performance on previous contracts, facilities, management skills, and ability to execute the contract properly. The bidder must provide all information and evidence necessary for the Board to make such a determination.

**Notwithstanding the foregoing, the Board expressly reserves the right to waive any irregularities or informalities in the bidding process. Additionally, the Board expressly reserves the right to reject any and all bids and, if it desires, to subsequently re-bid the contract.**

All bidders must promptly provide any additional information that is requested by the Board.

The Board must approve all contracts resulting from competitive bids prior to being awarded.

## Renovation of the Maysville Center Project Specifications

### Contact:

Danielle Devoll [danielle.devoll@mvesc.org](mailto:danielle.devoll@mvesc.org) 740-452-4518  
205 N 7<sup>th</sup> Street  
Zanesville Ohio 43701

### Bid deadline:

July 8<sup>th</sup>, 2024 at 12:00 P.M.

### Project scope:

Renovation of an open concept 3,000 sq ft facility

- Retrofit facility to house 12 10' x 10' cubicle classrooms and an additional 16' x 14' room
- Installation of 18 interior/exterior solid core doors
- Complete rough and finish carpentry throughout
- Install and finish millwork
- Installation of door hardware
- Installation and finish of drywall for new walls
- Interior painting of all walls, ceilings, and doors
- Installation of sound insulation throughout

### Work schedule:

Start date July 10<sup>th</sup>, 2024

Project needs to be completed by August 1<sup>st</sup>, 2024

