

Invitation to Bid – Volume I

The City of Cincinnati invites qualified and experienced bidders to submit sealed bids for the following:

ITB 273C909408

Sinton Campus Renovation for Cincinnati Parks

PROJECT DESCRIPTION: This project consists of a 2.5-acre site redevelopment project including renovations to 15,000 square foot Sinton garage, constructing a new 3,250 square foot auxiliary building, constructing a new 3,700 square foot biochar production facility, and improving the associated site.

COMMODITY CODE(S): 09901: General Construction

ISSUE DATE: October 28, 2026

MANDATORY & NON-MANDATORY PRE-BID MEETINGS: The City will host two (2) Pre-Bid meetings:

1. Non-Mandatory in-person site visit on Wednesday November 4, 2026, at 12:30PM EST at 2080 Sinton Ave, Cincinnati OH, 45206
2. Mandatory virtual pre-bid meeting on Tuesday November 10, 2026 at 1:00PM EST at the Teams link on Page 2.

QUESTIONS DUE: November 17, 2026 at 12:00PM EST

BIDS DUE: December 15, 2026 at 12:00PM EST

BUYER OF RECORD AND AUTHORIZED COMMUNICATION: Margaret Allen-Elkanick at Margaret.Elkanick@cincinnati-oh.gov. Starting on the date a procurement solicitation is issued and expiring on the date the contract is awarded, actual and prospective respondents or bidders (including their representatives or persons acting on their behalf) are prohibited from contacting any City employees other than the assigned Buyer or a representative from the City's Office of Procurement, in any manner regarding this solicitation. Any contact other than with the assigned Buyer or the City's Office of Procurement during the no contact period may be justification for rejection of the violator's bid.

VENDOR REGISTRATION AND ONLINE BID SUBMISSION: <https://vss.cincinnati-oh.gov/vssprod/Advantage4>

UNOFFICIAL BID RESULTS: <https://www.cincinnati-oh.gov/noncms/cmgr/business-opportunities>

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/283536727352984?p=LVKFeq2wEL25ZnzhMd>

Meeting ID: 283 536 727 352 984

Passcode: oG6LC2rX

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 513-666-2177,,527040317#](#) United States, Cincinnati

[Find a local number](#)

Phone conference ID: 527 040 317#

Join on a video conferencing device

Tenant key: cincinnati-ohio@m.webex.com

Video ID: 111 191 354 7

[More info](#)

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

1. Purpose and Organization of Solicitation

The City has organized this solicitation into the following volumes. Each volume serves a distinct purpose. Bidders are responsible for reviewing and complying with all requirements contained in all volumes.

Volume 1 – Solicitation Instructions and Award Methodology

This volume contains the rules, procedures, timelines, administrative requirements, and award methodology governing this solicitation. Unless specifically incorporated into the resulting contract, the provisions of this volume are intended to govern the solicitation process and not the administration of the resulting contract.

Volume 2A – Specifications / Scope of Work

This volume contains the project-specific technical requirements, scope of work, specifications, drawings, plans, schedules, performance requirements, and other requirements describing the goods, services, or construction being solicited.

Volume 2B – Contract Terms and Conditions

This volume contains the terms and conditions that will govern the resulting contract, purchase order, master agreement, or other award instrument. By submitting a Bid, the Bidder acknowledges and accepts the terms and conditions contained within this volume unless exceptions are expressly permitted by the solicitation and identified in the Bid.

Volume 3 – Pricing Forms

This volume contains all pricing forms, bid schedules, rate sheets, and other information used to determine the Bidder's proposed pricing.

Volume 4 – Vendor Response Packet

This volume contains the forms, certifications, questionnaires, affidavits, acknowledgements, and other documents that must be completed and submitted by the Bidder as part of its response.

Bidders are responsible for reviewing all volumes and submitting a complete response in accordance with the requirements of this solicitation. Failure to submit all required information may result in the Bid being determined non-responsive.

In the event of a conflict between solicitation documents, the order of precedence is as follows:

1. Volume 2B – Contract Terms and Conditions
2. Volume 1 – Solicitation Instructions and Award Methodology
3. Volume 2A – Specifications/Scope of Work
4. Volume 4 – Vendor Response Packet
5. Volume 3 – Pricing Forms

The more specific provision shall govern over the more general, except that the Method of Award in Volume 1 shall control over any conflicting language elsewhere in the solicitation.

2. Instructions to Bidders

2.1 Electronic Bidding

This solicitation is designated as an electronic bid pursuant to City Municipal Code 321-24. No hard copy, faxed, or emailed bids will be accepted unless expressly authorized by the City.

Bidders shall submit all required documents electronically through the City's Vendor Self Service (VSS) system at <https://vss.cincinnati-oh.gov/vssprod/Advantage4>. Bidders must use the forms, pricing schedules, and submission documents provided as part of this solicitation unless otherwise authorized by the City.

Bids must be received through the VSS system prior to the Bid Due Date and Time specified in this solicitation. The Bidder is solely responsible for ensuring its submission is successfully uploaded and received prior to the deadline. The City shall not be responsible for delays resulting from internet connectivity issues, software problems, system access issues, user error, or other circumstances affecting the Bidder's ability to submit a timely response.

2.2 Vendor Registration

Bidders must be properly registered and authorized to conduct business with the City through the City's Vendor Self Service (VSS) system prior to submitting a Bid. It is the responsibility of each Bidder to maintain current and accurate vendor registration information throughout the procurement process.

By submitting a Bid through the VSS system, the individual submitting the Bid represents that they are authorized to act on behalf of the Bidder and to legally bind the Bidder to the terms, conditions, pricing, certifications, and commitments contained in the Bid.

For assistance with vendor registration, account access, or VSS login issues, contact Vendor Support at 513-352-3269 or vendor.support@cincinnati-oh.gov.

2.3 Submission Requirements

Bidders shall submit all information required by this solicitation, including all completed forms, certifications, pricing documents, and supporting materials identified within the solicitation documents.

The City reserves the right to determine whether a submission is responsive to the requirements of the solicitation.

Failure to provide required information may result in the Bid being rejected, deemed non-responsive, or otherwise excluded from consideration

2.4 Organization of Bid Submission

Unless otherwise specified, Bidders shall organize their submissions in accordance with the procurement volumes identified in this solicitation.

Required forms, certifications, questionnaires, pricing documents, and supporting materials shall be submitted in the manner prescribed by the solicitation.

2.5 File Format Requirements

Bidders shall submit files in the formats specified by the solicitation.

Unless otherwise authorized:

- Pricing forms shall be submitted in their original electronic format.
- Supporting documentation shall be submitted in searchable PDF format whenever practicable.
- Files shall not be password protected or otherwise restricted from review by the City.

The City reserves the right to reject files that cannot be opened, reviewed, or evaluated.

2.6 Bid Validity Period

In compliance with this invitation of bids and subject to all conditions listed herein, the bidder offers and agrees: if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in, accordance with the specification applying and the price set opposite each item.

2.7 Specifications

Unless otherwise stated by the bidder the bid will be considered as being in strict accordance with the specifications outlined in the Bid Document. Reference to a particular trade name, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment, and supplies, However the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted described in the bid and approved by the City.

2.8 Withdrawal or Modification of Bids

A Bid may be modified or withdrawn at any time prior to the Bid Due Date and Time through the City's electronic procurement system.

Following the Bid Due Date and Time, Bids may not be modified, withdrawn, or amended except as permitted by applicable law.

2.9 Mandatory Pre-Bid Meetings and Site Visits

When identified as mandatory on the cover page of this solicitation, attendance at a pre-bid meeting, site visit, or both shall be a condition of responsiveness.

Failure to attend a mandatory pre-bid meeting or site visit may result in the Bid being deemed non-responsive.

When identified as non-mandatory, attendance is encouraged but not required.

2.10 Failure to Execute Contract

The Apparent Successful Bidder shall execute the contract and provide all required documentation within the time specified by the City. Failure to do so may result in rejection of the Bid, forfeiture of any required bid security, and award to the next eligible Bidder. The City reserves the right to take additional action, including determining the Bidder to be ineligible or initiating debarment proceedings, in accordance with applicable laws and City policies.

3. Communications and Questions

3.1 Communications During the Solicitation Process

The Buyer identified on the cover page of this solicitation shall serve as the City's primary point of contact regarding this procurement unless otherwise authorized by the City.

From the date of issuance of the solicitation until award, Bidders shall direct all questions, requests for clarification, and other communications regarding this procurement to the designated Buyer.

Bidders shall not rely upon information provided by any person other than the designated Buyer or information provided through a written addendum issued by the City.

Nothing in this section shall prohibit communications that are unrelated to this solicitation or otherwise required by law.

3.2 Questions and Requests for Clarification

Bidders are encouraged to review the solicitation documents thoroughly and submit questions regarding any portion of the solicitation that is unclear, incomplete, or appears inconsistent.

Questions shall be submitted via email to the City's designated Buyer no later than the date and time identified on the cover page of this solicitation.

Questions received after the stated deadline may not be answered.

The City reserves the right to consolidate, paraphrase, or otherwise modify questions for purposes of clarity and administration.

3.3 Interpretation of Bid and/or Contract Documents

No oral statement, explanation, interpretation, or instruction given by any City employee, representative, consultant, or agent shall modify the solicitation documents or be binding upon the City.

Bidders shall not rely upon verbal communication when preparing a Bid.

Only written information issued by the City through an addendum shall be considered official.

3.4 Addenda

The City reserves the right to modify, clarify, correct, or supplement the solicitation documents through the issuance of one or more addenda.

Addenda shall become part of the solicitation documents and shall be binding upon all Bidders.

Bidders are responsible for monitoring the solicitation and obtaining all addenda issued prior to the Bid Due Date.

Failure to acknowledge or incorporate an addendum may result in a Bid being deemed non-responsive.

3.5 Public Records

Bidders are advised that information submitted to the City may be subject to disclosure in accordance with applicable public records laws.

4. Method of Award

4.1 Basis of Award

Unless otherwise specified in this solicitation, award shall be made to the Bidder(s) whose Bid is determined by the City to be the lowest and best Bid in accordance with the requirements of this solicitation and applicable law.

The City reserves the right to make awards in the manner determined to be in the best interest of the City and consistent with the award methodology identified in this solicitation.

4.2 Award Method

The City intends to make award(s) using the following methodology:

The City anticipates making up to four (4) awards under one (1) Contract as a result of this solicitation.

4.2.1 Combination Bid

This project is being bid as a combination bid. In accordance with the Cincinnati Municipal Code requirements for public construction projects, certain specialty trades are solicited separately. Bidders may submit bids for one or more of the following contract categories, as applicable to their qualifications and scope of work:

- General Construction
- Plumbing
- Electrical
- Mechanical
- Combination Bid

NOTE: if bidding a combination bid, bidders **must** also submit pricing for General Construction.

Bidders are not required to submit bids for all trades. However, bidders must clearly identify the contract category or categories for which they are submitting a bid and complete all applicable bid forms.

Separate pricing is required for each trade category being bid. The City will evaluate bids and may award individual trade contracts, combination contracts, or other contract arrangements as permitted by the solicitation documents and applicable law. The trade breakdowns are provided for bid evaluation and contract award purposes and do not alter the scope of work required by the contract documents.

4.3 Additional Evaluation Criteria – Not Applicable

4.4 Pricing Interpretation

Prices shall be stated in the unit of quantity specified in the Bid Documents.

In the event of a discrepancy in computing the total Bid amount, the unit prices quoted shall govern and the total amount shall be adjusted accordingly, unless otherwise determined by the City.

The City reserves the right to correct arithmetic errors and to determine the intended pricing based on the information provided.

4.5 Unbalanced Bidding

Prices should be quoted in the units requested. The City may reject a Mathematically Unbalanced Bid if the Bid is also Materially Unbalanced, if in the opinion of the City Purchasing Agent it is in the best interest of the City to do so.

A Mathematically Unbalanced Bid is a bid containing lump sum or unit price items that do not include reasonable labor, equipment, and material costs plus a reasonable proportionate share of the Bidder's overhead costs, other indirect costs, and anticipated profit.

A Materially Unbalanced Bid is when the City determines that there is a reasonable doubt that award to the bidder submitting the mathematically unbalanced bid will result in the lowest ultimate cost to the City.

4.6 Responsibility of Bidder

The City reserves the right to determine whether a Bidder is responsible, including but not limited to consideration of the Bidder's experience, financial capacity, facilities, equipment, past performance, and ability to perform the Work.

The City may request additional information from the Bidder to evaluate responsibility. Failure to provide such information may result in the Bid being deemed non-responsive or the Bidder being determined non-responsive.

4.7 Tie Bids

In the event of a tie, the City reserves the right to determine the award in the best interest of the City, including but not limited to consideration of delivery, past performance, or other relevant factors.

4.8 Reservation of Rights

The City reserves the right to:

- Reject any or all Bids;
- Waive minor informalities or irregularities;
- Request clarification of any Bid;
- Correct arithmetic errors;
- Determine responsiveness and reject for non-compliance;
- Make multiple awards where determined to be in the best interest of the City;
- The award of any contract resulting from this solicitation is subject to the availability of funds. The City reserves the right not to award a contract if sufficient funding is not available.
- Take any other action permitted by applicable law.

5. Bidder Representations

By submitting a Bid, the Bidder represents, certifies, acknowledges, and agrees as follows:

5.1 Authority to Bind Company

The individual submitting the Bid is authorized to act on behalf of the Bidder and has the authority to legally bind the Bidder to the terms, conditions, pricing, and commitments contained within the Bid.

5.2 Non-Collusion

The Bid has been developed independently and has been submitted without collusion, consultation, communication, or agreement with any other Bidder or competitor for the purpose of restricting competition or influencing the outcome of the solicitation.

5.3 Accuracy and Completeness of Submission

All information provided by the Bidder is true, accurate, complete, and current to the best of the Bidder's knowledge.

The Bidder acknowledges that the City may rely upon information submitted as part of the Bid when evaluating responses and making an award determination.

5.4 Compliance with Applicable Laws

The Revised Code of the State of Ohio, the Charter of the City of Cincinnati, and all City ordinances, insofar as they apply to the laws of competitive bidding, contracts, and purchases are made a part hereof. All laws of the United States of America, the State of Ohio and the City of Cincinnati applicable to the products or services covered herein are made a part hereof.

5.5 Debarment and Suspension

The Bidder certifies that neither the Bidder, nor any principal, officer, partner, owner, or other person having a substantial interest in the Bidder, is currently debarred, suspended, declared ineligible, or otherwise prohibited from doing business with the City of Cincinnati or any other governmental entity, except as disclosed by the Bidder in writing.

5.6 Acceptance of Solicitation Requirements

Except as expressly identified within the Bid, the Bidder acknowledges that it has reviewed the solicitation documents and agrees to comply with the requirements contained therein.

6. Post Solicitation/Pre-Award Requirements

The apparent successful Bidder shall comply with all applicable pre-award requirements identified in this solicitation. Failure to timely provide required documentation, certifications, forms, bonds, insurance, or other information may result in the Bidder being deemed non-responsive, the award being rescinded, or the City proceeding to the next eligible Bidder.

6.1 Tax Compliance Requirements

Vendors awarded a contract should be taxpayers in good standing with the City of Cincinnati. To verify your firm's standing and receive a verification letter, contact the City's Income Tax Division. The taxpayer in good standing request form can be found at <https://docs.cincinnati-oh.gov/form/coc/taxpayergoodstanding>. Please allow three (3) business days for processing after receipt of your request.

7. Solicitation-Specific Administrative Requirements – Not Applicable