



## Addendum No. 1

### Fairfield County Forest Rose Electrical Improvements

January 13, 2026

This Addendum supplements and amends the original and subsequent documents making up the Owner's Project Requirements (OPR) and shall be accounted for in preparing proposals and shall become part of the OPR/Contract Documents. This Addendum is issued to qualified proposers of record. It is the proposer's responsibility to forward this Addendum information to all affected suppliers and subcontractors and/or adjust relative to the proposal/bid.

#### General Clarifications:

1. Pre-proposal meeting and walk-through was held on Friday, January 9, 2026.
2. For Additional Site Visits, Contractors may reach out to Jared Hicks at 740-605-4062
3. **Proposal Due Date Revision:**
  - a. Due to Monday January 19, 2026, being a holiday. **The Proposals will be due on Tuesday January 20, 2026, at 1:00 PM** at the Fairfield County Board of Development Disabilities Office located at 795 College Ave, Lancaster, OH 43130.
4. Provide any additional clarifications, assumptions, etc. to your proposal as you deem necessary.
5. The Design-Build Contractor shall be selected on best value and scope completeness and not just pricing.
6. This project will be prevailing wage, and certified payrolls will be requested as part of the project.
7. The Design-Build Contractor shall also provide bid bond as part of the bid/proposal.
8. The Design-Build Contractor shall provide protection of the owner's equipment and furniture while work is being completed.
9. The Design-Build Contractor shall provide a daily cleanup of the work area.



10. See Revised Pre-Proposal Meeting Agenda/Notes attached with revised dates.
11. Pre-proposal Sign sheet is attached.
12. The contractors shall include two background checks in their bid (one for on-site superintendent and job-site foreman). The background cost is \$25 per person. The background check will be a BCI background check facilitated through Fairfield County Board of Developmental Disabilities.

**Specification Clarifications:**

1. Revise date in Public Notice section from July 19<sup>th</sup>, 2026 to January 20, 2026. See new specification section attached.
2. References found in the specifications to “Office Facility Alterations and a New Maintenance Building” were changed to “Forest Rose Electrical Improvements 2026” in the following specifications sections attached:
  - a. Contractor’s Qualifications Statement
  - b. Bid Guaranty and Contract Bond
  - c. Contract Bond
  - d. Certificate of Substantial Completion
  - e. Contractor’s Waiver & Release Affidavit
  - f. Subcontractors, Suppliers Waiver & Release Affidavit
  - g. Contractor’s Final Waiver & Release Affidavit
  - h. Subcontractors, Suppliers Final Waiver & Release Affidavit
  - i. Notice of Commencement for Public Improvement
  - j. Notice to Surety and to Surety’s Agent

**END OF ADDENDUM NO. 1**



# Forest Rose Electrical Improvements 2026

Friday, January 9, 2026

SIGN-IN SHEET			
Name	Company	Phone	Email
BRIAN GEARY	PROLINE ELECTRIC	614-271-1889	BRIAN@PROLINE-ELECTRIC.COM
Jared Hicks	FCBDD	740-605-4062	Jared.Hicks@fairfieldcountyoio.gov
taylor peeps	FCBDD		taylor.peeps@fairfielddd.com
Todd McCullough	FCBDD	740-652-7220	
ERIC BOOTHER	COUNTY FIRM	614.588.3450	eboother@COUNTYFIRM.ORG

## Pre-Proposal Meeting Agenda

January 9, 2026

**NOTE: This document is a part of the OPR proposal request documentation**

### Project:

**Fairfield County Board of Developmental Disabilities:  
Forest Rose School Electrical Improvements 2026 Project**  
739 College Avenue, Lancaster, Ohio 43130

### Agenda:

#### **I. Introductions**

- a. Owner – Fairfield County
  - i. Mr. Todd McCullough, Director of Operations
- b. Criterion Engineer/Owner's Advocate – County FIRM
  - i. Eric Booher, P.E. – Director of Operations
  - ii. Tommy Poole - Engineer
  - iii. Joe Sokol, Regional Director of Professional Services
- c. Selected Design-Build Contractor Team(s)
  - i. Electrical Power
  - ii.

#### **II. Goals of Pre-Proposal Meeting – Prepare Proposers for Delivery of Qualified Proposals**

- a. General Items:
  - i. Refer to Add No 1. For Pre-Proposal Meeting Attendance Sheet
  - ii. Bid Info – **January 20, 2026 @ 1 PM** via process and location indicated
  - iii. Bid Bond & Bid Form as prescribed
  - iv. Contract duration – County will adjust based on approvals and Notice of Intent, but Contractor expected to do pre-contract final design & coordination as soon as notified: TARGET to complete entirety of project prior to School start August 2026.
  - v. Letter of Intent right after Proposals, Contract prep & approval phase after
- b. Describe Expected Work - refer to Bid Form and Owner's Program of Requirements (OPR) Docs distributed prior to this meeting and subsequently distributed.
  - i. PROJECT SITE: Forest Rose School, 739 College Avenue, Lancaster, OH 43130
  - ii. BASE:



1. Removal of existing electrical main distribution panel, breaker panels and transformer.
  2. Installation of new main distribution panel, breaker panels and transformer.
  3. Provide new panel indexes and panel labeling.
  4. Provide final O&M manuals and as-builts for the project.
  5. **Includes ALLOWANCE by Bid Line Item (to be included w/ Proposals)**
    - a. **Base ITEM 1 Forest Rose School Electrical Improvements 2026: \$25,000.00.**
- iii. ALTERNATE Scope Items beyond BASE Scope Line Item:
1. ALT 1: Tracing/Marking of existing circuits in the panels being replaced.
- c. Describe Delivery of the Work – Performance Specification Single Proposal
- d. Describe Anticipated Timeframes – monies are encumbered, proceed from proposals to contract negotiations without delay, key is being ready for full system operation as allowable by Project Schedules/Site Completions.
- e. Established Pre-Proposal Communication pathways
- i. RFI-style E-mail preferred: to Eric Booher, [ebooher@countyfirm.org](mailto:ebooher@countyfirm.org)
  - ii. Voice questions are not allowed.
  - iii. County FIRM will publish all pertinent Non-PROPRIETARY info/answers to RFIs.
- Last date for Proposer Questions is January 13, 2026 by Noon.**

### III. Scope of Work

- a. Project Development/History
- b. Current Targets
  - i. Update Electrical Power Infrastructure – by Proposer as required for coordinated Scopes of Work and existing Electrical
    1. Proposer to provide Power for new Scopes of Work as designed/required.

### IV. Project Framework and Delivery

- a. Single Performance Specification (includes applicable portions of vendor-based Final designs) Agreement with Contractor. The Project (This Project is NOT “Plan-&-Spec” construction) is to include:
  - i. Options for BASE, ALTs & applicable Value-add Proposals/Clarifications.
  - ii. Electrical Prime with appropriate Main Structural, General, Plumbing, & Low Voltage Electrical (as applicable), subject to Fairfield County/County FIRM reviews and subsequent approvals.



- iii. Final Planning & Design (this includes scopes related to applicable plan reviews, permits and approvals & detailed coordination/support from chosen/pre-arranged Vendors).
- iv. Coordination & Project Management.
- v. Complete Turn-Key Installation Services AND provision of spec'd Documentation.
- vi. County requires Contractor to provide Bond for their Work/Proposal – refer to published Front End documents from County.

**V. Owner's Project Requirements (OPR)**

- a. Project Pre-Planning Documents, as applicable
  - i. Overall Narratives, Study & Related documents – as applicable
  - ii. Asbestos inspection documents – as applicable, not anticipated.
- b. Front-End Documents
  - i. Instructions & Notices
  - ii. Bid/Proposal Forms
  - iii. Specified Wages/Agreements
  - iv. Anticipated Forms of Contract-Agreement/Supplemental information
- c. Specifications
  - i. Overall Criteria, Descriptions and Boundaries
  - ii. Specific Sections/information as applicable to Owner's Standards, choices & preferences
- d. Drawings – Schematic Not-to-Scale (not 'Dimensioned' set) with Best-Scale 'reference' Plans as available – refer to published online link.
  - i. Schematic and Specific Demolition
  - ii. Schematic and Targeted Update Descriptions
- e. Reference & Product Data Information, as applicable:
  - i. [https://drive.google.com/drive/folders/1iZUD0-GqrxOZt3\\_vucVZ-Z1jtIgxGBNZ?usp=sharing](https://drive.google.com/drive/folders/1iZUD0-GqrxOZt3_vucVZ-Z1jtIgxGBNZ?usp=sharing)

**VI. Anticipated Project Schedule items**

- a. **Design-Build Proposals Due to County January 20, 1:00 p.m. est.**
  - i. Single Turnkey Bid Price – Lump Sum
    - 1. Standard Bonding requirements apply
    - 2. Specified Wage schedules apply
    - 3. Bid/Proposal submission as noted – confirm with Front End requirements
  - ii. Confirmation of Project Schedule targets
- b. Pre-Proposal Walk-Thru
  - i. Initial: January 9, 2026 at 9:00 a.m.
  - ii. Planned Subsequent Times

1. As Scheduled with County Personnel – minimum 48 hour notice
- c. Bidders Scope-Reviews – Targeted **January 21, 2026**
  - i. Selection Criteria: Best Value (Schedule, Scope & Pricing).
- d. Recommendation/Selection of Best VALUE Bid/Proposal- Target: **January 21, 2026**
- e. Construction Targets:
  - i. Begin, Upon Board of DD Approvals & Valid Notice-to-Proceed – by January 27, 2026.
    1. Notice of Intent to award (end of January) is expected to instigate ‘paperwork/submittal’ preparations while final Orders are being approved (February) – to make best/flexible progress for all parties.
  - ii. Complete Commissioning of Project by mid-August 2026.

## VII. Important Discussion Items:

- a. Asbestos Abatement – arranged by County direct with Abatement Contractors.
  - i. None anticipated.
- b. Simultaneous Projects – County may have standard projects going on during the Construction period/breaks. Bidders must be prepared to Coordinate Construction efforts/timing.
  - i. None at current time.
- c. Work Access: building areas will be fully usable by the County during planned Construction Period. Construction activities that may impact Building Schedules will need to be worked-around (no “free” access can be planned for, but County is committed to coordination to help project).
  - i. Overtime/Shutdown/Weekend Efforts will likely be required to complete Work in time, including any required crane/rig lifts.
    1. Expected End-of-Day is 4:30 p.m.
    2. **Coordinated** Work in Electrical Rooms during Standard days is allowable.
    3. **Coordinated Electric Shutdowns** Work in Electrical Rooms is REQUIRED.
  - ii. Parking – some is available at/near jobsite in designated areas only.
  - iii. Entry/Staging: Coordination with Fairfield County DD Facilities/Security Personnel is required.
- d. Security: Background checks and Screening/Badging **could** be required.
- e. Salvage Rights – Fairfield County DD reserves the rights to retain any contractor-removed items. For all items not retained by County, the Contractor is responsible for complete disposal.
- f. Specific Construction Items:
  - i. Cleanliness – daily requirement for all areas



280 N. High Street  
Columbus, Ohio 43215  
Phone (614) 588-3450

- ii. As-built Documents – must provide accurate records for Electrical Power
- iii. Project Meetings
  - 1. Periodic Progress Meetings with Key Staff may be required.

**VIII. Questions**

**IX. Subsequent Tour of work areas – after Pre-Proposal Meeting.**

**This Meeting Agenda and subsequent NOTES are to be considered a part of the OPR Documents being used to prepare the Performance Spec Proposals. Please notify the writer if any items are not clear enough as stated or omitted as understood from the discussions.**

Eric M. Booher, P.E.  
County FIRM  
280 N. High Street  
Columbus, Ohio 43215  
614-588-3450 mobile  
[ebooher@countyfirm.org](mailto:ebooher@countyfirm.org)

## Public Notice

FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
795 College Avenue  
Lancaster, Oh 43130

### Request for Proposals for Forest Rose School Electrical Improvements

Fairfield DD is requesting proposals for Electrical Improvements including labor, material, and services necessary for updating the Electrical Power Infrastructure at; Forest Rose School, 739 College Ave., Lancaster. More details are provided in the specifications. Qualified bidders shall have until 1pm on **January 20<sup>th</sup>, 2026** to submit their sealed proposal to Todd McCullough, 795 College Ave., Lancaster, Oh 43130.

Proposals submitted after this time will NOT be accepted. Proposals will be publicly opened and read at 1:00pm on July 19<sup>th</sup>, 2026 at the Administration Building, 795 College Ave., Lancaster, Oh. Bids shall comply with standards set forth in the Request for Proposals (RFP) posted for download on the Fairfield DD website at: <https://www.fairfielddd.com>. Printed copies are available at the Administration Building, 795 College Ave., Lancaster, Oh during business hours.

Proposals must be submitted in a sealed envelope, and clearly marked, "SEALED RFP FOR FOREST ROSE SCHOOL ELECTRICAL IMPROVEMENTS". Fairfield DD reserves the right to reject any and all bids in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP. Fairfield DD is an Equal Opportunity Employer. Bidders are required to certify equal employment opportunity and drug-free workplace, among other certifications required in the bid documents.

# CONTRACTOR QUALIFICATIONS STATEMENT

SUBMITTED TO: Fairfield County Board of Commissioners

SUBMITTED BY: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Principal Office: \_\_\_\_\_

Indicate the form of organization:     Corporation  
     Partnership  
     Individual  
     Joint Venture  
     Other

NAME OF PROJECT: **Forest Rose Electrical Improvements 2026** Project for the Fairfield County Board of Developmental Disabilities

Complete the following information. Attach additional sheets as needed to provide the requested information.

## 1. ORGANIZATION

1.1 How many years has your organization been in business as a Contractor? \_\_\_\_\_

1.2 How many years has your organization been in business under its present business name? \_\_\_\_\_

1.2.1 Under what other or former names has your organization operated?

\_\_\_\_\_  
\_\_\_\_\_

1.3 If your organization is a corporation, answer the following:

1.3.1 Date of incorporation: \_\_\_\_\_

1.3.2 State of incorporation: \_\_\_\_\_

1.3.3 President's name: \_\_\_\_\_

1.3.4 Vice President's name(s): \_\_\_\_\_

1.3.5 Secretary's name: \_\_\_\_\_

1.3.6 Treasurer's name: \_\_\_\_\_

1.4 If your organization is a partnership, answer the following:

1.4.1 Date of organization: \_\_\_\_\_

1.4.2 Type of partnership (if applicable): \_\_\_\_\_

1.4.3 Name(s) of general partner(s): \_\_\_\_\_

1.5 If your organization is individually owned, answer the following:

1.5.1 Date of organization: \_\_\_\_\_

1.5.2 Name of owner: \_\_\_\_\_

1.6 If the form of your organization is other than those listed above, describe it and name the principals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. LICENSING

2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

\_\_\_\_\_  
\_\_\_\_\_

2.2 List jurisdictions in which your organization’s partnership or trade name is filed.

\_\_\_\_\_  
\_\_\_\_\_

3. EXPERIENCE

3.1 List the categories of work that your organization normally performs with its own forces.

\_\_\_\_\_

3.2 Claims and Lawsuits (If the answer to any of the questions below is yes, please attach details.)

3.2.1 Has your organization ever failed to complete any work? \_\_\_\_\_

3.2.2 Within the last five (5) years has your organization or any of its officers initiated any Claims, had any Claims initiated against it or them, or been involved in or is currently involved in any mediation or arbitration proceedings or lawsuits suits related to any construction project, or has any judgments or awards outstanding against it or them? \_\_\_\_\_

\_\_\_\_\_ If the answer is yes, please attach the details for each Claim, including the names and telephone numbers of the persons who are parties, the amount of the Claim, the type of Claim and basis for the Claim, and the outcome.

Note: As used in this document “Claim” means a Claim initiated under the Contract Documents for a project.

3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

\_\_\_\_\_  
If the answer is yes, please attach details for each instance, including the names and telephone numbers of the persons who are parties to the contract, and the reason(s) the contract was not completed.

3.4 On a separate sheet, list construction projects your organization has in progress with an original Contract Sum of more than \$100,000.00, giving the name of project, owner and its telephone number, design professional and its telephone number, contract amount, percent complete and

scheduled completion date.

3.4.1 State total amount of work in progress and under contract: \$\_\_\_\_\_

3.5 Provide the following information for each contract your organization has had during the last 5 years, including current contracts, where the Contract Sum is 50% or more of the bid amount for this Project, including add alternates. If there are more than 10 of these contracts only provide information on the most recent 10 contracts, including current contracts.

Project And Work	Contract Sum	Owner's Representative & Telephone Number	Engineer's or Architect's Representative Name & Telephone Number

3.5.1 Provide the following information for each project your organization has had during the last 5 years, which your organization believes is of comparable or greater size and complexity than the Owner's project. If there are more than 5 of these projects, only provide information on the most recent 5 projects, including current projects.

Project And Work	Contract Sum	Owner's Representative & Telephone Number	Engineer's or Architect's Representative Name & Telephone Number

3.5.2 State average annual amount of construction work your organization has performed during the last five years. \$ \_\_\_\_\_

3.5.3 If any of the following members of your organization's management--president, chairman of the board, or any director--operates or has operated another construction company during the last 5 years, identify the member of management and the name of the construction company.

\_\_\_\_\_

\_\_\_\_\_

3.5.4 If your organization is operating under a trade name registration with the Secretary of State for the State of Ohio, identify the entity for which the trade name is registered. If none, state "none."

\_\_\_\_\_

3.5.5. If your organization is a division or wholly-owned subsidiary of another entity or has another relationship with another entity, identify the entity of which it is a division or wholly-owned subsidiary or with which it has another relationship and also identify the nature of the relationship. If none, state "not applicable."

\_\_\_\_\_

3.6 On a separate sheet, list the construction education, training and construction experience for each person who will fill a management role on the Project, including without limitation the Project Executive, Project Engineer, Project Manager, and Project Superintendent. For each person listed, include with the other information the last three projects on which the person worked and the name and telephone number of the Design Professional and the Owner.

4. REFERENCES

4.1 Trade References: \_\_\_\_\_  
\_\_\_\_\_

4.2 Bank References: \_\_\_\_\_  
\_\_\_\_\_

4.3 Surety:

4.3.1 Name of bonding company: \_\_\_\_\_

4.3.2 Name and address of agent: \_\_\_\_\_  
\_\_\_\_\_

5. FINANCING

5.1 Financial Statement

5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

- Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);
- Net Fixed Assets;
- Other Assets;
- Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes); and
- Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

5.1.2 Name and address of firm preparing attached financial statement, and date prepared:  
\_\_\_\_\_  
\_\_\_\_\_

5.1.3 Is the attached financial statement for the identical organization named on page one?  
\_\_\_\_\_

5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary). \_\_\_\_\_  
\_\_\_\_\_

5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction? \_\_\_\_\_

Certification. The undersigned certifies for the reliance of the Owner that after diligent investigation, to the best of the undersigned's belief, the information provided with this Contractor Qualifications Statement is true, accurate and not misleading.

SIGNATURE

Dated at this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_ [PRINT NAME]

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OHIO,  
County of \_\_\_\_\_, ss:

\_\_\_\_\_, being duly sworn, deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

SEAL

BID GUARANTY AND  
CONTRACT BOND  
(O.R.C. § 153.571)

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_  
\_\_\_\_\_ ("Contractor") as principal and \_\_\_\_\_  
\_\_\_\_\_ as surety are hereby held and firmly bound unto the Board of  
Commissioners for Fairfield County, Ohio, as obligee in the penal sum of the dollar amount of the bid  
submitted by the principal to the obligee on \_\_\_\_\_, 202\_\_\_\_, to undertake the construction of  
the **Forest Rose Electrical Improvements 2026** Project (the "Project"). The penal sum referred to herein  
shall be the dollar amount of the principal's bid to the obligee, incorporating any additive or deductive  
Alternates made by the principal on the date referred to above to the obligee, which are accepted by  
the obligee. In no case shall the penal sum exceed the amount of \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$\_\_\_\_\_). (If the foregoing blank is not filled in, the penal sum will be the  
full amount of the principal's bid, including add Alternates. Alternatively, if the blank is filled in the amount  
stated must not be less than the full amount of the bid including add Alternates, in dollars and cents. A  
percentage is not acceptable.) For the payment of the penal sum well and truly to be made, we hereby  
jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas the above named principal has  
submitted a bid for work on the Project.

Now, therefore, if the obligee accepts the bid of the principal and the principal fails to enter into a  
proper contract in accordance with the bid, plans, details, specifications, and bills of material; and in the  
event the principal pays to the obligee the difference not to exceed ten percent (10%) of the penalty hereof  
between the amount specified in the bid and such larger amount for which the obligee may in good faith  
contract with the next lowest bidder to perform the work covered by the bid; or in the event the obligee does  
not award the contract to the next lowest bidder and resubmits the project for bidding, the principal pays to  
the obligee the difference not-to-exceed ten percent (10%) of the penalty hereof between the amount  
specified in the bid, or the costs, in connection with the resubmission, of printing new contract documents,  
required advertising, and printing and mailing notices to prospective bidders, whichever is less, then this  
obligation shall be null and void, otherwise to remain in full force and effect; if the obligee accepts the bid  
of the principal and the principal within ten (10) days after the awarding of the contract enters into a proper  
contract in accordance with the bid, plans, details, specifications, and bills of material, which said contract  
is made a part of this bond the same as though set forth herein.

Now also, if the said principal shall well and faithfully do and perform the things agreed by said  
principal to be done and performed according to the terms of said contract; and shall pay all lawful claims  
of subcontractors, materialmen, and laborers, for labor performed and materials furnished in the carrying  
forward, performing, or completing of said contract; we agreeing and assenting that this undertaking shall  
be for the benefit of any materialman or laborer having a just claim, as well as for the obligee herein; then  
this obligation shall be void; otherwise the same shall remain in full force and effect; and surety shall  
indemnify the obligee against all damage suffered by failure of the principal to perform the contract  
according to its provisions and in accordance with the plans, details, specifications, and bills of material  
therefor and to pay all lawful claims of subcontractors, materialmen, and laborers for labor performed or  
material furnished in carrying forward, performing, or completing the contract and surety further agrees and  
assents that this undertaking is for the benefit of any subcontractor, materialman, or laborer having a just  
claim, as well as for the obligee; it being expressly understood and agreed that the liability of the surety for  
any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions in or to the terms of the said contract or in or to the plans or specifications therefore shall in any wise affect the obligations of said surety on its bond, and does hereby waive notice of any such modifications, omissions or additions to the terms of the contract or to the work or to the specifications.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_

PRINCIPAL

By: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

\_\_\_\_\_

SURETY

By: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Surety's Address: \_\_\_\_\_

Surety's Telephone Number: \_\_\_\_\_

Surety's Fax Number: \_\_\_\_\_

\_\_\_\_\_

SURETY'S AGENT

Surety's Agent's Address: \_\_\_\_\_

Surety's Agent's Telephone Number: \_\_\_\_\_

Surety's Agent's Fax Number: \_\_\_\_\_

NOTE: The Contract Bond form that follows is to be used **ONLY** by a bidder that is awarded a contract and submits a form of bid guaranty other than the combined Bid Guaranty and Contract Bond with its bid. If a bidder submits a combined Bid Guaranty and Contract Bond, then the bid guaranty becomes the contract bond when the contract is awarded.

AIA Bid Bond or Payment and Performance Bond forms are not acceptable for this Project.

CONTRACT BOND  
(O.R.C. § 153.57)

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned ("Contractor"), as principal, and \_\_\_\_\_, as surety, are hereby held and firmly bound unto the Board of Commissioners for Fairfield County, Ohio ("Owner") as obligee, in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas, the above-named principal did on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, enter into a contract with the Owner for construction of the **Forest Rose Electrical Improvements 2026** Project (the ("Project")), which said contract is made a part of this bond the same as though set forth herein:

Now, if the said Contractor shall well and faithfully do and perform the things agreed by the Contractor to be done and performed according to the terms of said contract; and shall pay all lawful claims of subcontractors, materialmen, and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said contract; we agreeing and assenting that this undertaking shall be for the benefit of any materialman or laborer having a just claim, as well as for the obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions in or to the terms of the said contract or in or to the plans or specifications therefore shall in any wise affect the obligations of said surety on its bond, and does hereby waive notice of any such modifications, omissions or additions to the terms of the contract or to the work or to the specifications.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
(PRINCIPAL)

\_\_\_\_\_  
(SURETY)

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surety's Address: \_\_\_\_\_

\_\_\_\_\_

Surety's Telephone Number: \_\_\_\_\_

Surety's Fax Number: \_\_\_\_\_

\_\_\_\_\_  
NAME OF SURETY'S AGENT

Surety's Agent's Address: \_\_\_\_\_

\_\_\_\_\_

Surety's Agent's Telephone Number: \_\_\_\_\_

Surety's Agent's Fax Number: \_\_\_\_\_

CERTIFICATE OF SUBSTANTIAL COMPLETION

Project:

Contract For:

**Forest Rose Electrical Improvements 2026**

General Contract

OWNER:

CONTRACTOR: [insert name and address]

Fairfield County Board of Commissioners

[Redacted]

The Design Professional hereby certifies that the Date for Substantial Completion of the Contractor’s Work as set forth in the Owner-Contractor Agreement is:

[Redacted]  
(Insert Date for Substantial Completion of the Work)

The Design Professional hereby certifies that the Date for Substantial Completion in the Contractor’s Agreement with the Owner (the “Agreement”), as extended by Change Orders and Claims submitted by the Contractor that have been Finally Resolved, as defined below, is:

- 1. Date for Substantial Completion in the Agreement (above): [Redacted]
- 2. Additional days added to Date for Substantial Completion by Change Order: [Redacted]
- 3. Additional days added by Claims that have been Finally Resolved: [Redacted]
- 4. Date for Substantial Completion in the Contract Adjusted by days under No. 2 and No. 3 [Redacted]

“Finally Resolved” means that the Design Professional has made a decision (or declined to make a decision) on the Claim under the General Conditions and that any litigation regarding the Claim has been concluded.

The Design Professional certifies that the Contractor’s Work to the best of the Design Professional’s knowledge, information, and belief was Substantially Complete, as Substantial Completion is defined in the Contract Documents, on [Redacted].

The Design Professional hereby certifies that the difference between (a) the Date for Substantial Completion adjusted by the days under No. 2 and No. 3 above and (b) the date the Contractor’s Work was Substantially Complete is [Redacted] days.

NOTICES OF DELAY. The Design Professional hereby certifies that all “NOTICES OF DELAY” submitted by the Contractor and described in the General Conditions are attached to this Certificate. This certification is solely for the purpose of identifying all “NOTICES OF DELAY” submitted by the Contractor and is not intended to imply that any of these NOTICES OF DELAY were properly submitted in accordance with Contract Documents or are valid.

STATEMENT OF CLAIM FORMS. The Design Professional hereby certifies that all Statement of Claim Forms described in the General Conditions and submitted by the Contractor are attached to this Certificate. This certification is solely for the purpose of identifying all Statement of Claim Forms submitted by the

Contractor and is not intended to imply that any of these Statement of Claim Forms were properly submitted in accordance with Contract Documents or are valid.

PUNCHLIST ITEMS. A list of items to be completed by the Contractor is attached to this Certificate. The failure to include items on this list does not change the responsibility of the Contractor to complete its Work in accordance with the Contract Documents. The Contractor shall complete all items on the Punchlist in accordance with the Contract Documents.

Security, maintenance, utilities, damage to the Work and insurance are the responsibility of the Owner and the Contractor based on their operations pursuant to final completion of the Work.

Copies of this Certificate were provided to the Contractor and the Owner on [REDACTED]

Signature: \_\_\_\_\_

Date [REDACTED]

CONTRACTOR'S WAIVER & RELEASE AFFIDAVIT  
("AFFIDAVIT")

Project: **Forest Rose School Electrical Improvements 2026 Project**

The undersigned hereby acknowledges receipt of payment for all Work on the Project through the date of the prior Application for Payment by the Fairfield County Board of Commissioners (the "Owner") with which it has a contract for the Project.

In return for said payment, and/or pursuant to certain contractual obligations of the undersigned, the undersigned hereby waives and releases any rights it has or may have through the date of the last Application for Payment to any and all types of claims relating to the Project, including without limitation claims of payment, Mechanic's Lien, stop notice, equitable lien, labor and material bond, breach of contract or unjust enrichment, or any other claim against the Owner, for any labor, materials, or equipment the undersigned may have delivered or provided to the Project, except for any Claims the undersigned has made by properly and timely submitting a Statement of Claim form. The undersigned further certifies that this Affidavit covers claims by all contractors, subcontractors, and suppliers who may have provided any labor, material, or equipment to the Project through the undersigned or at the undersigned's request. The undersigned acknowledges that all such contractors, subcontractors, sub-subcontractors and suppliers have signed an affidavit in the form of this Affidavit releasing any and all claims against the Owner, except for any Claims the undersigned has made by properly and timely submitting a Statement of Claim form. The undersigned hereby represents and warrants that it has paid any and all welfare, pension, vacation or other contributions required to be paid on account of the employment by the undersigned of any laborers on the Project.

This Affidavit is for the benefit of, and may be relied upon by the Owner. The undersigned hereby agrees to indemnify, defend and hold harmless each of the foregoing, the Project, work of improvement, and real property from any and all claims, or liens that are or should have been released in accordance with this Affidavit.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature (Company Officer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

State of: \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_. The notarial  
act certified hereby is a jurat. An oath or affirmation was  
administered to the signer with regard to the notarial act  
certified to hereby.

Notary Public: \_\_\_\_\_

My Commission Expires:

SUBCONTRACTORS, SUPPLIERS  
WAIVER & RELEASE AFFIDAVIT  
("AFFIDAVIT")

Project: **Forest Rose School Electrical Improvements 2026 Project**

The undersigned hereby acknowledges receipt of payment for all Work on the Project through the date of the prior Application for Payment by the Contractor ("Contractor") with which it has a contract.

In return for said payment, and/or pursuant to certain contractual obligations of the undersigned, the undersigned hereby waives and releases any rights it has or may have through the date of the Contractor's last Application for Payment and to any and all types of claims relating to the Project, including without limitation claims of payment, Mechanic's Lien, stop notice, equitable lien, labor and material bond, breach of contract or unjust enrichment, or any other claim against the Contractor, the Contractor's surety, and/or the Fairfield County Board of Commissioners (the "Owner"), for any labor, materials, or equipment the undersigned may have delivered or provided to the Project, except for any Claims the undersigned has made by properly and timely submitting a Statement of Claim form, a copy of which has been delivered to the Owner. The undersigned further certifies that this Affidavit covers claims by all contractors, subcontractors and suppliers through the date of the Contractor's last Application for Payment who may have provided any labor, material, or equipment to the Project through the undersigned or at the undersigned's request. The undersigned acknowledges that all such contractors, subcontractors, sub-subcontractors and suppliers have signed an affidavit in the form of this Affidavit releasing any and all claims against the Contractor, the Contractor's surety, and/or the Owner, except for any Claims made by properly and timely submitting a Statement of Claim form a copy of which has been delivered to the Owner. The undersigned hereby represents and warrants that it has paid any and all welfare, pension, vacation or other contributions required to be paid on account of the employment by the undersigned of any laborers on the Project.

The undersigned agrees that upon receipt of the payment from the Contractor with respect to the Contractor's current Application for Payment, it shall, if applicable, immediately execute and cause to be filed or recorded a legally effective Satisfaction of Lien, Release of Lien, or any other legal instrument necessary to cause prejudicial dismissal and release of any lien, encumbrance, lawsuit, or other claim against the Contractor, the Contractor's surety and the Owner, the property where the Project is located, and/or any surety bond posted by the Contractor or the Owner to the extent of the foresaid payment. Upon request of the Contractor, the undersigned shall provide proof of having complied with this obligation.

This Affidavit is for the benefit of, and may be relied upon by, the Contractor, the Contractor's surety and the Owner. The undersigned hereby agrees to indemnify, defend and hold harmless each of the foregoing, the Project, its Work, and real property from any and all claims, or liens that are or should have been released in accordance with this Affidavit and from any liability, cost, or expense incurred as a result of any breach of this Affidavit by the undersigned.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature (Company Officer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

State of: \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_. The notarial act certified hereby is a jurat. An oath or affirmation was administered to the signer with regard to the notarial act certified to hereby.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

CONTRACTOR'S FINAL WAIVER & RELEASE AFFIDAVIT  
("AFFIDAVIT")

Project: **Forest Rose Electrical Improvements 2026 Project**

In consideration for payment received from the Fairfield County Board of Commissioners (the "Owner") in the amount requested in Contractor's Final Application for Payment to the Owner, the receipt of which is hereby acknowledged, the undersigned Contractor hereby waives and releases any rights it has or may have to any and all types of claims relating to the Project, including without limitation claims of payment, Mechanic's Lien, stop notice, equitable lien, labor and material bond, breach of contract or unjust enrichment, or any other claim against the Owner, for any labor, materials, or equipment the undersigned may have delivered or provided to the Project, except for any Claims the undersigned has made by properly and timely submitting a Statement of Claim form. The undersigned further certifies that this Affidavit covers claims by all contractors, subcontractors, and suppliers who may have provided any labor, material, or equipment to the Project through the undersigned or at the undersigned's request. The undersigned acknowledges that all such contractors, subcontractors, sub-subcontractors and suppliers have signed an affidavit in the form of this Affidavit releasing any and all claims against the Owner, except for any Claims the undersigned has made by properly and timely submitting a Statement of Claim form. The undersigned hereby represents and warrants that it has paid any and all welfare, pension, vacation or other contributions required to be paid on account of the employment by the undersigned of any laborers on the Project.

This Affidavit is for the benefit of, and may be relied upon by the Owner. The undersigned hereby agrees to indemnify, defend and hold harmless each of the foregoing, the Project, work of improvement, and real property from any and all claims, or liens that are or should have been released in accordance with this Affidavit.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature (Company Officer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

State of: \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_. The notarial  
act certified hereby is a jurat. An oath or affirmation was  
administered to the signer with regard to the notarial act  
certified to hereby.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

SUBCONTRACTORS, SUPPLIERS FINAL  
WAIVER & RELEASE AFFIDAVIT  
("AFFIDAVIT")

Project: **Forest Rose School Electrical Improvements 2026** Project

Upon receipt of payment in the amount of \$ \_\_\_\_\_ received from \_\_\_\_\_ ("Prime Contractor") the undersigned Subcontractor or Supplier waives and relinquishes all rights of lien or claim that it may have either in law or equity (including but not limited to rights under Ohio Mechanics' Lien Laws, O.R.C. 1311.01 et seq.) with respect to the construction project known as **Forest Rose Electrical Improvements 2026** Project ("the Project"), for all labor, all equipment, and/or materials provided to or on behalf of the Project throughout its entirety, except for claims previously made pursuant to the agreement in place between Subcontractor or Supplier and Prime Contractor, and any lien previously perfected and remaining unreleased.

The undersigned Subcontractor or Supplier acknowledges and agrees that such payment represents final payment in full for all such labor, equipment and/or materials including retainage, if any, and that the Subcontractor or Supplier has completed its work on the Project. The undersigned Subcontractor or Supplier certifies that all amounts have been paid by the Subcontractor or Supplier for all work or materials furnished by others to the Subcontractor or Supplier for which the Subcontractor or Supplier has received previous payments from Prime Contractor, and Subcontractor or Supplier acknowledges that Prime Contractor is now making payment to the Subcontractor or Supplier in reliance upon such certification. The undersigned Subcontractor or Supplier further certifies that it will pay all amounts lawfully owing for all work or materials furnished by others to the Subcontractor or Supplier with the payment received from Contractor referenced herein.

This Affidavit is for the benefit of, and may be relied upon by, the Contractor, the Contractor's surety and the Owner. The undersigned hereby agrees to indemnify, defend and hold harmless each of the foregoing, the Project, its Work, and real property from any and all claims, or liens that are or should have been released in accordance with this Affidavit and from any liability, cost, or expense incurred as a result of any breach of this Affidavit by the undersigned.

IN WITNESS WHEREOF, the undersigned has caused this Affidavit to be executed by its authorized representative as of the date indicated below.

THE INDIVIDUAL SIGNING THIS AFFIDAVIT REPRESENTS THAT HE/SHE IS AUTHORIZED TO DO SO.

SUBCONTRACTOR OR SUPPLIER:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature (Company Officer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

State of: \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_. The notarial act certified hereby is a jurat. An oath or affirmation was administered to the signer with regard to the notarial act certified to hereby.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

NOTICE OF COMMENCEMENT  
FOR PUBLIC IMPROVEMENT  
(Ohio Revised Code § 1311.252)

State of Ohio,  
County of Fairfield; ss:

[NAME] the [TITLE] for Fairfield County Board of Commissioners being first duly sworn, gives the following information with respect to the public improvement described herein:

1. The name of the public improvement is the **Forest Rose Electrical Improvements 2026** Project (the "Project").
2. The Project is located at Fairfield County Board of Developmental Disabilities, 795 College Avenue, Lancaster, Ohio 43130.
3. The name and address of the public authority are:

Fairfield County Board of Commissioners  
210 E. Main Street, #301  
Lancaster, Ohio 43130

4. The name and address of the Principal Contractor working on the Project is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Point of Contact: \_\_\_\_\_

5. The name and address of the surety or sureties, guaranteeing payment of the obligation of the Principal Contractor are as follows:

Surety:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surety Agent:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The date the public authority first executed a contract with a principal contractor for the public improvement was \_\_\_\_\_, 202\_.
7. The following representative of the public authority should be served with a lien affidavit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

with a copy to:

Mark Evans  
Bricker & Eckler LLP  
100 South Third Street  
Columbus, Ohio 43215

The foregoing is true and accurate to the best of my knowledge and the information available to me.

\_\_\_\_\_  
signature

\_\_\_\_\_ printed name

Subscribed and sworn to before me a notary public this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, by \_\_\_\_\_, the \_\_\_\_\_ for \_\_\_\_\_. The notarial act certified hereby is a jurat. An oath or affirmation was administered to the signer with regard to the notarial act certified to hereby.

My Commission Expires:  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Date: \_\_\_\_\_

SENT BY REGULAR U.S. MAIL

Surety: [Name]

[Address]  
\_\_\_\_\_  
\_\_\_\_\_

Surety's Agent: [Name - Include name of individual who signed bond]

[Address]  
\_\_\_\_\_  
\_\_\_\_\_

Re: Notice of Award of Contract from the Fairfield County Board of  
Commissioners for **the Forest Rose School Electrical Improvements  
2026 Project**

To Whom It May Concern:

You are notified that your principal, [Contractor Company Name], has been awarded a contract for construction of the **Forest Rose Electrical Improvements 2026 Project** in the amount of \$[Contract Sum] by the Fairfield County Board of Commissioners. If the Contract Sum increases at any time, the penal sum of the surety bond shall be increased to equal one hundred percent of the Contract Sum. The Project Owner reserves the right to reject any and all proposals or bids until the contract is signed by Owner.

Thank you,

[Representative of Owner Printed  
Name], [Title]

NOTICE TO SURETY AND TO SURETY'S AGENT

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