

## **SECTION 3: INFORMATION FOR AND INSTRUCTIONS TO BIDDERS**

Information as to the time and place of receiving proposals, the requirement of the guarantee and the procedures appropriate to obtaining plans and specifications, together with other facts, is given in the Advertisement found herein.

### **LOCATION**

The work is located at various locations on Lorain Road from West 221 Street to North Olmsted border.

### **EXAMINATION OF CONTRACT DRAWINGS AND SPECIFICATIONS**

Bidders are advised to carefully examine the contract drawings and specifications for the proposed work. The contract drawings show the surface and other underground structures and utilities likely to affect the prosecution of the work, insofar as they have been determined, but the information shown is not guaranteed as being correct and complete, bidders being expected to examine the contract drawings and the location of the work upon the ground and to judge for themselves after consultation with Owners of the utilities as to the location and depth of existing gas lines, water lines, telephone lines, and the respective connections and appurtenances. And, further, to judge for themselves all the circumstances affecting the cost of the work and the time required for its completion.

### **CONDITION OF WORK**

Each bidder must inform himself fully of the conditions relating to construction and labor under which the work is now being or will be performed. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of the contract documents and to complete the contemplated work for the consideration set forth in this bid.

The Contractor shall keep himself fully informed and shall comply with all existing and future laws, ordinances, and regulations of the Federal, State and County and Municipal Governments, in any manner, affecting his employees, or the conduct of the work, or the materials used or employed in the work.

### **EXAMINATION OF SITE**

The bidder's attention is directed to the necessity of examining the site of the proposed work before submitting a proposal. Also, before submitting a proposal, bidders are required to fully inform themselves of all conditions relating to construction and labor, under which the work will be or is now being prosecuted. The submission of a proposal will be deemed as an acknowledgment by the bidder that all conditions and difficulties that may be encountered in the execution of the work are fully and completely appreciated, and that the drawings, specifications and form of contract are fully understood.

Subject to the convenience of the Owner, prospective bidders will be permitted to explore the site by making borings or digging test pits. In such event, the work shall be done at the sole expense and risk of the bidder and he shall maintain and restore the site to a condition of safety.

The Contractor must, at his own risk, inspect the site(s) of the proposed work and assume all risk as to the nature and behavior of the soil and/or water which are both beneath the work and adjacent to together with any difficulties that may occur due to quicksand or other unfavorable conditions whether such conditions be apparent upon surface inspection or be disclosed only in the process of carrying forward the work.

### **APPROXIMATE QUANTITIES**

Proposals will be compared on the basis of the estimate of the quantity of work to be done and materials to be furnished as stated in the proposal forms provided herein. The quantities are approximate only. The bidder is presumed to have verified the quantities, and he is required to report any discrepancies to the Engineer before the date scheduled for taking bids. The Owner expressly reserves the right to increase, decrease, or omit any item(s) that it may deem advisable. Payments will be determined by measurements and computations of the amount of work actually performed as specified in the Contract and as ordered by the Engineer.

**PREPARATION OF PROPOSALS**

Each bidder must submit a bid for each and every item of the proposal submitted, and failure to do so will render his bid irregular and subject to rejection.

Proposals must be submitted on the prescribed forms. All blank spaces for bid prices must be filled in, in ink, with the unit or lump sum price for each item as requested therein. All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, his address, and the name of the project for which the bid is submitted. Do not disassemble the specifications book. The entire book is to be submitted with your bid.

**PRICES BID**

Prices shall be stated in figures in the appropriate places in the proposal for the various items, and all bids may be considered informal which contain items not specified in the form of bids.

In the event that there is a discrepancy between the total prices, the unit prices shall govern. No bid will be accepted which does not contain unit or lump sum prices for every item contained in the proposal forms.

Bids will be compared on the basis of the schedule of approximate quantities contained herein. The lowest bid will be determined upon the basis of the aggregate cost.

**INFORMATION SUBMITTED WITH BID**

In considering bids for the contract, particular attention will be given to material which the Contractor proposes to use. Of special concern will be the procedure the Contractor intends to follow in using experienced and trained persons in the construction of the work specified herein.

Furthermore, the Contractor must, prior to the award of the contract, be prepared to discuss in detail, all matters relating to these special features of the work with the end in view that the Municipality will obtain high grade workmanship.

**PROGRAM AND METHOD OF CONSTRUCTION**

In considering bids for this work, the order of execution, methods of construction, and general conduct of the work and the arrangement of the construction plant will be given particular attention. Attention is called to the fact that the Contractor shall conduct his work so that there shall be no undue interference with traffic or inconvenience to local residences.

**RIGHT TO ACCEPT OR REJECT PROPOSALS**

The City reserves the right to reject any or all proposals, or parts thereof, to waive any informalities or irregularities in the proposals received. Unbalancing of a bid may be a cause for rejection.

**ADDENDA AND INTERPRETATIONS**

Neither the City nor the Engineer will make any oral interpretation of the meaning of the plans, specifications or other contract documents, to any bidder, nor will any preference or approval be expressed in any way for any material or equipment prior to the receipt of the proposals. Oral interpretations or clarifications will be without legal effect.

If any person who contemplates the submission of a proposal is in doubt as to the true meaning of any part of the plans, specifications or other proposed contract documents, he may submit to the Engineer, at least eight (8) days prior to the date set for the receiving of proposals, a written request for an interpretation thereof. The person submitting the request will be responsible for its delivery.

In event of any error, omission or discrepancy in the contract drawings or between the drawings and specifications, the bidder shall request an interpretation in writing in advance of the taking of bids. Failing to do so, the Contractor must accept the ruling of the Engineer as to the correct intent.

Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be faxed to the respective number furnished for such purposes), not later than three (3) days prior to the date fixed for the receiving of proposals to all parties of record as having taken out a complete set of plans and specifications. Failure of any bidder to receive any addendum or interpretation shall not relieve the bidder from any obligation under his bid as submitted. All addenda so issued shall become a part of the contract documents and must be attached to each proposal.

The bidder shall be responsible to check for Addenda and obtain same from the web site: [www.ctconsultants.com/bidinfo/index.html](http://www.ctconsultants.com/bidinfo/index.html).

#### **DEFAULTER**

No contract will be awarded to any bidder who is in arrears to said City upon debt or contract, or who is a defaulter as surety or likewise upon any obligation to said City.

#### **BID SECURITY**

No proposal will be considered unless accompanied by a bond in an amount equal to one-hundred percent (100%) of the total bid drawn in favor of the City of Fairview Park, or a certified check, cashier's check, or letter of credit drawn on a solvent bank in Cuyahoga County made payable to the City of Fairview Park in an amount not less than ten percent (10%) of the total amount of the bid as prescribed in Ohio Revised Code Section 153.54. The bid guaranty shall be conditioned upon the execution of the Contract and the furnishing of a contract bond in the event the Contract is awarded to the bidder. The bid guaranty bond shall be in the same form as shown in Section 5.103 hereof. The bond must show the full mailing address for the company acting as surety, and the full name, mailing address and telephone number of the office, business or agency actually issuing the bond. If a certified check, cashier's check or a letter of credit is submitted, then the bidder must also submit as part of its bid a Consent of Surety form as set forth in Section 5.104 hereof from an approved Surety Company licensed to conduct business in the State of Ohio. Bond must meet the satisfaction of the City's Law Director.

All deposits made with bids herein will be returned to the person making the same after the contract is formally awarded and secured, and/or within sixty (60) days of the receipt of bids. Bond shall remain in force until the contract has been fully executed to the full satisfaction of the City.

In case a bidder to whom a contract award is made shall fail to execute and secure a contract within ten (10) days after notice of award in writing, the award shall be vacated and the deposit forfeited. In case of bid bond, the face amount of the bond shall be immediately payable to the City.

#### **DISPOSITION OF BID SECURITY**

After the receipt of bids, the two (2) lowest responsible bidders will be determined. The deposits made with all other bids will be returned as soon as the low bids are determined, but in any case, not more than sixty (60) day following the opening of bids. The remaining deposits will be returned as soon as a contract is executed and secured. In case the bidder to whom such award is made shall fail to execute and secure a contract within ten (10) days, the award shall be vacated and deposit forfeited as liquidated damages, and the contract awarded to the next lowest responsible bidder, who shall thereupon execute the contract and furnish the required bond or security for the performance of the contract within ten (10) days or forfeit his deposit as liquidated damages.

#### **SIGNATURE OF BIDDERS**

The firm, corporate, or individual name of the bidder must be signed by the bidder in the space provided for the signatures on the proposal blank. In the case of a corporation, the title of the officer signing must be stated and such officer must be thereunto duly authorized. In case of a partnership, the signature of at least one of the partners must follow the firm name, using the term "doing business as \_\_\_\_\_" or "Sole Owner". The bidder shall further state in his proposal the name and address of each person or corporation interested herein.

#### **WITHDRAWAL OF PROPOSAL**

No bidder may withdraw his bid for a period of sixty (60) days after the opening of bids.

COMPETENCY OF BIDDER

No bid will be considered unless the bidder shall have furnished evidence satisfactory to the City that he has the necessary facilities, ability and financial resources to fulfill the conditions of the contract or several contracts and specifications.

BIDDER'S AFFIDAVIT

Each bidder is required to submit with his bid an affidavit stating that neither he nor his agents nor any other party for him has paid or agreed to pay, directly or indirectly, a person, firm, or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will be hereafter paid.

Each bidder who is a foreign corporation, that is, a corporation not chartered in Ohio but licensed to do business in Ohio is required to submit with his bid an affidavit duly executed by the President or General Manager of the corporation, stating in said affidavit that said foreign corporation has, in accordance with the provisions of the General Code of the State of Ohio, obtained a certificate authorizing it to do business in the State of Ohio. (These certificates or certified copies of them are obtainable from the Tax Commission of Ohio at Columbus.)

NON-COLLUSION AFFIDAVIT

The successful bidder will be required to submit a non-collusion affidavit in the form included in the proposal herein. This affidavit shall be dated and executed after the opening of bids and before the award of the contract is made.

CONTRACT BOND

Each bidder must provide a Bid Guaranty and Contract Bond in the form provided by 153.571 of the Ohio Revised Code in the full amount of his proposal, which bond shall cover the entire Contract until final acceptance by the City of this improvement. The form of the bond is provided in Section 5.103 hereof.

The Contract Bond shall include a clause governing the payment of subcontractors, material men and laborers. The Bond must include the full mailing address of the Surety Company, and the full name and mailing address and telephone number of the office, business, or agency actually issuing the bond.

The bond shall be purchased through a Surety Company with a local agent upon whom service of process can be made. In event of failure of surety or co-surety, the contractor shall immediately furnish a new bond, as required herein. The Contractor's bond will not be released until all provisions of the contract have been fulfilled.

TIME-CONTRACT AWARD, EXECUTION, APPROVAL & COMPLETION

Proposals for the performance of the work covered by this contract may be held by the Owner for a period of sixty (60) days after the receipt of proposals and shall continue in full effect during that period and shall not be subject to withdrawal.

If no contract shall have been awarded within sixty (60) days from the receipt of proposals, any proposal may be withdrawn or nullified by the party or parties submitting the same but in the absence of such action shall be deemed to be confirmed and extended in time and for as long as permitted by the proposers thereof. Except to persons who submit the lowest and next lowest bids, all deposits made with bids will be returned as soon as the two (2) lowest responsible bidders are determined by the Engineer.

The party or parties submitting a proposal will be required to execute a written contract with approved sureties within ten (10) days from the date of service of notice to that effect.

A written contract with sureties approved may be held by the Owner for a period of ninety (90) calendar days following the date of award of contract, and, if not then approved, as by law required, shall be null and void, provided that the Contractor or second party thereof may permit the extension of said ninety (90) day period.

Work shall be commenced within ten (10) days from the date of a notice from the Owner to proceed with work. Any work performed prior to the date of said notice to proceed with work will be at the Contractor's sole instance and expense, and such

work may or may not be paid for according as the Owner is enabled by formal contract therefore.

The time for completion of the contract shall be that fixed on the bid proposal sheet.

#### EXECUTION OF CONTRACT

The bidder to whom the contract may be awarded will be required to execute a written contract with approved sureties within the (10) days from the date of the service of the notice to that effect. In case he shall fail to do so, the bid security accompanying his proposal shall thereupon be forfeited to and the amount thereof retained by the Municipality as liquidated damages for any expense or delay which may be incurred in making another letter for the performance of said work, and to indemnify said owner for any loss which it may sustain by failure of the bidder to execute the contract and furnish bond as aforesaid, and the work may be re-advertised or let to the next higher or next best bidder, as the Owner may determine.

A bidder to whom a contract is awarded and who is a corporate body shall furnish, at the time of the execution of the contract, a resolution of the directors of the corporation, bearing the seal of the corporation, evidencing authority of the officer signing the contract to do so. A copy of this proof shall be attached to each copy of the contract.

#### LIABILITY INSURANCE

The Contractor shall carry public liability and Contractor protective public liability insurance for personal injury in the minimum amount as stated in the "General Provisions" of these specifications.

The Contractor shall carry property damage and Contractor's protective property damage insurance in the minimum amounts as stated in the "General Provisions" of these specifications.

Should any part of the work covered by this contract involving work at the site of the project be sublet, the Contractor shall furnish satisfactory proof of insurance of the sub-contractor and in the amounts deemed necessary and required by the Owner to provide insurance protection which in the aggregate will be equal to that specified for the principal contractor if no work were sublet, such insurance to be written in the name of the subcontractor to cover work to be performed by him and his employees.

Should any part of the work covered by this contract involving work at the site of the project be sublet, the principal contractor shall carry both public liability and property damage and protective or contingent public liability and additional to the separate public liability and property damage insurance required to be carried by the subcontractor.

The Contractor shall furnish the Owner with satisfactory proof of coverage of the insurance required, and neither he nor any subcontractor shall commence work until such proofs have been submitted and the insurance approved by the Owner.

#### PERMITS

The Contractor shall take out all necessary permits from municipal or other public authorities, and shall give all notices required by law or municipal ordinance. The charge or fee for any permit issued by the owner will be assumed by the Owner, but any other fees will be borne by the Contractor.

#### STATE OR FEDERAL TAXES

The Contractor's attention is called to the "General Provisions" of these specifications relative to Local and/or State Income Taxes.

#### WATER SUPPLY

Water will be supplied by the Contractor at his expense. The entire expense of water and having the water conveyed about the work must be borne by the Contractor, and the cost of this shall be considered as having been included in the unit or lump sum prices stipulated for the various items of the work to be done under this contract.

#### ASSIGNMENT

Assignment of this contract, or any part thereof, or any funds to be received thereunder by the Contractor will be subject to the approval of the Owner. Any such assignment shall contain a clause to the effect that is agreed that the funds to be paid the assignee under the assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said contract in favor of all persons, firm, or corporations rendering such services or supplying such materials.

#### PROGRESS SCHEDULE

The Contractor shall prepare and submit to the Engineer **AT THE PRECONSTRUCTION MEETING**, a progress schedule of a type and in a manner satisfactory to the Owner, showing graphically the progress rate on which time for completion is based. Should the progress of the work fall behind this schedule to such extent that the completion date may not be met, and if the Contractor, after written notice to that effect makes no substantial effort to speed up his work and to meet the schedule, then the Owner may notify the Contractor's Surety of the circumstances or may declare the work abandoned or forfeited and proceed according to the provisions of this contract. The cost for his additional manpower or for providing overtime shall be borne solely by the Contractor.

#### PAYMENT BOND

The Bid Guaranty and Contract Bond provided for in Section 5.103 hereof shall include a clause governing the payment of subcontractors, materialmen and laborers.

The bond shall be purchased through a Surety Company with a local agent upon whom service of process can be made.

In event of failure of surety or co-surety, the Contractor shall immediately furnish a new bond, as required herein. The Contractor's bond will not be released until all provisions of the contract have been fulfilled.

#### COOPERATION

Each successful bidder to whom a contract is awarded on this project will be obligated to cooperate to the fullest extent with every other contractor, as to timing and performance for the expeditious and smooth progress of all work involved. Shop drawings when required, must be prepared, completed, submitted and approved, sufficiently in advance of actual need so that no delay will be occasioned in actual construction by the contractor. Each contractor will be responsible for the performance of his subcontractors in carrying out the intent of this section. Timing is of utmost importance and approved progress must be strictly adhered to.

#### EXPERIMENTAL EQUIPMENT AND MATERIAL PROHIBITED

Each bidder shall, if so required by the Engineer submit ample proof that the equipment and material proposed to be furnished by him, is of reliable make; or comparable size; suitable for the service intended and that is of a type that has been successfully used in practical service.

#### WAGE RATES

The Contractor agrees that each individual employed by the Contractor or any Subcontractor and engaged in work on the project under this contract shall be paid the prevailing wage established by the U.S. Department of Labor under the Davis-Bacon and related Acts, and that such rate is applicable to the classification and trade in which the laborer or mechanic is engaged. This shall occur regardless of any contractual relationship which may be said to exist between the Contractor and any individual or any Subcontractor and any individual.

The Prevailing Wage Determination Schedule for this project is attached for review. These wages are subject to change pending modifications by the Department of Labor. Wage Determination Schedules can be viewed via the internet at <http://www.wdol.gov/dba.aspx>.

Any laborer or mechanic employed to perform work on the project under this contract, which work is not covered by any of the ascertained classifications shall be paid not less than the minimum rate of wages specified herein for the classification which most nearly corresponds to the work to be performed by him, and such minimum wage rate shall be retroactive to the time of initial employment of such person in such classification. In the event of any dispute as to classification, the question

shall be referred to the Owner whose decision shall be conclusive on the parties to the contract with the same effect as if the work performed by such laborer or mechanic has been classified and the minimum rate specified herein.

The foregoing specified wage rates are minimum rates only, and the Owner will not consider any claims for additional compensation made by the Contractor because of payment by the Contractor of any wage rate in excess of the applicable rate contained in this contract. All disputes in regard to the payment of wages in excess of those specified in this contract shall be adjusted by the Contractor.

Except as may be otherwise required by law, all claim and disputes pertaining to the classification of labor employed on the project under this contract shall be decided by the Owner.

The minimum wage rates, if any, herein specified for apprentice shall apply only to persons working with the tools of the trade they are learning under the direct supervision of journeyman mechanics. Except as otherwise required by law, the number of apprentices, in each trade or occupation, employed by the Contractor or Subcontractor shall not exceed the number permitted by the applicable standards of the United States Department of Labor, or, in the absence of such standards, the number permitted under the usual practice prevailing between the unions and the employer's association of the respective trades or occupations.

#### CITY BUDGET

It is contemplated that all the work can be accomplished within the budget allowance established by the City. If this is found not to be the case then the scope of work shall be decreased by the deletion of individual items at locations as determined by the City. The City reserves the right to make such deletions without reservation and without effect on Contractor's prices for other items.



# OHIO DEPARTMENT OF TRANSPORTATION

## Local-Let – Guidance for LPA's DBE Utilization and Affirmation Procedure

*This procedure is being released to assist the Local Public Agency (LPA) to ensure the DBE Policy is being adhered to. Timelines are critical to meet the regulations. These instructions must be followed to ensure all parties involved follow the correct process.*

### Prior to Bid Opening

Once federal authorization has been provided to the Local Program Agency (LPA), the LPA must complete the Bid Opening Date Form online.

If there is a change in the bid opening date, the LPA is responsible to resubmit the Bid Opening Date Form as soon as the new date is known.

### Letting Process

*Note: All documentation below must be submitted electronically. It is imperative that the LPA and Contractor follow this process.*

Prior to bid opening, all Local-Let Bidders (prime contractors) are required to submit the LPA DBE Utilization Form which details their DBE Utilization Plan (Utilization Plan).

1. The contractor's LPA DBE Utilization Form in FormStack should list each DBE firm and contract dollar amount to be utilized by the contractor towards the project's DBE goal.
  - a. In the case there is going to be a DBE goal shortfall at bid opening, Good Faith Efforts (GFEs) must be submitted by the prime contractor using ODOT's Contractor's Good Faith Efforts (GFEs) Guidelines along with submitting its Utilization Plan via FormStack.
  - b. GFEs must be submitted to the ODOT Contracts Letting Manager by email to [DOT.ContractsLettingMgr@dot.ohio.gov](mailto:DOT.ContractsLettingMgr@dot.ohio.gov) prior to bid opening.
2. The LPA must notify the ODOT Contracts Letting Manager the same day of the bid opening as to the contractor that was the Apparent Low Bidder (ALB), the bid dollar amount to be awarded, and time of bid opening using the following email address: [DOT.ContractsLettingMgr@dot.ohio.gov](mailto:DOT.ContractsLettingMgr@dot.ohio.gov)
3. The Office of Small and Disadvantaged Business Enterprise (OSDBE) will inform the LPA by email if the Utilization Plan for the ALB submitted is approved. OSDBE will notify the LPA



within 24 hours on the status of the pending approval. OSDBE will notify the LPA within 24 hours on the status of the pending approval.

Note: OSDBE will also copy the ODOT Office of Local Programs, District CCO and LPA Manager

4. Once the LPA receives the Utilization Plan Approval from OSDBE, the LPA must notify the ALB immediately that the Utilization Plan is approved. The LPA must also request the ALB submit DBE Affirmation Forms (Affirmation Form) within five (5) calendar days of the date of the bid opening.
5. The ALB must submit Affirmation Forms for all DBEs included in its Utilization Plan within five (5) calendar days of the bid opening to the ODOT Letting Manager's email address: DOT.ContractsLettingMgr@dot.ohio.gov
  - When emailing the Affirmation Forms, please include the PID in the subject line. It is important to have the Affirmation Forms emailed to the Letting Manager to ensure ODOT receives them within the timeframe required (five (5) calendar days from bid opening).
  - If Affirmation Forms are not completed and received within five (5) calendar days of the bid opening, the ALB will be considered non-responsive.
6. OSDBE will review the submitted Affirmation Forms and compare to the Utilization Plan submitted. OSDBE's typical turnaround time for reviewing the Affirmation Forms is approximately 24 hours. The process may take longer if OSDBE identifies discrepancies, however, OSDBE will communicate and work directly with the ALB to address any issues or concerns on the Affirmation Forms, if identified. The LPA will be copied on all correspondence between OSDBE and the ALB.
7. Once the Affirmation Forms are approved, OSDBE will send email communication notifying the ALB of its Utilization Plan approval. OSDBE will copy the LPA, the ODOT Office of Local Programs and the District CCO and LPA Manager. Awards cannot be completed without an approved Utilization Plan.
8. After the award package is completed, and the encumbrance has been set up in ODOT's accounting system, the LPA can execute the contract. Work may begin for non-DBE subcontractors. For DBE sub-contractors, work may not begin until C-92s are approved (see process below).

## Approval Process C-92s (Request to Sublet Form)

1. For DBE sub-contract work, the prime contractor must submit C-92s (Request to Sublet Forms) to the LPA. The LPA will review and provide an initial approval and signature to the District Contractor Compliance Officer (CCO) for final approval. The LPA will copy the District LPA Manager and Construction Monitor.
2. The prime contractor will submit executed Subcontract Agreements/Purchase Orders for DBE contractors/suppliers to the LPA. (NOTE: Purchase Orders are only to be used for material

supply. All others should be submitted on Subcontract Agreements). The LPA will review and once satisfied will submit the executed DBE Sub Agreements/Purchase Orders to the respective ODOT District CCO via email for review/approval.

3. ODOT's District CCO will review the Subcontracts/Purchase Orders to ensure the documentation matches the original Affirmation Forms/Utilization Plan. The District CCO will initial and date the Subcontracts/Purchase Orders and once all are received and approved will email approved Subcontracts/Purchase Orders back to the LPA and copy the OSDBE Goal Attainment Manager. The LPA will notify the prime of their approval. The DBE(s) may now begin work on the project.
  - If the DBE Subcontracts/Purchase Orders submitted to the District CCO do not match the approved Affirmation/Utilization Plan, the District CCO will either contact the prime directly (if it is a smaller issue which can be resolved easily) and copy the LPA on the correspondence, or, if it is a larger issue the District CCO will outline the issue with the LPA and the LPA Manager will work with the prime to clear up the issue.
  - The prime contractor is responsible for contacting the LPA if any DBE termination/substitution situation arises during the project. The LPA will work with the District CCO and/or Central Office Goal Attainment Manager to address these issues. The Request to Terminate/Replace DBE form, which can be found at <http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/Resources.aspx>, must be filled out & submitted to the LPA and Central Office Goal Attainment Manager.
4. DBE contractors may begin work once the LPA and ODOT has approved their C-92s & sub-agreements/executed PO's.

#### ODOT District Contractor Compliance Officers (CCOs)

District 1	Gary Kramer	<a href="mailto:Gary.kramer@dot.ohio.gov">Gary.kramer@dot.ohio.gov</a>	419-999-6809
District 2	Colette Woods	<a href="mailto:Colette.woods@dot.ohio.gov">Colette.woods@dot.ohio.gov</a>	419-373-4333
District 3	Tom Yanka	<a href="mailto:Thomas.yanka@dot.ohio.gov">Thomas.yanka@dot.ohio.gov</a>	614-644-5649
District 4	Jeff Inman	<a href="mailto:Jeff.inman@dot.ohio.gov">Jeff.inman@dot.ohio.gov</a>	330-786-3175
District 4	David Duncan	<a href="mailto:David.duncan@dot.ohio.gov">David.duncan@dot.ohio.gov</a>	330-786-3186
District 5	Gary Kramer	<a href="mailto:Gary.kramer@dot.ohio.gov">Gary.kramer@dot.ohio.gov</a>	419-999-6809
District 6	Jason Stith	<a href="mailto:Jason.stith@dot.ohio.gov">Jason.stith@dot.ohio.gov</a>	740-833-8062
District 6	Teresa Vannoy	<a href="mailto:Teresa.vannoy@dot.ohio.gov">Teresa.vannoy@dot.ohio.gov</a>	740-833-8087
District 7	Rhonda Voisard	<a href="mailto:Rhonda.voisard@dot.ohio.gov">Rhonda.voisard@dot.ohio.gov</a>	937-497-6871
District 8	Tony Cunningham	<a href="mailto:Anthony.cunningham@dot.ohio.gov">Anthony.cunningham@dot.ohio.gov</a>	513-933-6550
District 8	Frank Tacoronte	<a href="mailto:Frank.tacoronte@dot.ohio.gov">Frank.tacoronte@dot.ohio.gov</a>	513-933-6681
District 9	Lisa Mayle	<a href="mailto:Lisa.mayle@dot.ohio.gov">Lisa.mayle@dot.ohio.gov</a>	740-774-8915
District 10	Lisa Mayle	<a href="mailto:Lisa.mayle@dot.ohio.gov">Lisa.mayle@dot.ohio.gov</a>	740-568-3936
District 11	Sabrina Bell	<a href="mailto:Sabrina.bell@dot.ohio.gov">Sabrina.bell@dot.ohio.gov</a>	330-308-3944
District 12	Lucille Micatrotto	<a href="mailto:Lucille.micatrotto@dot.ohio.gov">Lucille.micatrotto@dot.ohio.gov</a>	216-584-2156
District 12	Jermaine Thomas	<a href="mailto:Jermaine.thomas@dot.ohio.gov">Jermaine.thomas@dot.ohio.gov</a>	216-584-2199
Central Office Goal Attainment Manager	Tom Yanka	<a href="mailto:Thomas.yanka@dot.ohio.gov">Thomas.yanka@dot.ohio.gov</a>	614-644-5649