

REQUEST FOR QUOTATION (RFQ)

Village of Galena, Ohio
109 Harrison St
PO Box 386,
Galena, Ohio 43021
740-965-2484

Date Issued: June 4, 2026

PROJECT DESCRIPTION

The Village of Galena is requesting quotations from qualified contractors for the following project:

2026 Miller Park Improvements – Pavilion HVAC

PROJECT LOCATION

Miller Park
Galena, Ohio

SCOPE OF WORK

Contractor shall provide all labor, materials, equipment, supervision, permits, and incidentals necessary to complete the following work:

HVAC for the new Pavilion in Miller Park see attached plans and specifications.

PROJECT SCHEDULE

The Village intends to have the pavilion complete by mid-November 2026. Currently, the Pavilion structure has been constructed, and water/sewer service lines are anticipated to be completed within the next 2 weeks. The contractor will need to coordinate with the Village to determine timing for HVAC rough-in and final HVAC. Current estimate HVAC rough-in start is July 6th and HVAC finish work start of October 26th.

QUOTE SUBMISSION REQUIREMENTS

Contractors shall submit:

- Lump Sum Price
- Itemized Pricing
- Estimated Start Date
- Estimated Completion Date
- Certificate of Insurance
- References

QUOTE FORM

Contractor Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Total Quotation Amount: \$ _____

Proposed Start Date: _____

Proposed Completion Date: _____

Exceptions to Scope: _____

By signing and submitting this quotation, the Contractor certifies that it has received and carefully examined and understands the Request for Quotation, including all Plans, Specifications, Terms and Conditions, and agrees to be bound by them if awarded the work. The undersigned further certifies that they are duly authorized to submit this quotation and bind the Contractor to the obligations contained herein.

AUTHORIZED SIGNATURE

Signature: _____

Printed Name: _____

Title: _____

Date: _____

SUBMISSION INSTRUCTIONS

Quotes must be received by:

Date: June 18, 2026

Time: 4:00 p.m.

Submit by:

Email Mail In Person

To: maintenancetech@galenaohio.gov; mrufener@kemccartney.com

Request for Quotation (RFQ) Terms and Conditions

1. Scope of Work

Contractor shall furnish all labor, materials, equipment, supervision, transportation, permits, and incidentals necessary to complete the work described in the RFQ.

2. Compliance with Laws

Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and codes, including OSHA requirements and Ohio Revised Code provisions.

3. Performance Bond and Insurance Requirements

Prior to commencing work, Contractor shall provide a Performance Bond in the full amount of the contract price and proof of Commercial General Liability (\$1,000,000 per occurrence), Automobile Liability (\$1,000,000 combined single limit), and Workers' Compensation coverage as required by Ohio law.

4. Taxes

The Village is exempt from Ohio sales tax. No sales tax shall be included in the quotation.

5. Changes in Work

The Village reserves the right to modify the scope of work. Any changes affecting price shall be approved in writing before the work is performed.

6. Payment Terms

Payment shall be made within thirty (30) days following satisfactory completion of work and receipt of a properly submitted invoice.

7. Quote Validity

Quotes shall remain valid for sixty (60) days from the submission deadline.

8. Warranty

Contractor warrants all labor and materials for a minimum period of one (1) year from the date of acceptance unless otherwise specified.

9. Indemnification

Contractor shall indemnify and hold harmless the Village, its officers, employees, and agents from claims arising out of the Contractor's performance of the work.

10. Safety

Contractor shall be solely responsible for jobsite safety and compliance with OSHA standards.

11. Termination

The Village may terminate the work for cause or convenience upon written notice.

12. Right to Reject Quotes

The Village reserves the right to reject any or all quotations, waive informalities, request clarification, award work in the Village's best interest, and re-solicit quotations.

13. Independent Contractor

Contractor shall act as an independent contractor and not as an employee or agent of the Village.

14. Public Records

Submitted quotations may be considered public records pursuant to Ohio Public Records Law.

15. Utility Coordination

Contractor shall verify locations of existing utilities prior to excavation and comply with Ohio utility protection laws, including Ohio811 notification requirements.

16. Restoration

Contractor shall restore all disturbed areas to equal or better condition than existed prior to construction.

17. Emergency Work

Village reserves the right to direct immediate corrective actions necessary to protect public health, safety, or utility service.

18. No Contract Created by Quote Submission

Submission of a quotation does not create a contract. A contract is formed only upon issuance execution of the Village's Owner-Contractor Agreement by the Village.

19. Reservation of Rights

The Village reserves the right to reject any or all quotations, waive informalities, request clarification, and award the project in the best interest of the Village.

The Village is not obligated to accept the lowest quotation.