

Date: March 3, 2006

To: All Contractors  
From: Ralph Six, Purchasing  
205 HDL Center  
Athens, OH 45701  
740-593-1969

Re: **Bid documents**  
**Ohio University Requirements**

In order to comply with state reporting requirements:

**All bid prices shall be firm for 60 days.**

The following information will be verified before a bid can be awarded:

1. Current EEO status must be available at:

<http://das.ohio.gov/eod/cc.htm>

2. Current Drug Free Workplace status must be available at:

<https://www.ohiobwc.com/employer/services/StateContract/nlbwc/StateContract1.asp>

Complete bid documents include:

- a. Current BWC certificate
- b. Signed EEO statement
- c. Certificate of Insurance
- d. Signed bond and surety (when required)
- e. EDGE Information