



CITY OF GROVE CITY
State of Ohio
Bid and Contract Documents for the

2014 Cleaning Contract

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INVITATION TO BID

The City of Grove City, through the City Administrator, will receive sealed bids for the 2014 Cleaning Contract at City Hall, 4035 Broadway, until 10:00 a.m. Local Time on: Thursday, June 19, 2014 and at that time and place will be publicly opened and read aloud. Grove City will neither open nor accept bids received after that time. Subject to the right of Grove City to reject any or all bids, Grove City will award contracts to the bidder(s) submitting the lowest and best bid(s). The work which Grove City is inviting bids consists of the following:

- Contract A Base Bid: Cleaning and general sanitary maintenance of the following facilities:

Gantz Farm House

Gantz Barn

Fryer House

Kingston School

Evans Center

City Hall

Service Complex (Buildings #1-4)

- Contract B Base Bid: Cleaning and general sanitary maintenance of police facilities located at:

3360 Park Street, Grove City, OH 43123 and

6497 Seeds Road, Grove City, OH 43123

The approximate square footage of the Park Street facility is 28,000.

The approximate square footage of the Seeds Road facility is 14,400

Bidders are not required to bid on both Contract A and Contract B.

Copies of the Contract Documents and Specifications are on file at Grove City Hall, 4035 Broadway, Grove City, Ohio 43123 where they are available for inspection by prospective bidders on or after Wednesday, May 21, 2014. Contract Documents and Specifications may be obtained from the above office upon request.

Each Bidder shall not discriminate against its employees and applicants for employment based upon race, color, religion, sex, Vietnam Era nor disabled veterans, or National origin.

The Bidder will be required to state in full detail, with their Bid, their experience in this class of work and past performance of similar type work. Bids from Contractors inexperienced in this particular class of work will not be considered.

The City of Grove City, Ohio, reserves the right to reject any and all bids, to waive technical defects as the interest of the City may require; and, to conduct such investigation as necessary to determine the lowest and best bidder for the Contract.

By Order of the Council of the City of Grove City, Ohio

Charles W. Boso, Jr.

City Administrator

PUBLISHED:

May 20, 2014

May 27, 2014

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS

Sealed bids will be received by the Director of Public Service or a designee, City of Grove City, Ohio, 4035 Broadway, Grove City, Ohio 43123, until 10:00 a.m., June 19, 2014, at which time they will be opened and publicly read.

Each bid must be submitted in a sealed envelope, addressed to: Director of Public Service, City of Grove City, Ohio 43123. Each sealed envelope shall also be marked on the outside as: **Bid: 2014 Cleaning Contract** and the envelope shall also be marked with the *name* and *address* of the bidder.

The City of Grove City (the “City”) may consider invalid any bid not prepared and submitted in accordance with the provisions of these Contract Documents but may waive any informality or reject any and/or all bids. The City will make reasonable efforts to return any invalid bids as time permits. Any bid may be withdrawn prior to the above scheduled time for the opening of the bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid for sixty (60) days after the actual date the bids are opened.

2. INSPECTION

The contract documents will be available for examination during regular business hours until the date of bid opening at:

The City of Grove City, Ohio
Department of Public Service
3262 Ventura Boulevard
Grove City, Ohio 43123

3. BID FORM

All bids must be completed on the bid forms provided in these Contract Documents. Any deviations from or exceptions to the Specifications will not be accepted and may cause the bid to be considered not responsive. All blank spaces for bid prices must be fully completed in ink in numbers only. All necessary documents must be fully completed and executed, as required, when submitted. The City reserves the right to correct any obvious mathematical errors in the bid documents. Bid prices shall include all labor, materials, and equipment necessary to complete the work in accordance with these Contract Documents.

All submissions should include the following documents:

- A. Bid Proposal
- B. Corporate Affidavit (if applicable)

- C. Non-Collusion Affidavit
- D. Detailed Statement of Qualifications
- E. Subcontractors List (if applicable)
- F. Any other documents set forth in the requirements
- G. Each bidder shall include the bid document copies of Proof of Current Liability Insurance, current Worker's Compensation Compliance documentation, Federal and State Tax Identification Numbers and W-9 forms, current Unemployment Compensation Compliance Certificate

4. OBLIGATION OF BIDDER

At the time of opening the bids, each bidder will be presumed to have read and to be thoroughly familiar with the bid specifications set forth in these Contract Documents, the site where the project will take place, and all applicable Federal, State and local laws and regulations. The failure or omission of any bidder to examine any form, instrument or document included in these Contract Documents shall in no way relieve any bidder from any obligation in respect to his/her bid.

5. QUALIFICATIONS OF BIDDER

Subject to the City's right to reject bids, if it chooses to award the contract, the City will award the contract for this project to the bidder with the lowest and best bid. The City may award the contract to a bidder other than the bidder submitting the lowest dollar bid if the City determines that it is not the best bid. The City may make investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all such information and data as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contained therein. Conditional bids will not be accepted.

The following criteria and qualifications may be used when evaluating bidders and Owner may assign such weight to each as it deems appropriate:

- a. Bidder's outstanding debts, contracts, securities or other obligation;
- b. Bidder's experience with projects of similar size, scope, value and duration;
- c. Financial resources of the bidder;
- d. Reputation of the bidder for integrity, judgment and performance;
- e. Ability of the bidder to provide additional maintenance or services as needed;
- f. Bidder's history of failing to perform work in a satisfactory and timely manner;
- g. Bidder's current staff available to perform work on this project;
- h. Bidder's demonstrated capacity to perform the work set forth in these Contract Documents;
- i. Bidder's current inventory or access to equipment necessary to complete the project;
- j. Bidder's relationships with suppliers necessary to complete work on this project;
- k. Bidder's references from other public owners;
- l. Bidder's history of harmonious relationships with public owners;

- m. Bidder's history of prompt payment of all payroll and other financial obligations;
- n. Bidder's history of OSHA violations and other safety regulation violations.
- o. Whether bidder possesses the requisite licenses to perform the work.

Successful bidders shall not be on any list of firms disqualified from bidding pursuant to Ohio law, or any other State or Federal law. Successful bidders shall not be in arrears or in default to the City with regard to any debt, contract, security, or any other obligation.

The City reserves the right to reject or accept any or all bids completely or in part and to waive any non-material deficiencies if the City determines in its sole judgment that it is in the best interest of the City.

In the event that the Contractor desires to sublet any part of the work, the Contractor shall first submit to the Owner a statement showing the character of the work to be sub-let and the party or parties to whom it is proposed and his or their experience, financial ability, technical and other qualifications, experience and competency. The City, in its sole discretion, shall determine whether to accept such subcontractor and that decision shall be final and binding upon both parties. Each subcontractor shall be subject to the same conditions and prerequisites as the Contractor and must comply with all requirements applicable to the Contractor.

6. INQUIRIES/QUESTIONS

Bidders may address inquiries/questions to:

Les Spring, Director of Public Service
4035 Broadway
Grove City, Ohio 43123
Telephone: (614) 277-1100

7. INTERPRETATION/CORRECTION OF BIDDING DOCUMENTS

A bidder shall immediately notify the Director of Public Service upon finding discrepancies or omissions in the bidding documents.

- A. Submit written request for clarification, correction or interpretation to the City not less than seven (7) days before the date for receipt of bids.
- B. Modifications to the bidding documents will be issued as Addenda to the specifications and will become a part of the Contract. Any and all such interpretations and any supplemental instructions will be mailed in the form of written addenda to the specifications which, if issued, will be mailed by certified mail with return receipt requested to all prospective bidders (at the respective addresses furnished for such purposes), no later than three (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretations shall not relieve such bidder from any obligation under his/her bid as submitted.

- C. No bidder shall rely on oral modifications or any other method of clarification, correction or interpretation of the bidding documents. Only modifications set forth in an Addendum will be binding.

8. ADDITIONAL BID DOCUMENTS

Each bidder shall include the bid document copies of Proof of Current Liability Insurance in a form and amounts acceptable to the City, current Worker's Compensation Compliance documentation, Federal and State Tax Identification Numbers, W-9 forms, and current Unemployment Compensation Compliance Certificate.

9. SELECTION OF BIDDER AND EXECUTION OF AGREEMENT

If it awards the Contract, the City will select the lowest and best bid that it deems to be in the City's best interest and issue a tentative NOTICE OF AWARD to the winning bidder. If the bidder does not execute the Agreement within five (5) business days of the NOTICE OF AWARD, the City may withdraw the NOTICE OF AWARD and enter into discussions with another bidder—in addition to and not limiting the City's other remedies.

10. SITE VISITS

Contractors are required to visit the sites. A pre-bid meeting and walk-through of Municipal Buildings will be held at 9:00 a.m. on June 4, 2014 at:

The City of Grove City, Ohio
Department of Public Service
3262 Ventura Boulevard
Grove City, Ohio 43123

11. TERM

The term of the contract shall be for one (1) year from contract execution. The bid submitted hereunder shall be for the specific terms set forth in the Bidding Requirements. However, the City reserves the right to renew the Contract/Agreement with the successful bidder for up two (2) additional consecutive terms of up to one (1) year each upon mutual agreement of the parties and upon such terms and conditions as the parties mutually agree.

Successful bidders will have the opportunity to negotiate any increases with the City for subsequent years during the month of September of the current contract term and at no time shall exceed a three (3) percent increase for any year. At no time shall these contract(s) exceed a total extension of three (3) years.

The City reserves the right to accept or reject, add, delete and/or modify any and/or all Bid Proposals. Further, the City reserves the right to award portions of the Bid Proposals to more than one (1) contractor.

SPECIFICATIONS FOR CLEANING CONTRACT

Each Bidder is advised to make a close inspection of the sites before submitting a proposal. This Contract is intended generally, for the cleaning and janitorial maintenance of public facilities.

CONTRACT A SPECIFICATIONS

A. GENERAL CLEANING

1. Applies to Service Buildings #1-4, Gantz Farmhouse, Gantz Barn, Fryer House, Kingston Center, Evans Senior Center and City Hall
2. Contractor shall perform full cleaning service daily at the Evans Senior Center and the Kingston Center six nights per week, Sunday night through Friday night.
3. Contractor shall perform full cleaning service at City Hall, the Service Center buildings #1-4, and the Gantz Barn five nights per week, Sunday night through Thursday night.
4. Contractor shall perform full cleaning service at the Gantz Farmhouse and the Fryer House two nights per week; the Gantz Farmhouse on Tuesday night and Friday night; the Fryer House Monday night and Thursday night.
5. As the City of Grove City deems necessary, additional municipal facilities may be included into this contract. Should this occur during the duration of this contract, pricing and scheduling of cleaning for each facility will be negotiated on an individual basis.
6. Contractor shall not assume that the level of cleanliness that presently exists in each of the public buildings meets these specifications or is satisfactory to the City of Grove City.
7. To ensure the standards of both the City of Grove City and that of the contractor are met, contractor shall perform an initial clean before their official start date. The initial clean shall bring the level of cleanliness of all municipal buildings to an acceptable level for both the City of Grove City and the contractor.

B. DAILY CLEANING

1. Empty all interior waste receptacles and place waste in designated containers. Empty all waste receptacles and ashtrays located at exterior doorways. Empty all recyclable containers at designated collection points. Large rolling recycling containers shall be put to the curb at the Evans Senior Center, City Hall and the Fryer House on dates designated by the Service Director.
2. Sweep and mop all tile floors, linoleum floors, stairwells and other soiled areas.

Contractor must mop under rugs and allow floor to air dry before moving rugs back. Where needed, remove ground-in food, gum, etc. with a plastic scraper as to not scratch the floor finish. Mop cleaning solution shall not contain bleach, ammonia or other corrosive based cleaners.

3. HEPA vacuum all carpeting including under rugs and entryway mats. Remove spots as needed.
4. Clean entry door glass inside and out.
5. Clean and sanitize drinking fountains.
6. Clean all soiled areas on walls, door jambs, doors and other vertical surfaces.
7. Mop lavatory floors using a disinfectant solution, rinse and dry. Mop water must be changed daily. Mops used in lavatory must not be used in other areas of the building (i.e. lobby, stairways, etc.)
8. Clean, sanitize, and polish all vitreous fixtures (toilet bowls, urinals, and sinks). Clean all mirrors and polish bright work. Wash and disinfect all toilet seats and leave seats in upright position, free of water marks.
9. Sanitize lavatory walls, wall fixtures, countertops, moldings, stalls, partitions and other surfaces. All surfaces are to be left free of watermarks.
10. Replace all paper products, liquid soap and hand sanitizer as needed. The City of Grove City shall supply these items.

C. WEEKLY CLEANING

1. Dust and vacuum all furniture, cabinets, tables, chairs, bookcases, desks, lamps, etc. as well as moldings, ledges, chair rails, baseboards, trim, and all horizontal surfaces within normal reach. Fridays will be set aside for dusting desktops in the offices. All employees wishing to have their desks dusted will arrange their belongings to allow for cleaning. A “Swiffer Cling” or equivalent shall be used as to not disturb paperwork, monitors, etc.
2. Dust or vacuum venetian blinds and other window treatments.
3. At the Evans Senior Center, all tile floors shall be buffed three times per week. Buffing shall occur on Sunday night, Tuesday night and Thursday night.

D. MONTHLY CLEANING

1. Clean interior windows (except over 6’ at City Hall), partitions and doors.

2. Clean exterior and interior entry way mats at all municipal buildings.
3. All lights, light shades, light fixtures and pictures shall be dusted and cleaned.

E. SEMI-ANNUALLY

1. Clean inside and outside surfaces of all exterior windows, except at City Hall. Windows shall be cleaned in the months of May and September; the dates are to be coordinated with the Service Director.
2. All high dusting over 6'6".

F. SPECIAL NOTES

1. All weekly tasks shall be completed on the same day of the week during each week, semi-annual tasks shall be completed once during the first six months. The contractor shall notify the Service Director on the date of which they initially performed each task in order to establish anniversary dates to be used as a base in scheduling future performances of these tasks.
2. The contractor shall be required to complete and submit a task completion checklist to the person in charge of each building and to the Service Director for all weekly, monthly and semi-annual tasks.
3. Should a listed task not be completed on schedule, then the monthly payment shall be prorated for those tasks that were actually completed.
4. All areas of the buildings, except storage areas, shall be covered by this quote. Fire apparatus rooms shall not be considered storage rooms.
5. Sanitation Standards – To ensure a healthy and safe municipal facility environment in which to work, all cleaning procedures must adhere to the highest standards as they relate to the health and well-being of all building occupants.
6. Cleaning Chemical Applications – Contractor must make every effort to use proven environmentally safe cleaning products, polishes, etc. All products for all applications must be provided (listed and indexed) for review by the Service Director before they are introduced into any municipal building. MSDS sheets must be provided for all chemicals used by the contractor.
7. Labor, Supplies, Equipment, etc. to be supplied by the contractor – Provide all necessary labor, cleaning supplies, and cleaning equipment in order to properly clean and maintain the municipal facilities. The City will supply a Buffer at the Evans Center and a Scrubber at Kingston Center. Contractor must notify the City when malfunctions of provided equipment occur. Cleaning services must be maintained in the event of malfunctions.

8. Cleaning Schedules – A cleaning schedule must be provided by the contractor for daily, monthly, and semi-annual cleaning operations (see personnel information below). Cleaning schedules shall accommodate and not interfere with the building usage, schedule of any activities, community activities, etc., which may use any part of the municipal facility during the daytime or nighttime hours.
9. Cleaning Complaints – If a cleaning complaint cannot be resolved and cleaning procedures do not meet the City of Grove City’s Service Directors cleaning standards, there will be a deduction from the monthly invoice at the discretion of the Service Director. The Service Director or his designee will contact the cleaning contractor with pertinent information and sufficient time will be given to resolve issues.
10. Personnel Information – A personnel list, reference checks, names, addresses and phone numbers must be provided with revisions as they occur. The personnel list must include the facility to which each staff member is assigned, responsibility and daily hours of work. Contractor shall provide background checks, for each person working in a Grove City municipal building. Contractor may also be required to provide information for, and be subject to, a background check by the City of Grove City. Contractor personnel must obtain a City photo ID from the City of Grove City. This City issued ID must be displayed at all times.
11. Building Supervisor – The contractor shall assign a supervisor to be assigned to Grove City’s municipal buildings to oversee all cleaning procedures and must be present during cleaning hours. Additional responsibilities will be to provide a monthly cleaning survey to the Service Director as directed. The Building Supervisor must meet with the Service Director or his designee once a month to discuss cleaning status and any issues of concern. The Building Supervisor assigned to each municipal facility is responsible for all cleaning procedures.
12. Log Book procedures – a log book must be provided and used daily by the contractor at each building in order to sign in and out, record start and end of work shift, description of cleaning issues and response to cleaning issues. The Building Supervisor must be able to communicate verbally and in writing, in English, regarding all cleaning responsibilities. E-mail is an acceptable means of communication in addition to the log book.
13. MSDS procedures — An MSDS book must be provided at each municipal facility and wall mounted in each custodial closet. A district wide master copy must be provided to the Service Director and updated as required by OSHA.
14. HEPA Vacuuming procedures — All carpeted flooring must be HEPA vacuumed daily. Filters must be changed as needed. Cleaning personnel must be properly trained in the usage and maintenance of all equipment.

G. CITY PROVIDED PRODUCTS

The City of Grove City will supply liquid hand soap, liquid hand sanitizer, toilet paper, paper towels and trash receptacle liners for all municipal buildings. The contractor will be responsible to install all of the supplied products in each building as needed. The contractor will be responsible for reporting all supply needs to the Service Director, or his designee, on the Monday of each week.

CONTRACT B SPECIFICATIONS

The City Grove City requires that the facility be cleaned and maintained at a level of quality commensurate with the highest standards of professional janitorial services. The minimum service is as follows:

General Cleaning All Buildings

1. Service Provider shall perform Full cleaning services daily at the City of Grove City Division of Police Headquarters, five days/nights per week at times designated by the Agency Coordinator.
2. Service Provider shall perform Full cleaning services at the City of Grove City Division of Police Annex Site two days/nights per week at times and days designated by the Agency Coordinator. With an additional five days/nights per week on three (3) non-consecutive weeks throughout the year designed by the Agency Coordinator in writing to the Service Provider.
3. Service Provider shall not assume that the level of cleanliness that presently exists in each of the public buildings meets these specifications or is satisfactory to the City of Grove City.
4. Service Provider shall be required to assure that it meets all provisions of these specifications entirely and that it provides the City with clean and presentable buildings.
5. All weekly tasks shall be completed on the same day of the week during each week, semi-annual tasks shall be completed once during the first six months. The Service Provider shall notify the Agency Coordinator of the date on which they initially performed each task in order to establish anniversary dates to be used as a base in scheduling future performance of these tasks.
6. The contractor shall be required to complete and submit a task completion check list to the Agency Coordinator for all weekly, monthly, semi-annual, and annual tasks.
7. Should a listed daily or weekly task not be completed on schedule, then the monthly payment shall be pro-rated for those daily or weekly tasks actually completed.
8. All areas of the buildings except storage areas shall be covered by this quote.

**CLEANING SERVICES
3360 PARK STREET**

Daily Services

1. Empty all trash receptacles and place waste in designated containers. Empty waste receptacles and ashtrays at outside entrance ways. Empty all recyclable containers at designated collection points. Change out trash bags daily if soiled, weekly otherwise
2. Sweep all exterior entry ways of trash, leaves, etc.
3. Sweep and mop all tile, linoleum and other hard surface floors, stairwells and other soiled areas. Removable rugs are swept and removed prior to mopping and floors given sufficient time to air dry before replacing rugs. Mop cleaning solutions used do not contain bleach ammonia, or other corrosive based cleaners and are used in concentration levels recommended per the manufacturer. Mop water is changed daily and more frequently as needed.
4. Clean all walls, doors, door jambs, wall corner plates and other vertical surfaces.
5. HEPA Vacuum all carpeted areas including cubicles, hallways, interview rooms, and group rooms.
6. Clean and sanitize drinking fountains.
7. Clean, sanitize and polish all restroom fixtures (toilet bowls, urinals and sinks). Clean all glass mirrors and polish all bright work. Wash all toilet seats using disinfectant leave free of watermarks.
8. Replace all paper, hand towels, hand soap as needed. City shall provide these supplies.
9. Damp-wipe restroom walls, wall fixtures, countertops, moldings, stalls, partitions and other surfaces. All partitions are to be free of watermarks and fingerprints.
10. Clean entry door and window glass (inside and out)
11. Clean all visitor lobby windows and counter surfaces
12. Wipe down chairs/phones/tables in group rooms and interview rooms.
13. Clean and sanitize kitchen break room tables.
14. Clean and sanitize kitchen sinks and shine fixtures.
19. Clean and sanitize refrigerator and microwave exterior doors and handles.

Weekly Service

1. Dust or vacuum all furniture, cabinets, tables, chairs, bookcases, desks, lamps, etc. as well as moldings, ledges, chair rails, baseboards, trim and all horizontal surfaces within normal reach. Service Providers do not enter offices without permission. Office occupants may waive service for an individual week.
2. Dust or vacuum all venetian blinds.
3. Sanitize stairway rails
4. Sanitize all interior and exterior door handles.
5. Sanitize all Holding Facility Cell Interiors walls, doors, floors, basins, toilets with an approved germicidal agent once a week and log activity on Holding Facility Log

Monthly Service

1. Clean interior windows that do not require screen removal to access glass, window sills, partitions, and doors.
2. Dust exit signs.
3. Dust lights, ceilings, wall corners, etc., cleaning out cobwebs
4. Dust or vacuum ceiling heating/cooling vents
5. Buff or shine linoleum floors

Semi-annual Service

1. Clean inside and outside surfaces of all exterior entry doors and windows. Exterior windows are cleaned in May and September.
2. Strip wax flooring and reapply wax or other approved floor care cover on kitchen break rooms, hallways, basement and all other linoleum surfaced floors .
3. All high dusting, over 6'6".
4. Shampoo/steam clean all carpeted flooring.

CLEANING SERVICES
6497 Seeds Road – Grove City Ohio

Daily Services

1. Empty all trash receptacles and place waste in designated containers. Empty waste receptacles and ashtrays at outside entrance ways. Empty all recyclable containers at designated collection points. Change out trash bags daily if soiled, weekly otherwise
2. Sweep all exterior entry ways of trash, leaves, etc.
3. Spot clean all walls, doors, door jambs, wall corner plates and other vertical surfaces.
4. HEPA Vacuum all carpeted areas including cubicles, hallways, interview rooms, and group rooms.
5. Mop restroom floors. Mop cleaning solutions used do not contain bleach, ammonia, or other corrosive based cleaners and are used in concentration levels recommended per the manufacturer. Mop water must be changed as needed or daily.
6. Clean, sanitize and polish all restroom fixtures (toilet bowls, urinals and sinks). Clean all glass mirrors and polish all bright work. Wash all restrooms free of watermarks and streaks.
7. Replace all paper, hand towels, hand soap as needed. City shall provide these supplies.
8. Clean restroom walls, wall fixtures, countertops, moldings, stalls, partitions and other surfaces. All partitions are to be free of watermarks and finger marks.
9. Clean entry door glass (inside and out)
10. Clean chairs/phones/tables in group rooms and office areas.
11. Clean and sanitize kitchen break room tables.
12. Clean, sanitize and police kitchen sinks and fixtures.
13. Clean and sanitize refrigerator and microwave exterior doors and handles.

Weekly Service

1. Dust or vacuum all furniture, cabinets, tables, chairs, bookcases, desks, lamps, etc. as well as moldings, ledges, chair rails, baseboards, trim and all horizontal surfaces within normal reach. Service Providers do not enter offices without permission. Office occupants may waive service for an individual week.

2. Dust or vacuum all venetian blinds.
3. Sanitize all interior and exterior door handles.

Monthly Service

1. Clean all interior windows that do not need screens removed to access glass, window sills, partitions, and doors.
2. Dust exit signs.
3. Dust lights, ceilings, wall corners, etc., cleaning out cobwebs
4. Dust or vacuum ceiling heating/cooling vents

Semi-annual Service

1. Clean inside and outside surfaces of all exterior windows. Exterior windows
2. All high dusting, over 6'6".
3. Shampoo/steam clean all carpets.

SPECIAL NOTES

1. Sanitation Standards – To ensure a healthy and safe municipal facility environment in which to work, all cleaning procedures must adhere to the highest standards as they relate to the health and well-being of all building occupants.
2. Cleaning Chemical Applications – Service Provider must make every effort to use proven environmentally safe cleaning products, polishes, etc. All products for all applications must be provided (listed and indexed for review by the Agency Coordinator before they are introduced into any building). MSDS sheets must be provided for all chemicals used by the Service Provider.
3. Labor, Supplies, Equipment, etc. – To be supplied by Service Provider – Provide all necessary labor, cleaning supplies and cleaning equipment, in order to properly clean and maintain the building(s).
4. Cleaning Schedules – A cleaning schedule must be provided by the contractor for daily cleaning operations (see personnel information below). Cleaning schedules shall accommodate and not interfere with the building usage, schedule of any activities, community activities, etc. which may use any part of the police buildings during the daytime and night time hours.
5. Cleaning Complaints – If a cleaning complaint cannot be resolved and cleaning

procedures do not meet City of Grove City Division of Police Agency Coordinator cleaning standards, there will be a deduction from the monthly invoice at the discretion of the Agency Coordinator. The Agency Coordinator will contact the Service Provider with the pertinent information and they will be given sufficient time to resolve any issues.

6. Personnel Information – Personnel list, reference checks, names, addresses and phone numbers must be provided with revisions as they occur. The personnel list must show the facility to which they are assigned, responsibility and daily hours of work. Service Provider shall provide background checks for each person working in a City of Grove City Division of Police Building.
7. All personnel assigned to perform duties, supervise, or work in the City of Grove City Police Department buildings shall agree to an additional background check process and approval prior to being permitted access or work, which shall include issuance of a contractor photo identification badge.
8. Due to the sensitive nature of police business certain background or criminal record history issues, (at the sole discretion of the City of Grove City Division Police) may prevent a Service Provider employee from accessing or performing services in City of Grove City Division of Police Buildings.
9. Service Provider personnel shall sign in daily, obtain agency keys, display identification badge on the outermost garment and upon completion of services return all items and sign out prior to departure. Log Book Procedures – a log book must be provided and used daily by the Service Provider at each building in order to sign in and out, record start and end of work shift, description of cleaning issues and response to cleaning issues. E-mail is an acceptable means of communication in addition to the log book.
10. Building Supervisor – The Service Provider shall assign a supervisor to be assigned to the City of Grove City Division of Police building to oversee all cleaning procedures and must be supervising during cleaning hours. Additional responsibilities will be to provide a monthly cleaning survey to the Agency Coordinator as directed. The Building Supervisor must meet with the Agency Coordinator at least once a month to discuss cleaning status and any issues or concern. The Building Supervisor assigned to each building is responsible for all cleaning procedures.
11. The Building Supervisor must be able to communicate verbally and in writing in English regarding all cleaning responsibilities.
12. MSDS Procedures – MSDS book must be provided at each building and wall mounted in each custodial closet. A City wide Master Copy must be provided to the Agency Coordinator and must be updated as required.
13. HEPA Vacuuming Procedures – All carpeted flooring must be HEPA vacuumed daily. Filters must be changed as needed. Cleaning personnel must be properly trained in the

usage and maintenance of all equipment.

14. City of Grove City Division of Police Buildings are weapons free zones for all contracted individuals. No Service Provider employee shall carry any weapon while in the building(s).
15. Service Provider employees are responsible for all tools and cleaning implements used in the Holding Facility that could be used as weapons if lost, misplaced, or forgotten during the performance of their duties and shall conduct a post cleaning inspection prior to leaving the Holding Facility to assure no articles or items are left behind.
16. Should any, contraband, unsecured weapon, unknown item or hazardous situation be observed during the performance of cleaning services in any area the item is left undisturbed and an on duty police supervisor or the agency contact is immediately notified.

CONTRACT FORMS

SERVICES AGREEMENT

This Services Agreement ("Agreement") is made and entered into and effective on this ___ day of _____, 2014 ("Effective Date") by and between the City of Grove City, Ohio ("Grove City"), an Ohio Municipal Corporation, with offices located at 4035 Broadway, Grove City, Ohio 43123 and _____ ("Service Provider"), with an office and principal place of business located at _____.

Recitals

WHEREAS, Grove City desires to engage Service Provider to perform the services as more fully described in the attached Exhibit A (the "Services"); and

WHEREAS, Services Provider desires to perform the Services and desires to be so engaged.

NOW, THEREFORE, in consideration of the foregoing and of the covenants and agreements herein contained, the parties, intending to be legally bound, agree as follows:

Provisions

I. Performance of the Services. Provider shall:

- A. Perform the Services as set forth in Exhibit A.
- B. Complete, sign and return the Ohio Public Employees Retirement System ("OPERS") Independent Contractor Acknowledgement form.
- C. Give prompt notice to Grove City should the Service Provider observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.
- D. Remit to Grove City after the termination of this Agreement, all files and documents pertaining to the project that have been obtained or produced including, but not limited to, permits, licenses, applications, codes, drawings, site plans, photographs and similar materials.

II. Obligations of Grove City. Grove City shall:

- A. Assist the Service Provider by placing at its disposal all available information pertinent to the Services for the project.
- B. Use its best efforts to secure release of other data applicable to the project held by others.

- C. Make all necessary provisions to enter upon public and private property as required to perform the Services.
- D. Give prompt notice to the Service Provider should Grove City observe or otherwise become aware of any fault or deficit in the project or any nonconformance with the Agreement.

III. Term and Termination. The Agreement shall commence on the ___ day of _____, 20__ and shall terminate on the ___ day of _____, 20__, or one year following the commencement of the Agreement, whichever is sooner. Grove City may terminate this Agreement at any time by giving Service Provider thirty (30) days advance written notice. In the event this Agreement is terminated by Grove City prior to its natural expiration, Service Provider shall be paid the amounts for work actually performed in accordance with this Agreement to the date of this early termination.

IV. Payment.

- A. Service Provider shall be compensated in an amount not to exceed _____ (\$_____.00).
- B. The Service Provider shall invoice Grove City monthly for services rendered through the previous month and Grove City agrees to pay within thirty (30) days of receipt of a valid invoice. A valid invoice shall consist of a fully itemized account of hours worked by each individual working on the project with a description of work performed, as well as an itemization of all reimbursable expenses which must be documented with copies of receipts whenever possible. Invoices must also include information describing the percentage of each phase of the work which has been completed, and a summary of billings and payments made to date.

V. Relationship of the Parties. The parties acknowledge and agree that Service Provider is an independent contractor and is not an agent or employee of Grove City. Nothing in this Agreement shall be construed to create a relationship between Service Provider and Grove City of a partnership, association, or joint venture. Further, the parties acknowledge that Service Provider is paid a fee, retainer or other payment as per Section IV of this Agreement; is not eligible for workers' compensation or unemployment compensation; is not eligible for employee fringe benefits such as vacation or sick leave; does not appear on Grove City's payroll; is required to provide his or her own supplies and equipment; and is not controlled or supervised by Grove City personnel as to the manner of work.

Employees, contractors or individuals providing services on a behalf any "business entity" to Grove City under this Agreement are not considered public employees under Ohio law; are not eligible for workers' compensation or unemployment compensation; are not eligible for employee fringe benefits such as vacation or sick leave; do not appear on

Grove City's payroll; are required to provide their own supplies and equipment; and are not controlled or supervised by Grove City personnel as to the manner of work.

VI. Indemnification.

- A. Professional Liability. Relative to any and all claims, losses, damages, liability and cost, the Service Provider agrees to indemnify and save Grove City, its officers, officials, and employees harmless from and against any and all suits, actions or claims for property losses, damages or personal injury arising from the negligent acts, errors or omissions by the Service Provider or its employees.
- B. Non-Professional Liability (General Liability). To the fullest extent permitted by law, the Service Provider shall indemnify, defend and hold harmless Grove City, its officers, officials, employees or any combination thereof, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of the acts or omissions of the Service Provider, provided that such claim, damage, loss or expenses is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused by the negligent acts or omissions of the Service Provider, any subconsultant(s) of the Service Provider, its agents, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

VII. Insurance.

- A. The Service Provider shall secure and maintain, at his/her/its own expense, errors and omissions insurance in an amount not less than One Million Dollars (\$1,000,000.00) per claim/annual aggregate to protect himself from any claim arising out of the performance of professional services and caused by negligent acts, omissions or negligent acts for which the Service Provider may be legally negligent. The Service Provider shall maintain said coverage for the entire Agreement period and for a minimum of one year after completion of the work under this Agreement.
- B. In addition to errors and omissions insurance, the Service Provider shall also secure and maintain, at his/her own expense, insurance for protection from claims under Worker's Compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, and any other insurance prescribed by laws, rules, regulations, ordinances, codes or orders.

- C. The Service Provider shall secure and maintain, at his/her own expense, General Liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.
- D. The Service Provider shall secure and maintain, at his/her/its own expense, Property insurance for protection from claims or damages because of damage to or destruction of property including loss of use resulting therefrom in an amount not less than Five Hundred Thousand Dollars (\$500,000.00).
- E. Grove City shall be held harmless for any damage to the Service Provider's property and/or equipment during the course of performance under this Agreement.
- F. The above referenced insurance shall be maintained in full force and effect during the life of this Agreement and for one year beyond, where specified. Certificates showing that the Service Provider is carrying the above referenced insurance in at least the above specified minimum amounts shall be furnished to, and approved by, Grove City prior to the start of work on the project and before Grove City is obligated to make any payments to the Service Provider for the work performed under the provision of this Agreement. All such Certificates, with the exception of those for Worker's Compensation and Errors & Omissions coverage, shall clearly reflect that the City of Grove City is an "Additional Insured".

VIII. EMPLOYEE DOCUMENTATION.

- A. Service Provider guarantees that the individuals employed by the Service working on this project are authorized to work in the United States. The Service Provider will upon demand provide Grove City with appropriate documentation (Form I-9) for any Service Provider employee performing services for Grove City.
- B. The Service Provider agrees to indemnify Grove City in accordance with Section VI of the Agreement for any issue arising out of the Service Provider's hiring or retention of any individual who is not authorized to work in the United States.

IX. Taxes.

Service Provider has the following identification number for income tax purposes:
_____.

Service Provider is subject to and responsible for all applicable federal, state, and local taxes.

Grove City represents that it is a tax-exempt entity and evidence of this tax-exempt status shall be provided to Service Provider upon written request. Service Provider hereby further agrees to withhold all municipal income taxes due or payable under the provisions of Chapter 35 of the Codified Ordinances of Grove City, Ohio, for wages, salaries and commissions paid to its employees and further agrees that any

of its subcontractors shall be required to agree to withhold any such municipal income taxes due under such chapter for Services performed under this Agreement.

- D. The Service Provider shall receive Internal Revenue Service form 1099 from Grove City for income tax reporting purposes.
- X. Assignment.** Neither party may assign this Agreement without obtaining express, written consent from the other party prior to assignment.
- XI. Entire Agreement / Amendment.** This Agreement constitutes the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, discussions, undertakings and agreements between the parties. This Agreement may be amended or modified only by a writing executed by the duly authorized officers of the parties hereto. It is understood and agreed that this Agreement may not be changed, modified, or altered except by an instrument, in writing, signed by both parties in accordance with the laws of the State of Ohio.
- XII. Discrimination.**
- A. No discrimination for reason of race, religion, sex, age or country of national origin shall be permitted or authorized by Grove City and/or Service Provider in connection with the Services.
- B. Nothing in this Agreement shall require the commission of any act contrary to any law or any rules or regulations of any union, guild, or similar body having jurisdiction over the Services of Service Provider.
- XIII. Governing Law/Venue** . Any controversy or claim, whether based upon contract, statute, tort, fraud, misrepresentation or other legal theory, related directly or indirectly to this Agreement, whether between the parties, or of any of the parties' employees, agents or affiliated businesses, will be resolved under the laws of the State of Ohio, in any court of competent jurisdiction in Franklin County, Ohio.
- XIV. Severability.** If any provision of this Agreement is held invalid or unenforceable, such provision shall be deemed deleted from this Agreement and shall be replaced by a valid, mutually agreeable and enforceable provision which so far as possible achieves the same objectives as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.
- XV. Paragraph Headings.** Paragraph headings are inserted in this Agreement for convenience only and are not to be used in interpreting this Agreement.

BY SIGNING THIS AGREEMENT, YOU HEREBY ACKNOWLEDGE THAT YOU HAVE BEEN INFORMED THAT THE CITY OF GROVE CITY, OHIO HAS CLASSIFIED YOU AS AN INDEPENDENT CONTRACTOR AND THAT YOU HAVE BEEN ADVISED THAT CONTRIBUTIONS TO OPERS WILL NOT BE MADE ON YOUR BEHALF FOR THESE SERVICES.

FURTHER, BY SIGNING THIS AGREEMENT, YOU HEREBY ACKNOWLEDGE THAT THE CITY OF GROVE CITY, OHIO HAS IN NO WAY LIMITED OR RESTRICTED YOUR RIGHT TO PROVIDE THE AGREED-TO SERVICES TO THE GENERAL PUBLIC AND THAT YOU REGULARLY PROVIDE SUCH SERVICES TO THE GENERAL PUBLIC.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the _____ day of _____, 2014.

CITY OF GROVE CITY, OHIO

BY: _____
Charles W. Boso, Jr.
City Administrator

SERVICE PROVIDER

BY: _____
ITS: _____

Approved as to Form:

Stephen J. Smith, Law Director

CERTIFICATION OF FUNDS

I hereby certify that the funds required to meet the City's obligation, payment, or expenditure under this Agreement have been lawfully appropriated or authorized for such purpose and are free from any obligation now outstanding.

Michael Turner, Director of Finance

Date

CITY OF GROVE CITY

BY: _____ BY: _____
Charles W. Boso, Jr.
City Administrator

Approved as to form:

Law Director

CERTIFICATE OF AVAILABILITY OF FUNDS

I certify that the money required to meet this proposal has hereby been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of this fund, free from an previous obligation or certification as required by Ohio Revised Code §5705.01 to §5705.47.

Date

Finance Director

BIDDING FORMS

DETAILED STATEMENT OF QUALIFICATIONS

A detailed statement of qualifications must be attached to each bid submission addressing separately each of the following criteria. Ensure that each criteria is addressed by clearly marking the response with the number that corresponds to the criteria.

1. Describe generally your availability to perform the work and number of staff available to perform work on this contract and additional work, if needed.
2. Describe your experience and list specific examples of other similar contracts you have worked that are at least 50% of the price of this contract and were within the last 3 years. Describe the similarities between each contract and the project for which this bid is being submitted. List contact references for each contract.
3. Submit audited financial statements for your company covering the last three years.
4. List other contracts of a similar nature to this contract where you failed to perform properly or to complete on time.
5. Have you habitually, and without just cause, neglected the payment of bills or otherwise disregarded your obligations to subcontractors, material suppliers, or employees?
6. Describe how you customarily employ supervisory personnel of the type qualified to oversee on a regular basis the kind of work called for in the contract.
7. List equipment of the type customarily required in the performance of the contract work that you own or possess and describe whether such equipment, if needed, is available for this contract.
8. List suppliers who customarily sell products for similar projects from whom you have purchased products or materials in the past three years.
9. List other public owners on prior state, municipal, or other projects with whom you have contracted in the past three years. For each entity listed, provide a point of contact.
10. Cite examples to demonstrate an excellent record of accomplishment of past performance on state, and/or municipal projects as concerns the quantity, quality, timeliness, cost, cooperation, and harmonious working relationship.
11. List all violations of OSHA, or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the bid, which violations were cited in accordance with the provisions of any state occupational safety and health act or the occupation safety and health act of 1970 and which were not abated within the time fixed by the citation; which citation has not been set aside following appeal to the appropriate agency or court having jurisdiction.

BID PROPOSAL

TO: Les A. Spring
Director of Public Service
City of Grove City, Ohio

The signer of this Proposal, as Bidder, declares that:

- the only person(s), company or parties interested in the Proposal as principals are named;
- the Bidder has carefully examined and understands the Contract, the Notice to Bidders, the Specifications, and all other Contract Documents herein contained;
- the Bidder or the Bidder’s representative has had such investigation as is necessary to determine the character and extent of the subject of the Contract,
- the Bidder proposes and agrees that if this Proposal is accepted, the Bidder will contract with the City of Grove City, Ohio, in the form of Contract hereto attached, to furnish according to the requirements of said City as therein set forth for the following lump sum or unit prices as applicable to each item of the work as stated in the following schedule and as set forth in the Specifications incorporated herein:

2014 Cleaning Contract

Contract A

Total Bid (in figures): \$ _____

Total Bid (in words) \$ _____

Alternates: \$ _____

Contract B

Total Bid (in figures): \$ _____

Total Bid (in words) \$ _____

Alternates: \$ _____

Contracts A and B

Total Bid (in figures): \$ _____

Total Bid (in words) \$ _____

Alternates: \$ _____

Each price given is the final to the City and includes all taxes, overhead, and profit of the bidder. By submission of this Bid, each bidder certifies that this Bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid with any other bidder or with any competitor. An executed Non-Collusion Affidavit must be submitted with the bid.

NO BIDDER MAY WITHDRAW UNTIL SIXTY (60) DAYS AFTER THE BID OPENING DATE. THE CITY OF GROVE CITY, OHIO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS OR ANY PART THEREOF.

If the foregoing Proposal shall be accepted by the City of Grove City, Ohio and the undersigned fails to execute a satisfactory Contract, then the City, at its option, may declare the amount of the certified check or bond accompanying this Proposal as forfeited to the City as stipulated of liquidated damages for the failure or refusal of the undersigned to execute such Contract; otherwise, the bond accompanying such Proposal shall be void or the certified check shall be returned to the undersigned.

By submitting its bid, the Bidder agrees that the Owner's determination of which bidder is the lowest and best bidder shall be final and conclusive, and that if the Bidder or any person on its behalf challenges such determination in any legal proceeding, the Bidder will indemnify and hold the Owner and its employees and agents harmless from any claims included or related to such legal proceeding, whether or not proven, and from legal fees and expenses incurred by the Owner, its employees, or agents that arise out of or are related to such challenge.

The full name and residence of all persons and parties interested in foregoing Proposal as principals are as follows:

Name	Residence	Type of Entity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach additional sheets if necessary.)

For the bidder and each interested person, the type of entity must be listed (corporation, partnership, individual or sole proprietor, limited liability company, other), along with the state where each entity is registered to do business. Proof of such registration must be attached.

By signing below, the bidder and each interested party attests that they have reviewed the Contract Documents and are hereby submitting this bid without exception to any part of the Invitation to Bid or the Contract Documents. Each signatory further attests they have authority to submit this bid and has attached proof of such authority to this submission. Corporate bidders must attach a Corporate Affidavit in the form provided in these Contract Documents.

Legal Company Name

Signature of Authorized Representative (attach proof of such authority)

Title of Authorized Representative

Business Address

City, State and Zip Code

Date

Note: If the bidder is a corporation or limited liability company, provide the names of its President or equivalent and its chief financial officer or equivalent, and general manager, if any; if the bidder is a partnership, provide the full names and residential addresses of all partners; if a sole or individual proprietorship, provide the residential address of the proprietor, if different from above:

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT
(O.R.C. § 5719.042)

State of _____ (State Where Completing this Form)

County of _____ (County Where Completing this Form) ss:

_____ (Your Name), Affiant, being first duly sworn,
deposes and says:

1. I am the _____ (Title) of
_____ (Business Name).
2. The Bidder's offices are located at
_____ (Address).
3. I am the Bidder's duly authorized representative for making this affidavit.
4. Effective this _____ day of _____, 20__, the Bidder:

() is charged with delinquent personal property taxes on the general list of
personal property as set forth below:

County	Amount (include total amount, with penalties and interest thereon)
_____ County	\$ _____

Choose
One

() is not charged with delinquent personal property taxes on the general list
of personal property in any Ohio county.

-
(Your Name)

The foregoing instrument was acknowledged before me this ____ (day) of
_____(month),
_____(year) by _____
(name of person acknowledged).

Signature and Seal of person taking acknowledgement:

DECLARATION OF MATERIAL ASSISTANCE

***** FOR INSTRUCTIONAL USE ONLY *****

READ BEFORE COMPLETING YOUR DMA FORM

Forms not conforming to the specifications listed below or not submitted to the appropriate agency or office will not be processed.

- To complete this form, you will need a copy of the Terrorist Exclusion List for reference. The Terrorist Exclusion List can be found on the Ohio Homeland Security Web site at the following address:

<http://www.homelandsecurity.ohio.gov/dma/dma.asp>

- Be sure you have the correct DMA form. If you are applying for a state issued license, permit, certification or registration, the "State Issued License" DMA form must be completed (HLS 0036). If you are applying for employment with a government entity, the "Public Employment" DMA form must be completed (HLS 0037). If you are obtaining a contract to conduct business with or receive funding from a government entity, the "Government Business and Funding Contracts" DMA form must be completed (HLS 0038).
- Your DMA form is to be submitted to the issuing agency or entity. "Issuing agency or entity" means the government agency or office that has requested the form from you or the government agency or office to which you are applying for a license, employment or a business contract. For example, if you are seeking a business contract with the Ohio Department of Commerce's Division of Financial Institutions, then the form needs to be submitted to the Department of Commerce's Division of Financial Institutions. Do NOT send the form to the Ohio Department of Public Safety UNLESS you are seeking a license from or employment or business contract with one of its eight divisions listed below.
- Department of Public Safety Divisions:

Administration	Ohio Homeland Security*
Ohio Bureau of Motor Vehicles	Ohio Investigative Unit
Ohio Emergency Management Agency	Ohio Criminal Justice Services
Ohio Emergency Medical Services	Ohio State Highway Patrol
- * DO NOT SEND THE FORM TO OHIO HOMELAND SECURITY UNLESS OTHERWISE DIRECTED. FORMS SENT TO THE WRONG AGENCY OR ENTITY WILL NOT BE PROCESSED.

***** FOR INSTRUCTIONAL USE ONLY *****



OHIO DEPARTMENT OF PUBLIC SAFETY
DIVISION OF HOMELAND SECURITY
<http://www.homelandsecurity.ohio.gov>

GOVERNMENT BUSINESS AND FUNDING CONTRACTS
In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration by an applicant for a government contract or funding of material assistance/nonassistance to an organization on the U.S. Department of State Terrorist Exclusion List ("TEL"). Please see the Ohio Homeland Security Division Web site for a copy of the TEL.

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, financial services, communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

COMPLETE THIS SECTION ONLY IF YOU ARE AN INDEPENDENT CONTRACTOR

LAST NAME		FIRST NAME		MI
HOME ADDRESS				
CITY	STATE	ZIP	COUNTY	
HOME PHONE		WORK PHONE		

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

BUSINESS/ORGANIZATION NAME			PHONE	
BUSINESS ADDRESS				
CITY	STATE	ZIP	COUNTY	
BUSINESS/ORGANIZATION REPRESENTATIVE NAME			TITLE	

DECLARATION

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

- 1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- 2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- 3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- 4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- 5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
- 6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism? Yes No

If an applicant is prohibited from receiving a government contract or funding due to a positive indication on this form, the applicant may request the Ohio Department of Public Safety to review the prohibition. Please see the Ohio Homeland Security Web site for information on how to file a request for review.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced above on of this declaration.

APPLICANT SIGNATURE X	DATE
---------------------------------	------

NONCOLLUSION AFFIDAVIT

Grant Avenue Parking Lot Expansion and Rehabilitation

STATE OF _____

COUNTY OF _____, SS:

I, _____
(Affiant), _____ (Title) of
_____ (the "Bidder"), after being cautioned and sworn,
represent to the City of Grove City, Ohio the following:

1. The bid price contained in the Bidder's Bid for the Project has been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such bid price with any other bidder or third party.

2 Unless otherwise required by law, neither the bid price nor the Bid has been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the bid opening, directly or indirectly, to any other bidder or to any third party that would have any interest in the bid price.

3 No attempt has been made or will be made by the Bidder to induce any other individual, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

(Signature of Affiant)

(Print Name)

The foregoing instrument was acknowledged before me this _____ (day) of
_____ (month),

_____ (year) by

(name of person acknowledged).

Signature and Seal of person taking acknowledgement:

AFFIDAVIT OF AUTHORITY

(To be completed and executed if the Contractor is anything other than a sole proprietorship.)

State of _____ (State Where Completing this Form)

County of _____ (County Where Completing this Form) ss:

_____ (Your Name), being duly sworn, deposes and says that he or she is the _____

(Position) _____ of

_____ (Business

Name), a _____ (Type of Entity) organized and existing under and

by virtue of the laws of the State of _____ (State), and

having _____ its _____ principal _____ office

at: _____

(Address),

_____ (City), _____ (County), _____

(State).

Affiant further says that he is familiar with the records, minute books and by laws of _____ (Business

Name).

Affiant further says that _____ (Name of Person Signing Contract) _____ (Title of Person Signing Contract) of

_____ (Business Name) is duly authorized to sign the Contract for the

_____ (Project) on behalf of

_____ (Business Name)

by _____ virtue of

_____ (Describe how the person signing the Contract has Authority to sign for example: "a provision of the by-laws" or "a resolution of the City of Directors"—if by resolution, give date of adoption.)

(Your Signature)

(Your Position)

The foregoing instrument was acknowledged before me on _____(date) by
_____ (name of
person acknowledged).

Signature and Seal of person taking acknowledgement:

W-9 FORM

Form W-9 (Rev. December 2011) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																			
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																	
Social security number																			
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number																	
Employer identification number																			

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).	
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	
Sign Here	Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

INSURANCE CERTIFICATE ATTACHMENT SHEET

NOTICE OF AWARD

TO: _____

Project Description: **2014 Cleaning Contract**

The Owner has considered the bid submitted by you on the ____ day of _____, **2014** for the above described work in response to its advertisement for Bids.

You are hereby notified that your Bid has been accepted for said items in the amount of:

\$ _____

(_____)

You are required to execute the Contract and, if not already provided, to furnish the Certificate of Insurance and Personal Property Tax Affidavit within ten (10) calendar days from the date of this notice to you.

If you fail to execute said Contract within ten (10) days of this notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid as abandoned. The Owner will be entitled to such other rights as may be granted by law.

The Owner reserves the right to rescind the award of the work at anytime before the execution of the Contract by all parties without incurring any liability. Therefore, if you change your position, economically or otherwise, after receiving a verbal or written notice of award and in reliance upon the Owner executing the Contract, you agree to do so solely at your own risk and the Owner will not incur any liability from your change of position.

You are required to return an acknowledged copy of the Notice of Award to the Owner.

Dated this _____ day of _____, 2014

BY: _____
City Administrator
City of Grove City

NOTICE TO PROCEED

TO: _____

Date: _____

Project Description: **2014 Cleaning Contract**

You are hereby notified to commence work in accordance with the Contract dated _____, 2014.

You are required to return an acknowledged copy of this Notice to Proceed to the Owner.

Dated: _____, 2014.

CITY OF GROVE CITY

BY: _____
City Administrator

Acceptance of Notice

Receipt of the above Notice to Proceed is hereby acknowledged by _____ on this _____ day of _____, 2014.

By: _____

Name: _____

Title: _____