

**April 1, 2019**

Stark County Job and Family Services

**Request for Bids #2906**

**PURCHASE of MAIL PROCESSING SERVICES**  
for a start date of June 1, 2019, through May 31, 2021, with the option for three,  
one-year renewals

To be considered for funding, applicants must complete and submit one (1) signed original Bid, with original signatures throughout, and three (3) identical copies (total of four), received by  
**2:00 p.m. on TUESDAY, APRIL 30, 2019.**

**SUBMIT BID IN PERSON OR VIA U.S. MAIL, FEDEX, or UPS ONLY TO:**

**In person:**

**Jean Young, Purchasing Manager  
Stark County Board of Commissioners  
110 Central Plaza South  
Suite 240  
Canton, Ohio 44702**

**Via U.S. mail, FEDEX, or UPS:**

**Jean Young, Purchasing Manager  
Stark County Board of Commissioners  
110 Central Plaza South  
Suite 240  
Canton, Ohio 44702**

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## Invitation to Bid

Sealed bids, in accordance with Stark County's Specifications, for mail processing services, for Stark County Job and Family Services, will be received at the office of the Stark County Commissioners County Office Building, 110 Central Plaza South, Suite 240, Canton, Ohio 44702 until 2:00 P.M., local time on, TUESDAY, APRIL 30, 2019, at which time they will be publicly opened and read.

Bids shall be submitted in a sealed envelope upon the forms furnished with the specifications, shall contain the full name of each person/ agency/company submitting the bid, and shall be signed by an official authorized to execute a contract. Bid envelopes shall be marked "MAIL PROCESSING SERVICES, FOR STARK COUNTY JOB AND FAMILY SERVICES, BID NO. 2906."

On and after, Wednesday, April 10, 2019, from 9:00 A.M. to Noon and 2:00 P.M. to 4:00 P.M., Monday through Friday, except holidays, copies of Specifications are on file for review and may be obtained from: Jean Young, Purchasing Officer, Office of the Stark County Board of Commissioners, County Office Building, 110 Central Plaza South, Suite 240, Canton, Ohio 44702.

The only bids that will be accepted will be those of bidders of record. Bidders of record are those who have signed the bidders list and obtained specifications from the Office of the Stark County Board of Commissioners.

Each bid shall be accompanied by a bid bond, certified check, or cashier's check drawn upon a solvent bank payable to the Stark County Treasurer, in the sum of ONE THOUSAND DOLLARS (\$1,000.00) and conditioned that if the bid is accepted; a contract shall be executed in the conformity to the invitation and bid. In the event of default thereof, said bond or check in the amount represented thereby shall be forfeited to the Stark County Commissioners as liquidation damages. The checks of all unsuccessful bidders will be returned immediately upon execution of a contract with the successful bidder, or the rejection of all bids.

If, after award of bid, the bidder fails to execute a proper Agreement, the amount of the bid bond or check shall be forfeited to Stark County.

Each bid and all certificates shall be upon the forms furnished with the specifications and shall be delivered to the office of the Stark County Board of Commissioners, at or prior to the date and hour specified for receiving bids. The County is not responsible if mailed documents are received after the bid opening

All bids shall incorporate Stark County specifications by reference and attachment.

In the case of corporations not chartered in Ohio, a prior certificate of the Secretary of State, certifying that such corporation is authorized to do business in Ohio shall accompany the bid.

Each bidder must insure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, handicap, or national origin.

Terms of payment shall be as provided in the Specifications.

The Board of Stark County Commissioners reserves the right to reject any or all bids, to waive any informalities or irregularities in the bid received, and to accept any bid or combination of bids which deems most favorable to the County at the time under the conditions stipulated.

BY ORDER OF THE BOARD OF STARK COUNTY COMMISSIONERS CANTON, OHIO  
JEAN YOUNG, PURCHASING OFFICER OF THE BOARD

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April 17, 2019

**REQUEST FOR BID**

**STARK COUNTY COMMISSIONERS**

**PURCHASING DEPARTMENT  
JEAN YOUNG, PURCHASING MANAGER  
110 CENTRAL PLAZA SOUTH, SUITE 240  
CANTON, OHIO 44702  
PHONE: (330) 451-7364**

BID NO. 2906

DATE: April 1, 2019

**RETURN THIS QUOTATION NO LATER THAN 2:00 P.M. TUESDAY, APRIL 30, 2019**

**DESCRIPTION**

PLEASE INCLUDE PRICING FOR THE PURCHASE OF MAIL PROCESSING SERVICES FOR STARK COUNTY JOB AND FAMILY SERVICES ACCORDING TO THE FOLLOWING TERMS AND SPECIFICATIONS:

BIDS MUST BE SIGNED IN INK. ALL BIDS MUST BE RECEIVED ON OR BEFORE **2:00 P.M. TUESDAY, APRIL 30, 2019** OR THEY WILL NOT BE ACCEPTED.

THE INITIAL TWO-YEAR AGREEMENT WILL COMMENCE ON JUNE 1, 2019, AND TERMINATE MAY 31, 2021, WITH THE OPTION FOR THREE, ONE-YEAR RENEWALS.

NOTE: ALL BIDS SHALL BE ACCOMPANIED BY A BOND OR A CERTIFIED CHECK, CASHIER'S CHECK ON A SOLVENT BANK OR SAVINGS AND LOAN ASSOCIATION, IN THE AMOUNT OF ONE THOUSAND DOLLARS (\$1,000.00) TO INSURE THAT THE PROPOSER SHALL, IF THE PROPOSAL IS ACCEPTED, EXECUTE A CONTRACT IN CONFORMITY TO THE INVITATION AND THE BID, IN ACCORDANCE WITH THE OHIO REVISED CODE.

PROPOSERS ARE REQUIRED TO SUBMIT WITH THEIR BID THE FOLLOWING:

- a. Non-Collusion Affidavit (sample enclosed)
- b. Bid Bond
- c. Bid Pricing

THE SUCCESSFUL PROPOSER WITH SIGNING OF CONTRACT WILL BE REQUIRED TO PROVIDE THE FOLLOWING:

- a. Corporate Resolution (if applicable, sample enclosed)
- b. Personal Property Tax Affidavit (samples enclosed)

**THIS AREA MUST BE COMPLETED. (PLEASE PRINT OR TYPE)**

F.O.B. DELIVERED	(PRICES TO INCLUDE ALL DELIVERY CHARGES)	NAME OF COMPANY
YOUR DELIVERY PROMISE:		ADDRESS
PRICES QUOTED WILL BE FIRM FOR		
PROPOSER TO SUBMIT IN DUPLICATE.		PRINT NAME
PROPOSALS MUST BE SIGNED IN INK.		SIGNATURE
<b>PROPOSER IS REQUIRED TO USE THIS BID FORM</b>		PHONE NO.

## **GENERAL INFORMATION**

### **INTRODUCTION**

Stark County Job and Family Services (hereinafter referred to as SCJFS) is a triple combined agency consisting of three (3) divisions (Human Services, Children Services, and Child Support) with approximately 500 employees.

SCJFS' mission is to partner with our customers, community and other service vendors to protect children and vulnerable adults, stabilize and strengthen families, and encourage self sufficiency and personal responsibility.

The purpose and release of this Request for Bid is to solicit competitive bids from professional vendors with MLOCR certification who offer combined daily first class pre-sorted mail for letters and flats. Vendor's facilities shall be secure and ensure the confidentiality of SCJFS' mail. SCJFS currently processes 1,200 pieces of mail daily.

### **SCOPE OF SERVICE - SCJFS IS SEEKING THE FOLLOWING:**

1. Pick-up of all outgoing mail between the hours of 2:30 p.m. and 3:00 p.m. EST.
2. Sort, by zip code, sealed #10 envelopes to which SCJFS has affixed postage at pre-sort rate. On occasion, a request may be made to the vendor to also meter the #10 envelopes.
3. Sort and process flats, including postage, for best available rate. On occasion, a request may be made to the vendor to also meter the flats.
4. Deliver sorted mail directly to the United States Postal Service (USPS) by 5:00 p.m. EST for next day delivery.
5. Return mail to SCJFS that is not recognized by the next business day.

### **ADDITIONAL BID CONTENT / NARRATIVE**

1. A description of the vendor's business and facility.
2. Submit current licenses/certifications related to vendor operation, facility, and machinery.
3. Demonstrate the security of the vendor's facility (e.g., security policies and procedures).
4. Illustrate invoicing procedures. Explanation of vendor's process and how they determine postage charged.
5. Submit three (3) professional references.
6. Proof of experience or otherwise demonstrate the ability to provide quality services.
7. Submit a certificate of liability insurance as verification of adequate coverage (e.g. general, professional, etc.). One-million-dollar coverage for each type of applicable coverage or alternative comparable coverage that is acceptable to the Board of Stark County Commissioners.

8. A statement affirming the vendor is in compliance with federal laws and regulations, including a statement affirming the vendor does not discriminate in its employment practices.
9. A statement affirming the vendor is not subject to a finding of recovery under section 9.24 of the Ohio Revised Code or has taken the appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section to contract with the Board of Stark County Commissioners.
10. A statement affirming the vendor is in compliance with sections 2909.32, 2909.33 and 2909.34 of the Ohio Revised Code, otherwise known as the DMA or Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization. Vendor shall complete and sign the DMA form (HLS 0038) as a certification of compliance with the requirements of the DMA, if awarded a contract.
11. A statement affirming the vendor is in full compliance with all statutes and regulations pertaining to the Americans with Disabilities Act of 1990 and with section 504 of the Rehabilitation Act of 1973.
12. A statement affirming the vendor agrees to cooperate with any Child Support Enforcement Agency, within the law, regarding legally establishing and enforcing child support obligations. Furthermore, vendor certifies present and future compliance with any court order for the withholding of support, which is issued pursuant to sections 3123.02 to 3123.22 of the Ohio Revised Code.

**CONTACT INFORMATION**

<b>Contact Person:</b>	Barbara Snyder
<b>Address:</b>	221 3rd Street S.E., Canton, Ohio 44702
<b>Telephone Number:</b>	(330) 451-8752
<b>Fax Number:</b>	(330) 451-8300
<b>Email address:</b>	Barb.Snyder@jfs.ohio.gov

**WRITTEN QUESTIONS**

Questions regarding this Request for Bids are to be directed in writing or faxed to the Contact Person.

**VENDOR DISCLOSURES**

Vendor must provide a disclosure of any pending or threatened court actions and/or claims against the vendor. This information may not cause rejection of the Bid, but withholding the information may be cause to reject the Bid.

## **CONFLICT OF INTEREST**

No Vendor will attempt to influence an employee of SCJFS in violation of any procurement policies of the agency, the Ohio Revised Code, or Federal Procurement Regulations.

## **VENDOR EXAMINATION OF THE BID**

Vendors are expected to be familiar with the entire BID. The Vendor is expected to respond to the BID in a manner that makes it clear they understand and have responded to all sections of the BID.

## **AVAILABILITY OF FUNDS**

This BID and all agency contracts are contingent upon the availability of funds.

## **SUBMITTING BIDS**

### **BID PRICING**

The price of the services is important when evaluating the Bids. Vendor will supply the cost elements supporting the proposed charge(s). Vendor must guarantee that the pricing listed in the Bid will remain in effect for the duration of the contract, with the exception of any changes to the USPS rates on flats.

### **FALSE OR MISLEADING STATEMENTS**

Bids containing false or misleading statements will be rejected.

### **VENDOR REPRESENTATIVE'S SIGNATURE**

The Bid must be signed by an authorized vendor representative and include the name(s) of the individual(s) authorized to speak with SCJFS. The signature must indicate the title or position the individual holds in the vendor's organization. Any and all unsigned Bids will be rejected.

### **DELIVERY OF BIDS**

Vendors must mail one (1) signed original and three (3) duplicates of the entire Bid to Jean Young at the address listed in the Bid. Bids must be received no later than **2:00 P.M., TUESDAY, APRIL 30, 2019**. Bids received after the deadline will not be considered. The

vendor should use certified or registered mail, UPS, or Federal Express with return receipt requested. Faxed Bids will not be accepted.

All vendors must carefully review their final Bids. SCJFS may request from the vendor additional information and/or minor modifications to the Bid.

## **ACCEPTANCE OR REJECTION OF BIDS**

The Board of Stark County Commissioners reserves the right to accept or reject any or all Bids or combination of Bids, to waive any informalities or irregularities in Bids received at the time and under the conditions stipulated. The recommendation of the Board of Stark County Commissioners will be final.

## **BID REVIEW PROCEDURE AND AWARD OF CONTRACT**

The review process will be conducted in two (2) parts: initial and final review.

### **Initial Review**

The initial review ensures the Bid meets the minimum requirements (and mandatory conditions) specified in the Bid. If they do not, they will be rejected. Bids in response to the Bid must meet the following requirements:

- The Bid must be received at the address indicated in the Bid no later than **2:00 P.M., TUESDAY, APRIL 30, 2019**. Bids not received at the designated address by the specified date will be rejected.
- Required number of copies submitted.
- Bid signed by authorized vendor representative.
- Bids that pass the initial review will be considered a valid Bid and will move on to the final review.

### **Final Review**

- All valid Bids will be reviewed, evaluated, and rated by the Review Committee (RC).
- The RC will evaluate each Bid against the criteria in the Bid. During the review, the RC may request additional information and/or minor modifications from the vendor. Such requests and vendor's responses must always be in writing.
- All qualified Bids shall be reviewed by the RC using a standard Bid Review Evaluation Rating Sheet tailored specifically to this Bid. The number of evaluation points for each section varies according to the value assigned for that particular segment of the program (**SEE PAGE 12 OF THIS BID**).



RC rating sheets will be used to focus discussion. The final composite Evaluation Rating Sheet will be maintained on file by SCJFS.

SCJFS' evaluation will include, but will not be limited to:

- Criteria for the **Initial Review**
- Strength and stability of the vendor to provide the requested services
- Ability to meet the project/program time lines of service delivery
- Overall responsiveness and completeness of the Bid as well as the likelihood that the Bid best meets or exceeds the specifications
- Scope of service being proposed
- Fidelity of outcomes and measurements
- Price of proposed service
- Experience with a similar project/program
- Other factors considered relevant by SCJFS and demonstrated by the Bid or investigation by SCJFS

## **BID SELECTION AND NOTIFICATIONS**

Based upon results of the evaluation, SCJFS will recommend to the Board of Stark County Commissioners a vendor who, according to the reviewers, is most advantageous in terms of cost-efficiency, quality of services, and has demonstrated measurable outcomes. The Board of Stark County Commissioners will select the vendor. Primary consideration will be given to vendors who are able to provide quality mail processing services to SCJFS. SCJFS will work with that vendor to finalize the details of the contract document.

All vendors submitting Bids will be notified as to the reviewer's decisions within 45 days from the Bid submission deadline. If a successful vendor fails to execute the contract, SCJFS may recommend to the Board of Stark County Commissioners another vendor whose Bid met the requirements of the Bid and any addenda.

The decisions made by the Board of Stark County Commissioners are final. However, questions, clarifications, and additional information in regard to the decision or in regard to this Bid and the completion of a Bid may be directed to the Bid contact person.

## **REQUIREMENTS AND SPECIFICATIONS**

### **MINIMUM CONTRACT REQUIREMENTS**

The contract will incorporate the requirements of the Bid, the vendor's Bid, and all other agreements that may be reached. If the vendor proposes a sub-contract approach, the Bid must clearly describe the responsibilities of each party and the assurances of the performance offered.

### **CONTRACT PERIOD & INVOICING**

Contract will be written for a period of two years beginning on the date the Board of Stark County Commissioners approves the contract, but no earlier than June 1, 2019, with the option to renew for three additional one-year periods. Payment for services rendered is made on a monthly basis and within 45 days of receipt of an accurate invoice and required documentation. Invoices, at a minimum, shall be original, numbered, dated, reference the agreement, include dates of service, and cost for the services outlined in the Bid.

### **CONFIDENTIALITY**

Vendor that has access to confidential information will be required to keep that information private, classified and confidential. The successful bidder will be required to sign SCJFS' confidentiality statement.

### **REPORTING REQUIREMENTS**

SCJFS may request that vendor submit a special report(s) from time to time based on the needs of the agency.

### **VENDOR BIDS**

Vendors interested in delivering services to SCJFS as overviewed in the afore described sections need to identify their interest in the form of a Bid describing the services that will meet the needs of SCJFS.

### **BID FORMAT**

To simplify the process for evaluating bids, and to assure each Bid receives the same review, Bids must be submitted in the following format and contain all items listed. Bid sections must be identified according to the following format:

- A. Cover Letter:** Submit a cover letter which identifies the type of organization (such as: individual, non-profit corporation, profit-making corporation, or other legal entity) and includes a brief statement describing the vendor organization.
- B. Also include identifying information:** Vendor legal name as it appears in articles of incorporation [identify other name(s) if applicable – doing business as... (DBA)]; business addresses and services address if applicable; telephone; fax; email; World Wide Web. Include a statement identifying the organization’s mission and goals. Provide the name of a contact person relating to this Bid including the person’s title, address, telephone, fax, and email. Provide the federal tax identification number.
- C. The letter is signed** by the person authorized to legally bind the vendor along with the position the signer holds in the organization, presumably the Director, CEO, or President.
- D. Bid:** Based on information provided above, and in response to the description of the Bid and finally, in consideration of the Bid evaluation and rating categories that SCJFS will apply; present a narrative that represents the services the vendor is proposing that SCJFS purchase. **The entire Bid including any attachments must not exceed 20 pages. The Bid must contain sufficient information for the BID reviewers to make an informed judgment as to the quality and cost of the services proposed.** Bids will be typewritten in 12 font size using either the Times New Roman, Courier, or Arial font. Bids shall also be single sided copies and fastened by a staple. SCJFS will not compensate the vendor for any expenses incurred as a result of the BID process. All Bids become the property of SCJFS and are considered public information.

Three (3) identical copies and one (1) original of the vendor’s **Bid, Cover Letter** and any **Attachments** must be received no later than the close of business on **2:00 P.M., TUESDAY, APRIL 30, 2019.** as received/delivered via U.S. mail, FedEx, UPS, or in person to the following address:

**Jean Young, Purchasing Manager  
Stark County Board of Commissioners  
110 Central Plaza South  
Suite 240  
Canton, Ohio 44702**

## **RATING CRITERIA**

### **BID RATING SHEET**

<b>Evaluation Criteria</b>	<b>Maximum</b>	
<b>Responsiveness to ALL items listed in the BID</b> – “yes,” continue; if “no,” stop here.	<b>Yes/No</b>	<b>(not a weighted item)</b>
<b>Strength and stability</b> of the vendor to provide the requested services	10 points	
<b>Ability to meet</b> the project/program time lines	10 points	
<b>Overall responsiveness and completeness</b> of the Bid as well as the likelihood that the Bid best meets or exceeds the specifications	15 points	
<b>Scope of service</b> being proposed	15 points	
<b>Outcomes and measurement</b> of services	10 points	
<b>Price</b> of proposed service(s)	20 points	
<b>Experience</b> with a similar project/program	15 points	
<b>Other factors</b> considered relevant by SCJFS and demonstrated by the Bid or investigation by SCJFS	5 points	
<b>Total</b>	<b>100 points</b>	<b>Maximum 100 points</b>

\*NOTE: A rating of at least 75 out of the 100 possible points will be required for further consideration.

\_\_\_\_\_  
SIGNATURE / PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE / PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE / PRINT NAME

\_\_\_\_\_  
DATE

FORM OF NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
BEING FIRST DULY SWORN, AND SAYS THAT HE IS \_\_\_\_\_

\_\_\_\_\_ (SOLE OWNER, A PARTNER, PRESIDENT, SECRETARY, ETC.) OF \_\_\_\_\_

\_\_\_\_\_ THE PARTY MAKING THE FOREGOING BID, THAT SUCH BID IS GENUINE AND NOT COLLUSIVE OR SHAM, THAT SAID PROPOSER HAS NOT COLLUDED, CONSPIRED, CONNIVED, OR AGREED DIRECTLY OR INDIRECTLY WITH ANY PROPOSER OR PERSON, TO PUT IN A SHAM BID, OR THAT SUCH OTHER PERSON SHALL REFRAIN FROM SUBMITTING A BID, AND HAS NOT IN ANY MANNER, DIRECTLY OR INDIRECTLY SOUGHT BY AGREEMENT OR COLLUSION, OR COMMUNICATION OR CONFERENCE WITH ANY PERSON, TO FIX THE BID PRICE OF AFFIANT OF ANY OTHER PROPOSER, OR TO FIX ANY OVERHEAD, PROFIT OF COST ELEMENT OF SAID BID PRICE, OR OF THAT OF ANY OTHER PROPOSER, OR TO SECURE ANY ADVANTAGE AGAINST STARK COUNTY, OR ANY PERSON INTERESTED IN THE PROPOSED CONTRACT; AND THAT ALL STATEMENTS CONTAINED IN SAID BID ARE TRUE, AND, FURTHER THAT SUCH PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY SUBMITTED THIS BID, OR THE CONTENTS THEREOF, OR DIVULGED INFORMATION OR DATA RELATIVE THERETO TO ANY ASSOCIATION OR TO ANY MEMBER OR AGENT THEREOF.

\_\_\_\_\_

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

MY COMMISSION EXPIRES:

\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR

PROPOSER'S NAME \_\_\_\_\_

STATE OF OHIO )  
 ) SS:  
STARK COUNTY )

STATEMENT OF NON-LIABILITY  
FOR DELINQUENT PERSONAL  
PROPERTY TAXES

\_\_\_\_\_, BEING FIRST DULY SWORN, SAYS THAT HE HAS  
(SEE NOTE BELOW)

BEEN AWARDED A CONTRACT BY \_\_\_\_\_  
(NAME OF TAXING DISTRICT)

AFTER COMPETITIVE BIDDING; AND THAT AT THE TIME OF THE SUBMISSION  
OF SAID BID SAID AFFIANT WAS NOT CHARGED WITH ANY DELINQUENT  
PERSONAL PROPERTY TAX ON THE GENERAL TAX LIST OF PERSONAL  
PROPERTY OF STARK COUNTY.

\_\_\_\_\_  
(SEE NOTE BELOW)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

NOTE: WHERE AN INDIVIDUAL HAS SUBMITTED A BID, THE NAME OF THE  
INDIVIDUAL SHOULD APPEAR HERE. WHERE AN INDIVIDUAL SIGNS FOR A  
PARTNERSHIP THE NAME OF THE PARTNER SIGNING FOR THE PARTNERSHIP  
SHOULD APPEAR TOGETHER WITH THE NAME OF THE PARTNERSHIP. WHERE  
A CORPORATION HAS SUBMITTED A BID, THE NAME OF THE OFFICER, HIS  
POSITION AND THE NAME OF THE CORPORATION SHOULD APPEAR.

PROPOSER'S NAME: \_\_\_\_\_

STATE OF OHIO )

) SS:

STARK COUNTY )

STATEMENT OF LIABILITY  
FOR DELINQUENT PERSONAL  
PROPERTY TAXES

\_\_\_\_\_, BEING FIRST DULY SWORN, SAYS THAT HE HAS  
(SEE NOTE BELOW)

BEEN AWARDED A CONTRACT BY \_\_\_\_\_  
(NAME OF SUBDIVISION)

AFTER COMPETITIVE BIDDING; AND THAT AT THE TIME OF THE SUBMISSION  
OF SAID BID SAID AFFIANT WAS CHARGED WITH DELINQUENT PERSONAL  
PROPERTY TAX ON THE GENERAL TAX LIST OF PERSONAL PROPERTY OF  
STARK COUNTY, OHIO AND THAT THE AMOUNT SUCH DUE AND UNPAID  
DELINQUENT TAXES IS \$\_\_\_\_\_ AND THAT THE AMOUNT OF  
THE DUE AND UNPAID PENALTIES AND INTEREST IS \$\_\_\_\_\_.

\_\_\_\_\_  
(SEE NOTE BELOW)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

NOTE: WHERE AN INDIVIDUAL HAS SUBMITTED A BID, THE NAME OF THE  
INDIVIDUAL SHOULD APPEAR HERE. WHERE AN INDIVIDUAL SIGNS FOR A  
PARTNERSHIP THE NAME OF THE PARTNER SIGNING FOR THE PARTNERSHIP  
SHOULD APPEAR TOGETHER WITH THE NAME OF THE PARTNERSHIP. WHERE  
A CORPORATION HAS SUBMITTED A BID, THE NAME OF THE OFFICER, HIS  
POSITION AND THE NAME OF THE CORPORATION SHOULD APPEAR.

SAMPLE

CORPORATE RESOLUTION

\_\_\_\_\_, Secretary of

and \_\_\_\_\_ corporation hereby certifies that the following is a true and correct copy of a resolution duly adopted by the Board of Directors of \_\_\_\_\_ on \_\_\_\_\_, 20\_\_, to wit:

“Resolved, that \_\_\_\_\_ of this Company, namely, \_\_\_\_\_ be and he hereby is authorized and directed to enter into any and all contracts, Bid guaranty and performance bonds with the Board of Commissioners, Stark County, Ohio, for the purpose of furnishing labor and materials as to

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

at such price and upon such terms and conditions, including any amendments or modifications thereto, as said

\_\_\_\_\_ in his sole discretion shall deem best, and that said actions shall be binding upon the corporation.

Resolved, further, that said

\_\_\_\_\_ be, and he further is hereby authorized and directed to execute and deliver unto said Board of Commissioners other instruments which in his discretion he shall deem necessary to carry out the foregoing resolution.”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation at \_\_\_\_\_, \_\_\_\_\_, this

\_\_\_ day of \_\_\_\_\_, 20\_\_, and I further certify that said resolution is still in full force and effect.

\_\_\_\_\_  
SECRETARY



## GENERAL TERMS AND CONDITIONS

1. **Special Conditions:** Special conditions included in the Bid Document shall take precedence over any general provisions hereinafter set forth.
2. **Specifications:** Unless otherwise stated by the bidder, the Bid will be considered as being in strict accordance with the specifications outlined in the Bid Document.
3. All exceptions to the specifications must be clearly defined in supplemental information submitted with the Bid. Descriptive literature to be included where applicable.
4. **BE SURE TO INSERT UNIT PRICES AND CARRY OUT EXTENSIONS.** In case of an error in extension of prices, the unit price will govern.
5. Errors or omissions could result in your Bid being declared "invalid."
6. Bids must be submitted on the forms provided. **No others will be accepted.** All entries must be typewritten or if written, must be styled in printing clearly and legibly in ink. Be sure to sign the original Bid in ink and return in a sealed envelope with the furnished label properly affixed and Bid information noted.
7. Verbal instructions given by any of the Officers, Agents, or Employees of the County shall not be binding upon the County. Instructions in writing only, from the Purchasing Department of the Stark County Commissioners shall be binding.
8. Bids must submit an affidavit in conformance with ORC Section 5719.042 as to the non-liability or liability for personal property taxes in Stark County. (Form to be supplied by the County).
9. The Stark County Commissioners reserve the right to reject any and all Bids, to waive any informalities or irregularities in the Bids received and to award by item or total or any combination of Bids which is deemed most favorable to the County.
10. **SERVICE VENDOR** shall maintain Comprehensive General Liability insurance and shall provide the **BOARD** with a properly executed Certificate of Insurance with a thirty (30) day cancellation notice in favor of the **BOARD**.
11. The **SERVICE VENDOR** shall agree to hold harmless and indemnify the **BOARD** and the **FACILITY** from and against any liability, loss, damage, cost and expense which they may suffer from any claim, demand, action, suit or cause of action which may be made or had against them by reason of negligence on the part of the **SERVICE VENDOR**, its agents, servants, or employees.
12. **SERVICE VENDOR** will submit to the **FACILITY**, for the **BOARD**, copies of licenses, registrations, or certifications which will serve to demonstrate to Authorities, the qualifications of said **SERVICE VENDOR** and/or **SERVICE VENDOR'S** employees.
13. The **BOARD** reserves the right to cancel the Agreement for such service by thirty (30) days' written notice. If the **SERVICE VENDOR** wishes to cancel the Agreement, it shall do so only if it first gives thirty (30) days' written notice of its intent to cancel to the **BOARD**.
14. Each Bid must be executed upon the Bid Form furnished with the attached specifications.
15. **PAYMENT TERMS** - The **SERVICE VENDOR** to issue monthly invoices to the County in the amount of 1/12th of the first year's total annual amount.
16. **ALL PERSONNEL OF THE SUCCESSFUL PROPOSER ARE TO BE EMPLOYEES OF THE PROPOSER AND NOT COUNTY EMPLOYEES.**