

REQUEST FOR PROPOSALS
City of Sandusky
Portable Restroom Rental and Service

Issued by:
The City of Sandusky, Ohio

Issued:
Thursday, February 8, 2018

Contact Person:
Aaron M. Klein, P.E.
c/o Department of Public Works
222 Meigs Street
Sandusky, OH 44870
Phone: (419) 627-5829
Fax: (419) 627-5933
email: mstookey@ci.sandusky.oh.us

Proposals Due:
Thursday, February 22nd at 2:00pm



The City of Sandusky reserves the right to reject any or all Proposals, to waive informalities, or to accept any Proposal which it deems most favorable to the City of Sandusky

City of Sandusky
Portable Restroom Rental and Service
Table of Contents

<u>Sections</u>	<u>Pages</u>
I. Notice to Bidders -----	1
II. Procurement Process, Timeline and Deadline -----	2 - 4
III. Overview -----	5
IV. Scope of Work -----	6
V. Specific Conditions -----	8
VI. Proposal Submittal and Format -----	9 - 11
VII. Evaluation of Proposals -----	12 - 15
VIII. Qualifications of Proposer -----	16
IX. Submittal Forms -----	17
(a) Proposal Form	
(b) Organization and Experience History, Service References	
(c) Waiver & Release Form	
(d) Proof of Liability Insurance	
(e) Disclosure of Personal Property Taxes	
(f) Non-Collusion Affidavit	
(g) Unresolved Findings	

SECTION I. NOTICE TO PROPOSERS

LEGAL NOTICE
REQUEST FOR PROPOSALS

Proposals for the City of Sandusky “**Portable Restroom Rental and Service**” must be received in the office of the Department of Public Works, 222 Meigs Street, Sandusky, OH 44870, to the attention of Aaron M. Klein, P.E., no later than Thursday, February 22nd at 2:00pm (EST).

Proposal packages shall be submitted with one original in sealed envelope labeled “Portable Restroom Rental and Service”. These Proposals are to be sent or delivered to:

Aaron M. Klein, P.E.
c/o Department of Public Works
222 Meigs Street
Sandusky, OH 44870
Phone: 419-627-5829
Fax: 419-627-5933
email: mstookey@ci.sandusky.oh.us

Correspondence shall include contact name, address, telephone, fax, and email information.

Copies for the Request for Proposals (RFP) can be downloaded from the City of Sandusky’s web site at www.ci.sandusky.oh.us, or if you prefer a hard copy, please contact Megan Stookey, at mstookey@ci.sandusky.oh.us or (419) 627-5878.

All questions must be submitted in writing and may be emailed to: Todd Gibson, tgibson@ci.sandusky.oh.us. Any questions submitted and answers thereto, clarifications or Request for Proposals amendments shall be distributed to those parties that requested or have been sent an original RFP. Last day for questions shall be Friday, February 22nd at 11:00am.

All proposals must be received on time and in full compliance with the instructions contained in the RFP. The City of Sandusky reserves the right to reject any and all Proposals, and to withdraw this solicitation at any time.

The City of Sandusky reserves the right to waive any informalities or irregularities in any of the Proposals received and to award to the offeror whose proposal best meet the needs of the City of Sandusky.

Please publish on: February 8 & 15, 2018
Approved by: Eric L. Wobser, City Manager

II. Procurement Process, Timeline and Deadlines

This Request for Proposals is being issued by the City of Sandusky. The primary contact for all communications regarding this Proposal shall be done through email with Todd Gibson at tgibson@ci.sandusky.oh.us, with a last day for questions being Friday, February 16, 2018 at 11:00 a.m. (EST).

All private, for-profit, non-profit and public entities shall be eligible to submit Proposals for this work.

The Request for Proposals shall be available upon Wednesday, February 8, 2018, and publicized as follows:

- On the City of Sandusky Website at <http://www.ci.sandusky.oh.us>
- Published as Legal Notice in the Sandusky Register February 8 & 15, 2018

The Request for Proposals shall be available upon request in the following formats: hard copy (paper) and electronic email (Adobe Acrobat *.PDF format). The Request for Proposals shall be distributed as requested by the aforementioned eligible Proposer/Contractors. Requests for the Request for Proposals shall be made to the Department of Public Works. All requests shall include the Request for Proposals format preference (hard copy or electronic email), complete contact information of person making the request, including email address and fax number.

The final date and time for inquiries regarding this Request for Proposals shall be Friday, February 16, 2018 at 11:00 a.m. (EST). The City of Sandusky shall issue responses to all inquiries to all entities that have requested or have been sent an original RFP.

The Proposals shall be due no later than 2:00 p.m. (EST) on Thursday, February 22, 2018. Proposals received after that date and time will not be accepted. Cost Proposal packages shall be submitted as outlined in Section VI. Proposal Submittal and Format. The Proposals shall be sent to:

Aaron M. Klein, P.E.
c/o Department of Public Works
222 Meigs Street
Sandusky, OH 44870
Phone: (419) 627-5829
Fax: (419) 627-5933
email: mstookey@ci.sandusky.oh.us

Proposer/Contractor bears total responsibility for ensuring their proposal is complete and arrives on time.

Proposals received by Fax will not be considered.

Proposer/Contractor shall comply with each and every requirement of this RFP to be considered responsive.

The Proposals shall be reviewed by a committee following the Request for Proposals due date and time. The selected finalists shall be established based on the Rating Scale as defined in Section VII. Evaluation of Proposals.

Specific Project Timeline

February 8 & 15, 2018 Advertise in the Sandusky Register that the City of Sandusky is accepting Proposals and the Request for Proposals/Specifications packets are available. Document will be posted on the City's Website.

February 16, 2018 at 11:00 a.m. (EST) Last day to submit questions and clarifications regarding the Request for Proposals for the City of Sandusky Water Tight Sealed Gate Container with Bowed Tarp System.

February 22, 2018 at 2:00pm Deadline for submittal of Proposals to the City of Sandusky.

February 22 – 27, 2018 Review and evaluate proposals to formulate the top three Proposer/Contractor. Demonstrations may be requested during this time.

March 12, 2018 Agreement will go to City Commission for approval.

III. OVERVIEW

The City of Sandusky desires to contract with a vendor to provide Portable Restroom Rentals and Service. The vendor shall be a qualified individual or business that meets the minimum specifications set by the City. Questions in reference to proposals shall be directed to Todd Gibson by email at tgibson@ci.sandusky.oh.us, last day for questions being Friday, February 16, 2018 at 11:00 a.m. (EST).

Proposals shall be delivered to 222 Meigs Street, Sandusky, Ohio 44870.

The deadline for the submission of Proposals is 2:00 P.M. on Thursday, February 28.

IV. SCOPE OF WORK

A. Delivery Date

The effective date of the Contract shall be within 60 days of award. The Proposer/Contractor shall be prepared to deliver the product no later March 15, 2018, or as soon as possible.

B. City of Sandusky Obligations

- Have staff available the day of delivery.
- Other requirements agreed upon in writing by both parties after execution of the contract.

C. Obligation of Vendor

Vendor shall further be obligated to:

- Deliver equipment to the following park locations no later than the dates listed below;

City of Sandusky 2018 Portable Restroom Schedule			
Parks	Qty	Start Date	End Date
Kiwanis	1 ADA	3/19/2018	11/16/2018
Wishtman - Weiber	1 ADA	4/16/2018	10/13/2018
Jc South Baseball	1 ADA	3/19/2018	10/15/2018
Sprau	1 & 1 ADA	5/1/2018	8/31/2018
Huron Park/Splash Pad	1 ADA	5/1/2018	9/10/2018
Washington St. Pier	1 ADA	5/1/2018	10/1/2018
Amvets Field	1 ADA	5/1/2018	8/31/2018
Washington Park	1 ADA	6/1/2018	9/17/2018
Mills Golf Course	1 & 1 ADA	3/15/2018	11/16/2018
Cemetery	2 ADA	5/25/2018	5/29/2018
Sandusky Bay Pavilion	1 ADA	5/1/2018	11/1/2018
Big Island Canoe Launch	1 ADA	3/19/2018	11/16/2018
Jackson Street Pier	1ADA	11/19/2018	5/1/2019
Shelby St. Boat Ramp	1 ADA	3/15/2018	5/1/2018

D. Liability and Insurance

Successful respondent shall be required to supply and keep in force during the contract period:

- Comprehensive public liability insurance against any liability for injury or death to persons and/or damage to property occurring in, on or about the premises in the amount of \$1,000,000.00 (combined single limit bodily injury and property damage). Policy shall list the City of Sandusky as an insured.
- Successful respondent shall hold the City of Sandusky harmless against damage done to the equipment, premises, or any municipal facilities due to the operation of the facility or acts of operator's agents or employees.

E. Background Check

Successful respondent may be required to execute the proper authorization allowing the City to perform a complete criminal background check and credit history. This requirement shall be at the sole discretion of the City. At a minimum, the Respondent shall submit a list of five (5) references that can be checked.

F. Billing

The Proposer/Contractor shall submit an invoice by the tenth (10th) day after delivery. The invoice should reflect the product details billed for. When there is a dispute to the amount owing with respect to any invoice for payment submitted, the amount in dispute shall, at the City's election, remain in or be placed in an interested-bearing account of the City's choice pending resolution of the disagreement. The Proposer/Contractor shall be paid any amounts due that are not in dispute within thirty (30) days from the close of the calendar month in which the invoice is submitted.

G. Implementation Timeline

Each Proposer/Contractor shall submit with its Proposal a proposed delivery date for each location specified.

SECTION V. PORTABLE RESTROOM RENTAL AND SERVICE SPECIFIC CONDITIONS

The City is looking to contract with a company for a minimum of three years for the placement and service of portable restrooms twice a week at various City parks.

All portable restrooms are required to be ADA accessible but do **not** need a service sink inside. All portable restrooms will be required to be cleaned and maintained twice per week on Monday and Thursday of each week.

Yearly Portable Restroom Schedule

City of Sandusky 2018 Portable Restroom Schedule			
Parks	Qty	Start Date	End Date
Kiwanis	1 ADA	3/19/2018	11/16/2018
Wishtman - Weiber	1 ADA	4/16/2018	10/13/2018
Jc South Baseball	1 ADA	3/19/2018	10/15/2018
Sprau	1 & 1 ADA	5/1/2018	8/31/2018
Huron Park/Splash Pad	1 ADA	5/1/2018	9/10/2018
Washington St. Pier	1 ADA	5/1/2018	10/1/2018
Amvets Field	1 ADA	5/1/2018	8/31/2018
Washington Park	1 ADA	6/1/2018	9/17/2018
Mills Golf Course	1 & 1 ADA	3/15/2018	11/16/2018
Cemetery	2 ADA	5/25/2018	5/29/2018
Sandusky Bay Pavilion	1 ADA	5/1/2018	11/1/2018
Big Island Canoe Launch	1 ADA	3/19/2018	11/16/2018
Jackson Street Pier	1ADA	11/19/2018	5/1/2019
Shelby St. Boat Ramp	1 ADA	3/15/2018	5/1/2018

**Dates provided are subject to change due to weather or park activities.*

Special Event Portable Restroom Rental

The City is looking for rental and service prices for City event rentals. Event rentals will range from two to four days, with service offered during a longer rental. All portable restrooms provided must be ADA accessible.

SECTION VI. PROPOSAL SUBMITTAL AND FORMAT

The Proposals shall be submitted in hard copy. Electronic copies via e-mail or on disk, and in Adobe Acrobat (*.PDF) format) may also accompany, but may not substitute for, the hard copy.

Proposer/Contractor bears total responsibility for ensuring their proposal is complete and arrives on time.

Proposals received by Fax will not be considered.

Proposer/Contractor shall comply with each and every requirement of this RFP to be considered responsive.

All original signatures shall be in BLUE OR BLACK ink. If space provided is insufficient for response, attach additional sheets to the forms, clearly referencing such sheets back to specific points addressed in the forms.

The contents of the Proposals shall not be altered or embellished by any Proposer/Contractor as the same bears on the submission of a full, complete, and responsive Proposal. The City may amend and correct the RFP before Proposals are due.

All Proposals are to be full and complete and reflect the specifications set forth in this RFP, as amended and corrected by the City, and shall include all required plans, programs and policies.

The City reserves the right to reject any or all Proposals, to waive informalities, or to accept any Proposal that is deemed most favorable to the City. The City reserves the right to extend the due date of the RFP should it become in the best interest of the City to do so.

The City reserves the right to reject any Proposal that exceeds the City's ability to fund the project. ***Unit costs are expected to be as low as possible and practical, and to reasonably reflect operating conditions in this part of Ohio.***

Sealed proposals may be withdrawn prior to the opening of the proposals in person by a Proposer/Contractor or his/her authorized representative, by signing a receipt for the proposal.

After the opening of proposals, a Proposer/Contractor may withdraw his/her proposal from consideration in accordance with Ohio Revised Code Section 9.31 if the price bid was substantially lower than other proposals, providing the proposal was submitted in good faith, and was due to a clerical mistake as opposed to a judgment mistake. Notice of a claim of right to withdraw proposal shall be made in writing and filed with the Department of Public Works within two (2) business days after the date of the opening of the proposals.

Sealed Proposals shall be opened publicly at 2:00 p.m. (EST) on February 22, 2018, in the Second Floor Conference located at City Hall, 222 Meigs Street, Sandusky, OH 44870.

The contract shall be awarded on the basis of lowest and best proposal as defined by Ohio Revised Code Section 721.15(B) that conforms to the specifications of this Request for Proposals.

The RFP and all proposals, documents and other information, unless confidential, proprietary or a trade secret, concerning the RFP process shall be open to public inspection upon award of a contract. Any requests by Proposer/Contractor for nondisclosure of confidential or proprietary information or trade secrets or assertions by Proposer/Contractor that information in its proposal, or the entire proposal, is confidential, proprietary or a trade secret shall be examined by the City to determine the validity of the request or assertion. Proposer/Contractor requests or assertions shall be in writing. If the parties do not agree, the Proposer/Contractor shall be informed in writing by the City regarding what portions of the proposal shall be disclosed. Proposer/Contractor may withdraw its proposal at any time prior to award of a contract.

Questions, Changes, and Clarifications

To facilitate the clarification of requirements, Proposer/Contractors are requested to submit questions in writing no later than Friday, February 16, 2018 at 11:00 a.m. (EST), to: Todd Gibson, tgibson@ci.sandusky.oh.us.

If it becomes evident that the Request for Proposals must be amended, the City of Sandusky will issue a formal written amendment to all known prospective Proposer/Contractors.

The Request for Proposals, as amended and corrected, and the Proposals with incident and accompanying Proposals, as amended and corrected, shall constitute the entire agreement between the City and the successful Proposer. There shall be no verbal agreements.

Entire agreement: By submitting a Proposal, the Proposer/Contractor acknowledges that it has read the RFP, understands it, and agrees to be bound by its requirements, terms and conditions.

The City will work with the Proposer/Contractor to develop a simple, mutually-agreeable contract compatible with this RFP. The Proposer/Contractor further agrees that the final contract entered into between the parties shall be, as outlined in this RFP, the complete and exclusive statement of the agreement between the parties and that it shall supersede all Proposals, oral or written, and all other communication between the parties in relation to the subject matter of the contract. The contract may be modified only in writing, signed by the Proposer/Contractor and City. The City reserves the right to disqualify any Proposals that take exception to or limit the rights of the City under the

requirements, terms, and conditions of this RFP. Furthermore, by providing the City with a Proposal based on this RFP, the Proposer/Contractor expressly warrants that the Proposer shall fulfill the requirements of this RFP.

The RFP, as amended and corrected, and the Proposal, as amended and corrected, shall constitute the entire agreement between the City and the successful Proposer/Contractor. There shall be no verbal agreements.

The intent of the RFP and the contract stemming therefrom is to include all items necessary for the proper execution and completion of the work by the successful Proposer/Contractor. The entire RFP and the contract stemming therefrom are complementary, and what is required by one shall be as binding as if required by all. Performance by the successful Proposer/Contractor shall be required only to the extent consistent with the RFP and the contract stemming therefrom and those obligations and requirements that may be reasonably inferred from them all as being necessary to produce the intended results.

If a simple, mutually agreeable contract cannot be developed, the City will work with the second ranked Proposer/Contractor to develop a contract.

Legal authority: Each Proposer/Contractor represents that it possesses the legal authority to enter into a contract with the City. The Proposer/Contractor shall certify that pursuant to Ohio Revised Code Section 9.24, no unresolved finding for recovery issued by the auditor of state is pending against it.

VII. EVALUATION OF PROPOSALS

A selection committee will review and analyze each response. The Service Proposals will be opened first on February 22, 2018, and analyzed February 22 – 28, 2018.

A description of the evaluation criteria is below, and explains the basis for rating each Proposal. The Proposals shall be evaluated on a technical basis prior to being evaluated on a cost basis. The most technically qualified Proposer/Contractors shall be evaluated on a cost basis, with a decision on successful Proposer/Contractor being made no later than February 28, 2018.

The committee shall select no more than three Proposer/Contractors to demonstrate their products if the City deems necessary for demonstrations. Interviews and/or negotiations may be conducted with the top three Proposer/Contractors which meet the minimum requirements, and have the highest evaluation score. If demonstrations are requested, the City shall award a contract to the responsible Proposer/Contractor whose proposal is most advantageous to City of Sandusky Portable Restroom and Service with price and other factors considered. In determining which proposal is most advantageous, the City shall award to the Proposer/Contractor whose proposal offers the greatest business value to the City of Sandusky based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposal represents the “best value” to the City of Sandusky.

Evaluation Procedures:

(A) The Contract will be awarded to the lowest and best Proposer/Contractor as determined in the discretion of the City or all proposals will be rejected in accordance with the following procedures:

1. In determining which Proposer/Contractor is the lowest, the City shall consider the Base Proposal and any Alternate or Alternates which the City determines to accept. Substitutions shall not be considered.
2. The total of the proposals for the accepted Alternate(s) shall be added to or deducted from the Base Bid, as applicable, for the purpose of determining the lowest Proposer/Contractor.

(B) A Proposer/Contractor for a Contract shall be considered responsive if the Proposer/Contractor’s proposal to the Contract Documents in all material respects and contains no irregularities or deviations from the Contract Documents which would affect the amount of the proposal or otherwise give the Proposer/Contractor a competitive advantage.

1. A Proposer/Contractor may be required to furnish samples and a complete statement of the origin, composition and manufacture of any or all materials to be used for the Work. A Proposer/Contractor may be rejected as nonresponsive for failure to provide requested

samples or if samples fail to demonstrate that materials are of sufficient quality or fitness for the Work.

2. If the lowest Proposer/Contractor is not responsive, such Proposer/Contractor shall be notified in writing by certified mail of the finding and the reasons for the finding.

(C) In determining whether a Proposer/Contractor is best, factors to be considered will or may include, without limitation:

1. Preferences required by law, where applicable;
2. The experience of the Proposer/Contractor;
3. The financial condition of the Proposer/Contractor;
4. Compliance by the Proposer/Contractor and related Persons with ethics laws;
5. The conduct and performance of the Proposer/Contractor on previous contracts, which shall include, without limitation, compliance with prevailing wage laws and equal opportunity requirements;
6. The facilities of the Proposer/Contractor;
7. The management skills of the Proposer/Contractor;
8. The ability of the Proposer/Contractor to execute the Contract properly;
9. The ability of the Proposer/Contractor to perform at least 51% of the Work with its own employees;
10. The evaluation of a proposal below the median of other bids.
11. The experience of the Proposer/Contractor;
12. The conduct and performance of the Proposer/Contractor on previous contracts, which shall include, without limitation, compliance with prevailing wage laws and equal opportunity requirements;
13. The management skills of the Proposer/Contractor;
14. The ability of the Proposer/Contractor to execute the Contract properly;
15. The evaluation of a proposal below the median of other bids.

Written notice of a contract award shall be provided to all Proposers and shall be made available to the public.

(D) The review committee shall obtain from the lowest and best Proposer/Contractor any information the Authorized Representative deems appropriate to the consideration of factors showing that such Proposer/Contractor's proposal is best, including without limitation the following:

1. Overall experience of the Proposer/Contractor, including number of years in business under present and former business names;
2. Brief listing of ongoing and completed public and private service contracts of the Proposer/Contractor in the last three years, including

the nature, status and value of each contract and a name, address, and phone number for a representative of the owner of each related project;

3. Complete list of all Subcontractors and Material Suppliers;
4. Current Ohio Workers' Compensation Certificate;

(E) If the lowest responsive Proposer/Contractor is best, the Contract shall be awarded to such Proposer/Contractor unless all bids are rejected.

(F) If the lowest responsive Proposer/Contractor is not best, and all proposals are not rejected, the City shall follow the procedures set forth in subparagraphs (C) above, with each next lowest responsive Proposer/Contractor until the Contract is awarded, all proposals are rejected or all responsive Proposer/Contractors are determined to be not best.

(G) The review committee may obtain the information described in subparagraph (D) from several Proposer/Contractors simultaneously, but shall review each Proposer/Contractor's information separately and not comparatively.

(H) Each Proposer/Contractor shall provide requested information within such time limits as the review committee shall establish.

Rejection of Proposal:

The City reserves the right to reject any and all proposals where the Proposer/Contractor takes exception to the terms and conditions of the RFP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFP.

The City reserves the right to reject in whole or in part, any and all proposals where the City, taking into consideration factors including but not limited to, price and the results of the evaluation process, has determined that award of a contract would not be in the best interest of the City.

The RFP may be canceled and/or reissued by the City, in whole or in part, when:

1. The supplies and/or services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFP; or
2. Pricing offered is considered to be excessive in comparison with existing market conditions or exceeds the available funds of the City; or
3. It is determined that award of a contract would not be in the best interests of the City.

Written notice of a contract award shall be provided to all Proposers/Contractors and shall be made available to the public.

EVALUATION CRITERIA

Evaluation Factors	Max. Points	Score
Proposed Portable Restroom Rental and Service (Meet ADA requirements.)	40	_____
Delivery Time (meet servicing, and installing Portable restroom; previous performance record.)	50	_____
Proposal & Qualifications (Proposal is organized and responsive to all areas contained in the RFP, Qualifications per section VIII)	10	_____
TOTAL	100	_____
<hr/>		
Total Possible Points	100	

SECTION VIII. QUALIFICATIONS OF PROPOSER

Proposer/Contractor may be private for-profit corporations, private non-profit corporations, or public bodies. A Proposer/Contractor may be one entity or a group of entities operating as a joint venture or in other appropriate legal form.

Proposer/Contractors shall also discuss their understanding of and ability to:

- a) Establish and maintain an excellent working relationship with the City;
- b) Meet the needs of the City of Sandusky Portable Restroom Rental and Service;
- c) Operate efficiently and knowledgeably in the City of Sandusky, Ohio, and service areas, as the service required by the contract necessitates.

The Proposer/Contractors shall demonstrate that their business or organization is financially stable and well managed, and fiscally and technically capable of providing service to the City of Sandusky.

Proposer/Contractors shall state if the organization has ever defaulted on a contract and if there are any legal actions currently against them or anticipated to be against them.

Proposer/Contractors shall state the recent history (within the last three years) of service provided to other similar agencies or large businesses.

Proposer/Contractors shall describe the qualifications of their organization, including proposed project staffing, experience with similar projects, reference contacts, and all brief listing of their top (5) clients over the past three years.

Each Proposer/Contractor shall provide a resume/work history of key personnel who it is anticipated shall be assigned to the City of Sandusky Portable Restroom and Service.

Each Proposer/Contractor shall submit a list of references (roughly three or more).

IX. SUBMITTAL FORMS

The following forms must be completed and submitted to be considered responsive for the purposes of this RFP. While it is not necessary to use the forms provided, any substituted or attached additional sheets must contain the requested information and be clearly marked for easy reference by the evaluation committee.

Submittal Checklist

Prior to submitting a proposal, Respondent should use the following checklist to ensure completeness of the submission package.

- Proposal Form
- Original proposal in Sealed Envelope
- Organization Description, Experience History and Service References
- Completed "Waiver and Release" regarding Sandusky City Income Taxes
- Proof of Insurability
- Any additional information respondent deems necessary to include that would better enable the City to evaluate his/her proposal

Proposal Form

No alternatives, deletions or additions shall be made of this form as it may render the bid invalid. Alternative proposals can be submitted, where so designated within the bid proposal for review by the City, but of the understanding that the City of Sandusky has sole authority to consider or reject any alternative proposals.

Name of Organization: _____

Business Address: _____

Telephone Number

Other Phone

Other Phone

Fax

Email

Name and Title of Contact Individual for Further Information

Legal Status of Organization: (Check one)

- For-profit corporation or joint venture corporation
- For-profit partnership or sole proprietorship
- Non-profit corporation Public agency Other (identify)
- Non-profit corporation Private agency Other (identify)

Attach your proposal with any additional information that you feel necessary to help in the City's evaluation of your qualifications and proposed operation of the facilities.

Organization History

Has Respondent, or any officer or partner of respondent, failed to complete a contract?
Yes _____ No _____. If yes, give details on separate sheet.

Is any litigation pending against Respondent or any officer or partner of Respondent's organization? Yes _____ No _____. If yes, give details on separate sheet.

Experience History

List three similar contracts which the Respondent Organization has provided service under. Indicate current or recent, along with a contact person and phone number. If no, so state. Attach extra page(s) if necessary.

Municipality

Current or Recent

Contact Person/Phone No.

Waiver and Release Form

In consideration of the review by the City of Sandusky, Ohio, of a contract proposal and bid submitted by the undersigned, and as a condition precedent thereto, the undersigned does hereby authorize and direct the release to administrative officers of the City of any and all information related to the current obligations of the undersigned to the City, including, but not by way of limitation, obligations under the City's income tax, hereby waiving any privilege, statutory or otherwise, as to the same, and releasing the City of Sandusky, Ohio, its officers, agents, and employees from any liability in relation thereto.

BY: _____

DATE: _____

SIGNED IN THE PRESENCE OF:

Proof of Insurability:

Required to supply and keep in force during the contract period:

- Comprehensive public liability insurance against any liability for injury or death to persons and/or damage to property occurring in, on or about the premises in the amount of \$1,000,000.00 (combined single limit bodily injury and property damage). Policy shall list the City of Sandusky as an insured.
- Successful respondent shall hold the City of Sandusky harmless against damage done to the equipment, premises, or any municipal facilities due to the operation of the facility or acts of the operator's agents or employees.