

CLARK COUNTY DEPARTMENT OF  
**JOB & FAMILY SERVICES**



Clark County Department of Job & Family Services  
By and through the authority of the Board of Clark County Commissioners

**REQUEST FOR QUOTES**  
Installation of New Flagpole

**Request Date: Monday, February 10, 2020**  
**Response Due Date: Friday, February 28, at 2:00 p.m.**

The Board of Clark County Commissioners ("Board") is seeking quotes and intends to award a single contract to purchase and install a flagpole for the Clark County Department of Job & Family Services ("Department") at 1346 Lagonda Avenue Springfield, Ohio 45503. Department will administer the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample contract can be viewed online ([click here](#)). There will be no changes to the contract unless agreed upon by all parties. Board reserves the right to reject any or all quotes or to waive any defect in a quote which does not materially alter the contract document.

**CONTRACT AWARD:** The contract will be awarded to the responsible vendor whose quote is most advantageous to Board. A potential vendor's failure to address all items in its quote may result in its rejection. Only Board has the authority to bind Department into a contract.

**AWARD INFORMATION:** Shared Administrative Dollars NOTE: No prevailing wage requirements.

**EVALUATION:** Quotes will be evaluated, and a contract will be awarded to the vendor who is the Lowest Responsive and Responsible Bidder to perform the requested service. Department will also ensure that the selected vendor has provided complete quote information including required response forms, business references, demonstration of experience, and ability to meet Board insurance requirements.

**INQUIRY PERIOD:** Vendors shall contact Loi Small at [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov) with any questions regarding this RFQ. If the question is submitted via email, the subject line of the email must be "CCDJFS Flagpole installation," in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFQ and closes at **2:00 p.m. on Tuesday, February 18, 2020**. Department reserves the right to disregard any questions that are not properly or timely submitted. Any questions or answers deemed to be material to all vendors will be sent to all vendors at the email address the RFQ was initially distributed to; any other questions or answers will not be distributed to all vendors. Board may conduct discussions with potential vendors who submit quotes for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFQ.

**INSURANCE REQUIREMENTS:** Interested vendors must meet Board insurance requirements in order to be considered an eligible vendor (see page 3 of response forms below).

**BUSINESS REFERENCES:** Interested vendors' quotes shall include a list of at least three (3) companies or organizations with which it has had contracts to provide like services within the past two (2) years. This list shall include the name and phone number of a contact person who is familiar with the vendor's job performance. Neither Department nor Board may be used as a reference. There is a limit of one (1) reference from any other Clark County government agency

or department (including Utilities, Courts, Sheriff, etc.). Board may verify the vendor's experience based upon the list of business references submitted and any other sources which Board deems appropriate.

**HOW TO SUBMIT A QUOTE:** Print a copy of the response sheet and include forms listed below, and completely fill in all sections. The forms can be completed electronically and then printed for signature or printed and completed by hand. Vendor may attach other sheets if necessary to fully provide information regarding quote and scope of work. Return all completed required forms via email to [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov) on or before **2:00 p.m. on Friday, February 28, 2020**, or one original hard-copy can be mailed or hand-delivered to the Clark County Department of Job & Family Services, Attention: Contract Development/Loi Small, 1345 Lagonda Avenue, Building C, Springfield, Ohio 45503. If quote is hand-delivered, please see receptionist in Bldg. C lobby. Quotes shall be clearly marked on the outside of the envelope in the lower left-hand corner as follows: **"CCDJFS Flagpole Installation."** The name and address of the vendor submitting the quote shall also appear on the outside of the envelope.

**PRE-BID WALK-THROUGH:** Potential bidders are strongly encouraged to attend a walk-through to inspect the area where the flagpole will be installed. During the walk-through a thorough description of the project will be discussed. **A walk-through will be conducted on Monday, February 24, at 9:00 a. m OR 2:30pm** at Department's Campus, Building C, 1345 Lagonda Avenue, Springfield, Ohio 45503. Potential bidders should report to the Building C Lobby at the designated time. Department's Maintenance Supervisor will lead interested vendors on the walk-through.

**SCOPE OF WORK:** This scope of work is to be done in accordance with state and local building codes. Contractor shall remove existing flagpole which is located on the rooftop of building C. Contractor shall provide all materials, equipment, labor, machinery, tools, and related items necessary to complete the work shown on the drawings and as specified in the Specification for installation of a 30' flagpole Internal Halyard. **Additional information will be given during a walk-through.**

- a. Contractor is to install flagpole 25' away from the electrical pole at the corner of Lagonda Ave. and Park Ave.
- b. Contractor is to provide and install 30' satin finish .188 thickness of wall steel pole, 5" butt diameter, 3" ball top, with a 5' by 8' standard outdoor nylon flag that will withstand a 96-mph wind.
- c. Contractor will install flagpole per industry standards.
- d. Contractor will set the foundation sleeve to a depth that leaves 2" of the sleeve above ground level.
- e. Contractor is to have the area surveyed prior to digging for underground utility lines.
- f. Contractor is to cut flagpole as close to the footing as possible.
- g. Contractor will be responsible for removal and disposal of existing Rooftop flagpole and cap with rubber boot.
- h. Contractor will provide Manufactures warranty on flagpole and one-year labor on installation.

#### **VENDOR REQUIREMENTS**

1. Contractor will be responsible for the worksite clean-up. Site must be free of trash and debris daily and at the completion of the job to the satisfaction of the Department.
2. Clark County DJFS is a drug free work place.
3. Clark County DJFS is a smoke free facility, this also includes personal vaporize devices.
4. We ask that you show the utmost respect to our customers and staff during this project.
5. All work schedule changes and worksite personnel changes must be briefed and authorized by the Clark County DJFS Maintenance Supervisor.
6. Warrant all materials under this contract in accordance with manufacturer's warranty – any defects in materials appearing during this period shall be corrected without coast to Department. All work performed to install the flagpole will be warranted for a period of one (1) year.

### **PRICING**

Please provide pricing to perform all functions of the contract. Pricing should include all costs associated with the pole removal and installation of flagpole described. **PLEASE INCLUDE A DETAILED PRICE QUOTE.**

<b>CATEGORY</b>	<b>PRICE &amp; INFORMATION/SPECIFICATIONS</b>
Material	
Site Preparation	
Labor	
Removal of existing rooftop pole and capping.	
Service	
Other Costs (specify) Equipment List and Pricing Attach	

### **CONTRACT TERM**

Upon execution by the Board.

**THE FOLLOWING THREE (3) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE.**

**INSTALLATION OF NEW FLAGPOLE AND REPLACEMENT REQUEST FOR QUOTES  
RESPONSE SHEET**

NAME OF VENDOR:

CONTACT INFORMATION (include name, address, email address, and phone number):

VENDOR'S FEDERAL TAX ID NUMBER:

NUMBER OF YEARS IN BUSINESS:

THREE PROFESSIONAL REFERENCES (include address, email address and phone):

1.

2.

3.

WARRANTY PROVIDED FOR WORK COMPLETED:

**PLEASE INCLUDE A COPY OF ALL CURRENT LICENSES AND/OR CERTIFICATIONS WITH YOUR PROPOSAL.**

*Attach additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all services requested by Department.*

**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE**

STATE OF OHIO

COUNTY OF \_\_\_\_\_ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

\_\_\_\_\_ for a contract for \_\_\_\_\_  
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
  - a. myself;
  - b. any partner or owner or shareholder of the partnership (or other unincorporated business);
  - c. any shareholder of the association;
  - d. any administrator of the estate;
  - e. any executor of the estate;
  - f. any trustee of the trust;
  - g. any owner of more than 20% of the corporation or business trust (if applicable);
  - h. each spouse of any person identified in (a) through (c) of this section;
  - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).
2. That none of the following have collectively made within the previous 24 months, and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
  - a. myself
  - b. any partner or owner or shareholder of the partnership (if applicable);
  - c. any shareholder of the association;
  - d. any administrator of the estate;
  - e. any executor of the estate;
  - f. any trustee of the trust;
  - g. any owner of more than 20% of the corporation or business trust (if applicable);
  - h. each spouse of any person identified in (a) through (c) of this section;
  - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE WITH COUNTY INSURANCE REQUIREMENTS**

The following is a list of required insurance policies:

- a. Worker's Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability\* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit.
- e. "The Board of Clark County Commissioners" must be named as "Additional Insured" on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.
- f. Professional liability or errors and omissions insurance for a minimum of \$1,000,000 per incident.

\*Note: Umbrella/Excess Liability coverage may be waived if the following limits are carried for Commercial General Liability and Auto Liability:

1. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any are used.
2. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$3,000,000 Combined Single Limit.

I, \_\_\_\_\_, certify that I have reviewed the above insurance requirements, and:

(\_\_\_\_\_) I certify that as an individual/company/organization submitting a proposal, I am able to meet the above insurance requirements.

OR

(\_\_\_\_\_) I am not able to meet the above insurance requirements, and would like to request a waiver of the following policies:

\_\_\_\_\_.

The insurance policies currently held by this individual/company/organization are:

\_\_\_\_\_. A copy of the current insurance policies is attached.

Signed:

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title

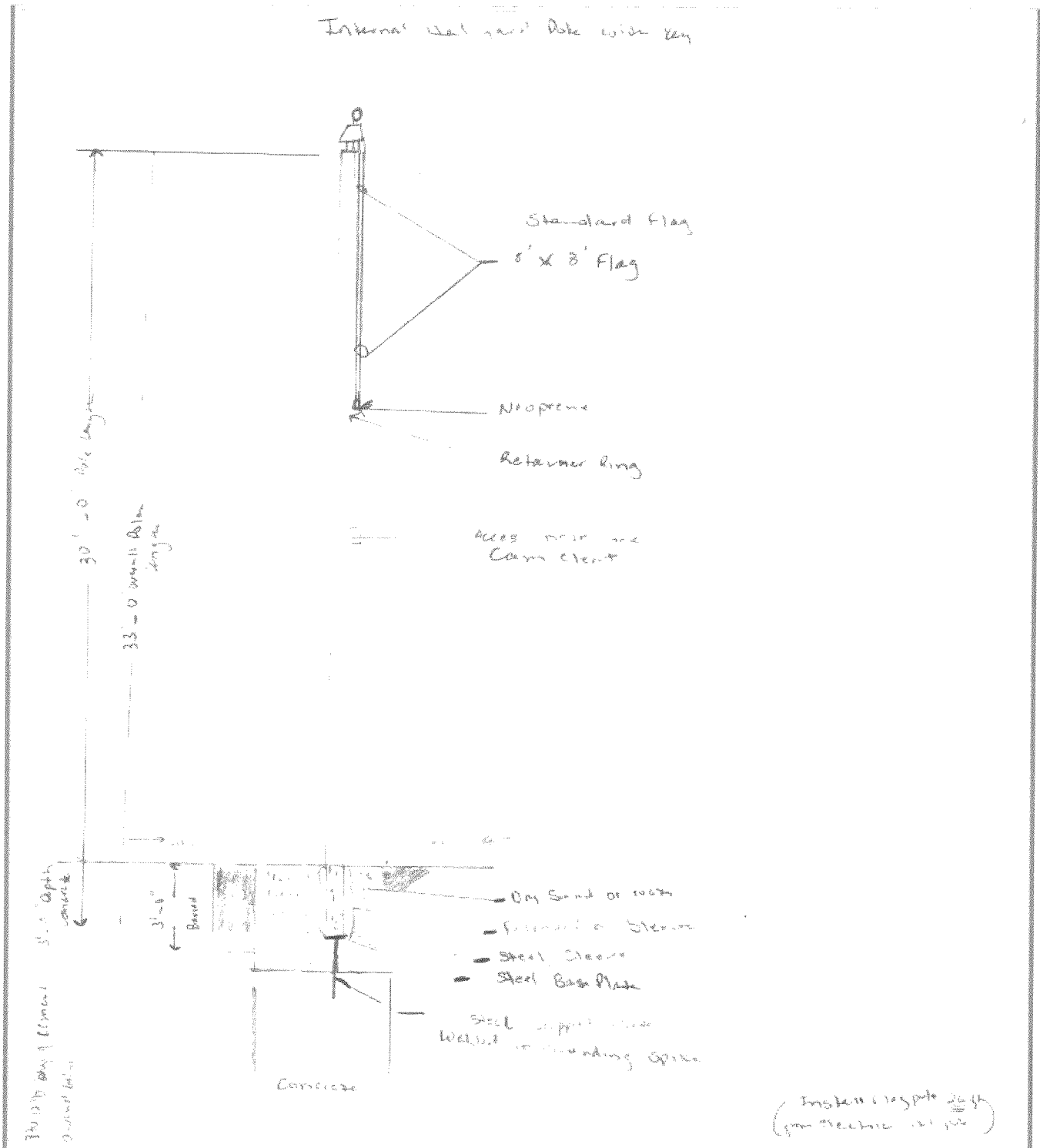


Exhibit 2

