



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

REQUEST FOR PROPOSALS

RFP: 23-SFY-07

FOR: 2023 Outdoor Summer Camp for At-Risk Children Affiliated with Clark County Department of Job & Family Services

PREFERRED PROGRAM DATES: Camp Year One - July 31, 2023 through August 4, 2023

RELEASE DATE: Wednesday, April 5, 2023

RESPONSES DUE: Friday, April 21, 2023 by 2 p.m.

The Board of Clark County Commissioners (“Board”) is seeking proposals and intends to award one contract to a children’s camp vendor to host a 2023 outdoor summer camp for at-risk children affiliated with Clark County Department of Job and Family Services (Department). Department will be administering the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample contract can be viewed online [here](#). There will be no changes to the contract unless agreed upon by all parties. Board reserves the right to reject any or all proposals or to waive any defect in a proposal which does not materially alter the contract document. “Provider” means any person or organization capable of providing the services described herein. For the purposes of this RFP document, the Board and the Department will sometimes be collectively referred to as “County.” The potential provider will sometimes be referred to as “bidder,” “provider,” “proposer,” “contractor,” and “applicant” interchangeably throughout this RFP and related documents.

EVALUATION: Potential vendors will be evaluated based on, in order of importance:

1. Demonstration of Experience;
2. Completeness of all required information and forms requested in this RFP;
3. Price;
4. Ability to meet County insurance requirements; and
5. Business References.

Vendors may be disqualified for failure to meet any of the above requirements. Proposals will be evaluated on all five (5) criteria, which are listed in the order of importance, with vendor experience being the most important evaluation factor. The selected vendor will be chosen based on terms and conditions that are most advantageous to Department. Board reserves the right to reject any proposals in which the potential vendor takes exception to the terms and conditions or the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines to exceed the available funds of the contracting authority. Board reserves the right to reject, in whole or in part, any proposal that Board has determined, using the factors and criteria Board developed pursuant to this section, would not be in the best interest of the County.

CONTRACT AWARD: Quotes will be evaluated based on above information, and contract will be awarded to the vendor who is the most responsive and responsible bidder to perform the requested service, and therefore most advantageous to the Board. A potential vendor's failure to address all items in its proposal may result in its rejection. Board retains the right to cancel this RFP at any time prior to a contract being awarded. Potential vendors will be notified at the earliest possible opportunity. Only Board has the authority to bind Department into a contract. Since Board maintains binding authority and has the right to refuse any proposal, no costs may be recovered for proposal preparation or any process during the RFP process or thereafter.

INQUIRY PERIOD: Vendors shall contact Contract Development at Clark_Contract_Development@jfs.ohio.gov with any questions regarding this RFP. The subject line of the email must be "2023 Summer Camp RFP," in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFP, and closes at 2:00 p.m. on Friday, April 14, 2023. 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 posted on the Department's website. It is the responsibility of all vendors to review the Department's website prior to submitting their proposal. Board may conduct discussions with vendors who submit proposals for the purpose of clarification or correction regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

INSURANCE REQUIREMENTS: Interested vendors must meet Board insurance requirements in order to be considered an eligible vendor (see page 5 of response forms, below).

BUSINESS REFERENCES: Interested vendors' proposals shall include a list of at least three (3) companies or organizations with which it has had contracts, agreements, or professional business relationships for children's camp services within the past two (2) years. The contracts or relationships must not have been terminated prior to the end date due to poor performance and /or acts of negligence. 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.

DEMONSTRATION OF EXPERIENCE: Interested vendors shall submit with its proposal demonstration of previous experience in delivering this, or similar, services. Vendor shall include descriptions and examples of at least two (2) projects or contracts completed in the past five (5) years that demonstrate appropriate experience.

HOW TO SUBMIT A PROPOSAL: Please print a copy of the response sheet and included 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 proposal and scope of work. Board prefers response sheet and forms submissions in electronic format. The electronic copy can be PDF, or Word, or other formats that are compatible with Microsoft Office. All completed forms are to be sent via e-mail

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to Clark_Contract_Development@jfs.ohio.gov on or before 2:00 p.m. on Friday, April 21, 2023. For vendors not capable of providing their response sheet and forms electronically, please contact the e-mail box listed above for additional instructions.

Board is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified on the cover sheet of this RFP.

Vendors who choose to mail their proposals do so at their own risk. There will be no exceptions for proposals that are received late due to delays in postal service.

Submission of a proposal indicates acceptance by the proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Board and the proposer selected.

Department requires four (4) forms (attached) that need to be completed and submitted along with the quote. In addition to these forms, Department requires a valid Bureau of Workers' Compensation certificate. These forms can be completed electronically and printed for signature or printed and completed by hand. Forms and related contract documents can be found on the Department's website by clicking [Related Documents](#). They are as follows:

- Form 8.2 Campaign Contribution Declaration
- Form 8.3 Bidders Personal Property Statement
- Form 8.5 Certification of Compliance with County Insurance Requirements
- Form 8.6 Non-Collusion Bid Affidavit

SCOPE OF WORK: The selected vendor will be retained to provide a one-week off-site, outdoor summer camp for at-risk children affiliated with Department. Below are *suggested* requirements for the structure of the camp, *recommended* activities to be provided to the children, and a *sample* menu of meals to be provided by the vendor. Vendors may suggest alternate options.

CONTRACT TERM: Two-year initial term; up to one additional one-year extension by and through written amendment executed by, and at the discretion of, Board.

ORGANIZATIONAL STRUCTURE:

1. Five (5)-day camp to take place during the summer months, preferably July 31 – August 4, 2023 for year one;
 - a. Vendor may propose alternate dates for 2023, and
 - b. Camp dates shall be agreed upon in writing between Department and selected vendor for all future years under the contract, but
 - c. In no year shall the camp occur during the week of the Clark County Fair, which is typically scheduled for the last full week of July;
2. 9:00 a.m. until 3:00 p.m. each daily;
3. Breakfast and lunch are to be provided;
4. There will be approximately 150 children, ages 5-10 years;
5. Vendor must provide trained and certified staff for all activities. Vendor shall provide proof of training and certification procedures as part of Written Statement;
6. Department will provide staff for supervision and behavioral management;
7. Vendor may, but is not required to provide transportation for the children to and from the camp.
 - a. NOTE: If vendor is not able to provide this service, Department will provide and coordinate transportation; please clarify in Written Statement whether or not transportation services will be provided by vendor.

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- b. If vendor chooses to offer this service, costs should be detailed fully and itemized separately from other program costs.
- c. If vendor will utilize a sub-contractor for this service, contact information for sub-vendor must be provided in Written Statement. Subcontractor must be approved by Department, and no subcontractor may be substituted without written approval by Department.
- d. (OPTIONAL) TRANSPORTATION SPECIFICATIONS:
 - i. Rental or use of two buses (or equivalent) to transport a maximum of 150 youth to and from camp location for all five days of camp. Please include all costs necessary to operate transportation, including costs for fuel and drivers; costs not included in proposal will not be paid by Department. The schedule for each bus is as follows:
 - ii. BUS ONE
 - 1. A.M. Pick-ups:
 - a. 8:30 a.m. – Roosevelt Middle School, 721 East Home Road, Springfield, Ohio 45503
 - 2. A.M. Drop-off:
 - a. Camp location
 - 3. P.M. Pick-ups:
 - a. 3:00 p.m. – Camp location
 - 4. P.M. Drop-offs:
 - a. Roosevelt Middle School, 721 East Home Road, Springfield, Ohio 45503
 - iii. BUS TWO
 - 1. A.M. Pick-ups:
 - a. 8:30 a.m. – Fulton Elementary School, 631 South Yellow Springs Street, Springfield, Ohio 45506
 - 2. A.M. Drop-off:
 - a. Camp location
 - 3. P.M. Pick-ups:
 - a. 3:00 p.m. – Camp location
 - 4. P.M. Drop-offs:
 - a. Fulton Elementary School, 631 South Yellow Springs Street, Springfield, Ohio 45506
 - iv. BUS THREE
 - 1. A.M. Pick-ups:
 - a. 8:30 a.m. - Kenwood Elementary School, 1421 Nagley Street, Springfield, Ohio 45505
 - 2. A.M. Drop-off:
 - a. Camp location
 - 3. P.M. Pick-ups:
 - a. 3:00 p.m. – Camp location
 - 4. P.M. Drop-offs:
 - a. Kenwood Elementary School, 1421 Nagley Street, Springfield, Ohio 45505
 - v. BUS FOUR
 - 1. A.M. Pick-ups:
 - a. 8:30 a.m. – Lincoln Elementary School, 1500 Tibbetts Avenue, Springfield, Ohio 45505
 - 2. A.M. Drop-off:

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- a. Camp location
3. P.M. Pick-ups:
 - a. 3:00 p.m. – Camp location
4. P.M. Drop-offs:
 - a. Lincoln Elementary School, 1500 Tibbetts Avenue, Springfield, Ohio 45505

vi. NOTE: Pick-up times may change slightly, depending on location of camp offered by vendor. These times may be modified as agreed between Department and vendor after review of proposed camp location.

SAMPLE ACTIVITIES (Below are sample activities. Vendor is not required to provide or limited to the activities below.):

1. Crafts: t-shirt decorating, beadwork, leatherwork, painting;
2. Fishing;
3. Field games: kickball, soccer, volleyball;
4. Hiking;
5. Scavenger hunts;
6. Archery;
7. Water activities: row-boating, canoeing;
8. Swimming;
9. Water games: water balloon toss, slip-n-slide.

SAMPLE MEAL MENUS (Below is a sample menu. Vendor is not required to provide or limited to the exact menu below):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>Breakfast</u> Scrambled eggs, bacon/sausage, muffin, milk	<u>Breakfast</u> Pancakes, fruit toppings, syrup, bacon/sausage, milk	<u>Breakfast</u> Breakfast Burrito, muffin, yogurt, milk	<u>Breakfast</u> French toast/sticks, syrup, bacon/sausage, fruit, milk	<u>Breakfast</u> Bagel with cream cheese, fruit, milk
<u>Lunch</u> Chicken nuggets, green beans, macaroni and cheese, dessert, milk	<u>Lunch</u> Hamburger/cheeseburger on bun, tater tots/fries, fruit cup, dessert, milk	<u>Lunch</u> Chicken patty on bun, macaroni and cheese, baked beans, dessert, milk	<u>Lunch</u> Pizza, carrot and celery sticks with dip, fruit cup, dessert, milk	<u>Lunch</u> Hot dogs/corn dogs, chips, corn, dessert, milk

Water, sports drinks, and fresh fruit must be available to the children at ALL TIMES. Peanut butter and jelly sandwiches must be available as an alternative option for every meal. A salad bar must be available at every lunch, and cereal bar must be available at every breakfast. Coffee should be made available for Department staff at every breakfast.

Please provide an all-inclusive price for services to be provided under this contract. Include a detailed budget narrative explaining the program costs as part of the Written Statement.

VENDOR SELECTION: After proposals are reviewed per EVALUATION section above, a recommendation will be made to Department Director to award contract to one vendor. Director will make a final selection to recommend to Board, and may consider past contract/subgrant performance, proposal quality, reasonableness and appropriateness of proposed

budget, and funding available. Board reserves the right to accept or reject Director's recommendation. All vendors who submit a proposal will receive a Letter of Intent to Award or Non-Award at the email address provided on the Response Sheet, regardless of vendor selected.

PROTESTS: Any potential or actual proposer may file a protest on any matter relating to the process of soliciting the proposals or on the belief that Department has not followed procedures outlined in this RFP.

Such a protest must comply with the following guidelines:

- 1) Protests shall be in writing and shall contain the following information:
 - a) The name, address, and telephone number of the protestor;
 - b) The program name and number of the RFP being protested;
 - c) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents. The statement should show what process and/or procedure protestor is alleging has not been followed;
 - d) A request for a ruling by Department;
 - e) A statement as to the form of relief requested from Department; and
 - f) Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest;
- 2) A protest shall be considered timely if received within the following periods:
 - a) A protest based on alleged improprieties or events about which the protestor knew or could have reasonably discovered, prior to the closing date for receipt of proposals, shall be filed no later than the deadline for receipt of proposals.
 - b) If the protest relates to the PRT's or the Director's recommendation to award a contract or to reject any or all proposals, the protest shall be filed no later than 9 a.m. of the seventh (7th) calendar day after the issuance of the notification of Intent to Award the contract or the notification of Intent to Reject all proposals, whichever is applicable.
- 3) An untimely protest may be considered by Department if it determines that the protest raises issues significant to Department's procurement system. An untimely protest is one received by Department after the time periods set forth in Item 2 of this section.
- 4) All protests must be filed at the following location via email to:

Virginia K. Martycz, Ph.D., Director
virginia.martycz@jfs.ohio.gov

- 5) When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Board determines that a delay will severely disadvantage Board. Proposer(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest.
- 6) Board shall issue written decision on all timely protests and shall notify any provider who filed an untimely protest as to whether or not the protest will be considered.
- 7) Proposers who choose to rely on responses to public records requests when preparing their protests do so at their own risk.

LIMITATIONS:

The award of a contract is contingent upon the approval of Board. No contract shall be valid and legal until it has been approved and executed, in signature, by Board.

This RFP does not commit Board to award a contract or to pay any cost incurred in the preparation of a proposal. Board reserves the right to accept or reject any or all proposals received, to negotiate services and cost with proposers, and to cancel in part or in its entirety this RFP.

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Board will review each proposal with respect to price, proposer's administrative and programmatic capabilities, and conformance to the RFP criteria. Board may reject all responses if proposed rates are unreasonable or if proposers do not meet the RFP acceptance criteria. All proposals submitted in response to the RFP will become the property of Board.

Proposal selection does not guarantee that a contract for services will be awarded. Board reserves the right to terminate the negotiation process in the event that negotiations fail with proposer whose proposal is selected and/or issues arise during negotiations that prevent Board from entering into a contract with that proposer. If this happens, Board, in its sole discretion, reserves the right to: (1) select the next highest rated proposer that responded to the RFP or (2) cancel and/or reissue the RFP.

Proposer(s) selected will be required to agree to the terms of the Sample Contract included on the website dedicated to RFP related documents. These terms cannot be modified without authorization from Board.

THE FOLLOWING SIX (6) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE.

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RESPONSE SHEET

NAME OF VENDOR:

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

VENDOR'S FEDERAL TAX ID NUMBER:

TOTAL AMOUNT OF PROJECT/AMOUNT OF FUNDING REQUESTED (include any applicable unit rates):

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

1.

2.

3.

DEMONSTRATION OF EXPERIENCE (attach additional pages, if necessary):

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PRICING: Please provide an all-inclusive price for services to be provided under this contract. Include a detailed budget narrative explaining the program costs as part of the Written Statement. No costs other than those specified in vendor's proposal will be paid by Department unless agreed to in writing in advance. Include a detailed budget narrative explaining the program costs.

WRITTEN STATEMENT: In addition to the items above please include the information detailed below:

1. Provide proof of training and certification procedures
2. Brief description of organizational structure including key personnel that will be associated with project
3. Sample activities
4. Sample menu
5. Any additional information you determine to be relevant for this project
6. 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

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**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 _____, 2023.

Notary Public: _____

My Commission Expires: _____

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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. ***To be added if professional liability or error and omissions insurance is applicable to Contract:*** Professional liability or errors and omissions insurance for a minimum of \$1,000,000 per incident.
- g. ***To be added if contract deals with children:*** Liability coverage for abuse and molestation in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

*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

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NON-COLLUSION AFFIDAVIT

STATE OF _____)

SS:

COUNTY OF _____)

_____, being first duly sworn, deposes and says that he/she is

(NAME)

(POSITION) for _____,

(COMPANY NAME)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, 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 or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Clark County Commissioners or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 2023.

NOTARY PUBLIC

My commission expires _____, _____

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BIDDER'S PERSONAL PROPERTY TAX STATEMENT

(See Section 5719.042, O.R.C.)

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____. On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____.

I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

owed in delinquent taxes, and _____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE

BIDDER

Sworn to and subscribed before me, a Notary Public, on this _____
day of _____, _____.

NOTARY PUBLIC

My commission expires _____, _____