



By and through the authority of the Board of Clark County Commissioners

## **REQUEST FOR QUOTES**

### Trash Service

**Request Date: Friday, January 24, 2025**

**Response Due Date: Monday, February 10, 2025 at 2:00 p.m.**

The Board of Clark County Commissioners ("Board") is seeking quotes and intends to award a vendor with a single contract for regular trash and cardboard pick-up service for the Clark County Department of Job and Family Services (CCDJFS) ("Department") campuses. The dumpsters are physically located at 766 Pauline Street and 525 Home Road. 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.

**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 and ability to meet Board insurance requirements.

**SCOPE of WORK:** The purpose of the contract is to provide twice weekly trash removal and bi-weekly cardboard removal from our main campus as well as twice weekly trash removal from our Home Road Campus.

Quantity	Size	Location	Type	Frequency
1	2 Yard	525 Home Rd. (Brick wall enclosure next to the Gym Building)	Trash	2x/weekly
1	8 Yard	766 Pauline St.	Trash	2x/weekly
1	8 Yard	766 Pauline St.	Cardboard	EOW

**PRICING:** No costs other than those specified in proposer's quote will be paid by CCDJFS unless agreed to in writing in advance of services being completed.

Please provide a pricing quote for monthly services for the above specifications including any additional costs associated with the pickup.

**SUBMITTING A QUOTE:** 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 Monday, February 10, 2025**. Vendor may attach other sheets if necessary, to fully provide information regarding quote and scope of work. If the proposal cannot be sent electronically, a hard copy of the proposal can be mailed or delivered to the Clark County Department of Job & Family Services, Attention: Contract Development, 1345 Lagonda Avenue, Building C, Springfield, Ohio 45503.

**INSURANCE REQUIREMENTS:** Contracts awarded by CCDJFS must meet Board insurance requirements in order to be considered an eligible vendor. Those requirements can be found on page 4 of this document.

**CONTRACT TERM:**

Contract term will begin April 1, 2025 and will end March 31, 2028.

If you have any questions, please contact Contract Development by e-mail at  
[Clark\\_Contract\\_Development@ifs.ohio.gov](mailto:Clark_Contract_Development@ifs.ohio.gov).

**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 \_\_\_\_\_, 2025.

\_\_\_\_\_

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. ***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

## NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_)

SS:

COUNTY OF \_\_\_\_\_)

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

(NAME)

\_\_\_\_\_, for \_\_\_\_\_,  
(POSITION) (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 \_\_\_\_\_, 2025.

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

My commission expires \_\_\_\_\_, \_\_\_\_\_

**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: \_\_\_\_\_