REQUEST FOR PROPOSALS
City of Sandusky
Underpass Gateway Lighting Project

Issued by:
The City of Sandusky, Ohio

Issued:
Wednesday, October 23, 2019

Contact Person:
Greg Voltz
c/o Department of Planning
240 Columbus Ave
Sandusky, OH 44870
Phone: 419-627-5973
email: gvoltz@ci.sandusky.oh.us

Proposals Due:
Tuesday, December 3, 2019 at 1:00pm

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  
Underpass Gateway Lighting Project  
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Exhibit A. Examples Courtesy of Bing Images
SECTION I. NOTICE TO PROPOSERS

LEGAL NOTICE
REQUEST FOR PROPOSALS

Proposals for the City of Sandusky “Underpass Gateway Lighting Project” must be received in the office of the Department of Planning, 240 Columbus Ave, Sandusky, OH 44870, to the attention of Greg Voltz, no later than Tuesday, December 3, 2019 at 1:00pm (EST).

Proposal packages shall be submitted with one original in sealed envelope labeled “Underpass Gateway Lighting Project”. These Proposals are to be sent or delivered to:

Greg Voltz  
c/o Department of Planning  
240 Columbus Ave  
Sandusky, OH 44870  
Phone: 419-627-5973  
email: gvoltz@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: Greg Voltz, gvoltz@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, November 22, 2019 at 8:00am.

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 offer or whose proposal best meet the needs of the City of Sandusky.

Please publish on: October 23 & November 6  
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 Greg Voltz gvoltz@ci.sandusky.oh.us, with a last day for questions being Friday, November 22, 2019 at 8:00 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, October 23, 2019 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 on Wednesday, October 23 and Wednesday, November 6.

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. A maximum of 10 pages, single sided shall be considered.

Pricing shall be provided in the included form, any other pricing submittal shall not be considered.

The final date and time for inquiries regarding this Request for Proposals shall be Friday, November 22, 2019 at 8:00 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 1:00pm on Tuesday, December 3, 2019. 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:

Greg Voltz
c/o Department of Planning
240 Columbus Ave
Sandusky, OH 44870
Phone: 419-627-5973
email: gvoltz@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.

If proposal meets and/or exceed the State’s annual threshold, State prevail wages shall be required.

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**

*Wednesday, October 23 & November 6* 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.

*Friday, November 22 at 8:00am (EST)* Last day to submit questions and clarifications regarding the Request for Proposals.

*Tuesday, December 3, 2019* Deadline for submittal of Proposals to the City of Sandusky.

*December 4 - 31, 2019* Review and evaluate proposals to formulate the top three Proposer/Contractor. Demonstrations may be requested during this time.

*January 2020* Agreement will go to City Commission for approval.
III. OVERVIEW

The City of Sandusky is seeking a lighting artist to partner with a lighting company, electrical company, electrical contractor, or a lighting team, to create artistic lighting for the Hayes Avenue Underpass, as well as a possible second location at the Columbus Avenue Underpass, these locations have been recommended through the Neighborhood Initiative, Public Art and Placemaking Master Plan and other planning initiatives.

This Underpass Gateway Lighting Project would ideally be the first initial step prior to a larger Neighborhood Gateway Lighting Project which would be a citywide initiative to transform underpasses, and structures, which currently divide neighborhoods by impeding walkability, into spaces of connection. Through an upgrade of lighting the spaces could create safer and more inspiring spaces.

Phase I of this citywide initiative will address the underpass located on Hayes Avenue near the former American Crayon site, with the possibility of Columbus Avenue as well, dependent on funding. Responses to this RFP should specifically focus on the requested needs set forth within this document and should include a detailed proposal for the underpasses with the abilities of a lighting company to creating a lighting package that could be installed at all Phase I locations. Selection for Phase I does not guarantee participation by lighting company, electrical company, or a lighting team in subsequent phases of the project.

The City seeks to build community through artworks and exhibitions that assist with creative placemaking; expanding the community’s access and engagement to public space and impacting people in a positive way on a daily basis.
IV. Specifications & Scope of Work – Underpass Gateway Lighting Project

A. Background

The city of Sandusky’s population spreads outside its downtown core across ethnically diverse and culturally textured neighborhoods. A rail line cuts through the city, moving freight and people daily to across the coast. While effective for freight transportation and creating a convenient location for Amtrak, the rail line interrupt the movement of people within neighborhoods and pose safety concerns for pedestrians. The “Underpass Gateway Lighting Project” is an initiative designed to connect neighborhoods and reclaim the space surrounding underpasses for safe pedestrian use.

Phase I of the initiative will focus on the underpass on Hayes Avenue near the former American Crayon site, as well as the underpass located on Columbus Avenue, which will be dependent on funding.

Pedestrians frequent these streets to reach nearby schools, community centers, churches, and medical center, but poor lighting makes residents less likely to navigate these routes under the rail line. Improving the lighting, and creatively enhancing this infrastructure, will increase resident safety and community participation and pride.

B. Site Description

The Phase I sites, Hayes Avenue and Columbus Avenue, are within a mile radius of schools, parks, Regional Medical Center, and community kitchen. The location of this underpass places it at the heart of Sandusky’s ‘Healthy Hayes’ corridor and within proximity to sites of local significance.
C. Scope of Work

Providing a lighting “solution” for walkways along 100 linear feet on each side of the Hayes Ave. underpass. Providing a lighting “solution” for walkways along 70 linear feet on each side of the Columbus Ave. underpass. The artist on the team will be required to create the initial design for the “solution”. Ultimately, the artist will also create a “show” or “shows” utilizing the installed equipment that will be played as desired throughout the life of the equipment.

Community engagement will be a central component of this project. The team selected for the project will be responsible for the design and facilitation of community engagement by doing a temporary demonstration of the project, as well as the design, procurement and assist in the installation of the lighting within the given project schedule and budget.

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. Project Schedule**

Ph. 1A (200 lf) - Goods must be delivered (and installed, if awarded) by 5-1-20.

Ph. 1B (140 lf) - if awarded – Goods must be delivered (and installed, if awarded) by 5-1-20.
SECTION V. PROPOSAL SUBMITTAL AND FORMAT

Submittal Development: Each proposal should include a defined process of how the proposal was developed showing the following steps: artistic concept proposal development, schematic design development, and final design development.

Submittals must include:
A. Ability for the artist on the team and future artists, to create a lighting program for not only the Phase 1 project but also any subsequent projects following Phase 1 that utilize the same technology, possibly giving an artist the ability to create a cohesive “show” (i.e. Red/White/Blue for 4th of July, Pink for breast cancer awareness month, green for St. Patrick’s Day, etc.) that could eventually be utilized in other lighting applications citywide.
B. The lighting in Phase 1 is only for the pedestrian portion of the underpasses, the current lighting shall remain but be turned off and on separately from the lighting to be installed.
C. The lighting shall be able to be remotely controlled digitally and the lighting system used shall be easily expanded and replicated in other locations.
D. The lighting shall be vandalism resistant, wind and snow-load rated and meant for the outdoor environment.
E. The lighting company must be able to do a mockup demonstration of proposed lighting for at least one of the two underpasses.
F. An expandable system with similar controls that can be used in other public spaces (gazebo’s, parks, alleys, etc.)
G. As the project expands, all light must be able to be controlled from a single central controller.
H. Control system should come with built in IoT security.

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 1:00 p.m. (EST) on Friday, October 18, 2019 at the Department of Public Works located at City Hall 240 Columbus Ave, Sandusky, OH.

The contract shall be awarded on the basis of lowest and best proposal as defined by Ohio Revised Code Section 721.15(8) 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, November 22, 2019 at 8:00am (EST) to Greg Voltz, gvoltz@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.
VI. EVALUATION OF PROPOSALS

A selection committee will review and analyze each response. The Service Proposals will be opened first on Tuesday, December 3, 2019, and analyzed December 3 – 31, 2019.

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 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 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.

During the interview the selection committee will ask questions regarding products, controls, installation, maintenance, vandalism and other items not addressed in the RFP. At this interview, renderings or video demonstrations of the product proposed should presented with commentary and Q/A.

After the interviews, the selection committee will rank the demonstrators, with the top ranking firm being asked to provide an “in-field” mock-up of the light style, wiring and controls will be requested and expected. Selected firm(s) will be awarded a $300 stipend to offset costs associated with materials, labor and such. The installation and control methodology should be shared and observed by the City electrician(s). This mock-up shall last for a minimum of two (2) nights to give staff time to evaluate and receive feedback regarding its ability to achieve the desired effect. The performance and feedback of this step, will determine the selected firm.

The selection committee will then recommend a formal contract.

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 financial condition of the Proposer/Contractor;
3. Compliance by the Proposer/Contractor and related Persons with ethics laws;
4. The facilities of the Proposer/Contractor;
5. The experience of the Proposer/Contractor;
6. 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;
7. The management skills of the Proposer/Contractor;
8. The ability of the Proposer/Contractor to execute the Contract properly;
9. The evaluation of a proposal below the median of other bids.
10. Any additional information requested at the time of submittal Proposals

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.
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<tr>
<th>Evaluation Factors</th>
<th>Max. Points</th>
<th>Score</th>
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<tr>
<td><strong>Quality</strong></td>
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<td>of the product and ability of system to easily expand as future projects occur.</td>
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<tr>
<td><strong>Past Performance</strong></td>
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<tr>
<td>and experience with projects of similar scope and size.</td>
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<td><strong>Understanding</strong></td>
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<td>of the project.</td>
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<td><strong>Project Approach</strong></td>
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<td>Detailed project approach which includes all listed items in the Scope of Work.</td>
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<td><strong>Project Schedule</strong></td>
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<tr>
<td><strong>Past Performance</strong></td>
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<td>Relevant to past performance and experience of staff and artist assigned to the project.</td>
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<td><strong>Total Possible Points</strong></td>
<td>100</td>
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SECTION VII. 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.

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).

Proposer/Contractors shall have successfully completed five (5) similar sized projects, including references, within the last three (3) years. Must have worked with the designer on five (5) projects, OR have had three (3) years’ experience designing similar systems.
Section VIII. 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 (including pricing)
___ Original proposal in Sealed Envelope ( < 10 pages)
___ 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 was requested or that you feel necessary to help in the City’s evaluation of your qualifications and proposed operation of the facilities.
### Ph. 1A - BASE PROPOSAL FORM:

**HAYES AVE. UNDERPASS MATERIALS**

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<th>ITEM</th>
<th>QTY.</th>
<th>UNITS</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHTING SYSTEM MATERIALS, COMPLETE</td>
<td>1</td>
<td>LS</td>
<td></td>
<td></td>
<td>All materials, fasteners, controllers and appurtenances required to make system work as described by contractor and in order with the conditions set forth above.</td>
</tr>
</tbody>
</table>

**TOTAL:**

**IN WORDS:**

---

### Ph. 1A - ALTERNATE #1 PROPOSAL FORM

**HAYES AVE. UNDERPASS INSTALLATION**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY.</th>
<th>UNITS</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHTING SYSTEM LABOR, COMPLETE</td>
<td>1</td>
<td>LS</td>
<td></td>
<td></td>
<td>All labor required to meet the above conditions. Includes, but not limited to public presentation, feedback consideration driving design, programming and installation of said system.</td>
</tr>
</tbody>
</table>

**TOTAL:**

**IN WORDS:**

---
### Ph. 1B - ALTERNATE #2 PROPOSAL FORM:

**COLUMBUS AVE. UNDERPASS MATERIALS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNITS</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHTING SYSTEM MATERIALS, COMPLETE</td>
<td>1</td>
<td>LS</td>
<td></td>
<td></td>
<td>All materials, fasteners, controllers and appurtenances required to make system work as described by contractor and in order with the conditions set forth above.</td>
</tr>
</tbody>
</table>

**TOTAL:**

**IN WORDS:**

---

### Ph. 1B - ALTERNATE #3 PROPOSAL FORM:

**COLUMBUS AVE. UNDERPASS INSTALLATION**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNITS</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHTING SYSTEM LABOR, COMPLETE</td>
<td>1</td>
<td>LS</td>
<td></td>
<td></td>
<td>All labor required to meet the the above conditions. Includes, but not limited to public presentation, feedback consideration driving design, programming and installation of said system.</td>
</tr>
</tbody>
</table>

**TOTAL:**

**IN WORDS:**

---
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.
CITY OF SANDUSKY
NON-COLLUSION AFFIDAVIT

STATE OF ____________________________
COUNTY OF ____________________________

} ss:

The undersigned hereby certifies as follows:

(1) The bid to the City of Sandusky, Ohio, submitted by the Bidder on ________________in accordance with the Contract Documents dated ________________ (the "Bid") has been prepared by the Bidder without collusion or fraud with any Person.

(2) The Bid is not made in the interest of or on behalf of any undisclosed Person.

(3) The Base Bid, any Unit Price and any Alternate bid in the Bid have been arrived at independently without collusion, consultation, communication or agreement, or for the purpose of restricting competition as to any matter relating to such Base Bid, Unit Price or Alternate with any other Bidder.

(4) Unless otherwise required by law, the Base Bid, any Unit Price and any Alternate bid in the Bid have not been knowingly disclosed by the Bidder and will not be knowingly disclosed by the Bidder prior to the bid opening, directly or indirectly, to any other Bidder who would have any interest in the Base Bid, Unit Price or Alternate bid.

(5) No attempt has been made or will be made by the Bidder to induce any other Person to submit or not to submit a bid for the purpose of restricting competition.

Date: ____________________________, 20____

(Name of Bidder)

By: ____________________________
   Signature of person authorized to bind the Bidder

{STREET RESURFACING:9}
STATE OF __________________________  )
                        ) ss
COUNTY OF __________________________

SWORN TO BEFORE ME AND SUBSCRIBED IN MY PRESENCE THIS ___DAY OF ___
_________________________, 20____.

(seal)

_____________________________________
Notary Public
FINANCE DIRECTOR  
CITY OF SANDUSKY

PROJECT NAME: ____________________
CONTRACT NO.: ____________________

PERSONAL PROPERTY TAX
CERTIFICATION
REQUIRED BY OHIO REVISED CODE
SECTION 5719.042

BIDDER’S NAME

STATE OF ____________________

COUNTY OF ____________________ SS:

THE UNDERSIGNED HEREBY CERTIFIES THAT THE BIDDER TO WHOM CONTRACT AWARD IS BEING CONSIDERED WAS NOT CHARGED WITH ANY DELINQUENT PERSONAL PROPERTY TAX ON THE GENERAL TAX LIST OF PERSONAL PROPERTY FOR ANY COUNTY IN THE STATE OF OHIO AT THE TIME THE BID WAS SUBMITTED FOR THE ABOVE-REFERENCED CONTRACT.

NAME: ____________________  
(SIGNATURE)

NAME: ____________________  
(PRINTED)

TITLE: ____________________

STATE OF ____________________
COUNTY OF ____________________ SS:

SWORN TO BEFORE ME AND SUBSCRIBED IN MY PRESENCE THIS _____ DAY
OF ______________________, 20______.

______________________________
NOTARY PUBLIC

NOTE: THIS AFFIDAVIT IS TO BE REPRODUCED ON THE BIDDER’S LETTERHEAD AND SIGNED BY THE APPROPRIATE SIGNATORY BEFORE A NOTARY PUBLIC.
Exhibit A.
Examples Courtesy of Bing Images: