

INSTRUCTIONS TO BIDDERS

Bidders are cautioned to thoroughly familiarize themselves with all conditions set forth in these instructions to bidders and the details of the specifications. The submission of a bid will be considered an acknowledgment that this has been done.

The bidder shall prepare and submit his or her bid in accordance with these "Instructions to Bidders".

1. Bids

- A. All bids must be made on the provided bid blank sheet in ink or typewritten.
- B. Bids are to be at a unit rate price per ton. The quantity given is approximate and the final quantity shall be determined by the Township on the basis of actual need during the year 2024 and through March of 2025 until materials are rebid in 2025.
- C. Bid documents including the bid and requirements contained in these instructions shall be submitted in a sealed envelope labeled "materials bid" and state the bidding party.

2. Bid Guarantee

Each bid must be accompanied by a guarantee which shall not be less than \$1000.00. The Guarantee shall be a certified check or bond. No bid will be considered unless it is accompanied by the required guarantee. Certified check or bond must be made payable to the order of the Chester Township Trustees. Cash deposits will not be accepted. The bid guarantee shall insure the execution of a contract if the bid is accepted.

3. Execution of Contract and Performance Bond

- A. The contract documents shall be signed by the successful bidder and returned within ten (10) days after the bidder has received stated documents from the Township.
- B. No bid shall be considered binding upon Chester Township until the execution of the contract.
- C. If the successful bidder fails to execute a contract within the time specified above, then the bid check or bond of said bidder may at any time thereafter be declared forfeited to the Township as liquidated damages for such failure. Chester Township may at any time thereafter either award the contract to the next lowest responsible bidder or re-advertise for bids.
- D. The certified check or bid bond submitted with the bid shall also serve as a performance bond for bidders entering into contract with Chester Township. Said check or bond shall remain with Chester Township until the termination of the contract.

4. **Contract Cancellation**

Both Chester Township or the successful bidder with good and sufficient reason may, upon written notice ten (10) days in advance, cancel all or any part of the contract.

5. **Modification of Bids**

Any exceptions or modifications of these instructions or the specifications shall be fully described and justified.

6. **Rejection of Bids**

The Board of Chester Township Trustees reserves the right to accept and award each item separately, or all the items as one contract. They also reserve the right to reject any or all bids or any part thereof and to waive any formality in accepting the bids, and to purchase only the materials needed.

7. **Material and Delivery Requirements**

- A. The bidder shall familiarize himself/herself with the Township storage facilities prior to submitting a bid.
- B. Weigh slips must accompany each load of material delivered and a copy of each weigh slip must be submitted to the Township with each load delivered. Said tickets are a must in order to receive payment.
- C. The Township shall reserve the right to reject any delivered material that does not conform to the requirements of these Instructions or the Specifications.
- D. The successful bidder of the various types of asphalt material must be located within a ten (10) mile radius of Chester Township and be able to load all of the various types of asphalt material into Township trucks at a temperature that would allow for the material's application.
- E. Chester Township may use one or a combination of the materials listed under the Ice Control Section during the 2024-2025 winter seasons.
- F. A successful bid on any of the above-listed materials does not guarantee its use by Chester Township.

2024 CHESTER TOWNSHIP MATERIAL SPECIFICATIONS AND BID BLANK

TO: The Board of Township Trustees of Chester Township, Geauga County, Ohio

The undersigned _____ of _____ having full knowledge of the materials desired by said Board of Trustees, and other relevant data, hereby agree to furnish all services, labor, and equipment necessary to haul and dump at the Chester Township storage facilities, the following listed materials, as directed by the said Board of Township Trustees:

<u>Approximate Unit Quantities</u>	<u>Items</u>	<u>Unit Bid Price</u> (delivered)
200 tons	#4 Limestone	_____
1,000 tons	#8 Limestone	_____
2000 tons	#411 Limestone	_____
500 tons	#304 Limestone	_____
1,000 tons	Clay	_____
200 tons various	Type B 12" x 24" Rock Channel	_____
	Type C 12" x 18" Rock Channel	_____
	Type D 6" x 12" Rock Channel	_____

Ice Control:

500 tons	Ice Grit – Sample Requirement	_____
----------	--------------------------------------	-------

Bituminous Materials:

600 tons	#301 Hot Mix Asphalt	_____
600 tons	#448 Intermediate Hot Mix Asphalt	_____
600 tons	#448 Surface Hot Mix Asphalt	_____
100 yards	MS Concrete	_____
300 yards	100 lbs. LSM Concrete	_____
200 yards	4000 psi Concrete	_____

CORPORATION

Name of Corporation

Treasury Number

Authorized Officer

Title

Address

Zip Code

Telephone Number**PARTNERSHIP**

Name of Firm

Treasury Number

Partner

Address

Zip Code

Telephone Number**INDIVIDUAL**

Name

Social Security Number

Firm (doing business as)

Treasury Number

Address

Zip Code

Telephone Number**SOLE OWNER**

Name

Social Security Number

Address

Zip Code

Telephone Number

(Please put name and address of the location where materials will be picked up.)

Company Location for picked-up materials

***** FOR INSTRUCTIONAL USE ONLY *****

READ BEFORE COMPLETING YOUR DMA FORM

Forms not conforming to the specifications listed below or not submitted to the appropriate agency or office will not be processed.

- To complete this form, you will need a copy of the Terrorist Exclusion List for reference. The Terrorist Exclusion List can be found on the Ohio Homeland Security Web site at the following address:

<http://www.homelandsecurity.ohio.gov/dma/dma.asp>

- Be sure you have the correct DMA form. If you are applying for a state issued license, permit, certification or registration, the "State Issued License" DMA form must be completed (HLS 0036). If you are applying for employment with a government entity, the "Public Employment" DMA form must be completed (HLS 0037). If you are obtaining a contract to conduct business with or receive funding from a government entity, the "Government Business and Funding Contracts" DMA form must be completed (HLS 0038).
- Your DMA form is to be submitted to the issuing agency or entity. "Issuing agency or entity" means the government agency or office that has requested the form from you or the government agency or office to which you are applying for a license, employment or a business contract. For example, if you are seeking a business contract with the Ohio Department of Commerce's Division of Financial Institutions, then the form needs to be submitted to the Department of Commerce's Division of Financial Institutions. Do NOT send the form to the Ohio Department of Public Safety UNLESS you are seeking a license from or employment or business contract with one of its eight divisions listed below.
- Department of Public Safety Divisions:

Administration	Ohio Homeland Security*
Ohio Bureau of Motor Vehicles	Ohio Investigative Unit
Ohio Emergency Management Agency	Ohio Criminal Justice Services
Ohio Emergency Medical Services	Ohio State Highway Patrol
- * DO NOT SEND THE FORM TO OHIO HOMELAND SECURITY UNLESS OTHERWISE DIRECTED. FORMS SENT TO THE WRONG AGENCY OR ENTITY WILL NOT BE PROCESSED.

***** FOR INSTRUCTIONAL USE ONLY *****

GOVERNMENT BUSINESS AND FUNDING CONTRACTS
In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration by an applicant for a government contract or funding of material assistance/nonassistance to an organization on the U.S. Department of State Terrorist Exclusion List ("TEL"). Please see the Ohio Homeland Security Division Web site for a copy of the TEL.

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, financial services, communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

COMPLETE THIS SECTION ONLY IF YOU ARE AN INDEPENDENT CONTRACTOR

LAST NAME		FIRST NAME		MI
HOME ADDRESS				
CITY	STATE	ZIP	COUNTY	
HOME PHONE		WORK PHONE		

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

BUSINESS/ORGANIZATION NAME			PHONE	
BUSINESS ADDRESS				
CITY	STATE	ZIP	COUNTY	
BUSINESS/ORGANIZATION REPRESENTATIVE NAME			TITLE	

DECLARATION

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

- Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☐ No
- Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☐ No
- Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☐ No
- Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☐ No
- Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?
☐ Yes ☐ No
- Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?
☐ Yes ☐ No

If an applicant is prohibited from receiving a government contract or funding due to a positive indication on this form, the applicant may request the Ohio Department of Public Safety to review the prohibition. Please see the Ohio Homeland Security Web site for information on how to file a request for review.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced above on of this declaration.

APPLICANT SIGNATURE X	DATE
--------------------------	------

FORM OF NON-COLLUSIVE AFFIDAVIT

AFFIDAVIT

State of Ohio) s. s. County of Geauga County
_____)

_____, being first duly sworn deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing bid, that such 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 price, or of that of any other bidder, or to secure any advantage against Chester Township or any person interested in the proposed contract; and that all statements in said bid are true.

By _____

Title: _____ (Affix Corporate Seal if required)

Subscribed and sworn to before me this _____ day of
_____ 2024.

CERTIFICATE OF COMPLIANCE

By signing this certificate, I certify that I/my company is in full compliance with the political contributions limitations established in Ohio Revised Code 3517.13, and is therefore eligible to receive a contract from Chester Township.

Ohio Revised Code 3517.13 states in part that no political subdivision shall award any contract for the purchase of goods or services with a cost aggregating more than ten thousand dollars in a calendar year, to any individual, partnership or other unincorporated business, if any member of the firm, their spouse and/or certain other individuals has made, within the previous twenty-four months, one or more contributions totaling in excess of one thousand dollars to the holder of the public office having ultimate responsibility for the award of the contract or to the public officer's campaign committee, or one or more contributions totaling in excess of two thousand dollars for the business. Bidders are responsible for understanding the code, how it pertains to their business and whether they comply. The complete Code can be found at <http://codes.ohio.gov/orc/3517.13>.

Company Name:

Address:

Authorized Signature:

Printed Name:

Email Address:

Date Signed:
