

13-138

OFFICE OF THE EXECUTIVE
DEPARTMENT OF PURCHASING
BID NUMBER 2013-
ARMORED CAR SERVICES



RUSSELL M. PRY
SUMMIT COUNTY EXECUTIVE
OHIO BUILDING
AKRON, OHIO 44308

Bid Opening: Friday, April 26, 2013 2:00 E.S.T.
175 S. Main St, Room 742, Akron, OH 44308

E-Mail Questions: By 4:00pm EST, Friday, April 12, 2013
To: shmcnulty@summitoh.net

Thank you for your participation in providing the Office of the Executive –
Department of Purchasing with pricing for Armored Car Services

The formal bid proposal page can be found on page 22.

There may be an addendum to this bid package. To ensure you are made aware of any addendum to this bid package, you are to alert Shannon McNulty either by telephone (330-643-2557) or email shmcnulty@summitoh.net of your intention to bid. It is important that she has your company's name, e-mail address, mailing address, contact person, and telephone number.

Before mailing your bid package it would be advisable to contact the Purchasing Office to ensure you are responding to a complete bid package to include addendum.

Your bid is to be addressed to the County of Summit, Department of Purchasing, 175 South Main Street Room 742, Akron, Ohio 44308 **by 2:00 PM local time, Friday, April 26, 2013.** All bids will be opened at that time (and forwarded to the Originating Dept.)

Your bid bond/or certified check is to be enclosed with the bid proposal.

Please ensure your completion of all required forms found on Pages 13-21.

Should you have procedural questions, please feel free to call Shannon McNulty at 330-643-2557.

Sincerely,

RUSSELL M. PRY – EXECUTIVE

Brian D. Nelsen
Director of Finance and Budget

LEGAL ADVERTISEMENT

NOTICE TO BIDDERS

Sealed bids will be opened and publicly read on Friday, April 26, 2013 at time 2:00 p.m. E.S.T., at the County of Summit Ohio Building, Department of Purchasing, 175 South Main Street, Room 742, Akron, Ohio 44308, authorized pursuant to Council Resolution No. 2013-

ARMORED CAR SERVICES

This is a one (1) year contract with the option for four (4) one year renewals.

Bid documents may be obtained free of charge from the County of Summit Department of Purchasing, 175 South Main Street, Room 742, Akron, Ohio 44308, between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. You may also call 330-643-2557.

You may access bid packages at the Summit County, Ohio website at www.co.summit.oh.us. Click the title "Bidding Opportunities" found under the Services Directory and request bid package number 2013-

The County reserves the right to reject all bids.

County of Summit
Russell M. Pry, County Executive

To be advertised on April 5, 2013, and posted on Summit County's Web Site.

Emailed to Akron Beacon Journal on April 3, 2013.

Bill to: Summit County Purchasing
175 South Main Street Room 742
Akron, Ohio 44308

BIDDER INFORMATION SHEET

Sealed bids will be received by the County of Summit Department of Purchasing, 175 South Main Street, Room 742, Akron, Ohio 44308 until Friday, April 26, 2013, Time 2:00 p.m., E.S.T. for:

ARMORED CAR SERVICES

This is a one (1) year contract with the option for four (4) one year renewals.

The estimated cost of the initial contract is \$35,000.00.

The envelope containing the bid shall be marked with the project title and shall be opened immediately thereafter and read publicly.

Schedule of Bid Activities

Bid advertised on April 5, 2013 and posted on the County of Summit Web Site at www.co.summit.oh.us

E-mail Questions due by: **Friday, April 12, 2013, time 4:00pm EST**
At shmcnulty@summitoh.net

Bids received and opened on Friday, April 26, 2013, time 2:00 PM Local Time

BID TERMS AND CONDITIONS

I. BID BOND

Each bid in the amount of twenty five thousand (\$25,000) or more shall be accompanied by a bid bond signed by a surety company authorized to do business in Ohio, or by a cashier's check or certified check on a solvent bank, which bond or check shall be in an amount not less than three percent (3%) of the amount of the bid, and in no event less than forty-five dollars (\$45.00). Such bond or check shall be given as security that if the bid is accepted, a contract will be executed in conformity with the bid. Bids less than twenty five thousand (\$25,000) require no bid bond.

- A. The bid bond or check of the successful bidder will be returned upon execution of the contract.
- B. Bid bonds or checks of unsuccessful bidders will be returned upon a written request submitted to the Department of Purchasing.

II. LICENSES/PERMITS

Bidders shall include in their proposal the cost for all licenses/permits required by the State of Ohio and/or the City of Akron, which are necessary to perform this contract and shall obtain all permits.

III. FORM OF PROPOSAL

The proposal shall be made on the attached blank forms, designated for such purpose, and shall be completely filled out to contain all the required information, and must be properly signed.

IV. UNACCEPTABLE BIDS

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the County of Summit upon any debt or contract, or that is in default as surety or otherwise, upon any obligation to the County, or has failed to perform faithfully any previous contract with the County.

V. WITHDRAWAL OF BIDS

No bid will be allowed to be withdrawn after it has been deposited with the County of Summit, except as provided by law.

VI. REJECTION OR ACCEPTANCE OF BIDS

The County of Summit reserves the right to reject any and all bids, and any part or parts of any bid, and also the right to waive any informalities in the bid. The County has a right to hold bids for up to sixty (60) days. In awarding a contract, the County has the right to consider all elements in determining the responsibility of the bidder. Any bid which is incomplete, conditional, obscure, or which contains additions not called for or irregularities of any kind, may be rejected.

VII. BIDDER QUALIFICATIONS

With his proposal, the bidder shall furnish evidence that is satisfactory to the County of Summit:

- A. Comprehensive experience in work of this type and a minimum of 5 years experience with government entities of comparative size. Facility located within Ohio. Ability to process and print in excess of 570,000 documents annually for one customer.
- B. Financial ability to perform the work to its completion in accordance with the specifications, and/or supply the required commodity.
- C. Effort and intent to provide equal employment opportunity and minority business enterprise requirements.
- D. Local Preference Resolution 2000-202

In determining the low bid for supplies, commodities, materials, equipment, furnishings or general services, Summit County has established a preference for local bidders as provided herein. The local preference shall also apply to contracts for the building, repair or renovation of public buildings or improvements. Local preference is given to vendors that have an established principal place of business, defined as a business with a significant economic and physical presence in Summit County. This principal place of business must have been established at least two (2) years prior to the bid opening date, shall be preferred as lowest if their bid does not exceed by more than three percent (3%) with an upper limit of ten thousand dollars (\$10,000), the apparent lowest bid. Bidders having established their principal place of business in the State of Ohio for two successive calendar years prior to the bid opening date may be preferred as lowest if their bid does not exceed by more than 2% of the apparent lowest bid.

To qualify for local preference, bidders must state on the bid form their principal place of business, the business address where work will be administered (post office boxes will not be accepted in lieu of a street address) and the date of

establishment. Each bidder shall have only one principal place of business. Local preference may only be applied in considering the lowest bid and shall not waive or nullify evaluation of which bidders are responsive and responsible.

VIII. TAXES

The County of Summit is exempt from all sales, excise, and transportation taxes, except State of Ohio gasoline tax. The unit prices for bid shall exclude all such taxes, and will be so construed.

IX. EXAMINATION OF SPECIFICATIONS, SITE, ETC.

The bidder must examine the specifications, location of the proposed work, if applicable, exercise individual judgment as to the extent of the work to be done, and agree to fully complete the work or deliver equipment or materials in accordance with the specifications for the price bid.

All bidders will be held to have thoroughly acquainted themselves with all conditions pertaining to the work and to have visited the site and to have familiarized themselves with the exact conditions existing.

The contractor is required to carefully read the specifications for all parts of the work so as to become familiar with the work covered under this contract.

X. EEO COMPLIANCE

The successful bidder must furnish documentation complying with State of Ohio and federal laws relating to discrimination and equal employment opportunity as outlined in the specifications on included forms.

Questions relating to EEO requirements should be directed to the County of Summit EEO office, telephone (330) 643-2404.

XI. OTHER REQUIREMENTS FOR SUCCESSFUL BIDDERS

- A. All permits, certificates of inspection, etc., relating to performance of contracts, if any, must be obtained prior to the contract being executed.
- B. Successful bidder must furnish a copy of an unexpired State of Ohio Certificate of Worker's Compensation.
- C. A "Declaration of Personal Property Tax Delinquency" form must be fully executed and notarized pursuant to ORC Section 5719.042, before an award can be made.

- D. A "Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization" form must be fully executed pursuant to section 2909.33 of the Ohio Revised Code.
- E. The contractor shall indemnify and save the County harmless from all claims or liabilities of any type or nature to any person, firm, or corporation arising from, resulting from, or attributable to the work done under this agreement by the contractor itself or acting with others.
- F. Successful bidder must furnish the County with taxpayer identification number. Internal Revenue Code requires the County to file an information return by January 31st of the following year on all payments made to another person of \$600.00 or more. Section 3406 of the Internal Revenue Code requires the County to withhold at a rate of twenty percent (20%) if a payee fails to furnish a correct taxpayer identification number, and the back-up withholding requirements continues until the requested information is received.

XII. SAFETY REQUIREMENT

The contractor, its employees, agents, representatives, and any other party working on its behalf, shall comply with all applicable terms of the Occupational Safety Health Act, 29 U.S.C. 651 *et seq.*, and any applicable related regulations, including, but not limited to, those stated in 29 CFR 1910 and 29 CFR 1926, and shall comply with all applicable terms of Ohio Revised Code Chapter 4167. This compliance shall include, but shall not be limited to, at a minimum, providing all employees working on the project with the necessary training before the work is performed, and providing all safeguards, safety devices, and protective equipment. The contractor further shall take any and all other actions reasonably necessary to protect the life and health of employees of the contractor and of the County and to protect property in connection with the performance of the work under this agreement.

XIII. DISADVANTAGED BUSINESS PREFERENCE

In determining the qualifications of bidders, the Board of Control shall exercise a preference for bids from disadvantaged businesses as provided herein.

Bids from disadvantaged businesses may be preferred as lowest if their bid does not exceed by more than three percent (3%) the apparent lowest bid or ten thousand dollars (\$10,000), whichever is less.

Preference shall not apply as provided in this section where prohibited by State or Federal law or regulation.

No bidder shall receive preferences cumulatively exceeding five percent (5%) or fifteen thousand dollars (\$15,000), whichever is less.

XIV. DEFINITIONS

For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

“Disadvantaged business” means either a small business (including a sole proprietorship, partnership, corporation or joint venture of any kind) that is owned and controlled by the United States citizens and residents of Ohio who are members of an economically disadvantaged group (which includes minorities, females and persons with disabilities) or any governmentally owned and operated sheltered workshop for the mentally retarded and developmentally disabled located within the State of Ohio.

“Owned and controlled” means that at least fifty-one percent (51%) of the business is owned by persons who belong to an economically disadvantaged group as provided in subsection hereof, and that such owners have control over the management and day-to-day operations of the business and an interest in the capital, assets, and profits and losses of the business proportionate to their percentage ownership. If the business is a corporation, at least fifty-one percent (51%) of each of the following must be members of an economically disadvantaged group: the board of directors; the principal executive officers; and ownership in shares of every class of stock. If the business is a partnership, at least fifty-one percent (51%) of each class of partnership interest must be owned by partners belonging to an economically disadvantaged group and own the entire interest in the capital, assets, profits and losses of the business, not including mortgages and other types of financial arrangements secured by assets or bonds secured by revenues. If the business is a joint venture, at least fifty-one percent (51%) of the joint venture must be controlled by economically disadvantaged persons, one (1) or more of such persons being designated as the joint venture manager, and such persons have an interest in the capital, assets, profits and losses of the joint venture proportionate to their percentage of ownership.

“Minority” means African-Americans, Native Americans, Hispanics and Southeast Asians.

“Persons with disabilities” means individuals with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, individuals with a record of such an impairment, or individuals regarded as having such an impairment.

“Small business” means any business having twenty-five (25) or fewer employees or less than one million dollars (\$1,000,000) in annual gross sales.

XV. PROCEDURE

In order to qualify for preference, bidders must be certified as a disadvantaged business prior to the advertisement for bids or other announcement for quotes by the County, and must actually perform the work or supply the goods or services themselves without the use of subcontractors other than certified disadvantaged businesses. Bidders shall provide in their response to any bid or quote written evidence of the certification by the State of Ohio or appropriate agency of the Federal government that the bidder is currently recognized as a business owned and operated by a minority, female or person with a disability. If no State or Federal agency exists for such certification, then the bidder shall submit, prior to bidding, an affidavit containing such information as the Executive deems necessary to determine if the business is owned and operated by a minority, female or person with a disability, and such affidavit shall be certification thereof.

XVI. GENERAL CONDITIONS AND RESTRICTIONS

1. **Exception to Package Request Specifications**
It is intended that the information package specifications describe the County Requirements and response format with sufficient detail to secure comparable information. However, vendors are not precluded from submitting information, which differs from the described specifications. If such information packages are in the interest of County, they will be considered.
2. **Implied Requirements**
All projects and services, which are not specifically mentioned in this information package, but which are necessary to provide the functional capabilities described by the vendor will be included in the bid.
3. **Vendor-Supplied Materials**
Any material submitted by a vendor will become the property of the County unless otherwise requested at the time of submission. Any material that is to be considered as confidential in nature must be so marked.
4. **Optional Features**
Packages may contain descriptions of options or alternatives, which may be available to the County. These descriptions must clearly identify such items as options and indicate any cost impact. Base costs shown in the Package Cost Summary are to exclude costs of such options. The cost data section of each response should identify, itemize separately and provide actual cost impact of such options.
5. **Multiple Packages**
Any major variations or alternatives should be presented as additional packages. Such secondary packages should follow the same instructions and format as the primary package, but need include only information, which differs from it.

6. Package Submission
Packages are to be submitted by the date and time as advertised. Packages withdrawn after the time set for package receipt will not be reconsidered at a later date. Bids (in triplicate) will be sealed in an envelope addressed to: Summit County Department of Purchasing, 175 South Main Street, Room 742 Akron, Ohio 44308 and labeled with the title and resolution number of the bid.
7. Unacceptable Packages
No packages will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the County of Summit upon any debt or contract, or that is in default as surety or otherwise, upon any obligation to the County, or has failed to perform faithfully any contract with the County.
8. Withdrawing Packages
No package will be allowed to be withdrawn after it has been deposited with the County of Summit, except as provided by law.
9. Confidentiality
No reports, summaries, letters or other documents prepared with respect to the engagement will be released without the approval of the County of Summit Authority, except as required by State and Federal law.
10. Conflict of Interest
No officer, member, or employee of the County of Summit will participate in any decision relating to the Agreement, which affects his personal interest, or have any personal or pecuniary interest, direct or indirect, in the Contract or in the proceeds thereof.
11. Integrated Agreement
The Request for Proposal, the Information, and any written documents supplementing, amending, or incorporating the Request for Proposal and the Information represents the entire and integrated Agreement between the Firm and the County of Summit, and supersedes all prior negotiations, representations, or agreements, whether written or oral. The Contract may be amended only by written agreement of the Firm and the County of Summit.
12. Indemnification
The Firm will indemnify and save harmless the County of Summit, and their respective officers, agents and employees from and against all suits or claims that may be based upon any injury to persons or property arising out of an error, omission or negligent act of Firm or its subcontractors, and Firm shall, at its own expense, defend the County of Summit, officers, agents and employees in all litigations, pay all attorney's fees, damages, court costs and other expenses arising out of such litigation or claims incurred in connection therewith; and shall, at its

own expense, satisfy and cause to be discharged such judgments as may be obtained against the County of Summit, or any of its officers, agents or employees pursuant to such litigation.

13. Non-appropriation of Funds

Vendors are advised that although the term of this contract may span several fiscal years, this contract is contingent upon the County budgeting and appropriating the funds necessary for the continuation of this contract year by year.

In the event that the funds necessary for the continuation of this contract are not approved for expenditure in any year, this contract shall terminate on the last day of the fiscal year in which funding was approved, with no penalty to the County.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE

As used in this certificate, the term "contract" includes the term "Purchase Order" and all other agreements effecting purchase of supplies or services. If this certificate is submitted as part of a bid or proposal, the term "seller" shall refer to the Bidder, Offeror, Subcontractor or Supplier. This certificate shall be renewed annually. Notwithstanding the foregoing, the certifications made herein shall remain applicable until completion of all nonexempt contracts/subcontracts awarded while this certificate is in effect. The undersigned Seller certifies the following to County of Summit hereinafter referred to as Buyer:

A. REPORTS Within thirty (30) days after any contract/subcontract awards and prior to each March 31 thereafter during the performance of work under that contract, the Seller shall file Standard Form 100, entitled "Equal Employment Opportunity Employer Information Report EEO-1" unless Seller has either filed a report within 12 months preceding the date of the award or is not otherwise required by law or regulation to file.

B. PRIOR REPORTS: If seller has participated in a previous contract or subcontract subject to the Equal Opportunity Clause 41 C.F.R. Sec. 60-1.4 (a) (1) through (7), the clause originally contained in section 301 or Executive Order No. 10925, or the clause contained in section 201 of the Executive Order No. 11114, seller has filed all required compliance reports. Seller shall obtain similar signed representations indicating filing of all required compliance reports, signed from all proposed subcontractors prior to awarding subcontracts not exempt from the Equal Opportunity clause.

C. CERTIFICATION OF NONSEGREGATED FACILITIES: Seller certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. Contractor certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments and that it will not permit its employees to perform services at any location under its control where segregated facilities are maintained. Seller agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this certificate. As used in this certification, the term "segregated facilities" means any waiting rooms, rest rooms, and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or natural origin, because of habit, local customs or otherwise. Contractor further agrees that except where it has obtained identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity Clause; that it will retain such certifications in its files; and that it will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods): NOTICE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENT FOR

CERTIFICATIONS OF NONSEGREGATED FACILITIES. A Certification of Nonsegregated Facilities, as required by Section 60-1.8 of Title 41 of the Code of Federal Regulations, must be submitted prior to the award of a subcontract exceeding \$10,000.00, which is not exempt from the provisions of the Equal Opportunity Clause. Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

D. AFFIRMATIVE ACTION COMPLIANCE PROGRAM: Prior to 120 days after receipt of any subcontract in the amount of \$50,000.00 or more, a Seller, with fifty (50) or more employees which is not otherwise exempt under 41 C.F.R., Part 60-1, shall develop for each of its establishments a written affirmative action compliance program as called for in 41 C.F.R., Sect. 60-1.40. Seller will also require its lower-tier subcontractors who have fifty (50) or more employees and receive a subcontract of \$50,000.00 or more and who are not otherwise exempt under C.F.R., Part 60-1 to establish written affirmative action compliance programs in accordance with 41 C.F.R., Section 60-1.40.

E. Bidders are responsible for EEO compliances as provided in Executive Order 11246 and implementing regulations TITLE 41, Chapter 60-4.3 (Equal Opportunity Clause and Notice of Standard Specifications), 60-250, and 60-741 when applicable.

F. Seller certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause or other such notifications or noncompliance with EEO regulations.

Executed this _____ day of _____, 20____ by:

Firm: _____

By: _____ Title: _____

Item: _____

Project: _____

AFFIRMATIVE ACTION CERTIFICATION
FOR
EQUAL EMPLOYMENT OPPORTUNITY

_____ (Name of Bidder) understands that, if it is found to be the best suitable bidder hereby agrees that in the hiring of employees for the performance of work under this contract or any sub-contract here under, no contractor or sub-contractor or any person acting on behalf of such contractor shall by reason of race, creed or color, discriminate against any citizens of the State of Ohio in the employment of labor or workers who qualify and who are available to perform the work to which this contract relates.

_____ (Name of Bidder) further agrees that no contractor, subcontractor or any person acting in his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color.

_____ OFFICIAL SIGNATURE

_____ DATE

This certification becomes part of the resultant contract.

NOTICE TO LABOR UNIONS OR OTHER ORGANIZATIONS OF WORKERS

NONDISCRIMINATION IN EMPLOYMENT

TO: _____
(Name of Union or organization of workers)

The undersigned currently holds contracts with the County of Summit, involving funds or credit of the U.S. Government or (a) subcontract(s) with a prime Contractor holding such contract(s). **(If not applicable please mark "NA")**

You are advised that under the provisions of the above contract(s) and in accordance with Executive Order 11246, section 202, dated September 28, 1965, the undersigned is obliged not to discriminate against any employee or applicant for employment because of race, color, creed, or national origin. This obligation not to discriminate in employment includes, but is not limited to the following:

HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION,
RECRUITMENT, ADVERTISING, OR SOLICITATION FOR EMPLOYMENT
TRAINING DURING EMPLOYMENT, RATE OF PAY OR OTHER FORMS OF
COMPENSATION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP,
LAYOFF OR TERMINATION.

This notice is furnished to you pursuant to the provisions of the above contract(s) or subcontract(s) and Executive Order No. 11246.

Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

(Contractor or Subcontractor)

NOTICE

Attached is a declaration of Personal Property Tax Delinquency form, which is required by ORC 5719.042 for every competitive bid contract awarded by the County.

When an award is made after a competitive bid, the successful bidder must attach the fully executed statement to his contract documents, i.e., contract or purchase order, as applicable.

Inquiries concerning this matter may be directed to the Summit County Law Department, County of Summit Executive's Office, Ohio Building, 8th floor, 175 South Main Street, Akron, Ohio 44308

DECLARATION OF PERSONAL PROPERTY TAX DELINQUENCY
OHIO REVISED CODE 5719.042

I, _____, hereby affirm that

_____, responding to this bid, IS/IS NOT
charged at the time of submitting this response with any Delinquent personal property
taxes on the general tax list of personal property of the

County of Summit.

The amount of such due and unpaid delinquent tax and any due and unpaid penalties
and interest is \$ _____

Signature

Title

STATE OF OHIO)
 SS:)
COUNTY OF SUMMIT)

Before me, a Notary Public, in and for said County, personally appeared
_____, authorized signatory for
_____, and acknowledges that he has read the foregoing
subsections and that the information provided therein is true to the best of his knowledge
and belief.

IN TESTIMONY WHEREOF, I have affixed my hand and seal of my

Office at _____, State of _____

This _____ day of _____ 200

Notary Public

one or more campaign contributions totaling in excess of \$2,000, to the County of Summit Executive or his individual campaign committee:

- a. myself;
- b. any partner or owner of the partnership or other unincorporated business (if applicable);
- c. any shareholder of the professional association organized under Chapter 1785 of the Ohio Revised Code (if applicable);
- d. any administrator or executor of the estate (if applicable);
- e. any trustee of the trust (if applicable);
- f. any owner of more than 20% of the corporation or business trust (if applicable);
- g. each spouse of any person identified in (a) through (f) of this section;
- h. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (f) of this section;
- i. any political action committee affiliated with the partnership or other unincorporated business, association, estate or trust identified in (a) through (f) of this section.

Signature _____

Title: _____

Sworn to before me and subscribed in my presence this ____ day of _____
_____, 2____.

Notary Public _____

My Commission Expires: _____

The requirements of Ohio Revised Code Section 3517.13 are only applicable to contributions made **on or after April 4, 2007** (Section 631.05, Amended Substitute Ohio House Bill 119)

FORM OF PROPOSAL

(submit in triplicate and with an electronic copy on CD)

The wording of the proposal shall be retained throughout, without change, alterations, or additions. Any changes in the wording may cause the proposal to be rejected.

Send Bid Proposal To: County of Summit Department of Purchasing
ATTN: Shannon McNulty
175 South Main Street, Room 742
Akron, Ohio 44308

Having read the specifications and examined the work required for the project entitled:

ARMORED CAR SERVICES 2013-

And also having received and taken into account addenda numbers:

Accompanying this proposal is _____ (certified check, bank draft, security bond) in the amount of _____, which is to be forfeited to Summit County, Akron, Ohio, if the undersigned fails to execute the contract in conformity with "the terms of contract". I (we) agree to complete all work in connection with this bid.

In submitting this bid, it is understood that the right is reserved by the County to reject any and all bids. It is also agreed that this bid may not be withdrawn for a period of sixty (60) days from the opening thereof.

Insert below, bidders name. If a corporation, give the State of incorporation using the phrase, "A corporation organized under the laws of:" If a partnership, give name of partner using the phrase, "Copartners trading and doing business under the firm name and style of:" If an individual using a trade name, give individual name using the phrase, "An individual doing business under the name and style of".

NAME OF FIRM _____

NAME OF CORPORATION _____

NAME OF PRESIDENT _____

CORPORATION IS ORGANIZED UNDER THE LAWS OF _____

Vendor hereby certifies that this bid complies with all minimum response requirements in the bid and those requirements are hereby made part of the Vendor's response and incorporated herein.

SIGNATURE _____

BY _____

PRINCIPAL PLACE OF BUSINESS ADDRESS _____

DATE OF ESTABLISHMENT OF PLACE OF BUSINESS _____

FEDERAL TAX I.D. NUMBER _____

TELEPHONE NUMBER _____

NEAREST BRANCH OFFICE _____

ADDRESS _____

PHONE# _____

CONTACT PERSON _____

BID SPECIFICATIONS FOR ARMORED CAR SERVICES

1. Provide pickup and delivery of various Summit County Building cashier's office receipts.
2. Accept and issue receipts for sealed and locked containers containing currency, coin, checks, securities or any other valuable items.
3. If awarded a contract company shall purchase at its own cost and expense all equipment and materials necessary for Provider to execute its duties identified in providing services.
4. If awarded a contract company agrees to provide and maintain throughout the term of this Agreement the following with regard to insurance:
 - a) General Liability insurance with minimum limits of One Million Dollars (\$1,000,000) per occurrence;
 - b) Worker's Compensation insurance in such limits as prescribed by law;
 - c) Customer must be named as an Additional Insured with regard to General Liability; and
 - d) 30 days advance written notice of policy cancellation, non-renewal, reduction of limits, or other material modification.
 - e) Company shall provide Customer with a Certificate of Insurance naming Customer as an additional insured upon execution of an Agreement.
5. If the Provider needs to subcontract in order to provide the service, provide a copy of the subcontracting agreement with the services proposing for this quotation.
6. Provider must assume all liability upon taking ownership of the receipts from each designated pick up location.
7. Responsibility of vendor under this contract shall begin when said bags or packages have been accepted and receipted for by an AUTHORIZED EMPLOYEE of vendor. Responsibility of vendor under this contract shall end when said bags or packages have been accepted and receipted for by the consignee or upon return to the shipper.
8. Provider must guarantee all receipts shall be deposited the same day as the pickup date (no overnight holding).

9. In the event that contractor, despite its best efforts and due to unforeseen circumstances not within its control, was unable to provide same business day delivery service to delivery bank location, Contractor shall provide notification of that fact to the County office location no later than 12 noon, the following business day and indicate why it was not possible to provide the same business day delivery service of the funds to the delivery bank location.
10. In the event Contractor, despite its best efforts and due to unforeseen circumstances not within its control, is unable to provide pickup service within the specified pickup timeframe, Contractor shall promptly notify the County office location and the parties shall arrange an alternative pickup time that is mutually agreed upon.
11. Provider must be able to deposit in multiple authorized banks daily.
12. Provider must be able to meet various pickup timeframes daily.

I have read this bid package and understand and hereby do comply with each bid specification.

Signature _____ Date _____

SERVICE SCHEDULE

Agency & Pick-Up Address	Delivery Agency/Address	Service Days/Time Frame
Dept. of Envir. Services 2525 State Rd. Cuy.Falls, OH 44224	Chase Bank 50 S. Main St Akron, OH 44308	M-F 1:00pm-3:00pm
Fiscal Office 175 S. Main St. Room 300 Akron, OH 44308	National City Bank 1 Cascade Plaza Akron, OH 44308	M-F 8:00am-1:30pm
Fiscal Office Services Div. 1030 Tallmadge Ave., Akron, OH 44310	Fiscal Office 175 S. Main St. Room 300 Akron, OH 44308	M-F 3:00pm-3:30pm
Job and Family Services 47 N. Main Street Akron, OH 44308	Fiscal Office 175 S. Main St. Room 300 Akron, OH 44308	M-F 2:00pm-3:00pm
Building Standards 1030 E. Tallmadge Ave., Akron, OH 44310	Fiscal Office 175 S. Main St. Room 300 Akron, OH 44308	M-F 3:00pm-3:30pm
Clerk of Courts- Title Bureau-Northfield 10333 Northfield Rd. #152 Northfield Village, 44067	National City Bank 1 Cascade Plaza Akron, OH 44308	M-F 10:00am-11:00am
Clerk of Courts- Title Bureau- Main 1030 Tallmadge Ave, Akron, OH 44310	National City Bank 1 Cascade Plaza Akron, OH 44308	M-F 10:00am-11:00am
Clerk of Courts- Legal Div. 205 S. High Street Akron, OH 44308	National City Bank 1 Cascade Plaza Akron, OH 44308	M-F 10:00am-11:00am

BID PRICE SHEET

<u>Agency</u>	<u>Monthly Price</u>	<u>Yearly Price</u>
Environmental Services		
Fiscal Office		
Fiscal Office Services Div.		
Job and Family Services		
Building Standards		
Title Bureau-Northfield		
Title Bureau-Main		
Clerk of Courts-Legal Div.		

Total amount \$

