

# Invitation to Bid

## Installation of Community Park Accessible Restrooms and Kitchenette

(Location: 27285 Highland Road Richmond Heights, Ohio)

City of Richmond Heights  
26789 Highland Road  
Richmond Heights, Ohio 44143

David H. Roche, Mayor

Brian Gleisser, Director of Economic Development  
Telephone: (216) 486-2474  
Facsimile: (216) 383-6319  
Email: [economic.development@richmondheightsohio.org](mailto:economic.development@richmondheightsohio.org)

**Bid Submission Deadline:**  
**12:00 noon on Saturday, November 3, 2018**

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## LEGAL NOTICE

The City of Richmond Heights is inviting bids for furnishing all labor and materials for Installation of Community Park Accessible Restrooms and Kitchenette (27285 Highland Rd.) within Richmond Heights, Ohio. Bid Documents can be obtained from the Mayor's Office at 26789 Highland Road, Richmond Heights, OH or on the City's website at: [www.richmondheightsohio.org](http://www.richmondheightsohio.org).

Sealed bids must be received at the Mayor's Office at 26789 Highland Road, Richmond Heights, OH 44143 by 12:00 noon on Saturday, November 3, 2018.

A bidder must submit one (1) original and two (2) duplicate copies of its bid in one sealed envelope clearly marked "Community Park Accessibility Restrooms and Kitchenette Project." Bids shall be valid for 60 days after the bid opening date.

Each bid must contain all bid forms and be accompanied by a certified check or **BID BOND IN AN AMOUNT EQUAL TO 5% OF THE BID**, drawn on some solvent bank or bonding company in the State of Ohio, payable to the Director of Finance of Richmond Heights, Ohio as a guarantee that if the bid is accepted, a Contract pursuant thereto will be entered into and its performance properly secured. Should any bid be accepted, the certified check or bid bond of the successful bidder will be returned upon proper execution and securing of the contract. Checks or bid bonds of unsuccessful bidders will be returned after a Contract has been awarded and entered into or upon rejection of all bids.

A "Pre-Bid Conference" will be held on Monday, October 29<sup>th</sup>, at 2:00 p.m. at Richmond Heights City Hall to discuss the project with perspective bidders. **ATTENDANCE IS SUGGESTED.**

The City reserves the right to accept or reject any or all bids and waive any non-conformities and irregularities contained therein.

**Public Newspaper Advertising:**

*The News Herald:* Friday, October 19, 2018

Friday, October 26, 2018

*The Plain Dealer:* Friday, October 19, 2018

Friday, October 26, 2018

The contact persons for this Project are:

Brian Gleisser, Director of Economic Development

Telephone: (216) 486-2474

Emails: [economic.development@richmondheightsohio.org](mailto:economic.development@richmondheightsohio.org)

**CITY OF RICHMOND HEIGHTS, OHIO**  
**Invitation to Bid**

Installation of Community Park Accessible Restrooms and Kitchenette

**ISSUE DATE: Friday, October 19, 2018**

**CLOSING DATE & TIME: Saturday, November 3, 2018, 12 noon**

The City of Richmond Heights, Ohio (“City”) Invitation to Bid (“ItB”) is for the Americans with Disabilities Act (“ADA”) upgrade of the Kiwanis Lodge “Legion Hall” located on the lower level of the City-owned Kiwanis Lodge. This ADA upgrade will involve installing ADA compliant restrooms, showers and Kitchenette (the “Project”).

**I. PROJECT OVERVIEW**

Proposed Work shall involve the reconfiguration of an existing lower level interior assembly space, with the addition of new restrooms, showers, and a kitchenette, the conversion of an existing room for storage, and the replacement of an existing exterior masonry retaining wall with a newly proposed concrete wall and guardrail. Work shall include all associated mechanical, electrical and plumbing modifications

A. Process

The City of Richmond Heights will accept **sealed bids until Saturday, November 3, 2018 at 12:00 noon**. All bids shall be submitted in accordance with the instructions and requirements in Section IV of this ItB. **A pre-bid conference will be held on Monday, October 29, 2019 at 2:00 p.m.** at Richmond Heights City Hall, 26789 Highland Road, Richmond Heights, Ohio 44143, to respond to questions, provide clarifications and tour the site. Attendance is encouraged, but not mandatory, and interested parties should call 216-486-2474 if they plan to attend. City staff will evaluate all bids and make a recommendation to City Council for approval based on “lowest and best” bid standard. City staff will negotiate a contract with the recommended successful bidder that will include the price that was bid. The bid and contract will be required to be authorized by a majority vote of City Council.

**II. BACKGROUND INFORMATION**

A. Overview of City of Richmond Heights

The City of Richmond Heights is located in Cuyahoga County, Ohio, east of the City of Cleveland. Richmond Heights has a population of over 10,000 people (2010 Census). The City of Richmond Heights has a small town sense of community and the services of a large city. The City owns a community building in the City’s Community Park which is known as the Kiwanis Lodge, named after the donee of the building that was donated to the City several years ago.

**III. SUBMISSION REQUIREMENTS**

The Bid shall be signed by an authorized officer or employee of the bidder and shall be submitted in a sealed envelope addressed as follows:

Submit To: Mayor's Office  
City of Richmond Heights  
26789 Highland Road  
Richmond Heights, Ohio 44143

Submittal Date: Saturday, November 3, 2018 by 12 noon

Markings: **Bids shall be clearly marked "Community Park Accessible Restrooms and Kitchenette Project."**

A. Letter of Bidder

A letter must be signed by an authorized representative of the Bidder who can make a binding commitment for the Bidder/Contractor. It shall include a statement that, if selected, the Bidder/Contractor will negotiate a contract in good faith with the City of Richmond Heights at the price that is bid. It shall also confirm to the City that the Proposal is valid for a minimum of 60 days from the date of submission.

B. Bid Bond or Deposit

Each Bidder shall submit a bid bond or cash deposit with the City equal to 5% of its bid as assurance that the Bidder will enter into a contract with the City for the Project if that Bidder's bid is accepted by the City Council. The bid bond will be cancelled or the deposit returned if a contract for the Project is entered into with the City.

C. Description of Contractor Entity or Team

The Bidder shall include information on the Bidder/Contractor and proposed construction team and the roles and responsibilities of each member for this Project. Specific information about the proposed Contractor entity shall be provided as to its ownership and legal entity structure. The names, addresses, and telephone numbers of each principal or partner shall be provided.

D. Qualifications

A description of the qualifications of the Project team including the Contractor's history, individual resumes, current and completed projects and evidence of financial capacity to complete the Project. The Contractor must have a documented and verifiable track record of successful renovations, including ADA-compliant renovations.

E. Project Bid

The complete Bid amount shall be set forth below in the Bid Form on page 9 below and shall include a “not to exceed” amount that will be charged to the City for the Project that is completed for occupancy according to the attached Specifications.

F. Implementation and Completion Schedule

Include a schedule of the proposed timeline for construction and eventual occupancy of the Project with such schedule to begin upon the City and the Contractor executing the Contractor agreement. The Project shall be completed with available occupancy by December 31, 2018.

**IV. Bid Evaluation Process**

City staff review all bid submissions for responsiveness to this ItB. Bids deemed not responsive will be rejected and returned to the submitting party with explanation. Qualified bids will be reviewed by the Building Commissioner, the Mayor, the Director of Economic Development and the City Engineer, if necessary. The City reserves the right to reject any or all Bids and to waive any irregularities in a Bid.

**V. Other Terms and Conditions**

**Late Bids:** Bids received after submission deadline will not be considered and shall be void. The City of Richmond Heights is not responsible for lateness caused by such things as the non-delivery or late delivery of U.S. mail or by carrier. The date/time stamp receipt by the Mayor’s Office shall be the official time of receipt.

**Altering Bids:** A bid cannot be altered or amended after the submission deadline. Any interlineations, alteration, or erasure made before the opening time of bids must be initialed and dated by the signer of the bid, guaranteeing authenticity.

**Withdrawal of Bid:** A bid may not be withdrawn or canceled by the Bidder without written permission of the City of Richmond Heights.

**Conflict Of Interest:** No public official shall have an interest in the Contractor’s contract.

**Addenda:** Any interpretations, corrections, or changes to the ItB will be made by addenda. The sole issuing authority of addenda shall be vested in the Economic Development Director of the City of Richmond Heights. Addenda will be mailed by electronic mail to all who provided an email address to the Mayor’s Office with respect to this ItB and addenda will posted on the City’s website ([www.richmondheights.org](http://www.richmondheights.org) ). Parties desiring to submit bids shall acknowledge receipt of all addenda by email to: [economic.development@richmondheightsohio.org](mailto:economic.development@richmondheightsohio.org) .

**Legal Compliance:** All construction work pursuant to an accepted bid must comply with all applicable federal, state, county and local laws concerning this type of project, including but not limited to building codes, fire codes and *prevailing wage laws*.

**Required Documentation:** The submitting party shall provide all documentation required by this ItB. After the bid opening, the City of Richmond Heights reserves the right to require such additional and supplemental information from interested proposers as the City believes is necessary and appropriate to accomplish the City's objectives. Failure to provide this information may result in rejection of a bid.

**Performance Bond:** The successful Bidder/Contractor shall submit a performance bond to the City for the Project upon the execution of a contract for the Project which is acceptable to the City and in the amount of the contract. A model performance bond is included in this ItB at pages 14-15 below.

**Indemnification:** The successful Contractor shall defend, indemnify and save harmless the City of Richmond Heights and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful Contractor, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the Bid award. The successful Contractor shall pay any judgment with costs that may be obtained against the City of Richmond Heights growing out of such injury or damages.

**Insurance:** Throughout the time that work is performed on the Project, the successful Contractor shall have in effect Commercial General Liability Insurance coverage in a minimum amount of \$1,000,000 per occurrence for bodily injury and property damage. The Contractor shall deliver a Certificate of Insurance acceptable to the City from the Contractor's insurer prior to the City executing the contract with the Contractor. The Contractor shall also provide a valid certificate evidencing Workers Compensation coverage of its employees as required by Ohio law for the entire period of the Contractor's work on the Project.

**Patents/Copyrights:** The successful Contractor shall agree in the contract with the City to protect the City of Richmond Heights from claims involving infringements of patents or copyrights.

**Contract Administrator:** The City of Richmond Heights' contract administrator is the Economic Development Director with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between the City of Richmond Heights and the successful Contractor.

**Silence of Specification:** The apparent silence of these specifications as to any detail or to the apparent omission of a detail concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the Specifications shall be made on the basis of this statement.

**Public Record:** All submitted information relating to this ItB shall become part of the public record. Bidders may identify in their Bid proposal what information they deem to be trade secrets. The final determination of whether information is subject to the Ohio Public Records Law shall be made by the City's legal counsel.

**Incurring Costs:** Any costs incurred by Bidders in preparing responses to the City's ItB and in carrying out negotiations with the City are the sole responsibility of the Bidders and not the City.

**Selection Schedule (Subject to Change)**

Advertisement – Friday, October 19, 2018 and Friday, October 26, 2018.

Pre-Bid meeting – Monday, October 29, 2018 at 2:00 p.m.

Bid Due Date and Bid Opening – Saturday, November 3, 2018 at 12:00 noon.

Recommendation to City Council for Bid award and Contract Authorization - November 13, 2018.



**CITY OF RICHMOND HEIGHTS**  
**Installation of Community Park Accessible Restrooms and Kitchenette**  
**BID FORM**  
**- PAGE ONE -**

No alternatives, deletions, or additions shall be made of this form as it may render the Bid invalid.

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

**The above-stated Contractor submits the following bid for the Project under the Specifications included in these Bid documents \$ \_\_\_\_\_.**

Contractor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF RICHMOND HEIGHTS**  
**Installation of Community Park Accessibility Restrooms and Kitchenette**  
**BID FORM**  
**-PAGE TWO-**

Have you ever had a public contract cancelled? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, explain in full detail, giving the name of the public entity, name of responsible official of the public entity, title and telephone number who can be contacted regarding this cancellation. Attach extra page(s) if necessary.

**CONTRACTOR'S HISTORY**

Complete the following information pertaining to history and experience of your firm.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Firm:

- \_\_\_\_\_ Partnership
- \_\_\_\_\_ Corporation
- \_\_\_\_\_ Limited Liability Company

**CITY OF RICHMOND HEIGHTS**  
**Installation of Community Park Accessibility Restrooms and Kitchenette**  
**BID FORM**  
**-PAGE THREE-**

**CORPORATION/LIMITED LIABILITY COMPANY**

If corporation or limited liability company, date of incorporation/approval of State agency:

\_\_\_\_\_

Name and address of statutory agent upon whom legal notices can be served:

\_\_\_\_\_

\_\_\_\_\_

Is corporation/limited liability company in good standing with the Secretary of the State of Ohio:

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If NO, explain on attached sheet.

Has the corporation's/company's charter ever been revoked? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If incorporated/established in a state other than Ohio, set forth the state:

\_\_\_\_\_

**PARTNERSHIP**

If Partnership, indicate names and addresses of all persons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CITY OF RICHMOND HEIGHTS**  
**Installation of Community Park Accessibility Restrooms and Kitchenette**  
**BID FORM**  
**-PAGE FOUR-**

**INDIVIDUAL PROPRIETORSHIP**

If Individual Proprietorship, indicate full name and address of owner, if other than the firm name indicated above:

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How long has this business entity been in business? \_\_\_\_YEARS

Total number of employees:\_\_\_\_\_

In the last five (5) years, has your business been involved in any legal claims or suits for damages whatsoever, whether covered by insurance or not?

\_\_\_\_\_YES \_\_\_\_\_NO

If YES, submit a complete report of the case or cases involved, and indicate whether the case(s) is still pending or resolved.

## WAIVER AND RELEASE

In consideration of the review by the City of Richmond Heights, Ohio, of the 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 code, hereby waiving any privilege, statutory or otherwise, as to the same, and releasing the City of Richmond Heights, Ohio, its officers, agents, and employees from any liability in relation thereto.

NAME OF ENTITY:

\_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\* 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 on page 1 of this declaration.

APPLICANT SIGNATURE X	DATE
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**PERFORMANCE BOND**

COVERING CONTRACT FOR:

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_ as Principal, (referred to in the attached Contract as the party or parties of the first part) and \_\_\_\_\_ as Surety are held and firmly bound unto \_\_\_\_\_, (referred to in the attached Contract as the party or parties of the second part) \_\_\_\_\_ in the sum of \_\_\_\_\_ Dollars, for the payment of which well and truly to be made, we do hereby jointly and severally bind ourselves, our heirs, successors, administrators, executors, legal representatives and assigns by these presents.

THE CONDITIONS OF THIS OBLIGATION are such, that, whereas the above named principal did on the \_\_\_\_\_ day of \_\_\_\_\_, AD 2018 enter into an agreement with said party or parties of the second part, which agreement is hereto attached and is made a part of this bond the same as if fully set forth herein.

NOW, if the said part \_\_\_\_ of the first part in the aforesaid agreement shall well and truly execute all the singular the stipulations by \_\_\_\_\_ to be executed and shall fully and faithfully perform the work therein specified to be done and comply with, do and perform all and singular the terms, conditions and requirements of the Plans, Specifications and Contract, and shall indemnify and save harmless the party of the second part in such agreement, from all suits and actions of every name and description brought against the party of the second part, or its agents for, or on account of any injury or damage to person or property arising from or growing out of any of the work therein described, and shall indemnify and save harmless said party of the second part, from all suits and expense over and above the expense included in the contract price, for royalties or infringements on patents that may be involved in the construction of the appliances contracted for, or any of the parts thereof, or in the use of said appliances or any of the parts thereof thereafter, and if said party of the first part, shall defend, at its proper cost and expense, any and all suits and actions of every kind whatsoever that may be brought against said party of the second part by reason of the use of said appliances or any of the parts thereof, and further shall indemnify and save harmless said party of the second part and its agents from all liens, charges, claims, demands, loss, costs and damages of every kind and nature whatsoever, including claims for materials and labor, furnished and performed for and upon the work specified in the said agreement and shall pay all just and legal claims for labor, material and machinery furnished for the work specified in said agreement, then this obligation to be void, otherwise to be and remain in full force and virtue in law; we hereby agreeing and consenting that having a just claim as aforesaid, we further agreeing and hereby consenting that the parties to the foregoing agreement may from time to time and as often as they see fit make any additions to, omissions from, or modifications of the work provided for and of the said agreement which, in the judgement of said parties, do not materially increase the liability thereon, without consulting the sureties hereto and without in any way affecting their liability hereon.

Performance Bond - 1



WITNESS OUR SIGNATURES, THIS \_\_\_\_ day of \_\_\_\_\_, 2018

PRINCIPAL

SURETY: NAME AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESSES

WITNESSES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Bond - 2

**AFFIRMATIVE ACTION CERTIFICATION  
FOR  
EQUAL EMPLOYMENT OPPORTUNITY**

This is to certify that \_\_\_\_\_  
name of bidder

has executed a written Equal Employment Opportunity Affirmative Action Program in accordance with Titles VI and VII of the 1964 Civil Rights Act, Executive Order 11246 as amended, The Governor's Executive Order and the Equal Employment Opportunity Program of the City of Richmond Heights, Cuyahoga County, Ohio.

If, \_\_\_\_\_ is found to have the lowest and best bid,  
name of bidder

we understand that under the provisions of the resultant contract that we are obliged to take Affirmative Action to provide equal employment opportunity without regard to race, religion, color, sex, national origin or handicap.

\_\_\_\_\_, an authorized official  
of \_\_\_\_\_ is responsible for the implementation  
of this contractual obligation.

Official's signature \_\_\_\_\_

Date: \_\_\_\_\_

This certification becomes part of the resultant contract.

**EXHIBIT A**

**Installation of Community Park Accessible Restrooms and Kitchenette**

**SPECIFICATIONS**

\*See Attached