



CONTRACTOR REGISTRATION FORM

The Richland County Land Reutilization Corporation (RCLRC) emphasized the importance of quality workmanship. The Land Bank **may** award projects to the **Lowest Fully Responsive** and **Most Responsible** Contractor in accordance with the below criteria as determined by the Board's evaluation of the submitted price/bids in its sole discretion. See Attachment "A". (All attached forms must be filled out in its entirety to be considered as a qualified Contractor).

Along with this form you must include:

- Proof of Insurance
- Proof of Workers Comp
- Copies of Special Licenses (Lead, Abatement, Etc.)

Company Name: _____

Contract Person: _____

Phone: _____ Email: _____

Address: _____

Federal Tax ID / SS No.: _____

How many years have you been contracting under present name? _____

List other names you have contracted under? _____

Services Offered

Environmental

- Asbestos Analysis
- Environmental Svcs
- Asbestos Abatement
- Lead Abatement
- Asbestos Analysis
- Other – List

Demolition/Lawn

- Demolition
- Excavating
- Debris Removal
- Greening
- Lawn Care / Mowing
- Other – List

Rehab

- Windows
- Doors
- Roofing
- Siding
- General Contractor
- Fascia/Soffit/Downspouts/Gutters

Other - List

Contractor's Special Notes (List anything you would like the Board of Directors to take into consideration while reviewing your request) _____

List all subcontractors you use regularly		
Contractor Name	Contractor Address	Contractor Phone

Describe projects completed within the last three (3) years along with property contact information:

Please describe any workers comp claims: _____

Please describe any recorded OSHA violations: _____

Please describe any EPA violations: _____

Please describe any Prevailing Wage violations: _____

References		
Name	Project	Phone Number

Do you have out any outstanding debt that is 90 days or more past due: _____ If yes explain: _____

Have you ever defaulted on a contract: _____ If yes explain: _____

Have you ever failed to complete a project: _____ If yes explain: _____

Litigation Information:

Check if there are no judgements, liens, actions, lawsuits, claims, violations or proceedings of any kind pending or threatening against you currently. Please explain: _____

Check if there are no judgements, liens, actions, lawsuits, claims, violations or proceedings of any kind pending or threatening against you within the last 10 years. Please explain: _____

Company owner information:

I own/manage properties in under the following names (i.e. Corporate/LLC, Business, Maiden, etc.):

I own/manage properties in State/County: _____

Check all that apply – Answers include all properties owned/managed by applicant(s) by name.

I have had codes or ordinance violations on property I own and or manage.

I have no delinquent property taxes on any property I own.

I had tax foreclosure filed against me. If yes where and when: _____

Contractors will be required to update this form yearly.

SIGNATURE

I/we certify that the information provided herein is, to the best of my knowledge and belief true, accurate and complete:

Signature: _____

Print Name and Title: _____

Date: _____

Return to: Richland County Land Reutilization Corporation
50 Park Avenue East, Mansfield, Ohio 44902
ahamrick@richlandcountyoh.gov

CONTRACTOR'S PERSONAL PROPERTY TAX AFFIDAVIT

(Ohio Revised Code 5719.042)

State of _____

County of _____

_____ (name), being first duly sworn,
deposes and says that he/she is the _____ (title) of
_____ (Contractor) with offices located at _____
_____, and as its duly authorized representative, state that effective
this ____ day of _____, 20____,

Corporate name _____

Business name _____

Owner name(s) _____

Limited Liability Company name(s) _____

is charged with delinquent personal property taxes on the general list of personal property as set forth below:

State _____

County _____

Amount (includes total amount due, plus penalties and interest thereon)

\$ _____

is not charged with delinquent personal property taxes on the general list of personal property in

State _____

County _____

Sworn to and subscribed before me by the above named affiant this ____ day of _____ 202____

_____, Notary Public

My commission expires _____, 20____

NON-COLLUSION AFFIDAVIT

State of Ohio

County of Richland

CONTRACTOR _____, being duly sworn, deposes and says that he/she is _____ (Sole owner, a partner, member, partner, president, secretary, etc.) of _____, the party making the foregoing application; that any bid made by this party is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such BID is genuine and not collusive or sham; that said BIDDER will not directly or indirectly induce or solicit any other BIDDER to put in a fake or sham BID and will not directly or indirectly collude, conspire, connive, or agree with any BIDDER or anyone else to put in a sham BID, or that any one shall refrain from bidding; that said BIDDER will not in any manner directly or indirectly, seek by agreement, communication or conference with anyone to fix the BID price of said BIDDER or of any other BIDDER, or to fix any overhead, profit, or cost element of such BID price, or of that of any other BIDDER, or to secure any advantage against the Richland County Land Reutilization Corporation or anyone interested in the proposed contract; that all statements contained in any BID are true; and, further, that said BIDDER will not, directly or indirectly, submitted his BID price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, BID depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said BIDDER in his general business.

Signed:

Sworn to and subscribed before me by the above named affiant this ____ day of _____ 202____

_____, Notary Public

My commission expires _____, 20____

CONFLICT OF INTEREST

Interest of Local Public Officials

No member of the governing body of the locality and no other officer, employee, agent or public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this contract; and the Contractor shall take appropriate steps to assure compliance.

Interest of Contractor and Employees

The contractor covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. The Contractor further covenants that in the performance of this Contract, no person having any such interest shall be employed.

Records and Audits

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the Government Authority to assure proper accounting for all project funds. These records will be made available for audit purposes to the Government Authority or any authorized representative, and will be retained for three years after the expiration of this Contract unless permission to destroy them is granted by the Government Authority.

Federal or State Officials Not to Benefit

No members of or delegate to the Congress of the United States of America, and no resident U.S. Commissioner, nor any officer or employee of the State of Ohio subject to Ohio Ethics Law (ORC Sec. 102.03(A)) will be admitted to any share or part hereof or to any benefit to arise herefrom.

Contractor certifies that it and its' employees are knowledgeable of and understand Ohio Ethic and Conflict of Interest Laws.

Signature: _____

Title: _____

This record was acknowledged before me on _____ 20____ by _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument

Notary Public

**RICHLAND COUNTY LAND REUTILIZATION CORPORATION
DRUG-FREE WORKPLACE CONTRACTOR / SUBCONTRACTOR NOTIFICATION**

To promote a safer, drug-free workplace, you are hereby notified that the unlawful manufacture, use, possession, or dispensing or distribution of a controlled substance in the workplace is strictly prohibited.

This policy, adopted by the RCLRC, includes employees of contractors working on any State/Federal Grant projects administered by City.

Acknowledged Signature: _____

Printed Name _____

Title _____

Firm/Subcontractor/Contractor _____

Date: _____

**CERTIFICATION OF BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause, and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicated that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after proposal opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER / PROSPECTIVE BIDDER

Company Name: _____

Address: _____

1. Company is an Equal Opportunity Employer.

Yes No

CERTIFICATION – The information above is true and complete to the best of my knowledge and belief.

SIGNATURE: _____

DATE: _____

NAME: _____

TITLE: _____

Attachment "A"

QUALIFICATION OF CONTRACTOR

Lowest: Lowest price/bid received without any conditional language. **Land Bank reserves the right not to bid out any or all projects.**

Fully Responsive: If price/bid complies with specifications in all material respects and contains no irregularities or deviations from the specifications which would affect the amount of the price/bid or otherwise give the bidder a competitive edge

Most Responsible: Includes, but is not limited to:

- Contractor's financial position, including property, city, state and/or federal tax status, delinquent taxes may be a reason for disqualifying a contractor
- Current and/or past tax foreclosures
- Current and adequate insurance
- Current Ohio workers' compensation
- Adequate bid bond meeting all requirements of bid specifications
- Judgment liens
- Past and present law suits
- Safety records
- OSHA violations
- EPA violations
- Known experience
- References' response to questions such as: Did the contractor complete work in a timely manner, if not why? As far as you know, did the contractor have adequate equipment and staff to complete your project, if not why? Did the contractor request change orders and why? Was the contractor professional with staff and other interested parties? Would you use this contractor again, if not why?
- Satisfactorily completing prior projects with City of Mansfield, Richland County, other Richland County municipalities and/or Land Bank including but not limited to quality of work performed, timeliness, past inter actions with City and County Code enforcement, and number of request for extension of time and change orders
- Available equipment
- Adequate manpower
- Ability to execute work in accordance with all applicable specifications
- Ability to comply with EPA, local, state, and federal laws

Richland County Land Reutilization Board of Directors considers all prices/bids recognizing, but not excluding any contractor based upon, the importance of the following:

1. Significant Richland County economic presence
2. Significant economic presence in surrounding counties
3. Significant State of Ohio economic presence

We reserves the right to waive any informality or to reject any bid(s) or all price/bids.