

## INFORMATION TO BIDDERS

**CONTRACT:** The successful bidder shall execute a contract with the Village of Sugar Grove, Ohio, and furnish a performance bond with ten (10) days after receiving the contract for execution. The contract shall be prepared by the solicitor of the Village of Sugar Grove, Ohio, if the successful bidder fails to enter into a contract as herein provided, the award may be annulled and the contract let to the next lowest and best bidder. Such bidder shall fulfill every stipulation embraced herein, as if he were the original party to whom the award was made.

**PERIOD OF CONTRACT:** The contract period shall begin at 12:01 AM on July 1, 2019 and will expire at midnight on June 30, 2022.

**PERFORMANCE BOND:** The successful bidder shall furnish a satisfactory bond of Five-Thousand Dollars (\$5,000.00). If, at any time during the term of the contract, any surety, in the opinion of the Mayor, becomes unsatisfactory, the Mayor shall have the right to require additional surety which the Contractor shall furnish to the satisfaction of the Mayor, and if in default thereof, the contract may be suspended by the Mayor with the advice and consent of the Village Council.

**STATEMENT OF QUALIFICATIONS OF BIDDERS:** Each bidder shall provide assurance in writing that they have adequate facilities, experience, ability and resources to satisfactorily perform the work in accordance with the provisions of the contract.

**FINANCIAL STATEMENT:** All bidders shall include with their bid, a financial statement showing the net worth of the bidder for the previous fiscal year. The financial statement shall be notarized as a true and correct statement and must cover a period of not less than one (1) year.

**AWARD OF CONTRACT:** The contract will be awarded to the lowest and best bidder. In determining the lowest and best bid, the elements contained in the statement of qualifications will be considered along with the financial statement and the amount of the bid.

**OUTLINE OF WORK:** In general, the contract consists of the furnishing of labor and equipment for the collection, transportation and disposition of all garbage, trash and refuse from residential and commercial premises with the Village of Sugar Grove, Ohio. Pickup in the Village shall be at least one day per week and the pickup day shall be scheduled on the same day each week. Pickup of the entire Village of Sugar Grove, Ohio shall be accomplished in no more than one (1) weekday, between the hours of 7:00 AM and 7:00 PM. No pickups will be made on Saturdays or Sundays unless approved by the Mayor.

**ASSIGNMENTS:** The Contractor, without the written consent of the Village, shall make no assignments or transfers on the contract or any part thereof.

**MUNICIPAL INCOME TAX:** The Contractor hereby agrees to withhold *all* municipal income tax assessments due and payable under the provisions of the Village of Sugar Grove, Ohio *income* tax ordinance for wages, salaries, and commissions paid to its employees. Subcontractors shall also be required to agree to withhold any such municipal income tax.

**WORKERS COMPENSATION:** The Contractor shall be responsible during the term of this contract to provide adequate workers' compensation insurance for all of its employees. A copy of the workers' compensation state insurance fund certificate shall be provided to the Village.

**BILLING:** The Village of Sugar Grove, Ohio will bill all persons and businesses which are serviced by the Contractor. The Clerk of the Village will make monthly payments to the Contractor.

**INSURANCE:** The Contractor shall hold the Village of Sugar Grove, Ohio harmless from any claims made against the Contractor or its subcontractors for any action occurring in the performance of or arising out of the performance of its duties as provided by the contract. The Contractor shall secure a comprehensive liability policy of insurance, insuring against the liability of such Contractor naming the Village of Sugar Grove, Ohio as insured in the amount of one million dollars (\$1,000,000.00) for each person injured in each accident and two hundred thousand dollars (\$200,000.00) property damage for each accident. Copies of all insurance policies, endorsements thereto, and proof of payment of premiums shall be deposited by the Contractor with the Clerk of the Village.

**EQUIPMENT:** The Contract shall provide the Village of Sugar Grove, Ohio, with a list of the type of equipment used by the Contractor. The Contractor shall use covered, leak proof, sanitary packer-type trucks with distinctive lettering for the performance of the service to be rendered and the Contractor shall maintain trucks and other equipment in a safe and sanitary condition. The equipment will be clearly marked showing the Contractor's name.

**LANDFILL FACILITIES:** It shall be the responsibility of the Contractor to dispose of garbage and refuse collected from the Village in an approved landfill located within the local Fairfield, Licking, Perry and Coshocton County solid waste district.

**PICKUP OF LARGE ITEMS:** The Contractor shall provide the Village with a means for the customers to dispose of larger household items, such as washers, dryers, hot water tanks, furniture, bedding, child play equipment, fencing, etc. (placed at the curb). The Contractor may provide special pick-ups for said items, such as once per month, seasonal cleanup weeks and/or collections as part of the regular pickup schedule. Items contain CFCs, such as refrigerators, freezers, etc., are not to be collected by the Contractor.

**PUBLIC PICKUP:** The Contractor agrees to remove garbage and refuse at the following public offices and locations at no cost to the Village of Sugar Grove: municipal office, public park, and sewer plant.

**TOTER SYSTEM:** The Contractor must offer to the residential customers the optional service of a mobile toter system, whereby the residents may voluntarily choose to pay an extra charge for the use of a ninety gallon container with wheels, which may be rolled to curb side by the customer. Toter system shall be a roll out container manufactured by “Rubbermaid” or similar.

**LEAVES AND YARD WASTE:** The Contractor will provide an approved method for disposing of leaves, yard waste, and Christmas trees (placed at curb).