

Contractor / Vendor Interest Form Form for Bundy Hill Recreation, Co.

**Contractor / Vendor Interest Form**

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Contractors: What building trades are you proficient in?

Vendors: Please describe the products / materials you can supply Bundy Hill Recreation, Co.

Please provide trade / customer references

Type of Trade or Description of Products	References

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What would be the largest amount you feel you could manage for a construction contract with your work forces? *Check all that apply*

- Projects from \$1 - \$5,000
- Projects from \$5,000 - \$10,000
- Projects from \$10,000 - \$20,000
- Projects from \$20,000 - \$50,000
- Projects over \$50,000

Please return the completed form and any related information to Dave Zenk, Superintendent of Parks, 6101 Fallen Timbers Lane, Maumee, OH 43537  
Phone: 419-407-9728 Fax: 419-482-0684 [dave.zenk@metroparkstoledo.com](mailto:dave.zenk@metroparkstoledo.com)

General expectations for our contractors:

- SAFETY – OSHA – Drug and alcohol free environment
- COMMUNICATION
- Stay on budget and within your proposal
- Establish a written schedule and carry out the work in a diligent manner utilizing adequate labor that is trained, experienced and with appropriate, functional equipment
- Respond to problems quickly to correct the problem
- Protect Metroparks resources and make a conscious effort to limit negative impacts to park visitors
- Maintain a clean and orderly work site
- Submit completed invoices promptly and allow time for processing
- Have a competent project superintendent on site at all times when work is performed

Expectations for the Metroparks:

- Provide qualified and experienced engineering and inspection staff for the duration of the contract
- Resolve disputes in a timely manner
- Make all project decisions in a timely manner to avoid undue delay
- Review the work zone on a daily basis to ensure the safety of the public
- Respond to any complaints and questions from the public within 30 days
- Assure conformance with all materials incorporated into the project

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- Process invoices in a timely manner

Basic requirements for a contractor on Metropark's projects:

- Workmen's Compensation Insurance
- Public Liability Insurance in the amount of \$1,000,000 with Metroparks named as co-insured, Automobile insurance
- Prevailing Wage Rates if a maintenance project exceeds \$38,000 (as of 1/12/2012)
- OSHA Compliance
- Valid drivers license for operators
- **See additional detailed requirements for bids and projects over \$25000**

**THESE THINGS ARE NECESSARY TO INCLUDE WITH A BID OVER \$25,000:**

BID GUARANTY AND CONTRACT BOND

This bond is submitted with the bid and provides Metroparks assurance that the bid is legitimate and covers Metroparks monetarily – in the event the Contractor backs-out.

NON-COLLUSION AFFIDAVIT

This certifies that the bidder has not communicated with other bidders in order to conspire to fix pricing.

QUALIFICATION FORM

Provides the owner with references for like-projects by the Contractor.

COMPLIANCE WITH AND ENFORCEMENT OF REGULATIONS

Certifies that the Contractor will adhere to State and Federal Environmental Protection Agency (EPA) law and Occupational Safety and Health Act (OSHA) law.

PERSONAL PROPERTY TAX AFFIDAVIT

Certifies the Contractor is not delinquent on their company taxes.

WORKERS & UNEMPLOYMENT COMPENSATION AFFIDAVIT

Certifies the Contractor contributes, as required by law, worker and unemployment compensation insurance dollars.

PUBLIC LIABILITY INSURANCE

Insurance in the amount of 1,000,000. naming Metroparks as the co-insured in the event of bodily injury or material damages to the public or publicly-owned assets.

**THESE THINGS ARE NECESSARY IF METROPARKS ENTERS INTO A CONTRACT OVER \$25,000. WITH YOU:**

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### GUARANTEE

The Contractor guarantees all work furnished and performed under a Contract against any defects in workmanship or material for a period of one (1) year following the date of acceptance of the work by Metroparks. Under this guarantee, the Contractor agrees to make good without delay at his own cost and expense any failure of any part of the work due to faulty materials, construction or installation or to the failure of any equipment to perform successfully all work put upon it within the limits of the specifications and further make good any damage to any part of the work caused by such failure. The Contractor also agrees that the Contractor's Bonds shall fully cover all guarantees in this article contained.

### CORPORATE CERTIFICATE

Certifies that the individual signing the contract did so legally, on behalf of the construction corporation, by the authority of its governing body, and within the scope of its corporate powers.

### PARTNERSHIP CERTIFICATE

Certifies that the individual signing the contract did so legally, is a general partner in the construction corporation firm, and that they're signing the contract on behalf of their firm

### PROPRIETORSHIP CERTIFICATE

Certifies that the individual signing the contract did so legally, is the sole proprietor in the construction corporation firm, and that they're signing the contract on behalf of their firm

### 100% PERFORMANCE BOND

This bond is given and made as a monetary guarantee against defective material and workmanship in the work covered by the Contract, until final acceptance of the work by Metroparks.

The Contractor shall well and faithfully perform the work according to the terms of the Contract, and shall pay any subcontractors, material suppliers and workmen, for labor performed and material furnished in the carrying-out the work in the Contract, the Contract remains in full force and effect until everyone's paid. The bond cost represents 100% of the Contract price and provides Metroparks the dollars to carry-out the work with another Contractor in the event the Construction Contractor fails somehow.

### LABOR AND MATERIALS PAYMENT BOND

This bond holds Metroparks harmless against any monies owed sub-contractors and material suppliers who were not paid by the Contractor. It comes into play in the event the General Contractor is sued for non-payment by a sub-contractor or materials supplier.

### PREVAILING WAGE RATE AGREEMENT

Certifies that the Contractor will pay all workers State of Ohio Prevailing Wages for all the work involved in the carrying-out of the Contract, including sub-contractors, if the work exceeds \$22,166.