

BUTLER COUNTY COMMISSIONERS

Donald L. Dixon T.C. Rogers Cindy Carpenter

INVITATION TO BID

ITB NO. 19-04-004

**BUTLER COUNTY SHERIFF'S OFFICE
CORRECTIONAL FACILITIES ELECTRICAL
MAINTENANCE REPAIRS**

**BID DATE AND TIME:
TUESDAY, APRIL 30, 2019
10:30 A.M. (EST)**

**BIDS MUST BE RETURNED TO:
BUTLER COUNTY COMMISSIONER'S OFFICE
ATTN: TAWANA KEELS
315 HIGH STREET, 6TH FLOOR
HAMILTON, OH 45011**

LEGAL AD AND NOTICE TO BIDDERS
CONTRACT NO. 19-04-004

Sealed Bids will be received at the office of the Butler County Commissioner's Office, Attn: Tawana Keels, 315 High Street, 6th Floor, Hamilton, Ohio 45011 until 10:30 a.m. EST on Tuesday, April 30, 2019 and will be opened and read aloud at 10:45 a.m. or shortly thereafter in the Commissioners' Conference Room on the 6th Floor in the Butler County Government Services Center, for Correctional Facilities Electrical Maintenance Repairs in accordance with specifications under Contract No. 19-04-004.

Specifications may be obtained at the office of the Butler County Commissioners; by query at www.butlercountyohio.org/commissioner or by query at www.butlersheriff.org/category/request-for-bids/.

Bidders are required to complete and submit with the bid ALL forms that are included with the specifications packet. Bidders are required to use the forms furnished by the County when submitting their bid.

The Board of Butler County Commissioners reserves the right to waive informalities, to reject any and all bids, to accept the bid which is in the best interest of the County as determined by the Board, and to hold bids valid for sixty (60) days from the bid date.

Butler County reserves the right to award partial bids to multiple vendors. Bidders may receive bid awards for some but not all of the items on the specified list.

Bids are to be SEALED and delivered to the office of the Butler County Commissioners, and each bid shall bear on its face the name and address of the bidder and shall be plainly marked "Bid on Contract No. 19-04-004 for Correctional Facilities Electrical Maintenance Repairs".

By order of the Board of Butler County Commissioners:

Donald L. Dixon, President

T. C. Rogers, Vice President

Cindy Carpenter, Member

Attest: Flora R. Butler, Clerk

Publish 1 time: Tuesday, April 2, 2019
Hamilton Journal-News

PLEASE NOTE

**BID MUST BE SEALED, DELIVERED TO,
AND RECEIVED IN THE BUTLER COUNTY
BOARD OF COMMISSIONERS OFFICE ON
THE SIXTH FLOOR OF THE BUTLER
COUNTY GOVERNMENT SERVICES
CENTER, 315 HIGH STREET, HAMILTON,
OHIO, BY**

10:30 a.m. local time on

Tuesday, April 30, 2019

**ANY BID DELIVERED AFTER THE TIME
SPECIFIED, ACCORDING TO THE CLOCK
IN THE COMMISSIONER'S OFFICE, WILL
NOT BE ACCEPTED FOR ANY REASON.**

**BUTLER COUNTY COMMISSIONERS
BID REQUEST**

DATE: _____
BIDS MUST BE RETURNED TO:
BUTLER COUNTY COMMISSIONERS
TAWANA KEELS
315 HIGH STREET, 6TH FLOOR
HAMILTON, OHIO 45011

BID NUMBER: 19-04-004
FOR FURTHER INFORMATION CONTACT:

Lt. Nick Fisher
PHONE NO. (513) 785-1191

Sealed bids will be received in this office until: **10:30 a.m. EST on Tuesday, April 30, 2019**

Using Department: **BUTLER COUNTY SHERIFF'S OFFICE**

Delivered To: BUTLER COUNTY GOV,T SERVICES CENTER, 315 HIGH STREET, 6TH FLOOR, HAMILTON, OHIO

Your written bid is requested for the following:

Butler County reserves the right to award each bid individually, as a combination of multiple bids, or as a collective package of all five bids.

SCOPE: The Board of Butler County Commissioners is seeking bids to provide electrical maintenance at the Butler County Correctional Facilities at 705 Hanover Street, 123 Court Street, and 442 S. Second Street, Hamilton, Ohio 45011. The service is to be provided on a call basis for preventative maintenance, repairs, and emergency needs. Each bidder is to provide an hourly rate and overtime rate for each electrical job classification.

Sealed bids displaying "Correctional Facilities Electrical Maintenance Repairs" on the outside of the envelope must be received by 10:30 a.m. EST on Tuesday, April 30, 2019 at the Board of Butler County Commissioners, 315 High Street, Sixth Floor, Hamilton, Ohio 45011.

TERM: The term of this contract will be for a three-year period estimated to commence July 1, 2019 with a one-year renewal option solely at Butler County's discretion. The pricing for the fourth year would have to be presented to Butler County sixty (60) days prior to the anniversary date of the third year for review and approval.
Three (3) Years.

OPTIONAL PRE PROPOSAL MEETINGS: Each contractor is invited to attend a facility meeting and tour on April 16, 2019 or April 18, 2019 at 9 a.m. Transportation will be provided from the 705 Hanover Street location to and from the Court Street Jail and 442 S. Second Street. The meeting is being held for the mechanical system maintenance contractors bid. Therefore, this meeting would provide electrical contractors an opportunity to view the facilities under the proposal. This is not a mandatory meeting.

QUESTIONS: All questions which arise during the pre-proposal meeting and tour will be reduced to writing and answered by addenda. If questions arise during the meeting or tour, which are not answered by the addenda following the meeting, the questions must be submitted in writing no later than April 23, 2019. Questions and answers will be communicated via email and/or posted to the Butler County Sheriff's website at <http://www.butlersheriff.org/category/request-for-bids/>.

BID BOND: Each bid shall be accompanied by a bid bond in favor of Butler County or certified cashier's check upon a solvent bank and payable to the Butler County Treasurer. The bid bond

amount shall be \$5,000.00.

TAXES: Butler County Ohio is exempt from all sales, transportation and excise taxes, except for State of Ohio gasoline tax. The unit prices for bid shall be exclusive of all such taxes.

CONTRACTOR QUALIFICATIONS AND REFERENCES:

The Contractor will provide with its bid:

- A. A list of current correctional institution contracts with the following information: client name; contact person; address and telephone number; type and size of facility; date of original contract. Also, please include the names of any facilities that are geographically close to the Butler County Jail.
- B. List of other government contracts where electrical maintenance services are provided. Including but not limited to the government name, contract period, contract amount, scope of contract, and contact information at that government.

REJECTED BIDS: The Board of County Commissioners of Butler County, Ohio reserve the right to reject any or all bids, to waive any informalities in bids, and to accept the bid that, in the opinion of the Board is in the best interest of the County of Butler, State of Ohio. The award will not necessarily go to the bid with the lowest price, but to the bid that best demonstrates the ability to fulfill the requirements of the Bid Request.

No proposal will be accepted from any person, firm, or corporation that is in arrears or is in default to Butler County, Ohio regarding any debt or contract, or has failed to perform faithfully any previous contract with the County.

TRADE SECRETS: The laws of Ohio require that at the conclusion of the selection process, the contents of all bids be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that is recognized as such and protected by law may be withheld if clearly identified as such in the bid proposal. This exemption of information does not extend to the requirement to provide company financial information.

INSURANCE: The contractor shall carry appropriate insurance on its employees, products and property, including Workers Compensation, and general liability in the minimum amount of \$1,000,000.00 with an Umbrella policy of \$ 2,000,000.00.

The contractor shall provide the County not later than the date of commencement of service under the contract with certificates of insurance for the foregoing coverages that designate Butler County, Ohio as an additional insured with respect to the Contractor's participation in the contract and which include a provision that the coverage shall not be cancelled, terminated or otherwise modified without a 30 day prior written notice provided to the County. Cancellation of insurance will be cause for immediate cancellation of the contract.

TAXES, LICENSES AND PERMITS: The Contractor shall pay all applicable taxes and shall obtain and keep current all necessary licenses and permits.

EQUAL EMPLOYMENT OPPORTUNITY: The Contractor must furnish documentation complying with state of Ohio and Federal laws relating to discrimination and equal employment opportunity, including the Americans with Disabilities Act.

INDEMNITY: The Contractor shall assume full responsibility for and shall indemnify and hold harmless the County for any injury to persons and any damage to, or loss of any property, including without limitation buildings, fixtures, furnishings, equipment, supplies, accessories, or parts, resulting in whole, or part from any negligent acts or omissions of the Contractor, or any employee, agent, subcontractor or representative of the Contractor.

PERFORMANCE BOND: No performance bond is required for this contract.

FAILURE TO PERFORM: The Contractor shall commence performing the work in accordance with the specifications. Failure to perform the work as provided herein may result in written notice to the Contractor terminating its right to proceed as to the whole or any part of the contract. In the event of such termination, the County may have the services performed by other means and the Contractor shall be liable to the County for any excess costs for such services.

Any cost incurred by the County for Failure of the Contractor to abide by the electrical service agreement with the County, or to perform necessary services as described herein will be borne by the Contractor.

TERMINATION NOTICE: This contract may be terminated by either party provided a one ninety (90) day written notice is given to the other party. Written notice to the County must be sent to the Butler County Administrator, Butler County Government Services Center, 315 High Street, Sixth Floor, Hamilton, Ohio 45011.

Butler County may terminate the contract immediately upon delivery of written notice to contractor due to lack of performance by the contractor. Butler County may also terminate the contract for lack of available funds upon 30 days written notice to contractor.

SUBCONTRACT: The Contractor shall not subcontract or assign any portion of the electrical service without prior written consent of the County. Contractor shall require any subcontractor(s) to be bound by the same terms that govern the responsibilities and liabilities of the prime contractor hereunder.

DISCONTINUANCE OF OPERATION: Should it become necessary for the Butler County Jails to discontinue operation of the institution for any reason, this contract shall become null and void.

EMERGENCY CONDITIONS: All service shall be completed on a pre-scheduled or an emergency basis. If an emergency, the contractor commits to a one (1) hour response time when formally notified of an emergency. The bidder shall provide as part of its bid a list of names and phone numbers to be contacted in an emergency. If there is no response within the hour, there is the option to arrange other service at the cost of the Contractor.

PRESS RELATIONS: All press releases, advertisements or any other publication concerning this project will only be released by authority and approval of the Butler County Sheriff.

CONTRACTING OFFICER: The Butler County Sheriff or his designee shall be the Contracting Officer who shall act as the agent of Butler County for the purpose of serving as the County's contact person to oversee performance and completion of the contract pursuant to its terms and receiving, reviewing, and processing billings from the Contractor, conducting periodic inspections of the services provided.

ACCREDITATION: The facility is currently accredited by the State of Ohio, ICE, U.S. Marshals, and by the Bureau of Prisons. The contractor will be furnished a copy of and shall be responsible for complying with all current accreditation requirements. If the facility is denied re-accreditation on the basis of any fault of the contractor, the Contractor shall pay a penalty of two hundred fifty thousand dollars (\$250,000.00) to Butler County. This failure shall also constitute a breach of contract. The bid shall indicate the method the Contractor will follow in establishing and revising policies and procedures. Any future accreditation we pursue cannot be inhibited by the Contractor.

PREVAILING WAGE: The Contractor must pay prevailing wages as defined by the State of Ohio.

BACKGROUND INVESTIGATIONS: Contractor's employees will be subject to a background investigation and security check as is normally required for personnel at the County Jail. The County reserves the right to deny any Contractor's employee access to the facility that does not meet established security clearances or obey established rules and regulations. Final selection of all Contractor employees at the Butler County Jail shall be at the approval of the Sheriff.

PHYSICAL EXAMINATIONS: All employees of Contractor and any subcontractors shall be required to undergo periodic physical exams as specified by State and local regulations at Contractor's expense.

ORIENTATION AND TRAINING: Contractor and subcontractor employees must attend orientation classes and training as mandated by Butler County and the State of Ohio. The training will be provided by the County, but Contractor and subcontractor employee salaries for the time required to attend the classes shall be the responsibility of the Contractor. We will not be responsible for payment of training unless otherwise negotiated.

CONDUCT OF CONTRACTOR'S EMPLOYEES

The Contractor shall instruct all employees that all rules and regulations, policies, and procedures established by the Butler County Sheriff's Office shall be adhered to. In addition:

- A. Contractor shall prohibit its employees and those of any subcontractors from personal use of telephone or office equipment provided for official County business.
- B. All contractor and subcontractor personnel shall be required to wear identification badges issued by the Sheriff's Office. All contractor personnel shall be required to wear uniforms as approved by the Sheriff or his designee. Contractor is responsible for all uniform costs.
- C. All Contractor and subcontractor personnel shall be required to comply with Butler County and State of Ohio rules and regulations.
- D. No supplies, materials, or equipment provided, acquired, or utilized in the performance of the contract shall be removed from the corrections facility for personal use or used in any manner not provided herein.
- E. Employees shall not fraternize with inmates. (This will be in Policy & Procedures which employees will be required to follow.)

STAFFING BID REQUIREMENTS: The Contractor shall provide with its bid, a list of the personnel to be employed to provide said contracted services known at bid date and a complete list of personnel in time for background checks. Also include individual job descriptions and levels of responsibility to the contracting officer.

CONTRACT SUPERVISION: The Sheriff shall designate a person to oversee the contract between the Contractor and the County. The terms and conditions of the contract shall be randomly checked by this person for compliance by the Contractor. The Contractor shall cooperate with this person in obtaining the information.

BID PROPOSAL FORMAT

Contractor shall submit its bid proposal containing all of the following items in the order listed.

1. The following forms, which are included with these specifications: Bid Form; Substitute Form W9; EFT Form; Independent Contractor Acknowledgement Form; Civil Rights Compliance; Delinquent Personal Property Tax Affidavit and Non-Collusion Affidavit; Bid Bond.
2. List of correctional facilities contracts that are similar to the Butler County Jail who are under current electrical service contracts with the company. Provide: facility and address; contact person, title and phone number; type and size of facility; type of maintenance service operation; date of original contract
3. List of non-correctional facilities contracts that are similar to the Butler County Jail who are under current electrical service contracts with the company. Provide: facility and address; contact person, title and phone number; type and size of facility; type of maintenance service operation; date of original contract
4. Consent by Contractor to allow designated County Employees to conduct audit reviews of the company's financial records and operational documents and information pertaining to the County's contract for electrical services.
5. Outline of your company/business structure (organization, divisions, subsidiaries, etc.), number of employees, number of years in business.
6. A prevailing wage schedule depicting rates by job classification.
7. Sample of daily service tickets, reports, or forms provided to clients each day preventative or emergency services are performed. The Contractor is responsible for the system that must have the ability to interface with the County's Jail Management system.
8. Sample of preventative maintenance scheduling reports (monthly and annually).
9. Sample of Annual Repair Report detailing the electrical maintenance performed during the past twelve months as well as a report of current operating condition of mechanical equipment at the jail.

ADDENDA AND INTERPRETATION

No interpretation of the meaning of the Bid Request, plans, specifications or other contract documents will be made to any Bidder orally. Requests for such interpretations should be in writing, addressed to Lieutenant Nick Fisher at nfisher@butlercountysheriff.org. To be given consideration, requests must be received at least seven days prior to the time fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which will be posted to these websites: <http://www.butlersheriff.org/category/request-for-bids/> or www.butlercountyohio.org/commissioner no later than 72 hours prior to the time fixed for the opening of bids. It is the responsibility of each Bidder to check with the Sheriff's Office prior to submission of the bid to be sure that all addenda have been reviewed. The Sheriff and Butler County will not be responsible for any explanation or interpretation of the bid documents made other than by addenda duly issued.

Bidders Please Note: Butler County is an equal opportunity employer and has specific certifications regarding equal opportunity that are applicable to all contracts/purchases in excess of \$2,000.00.

IMPORTANT: Bids to be sealed and endorsed on the outside of the envelope with the name of the bidder and item bid upon.

A copy of the Bid Tabulation may be obtained by sending a stamped, self-addressed envelope.

Bidder is required to use the County Bid Form.

Bid Form
 Government Services Center
 Sixth Floor Conference Center
 Contract Number 19-04-004
 April 30, 2019

Company Name: _____

Contact Name & Title: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____

Company Website: _____

Job Classification	Hourly Prevailing Wage Rate	Overhead and Profit	Total Rate Per Hour

Submitted By: _____

Authorized Signature

Date

Butler County Ohio
Substitute Form W9 / Ohio Reporting Form
Request for Taxpayer Identification Number and Certification

In order to maintain Butler County's supplier records in compliance with the Internal Revenue Service regulation 1.0641-1 and Ohio Revised Code section 3121.89-3121.8911, please **complete** and return by fax with fax cover sheet to 513-887-3129; or by mail to:
Auditor of Butler County
130 High Street, Fiscal Services Dept.
Hamilton, OH 45011

To **properly complete** the form, the following information must be provided:

- Part I, line 1, enter the business owner's name (if applicable), part 1, line 2, business name (if applicable), federal tax classification, and address.
- Part II, you must provide either a Taxpayer Identification Number (TIN) or Social Security Number (SSN)
- Part III, **you must check "Yes" or "No"** to the question about providing goods or services as the sole owner of your business. If you check the "Yes" box to indicate that you are the sole owner, you must provide your name, the first date of providing goods or services for Butler County, **birth date**, and **description** of the type of good or service you will provide the county.
- Part IV, You must answer this question if Part III is answered "Yes". Answer "Yes" only if you are receiving retirement or disability payments from Ohio Public Employees Retirement System (OPERS).
- Part V, **sign** the form and **enter today's date**.

For definitions of Part I and II of this form, please refer to IRS Form W-9.

Part I Business Ownership and Address Information

Name (as shown on your income tax return). **DO NOT LEAVE BLANK.** If you are an individual or file under your name put your name here.

Business name/disregarded entity name, if different from above.

Check appropriate box for federal tax classification: (check only one box) If Individual PART III below is ALWAYS "YES"

- Individual/Sole Proprietor (or single-member LLC)
 C Corporation
 S Corporation
 Partnership
 Trust/Estate
 Limited Liability Company – Tax classification (C = C Corp, S = S Corp, P = Partnership) _____
 Other _____
 Exempt from backup withholding

NOTE: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Address Line 1 (number, street, and apt. or suite no.)

Requestor's name and address

Address Line 2

Auditor of Butler County
130 High Street, Fiscal Services Dept.
Hamilton, OH 45011

City, state, and ZIP code

Part II Taxpayer Identification Number (TIN) and Social Security Number (SSN)

For suppliers that have a TIN, this must be entered.

For individuals, sole proprietors, and corporations owned by an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name. You may enter your business or DBA name on the Business name line.

Taxpayer Identification Number (TIN):

--	--	--	--	--	--	--	--	--	--	--	--

and / or

Social Security Number (SSN):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Part III Additional Information Required by the State of Ohio for Independent Contractors

Will you receive payments from Butler County as either an individual, sole owner of a business, or single-member LLC?

Yes
 No

If "Yes" is checked, you **MUST** complete the information below for name, date good or service provided, birth date, and description of the nature of your financial transactions with the county.

Printed first name, middle initial, and last name

Date good or service provided (MM / DD / YY)
/ /

Birth date (MM / DD / YY)
/ /

Describe the Nature of the transactions you will be engaged in with Butler County

Part IV Additional Information Required by the State of Ohio for Public Employees

Are you currently receiving retirement or disability benefits from Ohio Public Employees Retirement System (OPERS)?

Yes
 No

If you are an individual, the sole owner of your business, a single-member LLC, or a disregarded entity and have answered Part III "Yes", You must answer this question "Yes" or "No". If you answer "Yes" Please fill out the SR-6 Form (Notice of Re-Employment of an OPERS Benefit Recipient)

Part V Certification

Under penalties of perjury, I certify that:

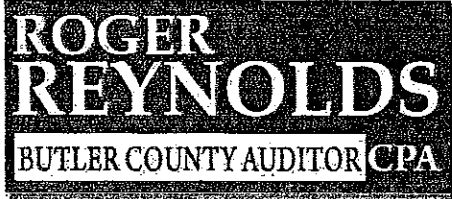
- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
- I am not subject to backup withholding because, (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- I am a US person (including a US resident alien).

Certification Instructions: You must cross out exempt from backup withholding above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

The IRS does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Signature of
U.S. person _____

Date _____



Office Phone: 513-887-3154
 Office Fax: 513-887-3149
 130 High Street
 Hamilton, Ohio 45011



For your convenience, the Butler County Auditor's Office offers the opportunity to receive future payments electronically, rather than by check. Payments can be deposited into a checking or savings account of your choice. In addition, you will be notified of the deposit by e-mail. The e-mail will provide you with all the information that would normally print on the check stub. To receive payments electronically, you must complete this form and return to the address above with a voided check or bank letter containing routing/account information.

Action: <input type="checkbox"/> ADD <input type="checkbox"/> CHANGE/UPDATE <input type="checkbox"/> INACTIVATE			
Payee Name:		Phone No:	
Taxpayer ID:	-	Butler County Employee: YES <input type="checkbox"/> NO <input type="checkbox"/>	
SSN:	- -		
Address:			
Required E-mail Address:			
Bank Name:			
Bank Routing Number:	<input type="checkbox"/> Savings Acct No:		
	<input type="checkbox"/> Checking Account No:		

ATTACH VOIDED CHECK OR A BANK LETTER CONTAINING ACCOUNT AND ROUTING INFORMATION

Authorization: This authorizes the Butler County Auditor's Office to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account indicated above and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. I understand and accept the conditions of participation in the direct deposit program.

This authorization will be in effect until the Butler County Auditor's Office receives a written termination notice from myself and has a reasonable opportunity to act on it.

Print Name:	Title:
Signature:	Date:



INDEPENDENT CONTRACTOR ACKNOWLEDGMENT

Ohio Public Employees Retirement System
277 East Town Street, Columbus, Ohio 43215-4642

Employer Outreach: 1-888-400-0965
www.opers.org

This form is to be completed if you are an individual who begins providing personal services to a public employer on or after Jan. 7, 2013 but are not considered by the public employer to be a public employee and will not have contributions made to OPERS. This form must be completed not later than 30 days after you begin providing personal services to the public employer.

STEP 1: Personal Information

Social Security Number

First Name

MI

Last Name

STEP 2: Public Employment Information

Name of Public Employer

B U T L E R C O U N T Y O H I O

Employer Contact

First Name

MI

Last Name

J I L L

M

C O L E

Employer Code

Employer Contact Phone Number

2 0 2 5 - 0 2 8

5 1 3 - 8 8 7 - 3 4 5 5

Service Provided to Public Employer

Start Date of Service

End Date of Service

Month Day Year

Month Day Year

/ /

/ /

STEP 3: Acknowledgment

The public employer identified in Step 2 has identified you as an independent contractor or another classification other than a public employee. Ohio law requires that you acknowledge in writing that you have been informed that the public employer identified in Step 2 has classified you as an independent contractor or another classification other than a public employee for the services described in Step 2 and that you have been advised that contributions to OPERS will not be made on your behalf for these services.

If you disagree with the public employer's classification, you may contact OPERS to request a determination as to whether you are a public employee eligible for OPERS contributions for these services. Ohio law provides that a request for a determination must be made within five years after you begin providing personal services to the public employer, unless you are able to demonstrate through medical records to the Board's satisfaction that at the time the five-year period ended, you were physically or mentally incapacitated and unable to request a determination.

By signing this form, you are acknowledging that the public employer for whom you are providing personal services has informed you that you have been classified as an independent contractor or another classification other than a public employee and that no contributions will be remitted to OPERS for the personal services you provide to the public employer. This acknowledgment will remain valid as long as you continue to provide the same services to the same employer with no break in service regardless of whether the initial contract period is extended by any additional agreement of the parties. You also acknowledge that you understand you have the right to request a determination of your eligibility for OPERS membership if you disagree with the public employer's classification.

This form must be retained by the public employer and a copy sent to OPERS. The public employer's failure to retain this acknowledgment may extend your right to request a determination beyond the five years referenced above.

Signature _____ Today's Date ____/____/____
Do not print or type name

**PLEASE RETURN THIS FORM TO THE BUTLER COUNTY
AUDITOR'S OFFICE AT 130 HIGH STREET, 4TH FLOOR
HAMILTON, OHIO 45011**

CIVIL RIGHTS COMPLIANCE

Vendor agrees that in the performance of this agreement there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor as specified in the Civil Rights Act of 1964 and subsequent amendments.

Signature of Representative of Vendor

Name of Company

Date

NON-COLLUSION AFFIDAVIT

STATE OF OHIO)

)ss.

COUNTY OF)

I, _____,
(name of party signing affidavit) (title)

being duly sworn, do depose and say:

That _____
(Name of Individual or Company)

its agent, officers or employees have not directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free competitive
bidding
in connection with this proposal.

(Signature)

(Title)

Sworn to and subscribed before me this _____ day of _____, _____.

(NOTARY PUBLIC)

SEAL

Ohio

My commission expires
