



Douglas E. Cade, PE, PS
County Engineer
1900 Lima Avenue
Findlay, Ohio 45840
419-422-7433

Contract Bid Documents

Hancock County Engineer

Hancock County, Ohio

Road Maintenance Materials and Fuel 2024

January 2024



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County Engineer
1900 Lima Avenue
Findlay, Ohio 45840
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LEGAL NOTICE

Sealed bids will be received by the Hancock County Commissioners in the Office of the Hancock County Engineer, 1900 Lima Avenue, Findlay, OH 45840 until **10:30 A.M. February 1, 2024** for the contract cost to furnish to the Hancock County Engineer Maintenance Materials and Fuel.

Bids must be in accordance with specifications, detailed itemized lists of bid items and quantities to be furnished, and bidding documents that may be obtained at the Hancock County Engineers Office on January 11, 2024 or at the County Engineer's website. Bidders may bid on any complete item or items desired.

Bids will be received until the time and date stated above at the Office of the Hancock County Engineer. At which time the Bids will be publicly opened and read. Bids are to be sealed, marked "**BID – ROAD MAINTENANCE MATERIALS AND FUEL 2024**" and addressed to the Clerk of the Board of Commissioners.

The Hancock County Commissioners reserve the right to waive irregularities and to reject any or all bids submitted on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in the accrual of any right, claim, or cause of action by any successful bidder against Hancock County or the Board of County Commissioners.

BOARD OF HANCOCK COUNTY COMMISSIONERS

William L. Bateson
Timothy K. Bechtol
Michael W. Pepple

TO BE ADVERTISED: January 11 and January 18, 2024

Instructions to Bidders

Bids will be received until **10:30 a.m. local time on February 1, 2024** at the Office of the Hancock County Engineer. At which time the Bids will be publicly opened and read. Bids can be delivered to the Hancock County Engineer's Office:

Hancock County Engineer
1900 Lima Avenue
Findlay, Ohio 45840

Envelopes containing bids will be clearly marked as follows:

"BID – ROAD MAINTENANCE MATERIALS AND FUEL 2024"

Bids may be mailed, delivered by parcel delivery service, or hand delivered; but it remains the bidders' responsibility that bids are received in the Hancock County Engineer's Office before the deadline. Bids received after the deadline for any reason shall not be considered.

Bidders should carefully consider paragraph three (3) of the specifications. Award of a materials contract is intended by the Hancock County Engineer to provide an adequate and reliable source of specified materials for the time period specified in the Bid Proposal. Suppliers must also understand that variations and uncertainties in the annual work program make it impossible for the Hancock County Engineer to guarantee purchase of any minimum quantities of material. In submitting a bid suppliers acknowledge and agree to these conditions and waive any claim for anticipated profits.

Only complete the Bid Proposal Form and Required Forms for which Material you are bidding. Submit separate Bid Forms for different Quarries and / or different companies.

DO NOT MODIFY THE BID FORM IN ANY WAY. MODIFICATION OF THE BID FORM OR SUBSTITUTING ITEMS ON THE BID FORM WILL RESULT IN YOUR BID BEING DEEMED UNRESPONSIVE.

SPECIFICATIONS FOR MATERIALS

Materials shall meet the Standard Specifications of the State of Ohio Department of Transportation dated January 2023 or an equivalent material as listed in the most current revision, wherever applicable. Bidders shall list any exceptions to ODOT specifications or to these particular specifications.

All quantities are estimates and the bid is to furnish the quantities actually required as needed throughout the year.

The successful bidder for each item agrees to make every reasonable effort to maintain adequate stocks on hand sufficient to insure an uninterrupted supply for the Hancock County Engineer in accordance with the estimated quantities. The Engineer can provide on request information on seasonal variations in quantities used to assist the supplier in maintaining stock. Successful bidders agree that repeated shortages of items bid for whatever reason will be sufficient cause to allow the Hancock County Engineer at his option to cancel this award and/or purchase remaining material quantities from the next best alternate sources. The Hancock County Engineer makes **no guarantee as to the minimum quantities to be purchased**, and all bidders by submitting a bid acknowledge and agree to these conditions and waive any claim for anticipated profits.

Successful bidders are required to furnish for our files all current Material Safety Data Sheets (MSDS) for all materials furnished under this bid wherever applicable. Materials will not be accepted for delivery without all applicable MSDS information.

Bid price shall include all applicable taxes, fuel surcharge fees and other fees. No additional compensation above the bid price shall not be permitted. The award for all materials with estimated quantities will remain in effect for the period stated in the Bid Proposal. Invoices must be submitted to the Hancock County Engineer's Office. Payment will be made through the Hancock County Auditor's Office in accordance with standard payment procedures of the Auditor and Hancock County.

QUESTIONS ABOUT THE TERMS OF THE PROPOSAL

All Questions shall be submitted **in writing** to the Hancock County Engineer via mail or email up to 5 business days prior to the Bid Opening to Hancock County Engineer Douglas E. Cade, PE, PS. Questions submitted after that deadline cannot be answered. No other persons are authorized to answer any questions concerning bid documents.

However, the bid documents as written will still govern in all cases and no interpretation, if offered, will serve to change the written terms of the bid.

If errors or ambiguities or other conditions are disclosed that warrant changes or clarifications to the bid documents, all such changes will be made only by a written addendum transmitted to all holders of bidding documents receipt of which must be acknowledged with the bid. Where appropriate, the bid opening date may also be extended as part of any addendum in accordance with the Ohio Revised Code.

PROPOSALS AND SPECIFICATIONS - FUEL

TO:

Hancock County Commissioners
 514 South Main Street
 Findlay, OH 45840

We, the undersigned, propose to furnish to the Hancock County Engineer, Fuel delivered in transport lots as shown to the Hancock County Engineer Maintenance Garage, 1900 Lima Avenue, Findlay, Ohio, for the contract period of May 1, 2024 to April 30, 2025, the following material:

APPROX USAGE GALLONS	ITEM	OCTANE/CETANE RATING	<u>CURRENT UNIT PRICE</u>		
<u>GALLONS</u>			<u>BASE PRICE</u>	<u>STATE TAX</u>	<u>TOTAL PRICE</u>
130,000	UNLEADED GASOLINE (10% Ethanol)	_____(Min. 87)	\$ _____	\$ _____	\$ _____
45,000	DIESEL	_____(Min. 42)	\$ _____	\$ _____	\$ _____

The above material to be delivered when needed, as ordered by the Hancock County Engineer. Contract price will be based on written quote for date of delivery placed prior to delivery date. Lowest quote for each order will be awarded the contract.

All fuel suppliers must meet the EPA regulations to supply fuel to this facility.

Unit price bid shall include state tax only, F.O.B. Hancock County Engineer Maintenance Garage.

In accordance with Section 6416 of the Internal Revenue Code, bidders will assume the responsibility of filing for the federal gas tax refund or tax credit rather than passing it on to the County.

Payment for gasoline shall be based on gross gallons loaded at terminal.

All material is subject to inspection and approval as deemed necessary by the Hancock County Engineer. The expense of the inspection to be born by Hancock County.

NOTE: All exceptions shall be noted below. **DO NOT MODIFY THIS BID FORM** Failure to do so shall render the bid null and void. Show any and all exceptions to the bid in the following section.

Exceptions:

On acceptance of the proposal _____ do bind _____ to enter into a written contract with the Hancock County Commissioners within ten (10) days after notice of award.

ALL WRITING MUST BE IN INK OR TYPED

SIGNED: _____

COMPANY BIDDING: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

DATE: _____

TAX ID: _____

PROPOSALS AND SPECIFICATIONS – ASPHALT CONCRETE

TO:

Hancock County Commissioners
514 South Main Street
Findlay, OH 45840

We, the undersigned, agree to furnish and load to the Hancock County Engineers Office, upon order, from May 1, 2024 to April 30, 2025, Asphalt Concrete in multiples of units as listed below, to be used for force account highway maintenance in Hancock County.

<u>MATERIAL</u>	<u>ESTIMATED USAGE</u>	<u>BID</u>
448 Type -1 Surface	500 Tons	\$_____ Per Ton
448 Intermediate	500 Tons	\$_____ Per Ton
301 Base Asphalt	500 Tons	\$_____ Per Ton
405 Bituminous Cold Mix	100 Tons	\$_____ Per Ton
Special – UPM High Performance Permanent Cold Mix	50 Tons	\$_____ Per Ton

LOCATION OF PLANT: _____

All materials bid shall meet the requirements set forth in the 2023 State of Ohio Department of Transportation Construction & Material Specifications, unless specified otherwise, F.O.B. your facilities. The County will, as determined feasible, make independent tests of the material to insure material supplied meets State specifications. Allowances for defective material will be made in accordance with Section 105.03 by the County Engineer.

NOTE: All exceptions shall be noted below. **DO NOT MODIFY THIS BID FORM** Failure to do so shall render the bid null and void. Show any and all exceptions to the bid in the following section.

EXCEPTIONS:

On acceptance of the proposal _____ do bind _____ to enter into a written contract with the Hancock County Commissioners within ten (10) days after notice of award.

ALL WRITING MUST BE IN INK OR TYPED

SIGNED: _____

COMPANY BIDDING: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

DATE: _____

TAX ID: _____

PROPOSALS AND SPECIFICATIONS - AGGREGATE

TO:

Hancock County Commissioners
514 South Main Street
Findlay, OH 45840

We, the undersigned, agree to furnish and load to the Hancock County Engineer upon order, from May 1, 2024 to April 30, 2025, for various types and sizes of aggregate in multiples of units as listed below, to be used for force account highway maintenance in Hancock County.

<u>MATERIAL SIZE</u>	<u>MINIMUM UNITS</u>	<u>BID</u>
# 2	10 Ton	\$_____ Per Ton
# 304.02	10 Ton	\$_____ Per Ton
# 411.02	10 Ton	\$_____ Per Ton
# 617.03	10 Ton	\$_____ Per Ton
# 703.10	10 Ton	\$_____ Per Ton
# 4	10 Ton	\$_____ Per Ton
# 57	10 Ton	\$_____ Per Ton
# 8	10 Ton	\$_____ Per Ton
# 9	10 Ton	\$_____ Per Ton
Quarry Run	10 Ton	\$_____ Per Ton
Quarry Run (6x12)	10 Ton	\$_____ Per Ton

LOCATION OF QUARRY: _____

All material shall meet the requirements set forth in the 2023 State of Ohio Department of Transportation Construction & Material Specifications under Manual Section 703 F.O.B. your facilities. Price bid shall include all costs including freight, taxes, demurrage, etc. Weight slips shall show gross, tare and net tons. The County will, as determined feasible, make independent tests of the material to insure material supplied meets State specifications. Allowance for defective material will be made in accordance with Section 105.03 by the County Engineer.

NOTE: All exceptions shall be noted below. **DO NOT MODIFY THIS BID FORM** Failure to do so shall render the bid null and void. Show any and all exceptions to the bid in the following section.

EXCEPTIONS:

On acceptance of this proposal _____ do bind _____ to enter into a written contract with the Hancock County Commissioners within ten (10) days after notice of award.

ALL WRITING MUST BE IN INK OR TYPED

SIGNED: _____

COMPANY BIDDING: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

DATE: _____

TAX ID: _____

AFFIDAVIT

STATE OF _____)
) ss:
COUNTY OF _____)

Before me, a Notary Public, in and for said county, personally appeared _____, Contractor(s) who being duly sworn deposes and says that they are in compliance with Section 5719.042 of the Ohio Revised Code, which is as follows:

"After the award by a taxing district of any contract let by competitive bid and prior to the time the contract is entered into, the person making a bid shall submit to the district's fiscal officer a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes on any such tax list and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer of the County Treasurer within thirty days of the date it is submitted."

If any statements are required from the above please attach same to this affidavit.

Contractor

By: _____

Sworn to before me and signed in my presence this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13
OF THE OHIO REVISED CODE**

State of Ohio

County of _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____

to be let by the County of Hancock, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code, Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. That none of the following has individually made within the two previous calendar years and that, if awarded a contract for the purchase of goods or services in excess of \$500, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to any member of the Hancock County Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any owner of more than 20% of the corporation or business trust (if applicable);
 - d. each spouse of any person identified in (a) through (c) of this section;
 - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).

2. That none of the following have collectively made since January 1, 2007, and that, if awarded a contract for the purchase of goods or services in excess of \$500, none of the following collectively will make, beginning on the date of the contract, one or more campaign contributions totaling in excess of \$2,000, to any member of the Hancock County Board of Commissioners or their individual campaign committees:
 - a. myself
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any owner of more than 20% of the corporation or business trust (if applicable);
 - d. each spouse of any person identified in (a) through (c) of this section;
 - e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

Signature _____

Title: _____

Sworn and before me and subscribed in my presence this _____ day of _____, 20_____.

Notary Public: _____

My Commission Expires: _____

NON-COLLUSION AFFIDAVIT

STATE OF OHIO)

) ss:

HANCOCK COUNTY)

_____ , being first duly sworn, deposes and says that he is _____ of _____ the party making the foregoing proposal or bid; that such bid is genuine and not collusive or sham; that said bidder is not financially interested in, or otherwise affiliated in a business way with any other bidder on the same contract; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against a Township of Hancock County or any person or persons interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Affiant

Sworn to before me and signed in my presence this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

Example – To be completed following Bid Award

CONTRACT

THIS AGREEMENT made and entered into this _____ day of _____, 20___, by and between the Board of Hancock County Commissioners of Hancock County, Ohio, and _____.

WITNESSETH, _____ for and in consideration as hereinafter set forth, hereby agrees to furnish _____ more or less, F.O.B. **AT PRICES QUOTED ON BID PROPOSAL** in accordance with advertised specifications on file with the Hancock County Engineer, all of which are made a part of this Contract.

AND it is further agreed and understood, that _____ furnished by _____, is subject to inspection and approval as deemed necessary by the Hancock County Engineer. The expense of the inspection to be born by Hancock County.

The Board of Hancock County Commissioners agrees to pay in installments as the material is furnished, in accordance with the standard practice of invoices. _____ shall make no sub-contracts without the written consent of the Board of Hancock County Commissioners hereto.

The Board of Hancock County Commissioners may increase or decrease said work and said payments will be increased or decreased accordingly, at the rate of the contract unit bid.

AND it is further agreed and understood that this contract is to be performed through April 30, 20__.

WITNESS OUR HANDS on the date first above written.

HANCOCK COUNTY COMMISSIONERS

Douglas E. Cade, PE, PS
Hancock County Engineer

APPROVED AS TO FORM ONLY:

Assistant Prosecuting Attorney

(Company Name)

(Signature)