



Board of Commissioners

Vicki A. Kline
Sabrina Christian-Bennett
Mike Kerrigan

Internal Services Department

JoAnn Townend, Director

Cell: 297-3614 (p) (330) 297-3610 (f)

e-mail: townendj@portageco.com

To: Interested Contractors

From: JoAnn Townend, Director of Internal Services

Date: August 2, 2016

Subject: RFP – Coleman Adult Day Services Lighting Project

The Portage County Office of Internal Services is requesting a proposal to replace all existing lights with LEDs and/or retrofitting or replacing light fixtures throughout the Coleman Adult Day Services facility, exterior walkways and parking lot located at 6695 North Chestnut Street in the City of Ravenna.

The Request for Proposal form must be completed. Your price must include all items on the attached RFP.

Contractor shall be aware that this project is funded with Community Development Block Grant funds and all HUD and Federal requirements must be met including the payment of **Davis Bacon Prevailing Wages**.

Each proposal must contain the full name of the party or parties submitting the proposal and all persons, interest therein. Each bidder must submit evidence of experience on similar projects and proof of workers' compensation and liability insurance.

Each Bidder shall submit, with his Proposal, a Bid Guarantee in one of the following two forms: Option "A" - A Bid Bond in the full amount of his bid; Option "B" - A certified check or cashier's check in the amount of 10 percent of his bid. Should any proposal be rejected, such check will be returned to the Bidder and should any proposal be accepted, such check will be returned upon the proper execution and securing of the contract. If the Bidder to whom the contract shall have been awarded shall refuse or neglect, within 10 days after due notice that the contract has been awarded to him, to execute the same and furnish security in the amount required, then the deposit shall be forfeited to the Portage County Commissioners as liquidated damages for such neglect or refusal and the amount so collected shall be the lesser of 10 percent of his bid or the difference between his bid and that of the next lowest bidder or should the project have to be re-bid, the sum of all costs to the County to prepare additional contract documents, required advertising and printing and mailing notices to prospective bidders



The Portage County Commissioners reserve the right to waive any informality or to reject any and all proposals or portions thereof.

All contractors shall be aware of and assume all liability for injury to himself or employees on the site during preparation of this proposal or if awarded this contract.

Proposals may not be faxed, and must be received no later than **2:00 p.m. August 22, 2018 at the Office of Internal Services, 449 South Meridian Street, Room 701, Ravenna, Ohio and clearly marked Coleman Adult Day Services Lighting Project**

If you have any questions, please contact Lisa Reeves, CDBG Specialist, Portage County Regional Planning Commission at (330) 297-3613.