

## Clinton County Land Reutilization Corporation

### Contractor Verification Form

The Clinton County Land Reutilization Corporation (CCLRC) emphasizes the importance of quality workmanship. This emphasis requires a certain level of skill and experience on the part of the Contractor. Consequently, the CCLRC has established a procedure for Contractors, and has developed and maintains a list of pre-qualified Contractors in the respective trades. If, in the opinion of CCLRC, the contractor meets the program's standards for qualified contractors, the Contractor's name will be placed on the list of Qualified Contractors, according to trade or specialty. Contractors must be pre-qualified in order to be able to bid for contracted work and contracts will be awarded only to pre-qualified Contractors. CCLRC reserves the right to require additional information. (This form must be filled out in its entirety to be considered as a qualified Contractor.)

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

Check all services being offered:

- |  |  |
|--|--|
| <input type="checkbox"/> Asbestos analysis       | <input type="checkbox"/> Yard maintenance        |
| <input type="checkbox"/> Asbestos Abatement      | <input type="checkbox"/> Board up                |
| <input type="checkbox"/> Demolition              | <input type="checkbox"/> Tree removal            |
| <input type="checkbox"/> Excavating              | <input type="checkbox"/> Mowing                  |
| <input type="checkbox"/> Snow removal            | <input type="checkbox"/> Property rehabilitation |
| <input type="checkbox"/> Debris removal services |  |

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID/SS No: \_\_\_\_\_

Qualified Contractors must have all of these forms on file:

- |  |   |                              |
|--|---|------------------------------|
| <input type="checkbox"/> Proof of Insurance    | <input type="checkbox"/> Non-Collusion Affidavit      | <input type="checkbox"/> W-9 |
| <input type="checkbox"/> Proof of Workers Comp | <input type="checkbox"/> Conflict of Interest         |                              |
| <input type="checkbox"/> Drug Free Work Place  | <input type="checkbox"/> Equal Employment Opportunity |                              |

How long contracting under present name? \_\_\_\_\_

Have you contracted under any other names? \_\_\_\_\_

If yes, explain, \_\_\_\_\_

\_\_\_\_\_

Have you ever failed to complete work awarded to you? If yes, explain,

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Have you ever defaulted on a contract? If yes, explain,

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Have you ever filed a worker's comp claim? If yes, how many claims did  
your company make during the last 5 years?

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Do you have any outstanding debt that is past due by 90 days or more?

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If yes, explain

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Litigation Information

Check if there are no judgements, liens, actions, lawsuits, claims, violations, or proceeding of any kind pending or threatened against Contractor.

Has any kind of judgment, including that which is the result of a regulatory proceeding been rendered against you, in the last ten years related to those services being offered herein?

Please explain,

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Insurance (Certification of Insurance to be provided by Agent and kept on file by CCLRC)

Insurance Co:

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Agent Name: Phone:

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Address:

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Liability Insurance Policy No. Exp. Date:

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Auto Insurance Policy No. Exp. Date:

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Check all that apply:

- Sole Proprietorship/Owner Name
- Partnership/Partner's Names
- Corporation
- Union
- Disadvantaged Business Enterprise
- Minority Business Enterprise
- Small Business Enterprise

- I have no delinquent property taxes in Clinton County.
- I have a property tax payment plan and have made six (6) consecutive payments.
- I have never had any tax foreclosures within Clinton County.

This information is valid for the calendar year January 1<sup>st</sup> or any date thereafter during the year, and expires December 31<sup>st</sup> of the same year.

I hereby certify that the information provided herein is, to the best of my knowledge and belief true, accurate and complete.

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

Signature \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Date \_\_\_\_\_

Please email completed form to:

[staff@clintoncountyrpc.org](mailto:staff@clintoncountyrpc.org)

Or mail:  
Clinton County Land Reutilization Corporation  
c/o Clinton County Regional Planning Commission  
69 N. South Street  
Wilmington, Ohio 45177

**Noncollusion Affidavit**

State of Ohio  
County of Clinton

Contractor \_\_\_\_\_, being first duly sworn, deposes and says that they are \_\_\_\_\_ (sole owner, a partner, president, secretary, etc.) of \_\_\_\_\_, the party making foregoing BID: the party making the foregoing BID; that such BID is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such BID is genuine and not collusive or sham; that said BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham BID, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or any one else to put in a sham BID, or that any one shall refrain from bidding; that said BIDDER has not in any manner, directly or indirectly, sought by agreement, communication or conference with any one to fix the BID price of said BIDDER or of any other BIDDER, or to fix any overhead, profit, or cost element of such BID price, or of that of any other BIDDER, or to secure any advantage against the OWNER awarding the contract or anyone interested in the proposed contract; that all statements contained in such BID are true; and, further, that said BIDDER has not, directly or indirectly, submitted his BID price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, BID depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said BIDDER in his general business.

Signature \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Seal of Notary

\_\_\_\_\_

## Conflict of Interest

### Interest of Local Public Officials

No member of the governing body of the locality and no other officer, employee, agent or public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this contract; and the Contractor shall take appropriate steps to assure compliance.

### Interest of Contractor and Employees

The contractor covenants that they presently have no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of their services hereunder. The Contractor further covenants that in the performance of this Contract, no person having any such interest shall be employed.

### Records and Audits

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the Government Authority to assure proper accounting for all project funds. These records will be made available for audit purposes to the Government Authority or any authorized representative, and will be retained for three years after the expiration of this Contract unless permission to destroy them is granted by the Government Authority.

### Federal or State Officials Not to Benefit

No members of or delegate to the Congress of the United States of America, and no resident U.S. Commissioner, nor any officer or employee of the State of Ohio subject to Ohio Ethics Law (ORC Sec. 102.03(A)) will be admitted to any share or part hereof or to any benefit to arise herefrom. Contractor certifies that it and its' employees are knowledgeable of and understand Ohio Ethic and Conflict of Interest Laws.

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to before me and subscribed in my presence this day \_\_\_\_\_ of \_\_\_\_\_.

Notary Public:

\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Clinton County Land Reutilization Corporation  
69 N. South Street  
Wilmington, OH 45177

**Clinton County Land Reutilization Corporation**

**Drug-free Workplace Contractor/Subcontractor Notification**

To promote a safer, drug-free workplace, you are hereby notified that the unlawful manufacture use, possession, or dispensing or distribution of a controlled substance in the workplace is strictly prohibited.

This policy, adopted by the CCLRC, includes employees of contractors working on any State/Federal Grant projects administered by the County.

Acknowledged Signature:

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Printed Name:

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Title:

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Firm/Subcontractor/Contractor:

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Date:

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## Certification of Bidder Regarding Equal Employment Opportunity

### Instructions

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause and if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicated that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after proposal opening. No contract shall be awarded unless such report is submitted.

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### Certification by Bidder

Bidder's Name:

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Address:

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1. Bidder has participated in a previous contract or subcontract subject the Equal Opportunity Clause  
Yes                      No
2. Compliance reports were required to be filed in connection with such contract or subcontract.  
Yes                      No
3. Bidder has filed all compliance reports due under applicable instructions, included SF-100.  
Yes                      No                      None required
4. If answer to item 3 is "No", please explain in detail on reverse side of this certification.

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Certification - The information above is true and compete to the best of my knowledge and belief.

Firm:

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Signature:

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Name:

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Date:

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Title:

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