



LUCAS COUNTY OHIO  
INVITATION TO BID  
FOOD SERVICE

JUVENILE DETENTION CENTER AND YOUTH TREATMENT CENTER 10-022C  
COUNTY AGENCY BID NUMBER

NOVEMBER 23, 2010 @ 2:00 PM (local time)  
DATE AND TIME OF BID OPENING

A MANADATORY PRE-BID CONFERENCE WILL BE HELD AT 9:00 AM (local time),  
NOVEMBER 16, 2010. PARTIES ARE TO MEET IN THE KITCHEN AT THE LUCAS  
COUNTY JUVENILE DETENTION CENTER, 1801 SPIELBUSCH AVENUE, TOLEDO, OH  
43604.

BIDDER MUST COMPLETE THE FOLLOWING:

NAME OF COMPANY OFFICIAL \_\_\_\_\_

OFFICIAL'S SIGNATURE \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

The Lucas County Board of Commissioners is seeking bids for **Food Service**.

Any bidder submitting a bid must submit a completed bid following the procedure outlined in this Invitation to Bid (ITB) no later than **November 23, 2010 at 2:00 PM (local time)**. All of the sections applicable in the Invitation to Bid shall be read so as to give meaning to all such provisions. However, when there is a conflict in the interpretation between a specification in the Invitation to Bid and sections, the specification in the Invitation to Bid shall take precedence. A Pre-Bid conference is scheduled for **November 16, 2010 at 9:00 AM (local time)**.

**1.0 Legal Framework**

This Invitation to Bid (ITB) is issued under the provisions of the Ohio Revised Code (ORC) Sections 307.86 to 307.92. All bids submitted in response to this ITB shall comply with Ohio law. The laws of the State of Ohio will govern any disputes rising under this ITB and subsequent contract.

**2.0 Bid Opening**

The bid opening is scheduled for **November 23, 2010 at 2:00 PM (local time)**. All sealed bids received after this time and date, for any reason, will be rejected. The opening of the sealed bids will take place at the Lucas County Support Services, Purchasing Division, One Government Center, Suite 480, Fourth Floor, Toledo, Ohio 43604-2247

**3.0 Bid's Bid Bond Requirement**

A bid bond in the amount of **One Thousand Dollars (\$1,000.00)** must be included with each bid or be disqualified. The bond is to be in the form of a surety bond, certified check, cashier's check, or money order from a solvent bank, or savings and loan association with the Lucas County Board of Commissioners identified as the obligee. Bonds will be returned to unsuccessful bidders within thirty days of contract award. Bonds will be returned to the successful bidder within 30 days of receipt of goods.

**4.0 Pre-Bid Conference**

<input type="checkbox"/>	Applicable if box is checked
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Detailed questions regarding this Invitation to Bid can be addressed at the Mandatory Pre-Bid Conference held **November 16, 2010 at 9:00 AM in the kitchen at the Juvenile Detention Center located at 1801 Spielbusch Ave., Toledo, OH 43604**. Attendance is mandatory; failure to attend Pre-Bid Conference will disqualify your bid. There will be no written responses to questions unless research is required, in that instance, written responses will be mailed or sent via fax or e-mail to all bidders along with any and all amendments that are issued to those that attended the Pre-Bid Conference.

**5.0 Prevailing Wage**

<input type="checkbox"/>	Applicable if box is checked
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Prevailing Wage does not pertain to this project.

**6.0 Administrative Requirements**

By submitting a bid, the bidder will be held accountable to know the specifications and conditions under which this contract will be accomplished. This includes the contents of all proposal documents, regulations, and applicable laws.

Each bid will be submitted in a clearly marked sealed container or envelope, with the project title, Bid #, date and time of bid opening marked clearly on the outside of the package. If a selected bidder chooses not to submit a bid, the bid should be returned and marked "No Bid" for the project title, Bid #, date and time of bid opening on the envelope or package. All bids must be sent to:

**Lucas County Support Services, Purchasing Division  
One Government Center, Suite 480  
Toledo OH 43604-2247**

The entire set of completed ITB documents must be returned intact and in the following order:

- a. Original completed Request for Bid (ITB) and **one (1) copy**; this includes any amendments applicable to this ITB.
- b. Completed Affidavits: (1) Delinquent Property Tax, (2) Non-Discrimination, (3) Non-collusion, (4) No Findings for Recovery, (5) Compliance Affidavit for Businesses, (6) Transparency Purchasing Policy Disclosure, (7) Sweatfree Affidavit and (8) Living Wage Affidavit; all signed by your legally authorized representative and notarized and (9) Government Business and Funding Contracts.
- c. Bid Bond - Separated from (ITB) and Marked "Bid Bond", your Company's Name, Project Title and Bid Number. **The bid bond is mandatory.** A bidder will be disqualified if the bid bond is not submitted.
- d. The ITB Pricing Response Form completed in its entirety **(Section B).**

Faxed transmissions of bid are unacceptable. Sealed bids received through the mail after the specified date and time will also be returned.

Lucas County reserves the right to postpone the bid opening for its convenience. Bidders are required to submit firm and fixed prices in the format specified on the pricing sheet **(Section B)**. When there are errors in multiplication or addition in a bid, the unit price quoted will be used for calculating the correct total bid. If the error is in the unit price, the bid will be automatically disqualified.



required to furnish the particular item referred to in the bid specifications unless a departure or substitution is clearly noted and described in the proposal shown to be compatible with the specifications and accepted by the Board. Lucas County reserves the right to be the sole judge of suitability and fitness of the product bid.

Any deviations from the specifications must be clearly detailed on the exception form. **(Section C)**

If any items being bid have an expiration date, items delivered cannot be expired and must carry a good date for at least 6 (six) months after receipt.

There will be no incidental charges for services. If Lucas County has left any information out of these specifications where the Vendor would foresee additional charges/fees, bidder must include that information on the attached exception form.

All materials in the bid will become the property of Lucas County and may be returned only at the County's discretion. Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to ORC Section 149.43. Any portion of the bid to be held confidential should be marked to that effect and will not be considered public record if it clearly falls within an exemption enumerated in ORC Section 149.43.

Additional information, such as brochures, glossies and or promotional materials, is to be provided in a separate section at the back of the response.

**6.1 Additional Administrative Requirements - Compliance with Support Order(s)**

Financial responsibility, integrity, and accountability are essential for operating a business that services the public. Unpaid obligations are a social problem, which threatens the welfare of children and increases the burden on taxpayers to provide social services. Due to the public's growing concern with non-paying parents, government initiatives to create additional, effective enforcement mechanisms are necessary. It is in the County's interest that all contractors doing business with Lucas County demonstrate financial responsibility and integrity and accountability.

All bidders must submit the completed "Compliance Affidavit For Businesses" with their bid. Once a lowest and best bidder has been determined and prior to award, this form will be submitted by Lucas County to the Child Support Enforcement Agency for certification of substantial compliance of court ordered and/or agency ordered child support of any individuals of the company who have twenty-five (25%) percent or greater vested interest in the company. If the individual is found to be not in compliance, said bidder will be notified that the individual is not in compliance and therefore the bidder/company/contractor is

not in compliance and will have five (5) days to be in compliance from date of notification. Failure to comply will cause disqualification of the bidder's/company's /contractor's bid.

Bidders should contact Lucas County Child Support Enforcement Agency, (419) 213-3106, regarding this requirement should they have questions.

**6.2 Additional Administrative Requirements - Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization (DMA) Section 9.08**

Ohio Revised Code Section 2909.21 Terrorism requires that any contract that will result in an Offeror receiving funding in an aggregate amount greater than \$100,000 annually shall certify that it does not provide material assistance to any organization on the United States Department of State Terrorist exclusion list. Prior to award of the contract, the successful Offeror shall complete the DMA Form (Section A).

Affixing a signature on the Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization form of the Proposal, the Offeror certifies that it does not provide material assistance to any organization on the list, and that failure to complete the form or answer "yes" to any question shall serve for the purposes of this affidavit as a disclosure of the provision of assistance to an organization that is listed on the terrorist exclusion list (Section A).

**7.0 Contract Administration**

The Lucas County Purchasing Department will administer the contract.

**8.0 Bid Evaluation Criteria and Award**

An award will be made to the provider who is considered lowest and best bid for the County's needs.

Lucas County Board of Commissioners reserves the right to reject any and all bids, to waive minor technicalities and to request a re-bid through the bid process. Lucas County reserves the right to conduct site visits of proposed facilities (at County expense) to determine capability of the bidder to perform.

**9.0 Bid Alterations, Amendments, and Alternate Bids**

No alterations, additions (alternate bids), or exceptions to the specifications contained herein are permitted except by amendments issued by the Lucas County Purchasing Department to all bidders that have received an ITB.

During the bid process, bidders may be furnished certain amendments covering additions or deletions to the ITB documents. Amendments will be included in the scope of work and will become

a part of contract documents. Amendments may be issued up to seventy-two (72) hours preceding the bid opening date, excluding weekends and holidays.

Any prospective bidder desiring an explanation or interpretation of the ITB or specifications must request it in writing soon enough to allow a reply to reach all prospective bidders before the submission of their bids but no later than 5 (five) business days prior to the bid opening. Oral explanations or instructions given before the award of a contract will not be binding. Any information given a prospective bidder concerning the ITB will be furnished promptly to all other prospective bidders as an amendment, if that information is necessary in submitting bids or if the lack of it would be prejudicial to other prospective bidders.

**10.0 Equal Opportunity Provisions Required**

All bidders must be willing to enter a contract containing the express language contained in Section 125.111 of the ORC, which requires the following:

Every contract for or on behalf of the state or any of its political subdivisions for the purchase of materials, equipment, supplies, contract of insurance, or services shall contain provisions similar to those required by Section 153.59 of the Revised Code in the case of construction contracts by which the bidder agrees to both of the following:

That in the hiring of employees for the performance of work under the contract or any subcontract no bidder or subcontractor shall, by reasons of race, color, religion, sex, age, handicap, national origin or ancestry, discriminate against any citizen of this state in the employment of a person qualified and available to perform the work to which the contract relates.

That no bidder, subcontractor, or any person acting on behalf of any bidder or subcontractor shall, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under the contract on account of race, color, religion, sex, age, handicap, national origin or ancestry.

All bidders who contract with the state or any of its political subdivisions for materials, equipment, supplies, contracts of insurance, or services shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons, as defined in Section 122.71 of the Revised Code. Annually, each such bidder shall file a description of the affirmative action program and a progress report on its implementation with the Ohio Civil Rights Commission and

the Minority Business Development Office established under Section 122.92 of the Ohio Revised Code.

**11.0 Insurance Requirements**

If bid specifications require performance of labor for Lucas County, seller must agree to indemnify and protect Lucas County against all liabilities, claims, or demands for injuries or damages to any person or property growing out of the performance of this contract, by seller, its servants, employees agents or representatives. Prior to issuance of purchase order, the successful bidder must furnish an Insurance Carrier's Certificate showing that the seller has adequate worker's compensation, public liability, and property damage insurance coverage in accordance with the "County of Lucas Contractor Insurance" page of the bid document.

**12.0 Contract Term and Extension**

The successful bidder's Support Services and Implementation Work Plan submission may define the term of the resulting contract. The exact contract commencement date, completion date, and option periods will be set forth in the contract and resolution approving the contract as adopted by the Lucas County Board of Commissioners. The term of this contract will be for **TWENTY-EIGHT (28) MONTHS FROM DATE OF COMMENCEMENT.**

**13.0 Invoices**

The bidder will be required to submit invoices in triplicate (one original and two copies) to the "invoice to" address identified in the purchase order used to issue orders against this contract. The bidder's Federal Tax Identification Number should appear on all statements and invoices.

Invoices must include the following:

Name and address of bidder  
Invoice remittance address as designated in the contract & description including:

Billing period  
Location  
Unit Code (must match bid)  
Calculated extended cost  
Description of item purchased  
P. O. or Contract #

**14.0 Assignment/Subcontractor**

Neither the contract nor any rights, duties or obligations described herein will be assigned by either party hereto without prior express, written consent of the other party. The contract will be made pursuant to the bid submitted by the bidder. The contract will be based on the bidder's qualifications and responsibilities. The bidder will not sublet or assign the

contract nor shall any subcontractor commence performance of any part of the work included in the resulting contract, without the previous written consent of Lucas County.

**15.0 Taxes**

Lucas County does not pay local, state or Federal taxes. If requested, the bidder will be furnished with an exemption certificate.

**16.0 Permits/Codes**

The selected bidder is responsible for obtaining all permits and licenses required for performance of the work specified. All labor and materials provided under this agreement shall meet or exceed minimum standards covered by the current applicable code(s) or bidder shall have obtained a legal waiver.

**17.0 Compliance with the Law**

The bidder must agree to comply with all applicable Federal, state, and local laws in the conduct of the work specified in this ITB including applicable state and Federal laws regarding drug-free work places. The bidder will be required to accept full responsibility for payment of all taxes and insurance premiums including, but not limited to; Unemployment Compensation insurance premiums, Workers' Compensation, all income tax deductions, Social Security Deductions, and any other taxes or payroll deductions required for all employees engaged by the bidder in the performance of the work specified in this ITB.

**18.0 Pricing**

Bidders are expected to quote firm and fixed prices on a per unit basis, in the format specified in **(Section B)**. The successful bidder will not change the unit price or the scope of work during the contract period or any extension periods, however, should the bidder receive a decrease in overall costs associated with the commodity, this provision shall allow for modification of the existing contract to decrease the price.

Bidders must utilize pricing forms supplied in this document contained with **(Section B)**.

It is the County's intent to establish a contractual arrangement for specified commodity or service. Any services not specifically named on the pricing pages are to be named and priced on Additional Response Area **(Section C)**. Additional pricing may be submitted on subsequent pages so long as presented in a manner consistent with supplied format.

There will be no incidental charges for services. If Lucas County has left any information out of these specifications where the Bidder would foresee additional charges/fees, the bidder must include that information on the exception sheet found in **(Section C)**.

**19.0 Termination for Convenience**

Lucas County reserves the right to terminate the resulting contracts for its convenience by giving the bidder 30 (thirty) days written notice. Lucas County reserves the right to terminate during the contract period or any subsequent renewal period.

**20.0 Termination for Default**

Lucas County may terminate the contract at any time the bidder fails to carry out its provision under the terms and conditions of the specified contract after issuance of a cure notice. The bidder will have thirty days after notice of required improvement to make necessary corrections. If, after such notice, the bidder fails to remedy the conditions, Lucas County will issue an order to stop work immediately and terminate the contract without obligation.

**21.0 Non-Acceptance Criteria for Work, Materials and Service**

No certificate of payment, no provision in the bidding documents, or any partial shipment of materials or entire occupancy of government shall constitute an acceptance of work, materials or service not done or provided in accordance with the contract documents, or relieve the bidder of liability for any express or implied warranties or responsibility for faulty materials or workmanship. The bidder shall remedy any defects in the work, material or service and pay for any other resulting damage to other work, material or equipment which appears within one year of final acceptance of the work, materials, or service unless a longer period is elsewhere specified. Nothing stated herein should relieve the bidder of common law liability for latent defects, which may appear after the expiration of the warranty period.

**22.0 Performance Requirements**

The delivery of any material, equipment, or the performance of any service that does not conform in all respects to the specifications will be rejected and the Board of Commissioner's representative and reasons for the rejection shall notify the Bidder. If the Bidder fails to make immediate replacement of such rejected material, equipment or service meeting the specifications, the Board of Commissioners will procure in the open market materials, and equipment, or hire labor of the quality required to meet the specifications up to the value rejected and the Bidder and his surety shall be liable to the Board of Commissioners for the total costs of the correction. The Board of Commissioner's performance of the work, when the Bidder is not doing the work in accordance with the specifications of the contract, shall result in a claim against the bidder for all costs and damages which will be allowed by reason of such non-performance.

If the Bidder defaults or neglects to carry out the work in any respect in accordance with the contract documents and fails to correct the default, except where an extension of time is granted in writing by the County, the County upon written notice to the Bidder may, without prejudice to any other remedies the County may have, make the correction required. If the default or neglect results in a threat to the safety of persons or property, the Bidder must immediately commence to correct such default or neglect upon written or oral notice.

**23.0 Indemnification**

The Bidder awarded this contract shall assume the defense of, indemnify, and save harmless the County or any authorized political subdivision receiving services under this contract from any claims or liabilities of any type or nature to any person, bidder, or corporation arising in any manner from the bidders performance of the work required under this contract and shall pay any judgment obtained or growing out of said claims, liabilities, or any of them.

**24.0 Non-Appropriation of Funds**

Bidders are advised that although the term of this contract may span several fiscal years, this contract is contingent upon the County budgeting and appropriating the funds necessary for the continuation of this contract in the current year. In the event that the funds necessary for the continuation of this contract are not approved for expenditure in any year, this contract shall terminate on the last day of the fiscal year in which funding was approved, with no penalty to the County.

**25.0 Co-Op Opportunities**

ORC 9.48 allows any county to participate in contracts of other counties or townships in the acquisition of equipment, materials, supplies or services using the same terms, conditions and specifications and same or lower price.

Lucas County may permit authorized counties, townships or municipalities here after referred to as political subdivisions, to participate in contracts that Lucas County has entered into for the purchase of certain supplies, services, materials and equipment. Upon contract award, authorized political subdivisions are approved to order directly with the supplier. All invoices for such purchases must be sent directly to the ordering political subdivisions' billing address. Under no circumstances is Lucas County obligated to that political subdivision's financial commitments.

COUNTY OF LUCAS CONTRACTOR INSURANCE

21 INSURANCE

21.1 The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly employed by any of them, or by any one for whose acts any of them may be liable:

21.1.1 Claims under workmen's compensation, disability, benefit and other similar employee benefit acts;

21.1.2 Claims for damages because of bodily injury, sickness or disease or death of his employees;

21.1.3 Claims for damages because of bodily injury, sickness or disease or death of any person other than his employees;

21.1.4 Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and

21.1.5 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from.

21.2 Certificate of Insurance acceptable to the OWNER shall be filed with the OWNER prior to commencement of the WORK naming OWNER as additional insured. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled unless at least thirty (30) days prior WRITTEN NOTICE has been given to the OWNER.

21.3 The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified;

21.3.1 Comprehensive General Liability and Property Damage, Contractor's Protective Liability, Contractual Liability, Completed Operations-Products, Automobile Bodily Injury and Property Damage, owned and non-owned and hired vehicles and Owner's Protective Liability. The latter policy shall name as the insured the OWNER. If excluded from CONTRACTOR'S standard coverages, the following shall be deleted for policies provided under the CONTRACT DOCUMENT EXCLUSIONS: (1) "Underground Operations" (2) "Third Party Beneficiary" and (3) "Collapse" - where exposure is determined. Bodily Injury Liability and Property Damage Insurance shall cover the use of "Explosives" if used in performance of the CONTRACT. Insurance should be placed with a carrier with an AM Best Rating of at least an A-.

The types and **minimum** limits of insurance shall be as follows:

Commercial General Liability Insurance -  
General Aggregate Limit - \$2,000,000  
Products-Completed Operations-

Aggregate Limit - \$2,000,000  
Personal and Advertising  
Injury Limit - \$1,000,000  
Each Occurrence Limit - \$1,000,000  
Comprehensive Automobile Liability  
Bodily Injury & Property Damage Liability Limit  
Each Occurrence - \$1,000,000

The above minimum coverages may be obtained through the primary insurance or any combination of primary and umbrella insurance. In addition, the General Aggregate Limit shall be required on a per project basis.

21.3.2 The CONTRACTOR shall acquire and maintain, if applicable, Fire and Extended Coverage Insurance upon the PROJECT to the full insurable value thereof for the benefit of the OWNER, the CONTRACTOR, and SUBCONTRACTORS as their interest may appear. This provision shall in no way release the CONTRACTOR or CONTRACTOR'S surety from obligations under the CONTRACT DOCUMENTS to fully complete the PROJECT.

21.4 The CONTRACTOR shall procure and maintain at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the work is performed, Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any work is sublet, the CONTRACTOR shall require such SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous work under this contract at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause such SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

21.5 The CONTRACTOR shall secure, if applicable, "All Risk" type Builder's Risk Insurance for Work to be performed. Unless specifically authorized by the OWNER, the amount of such insurance shall not be less than the CONTRACT PRICE totaled in the BID. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious mischief, wind, collapse, riot, aircraft and smoke during the CONTRACT TIME, and until the WORK is accepted by the OWNER. The policy shall name as the insured the CONTRACTOR, and the OWNER.

22. INDEMNITY

22.1 PROFESSIONAL LIABILITY

Relative to any and all claims, losses, damages, liability and costs, the CONTRACTOR agrees to indemnify and save the County of Lucas, its officials and employees (herein after "County") harmless from and against any and all suits, actions or claims for property losses, damages or personal injury claimed to arise from a negligent act, error or omission by the CONTRACTOR or its employees.

22.2 NON-PROFESSIONAL LIABILITY

To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the County of Lucas, its officers, officials and employees (hereinafter "County"), or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of the acts or omissions of the CONTRACTOR, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by the acts or omissions of the CONTRACTOR, any subCONTRACTOR(s) of the CONTRACTOR, its agents, or anyone directly employed by them or anyone whose acts they may deem liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph 22.2. It is understood and agreed that this indemnification obligation is enforceable to the full extent permitted by Ohio Revised Code Section 2305.31.

22.3 It is expressly understood and 'agreed that these indemnification obligations are enforceable to the full extent permitted by Ohio Revised Code Section 2305.31. In any and all claims against the County by any employee of the CONTRACTOR, and any subCONTRACTOR(s) of the CONTRACTOR, agent or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. CONTRACTOR hereby expressly waives the immunity provided to CONTRACTOR by Article II, Section 35, of the Ohio Constitution and Ohio Revised Code Section 4123.74 and 4123.741, all regarding worker's compensation immunity, so that this indemnification obligation may be enforced by the County of Lucas against CONTRACTOR in those instances.

22.4 If the CONTRACTOR subcontracts with the County, the CONTRACTOR shall require its subCONTRACTORS to indemnify the County of Lucas in accord with Article 22.

22.5 CONTRACTOR Responsible - The CONTRACTOR expressly understands that the insurance requirements as outlined above are minimum requirements to be met under the contract and does not in any manner represent that the limits, coverage or policy forms are sufficient or adequate to protect the interest or liability of the CONTRACTOR and/or its subCONTRACTORS.

**THE FOLLOWING MUST BE INCLUDED (IN THE SPECIFIED AREAS) ON ALL INSURANCE CERTIFICATES:**

DESCRIPTION OF THE PROJECT AND LOCATION: you may use a generalized listing of the duties to be performed under this certificate of insurance. Example: "Projects Executed for the Board of Lucas County Commissioners."

CERTIFICATE HOLDER: Board of Lucas County Commissioners, One Government Center, Suite 800, Toledo, Ohio 43604-2247.

**SECTION A - AFFIDAVITS**

DELINQUENT PERSONAL PROPERTY TAX STATEMENT  
(O.R.C. Section 5719.042)

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(NAME) (TITLE) (NAME OF COMPANY)

affirm that at the time that I submitted the bid for \_\_\_\_\_  
(BID TITLE)

to the Board of Lucas County Commissioners on \_\_\_\_\_ that  
(DATE)

\_\_\_\_\_ was / was not charged with delinquent  
(NAME OF COMPANY) (CIRCLE ONE)

Personal Property Taxes by the Lucas County Auditor.

**(If Personal Property Taxes are delinquent, complete the following section)**

The amount of delinquent Personal Property Taxes due Lucas County is \_\_\_\_\_ and unpaid penalties and interest are \_\_\_\_\_.  
(AMOUNT) (AMOUNT)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY)

\_\_\_\_\_  
(DATE)

Sworn to and subscribed before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_.

(SEAL)

\_\_\_\_\_  
(NOTARY)

My Commission Expires:

(Date) \_\_\_\_\_

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT

STATE OF \_\_\_\_\_

SS

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that  
(Name)

he/she is \_\_\_\_\_ of \_\_\_\_\_ the party  
(Title) (Company)

that made the foregoing proposal; that such party as bidder does not and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. If awarded the bid and contract under this proposal, said party shall take affirmative action to insure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex or national origin. If successful as the lowest and best bidder under the foregoing proposal this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provision of this affidavit.

Furthermore, said party agrees to abide by the assurances found in Section 153.59 of the Ohio Revised Code in the Contract Provisions with the Owner if selected as the successful bidder by the owner.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Company/Corporations)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip Code)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Seal)

\_\_\_\_\_  
(Notary)

My Commission Expires:

\_\_\_\_\_  
(Date)

NON-COLLUSION AFFIDAVIT

STATE OF OHIO,

COUNTY OF LUCAS, SS:

\_\_\_\_\_ being first duly SWORN, deposes and says that he is the \_\_\_\_\_ or authorized representative of \_\_\_\_\_ or is the party submitting this bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to submit a sham bid, or refrain from bidding; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder; to secure any advantage against the County of Lucas or any person or persons interested in the proposed contract; that all statements contained in said proposal of bid are true and that, such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any other potential bidder. Further, Affiant affirms that no county employee has any financial interest in this company or the bid being submitted.

\_\_\_\_\_  
(Affiant Signature)

\_\_\_\_\_  
(Affiant Title)

SWORN to before me and subscribed in my presence  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(Date) (Month) (Year)

\_\_\_\_\_  
(Notary Public)

(SEAL)

My Commission Expires

\_\_\_\_\_  
(Date)

NO FINDINGS FOR RECOVERY AFFIDAVIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(NAME) (TITLE) (NAME OF COMPANY)

affirm that at the time that I submitted the bid for \_\_\_\_\_  
(BID TITLE)

to the Board of Lucas County Commissioners on \_\_\_\_\_ that  
(DATE)

\_\_\_\_\_ has / has no unresolved  
(NAME OF COMPANY) (CIRCLE ONE)  
finding for recovery from the State Auditor per Ohio Revised Code  
Section 9.24.

(If there is unresolved finding for recovery from the State Auditor ,  
complete the following section)

The amount of unresolved finding for recovery due the State Auditor is  
\_\_\_\_\_ and unpaid penalties and interest are \_\_\_\_\_.  
(AMOUNT) (AMOUNT)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY)

\_\_\_\_\_  
(DATE)

Sworn to and subscribed before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_.

(SEAL)

\_\_\_\_\_  
(NOTARY)

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

**Additional Administrative Requirements  
Compliance with Support Order(s)**

Financial responsibility, integrity and accountability are essential for operating a business that services the public. Unpaid obligations are a social problem which threatens the welfare of children and increases the burden on taxpayers to provide social services. Due to the public's growing concern with non-paying parents, government initiatives to create additional, effective enforcement mechanisms are necessary. It is in the County's interest that all contractors doing business with Lucas County demonstrate financial responsibility and integrity and accountability.

All bidders **must submit** the **completed** "Compliance Affidavit For Businesses" with their bid. Once a lowest and best bidder has been determined and prior to award, this form will be submitted by Lucas County to the Child Support Enforcement Agency for certification of substantial compliance of court ordered and/or agency ordered child support of any individuals of the company who have twenty-five percent (25%) or greater vested interest in the company. If the individual is found to be not in compliance, said bidder will be notified that the individual is not in compliance and therefore the bidder/company/contractor is not in compliance and will have five (5) days to be in compliance from date of notification. Failure to comply will cause disqualification of the bidder's/company's/contractor's bid.

Bidders should contact Lucas County Child Support Enforcement Agency, 419-213-3106, regarding this requirement should they have questions.





LUCAS COUNTY SWEATFREE AFFIDAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, ss:

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

\_\_\_\_\_ for a contract for \_\_\_\_\_  
(Name of Entity (Type of Product or Service)

to be let by the Board of Commissioners, Lucas County, Ohio, who, being duly cautioned and sworn, makes the following statement with respect to the Lucas County Sweatfree Procurement Policy 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. Name, physical address, phone number and contact persons for each production facility that will be involved in the production of goods or the provision of services.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. I have personal knowledge of the information contained in section 1 or I have obtained such information from any resale entity.

3. I understand my obligation to ensure that all applicable production facilities adhere to the sweatfree code of conduct as defined in Section IV of the Lucas County Sweatfree Procurement Policy.

4. I understand that if Lucas County, the State and Local Sweatfree Consortium, and/or an independent monitor find any of the production facilities listed above to be out of compliance with any of the provisions of Section IV of the Lucas County's Sweatfree Procurement Policy, and I fail to take all reasonable steps as specified by and/or its designee(s), I will be deemed out of compliance with the sweatfree code of conduct as defined in the Lucas County Sweatfree Procurement Policy.

5. I have furnished a copy of the sweatfree code of conduct as defined in Section IV of the Lucas County Sweatfree Procurement Policy to each production facility named in paragraph 1 and to each relevant subcontractor and I have instructed each subcontractor to furnish the code of conduct to each relevant production facility.

**BIDDER:**

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Sworn to before me and subscribed in my presence by the above named person this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC: \_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

LUCAS COUNTY LIVING WAGE AFFIDAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, ss:

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

\_\_\_\_\_ for a contract/public incentive for  
(Name of Entity)

for \_\_\_\_\_  
(Type of Product, Service or public incentive)

to be awarded by the Board of Commissioners, Lucas County, Ohio, who, being duly cautioned and sworn, makes the following statement with respect to the Lucas County Living Wage Procurement Policy 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. I have personal knowledge of the information contained herein.
2. Number of employees. \_\_\_\_\_
3. Is the company/entity a non-profit? YES \_\_\_\_\_ NO \_\_\_\_\_
4. Are employees paid a wage equivalent to at least 110% of the most recent federal poverty guidelines for a family of four, as defined by the Department of Health and Human Services and adequate healthcare coverage as defined in the Commissioners Living Wage resolution? YES \_\_\_\_\_ NO \_\_\_\_\_
5. If no healthcare coverage is provided, are employees paid a wage equivalent to at least 130% of the most recent federal poverty guidelines for a family of four, as defined by the Department of Health and Human Services? YES \_\_\_\_\_ NO \_\_\_\_\_

**BIDDER:**

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Sworn to before me and subscribed in my presence by the above named person this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC: \_\_\_\_\_

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



Ohio Department of Public Safety  
Division of Homeland Security  
<http://www.homelandsecurity.ohio.gov>

**GOVERNMENT BUSINESS AND FUNDING CONTRACTS**  
In accordance with section 2909.33 of the Ohio Revised Code

**DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION**

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME		FIRST NAME		MIDDLE INITIAL
HOME ADDRESS				
CITY	STATE	ZIP	COUNTY	
HOME PHONE		WORK PHONE		

**COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION**

BUSINESS/ORGANIZATION NAME				
BUSINESS ADDRESS				
CITY	STATE	ZIP	COUNTY	
PHONE NUMBER				

**DECLARATION**

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?  
 Yes  No
2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?  
 Yes  No

HLS 0038 2/08

GOVERNMENT BUSINESS AND FUNDING CONTRACTS - CONTINUED

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?  
 Yes  No
4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?  
 Yes  No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?  
 Yes  No
6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?  
 Yes  No

In the event of a denial of a government contract or government funding due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OHIO DEPARTMENT OF PUBLIC SAFETY  
Division of Homeland Security

## Terrorist Exclusion List

As of March 16, 2009

### U.S. Department of State List of Designated Foreign Terrorist Organizations

1. Abu Nidal Organization (ANO) (International, Palestinian)
2. Abu Sayyaf Group (ASG) (Philippines)
3. Al-Aqsa Martyrs Brigade (Palestinian)
4. Al-Shabaab (Somali)
5. Ansar al-Islam (Iraqi Kurdistan)
6. Armed Islamic Group (GIA) (Algeria)
7. Asbat al-Ansar (Lebanon)
8. Aum Shinrikyo (Japan)
9. Basque Fatherland and Liberty (ETA) (Spain, France)
10. Communist Party of the Philippines/New People's Army (CPP/NPA) (Philippines)
11. Continuity Irish Republican Army (Northern Ireland)
12. Gama'a al-Islamiyya (Egypt)
13. HAMAS (Islamic Resistance Movement) (Palestinian)
14. Harakat ul-Jihad-i-Islami/Bangladesh (HUJI-B) (Bangladesh)
15. Harakat ul-Mujahidin (HUM) (Kashmir, India)
16. Hizballah (Party of God) (Lebanon)
17. Islamic Jihad Group (Syria)
18. Islamic Movement of Uzbekistan (IMU) (Uzbekistan)
19. Jaish-e-Mohammed (Army of Mohammed) (JEM) (Kashmir, India)
20. Jemaah Islamiya organization (JI) (Southeast Asia)
21. al-Jihad (Egyptian Islamic Jihad) (Egypt)
22. Kahane Chai (Kach) (Israel)
23. Kongra-Gel (KGK, formerly Kurdistan Workers' Party, PKK, KADEK, Kongra-Gel) (Turkey, Iran, Iraq, Syria)
24. Lashkar-e Tayyiba (Army of the Righteous) (LT) (Kashmir)
25. Lashkar i Jhangvi
26. Liberation Tigers of Tamil Eelam (LTTE) (Sri Lanka)
27. Libyan Islamic Fighting Group (LIFG) (Libya)
28. Moroccan Islamic Combatant Group (GICM) (Morocco)
29. Mujahedin-e Khalq Organization (MEK) (Iran)
30. National Liberation Army (ELN) (Colombia)
31. Palestine Liberation Front (PLF) (Palestinian)
32. Palestinian Islamic Jihad (PIJ) (Palestinian)
33. Popular Front for the Liberation of Palestine (PFLP) (Palestinian)
34. PFLP-General Command (PFLP-GC) (Palestinian)
35. Tanzim Qa'idat al-Jihad fi Bilad al-Rafidayn (QJBR) (al-Qaida in Iraq) (formerly Jama'at al-Tawhid wa'al-Jihad, JTJ, al-Zarqawi Network) (Iraq)
36. al-Qa'ida (Global)
37. al-Qa'ida in the Islamic Maghreb (formerly GSPC) (The Maghreb)
38. Real IRA (Northern Ireland)
39. Revolutionary Armed Forces of Colombia (FARC) (Colombia)
40. Revolutionary Nuclei (formerly ELA) (Greece)
41. Revolutionary Organization 17 November (Greece)
42. Revolutionary People's Liberation Party/Front (DHKP/C) (Turkey)
43. Shining Path (Sendero Luminoso, SL) (Peru)
44. United Self-Defense Forces of Colombia (AUC) (Colombia)

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U.S. Department of State Terrorist Exclusion List

1. Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-ur-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidatul Afghania)
2. Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment; f.k.a. Himmat Establishment; a.k.a. Waldenberg, AG)
3. Al-Hamati Sweets Bakeries
4. Al-Ittihad al-Islami (AIAI)
5. Al-Manar
6. Al-Ma'unah
7. Al-Nur Honey Center
8. Al-Rashid Trust
9. Al-Shifa Honey Press for Industry and Commerce
10. Al-Wafa al-Igatha al-Islamia (a.k.a. Wafa Humanitarian Organization; a.k.a. Al Wafa; a.k.a. Al Wafa Organization)
11. Alex Boncayao Brigade (ABB)
12. Anarchist Faction for Overthrow
13. Army for the Liberation of Rwanda (ALIR) (a.k.a. Interahamwe, Former Armed Forces (EX-FAR))
14. Asbat al-Ansar
15. Babbar Khalsa International
16. Bank Al Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
17. Black Star
18. Communist Party of Nepal (Maoist) (a.k.a. CPN(M); a.k.a. the United Revolutionary People's Council, a.k.a. the People's Liberation Army of Nepal)
19. Continuity Irish Republican Army (CIRA) (a.k.a. Continuity Army Council)
20. Darkazanli Company
21. Dhamat Houmat Daawa Salafia (a.k.a. Group Protectors of Salafist Preaching; a.k.a. Houmat Ed Daawa Es Salafiya; a.k.a. Katibat El Ahoual; a.k.a. Protectors of the Salafist Predication; a.k.a. El-Ahoual Battalion; a.k.a. Katibat El Ahouel; a.k.a. Houmate Ed-Daawa Es-Salafia; a.k.a. the Horror Squadron; a.k.a. Djamaat Houmat Eddawa Essalafia; a.k.a. Djamaatt Houmat Ed Daawa Es Salafiya; a.k.a. Salafist Call Protectors; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Houmate el Da'awaa es-Salafiyya; a.k.a. Protectors of the Salafist Call; a.k.a. Houmat ed-Daoua es-Salafia; a.k.a. Group of Supporters of the Salafiste Trend; a.k.a. Group of Supporters of the Salafist Trend)
22. Eastern Turkistan Islamic Movement (a.k.a. Eastern Turkistan Islamic Party; a.k.a. ETIM; a.k.a. ETIP)
23. First of October Antifascist Resistance Group (GRAPO) (a.k.a. Grupo de Resistencia Anti-Fascista Premero De Octubre)
24. Harakat ul Jihad i Islami (HUJI)
25. International Sikh Youth Federation
26. Islamic Army of Aden
27. Islamic Renewal and Reform Organization
28. Jamiat al-Ta'awun al-Islamiyya
29. Jamiat ul-Mujahideen (JUM)
30. Japanese Red Army (JRA)
31. Jaysh-e-Mohammed
32. Jayshullah
33. Jerusalem Warriors
34. Lashkar-e-Tayyiba (LET) (a.k.a. Army of the Righteous)
35. Libyan Islamic Fighting Group
36. Loyalist Volunteer Force (LVF)
37. Makhtab al-Khidmat
38. Moroccan Islamic Combatant Group (a.k.a. GICM; a.k.a. Groupe Islamique Combattant Marocain)

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39. Nada Management Organization (f.k.a. Al Taqwa Management Organization SA)
40. New People's Army (NPA)
41. Orange Volunteers (OV)
42. People Against Gangsterism and Drugs (PAGAD)
43. Red Brigades-Combatant Communist Party (BR-PCC)
44. Red Hand Defenders (RHD)
45. Revival of Islamic Heritage Society (Pakistan and Afghanistan offices -- Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiat Ihia Al- Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)
46. Revolutionary Proletarian Nucleus
47. Revolutionary United Front (RUF)
48. Salafist Group for Call and Combat (GSPC)
49. The Allied Democratic Forces (ADF)
50. The Islamic International Brigade (a.k.a. International Battalion, a.k.a. Islamic Peacekeeping International Brigade, a.k.a. Peacekeeping Battalion, a.k.a. The International Brigade, a.k.a. The Islamic Peacekeeping Army, a.k.a. The Islamic Peacekeeping Brigade)
51. The Lord's Resistance Army (LRA)
52. The Pentagon Gang
53. The Riyadus-Salikhin Reconnaissance and Sabotage Battalion of Chechen Martyrs (a.k.a. Riyadus-Salikhin Reconnaissance and Sabotage Battalion, a.k.a. Riyadh-as-Saliheen, a.k.a. the Sabotage and Military Surveillance Group of the Riyadh al-Salihin Martyrs, a.k.a. Riyadus Salikhin Reconnaissance and Sabotage Battalion of Shahids (Martyrs))
54. The Special Purpose Islamic Regiment (a.k.a. the Islamic Special Purpose Regiment, a.k.a. the al-Jihad-Fisi-Sabilillah Special Islamic Regiment, a.k.a. Islamic Regiment of Special Meaning)
55. Tunisian Combat Group (a.k.a. GCT, a.k.a. Groupe Combattant Tunisien, a.k.a. Jama'a Combattante Tunisien, a.k.a. JCT; a.k.a. Tunisian Combatant Group)
56. Turkish Hizballah
57. Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
58. Ummah Tameer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tameer E-Nau; a.k.a. Ummah Tameer-I-Pau)
59. Youssef M. Nada & Co. Gesellschaft M.B.H.

**U.S. Treasury Department's Designated Charities and Potential Fundraising Front Organizations for FTOs**

1. Makhtab al-Khidamat / Al Kifah (formerly U.S.-based, Pakistan)
2. Al Rashid Trust (Pakistan)
3. Wafa Humanitarian Organization (Pakistan, Saudi Arabia, Kuwait, United Arab Emirates)
4. Rabita Trust (Pakistan)
5. Ummah Tameer E-Nau (Pakistan)
6. Revival of Islamic Heritage Society - Pakistan and Afghanistan Branches (Kuwait, Afghanistan, Pakistan)
7. Afghan Support Committee (Afghanistan, Pakistan)
8. Al Haramain Foundation (Indonesia, Kenya, Pakistan, Tanzania, Bosnia, Somalia, Bangladesh, Afghanistan, Albania, Ethiopia, Netherlands, Comoros Islands, and United States branches)
9. Aid Organization of the Ulema (Pakistan)
10. Global Relief Foundation (United States)

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11. Benevolence International Foundation (United States):
12. Benevolence International Fund (Canada)
13. Bosanska Idealna Futura (Bosnia)
14. Stichting Benevolence International Nederland (Netherlands)
15. Lajnat al Daawa al Islamiyya (Kuwait, Pakistan, Afghanistan)
16. Al Akhtar Trust (Pakistan)
17. Taibah International (Bosnia)
18. Al Haramain & Al Masjed Al Aqsa Charity Foundation (Bosnia)
19. Al Furqan (Bosnia)
20. Islamic African Relief Agency (IARA) / Islamic Relief Agency (ISRA) (Sudan, United States and 40 other branches throughout the world)
21. The Holy Land Foundation for Relief and Development (United States)
22. Al Aqsa Foundation (United States, Europe, Pakistan, Yemen, South Africa)
23. Comité de Bienfaisance et de Secours aux Palestiniens (France)
24. Association de Secours Palestinien (Switzerland)
25. Interpal (Palestinian Relief & Development Fund) (United Kingdom)
26. Palestinian Association in Austria (Austria)
27. Sanibil Association for Relief and Development (Lebanon)
28. Elehssan Society (Palestinian territories)
29. Aleph (Aum Shinrikyo/Aum Supreme Truth)
30. Rabbi Meir David Kahane Memorial Fund (Kahane Chai and Kach)  
American Friends of the United Yeshiva (Kahane Chai and Kach)  
American Friends of Yeshivat Rav Meir (Kahane Chai and Kach)  
Friends of the Jewish Idea Yeshiva (Kahane Chai and Kach)
31. Irish Republican Prisoners Welfare Association (Real IRA)
32. Socorro Popular Del Peru/People's Aid of Peru (Sendero Luminoso/Shining Path)

**SECTION B - SPECIFICATIONS & PRICING**

## **BID SPECIFICATIONS**

### **1. STATEMENT OF INTENT**

The Board of Lucas County Commissioners is seeking proposals from qualified food service providers to contract for food service, including meals and management, at the Lucas County Juvenile Detention Center, 1801 Spielbusch Avenue, Toledo, Ohio 43604, and the Lucas County Youth Treatment Center, 225 11<sup>th</sup> Street, Toledo, Ohio 43604.

### **2. GENERAL INFORMATION**

No BIDDER may withdraw a BID within sixty (60) days after the actual date of the opening thereof. Should there be reason why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the COUNTY and BIDDER.

BIDDERS must satisfy themselves of the accuracy of the specifications and included addenda. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the REQUEST FOR BID.

The specifications contain provisions for the performance of the Service. Information obtained from an officer, agent, or employee of the COUNTY or any other person shall not affect the risks or obligations assumed by the BIDDER or relieve him/her from fulfilling any of the conditions of the contract.

Lucas County will not be responsible for any other explanations or interpretations which anyone presumes to make on behalf of the County before expiration of the ultimate time for the receipt of bids. Failure of any BIDDER to receive any such addendum shall not relieve that BIDDER from any obligation of Bid as submitted.

BIDDER is cautioned to make his/her own investigation and determination of the conditions under which the services in the Request for Bids will be performed and to base said Bid accordingly.

### **3. CONTRACT NEGOTIATION**

The County reserves the right to negotiate a mutually acceptable contract with the selected BIDDER. BIDDER should note that this Request for Bids in its entirety, and the response of the successful BIDDER in its entirety, will be incorporated by reference and will, therefore, become a part of the final contract between Lucas County and the successful BIDDER. The contractor thus will be held responsible for timely and satisfactory performance of the services outlined in the contract at or below the cost stated in the Bid.

4. **STATEMENT OF FOOD SERVICE OBJECTIVES**

- A. Provide well prepared, nutritionally adequate meals for juvenile male and female residents. Meals and service must satisfy American Correctional Association, the Ohio Department of Education, and The U.S. Department of Agriculture (USDA) program guidelines.
- B. Insure all foods, both hot and cold, are served at proper temperatures.
- C. The food served shall at all times provide a sufficiency of plain, wholesome and properly cooked food for all residents.
- D. Such food and food service shall meet the following minimum conditions and standards:
  - 1. Minimum Nutritional Standards, as defined by the American Correctional Association, the Ohio Department of Education, and U.S Department of Agriculture, shall be maintained.
  - 2. Foods shall be delivered and served at the proper temperatures, in a fresh state and in reasonable variety.
  - 3. Serving methods shall meet minimum health and sanitary standards for food service in restaurants.
  - 4. Kitchen, kitchen equipment, food storage, and sanitation shall meet minimum standards for restaurants.
  - 5. All persons working in and around the kitchen and the handling and serving of food in the Centers shall meet the applicable restaurant health requirements.
  - 6. The Detention Center kitchen and food service shall be regularly inspected by the public health authorities on the same basis as restaurants serving the public, and the recommendations or requirements made by the public health authorities as the result of such inspections shall be implemented by the BIDDER within the time allowed therefore by said public health authorities.

**5. COUNTY'S BID EVALUATION CRITERIA**

- A. BIDDER's ability to satisfy current and future needs of the Lucas County Juvenile Detention Center and the Youth Treatment Center.
- B. BIDDER's specific operating plan to meet objectives of the Lucas County Juvenile Detention and the Youth Treatment Center.
- C. Specific recommendation for changes and improvements.
- D. Projected cost and guaranteed price per meal for one year. Prices should include an option for 2 hot meals per day and a price option for 3 hot meals per day. Prices must be accompanied by description of factors included. Projections of annual cost will be substantiated with a calculation of projected meals. For the second, and third year of the contract, the price will be increased or decreased based on the Food Away from Home Index with a "not to exceed" figure.
- E. Food/menu variety - Publish menu monthly. Food menu variety, nutritional, quality, portion sizes (based on sample menus).
- F. Ability to provide competent, experienced, resident management on a full-time basis. Resident management must be qualified by experience in correctional food service management.
- G. Ability to provide consistently efficient and effective food service operations that require minimal involvement by County management staff.
- H. Past experience in food service in a correctional environment.

**6. SCOPE OF OPERATION**

- A. The BIDDER shall furnish labor, material and supplies necessary to provide food service for youth for an average of 180 meals per day for the Lucas County Juvenile Detention Center and 120 meals for the Youth Treatment Center. These figures are purely estimates. The actual number of meals to be prepared by the vendor will be determined by the current population counts to be provided by the facility.
- B. Food service will be required 365 days per year (366 leap year), three times per day, meeting the current applicable American Correctional Association, Ohio Department of Education, and USDA guidelines and requirements. A minimum of four (4) week cycle menus; changed seasonally (summer, fall, winter, spring), including portion sizes, are required to supplement the bid as evidence of compliance.

Any changes in menu shall be indicated in writing to the appropriate facility administrator three days in advance of any changes.

- C. The BIDDER will provide additional food and/or beverage service upon written or verbal request, when made by an authorized agent of the contracting institution. It is understood in emergencies that time is of the essence.
- D. The BIDDER has the option of servicing County facilities through an off-site facility operated by BIDDER upon notification to the County. County must receive written notification by certified or registered mail 90 (ninety) days prior to change.
- E. The BIDDER shall include in the bid, contingency plans to provide service in the face of events, i.e., power failure, fire, riot, lockdown, failure of BIDDER to deliver food, or acts of God that would hinder normal operation.

**7. USE OF COUNTY FACILITIES**

The County's physical facilities made available to the contractor under this contract shall not be used in connection with operations not included in the contract.

**8. FINANCIAL TERMS OF CONTRACT**

This contract shall remain in full force and effect for twenty-eight (28) months from date of commencement. BIDDER's price shall be guaranteed for twelve (12) months from the date of commencement of contract and increased or decreased based on the Food Away from Home Index. The price to be charged (paid) for each meal will be adjusted at the end of the first twelve (12) months of operation.

The second year's price will be calculated on the Index variance; using the Index two (2) months prior to contract inception, and ten (10) months into the first year's contract. The proportion of increase or decrease of the Index shall be applied to the initial per meal price to determine the second year's price. Subsequent years will be adjusted in the same manner.

This contract shall remain in full force and effect from date of commencement. The County may cancel this contract by giving the Contractor ninety (90) days prior written notice by certified or registered mail.

Lucas County expects to commence service with the successful BIDDER on January 1, 2011 with service continuing through April 28, 2013.

9. **RESPONSIBILITIES OF THE CONTRACTOR**

The successful BIDDER will:

- A. Purchase, receive, store, prepare, produce, serve and/or package for delivery of food to meet the prescribed menu.
- B. Maintain a properly selected and trained staff, at all times serving high quality, properly prepared goods within correct temperature guidelines in the most efficient manner.
- C. Civilian food service employees will be properly attired with a clean uniform at all times. Hair restraints will be worn during the time they are performing duties.
- D. All employees of the contractor shall be required to undergo periodic physical examinations as specified in state or local regulations, whichever is more stringent.
- E. Provide a trained food service manager, with correctional food service knowledge and experience. The manager assigned to the location will be subject to review by County Management.

A resume and a psychological profile used in selecting the food service manager should be included in the proposal, if available. The successful BIDDER will be required to submit the psychological profile. An interview with the proposed manager may be required prior to the award of the contract.

- F. The successful BIDDER shall provide employees who are well trained, uniformed, honest and reliable.

The successful BIDDER shall submit to the County a list of all employees assigned to work at the Juvenile Detention Center. This list must include names, current addresses, and social security numbers and will be used for the performance of a background inquiry and security check. All security checks will be completed prior to Lucas County entering into an agreement regarding this project. Also, Lucas County must be notified in writing prior to any changes in personnel assigned to work at the Juvenile Detention Center.

The successful BIDDER shall give consideration to former kitchen employees of the Juvenile Detention Center when hiring new employees.

- G. The BIDDER agrees to furnish all labor, supplies, materials, and supervision necessary to maintain the areas assigned to the contractor in a clean, sanitary, orderly condition at all times. Cleaning and janitorial services shall be performed on a regular schedule and must meet the highest standards of sanitation prescribed by local, state law or regulation, whichever is more stringent.

Further, the above will include the sanitation of all service ware, utensils, and equipment needed to prepare, serve and deliver meals.

- H. The BIDDER shall provide ongoing in-service training for all BIDDER's service employees. Areas to be covered are safety, sanitation, food handling, security, etc.

BIDDER shall also be able to demonstrate the use of safety programs assuring a safe workplace for its employees.

- I. The BIDDER shall serve tasty, appetizing, wholesome, quality food. Portion sizes shall be adequate, as prescribed by a four (4) week sample menu to be included in the proposal. This menu shall be used for the first three (3) weeks of this contract. All portion sizes shall be cooked weight or identified as raw weight. A statement of nutritional adequacy, prepared by a registered dietitian detailing the caloric and nutritional content of the menu will also be included in the proposal. A dietitian should review the menu, on site, twice a month.

The menu shall include three (3) hot meals that provide a minimum of 3,400 Kcals calories per day per resident, and shall consist of at least 6-8 ounces (cooked weight) of meat or meat alternate, three (3) servings of vegetables, two (2) servings of fruit, six (6) servings of bread, pasta, cereal, or grains, and two (2) servings of milk or milk alternate. Serving sizes shall be consistent with Food Guide Pyramid. The menu shall be adequate in all nutrients utilizing the Food Guide Pyramid, Dietary Guidelines for Americans, and the Recommended Dietary Allowances (RDA).

Meats shall be purchased only from plants that have been inspected and approved for strict compliance to the highest level of food safety standards. Products may never be purchased that do not have a manufacturer's and distributor's assurance of safe handling.

Milk shall be reduced fat white milk with vitamin A & D. Chocolate milk shall be low fat with vitamin A & D.

Fruit drinks shall be vitamin C enriched with sugar sweetened. Saccharin or other artificial sweetener shall not be used in fruit drinks.

The successful BIDDER shall provide a list of special diets to be used within the institution. Special holiday menus should be included in this proposal.

- J. BIDDER is responsible for quarterly inventory of County-owned equipment and supplies.
- K. The BIDDER shall be held financially responsible for the costs to repair/replace any damaged County-owned property or equipment if said damage is the direct result of negligence on the part of the BIDDER or the BIDDER's employees.
- L. The BIDDER shall allow the County and the Detention Center and Treatment Center authorities to examine and test food quality, sanitary conditions, and have free access to food services facilities at all times, with or without notice.

10. **PERFORMANCE SANCTIONS**

- A. As described in Bid Specifications Section 4(D)(2), the BIDDER is required to deliver and serve food at proper temperatures, in a fresh state and in a reasonable variety. If all meals, including bag lunches, are not served in this manner, as determined by the Juvenile Detention Administrator (JDC) or Youth Treatment Center Administrator (YTC), the following penalties will be imposed on the BIDDER:
  - 1. First Offense per location:
    - a. All meals deemed unsatisfactory by the party named above shall be replaced within 1 (one) hour, at no cost to the County.
      - i. If meals are not replaced within 1 (one) hour, it will be considered the second offense and those sanctions will apply.
  - 2. Second Offense per location:
    - a. All meals deemed unsatisfactory by the party named above shall be replaced within 1 (one) hour, at no cost to the County, AND
    - b. An amount equal to the cost of the meals deemed unsatisfactory shall be deducted from the billing cycle invoice to be paid by the County.
  - 3. Third Offense per location:
    - a. All meals deemed unsatisfactory by the party named above shall be replaced within 1 (one) hour, at no cost to the County, AND
    - b. An amount equal to the cost of ALL MEALS DELIVERED TO THAT LOCATION ON THAT DAY shall be deducted from the billing cycle invoice to be paid by the County.

4. Additional Offenses per location
  - a. Third Offense language shall apply to any additional offenses per billing cycle.

11. **CONTRACTOR STATUS AND EXPERTISE**

The Bid shall include:

- A. The BIDDER shall provide a reasonably recent (six month to one year) financial statement of the company.
- B. The BIDDER shall demonstrate correctional food service market expertise.
- C. The BIDDER shall provide a general history, description, and status of the company.
- D. The contractor shall provide:
  1. A description of the corporate and local support services and a schedule of charges (costs) for support services.
  2. A corporate organizational chart.
  3. Financial references.

12. **CONTRACTOR'S PLAN OF OPERATION**

All proposals submitted will address:

- A. How commodities are purchased, received, handled, produced (cooked), served and transported.
- B. Procedures used in safety, sanitation, security, training (civilian labor).
- C. A two (2) or four (4) week detailed resident menu indicating portion sizes, merchandising, garnish, holiday and special meals. Menus to be regularly changed at minimum seasonal to provide variety.
- D. Method of meal delivery for residents.
- E. Quality control methods and standards.

- F. Statement of nutritional adequacy prepared by a Registered Dietician.
- G. Equipment and facility design needs or recommendations.
- H. Projected capital costs, if any, to be incurred by the County.

13. **PERSONNEL AND MANAGEMENT**

- A. A proposed organizational chart to be used to service this contract.
- B. The method of supervision to be used with staff.
- C. Demonstrate training programs for management and staff.
- D. Commodities specifications (i.e. meat, produce, groceries, dairy, bakery, etc.).
- E. Inventory control system.
- F. Internal security of products and equipment when available to residents.
- G. Detail program for addressing complaints of food services. Detail plan to outline conflict resolution procedure.

14. **RESPONSIBILITIES OF LUCAS COUNTY**

The County shall provide:

- A. Space for food service operations (at BIDDER's option). It will provide adequate ingress and egress, including a reasonable use of existing elevators, corridors, passageways, driveways, and loading platforms.
- B. At its own expense provide, install, maintain, replace, if necessary, and permit the contractor to use all equipment, food service or otherwise, currently in place within the facilities.
- C. Maintain and repair the building structure and areas assigned to the contractor, including painting and decorating, the maintenance of gas, steam, water, refrigeration, electrical lighting fixtures (including relamping). Space heating systems, duct work and exhaust fans for hoods, floors, and floor coverings, walls and ceilings provided that the BIDDER shall bear the expenses or repairs necessary because of BIDDER's own or BIDDER's paid employees negligence (see item 9(K)).
- D. Maintain adequate security for all food service areas at all times during the food service operations.

- E. Provide at its own expense all utilities necessary for the operation of and to perform the specifications outlined herein in its own facilities.
- F. Provide pest control in its own facilities for all areas assigned to the contractor.
- G. Provide accurate and timely meal orders, by location and type, to be served to residents.
- H. Provide an adequate trash removal facility or service as deemed necessary to maintain the highest standards of sanitation.
- I. The County will provide necessary food preparation equipment, service ware, and utensils.

15. **TERMS OF AGREEMENT**

Contract shall be for two (2) years and four (4) months. Subject to all bid specifications.

16. **INVOICING**

The contractor shall invoice Lucas County on either a weekly or monthly basis. The invoices should be submitted to respective departments (Juvenile Detention Center and Youth Treatment Center). Lucas County will process those invoices in a timely fashion.

17. **EQUAL OPPORTUNITY EMPLOYER**

The contractor shall demonstrate that they are an equal opportunity employer, having a declared policy of non-discrimination stating that they will take affirmative action to maintain and promote non-discrimination as to race, color, religion, national origin, sex or age in all phases of employment, including the use of facilities, in accordance with the law pursuant to the Civil Rights Act of 1964 and Executive Orders thereunder.

18. **INSPECTING COUNTY FACILITIES**

BIDDERS will have the opportunity to examine the current facilities at the mandatory pre-bid meeting. At that time, all prospective BIDDERS will be given a tour of the kitchen facility and Detention Center as well as the Youth Treatment Center. It is the responsibility of the BIDDER to familiarize themselves with the facility and equipment available at the mandatory pre-bid meeting. Questions regarding location and logistics for food service delivery within the facilities will be addressed at the mandatory pre-bid meeting.

19. **WORKERS' COMPENSATION and INSURANCE**

The BIDDER shall provide workers' compensation for its employees who may be acting pursuant to this contract. The BIDDER also agrees to provide personal liability insurance, property liability insurance, and motor vehicle liability insurance that insure BIDDER and its employees and youth trainees who may be acting pursuant to this contract, against any and all claims which may arise out of the BIDDER's performance under the terms of this contract. The BIDDER also agrees to insure any and all activities related to the performance of services under this contract. The County's Contractor Insurance requirements are attached as Exhibit 2 and incorporated herein by reference.

20. **INDEMNIFICATION**

The BIDDER agrees to protect, defend, indemnify and hold the Court and the County, its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs or liabilities of every kind and character arising out of or in connection with any act(s) or omission(s) of the BIDDER, negligent or otherwise, and its employees, officers, agents or independent contractors. The BIDDER agrees to pay all damages, costs and expenses of the Court and the County in defending any action arising out of the aforementioned acts or omissions. The County's Contractor Insurance requirements, including Indemnity requirements, are attached as Exhibit 2 and incorporated herein by reference.

21. **USDA COMMODITIES AND FUNDS**

A. BIDDER shall use all appropriate governmental food commodities and funds in order to reduce costs. The BIDDER is responsible for all administration of donated foods and State commodities programs sponsored by the USDA and the State of Ohio. BIDDER is responsible to comply with all state guidelines and for maintaining the Juvenile Detention Center and Youth Treatment Center eligibility to participate in Federal breakfast and school lunch programs. The BIDDER shall collect information, manage, and prepare all reports and records required by the USDA's Federal breakfast and school meals, new menu program, including, but not limited to, all monthly reimbursement claim reports and nutritional analysis of menus. Reports shall be provided to the JDC Administrator or his/her designee on a regular basis as agreed for review, signature, and submission to The Ohio Department of Education Division of Child Nutrition Services.

BIDDER will maintain all needed records (supported by invoices, receipts and other forms as evidenced) required by Lucas County for the receipt and use of government donated foods.

B. All government donated foods will be kept separate from BIDDER's grocery inventory. Government donated foods will be inventoried on a weekly basis and a report made for that week's usage by item.

- C. When BIDDER invoices Lucas County for the resident meals, all of the government donated food used for that billing period will be credited off of the invoice for the fair market value list. Butter will be credited to Lucas County at BIDDER's current margarine price.
- D. All of the government donated foods will be prepared and used only to the benefit of Lucas County.
- E. All of BIDDER's books and records for Lucas County food accounts will be stored and made available for a period of three years from the close of the federal fiscal year to which they pertain. These records will be available during reasonable hours for inspection and audit by representatives of the U.S. Department of Agriculture and State of Ohio Department of Education ("State Agency").
- F. Any irregularities of commodities received out of condition will be reported immediately to the State Agency.
- G. The BIDDER will pay all handling charges, warehousing or transportation as may accrue in the receipt of donated commodities.
- H. Commodities will not be processed commercially into different end products without prior written approval from the State Agency.
- I. Proper storage facilities will be provided to keep all donated commodities protected against theft, spoilage and other loss.
- J. BIDDER will comply with all federal and state regulations pertaining to the use of USDA commodities and will hold Lucas County harmless for any violation of said rules or regulations.

22. **REPORTS**

- A. The BIDDER shall make an accurate, daily record as to the separate numbers of meals served by category, including point of service, to youth residents, and to quests for audit and inspection by the County, Lucas County Juvenile Court, or any other regulatory agency having jurisdiction over the Detention Center and Youth Treatment Center Operation.
- B. The BIDDER shall submit a "Food Services Analysis Report" every six (6) months during the contract period. The report shall be submitted to the Detention Center Administrator and the Youth Treatment Center Administrator. The report shall detail the nutritional value and the daily dietetic quality of the food served during the report period. The report shall be approved prior to submission by a registered dietitian, to assure the nutritional standards are maintained and that the USDA

“Healthy School Meals – New Menu” standards are being met. The dietitian is to include any comments or recommendations for menu portion-quality improvements.

23. **SPECIAL HOLIDAY MEALS**

- A. New Year’s Day  
Martin Luther King Day  
Easter Sunday  
Fourth of July  
Thanksgiving Day  
Christmas Day
  
- B. See Exhibit 1 for suggested holiday/theme meals.

**Exhibit 1**

**SUGGESTIONS FOR HOLIDAY/THEME MEALS**

**THE FOLLOWING MENUS ARE IDEAS ONLY. YOU MUST COMPLY WITH THE DICTATES OF YOUR CONTRACT**

JANUARY New Year's	JANUARY Super Bowl	FEBRUARY Mardi Gras	MARCH St. Pat. Day	APRIL Easter	MAY Cinco de Mayo	JUNE Juneteenth
Choice of: 8 oz. Roast Beef OR 8 oz. Turkey OR 4 oz. Roast Beef AND 4 oz. Turkey 1/3 c. Gravy 1/2 c. Whipped Potatoes 1/2 c. Green Beans Green Salad/ Dressing Large Dinner Roll 1/2 oz. Margarine 1/2 c. Fruit Crisp Beverage	Choice of: 2 Cheeseburgers 8 oz. Polish Sausage OR 1 Cheeseburger AND 4 oz. Polish Sausage Relishes/Condiments 1/2 c. Wedge Potatoes 1/2 c. Green Beans Green Salad/ Dressing Buns 1/2 C. Fruit Crisp Beverage	Choice of: 1/2 Cajun Chicken OR 8 oz. Creole Beef OR 1/4 Cajun Chicken AND 4 oz. Creole Beef 1/3 c. Sauce 1/2 c. Red Beans/Rice 1/2 c. Green Peas Salad/Dressing Large Dinner Roll 1/2 oz. Margarine 1/2 c. Bread Pudding/ Vanilla Sauce Beverage	Choice of: 8 oz. Irish Stew OR 8 oz. Corned Beef OR 4 oz. Irish Stew AND 4 oz. Corned Beef 1/2 C. Parsley Potatoes 1/2 C. Steamed Cabbage Salad/Dressing Large Dinner Roll 1/2 oz. Margarine Choc. Cake/Mint Icing Beverage	Choice of: 8 oz. Roast Beef OR 8 oz. Baked Ham OR 4 oz. Roast Beef AND 4 oz. Baked Ham 1/3 c. Gravy OR Sauce 1/2 c. Sweet Potatoes 1/2 c. Buttered Noodles 1/2 c. Broccoli Salad/Dressing Large Dinner Roll 1/2 oz. Margarine 1 Dyed Easter Egg Banana Cream Pie Beverage	Choice of: 8 oz. Meat Tamales OR 8 oz. Tacos OR 4 oz. Beef Enchiladas AND 4 oz. Tacos 1/3 c. Red Chili Sauce 1/2 c. Refried Beans 1/2 c. Spanish Rice 1/2 c. Cole Slaw Cornbread 1/2 oz. Margarine Gingerbread Beverage	Choice of: 8 oz. Beef Ribs OR 1/2 Fried Chicken OR 4 oz. Beef Ribs AND 1/4 Chicken 1/3 c. Gravy 1/2 c. Mustard Greens 1/2 c. Corn 1/2 C. Potato Salad Large Dinner Roll 1/2 oz. Margarine Watermelon Beverage

JULY Independence Day	AUGUST Viva Italia!	SEPTEMBER Labor Day	OCTOBER Octoberfest	NOVEMBER Thanksgiving	DECEMBER Christmas	
Choice of: 8 oz. BBQ Beef OR 1/2 BBQ Chicken OR 4 oz. BBQ Beef AND 1/4 BBQ Chicken 1/3 c. BBQ Sauce 1 Ea. Corn on the Cob 1/2 c. Green Beans 1/2 c. Cole Slaw Large Biscuit 1/2 oz. Margarine Ice Cream Sundae Beverage	Choice of: 8 oz. Beef Parmigiana OR 8 oz. Spaghetti/ Meat Sauce OR 4 oz. Beef Parmigiana AND 4oz. Spaghetti/ Meat Sauce 1/2 c. Peas andCarrots 1/2 c. Green Beans Salad/Dressing Garlic Bread Lemon Surprise Beverage	Choice of: 8 oz. BBQ Beef OR 1/2 BBQ Chicken OR 4 oz. BBQ Beef AND 1/4 BBQ Chicken 1/3 c. BBQ Sauce 1/2 c. Au Gratin Potatoes 1/2 c. Broccoli 1/2 c. Pasta Salad Large Dinner Roll 1/2 oz. Margarine Cheese Cake Beverage	Choice of: 8 oz. Bratwurst OR 8 oz. Salisbury Steak OR 4 oz. Bratwurst AND 4 oz. Salisbury Steak 1/3 C. Gravy or Sauce 1/2 C. Hot GermanPotato Salad 1/2 C. Sauerkraut 1/2 c. Orange/PA Salad Rye Bread 1/2 oz. Margarine 1/2 c. Fruit Cobbler Beverage	Choice of: 8 oz. Roast Beef OR 8 oz. Turkey OR 4 oz. Roast Beef AND 4 oz. Turkey AND 1 oz. Cranberry Sauce 1/2 c. Candied Sweet Potatoes 1/2 c. Whipped Potatoes 1/2 c. Green Beans Salad/Dressing Large Dinner Roll 1/2 oz. Margarine Pumpkin Pie Beverage	Choice of: 8 oz. Roast Beef OR 8 oz. Turkey Or 4 oz. Roast Beef AND 4 oz. Turkey 1/3 c. Gravy 1/2 c. Whipped Potatoes 1/2 c. Corn Large Dinner Roll 1/2 oz. Margarine Cherry Beverage	

## EXHIBIT 2 COUNTY OF LUCAS CONTRACTOR INSURANCE

### 21 INSURANCE

21.1 The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly employed by any of them, or by any one for whose acts any of them may be liable:

21.1.1 Claims under workmen's compensation, disability, benefit and other similar employee benefit acts;

21.1.2 Claims for damages because of bodily injury, sickness or disease or death of his employees;

21.1.3 Claims for damages because of bodily injury, sickness or disease or death of any person other than his employees;

21.1.4 Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and

21.1.5 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

21.2 Certificate of Insurance acceptable to the OWNER shall be filed with the OWNER prior to commencement of the WORK naming OWNER as additional insured. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled unless at least thirty (30) days prior WRITTEN NOTICE has been given to the OWNER.

21.3 The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified;

21.3.1 Comprehensive General Liability and Property Damage, Contractor's Protective Liability, Contractual Liability, Completed Operations-Products, Automobile Bodily Injury and Property Damage, owned and non-owned and hired vehicles and Owner's Protective Liability. The latter policy shall name as the insured the OWNER. If excluded from CONTRACTOR'S standard coverages, the following shall be deleted for policies provided under the CONTRACT DOCUMENT EXCLUSIONS: (1) "Underground Operations" (2) "Third Party Beneficiary" and (3) "Collapse" - where exposure is determined. Bodily Injury Liability and Property Damage Insurance shall cover the use of "Explosives" if used in performance of the CONTRACT. Insurance should be placed with a carrier with an AM Best Rating of at least an A-.

The types and **minimum** limits of insurance shall be as follows:

Commercial General Liability Insurance -  
General Aggregate Limit - \$2,000,000  
Products-Completed Operations-  
Aggregate Limit - \$2,000,000  
Personal and Advertising  
Injury Limit - \$1,000,000  
Each Occurrence Limit - \$1,000,000  
Comprehensive Automobile Liability  
Bodily Injury & Property Damage Liability Limit  
Each Occurrence - \$1,000,000

The above minimum coverages may be obtained through the primary insurance or any combination of primary and umbrella insurance. In addition, the General Aggregate Limit shall be required on a per project basis.

21.3.2 The CONTRACTOR shall acquire and maintain, if applicable, Fire and Extended Coverage Insurance upon the PROJECT to the full insurable value thereof for the benefit of the OWNER, the CONTRACTOR, and SUBCONTRACTORS as their interest may appear. This provision shall in no way release the CONTRACTOR or CONTRACTOR'S surety from obligations under the CONTRACT DOCUMENTS to fully complete the PROJECT.

21.4 The CONTRACTOR shall procure and maintain at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the work is performed, Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any work is sublet, the CONTRACTOR shall require such SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous work under this contract at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause such SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

21.5 The CONTRACTOR shall secure, if applicable, "All Risk" type Builder's Risk Insurance for Work to be performed. Unless specifically authorized by the OWNER, the amount of such insurance shall not be less than the CONTRACT PRICE totaled in the BID. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious mischief, wind, collapse, riot, aircraft and smoke during the CONTRACT TIME, and until the WORK is accepted by the OWNER. The policy shall name as the insured the CONTRACTOR, and the OWNER.

22. INDEMNITY

22.1 PROFESSIONAL LIABILITY

Relative to any and all claims, losses, damages, liability and costs, the CONTRACTOR agrees to indemnify and save the County of Lucas, its officials and employees (herein after "County") harmless from and against any and all suits, actions or claims for property losses, damages or personal injury claimed to arise from a negligent act, error or omission by the CONTRACTOR or its employees.

22.2 NON PROFESSIONAL LIABILITY

To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the County of Lucas, its officers, officials and employees (hereinafter "County"), or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of the acts or omissions of the CONTRACTOR, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property (other than the Work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by the acts or omissions of the CONTRACTOR, any subCONTRACTOR(s) of the CONTRACTOR, its agents, or anyone directly employed by them or anyone whose acts they may deem liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph 22.2. It is understood and agreed that this indemnification obligation is enforceable to the full extent permitted by Ohio Revised Code Section 2305.31.

22.3 It is expressly understood and agreed that these indemnification obligations are enforceable to the full extent permitted by Ohio Revised Code Section 2305.31. In any and all claims against the County by any employee of the CONTRACTOR, and any subCONTRACTOR(s) of the CONTRACTOR, agent or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. CONTRACTOR hereby expressly waives the immunity provided to CONTRACTOR by Article II, Section 35, of the Ohio Constitution and Ohio Revised Code Section 4123.74 and 4123.741, all regarding worker's compensation immunity, so that this indemnification obligation may be enforced by the County of Lucas against CONTRACTOR in those instances.

22.4 If the CONTRACTOR subcontracts with the County, the CONTRACTOR shall require its subCONTRACTORS to indemnify the County of Lucas in accord with Article 22.

22.5 CONTRACTOR Responsible - The CONTRACTOR expressly understands that the insurance requirements as outlined above are minimum requirements to be met under the contract and does not in any manner represent that the limits, coverage or policy forms are sufficient or adequate to protect the interest or liability of the CONTRACTOR and/or its subCONTRACTORS.

## **SPECIAL CONDITIONS/LUCAS COUNTY JUVENILE DETENTION CENTER**

1. Lucas County grants to the BIDDER the exclusive right, with the exception of the food/commissary service inside the Juvenile Detention Center, to provide food service for the residents at the Lucas County Juvenile Detention Center, 1801 Spielbusch, Toledo, Ohio.
2. Food services will be required 365 days per year (366 leap year), three times per day, including an evening snack to meet all applicable federal, state, and local guidelines, laws and regulations and the BIDDER shall meet the guidelines as prescribed by the American Correctional Association, Ohio Dept of Education and the USDA. The menu shall have a caloric content of 3,400 calories per day. The contractor shall furnish and average of 180 meals and 60 evening snacks per day for the Detention Center. The BIDDER will provide additional food and/or beverage service upon request (written or verbal) when made by an authorized agent of the contracting agency. The federal court order issued under Jones v. Wittenberg, Case No. C70-389, shall be met as a part of this contract.
3. BIDDER will supply an adequate diet to all residents incorporating the principles expressed in the United States Department of Agriculture/Department of Health and Human Services (USDA/DHHS) Food Guide Pyramid that meets the current recommended dietary allowances for appropriate age groups. Written policies and procedures require provision of therapeutic (special) medical and dental diets, which are prepared from specially developed menus or in accordance with an approved diet manual, and are served to residents according to the orders of the treating physician and/or dentist, and/or as directed by the responsible physician. Regular and therapeutic diets are evaluated for nutritional adequacy by a registered or licensed dietician at least every six (6) months or whenever a substantial change in the menus is made. Copies of regular and therapeutic diet menus are retained by the Detention Center for dieticians' review, along with documentation of deviations from the menu as served.
4. The BIDDER will provide and maintain adequate locker room facilities for its employees in space assigned to Food Service.
5. The BIDDER will supply the Detention Administrator with a staffing plan that provides for a Food Service Manager and/or Assistant Food Service Manager to be on location and/or on call at all times.
6. The BIDDER will provide a procedure approved by the Detention Administrator or his/her representative to ensure that equipment and surroundings are properly maintained, cleaned, and sanitized. This procedure will document responsibilities for compliance with the established procedure
7. Quarterly meetings shall convene between the Lucas County Juvenile Detention Center and the Youth Treatment Center Administrators and the food service provider.
8. If there is an issue in which a meal needs to be replaced, the meal must be replaced with the hour with a comparable meal.

## **SPECIAL CONDITIONS/YOUTH TREATMENT CENTER**

1. Provide well-prepared, nutritionally adequate meals for juvenile male and female residents. Meals and service must satisfy American Correctional Association Minimum Standards of Community-Based Correctional Facilities in Ohio, Ohio Dept of Education and the USDA.
2. The menu of the YTC residents shall have a caloric content of 3,400 calories per day. The resident daily average count is 40. The contractor shall furnish an average of 120 meals and 40 snacks per day for the Youth Treatment Center. Meals will be delivered as to be served in a family style manner. Meals shall not be delivered in individual trays, but instead in large pans to allow for residents to be served family style.
3. Food services will be required 365 days per year (366 leap year), three times per day, including an evening snack and shall meet the American Correctional Association, Ohio Dept of Education and USDA guidelines and regulations.
4. All meals should be transported at a predetermined time. This is important as residents leave the facility for school and work and must know specific times for meals.
5. Bag lunches (brown bag) for residents attending home schools and work must be varied, wholesome and in accordance with the total minimum caloric standard established. Bag lunches must be delivered by the dinner meal for the following day.
6. The BIDDER will provide a list of “special diets” addressing medical orders and religious guidelines to be used within the institution. Special holiday menus should be included in this proposal.
7. Quarterly meetings shall convene between the Lucas County Detention Center and the Youth Treatment Center administrators and the food service provider.
8. Provider must have a vehicle equipped with functioning food warmers to transport and maintain temperatures at the minimum conditions and standards as specified by the bid specifications and/or health code requirements.
9. If there is an issue in which a meal needs to be replaced, the meal must be replaced with the hour with a comparable meal.

**BASE BID FORM**

<u>DESCRIPTION</u>	<u>ESTIMATED DAILY MEALS</u>	<u>COST PER MEAL</u>	<u>ESTIMATED TOTAL ANNUAL COST</u>
Juvenile Detention Center	180		
Youth Treatment Center	120		
		<b>ESTIMATED GRAND TOTAL</b>	<b>\$</b>

In submitting this BID, it is understood that the right is reserved by Lucas County, Ohio, to reject any and all BIDS. The undersigned BIDDER, having full knowledge of the Bid Specifications, Special Conditions and Bid Instructions and Requirements, said BIDDER agrees to furnish all labor, tools, materials, equipment, machinery, transportation and all things necessary or proper for the performance of the service, complete in every respect, in strict accordance with the Specifications and any Addenda attached.

BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION C -EXCEPTION AND ADDITIONAL RESPONSE AREA**



**ADDITIONAL RESPONSE AREA**

## IMPORTANT NOTE

Due to heightened security at One Government Center, if your bid is to be delivered to the bid-opening site by other than US Mail, UPS or Federal Express, **you must complete, print and attach this label to the front of the container holding your document. Note: Upon entering One Government Center, you will be required to show a photo ID.**

Formal bid to: Lucas County Support Services  
One Government Center, Suite 480  
Toledo OH 43604-2247

Item for bid \_\_\_\_\_

Invitation to Bid No. or Request for Proposal No. \_\_\_\_\_

Date of Bid Opening \_\_\_\_\_

Bid Opening Time \_\_\_\_\_

Vendor Name \_\_\_\_\_