

**CITY OF COLUMBUS, OHIO
DEPARTMENT OF PUBLIC UTILITIES**



**REQUEST FOR PROPOSAL
FOR
PROFESSIONAL SERVICES
FOR
CONDUCTING ASBESTOS SURVEYS AT
DEPARTMENT OF PUBLIC UTILITY
FACILITIES**

Submittal Date: May 1, 2008; 3:00 PM (EST)

Michael B. Coleman, Mayor

Tatyana Arsh, P.E., Director of Public Utilities

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REQUEST FOR PROPOSAL

ASBESTOS SURVEYS FOR THE COLUMBUS, OHIO DEPARTMENT OF PUBLIC UTILITIES

The City of Columbus, Ohio is soliciting proposals through the request for proposal (RFP) process to provide for professional consulting services for completion of asbestos material studies at specifically designated facilities of the Department of Public Utilities to meet the requirements of 40 CFR 763.120 and 122.

For submittal requirements, refer to the "Required Outline of Request for Proposal Submittals as indicated in the project information packet. Proposal packages for this solicitation are available beginning **March 17, 2008** in the Director's Office Reception Area, 4th floor, Utilities Complex, 910 Dublin Road, Columbus, Ohio 43215 and on the City of Columbus website (www.columbus.gov).

Selection of professional services shall be in accordance with Section 329.14 of Columbus City Codes, 1959. Any agreement or contract entered into will be in accordance with the provisions of Chapter 329 of Columbus City Codes, 1959, the standard agreements for professional services of the Department of Public Utilities, and all other applicable rules and regulations

All offerors and their proposed subcontractors shall have valid City of Columbus Contract Compliance Numbers (CCCN) at the time RFPs are submitted. Applications for certification may be obtained from the City of Columbus website (www.columbus.gov), or from:

City of Columbus
Equal Business Opportunity Commission Office
109 North Front Street, 4th Floor
Columbus, Ohio 43215-9020
(614-645-4764)

Notice of Equal Business Opportunity Requirements

A. Minority and Female Business Enterprise ("MBE" and "FBE") Participation: Title 39 of the Columbus City Code (C.C.C.) provides for certification of minority business enterprises and female business enterprises. C.C.C. 3901.01 (G) defines an MBE as a for-profit business performing a commercially useful function which is owned and controlled by a person or persons having an African American ancestry. C.C.C. 3901.01 (F) defines an FBE as a for-profit business performing a commercially useful function which is owned and controlled by one or more females of non-African American descent.

function which is owned and controlled by one or more females of non-African American descent.

B. Specific Contract MBE/FBE goals shall not apply to this selection.

C. In collaboration with the City of Columbus Equal Business Opportunity Commission Office, the Department of Public Utilities encourages the utilization of city-certified minority, female and small business enterprises and minority business registrants. Include in the proposal the name and qualifications of all certified MBEs/FBEs. Contact the Equal Business Opportunity Commission for information related to minority, female, and small business enterprises.

All questions shall be submitted in writing to Thomas G. Finnegan, 1st floor, Utilities Complex, 910 Dublin Road, Columbus, Ohio 43215; by fax at (614) 645-5638; or by e-mail at TGFinnegan@columbus.gov. The deadline for submitting questions is **March 28, 2008**.

A pre-bid conference will be held on **April 4, 2008** at the 910 Dublin Road, Columbus, Ohio, 1st Floor Auditorium at 9:00 AM. Upon request, group site tours will be arranged for representative sites. Readily available site information (building diagrams and asbestos records) will be shared with prospective bidders at the Department's 910 Dublin Road location. All document reviews must be completed by **April 24, 2008**.

Seven (7) copies of the proposal document shall be submitted in a sealed envelope (or envelopes) to Thomas G. Finnegan, CSP, CUSA, Industrial Hygienist, OSHU Manager, 1st floor, Utilities Complex, 910 Dublin Road, Columbus, Ohio 43215. The envelopes shall be clearly marked on the exterior to denote both the names of the submitting firm and the particular professional services contract for which the proposals are offered.

Successful bidder will be required to attend 30 minute contractor safety briefings at each Waste Water Treatment Plant and 2-hour contractor safety briefing for the 3 Water Treatment Plants which includes site walk.

SUBMISSION DEADLINE

Final date for submission of proposal documents will be no later than 3:00 p.m. (EST) Thursday, May 1, 2008. Any submittals received after that time will not be considered.

At the City's option, in-person presentations by the top-ranked bidders may be requested prior to selection.

TATYANA ARSH, P.E.
Director
Department of Public Utilities

REQUIRED OUTLINE OF REQUEST FOR PROPOSAL SUBMITTALS

The following information shall be included in the submittal:

1. A Statement of Qualifications and Experience of the company, the primary staff, and subcontractors if applicable, describing for each completed project of similar nature performed for the City of Columbus Department of Public Utilities, other City of Columbus departments, or other government and business entities within the last three years with corresponding contact references.
2. Location of local office, identification of project manager, primary staff, and subcontractors if applicable, and their business locations during the project.
3. City of Columbus Contract Compliance Number (CCCN) for submitting firm. For those not holding a valid CCCN, submit a copy of the completed, submitted Contract Compliance Certification Application and MBE/FBE participation.
4. Project Approach describing the formation of the project team, project assignments, project oversight and coordination, and steps for accomplishing the project objectives.
5. Proposed project schedule (relative to the Notice to Proceed) specifying the sequence and timing for completing the asbestos surveys for each of the identified locations in this Request for Proposal. Include the projected number of hours for completion of each phase of the project.
6. Demonstration that the project team has the ability to perform the project expeditiously based on current workloads.
7. Additional information specific to this project or this type of work and a description of how the evaluation criteria apply to the bidder.
8. Presentation. Present the proposal in a succinct and clear manner using an 8½ by 11-inch format and bound, using fonts no smaller than 10 point.

PURPOSE, LOCATIONS, AND SCOPE OF SERVICES

The purpose of this project is to complete asbestos material studies to meet OSHA requirements for building assessments under 29 CFR 1910.1001 for each of the following locations throughout the Department of Public Utilities.

Facility	Address
Dublin Road Water Plant	940 Dublin Road, Columbus, OH 43215
Jackson Pike Wastewater Treatment and Electrical Substation	2104 Jackson Pike, Columbus, OH 43223
Southerly Wastewater Treatment and Electrical Substation	6977 S. High Street, Lockbourne, OH 43137
Fairwood Facility	1250 Fairwood Avenue, Columbus, OH 43206
Division of Power	3500 Indianola Avenue, Columbus, OH 43214
Hap Cremean Water Plant and Electrical Substation	4250 Morse Road, Columbus, OH 43215
Parsons Avenue Water Plant	5600 Parsons Avenue, Lockbourne, OH 43137
Compost	7000 SR. 104, Lockbourne, OH 43137
Trucked Waste Disposal	1600 Deckebach Road, Columbus, OH 43223
Big Run Water Booster Pump Station	2120 Harrisburg Pile, Columbus
Blacklick Water Booster Pump Station	7111 E. Broad Street, Blacklick, OH
Cleveland Water Booster Pump Station	5585 Cleveland, OH
Gantz Water Booster Pump Station	2700 Gantz Road, Grove City, OH
Hyland Croy Water Booster Pump Station	8478 Hyland Croy Road, Dublin, OH
Joyce Water Booster Pump Station	1385 E. Fifth Ave. Columbus, OH
London Groveport Water Booster Pump Station	1585 London Groveport Road, Columbus, OH
Morse Road Water Booster Pump Station	4674 Morse Road, Gahanna, OH
North Star Water Booster Pump Station	1695 North Star Road, Columbus, OH
Post Water Booster Pump Station	5614 Post Road, Dublin, OH
Smokey Row Water Booster Pump Station	7415 Smokey Road, Columbus, OH
Wilson Bridge Water Booster Pump Station	355 E. Wilson Bridge Road, Columbus, OH
O'Shaughnessy Dam, electrical substation, and hydroelectric power station	Scioto River
North Electrical Substation	267 Chittenden Avenue, Columbus, OH
Dublin Avenue Electrical Substation	640 Dublin Ave., Columbus, OH
South Electrical Substation	645 Livingston Ave., Columbus, OH
Furnace Street Electrical Substation	400 Furnace Street, Columbus, OH
West Electrical Substation	18 West Wheatland Ave., Columbus, OH
Italian Village Electrical Substation	1 st and 4 th Avenues, Columbus, OH
Hoover Dam	Westerville, OH
Griggs Dam	Columbus, OH
Alum Creek Pump Station	Africa Road and U.S. Route 36, Delaware, OH
Williams Road Sanitary Sewer Pump Station	151 W. Williams Rod/3439 S. High St., Columbus, OH

Castle Road Sanitary Sewer Pump Station	80 W. Sactile/105 Neff Ave., Columbus, OH
Sweetwater Estates/Renner Road Sanitary Sewer Pump Station	5858 Renner Road, Columbus, OH
Thornapple Sanitary Sewer Pump Station	710 Alton Derby Creek Road, Columbus, OH
Mound and Sandusky Storm Water Pump Station	I-70 & I-71 exchange
Broad Street Storm Water Pump Station	665 Scott Street, Columbus, OH
Goodale West Storm Water Pump Station	711 Twin Rivers Drive, Columbus, OH
Goodale East Storm Water Pump Station	560 W. Goodale, Columbus, OH
315 north of Spring Street Storm Water Pump Station	808 Dublin Road, Columbus, OH
West Broad Street Storm Water Pump Station	1900 W. Broad Street, Columbus, OH
US 33 and Post Office Storm Water Pump Station	849 Dublin Road, Columbus, OH
Long Street & Hocking Storm Water Pump Station	449 W. Long Street, Columbus, OH
Long & Neil Storm Water Pump Station	279 W. Long Street, Columbus, OH
Refugee Road Storm Water Pump Station	2085 Refugee Road, Columbus, OH
Fifth Avenue Storm Water Pump Station	1185 E. Fifth Avenue, Columbus, OH
Dodge Park Storm Water Pump Station	585 Sullivant Ave., Columbus, OH
Renick Run Storm Water Pump Station	1380 Emig Road, Columbus, OH
Alum Creek Storm Tank	Columbus, Ohio
Whittier Street Storm Tank	Columbus, Ohio

For each facility, Contractor shall:

- 1) Conduct a thorough inspection of all accessible areas of the facilities listed above using accredited asbestos personnel;
- 2) Review previous asbestos surveys and reports and previous asbestos sampling events available at each facility or location;
- 2) Conduct asbestos sampling in accordance with 40 CFR 763.86 (“Asbestos Hazard Emergency Response Act [“AHERA”]”) where needed to complete the final asbestos report for each facility or location;
- 3) Analyze asbestos samples using polarized light microscopy and/or point counting as required by and in accordance with 40 CFR 763.87; and
- 4) For each facility or location prepare and organize records and a final report detailing the presence, location and quantity of asbestos-containing materials confirmed by laboratory analyses in accordance with 40 CFR. 763.120 and 763.122.

In addition, Contractor will:

- 1) Participate in a kick-off meeting with DPU staff to coordinate the protocols and site visits to the various facilities and locations;
- 2) Prepare a schedule for reviewing available data, conducting site visits, taking samples, and preparing the final reports.
- 3) Complete a final report for each facility or location within three weeks after all samples are received from the lab for such facility or location.
- 4) Complete final reports for all facilities or locations within 8 months after the notice to proceed.
- 5) Agree to apply the rates charged for labor and material costs associated with a contract awarded under this proposal to perform similar services under separate contracts for the other departments or agencies of the City of Columbus, if requested, for a period of up to one year from the date of commencement.

EVALUATION CRITERIA

The Request for Proposal submittal must include information to address each of the criteria as listed below. The Department Evaluation Committee will evaluate the proposal based on the following criteria and values:

Evaluation Criteria	Total Maximum Points
Proposal Quality	50
- project approach presentation well-structured, easy to understand and concise	15
- project approach meets needs of the project	15
- project schedule is realistic yet meets department needs	10
- project approach assures environmental compliance while minimizing adverse environmental impacts	10
Project Team Experience	25
- education and training fits the project's needs	10
- experience on similar projects completed in the past 3 years for this Department, other City departments, or other government and business entities	10
- project team assignments represent the best mix of talent for the assigned tasks	5
Project Team Workload	5
- proposal demonstrates the availability of the project team to complete the project expeditiously	5
Local Workforce	20
- At least 90% of the Project Team's labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted, or at least 90% of the Project Team's labor costs are assignable to the office location within Franklin County if the office was established prior to 1995	20
- At least 75% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted	15
- At least 90% of the Team's labor will be performed in an office location within Franklin County but outside of the Columbus corporate limits on the date the proposal is submitted	10
- At least 50% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted	10

PROFESSIONAL SERVICES GUIDELINES
FOR
THE CITY OF COLUMBUS
DEPARTMENT OF PUBLIC UTILITIES

The intent of the following guidelines is to provide an overview of basic Professional Services to be provided for Department of Public Utilities. Any contract entered into shall be in accordance with the provisions of the standard agreements for Professional Services of the Department of Public Utilities. The following items present an overview of clauses in these agreements.

1. GENERAL

- A. In the performance of all services, the ASBESTOS CONTRACTOR shall comply with all current and applicable laws and administrative regulations (including OSHA regulations), including the Fair Labor Standards Act, and with all pertinent regulations and rules of the Department of Public Utilities. The ASBESTOS CONTRACTOR shall also render itself cognizant of personnel and operational procedures of the Department of Public Utilities which may be substantially impacted by the designs recommended by the ASBESTOS CONTRACTOR, and shall identify such impacts to the City.
- B. The CITY and the ASBESTOS CONTRACTOR recognize that the conduct of professional services must at all times be characterized by mutual trust and confidence of both parties.
- C. The ASBESTOS CONTRACTOR will render services of professional quality and also with efficiency and economy consonant with preservation of the integrity of the work.
- D. The ASBESTOS CONTRACTOR selected to perform this work shall attend a pre-contract meeting to review the contract format with the CITY and discuss issues specific to the performance of the required work.
- E. The ASBESTOS CONTRACTOR shall attend a start-up meeting with the CITY to review the work schedule and ensure all applicable parties are aware of the types, locations and approximate dates the various activities will be performed to minimize misunderstandings and conflicts.

2. COMPENSATION

- A. During the performance of services under this Contract, the ASBESTOS CONTRACTOR shall submit detailed invoices for payment no more often than once monthly. Invoices shall be in the format requested by the City, shall be accompanied by adequate supporting documentation, and shall include a brief progress report referencing the items of work delineated herein.
- B. **Reimbursable expenses:** Please refer to page 18 for the reimbursement policy which will be in effect for this contract. Mayor's "Reimbursement Policy," effective April 1, 1988, except as modified by Ordinance No. 966-91 providing for the reimbursement rate for job-related mileage equal to the Internal Revenue Service allowable rate for business mileage in effect on each succeeding July 1 (for the succeeding six (6) months) and January 1 (for the succeeding six (6) months).

3. CHANGES

- A. The CITY may, at any time during the performance of the services under this Contract, propose Modification of the Contract by a properly authorized written instrument. With approval of City Council and execution of such Modification by both parties hereto, it shall be fully incorporated into this Contract and shall govern all subsequent performance under the Contract.
- B. The scope, details, compensation, and time schedule for the services under this Contract are to be delineated and made a part of that Contract. If actions by the CITY, or of others beyond the control of the ASBESTOS CONTRACTOR, significantly impact the scope, timing, or other matters affecting the execution of services as described in the Contract and Schedules attached hereto, the ASBESTOS CONTRACTOR shall inform the CITY immediately as such impacts become known. The CITY agrees to consider the ASBESTOS CONTRACTOR'S claim for increased cost, extension of time, etc. as necessary to adjust for the changed conditions of service.

4. SUSPENSION OF SERVICES

- A. The CITY may order the ASBESTOS CONTRACTOR, in writing, to suspend, delay or interrupt all or any part of the services for such period of time as may be determined to be appropriate for the convenience of the CITY. If such suspension, delay, or interruption by direction of the City causes an increase in the ASBESTOS CONTRACTOR'S cost of performance for the balance of the services, the CITY agrees to consider the ASBESTOS CONTRACTOR'S claim to cover such increased costs at such time as the CITY may direct the resumption of the services.

5. AUDITS, RECORDS TO BE MAINTAINED, ACCESS TO RECORDS

- A. The ASBESTOS CONTRACTOR shall maintain account books, records, documents and other evidence directly pertinent to performance and billing of the services under the Contract in accordance with generally accepted professional and accounting practices. The CITY or its duly authorized representative shall have access to such account books, records, documents, and other evidence for the purpose of inspection, audit and copying. The ASBESTOS CONTRACTOR shall provide proper facilities for such access and inspection.
- B. Audits conducted pursuant to this provision shall be in accordance with generally accepted accounting principles. The ASBESTOS CONTRACTOR agrees to disclose to the CITY all information and reports resulting from access to records pursuant to this Section. Such access shall not include access to tax, profile, and other confidential or non-project related information. Where the audit concerns the ASBESTOS CONTRACTOR, the CITY'S representative will afford the ASBESTOS CONTRACTOR an opportunity for an audit exit conference and an opportunity to comment on pertinent portions of the draft audit report, prior to any disclosure by the CITY of the contents of the audit report. The final audit report

will include the written comments, if any, of the ASBESTOS CONTRACTOR.

- C. The ASBESTOS CONTRACTOR shall maintain copies of the complete records of the execution of the project, including, but not limited to, notes, computations, investigations, correspondence, material submittals, and photographs, as necessary to assist in the defense of any legal action claiming professional liability or neglect of duty which may involve the CITY. The CITY shall also have access to these records. These records shall be maintained for a period of not less than three years after the earliest date which the applicable statutes may establish for the release of potential professional liability for the services under the Contract.
- D. Accounting records shall be maintained and made available during performance of the services under this Contract and until three years from date of final payment for the project. In addition, those records which relate to any appeal, agreement, litigation, or the settlement of claims arising out of such performance or cost, or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such appeals, litigation, claims, or exception.

6. INSURANCE AND INDEMNITY

- A. The ASBESTOS CONTRACTOR shall comply with all workers' compensation laws of the State of Ohio and shall carry at least the following minimum amount of insurance coverage's:

Professional errors and omissions coverage in the amount of one million dollars (\$1,000,000.00).

Public Liability and Automobile Insurance in an amount not less than One Million Dollars (\$1,000,000.00) for injuries, including those resulting in death, to any one person, and property damage. Said insurance shall be maintained in full force and

effect during the life of this Contract and shall protect the ASBESTOS CONTRACTOR, its employees, agents, and representatives from claims for damages for personal injury and wrongful death and for damages to property arising in any manner from the negligent or wrongful acts, errors or omissions of the ASBESTOS CONTRACTOR, its employees, agents or representatives in the performance of the services under this Contract.

- B. The ASBESTOS CONTRACTOR shall assume the defense of and indemnify and save harmless the CITY from any claims or liabilities, of any type or nature to any person, firm or corporation, arising in any manner from the ASBESTOS CONTRACTOR'S negligent performance of the work covered by this Contract, and shall pay any judgment obtained or growing out of said claim or liabilities.
- C. Certificates showing the ASBESTOS CONTRACTOR is carrying the above described insurance in at least the above specified minimum amounts shall be furnished to the CITY before the CITY is obligated to make any payment to the ASBESTOS CONTRACTOR for the services under this Contract. Such certificates shall name the CITY as an additional insured party under all coverages except professional liability and workers compensation, and shall provide for notice to the CITY not less than 30 days prior to the effective date of any modification or cancellation of any coverage.

7. TERMINATION

- A. The CITY may, at any time prior to the completion of full performance by the Consultant of all services under the Contract, terminate the Contract by giving written notice by registered mail not less than fifteen (15) days prior to the effective date of its intention to do so. If the termination is for the CITY'S convenience, payment to the ASBESTOS CONTRACTOR will be made promptly for the amount of any fees earned to the date of the notice of termination, less any payments previously made. Such requests for reimbursement

shall be supported with factual data and shall be subject to the CITY'S approval. In the event this Contract is terminated prior to the completion of services hereunder, the ASBESTOS CONTRACTOR shall deliver to the CITY all reports, field books, drawings, electronic data files, and other documents which have been prepared in the course of the services performed under this Contract.

- B. All such material is, and shall remain the property of the CITY, to be used in such manner and for such purpose as the CITY may choose. It is further agreed that in the event the CITY terminates the Contract due to failure of the ASBESTOS CONTRACTOR to properly perform in a manner satisfactory to the Director of Public Utilities, the CITY may make such arrangements as it shall deem desirable for the completion of the Project.
- C. The ASBESTOS CONTRACTOR shall make no claim for additional compensation against the CITY by reason of such termination.

8. NON-DISCRIMINATION

- A. The ASBESTOS CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical handicap, or age. The ASBESTOS CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but is not limited to, the following: employment, upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The ASBESTOS CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.

- B. The ASBESTOS CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of it, state that it is an equal opportunity employer.
- C. It is the policy of the CITY of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practicable opportunity to participate in the performance of contracts awarded by the CITY.
- D. The ASBESTOS CONTRACTOR shall permit access to any relevant and pertinent reports and documents by the Executive Director of the Equal Business Opportunity Commission Office (EBOC Office) for the sole purpose of verifying compliance with this paragraph, and with the regulations of the EBOC Office. All such materials provided to the Executive Director by the ASBESTOS CONTRACTOR shall be considered confidential.
- E. The ASBESTOS CONTRACTOR will not obstruct or hinder the Executive Director or the Executive Director's deputies and assistants in the fulfillment of the duties and responsibilities imposed by Article I, Title 39, Columbus City Code.
- F. The ASBESTOS CONTRACTOR and its subcontractors will each include a summary of this Equal Opportunity Clause in every subcontract. The ASBESTOS CONTRACTOR will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of this Equal Opportunity Clause.
- G. The ASBESTOS CONTRACTOR agrees to refrain from subcontracting any part of this contract or contract modification thereto to a subcontractor not holding a valid certification number as provided for in Article I, Title 39.
- H. Failure or refusal of the ASBESTOS CONTRACTOR or any of its subcontractors to comply with the provisions of Article I, Title 39 may result in cancellation of this Contract.

9. Campaign Contributions

Contractor shall certify that it is familiar with Ohio Revised Code ("O.R.C.") Section 3517.13; that all applicable parties listed in Division (I)(3) or (J)(3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of that Section; that it is eligible for this contract under the law, and will remain in compliance with O.R.C. Section 3517.13 for the duration of this contract and for one year thereafter.

10. CITY INCOME TAX TO BE WITHHELD

The ASBESTOS CONTRACTOR shall withhold all City Income Taxes due or payable under the provisions of Chapter 361, Columbus City Code, for wages, salaries, and commissions paid to its employees and further agrees that its subcontractors shall be required to agree to withhold any such City Income Taxes due under this chapter for services under this Contract.

11. REMEDIES

All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the Contractor arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio.

PROFESSIONAL CONTRACTOR REIMBURSEMENT POLICY

The purpose of this policy is to clarify for professional contractor hereinafter referred to as Contractor to the City of Columbus what the City considers to be a reasonable level of reimbursement for project costs other than direct labor.

In general, all reimbursement requests will require complete and proper documentation, and must be necessary and reasonable for the completion of the project. As the City reserves the right to review and/or disallow any expenses, it is in the Contractor's best interest to obtain written City approval before incurring any cost which may be questionable.

Without exception, expenses which include reimbursement for the costs of meals or any other gratuity for employees of the City will be disallowed. Public employees categorically are not permitted to accept gratuities in any form from any entity doing business with the division in which they are employed.

1. Temporary Living Expenses

- a. The City will provide for a comfortable, but not extravagant, standard of living for those out-of-state Contractors who are temporarily assigned to Columbus in the course of project work. For reimbursement purposes, "temporarily" shall be defined as a duration of less than six (6) months. The Contractor will be required to stipulate at the project's outset those employees who will be assigned to a City project and the length of each employee's assignment to the project. The City will retain the option to determine at what point the City's needs are better served by relocating the employee to central Ohio.
- b. The City will reimburse receipted expenses for meals/incidentals not to exceed \$30 per day, for consultants who have a home office in excess of 50 miles from Columbus and are on temporary assignment here.
- c. The City will reimburse for lodging at reasonable, actual single room rates with corporate discounts. The City will determine at what point it becomes more cost-effective to provide temporary housing in the form of an apartment rather than a hotel.
- d. Entertainment, alcoholic beverages, and personal expenses are not allowable for reimbursement.
- e. Laundry costs will be allowed with itemized receipts if the employee is required to be away from home on City business over five (5) consecutive business days.

PROFESSIONAL ASBESTOS CONTRACTOR REIMBURSEMENT POLICY

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- f. The City will reimburse for no more than one (1) trip home per employee for the convenience of the employee. If the employee chooses to travel home each week, the City will reimburse up to the cost of maintaining the employee over Saturday and Sunday, or a maximum of \$30/day plus the agreed-upon cost of lodging.
- g. The City will reimburse the employee for one (1) safe arrival call home per stay in Columbus. Other personal calls are not reimbursable.

2. Relocation of Employees

- a. If it is decided and placed in writing that it is in the best interest of the City of Columbus and the employee of a contractor to relocate that employee to Columbus, the City will reimburse that employee for transportation of the employee and family, furnishings and personal items to the new residence. The City will reimburse the lowest of three (3) common carrier estimates up to maximum of \$3,000. Other associated costs of transportation the household to Columbus will be evaluated on a per-case-basis and must be approved in writing by the City to be allowable for reimbursement.
- b. The City will not reimburse the Contractor for other costs related to relocation of employees, including items such as Realtor commissions, loan origination fees, closing costs, mortgage interest, subsidies, house-hunting trips, compensation for loss on the sale of property, telephone installation, vehicle tags, driver's licenses, etc.
- c. After an employee has relocated, the City will not reimburse the Contractor for any living expenses for that employee such as rents, meals, etc. The only exception will occur when the employee is required to travel on the City's behalf outside of Columbus, at which time temporary living guidelines will apply.
- d. The City will not reimburse the Contractor for the relocation of an employee to another city, or any other associated costs, after project completion, or contract or employee termination.

3. Air Transportation

- a. Reimbursable air transportation for out-of-state travel is to be provided by commercial airlines, coach seating, and is to be receipted. If possible, advantage should be taken of special rates or discounts and flights should be scheduled as far in advance as possible.
- b. Transferable premiums or discounts with cash value, if any, are to become the property of the City.

PROFESSIONAL ASBESTOS CONTRACTOR REIMBURSEMENT POLICY
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- c. The traveler is personally liable for any charges assessed for unused travel reservations which are not released within the time limits specified, unless failure to cancel can be shown as unavoidable to the City's satisfaction
- d. Travel plans should be filed with the City of Columbus at least 24 hours in advance of travel, if possible. Plans should specify purpose of travel, personnel involved and deviations from above policy, if any. The City reserves the right to disallow any travel which is deemed unnecessary for completion of the project. Exceptions to this policy will be considered on a case-by-case basis.

4. Lease/Purchase of Capital Equipment and Other Nonconsumable Items

- a. For purposes of this policy, a "capital" item shall be defined as an item costing more than \$50.00 and/or having a useful life of five (5) years or more.
- b. All contracts involving capital purchases will stipulate that ownership of all items purchased will be retained by the City.
- c. The Contractor will provide specifications for the rental, lease, or purchase of capital item(s) to the Contracting Agency, which will review them for reasonableness and appropriateness. The Contracting Agency will forward the specifications to the City's Purchasing Office, which will solicit bids, and provide to the Contractor all bids which meet the approved specifications. The Contractor will then rent/lease/purchase the item(s) from the lowest bidder, unless the Contractor can provide to the Purchasing Office an acceptable justification for obtaining the item(s) from another of the bidders. Any deviation from this procedure must receive prior written approval from the Purchasing Office and the Contracting Agency; otherwise, the City reserves the right to disallow reimbursement for capital items.
- d. All data processing equipment will receive approval from the City's Information Services Commission prior to purchase or lease.
- e. Before any vehicle or other major equipment items can be rented, leased or purchased, the Contractor will provide for the City adequate justification of need, including what employee(s) will have use of the equipment, and how long the equipment will be needed. The City reserves the right to determine whether rental, lease or purchase best suits the needs of the project and the City.

PROFESSIONAL ASBESTOS CONTRACTOR REIMBURSEMENT POLICY
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- f. Vehicles will only be provided for the project if other means of on-the-job transportation cannot be provided by the Contractor or the City. Whenever practical, the Contractor will be required to provide his own vehicles and will be reimbursed at the established City rate per mile for job-required mileage. Under no circumstances will the City provide vehicles or mileage reimbursement for Contractor employees' personal travel.
- g. The Contractor shall be required to maintain for the City a current detailed inventory of all items purchased with City funds. At the termination of a contract, the Contractor will be required to repair or replace any equipment prior to transfer to the City, normal wear and tear excepted.

5. Maintenance of Office Space

- a. The City will not consider any costs associated with the establishment of a place of business in Columbus, Ohio as reasonable expenses. The Contractor will be responsible for his own local office facilities, including rent, office furnishings, and other costs not directly related to the City's project.
- b. The City will reimburse for the reasonable costs of maintaining a project management office at the project site. Furnishings will be purchased as previously outlined.

6. Miscellaneous Items

- a. The City reserves the right to question any item submitted for payment and may reduce, modify or refuse to pay any item which is unreasonable or incompatible with reimbursement policies.
- b. The City will **not** reimburse for the following:
 - coffee service/bottled water
 - fines and penalties
 - first class airfare
 - entertainment expenses including movies
 - alcoholic beverages
 - barber/hairstylist, manicures, massages, etc.
 - clothing
 - gifts, gratuities and favors for City employees
 - donations
 - damaged personal possessions
 - losses due to the theft during travel
 - This list is not all-inclusive, but represents a sample of the type of items that will not be reimbursed by the City of Columbus.

PROPOSAL

To the Director of Public Utilities of the City of Columbus, Ohio:

We (I) propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Terms: See attached proposal _____

Company Name or Bidder's Name:

Business Address of Bidder:

REQUIRED Company Information

Total Number of Company Employees: _____

Total Number of Company Employees in Columbus Office: _____

**The full name and residence of all persons and parties interested in the foregoing bid are:
(If a corporation, give the name and address of the president and secretary; if firm or partnership, the names and address of the members or partners.)**

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

Authorized Signature X _____ Title:
X _____

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

STATE OF OHIO _____

COUNTY OF _____

_____, being duly
sworn, deposes and says that he/she is _____ of _____

(Sole owner, a partner, president, secretary

The successful bidder on the attached contract with the City of Columbus, for the:

Completion of asbestos surveys for various Department of Public Utility facilities.

And for the purpose of the complying with Section 5719.042 of the Ohio Revised Code states that at the time the bid for said contract was submitted, said bidder _____ was/was not charged with delinquent personal property taxes on the general list of personal property of a county in which the City of Columbus has territory (presently Franklin, Delaware, Fairfield and Madison Counties). The amount of such due and unpaid delinquent taxes, penalties and interest thereon is as follows:

TAXES	PENALTIES & INTEREST	COUNTY
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____

(Affiant)

Sworn to and subscribed before me this _____ day of _____, 20____

(Notary Public)

My Commission Expires _____

For Fiscal Officer's Use Only Auditor

Contract No. _____

Copy Mailed to County Treasurer

Date _____ Initials _____

\

CONTRACT SIGNATURE AFFIDAVIT

(To be filled in and executed if the Contractor is a Corporation)

STATE OF _____

COUNTY OF _____

_____, being duly sworn,
deposes and says the he/she is

Secretary of _____, the Corporation organized and
existing under and by

virtue of the laws of the State of _____, and having its
principal office at

(Number and Street) (City/State) (Zip
Code)

Affiant further says that he/she is familiar with the records, minute books and by-laws of

(Name of Corporation)

Affiant further says that _____ is _____

(Name of Person signing proposal/contract) (Title)

Of the Corporation and is duly authorized to sign the following contract:

Completion of asbestos surveys for various Department of Public Utility facilities.

For said Corporation by virtue of _____

(State whether the provision of by-laws or a resolution of the Board of Directors. If resolution, give date of
adoption)

(Signature of Affiant**)

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

Notary Public
My Commission Expires: _____
**** Affiant must be someone other than the signer of proposal/contract**

**ATTACH STATE OF OHIO DEPARTMENT OF INSURANCE
CERTIFICATE OF COMPLIANCE**