

City of Toledo
Department of Neighborhoods

REQUEST FOR PROPOSAL

MARKETING AND PROMOTION OF
NEIGHBORHOOD STABILIZATION PROGRAM (NSP 2)

JUNE 15, 2011

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1. **SUMMARY**

The City of Toledo Department of Neighborhoods is accepting proposals to design and develop a marketing plan for the NSP2. The proposal description should include from concept to production. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

2. **PROPOSAL GUIDELINES AND REQUIREMENTS**

This is an open and competitive process.

Proposals received after **July 5, 2011 at 2:45 P.M** will not be considered and will be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

If you wish to submit alternate solutions, please do so.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of the work to be performed by your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal, please provide the name, address and EIN of all sub-contractors. The City of Toledo, Department of Neighborhoods will not refuse a proposal based upon the use of subcontractors; however we retain the right to refuse the sub-contractors you have selected.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Proposals are not to exceed \$60,000.

3. **CONTRACT TERMS**

The City of Toledo, Department of Neighborhoods will negotiate contract terms upon selection. All contracts are subject to review by the City of Toledo legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

4. PURPOSE AND DESCRIPTION OF OBJECTIVES

Purpose

The Department of Neighborhoods currently has a professionally designed slogan for NSP 1 and has implemented the initial marketing plan for this program. **An opportunity exists and the City of Toledo would like to develop and implement a new strategy for NSP 2 that will incorporate the existing slogan into various mediums including print ads (primarily through weekly publications), brochures, radio ads, website development, real estate quality signs and promotions of special events such as home parade tours, media days, realtor meetings, etc. Other alternative marketing activities are welcomed for review.**

Description

Create marketing collateral that is innovative and informative with an aggressive implementation strategy to promote NSP 2 homes and attract the target population of potential homebuyers with incomes at or below 120% of area median.

Objectives

Our primary objective is to build awareness of the NSP 2 and quickly attract potential home buyers who are interested in purchasing one of our refurbished homes through the NSP2.

5. TIMELINE

- This RFP is dated **June 15, 2011**. Proposers may also request a copy be sent via email by contacting: larry.anderson@toledo.oh.gov
- All proposals are due no later than **July 5, 2011 at 2:45 P.M**
- Proposals will be evaluated immediately thereafter. During this time we may require interviews at our office with our evaluation team on or about **June 28, 2011**. You will be notified if this is requested
- The name of the candidate firm who has been selected will be decided on or about **July 7, 2011**.
- Negotiations will begin immediately with the successful candidate and should conclude no later than **July 12, 2011**.
- All other candidates will be notified on or about **July 13, 2011**.
- The project must be completed and delivered by **July 15, 2011**.

6. BUDGET

The budget must encompass all design, production and software acquisition necessary for the development and implementation of proposed plan. Proposals that include print, radio as a medium should also include the actual purchase of such ads in the budget. All purchases of such ads must receive prior approval by the Director of the Department of Neighborhoods or his/her designee

Budget must include a detailed breakout of the cost of each medium of advertisement that is being proposed.

7. BACKGROUND OF NEIGHBORHOOD STABILIZATION PROGRAM 2 -(NSP2)

The Neighborhood Stabilization Program (NSP) was established for the purpose of stabilizing communities that have suffered from foreclosures and abandonment. Through the purchase and redevelopment of foreclosed and abandoned homes and residential properties, the goal of the program is being realized.

The City of Toledo is currently using an allocation of NSP2 funds to purchase and renovate approximately 30 existing homes the targeted tipping point neighborhood of Library Village in the Sylvania, Douglas, and Lewis Ave area. These homes are being made available for purchase for income qualified buyers and will include down payment assistance resources.

8. AUDIENCE

a. First:

First time home buyers at or below 120% of area median income

b. Second:

Individual buyers who already own a home but can qualify for payment on both and must owner occupy NSP purchased home.

c. Third:

Realtors, lenders, community groups, local employers and other potential referral sources

9. SCOPE OF PROJECT

The scope of this project is to create an innovative marketing campaign to increase awareness of the NSP2 and promote the availability of affordable homes for qualified buyers that will ultimately result in a successful transfer of property. A firm that can handle all of the design of collateral, develop website materials and engage in the negotiation and purchasing of approved ad space is required. The solution offered must meet budgetary and time constraints and must be implementable immediately.

10. STAFF RESOURCES

A successful planning effort requires an interdisciplinary team of participants. The core team will be driven by the following roles:

Department of Neighborhoods Director: Responsible for sign-off on key on key decisions and providing project steering and oversight. – Kattie Bond

Project Staff: Responsible for keeping the project on schedule and within budget. Maintains communication between other team members. – Lisa Lewis

Other Team Members: Mike Badik, Larry Anderson and Ebenezer Osei-Kwame

11. QUALIFICATIONS

- Provide current reference information for three former or current clients.
- Provide a company profile, length of time in business and core competencies.
- How many full-time staff does your company employ? Please include a copy of your firm's organizational chart.
- What percentage of your staff would be working on this project relative to your entire staff (using full-time equivalents)

- What type of team will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project.
- Briefly describe your firm's project management process.
- Time frame for completion. The time frame for completion of the project will be evaluated. In addition, timeframes will be part of the contractual agreement; therefore, a realistic time frame for completion is requested.
- Process to include input from all program areas. Please state how you intend to communicate with all program areas to gather all of the required information
- Terms and conditions

12. EVALUATION CRITERIA

The following criteria will form the basis upon which the City of Toledo, Department of Neighborhoods will evaluate proposals. The mandatory criteria must be met and include:

Five (5) copies of your proposal must be received no later than **July 5, 2011 at 2:45 P.M**
Your proposal must include a cost proposal as described above. All costs associated with the project should be presented in a flat rate, fee for service format.

Deliver proposals to the attention of:

Division of Purchasing and Supplies
One Government Center, Suite 1970
Toledo, Ohio 43604
Fax: 419 245 1013

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
- Expertise in recommending and communicating appropriate technical and aesthetic solutions as evidenced by proposal and references.
- Aesthetic Capabilities – Prior work demonstrates artistic and innovative, user friendly interfaces with communities and viewers.
- Candidate Experience – Candidate has successfully completed similar projects and has qualifications necessary to undertake this project.
- Value/Pricing Structure and Pricing levels – The pricing is commensurate with the value offered by the proposer.
- Depth and Breadth of Staff – The candidate firm has appropriate staff to develop the proposed materials and strategies in the time frame needed.
- Proposal Presentation – The information is presented in a clear, logical manner and is well organized.

13. FORMAT FOR THE PROPOSALS

Please use the following as a guideline to format your proposal:

Length and Font Size:

Please use font no smaller than 10 point. Maximum length including title page, cover letter, proposal, qualifications and budget should not exceed 25 pages

Title page:

City of Toledo, Department of Neighborhoods, Marketing of NSP2 proposal, your company name, address, website address, telephone number, fax number, e-mail address and contact person.

Cover Letter:

Signed by the person or persons authorized to sign on behalf of the company. (1-2 pages)

Proposal:

Discuss your proposed solutions, including the features, benefits and uniqueness of your solutions. You should also touch on your ability to deliver the project in the timeframes noted in Section 5 (3-10 pages)

Budgeting and fees:

List budgets as requested above. Identify staff you anticipate working on the project and the scope of work they will perform.

Attachments:

Include any supporting materials that will assist with the determination of your qualifications for this project.

**NOTICE
GOODS & SERVICES CONTRACT**

YOUR BID OR PROPOSAL SUBMITTED TO THE CITY OF TOLEDO MUST HAVE THE FOLLOWING **FORMS** COMPLETED AND ATTACHED AT THE TIME OF BID OPENING OR PROPOSAL SUBMISSION:

1. ACKNOWLEDGMENT AND ACCEPTANCE OF CONTRACT SPECIFICATIONS, INSTRUCTIONS TO BIDDERS, AND BID SHEET, OR REQUESTS FOR PROPOSALS, INCLUDING ALL ADDENDA (if any)
2. CONTRACT AFFIDAVIT: Business Entity, Local Preference, Living Wage, Prevailing Wage Rate, Non-Collusion, Tax Compliance, Public Utility Compliance.
3. AFFIRMATIVE ACTION/CONTRACT COMPLIANCE CERTIFICATES (Good Faith Effort Acknowledgement, MBE Goal Commitment Affidavit, Current Employment and EEO Compliance)
4. BID GUARANTY (not applicable to Proposals)

FAILURE TO SUBMIT THE ABOVE FORMS COMPLETED MAY RESULT IN YOUR BID OR PROPOSAL BEING REJECTED.

THE FOLLOWING FORMS BELOW WILL BE REQUIRED PRIOR TO AWARDING A CONTRACT:

1. MBE PARTICIPATION/INCLUSION DOCUMENTATION; PRIMARY CONTRACTOR SUBCONTRACTOR CERTIFICATES
2. PERFORMANCE BOND (MAY BE APPLICABLE PER TMC 187.28)
3. CERTIFICATES OF INSURANCE (per Insurance Requirements)
4. CURRENT WORKERS' COMPENSATION CERTIFICATE (per Insurance Requirements)
5. COMPLETE GOODS & SERVICES CONTRACT (as approved by City of Toledo and substantially in the form included in the bid packet, including, without limitation, all documents referenced in this Notice)
6. TOLEDO MUNICIPAL INCOME TAX COMPLIANCE
7. COURT-ORDERED CHILD SUPPORT COMPLIANCE AFFIDAVIT and CERTIFICATION OF SUBSTANTIAL COMPLIANCE WITH COURT-ORDERED OR AGENCY-ORDERED CHILD SUPPORT.

NOTE: These forms must be provided within seven (7) business days after City's Purchasing Division Commissioner advises you in writing (or email) of the recommendation for the Bid or Proposal award.

ACKNOWLEDGMENT AND ACCEPTANCE OF
CONTRACT SPECIFICATIONS, INSTRUCTIONS TO BIDDERS, AND BID SHEET
OR REQUEST FOR PROPOSALS,
INCLUDING ALL ADDENDA

The undersigned, duly authorized representative of the Contractor submitting the accompanying bid or proposal, hereby acknowledges receipt and acceptance of any and all contract specifications, instructions to bidders, bid sheets, or request for proposals, as the case may be, including all addenda (if any) thereto, issued by the City of Toledo that are the subject of the accompanying bid or proposal.

The undersigned agrees to clearly call-out in its bid or proposal any deviations from any portion of said contract specifications, instructions to bidders, bid sheets, or request for proposals, as the case may be, including all addenda.

[CONTRACTOR]

By: _____
Name: _____
Its: _____
Date: _____

CONTRACT AFFIDAVIT

State of: _____

} ss:

County of: _____

The undersigned, _____ being first duly sworn, deposes and
(Authorized Officer)
says that he/she is the _____ of _____ ("Company")
(Owner, Partner, President, etc.) (Company Name)

being authorized by and being granted the authority on behalf of said Company to execute a valid, binding and legally enforceable contract with the City of Toledo and to induce the City of Toledo to enter into a contract with said Company hereby states and represents all of the following:

Business Entity

- (1) Our Company is a (*check one*): (a) _____ sole proprietorship; (b) _____ partnership; (c) _____ limited partnership; (d) _____ corporation (for profit); (e) _____ corporation (not-for-profit); (f) _____ limited liability company; (g) _____ other, _____
(specify)

organized under the laws of the State of _____
(specify)

Local Preference – (TMC 187.34)

- (2) Our Company's principal place of business is:

(Street Address)

(City)

(State)

(Zip Code)

Our Company qualifies for a Local Preference because: (*initial all that apply*)

(A.) _____ our principal place of business is located in Toledo;

(B.) _____ we have a non-Principal Place of Business located in Toledo having an address of: _____

(C.) _____ we are located Lucas County having an address of: _____

(D.) _____ we are in the Northwest Ohio County Area of Williams, Defiance, Fulton, Henry Wood, Ottawa, Sandusky, Seneca and Erie).

Living Wage -- (TMC 187.36-40)

(3.) *(Initial both paragraphs (a) and (b) or the exemption(s) set forth in paragraph (c):*

(a) _____ Any person who is an employee of our Company or any employee working for a subcontractor of our Company who is directly working under this contract with the City of Toledo will be paid a "living wage" of no less than \$11.67 per hour, or 110% of the updated federal poverty level for a family of four, whichever is greater; and

(b) _____ Our Company and/or any of our subcontractors will either 1) make available single coverage health benefits that do not cost the employee more than 15% of the employees' monthly wages, except to those employees within an established probationary period that does not exceed sixty work days, or 2) in lieu of making available single coverage health benefits, the employee will be paid a living wage of no less than \$13.79 or 130% of the updated federal poverty level for a family of four, whichever is greater;

or

(c) Our Company qualifies for one or more of the exemptions to the Living Wage requirements because: *(Initial all of the exemption(s) that qualify)*

- (1) _____ our Company employs fewer than 25 persons;
- (2) _____ our Company employs only seasonal employees, interns or volunteers;
- (3) _____ our Company is a nonprofit organization whose sole purpose is to provide cultural, social or educational services;
- (4) _____ our Company pays employees the prevailing wage rate, or a wage rate pursuant to the Davis-Bacon act;
- (5) _____ our Company, in connection with this contract, is a recipient of Community Development Block Grant funding;
- (6) _____ our Company is a financial assistance recipient of the City of Toledo with fewer than 50 employees;
- (7) _____ our Company is an organization whose primary mission is to provide job readiness and training services and whose sole purpose of requesting funding is to provide these services;
- (8) _____ our Company qualifies for the Mayor's exemption for economic and community development purposes.

Our Company further certifies that 1) there shall be no retaliation against any employee of our Company or our subcontractors who claim violation of the provisions of the Living Wage ordinance or reports or testifies regarding an alleged violation; 2) our Company will post a notice provided by the City of Toledo stating that the employees may be subject to this Living Wage ordinance, and 3) our Company will twice yearly give our employees a notice stating that the employee may be subject to the Living Wage ordinance and explaining the current living wage amount both with and without single medical coverage.

Our Company further certifies that if any change(s) occur that would either change an exemption or qualify the Company for an exemption, our Company will provide written notification of the change(s) immediately to the City of Toledo.

**These rates are subject to change annually per the federal poverty line adjustment*

**Prevailing Wage Rate – (TMC 187.12(b) and ORC 4115 or Toledo ORD #772-03
and US Code 29 CFR 5.5)**

(4.) That the minimum hourly wage rates paid by our Company and our subcontractors for skilled and common labor performed under this contract will be in accordance with the applicable provisions of TMC 187.12(b), Ohio Rev. Code 4115 and the Schedule of Prevailing Hourly Wage Rates ascertained and determined by the Department of Commerce, State of Ohio for the industry involved, for the Toledo area, in effect at the time of the contract bid advertising date, as same may be updated from time to time for the duration of the contract. Likewise, when applicable (ie federally funded projects) pursuant to Toledo Ordinance 772-03 and US Code 29 CFR 5.5, the Davis Bacon prevailing wage rate shall be paid by our company and our subcontractors. The undersigned Company acknowledges that the designated Prevailing Wage Coordinator for the City of Toledo in accordance with Ohio Rev. Code 4115.071 is noted in the Bid Advertisement.

Our Company further certifies that no rebates or deductions for any wages due any person have been directly or indirectly made other than those allowed by law.

Non-Collusion – (TMC 187)

(5.) Our Company further certifies that the price(s) and amount of our bid has been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder. Neither the price(s) or the amount of our bid, and neither the approximate price(s) nor approximate amount of our bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening. No attempt has been made or will be made to induce any entity or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid. Our bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any entity or person to submit a complementary or other noncompetitive bid. This bid does not contain or constitute in whole or in part a pass-through. All subcontractors hereon will perform a bona fide commercially useful function. Our Company, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by local, state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

Tax Compliance

(6.) Our Company and our subcontractors are current with all federal, state and municipal tax obligations including, but not limited to, income tax, sales tax and personal property tax obligations to the City of Toledo and Lucas County, Ohio. Further, our company and our subcontractors are not the subject of an "unresolved finding for recovery" issued by the Auditor of the State of Ohio pursuant to Ohio Revised Code 9.24.

Public Utility Compliance

(7.) Our Company is current with all obligations to the City of Toledo for public utility charges, including, without limitation, water, sewer, and storm water charges.

The undersigned hereby certifies they have read and understand the truth and completeness of the statements herein and understands and acknowledges these statements are for the express purpose of inducing the City of Toledo to enter into a contract with our Company and understands that anyone who furnishes false or misleading information or who omits material information hereon may be subject to criminal prosecution and/or civil liability.

Further Affiant sayeth not.

Affiant Signature

Affiant Printed Name

Sworn and subscribed before me this ____ day of _____, 200__.

(SEAL)

Notary Public

CONSTRUCTION, RENOVATION & PROFESSIONAL SERVICES PROJECTS

**MINORITY BUSINESS ENTERPRISE GOAL
COMMITMENT**

The City of Toledo has established the following goals for all contracts/agreements relating to the purchase of goods, services, construction and/or renovation projects.

GOODS, SERVICES 10%

CONSTRUCTION, 15%
RENOVATION

HUD FUNDS 21%

The bidder(either Prime Contractor or Subrecipient) hereby agrees and commits to the following MBE participation/inclusion in this Project, included in its bid amount:

_____ % or , at least , \$ _____.

Failure to provide a percentage (%) or dollar (\$) goal is because:

_____ bidder is a MBE ; or, _____ there are no known MBE companies that perform this work or provide this service or product.

Also, a WBE participation amount of _____ % or _____ (\$) is hereby committed to and included in this Bid for the Project.

During the process of evaluating the submitted bid and at the City of Toledo's sole discretion, a bidder may be asked to complete the additional forms documenting how the bidder will accomplish the above-stated goal commitment.

It is HEREBY AGREED AND ACKNOWLEDGED:

Print Name of Prime Contractor or Subrecipient

Signature of Authorized Representative

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

PROCEDURES AND GUIDELINES FOR MINORITY BUSINESS ENTERPRISE (MBE) PARTICIPATION ON CITY FUNDED PROJECTS INCLUDING CONSTRUCTION, GOODS AND SERVICES

Ordinance No. 838-91 established Minority Business Enterprise (MBE) goals for all City of Toledo construction projects, HUD assisted construction projects, and suppliers of goods and services. Likewise, Administrative Policy & Procedure # 13 reiterated and enhanced the City of Toledo's MBE goals. Specifically, the MBE goals for the City of Toledo are: 21% in HUD assisted construction projects, 15.0% in City construction projects, 10% in City-funded purchases of goods, materials, supplies and services. Ordinance # 838-91, as well as AP&P# 13, requires that the Office of Affirmative Action and Contract Compliance establish procedures and guidelines for the implementation of this goal. All City of Toledo departments, divisions, boards, and agencies, as well as, other entities that receive funds through the City of Toledo for construction, renovation projects, goods, materials, supplies, and services shall commit to a "Good Faith Effort" in achieving the City of Toledo's MBE goals.

Commercially Useful Function

MBEs utilized must be independent and continuing operations for profit, performing a commercially useful function. "Commercially useful function" means the performance of real and actual services in the discharge of any contractual endeavor. A firm must be responsible for the execution of a distinct element of the work for which the business has the skill and expertise, with its own workforce, and the firm must carry out its responsibilities by actually performing, managing and supervising the work involved.

To perform a commercially useful function, the MBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, installing the material (where applicable) and paying for the material itself. A firm does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of MBE participation.

Collusion

The City will not accept collusion among the prime bidders, an MBE or any other individual, business or joint venture, or allow undue influence on an MBE to alter the committed quantities or its quotation.

Consideration of Other Bidders

In determining whether a bidder has made good faith efforts, the City may take into account the performance of other bidders in meeting the contract goal. For example, when the apparent successful bidder fails to meet the goal, but other bidders meet it, the City may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could

have met the goal, If the apparent successful bidder fails to meet the goal, but meets or exceeds the average MBE participation obtained by other bidders, the City may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

Reporting Forms

In reporting MBE participation on project bids, bidders and/or City departments and grant or loan recipients will utilize the forms to be provided by the Office of Affirmative Action/Contract Compliance to demonstrate and document its good faith effort(s).

- Each contractor will supply a list of all subcontractors prior to the awarding of a contract. Any change in subcontractors after the project is awarded must be reported to the Office of Affirmative Action by the originating department, agency and/or entity.

The Office of Affirmative Action /Contract Compliance will assess the "Good Faith Effort" (described below) made by City of Toledo Departments/Divisions, as well as all/any bidders, and will require documentation of MBE participation or inclusion prior to the awarding of a contract.

Good Faith Effort

A Good Faith Effort must be undertaken on each project or purchase regardless of the dollar amount, including price determinate, unit priced and/or State of Ohio schedule of pre-bid goods and services. A Good Faith Effort to secure MBE participation includes, but is not necessarily limited to, the following actions:

1. Advertising and soliciting for bids through all reasonable and available means including, but not limited to, trade association publications, minority-focused media, attendance at pre-bid meetings, advertising and/or written notices, the interest of all certified MBEs who have the capability to perform the work of the contract concerning subcontracting opportunities. The bidder must solicit this interest within sufficient time to allow the MBEs to respond to the solicitation. The bidder must determine with certainty if the MBEs are interested by taking appropriate steps to follow up initial solicitations.
2. Providing written notice to a reasonable number of specific MBEs that their interest in the contract is being solicited. The notice shall be provided in sufficient time to allow the firms to participate effectively.
3. Following up the initial solicitations of interest by contacting MBEs to determine with certainty whether they are interested in the contract.
4. Selecting portions of the work of the contract to be performed by MBEs to increase the likelihood of meeting participation goals including, where appropriate, breaking down contracts into economically feasible units to facilitate participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
5. Providing interested MBEs with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
6. Negotiating in good faith with interested MBEs and not rejecting any such firms as

unqualified without sound reasons based on a thorough investigation of the firm's capabilities. It is the bidder's responsibility to make a portion of the work available to MBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available MBE subcontractors and suppliers, so as to facilitate participation.

7. Maintaining evidence of such negotiations including the names, addresses, and telephone numbers of MBEs that were considered; documentation of dated written communication, fax confirmations, personal contacts, quotes provided by MBEs, a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for the firms to perform the work.

A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including MBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using MBEs is not in itself sufficient reason for a bidder's failure to meet the participation goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from MBEs if the price difference is excessive or unreasonable.

8. Making efforts to assist interested MBEs in obtaining bonding, lines of credit, or insurance required by the prime bidder.
9. Effectively using the services of available minority community organizations, minority contractor groups, local, State and Federal minority business assistance offices, including the City's Office of Affirmative Action and Contract Compliance, and other organizations that provide assistance for and placement of MBEs
10. Securing an MBE replacement for each MBE firm that will not or cannot honor a commitment to perform subcontract work or supply materials. (Similar documented affirmative action shall be taken in securing MBE and replacements as are required initially).
11. Mere pro forma efforts are not good faith efforts to meet the MBE contract goals.

ACKNOWLEDGEMENT

Bidder/Authorized Representative acknowledges reading and understanding the above-delineated "Good Faith Effort" Statement and guidelines.

Signature of Bidder / Authorized Representative

Certificate of Current Employment and EEO Compliance
(All Bidders must complete Part I and Part II)

Part I

Job Category	Total Employees	White Female	Black Female	Black Male	Hispanic Female	Hispanic Male	Am. Indian or Alaskan Native Female	Am. Indian or Alaskan Native Male	Asian or Pacific Islander Male	Asian or Pacific Islander Female
Officials and Managers										
Professional										
Technicians										
Sales Workers										
Office/Clerical										
Skilled Craft Workers										
Semi-Skilled Workers										
Labor (Unskilled)										
Service Workers										
TOTALS										

Part II

We, _____, suppliers of materials and/or services and construction contracts do hereby certify that we will comply with all applicable provisions, Executive Orders 11141, 11246, 11375, 11478, 11625, 11701, as implemented by the Code of Federal Regulations, Title 41, Chapter 60 and the City of Toledo Ordinance No. 527-73, and Sections 4112.02, 4112.07, & 153.59 of the Ohio Revised Code and other applicable laws or regulatory orders of the State of Ohio.

Section 1.4 -- Equal Opportunity Clause, which clause is hereby incorporated and made a part of hereof.

Section 1.8 -- Non-Segregated Facilities as follows:

- The supplier certifies to the City of Toledo that all facilities under his/her control and provided for his/her employees are provided in such a manner that segregation on the basis of race, creed, sex, age, national origin or disability does not exist and further that the supplier will not assign or permit his/her employees to be assigned to perform their services at any location under his/her control where facilities are segregated. The supplier may neither require nor permit segregation by habit, local custom or otherwise, whether in writing or orally declared in any facilities under his/her control.
- The supplier further agrees to furnish to the City of Toledo, if requested, copies of certifications to the provisions of these cited Rules and Regulations that he supplier has required of any and all of his/her vendors, suppliers, or building contractors as may apply for all materials, supplies, and/or services including inventory or construction pertinent to fulfillment of this contract, agreement or purchase order.

In addition, if the value of the contract, agreement and/or order exceeds \$50,000 and the supplier has more than 50 employees, the supplier:

- Agrees to file his/her Affirmative Action Program before accepting this order if not presently filed, complete an accurate report on Table I with its Contracting Compliance Agency.
- Affirms that he/she has developed and is maintaining current an Affirmative Action Program to identify, correct and improve any and all problem areas inherent in minority employment and evaluation of opportunities for utilization of women and minority group personnel; that such a program is established upon receipt of this contract, agreement and/or purchase order and that the program established will include each establishment under control of the supplier.

I certify I have read and understand the above-stated information and agree to comply:

Signature of Authorized Representative: _____

Name and Title: _____

Company Name: _____

Date: _____



Summer Savings Open House

for

Ohio's Local Governments

Thursday

June 30, 2011

8:30 am - 12:30 pm

**Ohio Department of
Administrative Services**

General Services Division

Willow/Walnut Conference Room

4200 Surface Road
Columbus, OH 43228

Learn about time
and money saving
opportunities that
can benefit you and
your entity!

Attend informative presentations including:

- The benefits of membership in the Ohio DAS Cooperative Purchasing Program
- How to save your entity money by using Ohio DAS contracts
- How to use Ohio's Print and Copy services
- Learn about Ohio's Community Rehabilitation Program contracts
- Learn about the State and Federal Surplus programs and tour the warehouse
- Network with your colleagues...and much more!

(See reverse for the Agenda)

For more information
and to RSVP, please contact
Shavonna Neal, Training Officer
Shavonna.Neal@das.state.oh.us
(614) 466-4757

Bring a friend!

Summer Savings Open House

Tentative Agenda

June 30, 2011

8:30 AM – 9:00 AM – Registration/Networking in Cafeteria

9:00 AM – 9:05 AM – Opening Remarks – Training Officer

9:05 AM – 9:10 AM – Greeting from DAS General Services Division Deputy Director

9:10 AM – 9:30 AM – Ohio DAS Cooperative Purchasing Program Overview

9:30 AM – 9:45 AM – Cost Per Copy Program

9:45 AM – 10:00 AM – State Printing

10:00 AM – 10:30 AM – Community Rehabilitation Program

10:30 AM – 10:45 AM – BREAK

10:45 AM – 11:00 AM – Procurement Preference Programs

11:00 AM – 11:15 AM – Information Technology Contracts

11:15 AM – 11:30 AM – Wireless/Telecommunications Contracts

11:30 AM – 11:50 AM – Natural Gas Program

11:50 AM – 12:30 PM – State and Federal Surplus and Warehouse Tour