



Wayne County Commissioners
 ATTN: WCLRC
 428 W. Liberty St.
 Wooster, Ohio 44691
 330-287-5400

CONTRACTOR VERIFICATION FORM

Exceptional workmanship is prioritized by the Wayne County Land Reutilization Corporation (WCLRC). This focus necessitates a certain level of ability and experience on the Contractor's behalf. As a result, the WCLRC has designed and maintains protocols for Contractors, as well as a list of pre-qualified Contractors in the various trades. The contractor's name will be added to the list of Qualified Contractors, according to trade or specialty, if WCLRC believes the contractor fits the program's standards for qualified contractors. Contractors must be pre-qualified to bid on contracted work, and only pre-qualified Contractors will be awarded contracts. WCLRC reserves the right to request more information as well as references who are familiar with the Contractor's work.

This form must be filled out in its entirety to be considered. You may supplement any response by attaching a written explanation.

Company Name: _____

Check all services being offered:

<input type="checkbox"/>	Asbestos Analysis	<input type="checkbox"/>	Landscape	<input type="checkbox"/>	Surveying
<input type="checkbox"/>	Asbestos Abatement	<input type="checkbox"/>	Board up	<input type="checkbox"/>	List other:
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Tree removal	<input type="checkbox"/>	
<input type="checkbox"/>	Excavating	<input type="checkbox"/>	Mowing	<input type="checkbox"/>	
<input type="checkbox"/>	Debris removal services	<input type="checkbox"/>	Snow removal	<input type="checkbox"/>	
<input type="checkbox"/>	Yard Maintenance	<input type="checkbox"/>	Pest Control	<input type="checkbox"/>	

Owner(s) Name _____

Contact Person(s): _____

Address: _____

Phone: _____ Fax: _____

Cell Phone: _____

Email: _____

NOTE: MOST CORRESPONDENCES WILL BE DONE THROUGH EMAIL

Federal Tax ID / SS No.: _____

A CURRENT COPY OF YOUR INSURANCE, WORKERS' COMPENSATION, AND W-9 MUST BE SUBMITTED ALONG WITH THIS PACKAGE.

Check all that apply:

<input type="checkbox"/>	Sole Proprietorship/Owner Name -
<input type="checkbox"/>	Partnership/Partner's Names
<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Union
<input type="checkbox"/>	Disadvantaged Business Enterprise
<input type="checkbox"/>	Minority Business Enterprise
<input type="checkbox"/>	Small Business Enterprise

For companies and partnerships, please answer the following for each owner. Please read each of the following statements circle or fill in each blank making statement correct:

How long contracting under the present name? _____

Have you contracted under any other names? YES or NO (circle one) If yes, list all previous company(s) _____

Have you ever failed to complete work awarded to you? YES or NO (circle one) If yes, explain _____

Have you ever defaulted on a contract? YES or NO (circle one) If yes, explain _____

Have you ever filed a worker's comp claim? YES or NO (circle one) If yes, how many claims did your company make during the past 5 years? _____, and explain _____

Have you had any outstanding debt that is past due by 90 days or more? YES or NO (circle one) If yes, explain _____

Contractor and/or owner(s) DO DO NOT (circle one) have delinquent property taxes in Wayne or any other county(s); if property taxes are owed, which county(s) _____ and explain why _____

Contractor and/or owner(s) DO DO NOT (circle one) have delinquent City(s) income taxes; if taxes are owed, which City(s), _____ and explain why _____

Contractor and/or owner(s) DO DO NOT (circle one) have current STATE and/or FEDERAL (circle one or both) tax liens, if liens exist, explain why _____

Contractor and/or owner(s) have a _____ (tax type) payment plan and have made _____ (number of months) consecutive or payments.

In the past 10 years, Contractor and/or owner(s) DID DID NOT have a tax foreclosure, if so, what type of foreclosure _____ and explain why _____

Are there any judgments, liens, actions, lawsuits, claims, violations, or proceedings of any kind pending or threatened against Contractor and/or Owners? YES or NO (circle one) If yes, explain _____

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

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

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

Company Name

Signature

Print Name and Title

Date

This record was acknowledged before me on _____ 20____ by _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Notary Public

**Please return the completed form to:
Wayne County Commissioners ATTN: WCLRC
428 W. Liberty Street
Wooster, Ohio 44691**

NON-COLLUSION AFFIDAVIT

State of Ohio

County of Wayne

CONTRACTOR _____, being duly sworn, deposes and says that he/she is _____ (Sole owner, a partner, member, partner, president, secretary, etc.) of _____, the party making the foregoing application; that any bid made by this party is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such BID is genuine and not collusive or sham; that said BIDDER will not directly or indirectly induce or solicit any other BIDDER to put in a fake or sham BID and will not directly or indirectly collude, conspire, connive, or agree with any BIDDER or anyone else to put in a sham BID, or that any one shall refrain from bidding; that said BIDDER will not in any manner directly or indirectly, seek by agreement, communication or conference with anyone to fix the BID price of said BIDDER or of any other BIDDER, or to fix any overhead, profit, or cost element of such BID price, or of that of any other BIDDER, or to secure any advantage against the Wayne County Land Reutilization Corporation or anyone interested in the proposed contract; that all statements contained in any BID are true; and, further, that said BIDDER will not, directly or indirectly, submitted his BID price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, BID depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said BIDDER in his general business.

Signed:

This record was acknowledged before me on _____ 20____ by _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Notary Public

CONFLICT OF INTEREST

Interest of Local Public Officials

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

Interest of Contractor and Employees

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

Records and Audits

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

Federal or State Officials Not to Benefit

No members of or delegate to the Congress of the United States of America, and no resident U.S. Commissioner, nor any officer or employee of the State of Ohio subject to Ohio Ethics Law (ORC Sec. 102.03(A)) will be admitted to any share or part hereof or to any benefit to arise herefrom.

Contractor certifies that it and its' employees are knowledgeable of and understand Ohio Ethics and Conflict of Interest Laws.

Signature: _____

Title: _____

This record was acknowledged before me on _____ 20____ by _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument

Notary Public

WAYNE COUNTY LAND REUTILIZATION CORPORATION
DRUG-FREE WORKPLACE CONTRACTOR / SUBCONTRACTOR NOTIFICATION

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

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

Acknowledged Signature: _____

Printed Name _____

Title _____

Firm/Subcontractor/Contractor _____

Date: _____

WAYNE COUNTY LAND REUTILIZATION CORPORATION

Policy Acknowledgment

“The Land Bank may award projects to the Lowest and Best bidder. “Best” includes, but is not limited to: Contractor’s financial position including city, property, state and/or federal tax status, judgment liens, available equipment, known experience, prior dealings with the Land Bank, Wayne County, or any municipalities, and ability to execute work in accordance with all applicable guidelines and relevant laws, and performance on previous contracts including timely completion of projects.”

The Land Bank reserves the right to limit the type of and/or number of contracts awarded to one (1) for first-time bidders for the purpose of permitting the determination of a new bidder’s ability to perform, execute, and timely complete each contract.”

I have read and acknowledged the foregoing statement.

Acknowledged Signature: _____

Printed Name _____

Title _____

Firm/Subcontractor/Contractor _____

Date: _____

**CERTIFICATION OF BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

INSTRUCTIONS

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

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

CERTIFICATION BY BIDDER / PROSPECTIVE BIDDER

Bidder's Name: _____

Address: _____

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
 Yes No

2. Compliance reports were required to be filed in connection with such contract or subcontract.
 Yes No

3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.
 Yes No None required

4. If answer to item 3 is "No", please explain in detail on the reverse side of this certification.

CERTIFICATION – The information above is true and complete to the best of my knowledge and belief.

FIRM: _____

SIGNATURE: _____

DATE: _____

NAME: _____

TITLE: _____