

City of Oberlin

85 South Main Street, Oberlin Ohio 44074

**PLEASE COMPLETE THE FOLLOWING
FOR THE BID OPENING**

Company: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Email: _____

PROJECT NAME: Line Clearance/Tree Trimming

Bid Due: March 5, 2026

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INVITATION TO BID

Sealed bids for **Tree Line Clearance/Tree Trimming Service** in the City of Oberlin will be received at Oberlin Municipal Light & Power at **289 S. Professor Street, Oberlin, Ohio 44074, until 10:00 a.m. on Thursday, March 5, 2026** at that time the said bids will be publicly opened and read aloud.

Specifications and bidding documents may be obtained from the Oberlin Municipal Light and Power office located at 289 South Professor Street, Oberlin, Ohio. Bid documents may also be obtained on the City of Oberlin's website at www.cityofoberlin.com, under Quick Links and RFP and Projects out for Bid. All bids shall be signed and submitted on the forms bound in the contract documents. Bids shall be submitted in a sealed envelope marked **"Bid for Line Clearance/Tree Trimming"**.

Each bid must be accompanied by a Bid Guaranty Bond to the satisfaction of the City, or a certified check drawn on a solvent bank, in the sum of 10% of the amount of the bid, made payable to the City of Oberlin, as a guaranty that if the bid is accepted, a contract will be entered into and its performance properly secured.

All bidders must comply with the provisions of Chapter 157 of the City of Oberlin Codified Ordinances (Equal Employment Opportunity Reports) and with the rules and regulations promulgated thereunder.

The City of Oberlin reserves the right to accept the lowest and/or best bid, to reject any or all bids, to waive any informalities in the bids received, and to purchase those services which, in the sole judgment of the City, will best suit the City's needs.

Drew Skolnicki, Electric Director
City of Oberlin, Ohio

Advertise

The Chronicle Telegram

***February 2, 2026 - February 15, 2026**

INSTRUCTIONS TO BIDDERS

1. Submission of Bids

Sealed bids for **2026 Tree Line Clearance/Tree Trimming Service** will be received at **Oberlin Municipal Light & Power at 289 South Professor Street, Oberlin, Ohio 44074**, until 10:00 a.m., **Thursday, March 5th** at that time the said bids will be publicly opened and read aloud.

In order to receive consideration, bids shall be submitted in the following manner:

- (a) Bid proposals must be received by 10am the day of the bid opening. No proposals received after said time of bid opening will be considered, and the proposals will be returned unopened to any bidders failing to submit bids prior to the time of bid opening.
- (b) Bid proposals shall be submitted in a sealed envelope marked **“Bid for Line Clearance/Tree Trimming”**. If forwarded by mail, the envelope shall be sent inside another envelope also marked “Bid for Line Clearance/Tree Trimming” and addressed to **Guy Greszler, Distribution Superintendent**.
- (c) All bids shall be signed and submitted on the blanks which are bound in the bidding documents. All blanks shall be completed in full.
- (d) All bid proposals shall be typewritten or filled in with pen and ink and shall be signed with pen and ink. The proposal must be signed with the firm name and by an officer or employee having the authority to bind the company or firm by his/her signature.

2. Bidding Documents

Complete sets of Bidding Documents must be used in preparing Bids; the City assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

It is the responsibility of each Bidder before submitting a Bid, to (a) examine the Bid Documents thoroughly, (b) consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishings of the Work, (c) study and carefully correlate Bidder’s observations with the Bid Documents, and (d) notify the Electric Director, 289 South Professor Street, Oberlin OH 44074 of all conflicts, errors or discrepancies in the Bid Documents.

3. Bid Guaranty/Performance Bond

Each bid shall be accompanied by a Bid Guaranty in the form of a certified check or a bid bond payable to the City of Oberlin, in the sum of 10% of the amount of the bid. All bonds will be returned to unsuccessful bidders within thirty days of bid opening. Bid bonds of

successful bidders will be returned upon execution of a contract with the City and its performance secured.

The successful bidder shall furnish a performance payment bond in an amount equal to the contract amount as security for the faithful performance and payment of all contractors' obligations under the Contract Documents.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Ohio.

4. **Prices to Include**

The price bid for all items of work shall include all labor, materials, tools, equipment, etc., necessary to carry out tree work in accordance with specifications details herein.

5. **Variation from Specifications**

Any items which the bidder wishes the City to consider in evaluation of these bids shall be included in the bid package. Items submitted separately will not be considered by the City.

6. **Taxes**

The City of Oberlin is exempt from any sales or use taxes imposed by the State of Ohio and/or the United States Government. All bids shall reflect the savings that the bidders will realize by obtaining tax exempt status. Exemption certificates will be certified upon request by any prospective bidder.

7. **Disclosure of Delinquent Personal Property Taxes**

This contract is subject to the requirements of Section 5719.042 of the Ohio Revised Code. The successful bidder, after being notified of the award of the contract and prior to the time the contract is entered into, shall submit a statement to the City Auditor of the City of Oberlin, Ohio, affirmed under oath, disclosing whether or not the bidder, at the time the bid was submitted, was charged with any delinquent personal property taxes, and a copy of the statement shall be incorporated into the contract.

8. **Equal Employment Opportunity**

The Bidder shall comply with the Oberlin Equal Employment Opportunity Program as provided for in Chapter 157 of the City of Oberlin's Codified Ordinance and with the rules and regulations promulgated thereunder.

The Bidder shall provide, to the City of Oberlin, as assurance of compliance with the requirements of the program provisions by completing the Assurance of Compliance form and attaching it to the bid proposal. The Bidder shall also complete the five-page Equal Employment Opportunity (EEO) Report and attach it to the Bid Proposal. The Bidder's Equal Employment Opportunity Statement of Policy shall also be attached to the Bid Proposal.

If awarded the purchase contract, the Bidder shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor 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.

Refusal by the Bidder to comply with any portion of this program as herein stated and described will subject the offending party to any or all of the following penalties:

- (a) Withholding of all future payments under the involved public contract to the contractor in violation until it is determined that the contractor or subcontractor is in compliance with the provision of the contract.
- (b) Refusal of all future bids for any public contract with the City of Oberlin or any of its departments or divisions until such time as the contractor or subcontractor demonstrates that he has established and shall carry out the policies of the program as herein outlined.
- (c) Cancellation of the public contract and declaration of forfeiture of the performance bond.
- (d) In cases in which there is substantial or material violation or the threat of substantial or material violation of the compliance procedure as may be provided by contract, appropriate proceedings may be brought to enforce these provisions, including the enjoining, within applicable law, of contractors, subcontractors, or other organizations, individuals or groups who prevent directly, indirectly, or seek to prevent directly or indirectly, compliance with the policy, as herein outlined.

The Equal Employment Opportunity Program is administered by the City of Oberlin's HR Administrator, Rosalind Watson. If there are any questions regarding the day to day operations of the program she can be reached at (440) 775-7205.

9. **Acceptance of Bids**

The City of Oberlin, Ohio reserves the right to reject any and all bids; to waive minor irregularities in the bid and to award the contract or contracts which the City deems will best serve the City.

The City reserves the right to reject the Bid or any Bidder if City believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City.

Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating Bids, City will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid form or prior to the Notice of Award.

In evaluating Bids, City shall apply a Bid Discount specified in Chapter 158 of the City's Codified Ordinances. "Bid Discount" is defined as: "the application of a percentage discount to the total amount of a Bid submitted by a Bidder whose headquarters location is within Lorain County for a contract solely for the purpose of bid comparisons. The use of a Bid Discount for Bid comparison will not alter the total amount of the Bid or price submitted by a Bidder or the contract executed based on a Bid."

"Headquarters Location" is defined as "the physical location of the principal place of business of the Bidder. For persons who are not registered with the State and who have no principal place of business, the residence of such person shall be the Headquarters Location. Registration of the principal place of business as shown in official documents filed with the Secretary of State, State of Ohio, or a valid vendor's license which indicates that the principal place of business is located within Lorain County is prima facie proof of principal place of business. A valid driver's license may be provided by persons who are not registered with the State indicating a place of residence within Lorain County. A Bidder shall submit a "Bidder's Affidavit" in a form prescribed by the Contracting Authority at the time of submission of Bid in order to qualify for a Bid Discount."

"Local Bidder" is defined as "an individual or business entity which at the time of the award of a Contract pursuant to a Bid:

1. Has a Headquarters Location within Lorain County; and,
2. If required by law, has filed an income tax return for the year preceding the award of the Contract with a Lorain County taxing authority ; and,
3. If required by law, is paid in full or is current and not otherwise delinquent in the payment of City income taxes."

Application of Bid Discount. The City shall evaluate all Bids received and apply a Bid Discount equal to four Percent (4%) to each Bid of any Local Bidder whose Headquarters Location is within the City or two percent (2%) to each Bid submitted by any other Local Bidder. Only one Bid Discount is to be applied to each Bid.

Lorain County Bidders shall submit the Lorain County Bidder Affidavit (page 33) at the time of submission of Bid in order to qualify for a Bid Discount.

The City shall not take into consideration a Bid Discount in determining whether a Bid is the best bid submitted.

City may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in the Supplementary Conditions. City also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Award.

City may conduct such investigations as City deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, Suppliers and other persons and organizations to perform and

furnish the Work in accordance with the Contract Documents to City's satisfaction with the prescribed time.

If the Contract is to be awarded, it will be awarded to the lowest and/or best Bidder whose evaluation by City indicates to City that the award will be in the best interest of the Project.

10. **Qualifications of Bidders**

To demonstrate qualifications to perform the Work, each Bidder must be prepared to submit within five days of City's request written evidence, such as financial data, previous experience, present commitments, list of contractor's equipment and other such data as may be called for below (or in the Supplementary Instructions). Each bid must contain evidence of Bidder's qualification to do business in the State of Ohio or covenant to obtain such qualification prior to award of the Contract.

In determining the award of Contract, consideration will be given to:

- (a) The lowest and best bid
- (b) The Bidder's record of experience in projects of this type

No bid will be accepted, nor Contract awarded to, anyone who is in arrears to the City upon Debt or Contract, or who is a defaulter on surety or otherwise upon any obligation to said City, whose work heretofore has proven unsatisfactory or dilatory.

11. **Withdrawal of Bid**

Any bid may be withdrawn prior to the schedule time of the bid opening, but only by submitting a request to withdraw the bid in writing and signed by the individual submitting the bid. No Bidder may withdraw a bid for a period of sixty (60) days from the date of the bid opening.

12. **Conflict of Interest by the City**

No elected official, staff member, or employee of the City shall become directly or indirectly interested personally in this contract or in any part thereof.

13. **Requirements of the Successful Bidder**

- a) Pre-award Conference: The successful bidder (s), if called upon to do so by the City Manager, shall attend a pre-award conference to explain any variations from the Specifications or conditions herein, and to explain or provide additional documentation for the Equal Employment Opportunity.
- b) Demonstration: The successful bidders may be called upon to demonstrate to the City its ability to perform under the contract.
- c) Notice of Award and Agreement: The successful bidder (s) shall be required to acknowledge the Notice of Award and to execute the Agreement on forms included herein, within ten (10) calendar days from the date of the Notice of Award.

14. **Interpretations and Addenda**

All questions about the meaning or intent of the Contract Documents are to be directed to the Electric Director, dskolnicki@omlps.org. Interpretations or clarifications considered necessary by the Electric Director in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by the Electric Director or having received the Bidding Documents. Questions received less than five days prior to the date for opening the Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda may also be issued to modify the Bidding Documents as deem advisable by City.

15. **Subcontracts**

Bidders who proposed subcontracts must provide the following information to the City for each subcontractor.

- a) Completed Equal Employment Opportunity Reports, Delinquent Personal Property Tax Affidavit, and Qualifications Statements.
- b) A list of references who may be contacted regarding ability to perform projects of a similar nature.

The City reserves the right to review the information submitted and must approve in writing all subcontractors.

16. **Signing of Agreement**

When City gives a Notice of Award to the successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within the time stipulated in the "Notice of Award" thereafter Contractor shall sign and deliver the required Bonds. Within twenty days thereafter City shall deliver one fully signed counterpart to Contractor. Each counterpart is to be accompanied by a complete set of drawings with appropriate identification.

GENERAL CONDITIONS

1. **Guarantee and Warranty**

The Contractor shall guarantee and warrant his work. All faulty work shall be repaired by the contractor at no expense to the City.

2. **Inspection**

Work done shall be subject to the inspection and approval of the City. The Contractor agrees to furnish all information that is required by the City.

3. **Payments**

The Contractor shall prepare and present to the City a Payment Request.

Payment requests shall be addressed to:

Oberlin Municipal Light and Power System
Penny Downs, Administrative Coordinator
289 South Professor Street
Oberlin, OH 44074
Or emailed to: pdowns@cityofoberlin.com

Said Payment Request shall be submitted in a timely manner and in such format including supporting information as may be required by the City. Payment Requests may include request for payment of labor, materials and equipment properly incorporated in the Project. Each such Payment Request shall be signed by the Contractor and shall constitute the Contractor's representation that the quantity of work has reached the level for which payment is requested, that the work has been properly installed or performed in strict compliance with this Contract, and that the Contractor knows of no reason why payment should not be made as requested. Payment requests should include detailed descriptions of work performed, as well as the location(s) where it was performed. Thereafter, the Line Division Superintendent shall review the Payment Request and may also review the work at the Project site or elsewhere to determine whether the quantity and quality of the work is as represented in the Payment Request and is as required by this Contract. The Electric Director shall approve in writing the amount which, in the opinion of the Electric Director, is properly owing to the Contractor.

The Director's approval of the Contractor's Payment Requests shall not preclude the City from the exercise of any of its rights. The submission by the Contractor of a Payment Request also constitutes an affirmative representation and warranty that all work for which the City has previously paid is free and clear of any lien, claim, or other encumbrance of any person whatsoever. As a condition precedent to payment, the Contractor shall, if required by the City, also furnish to the City properly executed waivers of lien, in a form acceptable to the City, from all subcontractors, material men, suppliers or others having lien rights, shall acknowledge receipt of all sums due pursuant to all prior Payment

Requests and waive and relinquish any liens, lien rights or other claims relating to the Project site. Furthermore, the Contractor warrants and represents that, upon payment of the Payment Request submitted, title to all work included in such payment shall be vested in the City.

The Contrator's final Payment Request shall be submitted to the City no later than the end of the first week of December 2026.

The unit price, as bid, shall be full compensation for all work performed according to these specifications.

If within thirty (30) days from the date payment to the Contractor is due, the City, without cause or basis hereunder, fails to pay the Contractor any amounts then due and payable to the Contractor, the Contractor shall have the right to cease work until receipt of proper payment after first providing ten (10) days written notice of its intent to cease work to the City.

The City shall have the right to refuse to make payment and, if necessary, may demand the return of a portion, or all, of the amount previously paid to the Contractor due to:

- (A) The quality of a portion, or all, of the Contractor's work not being in accordance with the requirements of this Contract;
- (B) The quantity of the Contractor's work not being as represented in the Contractor's Payment Request, or otherwise;
- (C) The Contractor's rate of progress being such that, in the City's opinion, substantial or final completion, or both, may be inexcusable delayed;
- (D) The Contractor's failure to use Contract funds, previously paid the Contractor by the City, to pay Contractor's Project-related obligations including, but not limited to, Subcontractors, laborers and material and equipment suppliers;
- (E) Claims made, or likely to be made, against the City or its property;
- (F) Loss caused by Contractor;
- (G) The Contractor's failure or refusal to perform any of its obligations to the City.

In the event that the City makes written demand upon the Contractor for amounts previously paid by the City as contemplated in this Subparagraph 3, the Contractor shall promptly comply with such demand.

In the event the City becomes informed that the Contractor has not paid a subcontractor, material man, laborer, or supplier as provide herein, the City shall have the right, but not the duty, to issue future checks and payment to the Contractor of amounts otherwise due hereunder naming the Contractor and any such subcontractor, material man, laborer, or supplier as join payees. Such joint check procedure, if employed by the City, shall create no rights in favor of any person or entity beyond the right of the named payees to payment

of the check and shall not be deemed to commit the City to repeat the procedure in the future.

Neither payment to the Contractor, utilization of the Project for any purpose by the City, nor any other act or omission by the City shall be interpreted or construed as an acceptance of any work of the Contractor not strictly in compliance with this Contract.

4. **Bonds and Insurance**

4.1 Performance and Other Bonds:

Contractor shall furnish performance and payment bonds in an amount equal to One Hundred Percent (100%) of the contract award amount as security for the faithful performance and payment of all Contractor's obligations under Contract Documents. These Bonds shall remain in effect during the period of the contract and until receipt by the City of all required documents following completion thereof including, but not limited to, all required payrolls, subcontractor documentation, and Waiver of Lien. Contractor shall also furnish such other Bonds as are required by the Supplementary Conditions. All Bonds shall be in the forms prescribed by Law or Regulation or by the Contract Documents and be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. All Bonds signed by an agent must be accompanied by a certified copy of the authority to act.

4.2 Bid Bonds:

Bid security shall be 10% of amount of the bid and in the form of certified check or bid bond payable to the City of Oberlin.

All bonds shall meet the requirements of O.R.C. Section 153.571, and as specified in these Contract Documents.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Ohio.

The Bid security of the Successful Bidder will be retained until such Bidder has executed the Agreement and furnished the required contract security, whereupon the Bid security will be returned. If the Successful Bidder fails to execute and deliver the Agreement and furnish the required contract security within ten days after the Notice of Award, City may annul the Notice of Award and the Bid security of that Bidder will be forfeited. The Bid security of other Bidders whom City believes to have a reasonable chance of receiving the award may be retained by City until the earlier of the seventh day after the Effective Date of the Agreement or the sixty-first day after the Bid opening, whereupon Bid security furnished by such Bidders will be returned. Bid security with Bids which are not competitive will be returned within thirty days after the bid opening.

5. **Insurance**

5.1 Contractor's Liability Insurance:

Contractor shall purchase and maintain such comprehensive general liability and other insurance as is appropriate for the Work being performed and furnished and will provide protection from claims set forth below which may arise out of or result from Contractor's performance and furnishing of the Work and Contractor's other obligations under the Contract Documents, whether it is to be performed or furnished by Contractor, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable:

*Claims under worker's or workmen's compensation, disability benefits and other similar employee benefit acts;

*Claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;

*Claims for damages because of bodily injury, occupational sickness or disease, or death of any person other than Contractor's employees;

*Claims for damages insured by personal injury liability coverage which are sustained (a) by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or (b) by any other person for any other reason;

*Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom;

*Claims arising out of operation of Laws and Regulations for damages because of bodily injury or death of any person or for damage to property; and

*Claims damages because of bodily injury or death of any person or property damage arising out of the City's ownership, maintenance or use of any motor vehicle.

The insurance required by this Section shall include the specific coverages and be written with limits of liability not less than One Million Dollars (\$1,000,000). The comprehensive general liability insurance shall include complete operations insurance. All of the policies of insurance so required to be purchased and maintained (or the certificates or other evidence thereof) shall contain a provision or

endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least thirty days prior written notice has been given to City by certified mail. All such insurance shall remain in effect during the term of the contract. In addition, Contractor shall maintain such completed operations insurance for at least two years after final payment and furnish City with evidence of continuation of such insurance at final payment and one year thereafter.

5.2 Contractual Liability Insurance:

The comprehensive general liability insurance required will include contractual liability insurance applicable to Contractor's obligations.

5.3 City's Liability Insurance:

City shall be responsible for purchasing and maintaining City's own liability insurance and, at City's option, may purchase and maintain such insurance as will protect City against claims which may arise from operations under the Contract Documents.

City shall not be responsible for purchasing and maintaining any property insurance to protect the interests of Contractor, Subcontractor or others in the Work to the extent of any deductible amounts that are provided in the Supplementary Conditions. The risk of loss within the deductible amount will be borne by Contractor, Subcontractor or others suffering any such loss and if any of them wishes property insurance coverage within the limits of such amounts, each may purchase and maintain in at the purchaser's own expense.

5.4 Waiver of Rights:

City and Contractor waive all rights against each other for all losses and damages caused by any of the perils covered by the policies of insurance provided in response to requirements herein and any other property insurance applicable to the Work, and also waived all such rights against the Subcontractors, and all other parties named as insured in such policies for losses and damages so caused. Each subcontract between Contractor and Subcontractor will contain similar waiver provisions by the Subcontractor in favor of City, Contractor, and all other parties named as insured. None of the above waivers shall extend to the rights that any of the insured parties may have to the proceeds of insurance held by City as trustee or otherwise payable under any policy so issued.

City and Contractor intend that any policies provided in response to requirements herein shall protect all of the parties insured and provide primary coverage for all losses and damages caused by the perils cover thereby. Accordingly, all such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any of the parties named as insured or additional insured, and if the insurers require separate waiver forms to be signed by any Subcontractor, Contractor will obtain the same.

5.5 Receipt and Application of Proceeds:

Any insured loss under the policies of insurance required herein will be adjusted with City and made payable to City as trustee for the insured, as their interests may appear, subject to the requirements of any applicable mortgage clause. City shall deposit in a separate account any money so received, and shall distribute it in accordance with such agreement as the parties in interest may reach. If no other special agreement is reached the damaged Work shall be repaired or replaced, the monies so received applied on account thereof and the Work and the cost thereof covered by an appropriate Change Order or Written Amendment.

5.6 Acceptance of Insurance:

If City has any objection to the coverage afforded by or other provisions of the insurance required to be purchased and maintained by Contractor on the basis of its not complying with the Contract Documents, City shall notify Contractor in writing thereof within ten days of the date of delivery of such certificates to City. If Contractor has any objection to the coverage afforded by or other provisions of the policies of insurance required to be purchased and maintained by City on the basis of their not complying with the Contract Documents, Contractor shall notify City in writing thereof within ten days of the date of delivery of such certificates to Contractor. City and Contractor shall each provide to the other such additional information in respect of insurance provided by each as the other may reasonably request. Failure by City or Contractor to give any such notice of objection within the time provided shall constitute acceptance of such insurance purchase by the other as complying with the Contract Documents.

6. Coordination of Work

The Contractor shall comply with Section 153.64 of the Ohio Revised Code (H.B. 538). The Contractor shall notify the OHIO Utilities Protection Services (OUPS) (1-800-362-2764) for all member utilities and any non-member utilities directly, at least two (2) working days prior to commencing construction. The Contractor shall be responsible for any damage to properly identified and located utilities and shall repair or pay for such repairs at no additional cost to the project. The utility shall determine the extent and amount of repairs required to correct such damages.

7. Health and Safety

The Contractor shall, at all times, so conduct his work as to assure the safety and convenience of the general public. The attention of the Bidder is directed to the provisions of 5517.03, O.R.C.

The Contractor shall provide and maintain safeguards, safety devices and protective equipment and take any other needed actions as may be necessary to protect the public and property in connection with the work. The Contractor shall conduct the work in accordance with applicable OSHA requirements.

8. **Award of Contract**

City reserves the right to reject any and all Bids, to waive any and all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful Bidder, and the right to disregard all nonconforming, nonresponsive, unbalanced or conditional Bids. Also, City reserves the right to reject the Bid of any Bidder if City believes that it would be in the best interest of the Project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City. Discrepancies in the multiplication of units of Work and unit price will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating Bids, City shall apply a Bid Discount specified in Chapter 158 of the City's Codified Ordinances. As further described in Section 9 of instructions to bidders.

In evaluating Bids, City will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid form or prior to the Notice of Award.

City may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in the Supplementary Conditions. City also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Award.

If the Contract is to be awarded, it will be awarded to the lowest Bidder whose evaluation by City indicates to City that the award will be in the best interest of the Project.

If the Contract is to be awarded, City will give the Successful Bidder a Notice of Award within sixty days after the day of the Bid opening.

9. **Estimated Quantities**

The Contractor agrees that the estimated quantities are only for the purpose of comparing, on a uniform basis, the bids offered for the work under this Contract, and he further agrees that he is satisfied with and will at no time dispute the said estimated quantities as a means of comparing the bids as aforesaid; that he will make no claim for anticipated profits or loss of profits because of a difference between the quantities of the various classes of work actually furnished and the said estimated quantities; and he agrees that the City shall not be held responsible if, in the construction of the work, and of the said estimated quantities should be found to vary from the quantities shown, and that the Electric Director or designee may, without alteration or modification of this Contract, increase, decrease, or omit the amount of any class or portion of the work as may be deemed necessary.

10. **Time of Completion and Liquidated Damages**

It is anticipated that a "Notice to Proceed" will be issued on or before April 16, 2024.

When directed by the City, the Contractor shall commence work in accordance with the specification and shall diligently continue its performance to and until final completion of the Project.

11. **Cease and Desist Order**

In the event the Contractor fails or refuses to perform the work as required herein, the City may instruct the Contractor to cease and desist from performing further work in whole or in part. Upon receipt of such instruction, the Contractor shall immediately cease and desist as instructed by the City and shall not proceed further until the cause for the City's instructions has been corrected, no longer exists, or the City instructs that the work may resume. In the event the City issues such instructions to cease and desist, and in the further event that the Contractor fails and refuses within seven (7) days of receipt of the same to provide adequate assurance to the City that the cause of such instructions will be eliminated or corrected, then the City shall have the right, but not the obligation, to carry out the work with its own forces, or with the forces of another contractor, and the Contractor shall be fully responsible and liable for the costs of performing such work by the City. The rights set forth herein are in addition to, and without prejudice to, and other rights or remedies the City may have against the Contractor.

12. **Duties, Obligations and Responsibilities of the Contractor**

If the Contractor performs work knowing or believing it involves an error, inconsistency or omission in the Contract without first providing written notice to the Electric Director or designee and City, the Contractor shall be responsible for such work and pay the cost of correcting same.

All work shall strictly conform to the requirements of this Contract.

The Contractor hereby warrants that all labor furnished under this Contract shall be competent to perform the tasks undertaken, that the product of such labor shall yield only first-class results, that all materials and equipment provided shall be new and of high quality, that the completed work will be complete, of high quality, without defects, and that all work strictly complies with the requirements of this Contract. Any work not strictly complying with the requirements of this Subparagraph shall constitute a breach of the Contractor's warranty.

The Contractor shall obtain and pay for all required permits, fees and licenses customarily obtained by the Contractor. The Contractor shall comply with all legal requirements applicable to the work;

The Contractor shall employ and maintain at the Project site only competent supervisory personnel. The Contractor shall give written notice to the City of key supervisory personnel assigned by the Contractor to this Project.

The Electric Director or designee may require the Contractor, within fifteen (15) days prior to commencing the work, to provide a Contractor's schedule for completing the work. Such schedule shall be in a form acceptable to the Electric Director or designee. The

Contractor's schedule shall be updated no less frequently than monthly (unless the parties otherwise agree in writing) and shall be updated to reflect conditions encountered from time to time and shall apply to the total Project. Each such revision shall be furnished to the Electric Director or designee. Strict compliance with the requirements of this Subparagraph shall be a condition precedent to payment to the Contractor, and failure by the Contractor to strictly comply with said requirements shall constitute a material breach of Contract.

The Contractor shall maintain the Project site in a reasonable clean condition during performance of the work. Upon final completion, the Contractor shall thoroughly clean the Project site of all debris, trash and excess materials or equipment.

13. **Claims by the Contractor**

Claims by the Contractor against the City are subject to the following terms and conditions:

- (A) All Contractor claims against the City shall be initiated by a written claim submitted to the Electric Director or designee. Such claim shall be received by the Electric Director or designee no later than seven (7) calendar days after the event, or the first appearance of the circumstances, causing the claim, and same shall set forth in detail all known facts and circumstances supporting the claim;
- (B) The Contractor and the City shall continue their performance hereunder regardless of the existence of any claims submitted by the Contractor;
- (C) In the event the Contractor discovers previously concealed and unknown site conditions which are materially at variance from those typically and ordinarily encountered in the general geographical location of the Project, the Contract Price shall be modified, either upward or downward, upon the written claim made by either party within seven (7) calendar days after the first appearance to such party of the circumstances. As a condition precedent to the City having any liability to the Contractor due to concealed and unknown conditions, the Contractor must give the Electric Director or designee written notice of, and an opportunity to observe, such condition prior to disturbing it. The failure by the Contractor to give the written notice and make the claim as provided by this Subparagraph shall constitute a waiver by the Contractor of any rights arising out of or relating to such concealed and unknown condition;
- (D) In the event the Contractor seeks to make a claim for an increase in the Contract Price, as a condition precedent to any liability of the City therefore, the Contractor shall strictly comply with the requirements of Section 14 herein and such claim shall be made by the Contractor before proceeding to execute any additional or changed work. Failure of the condition precedent to occur shall constitute a waiver by the Contractor of any claim for additional compensation;
- (E) In connection with any claim by the Contractor against the City for compensation in excess of the Contract Price, any liability of the City for the Contractor's cost shall be strictly limited to direct cost incurred by the Contractor and shall in no event include indirect cost or consequential damages of the Contractor. The City shall not be liable to the Contractor for claims of third parties including subcontractors,

unless and until liability of the Contractor has been established therefore in a court of competent jurisdiction;

- (F) In the event the Contractor shall be delayed in performing any task which at the time of the delay is then critical, or which during the delay becomes critical, as the sole result of any act or omission by the City or someone acting in the City's behalf, or by City authorized Change Orders, unusually bad weather not reasonably anticipated, fire or other Acts of God, the date for achieving Substantial Completion, or, as applicable, final completion, shall be appropriately adjusted by the City upon written claim of the Contractor to the Electric Director or designee. A task is critical within the meaning of this subparagraph if, and only if, said task is on the critical path of the Project schedule so that a delay in performing such task will delay the ultimate completion of the Project. Any claim for an extension of time by the Contractor shall strictly comply with the requirements of Subparagraph 13(A) above. If the Contractor fails to make such claim as required in this Subparagraph 13(F), any claim for an extension of time shall be waived.

14. **Change Orders**

One or more changes to the work within the general scope of this Contract may be ordered by Change Order. The Contractor shall proceed with any such changes, and same shall be accomplished in strict accordance with the following terms and conditions.

Change Orders shall mean a written order to the Contractor executed by the City after execution of this Contract, directing a change in the work and may include a change in the Contract Price or the time for the Contractor's performance, or any combination thereof;

Any change in the Contract Price resulting from a Change Order shall be determined as follows:

- (A) By mutual agreement between the City and the Contractor as evidence by:
- 1.) The change in the Contract Price being set forth in the Change Order,
 - 2.) Such change in the Contract Price, together with any conditions or requirements relating thereto, being initialed by both parties and;
 - 3.) The Contractor's execution of the Change Order; or,
- (B) If no mutual agreement occurs between the City and the Contractor, the change in the Contract Price, if any, shall be derived by determining the reasonable actual costs incurred or savings achieved, resulting from revisions in the work. Such reasonable actual costs or savings shall include a component for direct job site overhead and profit but shall not include home-office overhead or other indirect costs or components. Any such costs or savings shall be documented in the format and with such content and detail as the City or the Engineer requires.

The execution of a Change Order by the Contractor shall constitute conclusive evidence of the Contractor's agreement to the ordered changes in the work, this Contract as thus amended, the Contract Price and the time for performance by the

Contractor. The Contractor, by executing the Change Order, waives and forever releases any claim against the City for additional time or compensation for matters relating to or arising out of or resulting from the work included within or affected by the executed Change Order;

The Contractor shall notify and obtain the consent and approval of the Contractor's surety with reference to all Change Orders if such notice, consent or approval is required by the City, the Engineer, and the Contractor's surety or by law. The Contractor's execution of the Change Order shall constitute the Contractor's warranty to the City that the surety has been notified of, and consents to such Change Order and the surety shall be conclusively deemed to have been notified of such Change Order and to have expressly consented thereto.

15. **Discovering and Correcting Defective or Incomplete Work**

In the event that the Contractor covers, conceals or obscures its work in violation of this Contract or in violation of a directive from the Electric Director or designee, such work shall be uncovered and displayed for the Electric Director's or designee's inspection upon request, and shall be reworked at no cost in time or money to the City.

If any of the work is covered, concealed or obscured in a manner not covered by the above it shall, if directed by the Electric Director or designee be uncovered and displayed for the Electric Director's or designee's inspection. If the uncovered work conforms strictly to this Contract, the costs incurred by the Contractor to uncover and subsequently, replace such work shall be borne by the City. Otherwise, such costs shall be borne by the Contractor.

The Contractor shall, at no cost in time or money to the City, correct work rejected by the Electric Director or designee as defective or failing to conform to this Contract. Additionally, the Contractor shall reimburse the City for all testing, inspections and other expenses incurred as a result thereof.

In addition to its warranty obligations set forth elsewhere herein, the Contractor shall be specifically obligated to correct any and all defective or nonconforming work for a period of twelve (12) months following final completion upon written direction from the City.

The City may, but shall in no event be required to, choose to accept defective or nonconforming work. In such event, the Contract Price shall be reduced by the greater of the reasonable costs of removing and correcting the defective or nonconforming work, and the difference between the fair market value of the Project as constructed and the fair market value of the Project had it not been constructed in such a manner as to include defective or nonconforming work. If the remaining portion of the unpaid Contract Price, if any, is insufficient to compensate the City for the acceptance of defective or nonconforming work, the Contractor shall, upon written demand from the City, pay the City such remaining compensation for accepting defective or nonconforming work.

**EQUAL
EMPLOYMENT
OPPORTUNITY
COMPLIANCE PACKAGE**

CONTRACTOR'S EEO COMPLIANCE PACKAGE CHECKLIST

Name of Project: Tree Trimming/Line Clearance		
Bid Opening Date: Thursday, March 5th, 2026, 10:00 a.m.		
√	Page Title	Instructions
	Policies and Practices	Please mark each item appropriately. If you mark C please state the reason on separate sheet with the item number.
	Employment Data	This sheet must be filled out completely with the correct numbers. If you have filled this sheet out before and there is a difference in the numbers, then please indicate the reason.
	Bidder Information	This must be completed properly and signed by the legal authorized EEO personnel.
	E.E.O. Policy	If you have submitted an EEO policy in the last 5 years to the City of Oberlin, this is not necessary. Otherwise, please submit one with this package. The EEO policy should be posted in an area that all employees can see.

**CITY OF OBERLIN
85 SOUTH MAIN STREET
OBERLIN, OHIO 44074
(440) 775-7217**

EQUAL EMPLOYMENT OPPORTUNITY REPORT

INSTRUCTIONS

EQUAL EMPLOYMENT OPPORTUNITY REPORT REQUIREMENT: This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex, or national origin.

BIDDER PERFORMANCE: Completion of this Bidder Employment Practices Report is one of the steps which demonstrate compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with this program by the contractor and his subcontractors rests with the contractor or subcontractor. Such demonstration is a prerequisite for continued eligibility for bidding on City of Oberlin Contracts.

POLICIES AND PRACTICES

The bidder will indicate his willingness or unwillingness to comply with requirements of the Equal Employment Opportunity Program of the City of Oberlin by encircling the applicable letter to the left of each item below. The letters are to be interpreted as follows:

- A- This is now a practice of the company.
- B- The company will adopt this policy.
- C- The company cannot or will not adopt this policy. (If C is circled, state reason. Use separate sheet if additional space is needed)

It is understood that the company's willingness to participate in the Equal Employment Opportunity Program will be evaluated by the Office of the City Manager. This evaluation will directly influence our decision on the qualifications of each bidder and is an integral part of your bid.

A B C	10	Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the company.
A B C	11	The company will provide that all bargaining agreements with employee organization including labor union have non-discrimination clauses requiring equal employment opportunity.

Employment Data

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or Local law. All specific data is required to be filled in by law.

Categories	Sum Total	Total Male	Total Female	American Minority Males				American Minority Females			
				Black	Spanish	Native American	Asian	Black	Spanish	Native American	Asian
Officials, Mangers, Supervisors											
Professionals											
Technicians											
Sales Workers											
Office & Clerical											
Skilled Craftsmen											
Semi-skilled Operatives											
Unskilled Laborers											
Service Workers											
Apprentices											
Grand Totals											

Categories Descriptions are located on the next 2 pages.

NOTE: Explain major changes in employment, changes in composition of report units, and other pertinent data which differs from that given in last report.

DESCRIPTION OF OCCUPATIONAL CATEGORIES

Officials, Manager and Supervisors- Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for executing of these policies and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management, purchasing agents and buyers and kindred workers.

Professionals- Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers and kindred workers.

Technicians- Occupations requiring a combination of basic scientific knowledge and manual skills which can be obtained through about two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: draftsmen, engineering aides, junior engineers, mathematical aides, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences) and kindred workers.

Sales Workers- Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks and kindred workers.

Office and Clerical- Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office personnel, office machine operators, shipping and receiving clerks, stenographers, typists, secretaries, telegraph and telephone operators and kindred workers.

Craftsmen (skilled) - Manual works of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades hourly paid men and lead men who are not members of management, mechanics and repairmen, skilled machine occupations, compositors and typesetters electricians engraves job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and seamstresses, and kindred workers.

Operatives (semi-skilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and required only limited training.

Laborers (unskilled) - Workers in manual occupation which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers ,car washers and greasers, gardeners (except farm) grounds keepers, longshoremen and stevedores lumbermen, craftsmen and wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations and kindred workers.

Service Workers- Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service), barbers, cleaners, cooks (except household), elevator operators, firemen and fire protection, guards, watchmen and doorkeepers, stewards janitors, police and detectives, porters, waiters, and waitresses and kindred workers.

Apprentices- Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.

BIDDER INFORMATION (Please complete below):

Company Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Legally Authorized EEO Personnel (signature): _____

Please Print Name: _____ Date: _____

The above certifies that he/she is legally authorized by the bidder to make the statements and representations contained in this report; that he/she has read all of the foregoing statements and representations and that they are true and correct to the best of his/her knowledge and belief. The undersigned understands that if any of the statements and representations are made knowing them to be false or there is failure to implement any of the stated intensions or objectives, set forth herein, without prior notice of the Office of the City Manager the bidder will be subject to the loss of all future awards.

Chapter 157 of the City of Oberlin and the rules and regulations pursuant thereto provide for contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements and permits.

SPECIFICATIONS

S1. Work Locations and Work Orders

S1-1 Scheduled Line Clearance

The contractor shall perform line clearance of utility electric lines in accordance with the specifications, on all trees located in the public right-of-way and utility easements within the line clearance target area. The contractor shall refer to the Line Clearance Target Map located in Appendix A. The target area is identified by designated color. OMLPS retains the right to prioritize the contractor's work within the target area. The contractor shall be responsible to provide line clearance of all OMLPS operating voltages, in accordance with the clearance specifications set forth in section S4-2. When performing work for the Oberlin Municipal Light and Power System portion of this contract, the contractor shall notify the **Distribution Superintendent, Guy Greszler at 440-775-7262** every day that the contractor is performing work and shall provide the location of the work scheduled for that day. Upon completion of work, the contractor shall notify the Distribution Superintendent.

All scheduled line clearance shall be performed as soon as possible and shall be completed no later than **December 4, 2026**.

*** Please see page 11, "Payments section" for final payment request instructions.**

It shall be the responsibility of the contractor to provide prior notification to residents of scheduled line clearance work. The notification time periods shall be no less than one week, and no greater than six weeks. The City shall supply the contractor with notification door hanger cards for this purpose.

S2. Work Period

Normal work hours shall be Monday through Saturday. Work shall commence no earlier than 7:00 a.m. and shall end no later than one (1) hour before dark.

S3. Worker Qualifications/Supervision

The work encompassed by this contract is potentially dangerous. All work shall be performed by properly trained personnel. All personnel involved in work near and around electric utility lines shall have proper ISA training and shall meet the standards set forth according to ANSI 1910.269 and ANSI Z133.1. Work shall be performed under the supervision of an ISA Certified Arborist with Tree Risk Assessment Certification.

S4. Scope of Work

S4-1 Pruning

Large established trees are pruned to maintain a fourteen (14) foot clearance over streets and structures; eight (8) foot clearance over sidewalks and pedestrian public thoroughfares;

S4-2 Electrical Line Clearance

Trees shall be trimmed to maintain the following clearances:

Operating Volts	Conductor Side Clearance	Conductor Top Clearance	Conductor Lower Clearance
0 to 750	3 FT	3 FT	3 FT
4 KV	4-6 FT	6-8 FT	6-8 FT
12 KV	6-8 FT	12 FT	7-9 FT
69KV	10FT	7-15 FT	10-15FT

Electrical line clearance required working around energized lines. Contractor shall be required to provide line clearance on all trees within the designated target area, referenced on the map in Appendix A.

S5. Standards of Work

S5-1 Qualified Personnel

All persons pruning trees near electric utility lines shall be qualified with training that includes pruning techniques, and an understanding of safety and line clearing requirements as set forth by OSHA and ANSI Z 133.1-2000. All trimming shall be done in accordance with established arbor cultural principals and in such a way as to provide consideration for both tree symmetry and required power line clearance.

S5-2 Line Clearance

ANSI A300 (Part 1) – 2001 Pruning Standards shall be used for all pruning and line clearance covered by this contract. All branches or limbs shall be cut as close as possible to their branch collar. When only a section of a limb is to be removed, the diameter of the section to be removed shall be at least 1/3 of the largest diameter of the limb.

S5-3 Tree Climbing

Climbing irons, spikes, or spurs shall never be used on any tree unless approved by OMLPS Director or designee, or unless the tree is being removed.

S5-4 Contractor Tree Damage

Any tree damage caused by the contractor shall be repaired at no additional expense to the City. Trees damaged beyond repair shall be removed and replaced at the contractor's expense.

S5-5 Equipment Height Limitation

The use of bucket trucks does not excuse the contractor from climbing trees to reach portions inaccessible to buckets.

S5-6 Roadway Access and Closings

Local traffic as well as ingress and egress to all properties shall be maintained at all times unless a street closing has been approved by the City. Requests for street closings shall be made to the City not less than 24 hours prior to the closing. The contractor shall be responsible for delivering notice of the closing to the affected properties.

S5-7 Traffic Control and Work Zone Safety

Contractor shall be responsible, at contractor's expense for all traffic control, lights, signs, and barricades and must meet the specifications of ODOT Section 614. The presence of barricades, lights, or other traffic control devices, provided and maintained by any party other than the Contractor, shall not relieve the Contractor of this responsibility.

S5-8 Disposal and Cleanup

The contractor shall be responsible for the removal and disposal of all wood products resulting from their work including all brush, limbs, tree trunks and stump grindings. Complete cleanup of each day worked shall be performed. Tree sections shall be dropped or lowered onto public property to the extent possible. Work site is to be left clean. Contractor is responsible for repairs and cleanup to public and private property resulting from Contractor's work.

BID FORM

Proposal of _____, organized and existing under the laws of the state of _____ and doing business as _____ (insert “corporation”, “partnership”, or “individual”).

The undersigned having carefully examined the Instructions to Bidders, Specifications, and other information in the documents herein, hereby proposes and agrees that, if this proposal is accepted, he/she will provide all necessary materials, labor, and equipment for tree work in accordance with the specifications and this bid.

#1 Line Clearance

Item	Total
Line Clearance	

Name of Bidder: _____

By: _____
(Signature)

Title: _____

Address: _____

(Seal – if bid is
By a Corporation)

Telephone: _____

Date: _____

ATTEST:

(Signature)

(Name)

(Title)

LORAIN COUNTY BIDDER AFFIDAVIT

STATE OF _____)SS.
COUNTY OF _____

I, _____, being first duly sworn, deposes and says as follows:

- 1.) I am the _____, of the Business known as _____, ("Business").
- 2.) The headquarters of the Business is located at _____,
(Street address)
_____, _____, _____.
(City) (County) (State)
- 3.) The Business is not delinquent in the filing of any tax returns required to have been filed with a Lorain County Taxing Authority for the preceding year.

Signed: _____

STATE OF _____)SS.
COUNTY OF _____

Before me this _____ day of _____, 20____, personally appeared _____, who made oath that he/she has read the foregoing Affidavit, by him/her subscribed and the same are true of his/her own personal knowledge.

NOTARY PUBLIC

Commission Expires:

BID GUARANTY AND CONTRACT BOND

(Section 153.571 Ohio Revised Code)

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

(Here insert full name or legal title of Contractor and Address)

as principal and

(Here insert full name or legal title of Surety)

as Surety, are hereby held and firmly bound unto The City of Oberlin hereinafter called the Obligee, in the penal sum of the dollar amount of the bid submitted by the Principal to the Obligee

on _____ (Bid Date) to undertake the project known as **2026 TREE LINE CLEARANCE/TREE TRIMMING**.

The penal sum referred to herein shall be the dollar amount of the Principals' bid to the Obligee, incorporating any additive or deductive alternate proposals made by the Principal on the date referred to above to the Obligee, which are accepted by the Obligee.

In no case shall the penal sum exceed the amount of **10% of Bid** Dollars .

If the above line is left blank, the penal sum will be the full amount of the Principal's bid, including alternates.) Alternatively, if completed, the amount stated must not be less than the full amount of the bid, including alternates, in dollars and cents. For the payment of the penal sum well and truly to be made, we hereby jointly and severally bind ourselves, or heirs, executors, administrators, successors, and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas the above name Principal has submitted a bid on the above referenced project;

NOW, THEREFORE, if the Obligee accepts the bid of the Principal and the Principal fails to enter into a proper contract in accordance with the bid, plans, details, specifications, and bills of material; and in the event the Principal pays to the Obligee and difference not to exceed ten percent of the penalty hereof between the amount specified in the bid and such larger amount for which the Obligee may in good faith contract with the next lowest bidder to perform the work covered by the bid; or in the event the Obligee does not award the contract to the next lowest bidder and resubmits the project for bidding, the Principal will pay the Obligee the difference not to exceed ten percent of the penalty hereof between the amount specified in the bid, or the costs, in connection with the re-submission, of printing new contract documents, required advertising and printing and mailing notices to prospective bidders, whichever is less, then this obligation shall be null and void, otherwise to remain in full force and effect. If the Obligee accepts the bid of the Principal and the Principal within ten days after the awarding of the contract, enters into a proper contract in accordance with the bid, plans, details, specifications, and bills of materials, which said contract is made a part of this bond the same as though set forth herein; and

IF THE SAID Principal shall well and faithfully perform each and every condition of such contract; and indemnify the Obligees against all damages suffered by failure to perform such contract according to the provision thereof and in accordance with the plans, details, specifications, and bills of materials therefore; and shall pay all lawful claims of subcontractors, material men, and laborers; for labor performed and materials furnished in the carrying forward, performing, or completing of said contract; we agreeing and assenting that this undertaking shall be for the benefit of any material man or laborer having a just claim, as well as for the Obligees herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

THE SAID Surety hereby stipulates and agrees that no modifications, omissions or additions in or to the terms of said contract or in or to the plans and specifications therefore shall in any wise affect the obligations of said Surety on this bond, and it does hereby waive notice of any such modifications, omissions or additions to the terms of the contract or to the work or to the specifications.

SIGNED AND SEALED this _____ day of _____, 2026.

PRINCIPAL:

BY: _____

TITLE: _____

SURETY:

SURETY AGENT:

BY: _____

Attorney-in-Fact

Address:

Address:

Street

Street

City

State

Zip

City

State

Zip

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

State of _____

County of _____

Bid Identification	2026 TREE LINE CLEARANCE/TREE TRIMMING
--------------------	---

Contractor _____

Being first duly sworn, deposes and says he is

(Sole City, partner, president, secretary, etc.)

Of _____, the party making the forgoing bid; here affirms under oath, pursuant to Section 5119.042 of the Ohio Revised Code that, at the time the Bid was submitted the company (was), (was not) charged with delinquent personal property taxes on the General Tax List of Property for _____ County, Ohio.

If such charge for delinquent personal property taxes exists on the General Tax List of Personal Property for _____ County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties shall be set forth below.

A copy of this statement shall be transmitted by the Fiscal Officer to the County Treasurer within thirty (30) days of the date it is submitted.

Delinquent Personal Property Tax \$

Penalties	\$
-----------	----

Interest \$

Signed:

Name and Title

Subscribed and sworn to before me this _____ day of _____, 2026.

Seal of Notary

Notary Public

NOTICE OF AWARD

To:

The City of Oberlin, Ohio, having considered the Bid submitted by you for **2026 TREE LINE CLEARANCE/TREE TRIMMING** in response to the Advertisement for Bids dated

February 2, 2026 and **March 5, 2026** in the amount not to exceed \$_____ does hereby notify you that your Bid has been accepted by City Ordinance No. _____

The following variations from the Specifications and Bid Instructions have been allowed:

You are required to execute the Agreement within ten (10) calendar days from the date of this Notice to you. If you fail to execute said Agreement within ten (10) calendar days of the date of this Notice, the City of Oberlin will be entitled to consider all your rights arising out of the City's acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The City of Oberlin will also be entitled to such other rights as may be granted by law.

City of Oberlin, Ohio

By: _____

Title: City Manager Date: _____

Acceptance of Notice of Award

Receipt of the above Notice of Award is hereby acknowledged by

_____, this _____ day of _____, 2026.

By: _____

Title: _____

AGREEMENT

This Agreement, made this _____th day of _____, 2026, by and between the City of Oberlin, Ohio hereinafter called the "City", acting herein through its City Manager, and _____ doing business as an _____ in the City of _____, county of _____, and State of _____ hereinafter called the "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will furnish equipment in accordance with the terms of the Contract Documents.
2. The following variations from the Contract Documents and or options have been agreed to:

3. The term "Contract Documents" means and includes the following:

- a.) Advertisement for Bids
- b.) Instructions to Bidders
- c.) General Conditions
- d.) EEO and MBE Documentation
- e.) Bid including all attachments thereto
- f.) Bid Bond
- g.) Delinquent Personal Property Tax Affidavit
- h.) Notice of Award
- i.) Agreement (with Legal & Fiscal Officer's Certificates)
- j.) Specifications
- k.) Addenda:

No. _____, dated _____, 2026

No. _____, dated _____, 2026

No. _____, dated _____, 2026

4. The City will pay to the Contractor in the manner and at such times as set forth in the Contract Documents, such amounts as required by this Agreement.
5. City's engagement of the Contractor is based upon the Contractor's representations to the City that the Contractor:
 - has reviewed all documents pertinent to its portion or scope of the work and has found them in all respects to be complete, accurate, adequate, consistent, coordinated and sufficient;

AGREEMENT (pg 2)

- is an organization experienced in and qualified, willing and able to provide equipment of the nature and type necessary to perform its portion or scope of the Work
 - is authorized and licensed to do business in Ohio;
 - has the expertise and ability to meet the City's objectives and requirements
6. The Contractor shall furnish services and labor which expeditiously and economically and properly complete its particular scope of the Work in the manner most consistent with the City's interest and objectives; in accordance with the Contract Documents, and in accordance with the highest standards currently practiced by persons and entities performing comparable labor and services on projects of similar size and complexity.
 7. The Contractor expressly warrants and guarantees to the City that all goods, products, materials, equipment, and systems incorporated in its particular scope of Work conform to applicable specifications, descriptions, instruction, drawings, data and samples; be new (unless otherwise specified or permitted and without apparent damage; be of quality equal to or higher than that required by the Bid Documents; be merchantable; and free from defects.
 8. The Contractor expressly warrants and guarantees to the City that all labor and services required for its particular scope of Work shall comply with the Bid Documents; be performed in a workmanlike manner; and be free from defects.
 9. All warranties and guarantees set forth above shall be in addition to all other warranties, express implied or statutory, and shall survive payment for, acceptance or inspection of, or failure to inspect the Work.
 10. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
 11. With respect to the intent and interpretation of this Contract, the City and the Contractor agrees as follows:
 - (A) This Contract, together with the Contractor's and Surety's performance and payment bonds for the Project, if any, constitute the entire and exclusive agreements between the parties with reference to the Project, and said Contract supersedes any and all prior discussions, communications, representations, understandings, negotiations, or agreements.
 - (B) Anything that may be required, implied or inferred by the documents which make up this Contract, or any one or more of them, shall be provided by the Contractor for the Contract Price;
 - (C) Nothing contained in this Contract shall create, nor be interpreted to create, privity or any other relationship whatsoever between the City and any person except the Contractor;

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- (D) When a word, term, or phase is used in this Contract, it shall be interpreted or construed first, as defined herein; second, if not defined, according to its generally accepted meaning in the construction industry; and third, if there is no generally accepted meaning in the construction industry, according to its common and customary usage;
- (E) The words “include”, “includes”, or “including”, as used in this Contract, shall be deemed to be followed by the phrase, “without limitation”;
- (F) The specification herein of any act, failure, refusal, omission, event, occurrence or condition as constituting a material breach of this Contract shall not imply that any other, non-specified act, failure, refusal, omission, event, occurrence or condition shall be deemed not to constitute a material breach of this Contract;
- (G) The Contractor shall have a continuing duty to read, examine, review, compare and contrast each of the documents which make up this Contract, shop drawings, and other submittal and shall give written notice to the City of any conflict, ambiguity, error or omission which the Contractor may find with respect to these documents before proceeding with the affected work. The express or implied approval by the City of any shop drawings or other submittal shall not relieve the Contractor of the continuing duties imposed hereby, nor shall any such approval be evidence of the Contractor’s compliance with this Contract. The City has requested the Distribution Superintendent to only prepare documents for the Project, including the plans and specifications for the Project, which are accurate, adequate, consistent, coordinated and sufficient for construction. **HOWEVER, THE CITY MAKES NO REPRESENTATION OR WARRANTY OF ANY NATURE WHATSOEVER TO THE CONTRACTOR CONCERNING SUCH DOCUMENTS.** The Contractor again hereby acknowledges and represents that is has received, reviewed and carefully examined such documents, has found them to be complete, accurate, adequate, consistent, coordinated and sufficient for construction, and that the Contractor has not, does not, and will not rely upon any representations or warranties by the City concerning such documents, as no such representations or warranties have been or are hereby made;
- (H) In the event of any conflict, discrepancy, or inconsistency among any of the documents which make up this Contract, the following shall control:
 - (1) As between figures given on plans and scaled measurements, the figures shall govern;
 - (2) As between large scale plans and small scale plans, the large scale plans shall govern;
 - (3) As between plans and specifications, the requirements of the specifications shall govern;

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- (4) As between this document and the plans or specifications, this document shall govern.
- 12. The contractor shall perform all of the work required, implied or reasonably inferable from this Contract including, but not limited to, the following:
 - (A) Construction of the Project:
 - (B) The furnishing of any required surety bonds and insurance;
 - (C) The provision of furnishing, and prompt payment therefore, of labor, supervision, services, materials, supplies, equipment, fixtures, appliances, facilities, tools, transportation, storage, power, fuel, heat, light, cooling, or other utilities, required for construction and all necessary building permits and other permits required for the construction of the Project:
 - (D) The creation and submission to the City of detailed and comprehensive as-built drawings depicting all as-built construction. Said as-built drawings shall be submitted to the City upon final completion of Project and receipt of same by the City shall be a condition precedent to final payment to the Contractor.
 - (E) Neither payment to the Contractor, utilization of the Project for any purpose by the City, nor any other act or omission by the City shall be interpreted or construed as an acceptance of any work of the Contractor not strictly in compliance with this Contract;
 - (F) Prior to being entitled to receive final payment and as a condition precedent hereto, the Contractor shall furnish the City, in the form and manner required by City, if any, with a copy of the Engineer:
 - (1) An affidavit that all of the Contractor's obligations to subcontractors, laborers, equipment or material suppliers, or other third parties in connection with the Project, have been paid or otherwise satisfied;
 - (2) If required by the City, separate releases of lien or lien waivers from each subcontractor, lower tier subcontractor, laborer, supplier or other person or entity who has, or might have a claim against the City or the City's property;
 - (3) If applicable, consent(s) of surety to final payment;
 - (4) All product warranties, operating manuals, instruction manuals and other record documents, drawings and things customarily required of the Contractor, or expressly required herein, as a part of or prior to Project closeout;

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- 13. Termination by the Contractor

If the City repeatedly fails to perform its material obligations to the Contractor for a period of thirty (30) days after receiving written notice from the Contractor of its intent to terminate hereunder, the contractor may terminate performance under this Contract by written notice to the City. In such event, the Contractor shall be entitled to recover from the City as though the City has terminated the Contractor's performance under this Contract for convenience pursuant to Subparagraph 15(A) hereunder.

14. City's Right to Suspend Contractor's Performance

The City shall have the right at any time to direct the Contractor to suspend its performance, or any designated part thereof, for any reason whatsoever, or without reason, for a cumulative period of up to ten (10) calendar days. If any such suspension is directed by the City, the Contractor shall immediately comply with same.

In the event the City directs a suspension of performance under this Paragraph, through no fault of the Contractor, the City shall pay the Contractor as full compensation for such suspension the Contractor's reasonable costs, actually incurred and paid, of:

- (A) Demobilization and remobilization, including such costs paid to subcontractors;
- (B) Preserving and protecting work in place;
- (C) Storage of materials or equipment purchased for the Project, including insurance thereon;
- (D) Performing in a later, or during a longer, time frame than that contemplated by this Contract.

15. Termination by the City

The City may terminate this Contract in accordance with the following terms and conditions:

- (A) The City may, for any reason whatsoever, terminate performance under this Contract by the Contractor for convenience. The City shall give written notice of such termination to the Contractor specifying when termination becomes effective. The Contractor shall incur no further obligations in connection with the work and the Contractor shall stop work when such termination becomes effective. The Contractor shall also terminate outstanding orders and subcontracts. The Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders. The City may direct the Contractor to assign the Contractor's right, title and interest under termination orders or subcontracts to the City or its designee. The Contractor shall transfer title and deliver to the City such completed or partially completed work and materials, equipment, parts, fixtures, information and Contract rights as the Contractor has.

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When terminated for convenience, the Contractor shall be compensated as follows:

- (1) The Contractor shall submit a termination claim to the City specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the City. If the Contractor fails to file a termination claim within one (1) year from the effective date of termination, the City shall pay the Contractor, an amount derived in accordance with Subparagraph (3) below.
- (2) The City and the Contractor may agree to the compensation, if any, due to the Contractor hereunder;
- (3) Absent agreement to the amount due to the Contractor, the City shall pay the Contractor the following amounts:
 - (a) Contract prices for labor, materials, equipment and other services accepted under this Contract;
 - (b) Reasonable costs incurred in preparing to perform and in performing the terminated portion of the work, and in terminating the Contractor's performance, plus a fair and reasonable allowance for direct jobsite overhead and profit thereon (such profit shall not include anticipated profit or non-sequential damages); provided however, that if it appears that the Contractor would have not profited or would have sustained a loss if the entire Contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any;
 - (c) Reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Subparagraph (A) of this Paragraph. These costs shall not include amounts paid in accordance with other provisions hereof.

The total sum to be paid the Contractor under this Subparagraph 19(A) shall not exceed the total Contract Price, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

- (B) If the Contractor does not perform the work, or any part thereof, in a timely manner, supply adequate labor, supervisory personnel or proper equipment of materials, or if it fails to timely discharge its obligations for labor, equipment and materials, or proceeds to disobey applicable law, or otherwise commits a violation of a material provision of this Contract, then the City, in addition to any other rights it may have against the Contractor or other, may terminate the performance of the Contractor and assume possession of the Project site and of all materials and equipment at the site and may complete the work. In such case, the Contractor shall not be paid

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further until the work is complete. After final completion has been achieved, if any

portion of the Contract Price, as it may be modified hereunder, remains after the cost to the City of completing the work, including all costs and expenses of every nature incurred, has been deducted by the City, such remainder shall belong to the Contractor. Otherwise, the Contractor shall pay and make whole the City for such cost. This obligation for payment shall survive the termination of the Contract. In the event the employment of the Contractor is terminated by the City for cause pursuant to this Subparagraph B) and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a Termination for Convenience under Subparagraph A) and the provision of Subparagraph (A) shall apply.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three copies, each of which shall be deemed an original on the date first written above.

City of Oberlin, Ohio

By: _____
Greg Holcomb, City Manager

(Seal)

ATTEST:

City Clerk

(Witness)

Contractor: _____

By: _____

Title: _____

Address: _____

(Seal)

Phone: _____

ATTEST:

(Secretary, if Corporation)

(Witness)

CITY OF OBERLIN, OHIO

FISCAL OFFICER'S CERTIFICATE

Project Identification: **2026 TREE LINE CLEARANCE/TREE TRIMMING**

I, **Marin Fowler**, Finance Director hereby certify that I am the qualified and acting Fiscal officer of the City of Oberlin, Ohio, and that the amount of money to wit \$_____ required to meet the cost of the attached Agreement between the City of Oberlin and _____ (contractor) has been lawfully appropriated for the purpose of said Agreement and the money so appropriated is on deposit (or in process of collection) to the credit of the appropriate fund free from any previous encumbrances.

Date: _____

Signature: _____

Name: **Marin Fowler**

Title: **Finance Director**

CITY OF OBERLIN, OHIO
LEGAL OFFICER'S CERTIFICATE

Project Identification: **2026 TREE LINE CLEARANCE/TREE TRIMMING**

The foregoing Agreement between the City of Oberlin, Ohio (City) and
_____ (Contractor) is approved as to form.

Date

Jon Clark, Law Director

NOTICE TO PROCEED

To:

Date:

**Project: 2026 TREE LINE CLEARANCE
/TREE TRIMMING**

You are hereby to commence WORK in accordance with the Agreement dated _____, **2026** on
, _____, **2026** and with all WORK completed by **December 4, 2026**.

Owner: City of Oberlin, Ohio

By: _____

Title: Greg Holcomb, City Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged

By _____ this _____ day of _____ 2026

By: _____

Title: _____

EXPERIENCE STATEMENT

The bidder is required to state in detail in the space provided below, what work he has done of a character similar to that included in the proposed Contract, to give references and such other detailed information as will enable the Owner to judge of his responsibility, experience, skills and financial standing. Among other things, this statement shall include the following:

A record of similar work performed and evidence to the effect:

1. That the bidder maintains a permanent place of business.
2. That the bidder has adequate facilities and equipment available for the work under the proposed contract.
3. That the bidder has suitable financial means to meet obligations incidental to the work.
4. That the bidder has appropriate technical experience and possesses sufficient skill and experience.
5. That the bidder maintains a service department qualified to make all repairs to adjustments that may be required on the equipment to be used under the proposed contract.
6. That references list below with phone numbers can be contacted.

(Use additional sheet, if necessary)