

# Invitation to Bid

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Sale of Scrap Vehicles – Police Impound

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**Item/Project**

Police Impound

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**Responsible Department**

January 4, 2024 on or before 2:00 PM local time

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**Bids Due**

## Bid Proposal Submitted By:

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

**Sale of Scrap Impound Vehicles  
Police Impound Department**

**BIDDER'S CHECKLIST**

A complete bid packet will consist of the items listed below.

Complete this checklist to confirm the items required in your bid. Place a checkmark or "X" next to each item that you are submitting to the City of Canton. Failure to submit the listed documents may be cause for rejection of your bid. This checklist should be returned with your proposal.

- \_\_\_\_\_ Cover sheet
- \_\_\_\_\_ Checklist
- \_\_\_\_\_ Legal Notice
- \_\_\_\_\_ Specifications
- \_\_\_\_\_ Proposal Page
- \_\_\_\_\_ Bid Check - Certified or Cashiers
- \_\_\_\_\_ Bidder Information/Signature Pages
- \_\_\_\_\_ Insurance Requirements Pages
- \_\_\_\_\_ Personal Property Tax Certification: ORC 5719.042
- \_\_\_\_\_ W9 Tax Form

**Sale of Scrap Impound Vehicles  
Police Impound Department**

**LEGAL NOTICE**

Codified Ordinance 107.07

The Director of Public Safety of the City of Canton, Ohio will accept sealed bids on or before 2:00 PM, local time on **January 4, 2024** for the purpose of awarding a contract for the:

**Sale of Scrap Impound Vehicles**

The City will disqualify any bid not received on or before 2:00 PM local time on **January 4, 2024**. Shortly after the deadline for the submission of bids, bids received on time will be publicly opened and read aloud. The Sixth Floor Conference Room of Canton City Hall is the location for the bid opening.

Submit all bids to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/Fourth Floor, Canton, Ohio 44702 according to the instructions in the Invitation to Bid posted on the City of Canton Purchasing Department website at <https://cantonohio.gov/448/Purchasing-Procurement>.

A certified check or cashier's check made payable to the City of Canton must accompany the bid. Draw this check from a solvent bank satisfactory to the Director of Public Safety as a guaranty the contract and its performance are properly secured if the bid is accepted. The Bidder shall verify the certified check or cashier's check for five hundred (\$500.00) dollars. The City of Canton will only accept original checks. Therefore, if any company and/or bidder submits a copy (including faxed copies) of his/her \$500.00 security, the City will disqualify the bid.

Any bidder may withdraw his bid, by written request, at any time prior to the deadline set for the bid opening. Please be advised, the City of Canton may impose a \$500.00 penalty to any bidder that withdraws his bid after the bid opening and prior to a contract award(s).

Each bid must contain the full name of every person or company participating in the bid.

The Board of Control reserves the right to reject any or all bids and to accept the bid(s) deemed most beneficial to the City of Canton.

All companies must submit their Federal ID Number for IRS purposes.

The bidder is responsible for monitoring the City's website for any official addenda.

It is requested that the bidder print the entire Invitation to Bid and submit an original bid packet in its entirety.

Please contact Director of Purchasing Andy Roth at [purchasing@cantonohio.gov](mailto:purchasing@cantonohio.gov) if you have any questions regarding this bid.

**By order of the Director of Public Safety: Andrea Perry**  
**Published in The Repository: December 20 and December 27, 2023**

**Sale of Scrap Impound Vehicles  
Police Impound Department**

**SPECIFICATIONS**

**1.0 SCOPE AND CLASSIFICATION**

- 1.1 **Scope:** The City of Canton, Police Impound, is seeking bids for the Sale of Scrap Vehicles. The scrap is located at the Police Impound Lot at 2436 30<sup>th</sup> Street NE, Canton, OH 44705. This contract will be for one (1) year beginning on the date of the contract award, with the option to renew for one (1) year intervals thereafter, if mutually agreed upon by both parties.
- 1.2 **Classification:** The scrap will be awarded to the person or company who bids the highest price per vehicle.

**2.0 APPLICABLE PUBLICATIONS & STANDARDS**

- 2.1 This bid will be based upon the American Metal Market Index for scrap metal or other agreed upon index at the time of bid submission. The price per vehicle **shall be** adjusted (up or down) monthly based upon the agreed upon index. Documentation must be provided by the successful bidder showing the index change and new price with each check submitted as payment.

**3.0 REQUIREMENTS**

3.1 General Requirements

- 3.1.1 **Price:** All bidders are requested to bid fixed, firm pricing, for the initial award, in the spaces provided on the proposal page. Bidders shall bid a price per vehicle.
- 3.1.2 **Quantity:** The total amount of scrap vehicles will vary from month to month. The average number of scrap vehicles per month has historically been 60 vehicles.
- 3.1.3 **Time:** After the bids are opened, they will be reviewed and evaluated prior to making an award by the Board of Control. Therefore, it will be at least two (2) weeks or longer after the bid opening before an award letter will be sent out.

3.2 Procedural Requirements

- 3.2.1 The Impound Lot will call the successful bidder with a count of vehicles available for pick-up (minimum of five). The successful bidder will have seventy-two (72) hours to remove the vehicles. The successful bidder will be responsible for any and all loading required to remove the vehicles. Impound Lot personnel will provide a receipt to the successful bidder indicated the number of vehicles removed from the premises.

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**4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES**

4.1 N/A.

**5.0 INVOICING AND PAYMENT**

5.1 The successful bidder will submit payment to the City of Canton within ten days for the number of scrap vehicles listed on the receipt.

**6.0 NOTES**

6.1 Proposal Page Instructions: Bidders are required to fill out the proposal page. Pricing found elsewhere in the bid will not be considered. Price shall include all of the requirements listed in the specifications.

6.2 Questions and Addenda

6.2.1 All questions should be submitted in writing at least five (5) business days prior to the date and time of the bid opening. Answers to questions will be issued in writing as official addenda no later than seventy-two (72) business hours prior to the time of the bid opening. Said addenda will become a component of the Invitation to Bid and should be acknowledged as received on the proposal page. Failure to acknowledge all official addenda in this manner may result in your bid being disqualified.

6.2.2 All questions should be directed to:  
Andy Roth  
City of Canton Purchasing Department  
Email: [purchasing@cantonohio.gov](mailto:purchasing@cantonohio.gov)

6.2.3 Bidders are expected to and responsible for monitoring the City's website for all official addenda.

6.2.4 Oral instructions or decisions, unless confirmed by addenda, will not be considered valid, legal or binding.

6.3 Please be advised that when you submit a bid to the City of Canton, the City will assume that an authorized representative of your company reviewed said bid to assure that the bid is correct and/or accurate.

6.4 Any bidder may withdraw a bid, by written request, at any time prior to the time set for the bid opening. This request must be made to Andy Roth, Director of Purchasing at [purchasing@cantonohio.gov](mailto:purchasing@cantonohio.gov). If there is no withdrawal of the bid, in accordance to this procedure, the City reserves the right to enforce said bid prices(s) and/or contract(s).

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- 6.5 The party submitting a bid is solely responsible for the delivery of the bid to the specified location prior to the deadline for the receipt of bids. The Purchasing Department time stamp clock is the official time used for the deadline of the submission of bids.



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**BID GUARANTY**

A **certified check** or **cashier's check** made payable to the City of Canton must accompany the bid. Draw this check from a solvent bank satisfactory to the Director of Public Safety as a guaranty the contract and its performance are properly secured if the bid is accepted. The Bidder shall verify the **certified check** or **cashier's check** for **five hundred (\$500.00) dollars**. The City of Canton will **only accept original checks**. Therefore, if any company and/or bidder submits a copy (including faxed copies) of his/her \$500.00 security, the City will disqualify the bid.

Should any bid be accepted, the check will be deducted from the total amount owed to the City once the scrap has been properly removed as outlined in the bid, and an invoice has been issued by the City. Should any bid not be awarded or be rejected, such check will be returned to the bidder or bidders after the execution of the contract.

**Please place your bid guaranty at the front of your submitted bid.**



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**BIDDER INFORMATION AND SIGNATURE**

**Bidder Information Page 1 of 3**

1. The Bidder shall provide the following information as part of its bid.

a. Name of Bidder \_\_\_\_\_

b. Business Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

c. Business Telephone Number ( \_\_\_\_ ) \_\_\_\_\_

d. Person, address, email and telephone to whom official notices are to be sent  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Person, address, email and telephone for further information regarding this proposal  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. State(s) of incorporation (w/dates of incorporation)  
\_\_\_\_\_  
\_\_\_\_\_

g. Principal place of business \_\_\_\_\_

h. Federal I.D. Number # \_\_\_\_\_

i. Amount of Certified Check, Cashier's Check, Bid Bond \$ \_\_\_\_\_

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**Bidder Information Page 2 of 3**

2. Form of Business Organization.

\_\_\_\_ Corporation

\_\_\_\_ Partnership

\_\_\_\_ Other

3. The bidder shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

_____	_____
_____	_____
_____	_____
_____	_____

All of the above, including the signatory to this bid, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____
_____	_____

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**Bidder Information Page 3 of 3**

The undersigned certifies that the bidder has the facilities, ability and financial resources available for the fulfillment of the contract if such be awarded to said bidder.

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the OWNER concerning his ability to successfully perform the work in a satisfactory manner.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Contractor

By \_\_\_\_\_

(Signature of individual, partner or officer signing the proposal.)

**Please have this page notarized**

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**INSURANCE REQUIREMENTS**

**Instructions**

All successful bidders will be required to submit the following items per the requirements below:

1. Liability Insurance Certificate
2. Workers Compensation Certificate

**(Note: Bidders are encouraged to submit these items with their bid packets.)**

**Insurance Requirements**

The following standard indemnity agreement and minimum insurance requirements are incorporated in the specifications for all work performed by the Contractor for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

- I. The Contractor agrees to indemnify and save the Owner harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and his or their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety provided by the Contractor.
- II. The Contractor shall maintain liability insurance and furnish the Owner with Certificates of Insurance as evidence thereof in the prescribed form. If any work provided for or to be performed under any Specifications is sublet (as otherwise permitted by the terms of such Specifications), the Contractor shall require the sub-contractors to maintain and furnish him with satisfactory evidence of Workmen's Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate.
- III. In accordance with Item II, the Contractor shall maintain the following insurance:
  1. Workmen's Compensation and Employer's Liability Insurance affording,
    - a. Protection under the Workmen's Compensation Law in the State of Ohio.
    - b. Employer's Liability protection subject to a minimum limit of \$100,000.00.
  2. General Liability Insurance in amounts not less than:

a. General Aggregate Limit	\$2,000,000.00
b. Personal and Advertising Injury Limit	\$1,000,000.00
c. Each Occurrence Limit	\$1,000,000.00
d. Fire Damage	\$ 100,000.00
e. Medical Expense Limit	\$ 5,000.00

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3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
  - a. Bodily Injury and Property Damage  
any one accident or loss: \$1,000,000.00

VI. This insurance shall:

1. include coverage for the liability assumed by Contractor under Item I (Indemnity);
2. be evidenced by Certificates of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for;
3. not be subject to any of the special property damage liability exclusions commonly referred to as the XCU exclusions pertaining to blasting or explosion, collapse or structural damage and underground property;
4. provide the City of Canton **“additional insured status”** and shall **contain an endorsement by the insurance carrier providing thirty (30) days’ notice to both the City and insured in the event of any change in coverage under the policy.** No less than thirty (30) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer.

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**PERSONAL PROPERTY TAX CERTIFICATION (ORC 5719.042)**

**NOTE: The below form and/or certification must be retyped on the bidder's letterhead and notarized utilizing either paragraph (A) or (B), and paragraph (C) as it applies to your company.**

Office of the Auditor  
City of Canton  
218 Cleveland Avenue S.W., 2<sup>nd</sup> floor  
Canton, OH 44702

To Whom It May Concern:

(A) The undersigned hereby certifies that the party for whom the contract award is being considered was not charged with any delinquent personal property tax at the time of the bid opening for the project nor is said party currently charged with such a delinquency on the general tax list of personal property for Stark County, Ohio.

Or

(B) The undersigned hereby certifies that the party for whom the contract award is being considered has been charged with a delinquency regarding personal property tax on the general tax list of personal property for Stark County, Ohio, either currently, or at the time of bid opening for the project. The amount of the due and unpaid delinquent taxes, including any due and unpaid penalties and interest thereon is \_\_\_\_\_.

and

(C) It is understood that, under Ohio law, this statement is to be signed by the party whose bid has been tentatively accepted, and must be affirmed under oath. The law also requires that his statement is to be submitted to the City Auditor and this statement must be incorporated into the pending contract before any payment can be made under the subject contract.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signatory

\_\_\_\_\_  
Secretary

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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

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**W9 Tax Form**

Please provide an up to date copy of your Company's W9.