

**TRUMBULL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES’
REQUEST FOR QUOTE
FOR
DOCUMENT DESTRUCTION SERVICES**

PROVIDER DISCLOSURES AND ATTESTATION

An original signature, in blue ink, by an individual who is legally authorized to enter into a quote for service provision and who is also signing the quote submission is required on page 3 of 3 of this form to acknowledge disclosure and attestation of the following:

Potential contractors must indicate none or disclose and attach any detail for the following:

1. Any identified conflict of interest related to relationships between any TCDJFS’ or Trumbull County employees involved in the procurement of the services in this RFQ. This information will not necessarily be cause for rejection of a quote; however, failure to disclose this information may be cause for TCDJFS to reject a quote, suspend a potential award, or terminate an award under this RFQ;

_____ NONE _____ DISCLOSURE ATTACHED

2. Any current unresolved finding for recovery under Federal Regulations or the Ohio Revised Code and that the organization will not become subject to such an unresolved finding for recovery prior to the award of a contract as a result of a response to this RFQ. In the instance where a prospective contractor is unable to certify to any of these statements, the prospective contractor shall attach an explanation of this;

_____ NONE _____ DISCLOSURE ATTACHED

3. Any formal claim for breach of contractor adverse regulatory or governmental action (federal, state, or local) with respect to performance of services similar to those being quote by the organization, its principals nor any associated subcontractor. In the instance where a prospective contractor is unable to certify to any of these statements, the prospective contractor shall fully explain the details as described in Section XX. of this RFQ;

_____ NONE _____ DISCLOSURE ATTACHED

4. Any pending or threatened court actions and/or claims against the provider, parent company, subsidiaries, or potential subcontractor(s). This information will not necessarily be cause for rejection of a quote; however, failure to disclose this information may be cause for TCDJFS to reject a quote, suspend a potential award, or terminate an award under this RFQ;

_____ NONE _____ DISCLOSURE ATTACHED

5. Funds awarded under this RFB must be expended in compliance with any Executive Orders issued by the President of the United States or by the Ohio Governor, including but not limited to, Executive Order 2011-12K governing the expenditure of Public Funds on Offshore Services (as included in this RFQ). A fully executed form is required for submission with any response to this RFQ;

_____ REQUIRED DISCLOSURE ATTACHED

6. Disclosure of any subcontractor with as required, described, and outlined in the RFQ.

_____ NONE _____ DISCLOSURE/LETTER ATTACHED

Potential service providers must reflect positive attestation to the following statements and/or certifications:

1. By submission of the quote, the company and/or organization nor its principals are presently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal funds or participating in this quote transaction or any resulting award by any federal department or agency;
2. Agree and maintain, at their expense, at all times throughout the term and performance of any award, Workers' Compensation coverage with minimum statutory limits and liability insurance with a limit that is reasonably necessary to adequately secure the persons and estates of eligible individuals against any and all torts that may result in the injury or death of an eligible individual. As indicated in the Request for Quote document, at the time of quote submission, the potential contractor is required to furnish a Certificate of Worker's Compensation Insurance and a Certificate of Insurance certifying that the provider is adequately insured. Upon award of a contract, TCDJFS, the Trumbull County Board of Commissioners and its employees will be required to be named as additional insured on all liability policies;
3. Federal dollars will not be used for lobbying;
4. All internal policies meet state and federal guidelines regarding Equal Opportunity Laws and Regulations, and these will be followed in providing for fair and reasonable employment practices;
5. Will cooperate with and adhere to the Ohio Revised Code in consideration of any Ohio Child Support Enforcement in compliance with any court order for the withholding of child support and in ensuring that the contractor or employees of the contractor meet child support obligations established under state law;
6. Will adhere to an Indemnification clause including the Trumbull County Department of Job and Family Services, the Trumbull County Commissioners, and the employees and assigns of both throughout the performance of any services awarded under this quote request;
7. Will adhere to standards of confidentiality that apply to the employees of either party and the State of Ohio, including all federal laws, rules, and regulations. In addition, any contractor will be required to comply with applicable sections of the U.S.C. regarding disclosure of protected health information under the Health Insurance Portability Act (HIPPA) of 1996. Any violation of confidentiality may result in termination of the contract and/or other legal action;
8. Will adhere to any determination made by TCDJFS regarding the vendor or subrecipient nature of the awarded contractual relationship and as such, be willing to adhere to all federal, state, or local financial review/audit guidelines and requirements;
9. Will adhere to all program and funding requirements pursuant to federal, state, and local laws, rules and regulations;
10. Will maintain sufficient capability to operate and provide services until all services are complete; and make available for review and monitoring the names and qualifications of their officers, directors, and managing personnel who have operational or fiscal responsibilities for the services;
11. Will provide, upon request for monitoring purposes, a copy of the organizations most recent independent annual audit or compiled financial statements;

12. Will complete criminal records checks on all employees and volunteers assigned to work with or transport children by obtaining a nationwide and local conviction record transcript from a specified law enforcement agency(ies) and shall not utilize an employee or volunteer who has a conviction involving moral turpitude, physical or sexual abuse or crimes against children;

In submitting a response to this RFQ, all responders provide assurance that if an award is subsequently offered to provide services, the service provider can and will fully execute the following forms and assurances:

- A. Non-Collusion Affidavit;
- B. Personal Property Delinquent Tax Affidavit duly signed by the provider, as required by Section 5719.042 of the Ohio Revised Code, associated with any award;
- C. Be directed in advance that Trumbull County adopted a revised Drug and Alcohol Use Policy and Procedure on 09/07/2016, and the terms of this policy also apply to any contractors directly paid or reimbursed for the provision of services through the County. A copy of this Policy will be incorporated as a part of all contracts and will include a “Sign-Off Sheet” to be signed by the provider;
- D. Provide a W-9 form with the remittance address to which any payment for products and services is to be issued so that the provider is a current vendor with the Trumbull County Auditor.

TCDJFS will enter into contracts only service providers which provide reasonable assurance through the signed Quote Response as outlined in the RFQ document and through this signed statement that the organization is capable of managing, operating, monitoring, and reporting according to federal, state, and local guidelines and standards of usual and customary business practices allowing for the quote products and services to be provided as requested.

SIGNATURE

DATE

PRINTED NAME

POSITION/TITLE

PROPOSING ORGANIZATION