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BOARD OF ELECTIONS**

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**INVITATION FOR PRICE QUOTE
(Informal Request for Proposal)
Permanent Polling Location Accessibility Improvements
Berea Baptist Church
Issued: January 12, 2012**

I. Introduction

The Cuyahoga County Board of Elections is soliciting price quotes to make the permanent accessibility improvements at the polling location as described in Section II. The Ohio Secretary of State was awarded grant funds from the U.S. Department of Health and Human Services to ensure equal access to the voting process for voters with a full range of disabilities. In turn, the Ohio Secretary of State awarded the Cuyahoga County Board of Elections with funds to cover the cost of permanent improvements that would improve access to the selected polling location and enhance election operations better than temporary improvements.

II. Quantity and Description

This project will be awarded in its entirety for the scope of work outlined in this section to comply with the Department of Justice and Americans with Disabilities Act (ADA) Accessibility Guidelines for polling location accessibility.

A. Polling Location Project Site

Berea Baptist Church located at 250 West Street, Berea, Ohio 44017

B. Description of Work to be Performed

1. A permit to perform the work must be obtained from the municipality
2. Demolish existing concrete ramp with a slope of 10.3% and handrails which does not meet ADA guidelines
3. Create new concrete ramp with a slope less than 1:12 (8.33%) - at least one foot of ramp length is needed for each inch of rise (excavate for frost proof footings, form and pour a new ramp and landing)
4. Fabricate, paint, and install new handrails on both sides of the inside portion of the new ramp between 34 and 38 inches high

III. Vendor Submission Responsibilities

A. Based on the information provided in Section II, a total price of the entire project must be submitted and include the following:

1. Cost of the permit to perform the work



2. Labor cost to demolish existing concrete ramp
 3. Material cost to create new concrete ramp as specified
 4. Labor cost to create new concrete ramp as specified
 5. Material cost to fabricate new handrails as specified
 6. Labor cost to fabricate and install new handrails as specified
 7. Total labor cost for the entire project as specified
 8. Total material cost for the entire project as specified
 9. Grand total for the entire project as specified
 10. Estimated date of project completion
 11. Completed W-9 Form
 12. Each proposal shall be accompanied by a bid guaranty, per ORC Section 153.54, in the form of either a bid bond for the full amount (100%) of the bid, or a certified check, cashier's check, or irrevocable letter of credit pursuant to ORC Chapter 1305 in the amount of ten percent (10%) of the total amount of the bid. If a bid bond is submitted as the bid guaranty, it must be that of an approved surety company authorized to transact business in the State of Ohio and it shall automatically increase to a 100% Performance and Payment Bond. If a certified check, cashier's check, or irrevocable letter of credit is submitted as the bid guaranty, it must be drawn on a solvent bank and made payable without condition to the Treasurer of Cuyahoga County. The bid bond or certified check, cashier's check, or irrevocable letter of credit will be held as a guaranty that if the proposal is accepted, the bidder will enter into a contract for same.
 13. Each proposal shall be accompanied by documentation showing that selected vendor is fully licensed, bonded and insured for this project.
- B. The price quote must be on company letterhead, signed, mailed, faxed, emailed or hand-delivered **no later than 3:00 PM on Thursday, February 9, 2012**. The time will be determined by the time stamp machine in room 406, Fiscal Services Office, of the Cuyahoga County Board of Elections.

Quotes submitted by mail must be addressed as follows:

Cuyahoga County Board of Elections
Fiscal Services Department
**IRFP Permanent Polling Location Accessibility
Improvements - Bethel Cleveland Church**
2925 Euclid Avenue
Cleveland, Ohio 44115-2497

Price quotes received after the above stated time will be returned to the vendor unopened.

If there are any questions, please contact Dane Thomas, Project Coordinator, at (216) 443-6407 or via email (dthomas@cuyahogacounty.us).

- C. Bid Proposals will be opened in public session, 4th floor Board Room shortly after the submission deadline stated in Section B.
- D. The Cuyahoga County Board of Elections reserves the right to issue, terminate, or modify this Department Order, whether in part(s), in its entirety, or cancel any or all parts of the order. The CCBOE reserves the right to reject any and all bids.
- E. If the selected vendor is not already registered as a Cuyahoga County Vendor, then it will be the responsibility of the vendor to do so. This will allow the selected vendor to be listed within the County's purchasing system. As a registration requirement, the selected vendor must submit a form W-9.
- F. Awarding of this contract is subject to the approval of the bid proposal by the Ohio Secretary of State ADA Coordinator.
- G. A Department Order shall be awarded to the "lowest and best" bidder(s). The Board of Elections shall make the final determination as to the "lowest and best" bid.
- H. Additional information may be required of a vendor by the Board of Elections before a Department Order is issued to a selected vendor.

IV. Payment & Penalty Provisions

The selected vendor is responsible for the quality and completeness of this project in accordance with the specified Americans with Disabilities Act Accessibility Guidelines. Payment is subject to the satisfactory completion and passage of inspection of the Ohio Secretary of State's ADA Coordinator. Unsatisfactory quality or improper installation may result in a penalty charge of up to five percent (5%) of the contract amount otherwise payable for the specific service rendered, which was determined unsatisfactory. Penalty charges will only be invoked if the selected vendor is unwilling or unable to remedy the unsatisfactory condition within the time frame specified for delivery. The Cuyahoga County Board of Election is not responsible for any costs that exceed the bid proposal. The selected vendor is responsible for all cost overruns.