

APPENDIX A
AFFIDAVITS AND DECLARATIONS

The following pages contain the Affidavits required for this proposal:

NON-COLLUSION AFFIDAVIT, Exhibit A-1

Must be completed and notarized.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT, Exhibit A-2

Must be completed and notarized.

SMALL AND EMERGING BUSINESS ENTERPRISE INFORMATION FORM, Exhibit A-3

Please complete for informational purposes; this form does not need notarized.

LOBBYIST/CONSULTANT DECLARATION FORM, Exhibit A-4

(Please Complete for Informational purposes. Does not need to be notarized.)

DELINQUENT PERSONAL PROPERTY TAXES FORM, Exhibit A-5

Must be completed and notarized.

**EXHIBIT A-1
NON-COLLUSION AFFIDAVIT**

STATE OF OHIO,

COUNTY OF FRANKLIN, SS:

_____ being first duly
SWORN,

deposes and says that they are the _____ or authorized representative

of _____

or is the party submitting this bids; that such bids is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person to submit a sham bid, or refrain from bidding; has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder; to fix any overhead, profit or cost element of said bid price, or of that of any other bidder; to secure any advantage against the County of Franklin or any person or persons interested in the proposed contract; that all statements contained in said bid of bids are true, and that, such bidder has not, directly or indirectly submitted this bids, or the contents thereof, or divulged information or data relative thereto to any other potential bidder. Further, Affiant affirms that no county employee has any financial interest in this company or the bids being submitted.

Affiant and Title

SWORN to before me and subscribed in my presence this

_____ day of _____, 20_____.

Notary Public

My Commission expires _____, 20_____ (Seal)

EXHIBIT A-2
NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY AFFIDAVIT

STATE OF _____

COUNTY/PARISH OF _____

_____ being first
Printed Name

duly sworn, deposes and says that they are

(President, Secretary, etc.)

of _____, the party who made the foregoing bid; that such party as contractor does not and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability or military status, veteran status, national origin, or ancestry, sexual orientation, or gender identity. If awarded a contract under this bid, said party shall take affirmative action to insure that applicants are employed and that employees are treated, during employment, without regard to their race, color, religion, sex, age, disability or military status. If successful as the lowest and best bidder under the foregoing bids, this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment, setting forth the provisions of this affidavit.

Signature

Affiant

Company/Corporation

Address

City/State/Zip Code

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

My Commission expires _____, 20_____. (Seal)

EXHIBIT A-3
SMALL AND EMERGING BUSINESS ENTERPRISE INFORMATION

Businesses seeking to do business with Franklin County are asked to complete, for statistical purposes, information regarding the certifications and demographics concerning their business. Please take a moment and check the following descriptions that apply. Again, this is only for information purposes and is not part of the award process. Information supplied will not be given any consideration with regard to a bid award.

Please check all that apply:

Small and Emerging Business Enterprise (SEBE) Definition

A small and emerging business enterprise is defined as a business concern, operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR Part 121.201. Such a concern is “not dominant in its field of operation” when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged.

The below designations require that the Vendor selecting them be certified by an appropriate certification entity. Franklin County will recognize and accept certifications from: the City of Columbus, Columbus City Schools, the Department of Administrative Services (DAS), Ohio Unified Certification Program (ODOT), the US Department of Veterans Affairs (Office of Small & Disadvantaged Business Utilization) and the Women’s Business Enterprise National Council (WBENC) certifying bodies. In addition to other agencies approved by the County i.e. Ohio Minority Business Assistance Center or Columbus City Schools we will accept certifications from any appropriate certification body for these certifications. Please upload a copy of your certification at the end of this section if you select one of the below.

Disadvantaged Business Enterprise (DBE)

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals* own at least a 51% interest and also control management and daily business operations. (*African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged). Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis. To participate in the DBE program, a small business owned and controlled by socially and economically disadvantaged individuals must receive DBE certification from the relevant state— generally through the state Uniform Certification Program (UCP).

To be regarded as economically disadvantaged, an individual must have a personal net worth that does not exceed \$1.32 million. To be seen as a small business, a firm must meet SBA size criteria AND have average annual gross receipts not to exceed \$22.41 million. Size limits for the airport concessions DBE program are higher. The Department has issued a final rule amending its disadvantaged business enterprise (DBE) program at 49 CFR part 26.

Encouraging Diversity. Growth and Equity (EDGE)-Certified Business Enterprise (“EDGE”) Definition

An EDGE-certified business must be owned and controlled by a U.S. citizen who is a resident of Ohio. A business may qualify for EDGE certification if either (a) its owner is both socially and economically disadvantaged, or (b) the business is located in a qualified census tract and the owner is economically disadvantaged. A business enterprise that is eligible for EDGE certification must (1) have been in business for at least one year prior to applying; and (2) be at prior to the date of determination in connection with the County’s contracting or procurement activities and that meets certain size limitations based on the Federal Small Business Administration Regulations set forth in 13 C.F.R. §121.201 and the revisions thereto. The enterprise must be local, having (a) its principal place of business within Franklin County, Ohio as determined by the payment of real or personal property taxes on property located in such county for not less than one taxable year immediately prior to the date of determination or (b) more than 50% of its full-time employees residing within the boundaries of Franklin County; and must be economically disadvantaged such that the enterprise is at least 51% owned and controlled directly or indirectly by one or more individuals, each with a personal net worth equal to or less than \$750,000. Personal net worth of an individual includes the personal net worth of the individual’s spouse, if any, but does not include (1) the individual’s ownership interest in the enterprise being

considered in connection with the County's contracting and procurement activities or (2) the individual's equity in his or her primary residence. Additionally, a contingent liability does not reduce an individual's personal net worth.

Local Economically Disadvantaged Enterprise (LEDE) Definition

A sole proprietorship, partnership, company, corporation or joint venture that has been in business for at least one year prior to the date of determination in connection with the County's contracting or procurement activities and that meets certain size limitations based on the Federal Small Business Administration Regulations set forth in 13 C.F.R. §121.201 and the revisions thereto. The enterprise must be local, having (a) its principal place of business within Franklin County, Ohio as determined by the payment of real or personal property taxes on property located in such county for not less than one taxable year immediately prior to the date of determination or (b) more than 50% of its full-time employees residing within the boundaries of Franklin County; and must be economically disadvantaged such that the enterprise is at least 51% owned and controlled directly or indirectly by one or more individuals, each with a personal net worth equal to or less than \$750,000. Personal net worth of an individual includes the personal net worth of the individual's spouse, if any, but does not include (1) the individual's ownership interest in the enterprise being considered in connection with the County's contracting and procurement activities or (2) the individual's equity in his or her primary residence. Additionally, a contingent liability does not reduce an individual's personal net worth.

Veteran Business Enterprise (VBE) Definition

A veteran business enterprise is defined as a business concern (1) which is at least 51 percent owned by one or more veterans or service-disabled veterans, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans or service-disabled veterans; and (2) whose management and daily business operations are controlled by one or more veterans or service-disabled veterans. "Veteran" means a veteran of the U.S. military, – either active duty or reservist – from all five Service Branches (Army, Navy, Air Force, Marine Corps and Coast Guard).

Minority Business Enterprise (MBE) Definition

Minority business concern, as used in this definition, means a small business concern (1) which is at least 51 percent owned by one or more minorities or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more minorities; and (2) whose management and daily business operations are controlled by one or more minorities. "Minority business enterprise" means Blacks or African Americans, American Indians, Hispanics or Latinos, and Asians as defined in the Ohio Revised Code.

Please check the proper designation of Minority Business Enterprise:

- Black or African American
- American Indian
- Hispanic or Latino
- Asian

Women Business Enterprise (WBE) Definition

Women-owned business concern, as used in this definition, means a small business concern (1) which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) whose management and daily business operations are controlled by one or more women.

Please include in your proposal the Certification Documents from the appropriate certification agencies to support the DBE, EDGE, LEDE, VBE, MBE and WBE demographic definitions for your business.

If your business does not meet one of the above categories, please select "None of the Above" in the box below.

None of the Above

**EXHIBIT A-4
LOBBYIST/CONSULTANT DECLARATION STATEMENT**

Did any lobbyist(s) or consultant(s) assist your firm with this contract? Vendor must select one, and provide all required information.

<u>CHECK ONE:</u>	<i>I certify that the information provided herein is correct:</i>
<input type="checkbox"/> No	_____
	Proposer Name/Title (Printed)
<input type="checkbox"/> Yes	_____
	Proposer Signature

	Date

If 'Yes,' please submit the information below for each lobbyist or consultant (*if more than one lobbyist or consultant assisted, a separate form should be submitted for each*):

Lobbyist/Consultant Name	
Lobbyist Company Name	
Lobbyist Company Address	_____
	Address:

	City, State:

	Zip:

Contact Name	
Phone Number	
Fax Number	

EXHIBIT A-5
DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

This sworn affidavit should be properly completed by the authorized representative of your firm and will be incorporated as a portion of the bids and resulting contract for the following:

Project: _____

Department: _____

ITB No.: _____

State of _____ County of _____, ss:

_____ Being first duly sworn, deposes and says that he/she is the
(Name)

_____ of _____
(Title)

with offices located at _____,

and as it's duly, authorized representative states that effective this day of _____,

- () is not charged with delinquent property taxes on the general list of personal property in Franklin County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Franklin County, Ohio.
- () is charged with delinquent personal property taxes on the general list of personal property in Franklin County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Franklin County, Ohio.

<u>County</u>	<u>Amount:</u> (include total amount and any penalties and interest thereon)
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Franklin	\$ _____
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_____	\$ _____
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_____	\$ _____
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(Affiant)

Sworn to and subscribed this _____ day of _____, 20____.

(Notary Public)

Section 5719.042 O.R.C.

My Commission expires _____, 20____ (Seal)