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*Request for Quotes (RFQ)*

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**Exterior and Interior Vehicle Washes**

Quotes Due: February 21, 2014

City of Canton

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Name of Bidder: \_\_\_\_\_

## **CHECKLIST**

A complete quote 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 quote. This checklist should be returned with your proposal.

- \_\_\_\_\_ Cover sheet (Page 1)
- \_\_\_\_\_ Checklist (Page 2)
- \_\_\_\_\_ RFQ Overview (Page 3)
- \_\_\_\_\_ Specifications (Pages 4 - 6)
- \_\_\_\_\_ Proposal Page (Page 7)
- \_\_\_\_\_ Bidder Information/Signature Page (Pages 8 - 10)
- \_\_\_\_\_ EEO Compliance and Forms (Pages 11 - 16)
- \_\_\_\_\_ City of Canton Codified Ordinances (Pages 17 - 19)
- \_\_\_\_\_ Additional Information and Considerations for potential vendors (Page 20)
- \_\_\_\_\_ References (to be attached and submitted with the quote packet) – See Section 3.5 of the Specifications
- \_\_\_\_\_ Requested Insurance Information (to be attached to the submitted quote packet)

## **RFQ Overview**

The City of Canton will accept sealed quotes until 4:00 PM on Friday, February 21, 2014 for a one (1) year supply contract for:

### **Vehicle Washes**

Submit quote according to the enclosed specifications and proposal page. Submit all quotes to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/ Sixth Floor, Canton, Ohio 44702 before 4:00 PM on Friday, February 21. The City will not consider quotes received after this deadline.

The maximum dollar amount that can be expended under this contract shall be \$20,000.00. However, historically, the City has spent approximately \$6,000-\$7,000 per year on this contract.

Contact Randy Dublikar at (330) 438-4185 or [randall.dublikar@cantonohio.gov](mailto:randall.dublikar@cantonohio.gov) if you have any questions.

The Board of Control reserves the right to reject any or all quotes and to accept the quote deemed most beneficial to the City of Canton.

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

The bidder must print this entire packet and submit in its entirety.

## **SPECIFICATIONS**

### **1.0 SCOPE AND CLASSIFICATION**

- 1.1 **Scope:** It is the intent of the City of Canton to enter into a one (1) year contract for the interior and exterior cleaning of various City vehicles with the option of a thirty (30) day extension at the sole discretion of the City of Canton.
- 1.2 **Classification:** The selected vendor will be required to clean City vehicles at the bid prices on an as needed basis pursuant to these specifications.

### **2.0 APPLICABLE PUBLICATIONS & STANDARDS**

- 2.1 N/A

### **3.0 REQUIREMENTS**

#### 3.1 General Requirements

- 3.1.1 Price: All bidders are requested to bid fixed, firm pricing in the spaces provided on page 7.
- 3.1.2 Quality: All quotes must meet the minimum specifications listed below.
- 3.1.3 The maximum dollar amount that can be expended under this contract shall be \$20,000.00. Historically, the City has spent approximately \$6000-\$7,000/year on this contract including both basic and biohazard washes.
- 3.1.4 All City Departments shall be able to use this contract.

#### 3.2 Wash Requirements

##### 3.2.1 Basic Washes

- 3.2.1.1 This contract shall include a fixed firm rate for the complete washing of the exterior and cleaning of the interior of various City cars.
- 3.2.1.2 This contract shall include a fixed firm rate for the washing of the exterior only for various City cars, pick-up trucks, light trucks, and vans.
- 3.2.1.3 This contract shall include a fixed firm rate for the complete washing of the exterior and cleaning of the interior of various City pick-up trucks, light trucks, and vans.
- 3.2.1.4 The procedure for the exterior washing of these vehicles shall be by means of an automatic drive-thru and hand-towel drying car washing operation.
- 3.2.1.5 The successful vendor shall have a car wash equipped to accommodate light trucks, pick-up trucks, and vans with beacons on their roofs.

- 3.2.1.6 The City must be able to bring its vehicles for washings and cleanings during normal business hours on an as needed basis.
- 3.2.2 Biohazard Wash Requirements
  - 3.2.2.1 This contract shall include a fixed firm rate for the interior cleaning of various biohazards including but not limited to the cleaning and disinfecting of blood, vomit, urine and feces.
  - 3.2.2.2 This biohazard cleaning must be able to be scheduled and completed on an as needed basis in a reasonable amount of time. During most of these biohazard cleanings, the City employee should be able to wait on site for the cleaning to be completed. In most cases a reasonable amount of time shall mean to be approximately thirty (30) minutes.
  - 3.2.2.3 There are approximately four (4) to five (5) biohazard cleanings needed per month.
- 3.3 Validation of City Vehicle/Employee
  - 3.3.1 A City driver purchasing a wash of any type shall be required to provide his/her vehicle number, license plate number and signature at the office of the selected vendor at the time of each wash.
- 3.4 Billing
  - 3.4.1 Invoices must contain the vehicle number, license plate number, and name of driver for all washes being billed.
  - 3.4.2 Invoices must be broken down by individual department.
  - 3.4.3 Invoices must be mailed to each separate department on a monthly basis.
- 3.5 References
  - 3.5.1 Please list on company letterhead at least five (5) clients for whom you are currently providing similar services.
  - 3.5.2 These references should include the contact's name, business, title, and contact information.
- 3.6 Insurance Requirements
  - 3.6.1 The successful vendor shall submit its Worker's Compensation certificate.
  - 3.6.2 The successful vendor shall submit its Liability Insurance Certificate which shall:
    - 3.6.2.1 Be from an insurance company satisfactory to the City of Canton.
    - 3.6.2.2 Name the City of Canton as an additional insured.
    - 3.6.2.3 Indicate coverage for Bodily Injury and Property Damage and the amounts of those coverages which shall provide coverage at a minimum of \$300,000.00 per occurrence and \$300,000.00 aggregate.
    - 3.6.2.4 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.

- 3.6.3 In the performance of work involved with this contract, the vendor shall be responsible for any accidents, which involve that company's personnel.

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

- 4.1 A demonstration of the services proposed in a vendor's quote may be required as part of the quote evaluation process.
- 4.2 Periodic inspections will be made to determine the quality of service being provided by the successful vendor's company.

#### **5.0 PREPARATION FOR DELIVERY**

- 5.1 NA

#### **6.0 NOTES**

- 6.1 The Board of Control reserves the right to award this contract in the manner determined to be in the best interest of the City of Canton with consideration given to the quality of service provided.
- 6.2 If for some reason the services provided under this contract prove not to be satisfactory, the City maintains the option to cancel this contract within (30) thirty days upon a written notification.
- 6.3 Proposal Page Instructions: Prospective vendors are required to fill out page 7 completely. Price shall include all of the requirements listed in the specifications.

**PROPOSAL PAGE**

We (I), the below signed hereby propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

- A. Complete washing of exterior and cleaning of interior of cars \$ \_\_\_\_/wash
- B. Complete washing of exterior and cleaning of interior of light trucks, Pick-up trucks, and vans \$ \_\_\_\_/wash
- C. Washing of the exterior only of cars \$ \_\_\_\_/wash
- D. Washing of the exterior only of light trucks and pickup trucks \$ \_\_\_\_/wash
- E. Washing of the exterior only of vans \$ \_\_\_\_/wash
- F. Biohazard cleaning of vehicle interior \$ \_\_\_\_/wash

Please indicate below the location(s) where the City should take the vehicles washings (please attach additional sheets if necessary):

Location 1

Name of Car Wash \_\_\_\_\_

Address \_\_\_\_\_

Phone and email \_\_\_\_\_

Location 2

Name of Car Wash \_\_\_\_\_

Address \_\_\_\_\_

Phone and email \_\_\_\_\_

Location 3

Name of Car Wash \_\_\_\_\_

Address \_\_\_\_\_

Phone and email \_\_\_\_\_



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.

_____	_____
_____	_____
_____	_____
_____	_____

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.)

## **EEO COMPLIANCE AND FORMS**

### **Instructions**

#### **1. Contract Compliance Requirements:**

- a. The successful bidder shall be required to comply with the City Contract Compliance Program regarding equal employment opportunity.
- b. Please complete and submit with your bid the Bidder and Contractor Employment Practices Report forms located on pages 21-24.

#### **2. Affirmative Action Plan/EEO Policy:**

- a. The successful bidder must submit an “affirmative action plan” and/or “EEO policy.”
- b. If your company does not have a formal EEO policy, please complete the EEO policy statement included on page 25.

**Note: These may be submitted with the bid packet.**

PLEASE FILL OUT THIS FORM AND RETURN PROMPTLY TO THE ADDRESS BELOW

BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

Minority Coordinator  
218 Cleveland Avenue SW  
Canton, Ohio 44702

I. INSTRUCTIONS

- A. **EQUAL EMPLOYMENT OPPORTUNITY 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.

Ordinance No. 179-74 of the City of Canton and the rules and regulations pursuant thereto provide for a 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.

- B. **CONTRACTOR AND BIDDER PERFORMANCE:** Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrates compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the 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 contracts, or for continuing in contract with the City.

II. CONTRACTOR AND BIDDER INFORMATION

1. REPORTING STATUS <input type="checkbox"/> a. Prime Contractor <input type="checkbox"/> b. Prime Subcontractor <input type="checkbox"/> c. Supplier <input type="checkbox"/> d. Other (Specify)
2. NAME, ADDRESS AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT
3. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER
4. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER
5. CONTRACTING CITY AGENCY (OR AGENCIES)
6. SIGNATURE AND TITLE OF AUTHORIZED EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE   DATE

EVALUATION (level blank)

Compliance

Non-Compliance

Follow-up \_\_\_\_\_



**IV. 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 specified data are required to be filled in by law.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES								
	TOTAL MALE & FEMALE	MALE	FEMALE	MALE				FEMALE				
				African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic	
Officials, Mgrs and Supervisors												
Professionals												
Technicians												
Part-Time Seasonal												
Office and Clerical												
Craftsmen (Skilled)												
Operatives (Semi-skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>												
Total employment from previous report (if any)												

**REMARKS** Use this space to give any identification data appearing on last report which differs from that given above, explain major changes in employment, changes in composition of reporting units, and other pertinent information.

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

FIRM OR CORPORATE NAME \_\_\_\_\_

DATE OF SIGNING \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

## V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, or national origin. Use separate sheet if additional space is required.

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### DESCRIPTION OF OCCUPATIONAL CATEGORIES

Officials, managers and supervisors - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution 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, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, physicians, social scientists, teachers, and kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 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 aids, junior engineers, mathematical aids, 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, 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 nonmanual 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 boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen (Skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailresses, 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 require only limited training.

Laborers (Unskilled) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require no independent judgement. Includes garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

Service workers - Workers in both protective and nonprotective service occupations. Includes attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen, and doorkeepers, stewards, janitors, policemen 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 federal or State agency.

POLICY STATEMENT

THE CITY OF CANTON, OHIO IN CONFORMANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS REQUIRE EACH EMPLOYER, CONTRACTOR, AND MATERIAL SUPPLIERS WORKING CITY PROJECTS TO BE SIGNATURES OF THE FOLLOWING STATEMENTS:

1. IT IS THE POLICY OF \_\_\_\_\_ THAT EQUAL EMPLOYMENT OPPORTUNITY BE AFORDED TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR NATIONAL ORIGIN.
  
2. IN SUPPORT OF THIS DOCUMENT \_\_\_\_\_ WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, SEX OR NATIONAL ORGIN.
  
3. \_\_\_\_\_ WILL 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. SUCH ACTION WILL INCLUDE BUT NOT BE LIMITED TO:  
RECRUITMENT, ADVERTISING OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.
  
4. \_\_\_\_\_ WILL MAKE EVERY EFFORT TO COMPLY WITH MINORITY UTILIZATION GOALS AS FOLLOWS: (9%) NINE PERCENT MINORITIES IN WORKFORCE ON THIS JOB, (6.9%) SIX POINT NINE PERCENT FEMALE UTILIZATION ON THIS JOB, (10%) TEN PERCENT OF CONTRACT AMOUNT EXPENDED WITH MINORITY BUSINESS ENTERPRISES.
  
5. \_\_\_\_\_ SHALL REQUIRE EACH SUB-CONTRACTOR WE HIRE ON THIS PROJECT TO ADHERE TO, SIGN, AND RETURN THIS STATEMENT TO THE CITY.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature and Title of Company Officer)

## **CITY OF CANTON CODIFIED ORDINANCES**

Bidders shall take notice that they are to comply with the Codified Ordinances of the City of Canton, including but not limited, to the following:

**1. Chapter 105.06 – Minority contract provision.**

a. All contracts with the City shall include the following clause:

The bidder agrees to expend at least \$\_\_\_\_\_ of the Contract in the event the contract is awarded to such bidder for minority/women's business enterprises. For purposes of this pledge, the term "minority/women's business enterprise" means a bona fide business established as a sole proprietorship, partnership or corporation owned, operated and controlled by one or more minority persons or women who have at least fifty-one percent (51%) ownership. "Minority" includes African Americans, Asian/Pacific Islanders, Hispanic/Latino Americans and Native American Indians. The minority or woman must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. Minority/women's business enterprises may be employed as construction contractors, subcontractors, vendors or suppliers.

*(Ord.185-2011. Passed 10-31-11.)*

**2. Chapter 507.03 – Equal Employment Opportunity clause.**

b. During the performance of this contract, the contractor agrees as follows:

1. The contractor shall not discriminate against any employee or applicant for employment because of race, age, handicap, religion, color, sex, national origin, sexual orientation or gender identity. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, national origin, military status, sexual orientation or gender identity. As used herein, the word "treated" shall mean and include without limitation the following: recruited, whether by advertising or other means; compensation, whether in the form of rates or pay or other forms of compensation; selected for training, including apprenticeship; promoted; demoted; upgraded; downgraded; transferred; laid off; and terminated. The contractor agrees to and shall post in conspicuous places available to employees and applicants for employment notices to be provided by the contracting officers setting forth the provisions of this nondiscrimination clause.

2. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, age, handicap, religion, color, sex, national origin, military status, sexual orientation or gender identity.

*(Ord. 153-2012. Passed 9-24-12.)*

3. The contractor shall send to each labor union or representative of workers, with which he has a collective bargaining agreement or other contract or

understanding, a notice advising the labor union or workers' representative of the contractor's commitments under the equal opportunity clause of the City; and he shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. The contractor shall submit in writing to the City his affirmative action plan, and each subcontractor and supplier of equipment or supplies shall submit to the general contractor his affirmative action plan. The responsibility for securing these affirmative action plans falls upon the general contractor and shall be on file at the office of the general contractor. The contractor shall furnish all information and reports required by the City or its representative pursuant to this chapter, and shall permit access to his books, records, and accounts by the contracting agency and by the Executive Secretary for purposes of investigation to ascertain compliance with the program.
5. The contractor shall take such action with respect to any subcontractor as the City may direct as a means of enforcing the provisions of this equal opportunity clause, including penalties and sanctions for noncompliance; provided, however, that in the event the contractor becomes involved in or is threatened with litigation as the result of such direction by the City, the City will enter into such litigation as is necessary to protect the interests of the City and to effectuate the City's equal opportunity program and, in the case of contracts receiving Federal assistance, the contractor or the City may request the United States to enter into such litigation to protect the interests of the United States.
6. The contractor shall file and shall cause his subcontractors, if any, to file compliance reports with the City in the form and to the extent prescribed by the City or its representative. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the contractor and his subcontractors.
7. The contractor shall include the provisions of this equal employment opportunity clause in every subcontract or purchase order, so that such provisions will be binding upon each subcontractor or vendor.
8. Refusal by the contractor or subcontractor 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 provisions of this contract.
  - B. Refusal of all future bids for any public contract with the City 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 or as

may be provided by contract, appropriate proceedings may be brought to enforce these provisions, including the enjoining within applicable laws of contractors, subcontractors or other organizations, individuals or groups who prevent, directly or indirectly, or seek to prevent, directly or indirectly, compliance with the policy as herein outlined.  
(Ord. 179-74. Passed 6-17-74.)

## **ADDITIONAL INFORMATION AND CONSIDERATIONS**

1. Pleased be advised that when you submit a quote to the City of Canton, the City will assume that an authorized representative of your company reviewed said bid to assure that the quote is correct and/or accurate.
2. **Alternate or Optional Quote:** If you submit an alternate or optional quote that meets or exceeds the specifications, said quote may be considered in the evaluation and/or award. However, the Board of Control reserves the right to award the quote which is in the best interest of the City.
3. **Canton Income Tax:** Each bidder, by the act of submitting a bid, agrees to withhold all City income taxes due or payable under Chapter 181 of the Codified Ordinances of the City of Canton for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City Income Taxes due for service performed under this contract.

Furthermore, any person, firm, or agency that has a contract or agreement with the City shall be subject to the City Income Tax whether the work being done is in the City or out of the City. In addition to the tax withheld for employees, the net profit on the contract shall be subject to City Income Tax.

Questions regarding this matter shall be directed to the City of Canton, Income Tax Department at 330-430-7900.