

**CITY OF KIRTLAND
9301 CHILLICOTHE ROAD
KIRTLAND, OHIO 44094**

**QUANTITIES OF ROAD MATERIALS
FOR THE SERVICE DEPARTMENT - 2020**

INSTRUCTIONS:

1. Sealed proposals will be received in the Office of the Mayor, City of Kirtland, 9301 Chillicothe Road, Kirtland, Ohio 44094 until 11:00 a.m., official time, on Wednesday, May 6, 2020 and opened at 11:00 a.m. in Council Chambers for:

QUANTITIES OF ROAD MATERIALS FOR THE SERVICE DEPARTMENT

2. Each bid shall contain the full name and address of every person, firm or corporation submitting the bid;
3. Bid proposals must be accompanied by a bid bond, certified or cashier's check in the amount of five percent (5%) of the bid on some solvent bank in the State of Ohio and made payable to the City of Kirtland, Ohio, as a guarantee that if the bid is accepted, a contract will be entered into and its performance properly secured.
4. Should any bid be rejected, such check will forthwith be returned, and should any bid be accepted, said check will be returned upon proper execution and securing of the contract.
5. In addition, bidders must complete and return a Delinquent Personal Property Statement (which must be notarized); said form is part of this bid package.
6. Proposals should be addressed to Mayor Kevin F. Potter, City of Kirtland, 9301 Chillicothe Road, Kirtland, Ohio 44094 and marked "ROAD MATERIALS".
7. The City reserves the right to reject any and all bids and to waive any irregularities or informalities in the bidding and to award the bid to the lowest and/or best bidder based on the specifications.
8. This instruction page, legal notice, bid proposal form and Delinquent Personal Property Statement constitute the bid proposal package in its entirety. Failure to complete any of the requirements contained herein may result in your bid being considered informal, and therefore, not acceptable.
9. **Be advised that a contract is not deemed "awarded" until it is fully executed by both the City of Kirtland and the successful bidder.**