City of Dayton, Ohio
City Manager’s Office
Sustainability Office

RENEWABLE NATURAL GAS MANAGEMENT
TURNKEY MANAGEMENT & OPERATIONS
OPEN MARKET

REQUEST FOR QUALIFICATIONS (RFQ) No. 21-036 CMO

NOVEMBER 2021
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SECTION 1 – QUALIFICATION INSTRUCTIONS

1.01 COMMUNICATIONS REGARDING THIS PROJECT. Please direct all communications regarding the RFQ process to:

City of Dayton, City MANAGER’S OFFICE/ SUSTAINABILITY
Michele Simmons, Sustainability and Environmental Projects Administrator
101 West Third Street
Dayton, Ohio 45402
Telephone: (937) 333-3796
Fax: (937) 234-1600
E-Mail: Michele.simmons@daytonohio.gov

All communications/questions concerning this RFQ must be submitted in writing referencing the specific paragraph and page number. The deadline for questions is listed in Section 1.02 (RFQ Schedule). Written responses will be prepared by the City and posted on the City’s web site by the date listed in Section 1.02. Changes to this RFQ will be made only by formal written correspondence issued by the City.

A copy of this RFQ qualification and any additional documentation may be found at the City’s website at:

http://daytonohio.gov/bids.aspx

1.02 RFQ SCHEDULE. The proposed RFQ schedule is to be reviewed with City Purchasing and HRC, if required, and shall be mutually agreed upon. RFQ schedule to be determined prior to finalization of RFQ. The following is the anticipated schedule for the RFQ Process:

<table>
<thead>
<tr>
<th>Issue RFQ:</th>
<th>November 8, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification of Attendance of Pre-Submittal Meeting:</td>
<td>November 22, 2021</td>
</tr>
<tr>
<td>Mandatory Pre-Submittal Meeting:</td>
<td></td>
</tr>
<tr>
<td>• Project Overview Presentation</td>
<td>Meeting will be at Dayton Water Reclamation Facility (WRF), 2800 Guthrie Rd., Dayton Ohio 45417 at 9:00 AM local (Dayton OH) time December 2, 2021</td>
</tr>
<tr>
<td>• Tour of WRF Facility</td>
<td></td>
</tr>
<tr>
<td>• Question and Answers</td>
<td></td>
</tr>
<tr>
<td>Site Visit:</td>
<td>Site visit will be at WRF immediately follow pre-qualification meeting</td>
</tr>
<tr>
<td>Last Day to Submit Questions:</td>
<td>12:00 PM local (Dayton OH) time on December 17, 2021</td>
</tr>
<tr>
<td>Written Response to Questions:</td>
<td>January 10, 2021</td>
</tr>
<tr>
<td>Due Date for RFQ Submittals:</td>
<td>2:00 PM local (Dayton OH) time on January 31, 2022</td>
</tr>
</tbody>
</table>

1.03 PRE-SUBMITTAL MEETING. The City shall conduct a MANDATORY pre-submittal meeting. The date and location of the meeting is listed in Section 1.02 (RFQ Schedule). The intent of the pre-qualification meeting is to:

• Review the Request for Qualifications
• Review the City’s Procurement Enhancement Plan (PEP) procedures
• Project Overview Presentation
• Tour of the WRF Facility
• Answer questions

This may be the only opportunity for the Firms to meet with the City. Each proposer should limit representation at this meeting to no more than 2 persons. Firms shall notify the City as directed in Section 1.02 (RFQ Schedule) if they will be attending the pre-qualification meeting and how many persons will attend.
1.04 **MANDATORY SITE VISIT.** The City shall conduct a Site Visit. The date and location of the site visit is listed in Section 1.02 (RFQ Schedule). The intent of the site visit is to:

- Review the Project Location and site conditions
- Answer questions

This may be the only opportunity for the Firms to visit the project location. Each proposer should limit representation at the site visit to no more than 2 persons.

1.05 **SUBMITTING QUALIFICATIONS.** Each Firm seeking consideration for performance of services related to this RFQ must submit their Letter of Interest and Statement of Qualifications. Firms shall submit one electronic version with all documents in Adobe PDF format via electronic submission to bids@daytonohio.gov. The City has a 20meg limit for incoming e-mail message sizes (20meg includes e-mail itself and any attachments total). Should your Firm’s qualifications document exceed this limit, your Firm will have to submit its document in multiple parts (emails). Should bid documents require multiple emails, please designate in the “Subject” line of each email sent: RFQ No 21-036CMO RENEWABLE NATURAL GAS MANAGEMENT, TURNKEY MANAGEMENT & OPERATIONS, RFQ No 21-036CMO Part 1, RFQ No. 21-036CMO Part 2, and so forth.

The RFQ opening will be facilitated using ZOOM with the following login information: PMB –

Procurement is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://us02web.zoom.us/j/85676773873?pwd=bmhJU2VGSVbm0Z4Z2hhNmxjOWpWQT09

Meeting ID: 856 7677 3873
Passcode: 639842
One tap mobile
+19294362866,,85676773873#,,,,*639842# US (New York)
+13017158592,,85676773873#,,,,*639842# US (Washington DC)

Dial by your location
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: 856 7677 3873
Passcode: 639842
Find your local number: https://us02web.zoom.us/u/kbeN9oTrVP

Letter of Interest and Statement of Qualifications must be received in the Procurement bid email in-box (BIDS@DAYTONOHIO.GOV) by 2 pm on the date indicated in Section 1.02 (RFQ Schedule). Qualifications received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the qualification. The responsibility of timely delivery lies solely with the proposer.

The City reserves the right to reject any and all qualifications, to waive any irregularities in a qualification, or to accept the qualification(s) which in the judgment of proper officials, is in the best interest of the City. The City reserves the right to accept a part or parts of a qualification unless otherwise restricted in the RFQ or issue subsequent RFQs. The City reserves the right to approve or reject any sub-Firms proposed for work under this qualification or waive any minor irregularities.

The City reserves the right to select the successful Firm once all qualifications are received, without seeking further information for clarification from proposers. Upon review of qualifications, the City may designate the most qualified Firm as finalists. These finalists may be invited to make oral presentations and participate in a question and answer session with the City. The City shall have the right to visit selected user sites, should this be deemed necessary.
All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this RFQ.

The City does not guarantee that any contract will be awarded because of this RFQ. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

1.06 REQUIRED QUALIFICATION CONTENTS. All brochures and supplemental documentation shall be included with the original and all copies. If not, the Firm may be considered as non-responsive. Firms are required to submit the following information in their qualification:

- **Letter of Transmittal.** The Firm shall provide a transmittal letter with authorizing signature for the qualifications. The letter must briefly summarize the Firm’s ability and willingness to perform the services required by the RFQ. The letter must be on the form provided in Exhibit A.

- **Firm Profile and Background.** Provide the following information:
  - **Location** – The street address of the proposer’s Firm headquarters.
  - **Local Office of Proposer** – Provide the location of the proposer’s office nearest to Dayton, Ohio. Include the local office, a contact name, address, telephone, and fax numbers.
  - **Firm’s Primary Business** – State the proposer’s primary business, the number of years in the proposer’s industry, and the number of employees assigned to these related activities.
  - **State the legal make-up** of your Firm: sole proprietorship, partnership, corporation, etc.
  - **Please list any Lawsuits that you are currently engaged in.** Please provide any and all suits either with the City of Dayton or any other Municipalities (include, but not limited to Federal, State, Local or other Municipalities and Governmental agencies).

- **Key Personnel Information.** Provide the name, title, mailing address, telephone number and e-mail address of the persons who will function as the City’s primary contact and back-up contact person. Provide brief resumes/qualifications of personnel who will be primarily involved in this project. Include any certifications earned, special training taken, and memberships in professional groups. Complete Form found in Exhibit A.

- **Qualification Response** as per Section 2.

- **Statement of Exceptions to RFQ requirements.** Provide a detailed description of any exceptions taken to the requirements of this RFQ, including the City Standard Terms and Conditions in Section 3. Exceptions shall be referenced to the applicable RFQ section/sub-section numbers. Any other departures from the city’s RFQ are to be identified and failure to do so shall make the qualification non-responsive. City’s standard Terms for Payment are Net 30 days from date of invoice once the project is complete, unless otherwise negotiated. If you cannot comply with this, please state any changes in the Statement of Exceptions to the RFQ Requirements.

- **References.** Provide a list of references on form provided as Exhibit B. The City is particularly interested in contacting your governmental clients in the state of Ohio.

1.07 ITEMS THAT DISQUALIFY A FIRM IMMEDIATELY.
- Incomplete or non-responsive qualification
- Inexperience on Similar RNG Projects

1.08 CRITERIA. The selection committee will evaluate each qualification submitted based on the following criteria. After receipt and review of the written qualification, the City may elect to have the qualification presented in person, or clarifications submitted in writing.

Firms shall not assume that any information shared with the City prior to this RFQ will be considered in the evaluation process of this RFQ. Evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed on the information submitted in response to the RFQ only.
1.09 RFQ PROCESS.

The City is conducting the following four steps to this process of entering into agreement for the sale of biogas which are explained in the paragraphs that follow. Past performance with the City will be considered when qualifying firms.

1. Request for Qualifications
2. Request for Proposals
3. Entering into agreement.
4. Design, Construction, Operation

**Step 1: Request for Qualifications**

This RFQ is the first step to entering into agreement with the City for the sale of biogas. It is the City’s intent to review all Statement of Qualifications (SOQ’s) submitted and short list a maximum of three (3) qualified Firms. The short-listed firms would then receive a Request for Proposal. It is anticipated that notification of the shortlisted firms would occur approximately 3 months following RFQ submission.

**Step 2: Request for Proposals**

The Request for Proposal will contain a proposed draft contract agreement (agreement) for review and comment by proposers. Firms would provide constraints, requirements, or exclusions to the draft contract agreement required to execute their business models. The proposal would also include the Firm’s monetization “best price” offered to the City for the sale of biogas on a price per unit basis. If agreeable to the City, the most beneficial proposal could then be selected for the City to enter into the proposed agreement with the Firm, with the agreement terms including the Firm’s markups considered binding. It is anticipated that notification of the selected firm would occur approximately 2 months following RFP submission.

**Step 3: Enter into Agreement**

The agreement framework is anticipated to be similar to the following:

*Term of Duration* – The term anticipated is 24 years to enable 2 years for design, and 2 years of construction/startup to arrive at the “Beginning of Operation Date”, followed by 20 years of operation to arrive at the end of the useful life of the equipment.

It is anticipated that the Firm will operate the biogas facility for 20 years to arrive at the end of the useful life of the equipment installed. This shall be the end of the contract term as stipulated in the agreement. At the end of the contract term the City shall have the option to take one of the following actions:

- Purchase all equipment, pipelines and easements, and all spare parts, utility drops, improvements to the leased land, etc. at “fair market value” as determined by a third party. This would presumably be done to assume operations and maintenance of the equipment and process.
- Enter an extension or renewal of the contract with the Firm with any significant items to be renegotiated as needed

### Evaluation Criteria for Statement of Qualifications

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firm and Individual Qualifications</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>Experience on Similar Projects (and working with local governments)</td>
<td>55</td>
</tr>
<tr>
<td>3</td>
<td>Capacity to Perform the Work</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Dayton Local Business (required)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
• Instruct the Firm to remove all equipment and return the leased property to its original state at no cost to the City.

Payment terms: Payment terms will begin at the “Beginning of Operation Date”. This date is not related to when RIN values are achieved, should RINs apply to the Firm’s proposed business model. The intent is that both parties will be incentivized to begin and/or restart RNG gas production, conditioning, and sale or application of gas as quickly as possible.

The City of Dayton will pay nothing to the Firm, except for when the City cannot provide the minimum guaranteed amount of gas provided (Floor) monthly. If the City cannot provide the Floor of biogas, the City will pay the Firm the lost value between the actual volume of gas provided during the period and the Floor volume.

The Firm shall agree to take all biogas produced by the WRF (up to an agreed upon maximum volume) with a 95% availability determined on an annual basis. The Firm shall pay for all biogas taken on a unit price basis to be stated within the agreement. If the Firm is unable to maintain 95% availability for their biogas system, the Firm shall still pay for the Floor volume of gas daily.

The payment terms will include increases for escalation via a referenced metric to use to calculate payment throughout the project.

Land Lease Terms – As shown in the figure below, land located immediately adjacent to the plant east of the railroad tracks may be considered for lease to the successful proposer as described herein. Because this agreement will have a finite duration, and because it is anticipated to require development on land leased from the City, the terms of the land use and terms for demolition and/or turning over the developments on the land shall be stipulated in the agreement. The City would lease use of nearby property for $1/year for the duration of the project.

**Figure 3:** The land adjacent to the Water Reclamation Facility east of the railroad tracks can be leased to the responding Firm.

Additional Items regarding this project’s agreement:

• Firms would install infrastructure for their required utilities and would pay for all their own utility consumption throughout the duration of the agreement.
• Firms would install, permit, operate, and report to regulators any required excess gas flares or waste gas flares.
• The condensate resulting from any gas treatment would be captured and contributed to the City’s sewer system and fees would be paid by the Firm similar to a typical Dayton Customer.

It is anticipated executing the agreement will take 3 months following selection of the best proposal from Firms.

**Step 4. Design, Construction, Operation**
The Firm shall be wholly responsible for performing operations, preventative maintenance, corrective maintenance, furnishing consumables, and maintaining all necessary regulatory compliance required to keep the biogas facility in operation. The City shall not be responsible for any costs related to these items or any items required to keep the biogas system ready for its intended use. Inability by the Firm to keep their biogas system ready for its intended use at a 95% availability rate shall result in the Firm paying for the Floor amount of gas as stipulated in the agreement.

It is anticipated to require 2 years for design and permitting of the Firm’s biogas system and required supporting infrastructure. It is anticipated to take 2 years to construct the biogas system and required supporting infrastructure and conduct startup activities. At the completion of the 4-year period for design, permitting, construction, and startup, the “Beginning of Operation Date” shall be enacted in which biogas sales from the City to the Firm shall commence as stipulated in the agreement. The Firm shall be wholly responsible for coordinating efforts to monetize RINs with the “Beginning of Operation Date” and biogas sales shall commence on this date regardless of the status of RIN monetization.

- All Firms submitting qualifications will be notified, upon final determination by the City, of the firm or firms selected to the short-list for interview to perform the requested work.
SECTION 2 – SCOPE OF PROJECT

2.01 PURPOSE AND NEED / PROJECT DESCRIPTION.

The City is pursuing sustainable options in agreement with the City’s Sustainability Strategy. One approach is to more fully utilize biogas recovered from the Water Reclamation Facility (WRF) and for reducing Greenhouse Gas (GHG) emissions. Specifically, the City is intending on selling the unconditioned biogas for monetary benefit in addition to enhancing sustainability.

The City’s Sustainability Office is seeking Statements of Qualifications from highly qualified and experienced responding entities, teams, and/or joint ventures (Firm) for a Turn Key Operation and Management for the purchase and cleaning of Dayton’s WRF’s biogas to Renewable Natural Gas standards.

Any information provided as part of this RFQ shall be considered confidential and shall not be reviewed by or shared with parties outside the City staff and consultant staff assisting in making the selection of the most qualified responding Firms. Firms are asked to mark any pages in their RFQ response as “confidential” if those pages are considered to contain sensitive technical information.

The City anticipates the Firm will perform conditioning of the biogas and resell the resulting product gas as well as manage all waste products. It is anticipated that conditioning the biogas for resale as Renewable Natural Gas (RNG) and creating Renewable Identification Numbers (RIN) to be monetized via the federal RIN market as well as state level credit markets would be the most profitable for Firms and for Dayton as it is anticipated that the City’s biogas would be defined as a Category D-3 RIN value. It is anticipated that RNG product gas would be entered into a common carrier system interconnecting with a natural gas pipeline located in the general area surrounding the Water Reclamation Facility (WRF). However, the City would be open to Firms’ alternate business models such as combined heat and power or direct fueling of CNG or electric vehicles.

The City is interested in contracting with such Firms who would provide a “turn-key” solution for the utilizing the biogas by providing the Firms own capital, facilities, design, construction, operation, management, and permitting services necessary for executing their proposed business model.

2.02 BACKGROUND INFORMATION.

Renewable Energy Commitment

The City would like to improve its Renewable Fuel Portfolio and meet the goal to achieve 100% renewable sources of energy by 2035, as outlined in the Strategy for a Sustainable Dayton (daytonohio.gov). This renewable energy commitment supports the goal of creating more sustainable practices for the City.

The City’s single Water Reclamation Facility (WRF), located at 2800 Guthrie Road on a 100-acre site on the west bank of the Great Miami River, reclaims sanitary water and discharges to the Great Miami River. The WRF has been in operation since 1929.

Selling the biogas produced from the anaerobic digestion process at the City’s Water Reclamation Facility would greatly enhance Dayton achieving its 2035 goal. In 2020, the WRF produced 207,924,000 cu. ft. of Biogas, with 68,474,000 cu. ft. wasted through Flares while the City purchased 4,462,000 cu. ft. Natural Gas from the local natural gas supplier, CenterPoint Energy, Inc. A trend line of gas production can be provided to the Firms upon request.
The WRF is rated for treating 72 million gallons per day (MGD) of influent sewage; but operates on average between 45 to 50 MGD. The WRF serves the City and the region, including a large part of Montgomery County which includes Trotwood, Northridge, Riverside, Harrison Township, parts of Randolph Township, Oakwood, Kettering, Greene County, Moraine, and Wright Patterson Air Force Base.

The Digestion Process at the Dayton WRF Facility consists of 4 anaerobic digesters in the East Complex and 4 anaerobic digesters in the West Complex. In addition, the City is currently in the design phase of a digester upgrade project that will install two additional anaerobic digesters. Current gas yields fall within typical ranges for digesters of this type.

The City has a Pressure Swing Adsorption Biogas Conditioning System (PSA system) onsite manufactured by Guild Associates. The PSA system was designed to upgrade biogas to RNG but is not currently operating as the need for the refined gas has been eliminated. Firms are invited to assume ownership of this existing PSA equipment and incorporate it into their biogas system at their own discretion. The City is willing to sell this equipment to the selected Firm for a cost of $1 in conjunction with a successfully executed agreement. The PSA equipment was inspected by the original equipment manufacturer (Guild Associates), and it is anticipated to require some rehabilitation work to be put back in good working condition. The amount of rehabilitation work was relatively minor by the original equipment manufacturer and included items like replacing bearings for rotating equipment. The City has had conversations and budgetary quotes for such predicted rehabilitation needs with the manufacturer, Guild Associates which can be made available upon request. Incorporation of the existing PSA equipment into the Firms proposal is optional, and any rehabilitation investigations, cost of rehabilitation, and performance risk of existing equipment shall be the wholly the responsibility of the Firms. Firms are invited to provide two proposals if they so choose, with an option including the use of the existing PSA systems and/or an option that does not use the existing PSA system.

The WRF completed a Master Plan in 2019, which identified the selling of the Renewable Natural Gas as a high priority project. In 2021, the City entered a Phase 1 Interconnection Capacity and Feasibility Study with the local natural gas utility, Centerpointe Energy, Inc. formerly Vectren. The study will review the existing infrastructure, systems capacity, and connection viability. The Interconnection Capacity and Feasibility Study, once completed will determine whether the contribution into the local natural gas utility’s transmission mains could be possible if the biogas can achieve their standards and gas mains and interconnection facilities are constructed. Firms are welcome to take gas additional gas samples and perform their own analysis at their own cost. Results any additional analysis shall be shared with the City.

The nearest Natural Gas Transmission Main for CenterPoint Energy is located approximately 4 miles west of the WRF. The existing land use over this distance is shown in the Figure below although the exact, nearest and/or most technically feasible connection point has not been determined.
The key to this Project’s success is to support the City’s mission to advance sustainable practices in managing the biogas production at the Water Reclamation Facility, while maintaining regulatory compliance and maximizing the environmental benefit and financial advantage for the City of Dayton.

2.03 STATEMENT OF QUALIFICATION SUBMISSION.

Interested Firms shall submit their Statement of Qualifications detailing the requirements noted herein.

The firm’s submission shall be of sufficient detail as to provide the City of Dayton the following information:

1) Statement of Firm’s Interest

2) Firm and Individual Qualifications

- Provide a restatement of the City’s goals, objectives, and steps to demonstrate the Firm’s understanding of the project and corresponding approach to this project.
- Introduction to Responding Entity/Firm
  - Name of Lead Respondent Company Firm and any teaming firms
  - Background/short biography of Firm
  - Number of employees and amount of business conducted in last 5 years.
  - Services provided by Firm
  - Approximate percentage of Firm’s business from biogas renewable fuel projects.
  - Number of Years the Firm has been in business
  - Technical qualifications and experience of the Firm
  - Technical qualifications and experience of the Firm’s key staff
  - Organizational chart of key staff for this project both for design, construction, and operation

- General description of business models used in the past and plan for accepting and using/applying biogas.
  - Include brief description of intended biogas processing/conditioning technologies to be employed and final utilization strategy of the biogas.
  - Include a rough estimate of the amount of land (to the nearest 5 acres) required to support the business plan that would be leased from the City for $1.00 per year. Subleasing the City of Dayton’s land will not be permitted.
  - Include any major exceptions, constraints, modifications, or preferred alternative strategies to the 4-step selection and project execution narrative as provided in Section 1 of this document.
    - What would the firm propose differently for the conceptual agreement framework described herein?
• What additional features would the Firm want included in such an agreement?

• **Response regarding the following questions:**
  - Would the firm be interested in operating and maintaining the City’s PSA system at its current location on the WRF over the life of this project?
  - Would the firm prefer to construct its own gas cleaning facility on land leased by the City?

3) **Experience on Similar Projects**

• Provide your company’s background and experience in the following areas:
  - Projects of similar size as this project
  - Project Experience with the City of Dayton
  - Renewable energy, including any biogas conversion into natural gas
    - Provide three reference installations/projects with reference contact information as described in the References section below
  - Marketing RINs, especially of the Cellulosic D-3 variety and revenue generation/sharing agreements
  - Renewable Natural Gas permitting
  - Renewable Natural Gas engineering
  - Renewable Natural Gas equipment procurement and construction
  - Renewable Natural Gas hauling
  - Design and construction and operation of PHMSA (Pipeline and Hazardous Materials Safety Administration - the Regulatory agency over gas pipelines) jurisdictional gas pipelines and/or pipelines for CenterPoint Energy, formerly Vectren in this area.
  - Natural Gas pipeline interconnection construction (including gas monitoring and regulations equipment)
  - Negotiating and crafting contracts for design, construction, and sale of RNG regarding local, state, and federal regulations.
  - Operations of biogas conditioning systems and/or biogas to RNG systems
  - Installation and Operation of waste gas flares
  - Permitting for construction and operation of proposed business model
  - Air permitting for burning fuel (flares, gas powered engines, turbines, etc.) if applicable to the Firm’s business model

4) **Capacity to Perform the Work**

• Project Management: Outline your company’s project management which includes but is not limited to initial construction and installation of a turn-key operation, and ongoing project performance measurement/indicator systems.

• Percent availability of key staff from the organization chart provided above.

• Partnerships: Share your company’s experience in working with state and local government and public-private sector collaborations.

• Conflicts of Interest: Provide any information on potential conflicts of interests, including existing or financial relations with natural gas companies, manufacturers, installers, or other firms. This includes legal settlements, active or settled in the past.

• References: Provide at least three references from previous similar and similarly sized projects. Complete form found in attached Exhibits. Provide name, email, and phone number of references as well as name and location of previous project being referenced.

• Identify key personnel who will be primarily involved in this project. Highlight any experience successfully implementing your Firm’s recommendations to state and local governments.

• Identify an estimated timeline from notice to proceed until gas will be accepted from the City, key milestones.

• Identify any local involvement and services expected to complete this project.
Identify areas of risk for this project based on the contractor’s detailed work plan and schedule for all aspects of this project including but not limited to financial, construction, legal, product availability, environmental and archaeological.

5) Listing of Past Projects Completed for the City of Dayton

A) Scope and complexity of project
B) Project contact person
C) Success of the project

2.04 EVALUATION OF STATEMENT OF QUALIFICATIONS.

Evaluation of the Statement of Qualifications will consider the following as summarized in Section 1.08 Criteria:

Firm and Individual Qualifications 30% of Total Score

- Number of Years Firm has been in business
- Technical qualifications and experience of the respondent company
- Technical qualifications and experience of the respondent’s key staff

Experience on Similar Projects 55% of Total Score

- List of Renewable Natural Gas Turn-Key Operations
  - Experience with brokering the sale of the gas in the Renewable Identification Number (RIN) Market to maximize City return.
  - Marketing RINs, especially of the Cellulosic D-3 variety and revenue generation/sharing agreements
  - Experience in Renewable Natural Gas permitting,
  - Experience in Renewable Natural Gas engineering
  - Experience in Renewable Natural Gas equipment procurement and construction
  - Experience in Renewable Natural Gas hauling.
  - Experience in Design and construction and operation of PHMSA (Pipeline and Hazardous Materials Safety Administration - the Regulatory agency over gas pipelines) jurisdictional gas pipelines.
  - Experience with Natural Gas pipeline interconnection construction (including gas monitoring and regulations equipment)
  - Experience in negotiating and crafting contracts for design, construction, and sale of RNG regarding local, state, and federal regulations.
  - Experience in the operations of biogas conditioning systems and/or biogas to RNG systems
  - Experience in the installation and operation of waste gas flares
  - Experience in Air permitting for burning fuel (flares, gas powered engines, turbines, etc.) if applicable to the Firm’s business model
- Projects of similar size as Dayton’s project
- Project Experience with the City of Dayton

Capacity to Perform the Work 10% of Total Score
• Ability to perform work within specified time and budget
• Availability of key staff and resources to do the work
• Proximity to project site

Dayton Local Business 5% of Total Score

===========================================================================

Separate Reference Check: Reference Check is separate and independent of the RFQ Evaluation. Firm must achieve a minimum of 80%

• Quality of Design 25%
• Technical Innovation 25%
• Meeting schedules and deadlines 15%
• Controlling costs and meeting budgets 15%
• Communication/Cooperation 10%
• Quality Assurance/Quality Control Plan 10%

2.05 NEXT STEPS: SHORT LISTED FIRMS - REQUIREMENTS AND SUBMISSIONS.

The City of Dayton will evaluate, rank and score the Statement of Qualifications of each firm. The City will then short list and select three (3) firms. Prior to issuance of Request for Proposals, the City will conduct one additional Q&A meeting with the selected firms. Each selected firm will be notified and will be provided further instructions.

The three (3) selected candidates shall be provided with the following information if available:

1. Results of biogas testing performed in 2021 (ongoing)
2. Dayton WRF Gas Production – Previous 5 Years
7. Emissions Report – 2020-2021 (YTD)
8. 2021 EPA Air Permit
9. Dayton PSA Picture
10. WRF Solids Stream and Liquid Stream Schematic
11. Guild Quote 2019 Re-Start
12. PSA Bid Drawings
13. Electrical Transformer MCC
14. Flare Pilot, Ignition, Regulator Valves
   • Results of Phase I Centrepoint Study – if available at the time of the RFP

Prior to the Q&A meeting, each firm must submit the following to the City of Dayton:

I. Firm’s Suggested Scope Enhancements

   Firms are encouraged to provide suggested improvements/changes to the Project Scope to better enhance the process.
SECTION 3 – REQUIREMENTS AND CONDITIONS FOR ALL RFQ/RFP SUBMITTALS

3.01 TAX EXEMPTION. All items purchased under this contract will be exempt from the State of Ohio Sales Tax as provided for in Section 5739-02(b)(1) of the Revised Code of Ohio and will be exempt from the State of Ohio Use Tax, Section 5741.02(C)(2). Blanket Certification of Exemption Forms will be furnished to the Proposer by the Division of Purchasing.

3.02 PROPOSER AFFIDAVIT. If the successful proposer should be a corporation not incorporated under the laws of the State of Ohio, a certificate from the Secretary of State showing the rights of the successful proposer to do business in the State of Ohio shall be furnished. Each firm is required to submit with their response, an Affidavit stating that neither the proposer nor agents thereof, nor any other party of the firm has paid or agreed to pay directly or indirectly, any person, firm or corporation, any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will hereafter be paid.

3.03 PROCUREMENT ENHANCEMENT PROGRAM. It is the policy of the City to promote full and equal business opportunity to all persons doing business with the City. The City must ensure that businesses seeking to participate in contracting and procurement activities with the City are not prevented from doing so based on the race or gender of their owners. The City is committed to ensuring that it is not engaged in passive participation in any form of discrimination. (R.C.G.O. Section 35.32) It is the City of Dayton’s position to encourage the greatest participation possible on all projects connected with any aspect of the City’s auspices through the Procurement Enhancement Program (PEP). All Firms are encouraged to visit http://daytonhrc.org/business-technical-assistance/certification/ to learn more about PEP and other certification programs, and to review the list of currently certified Minority-Owned, Woman-Owned and Small Business Enterprises.

3.04 PROPOSER’S FINANCIAL OBLIGATION TO THE CITY. No response may be accepted, or contract awarded to any person, firm or corporation that is in arrears or in default to the City, or that is a defaulter of surety or otherwise upon any obligation to the City or has failed to perform faithfully any previous contract with the City.

3.05 PROPOSER’S INCURRED COSTS. Each proposer shall be responsible for all costs incurred in preparing a response to this RFQ. All materials and documents submitted by the firm in response to this RFQ shall become the property of the City and shall not be returned. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the City, shall be responsible for all costs incurred by it during negotiations.

3.06 AFFIRMATIVE ACTION ASSURANCE (AAA). The selected Firm must electronically submit an Affirmative Action Assurance application via the City’s online Firm portal (citybots.com) and obtain approval from the Human Relations Council (HRC) to do business with the City. You may contact the HRC for the Rules and Regulations regarding AAA certification at:

Human Relations Council
371 West Second Street, Suite 100
Dayton, Ohio 45402
(937) 333-1403 (Office)
(937) 222-4589 (Fax)

Failure to maintain active AAA certification with the HRC may result in termination of the contract and/or denial of future contract awards from the City. AAA certification must be updated annually via citybots.com.

3.07 STANDARD AGREEMENT TERMS FOR PROFESSIONAL SERVICES – These are standard terms are subject to change by the City prior to the award of the contract.

ARTICLE 1. TERM
The Agreement shall commence upon execution by the City and shall terminate upon expenditure of all funds provided herein or on Date TBD, whichever date is earlier. The Agreement shall be renewable for Optional periods TBD at the discretion of the City.

ARTICLE 2. SERVICES TO BE PERFORMED BY FIRM

Firm shall provide all services necessary to complete the Services that are described in the Scope of Work above, which is incorporated herein by reference.

ARTICLE 3. COMPENSATION

Firm shall submit invoices, not more frequently than monthly, for payment of the Services provided. Such invoices shall state the invoice period, total amount requested, and Services provided during the invoice period. The City will, unless disputed, remit payment of all undisputed amounts of invoices within thirty (30) days from receipt thereof.

ARTICLE 4. CITY’S RESPONSIBILITIES

The City will furnish Firm, at no cost or expense, all reports, records, data that might be necessary or useful to complete the Services required under this Agreement.

ARTICLE 5. STANDARD OF CARE

Firm shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional under similar circumstances. Firm shall have no liability for defects in the Services attributable to Firm’s reliance upon or use of data or other information furnished by the City or third parties retained by the City.

If, during the one-year period following completion of the Services, it is shown there is an error in the Services caused by Firm’s failure to meet such standards and City has notified Firm in writing of any such error within that period, Firm shall perform, at no additional cost to City, such Services within the original Project as may be necessary to remedy such error.

ARTICLE 6. INDEMNIFICATION

Firm shall indemnify and defend the City and its elected officials, officers, employees and agents from and against all claims, losses, damages, and expenses (including reasonable attorneys’ fees) of whatsoever kind and nature, to the extent that such claims, losses, damages, or expenses are caused by or arise out of the performance or non-performance of this Agreement and/or the acts, omissions, or conduct of Firm and its agents, employees, Firms, sub-Firms and representatives in undertaking and performing the Services.

This Article shall survive early termination or expiration of this Agreement.

ARTICLE 7. INSURANCE

During the term of this Agreement, Firm shall maintain, at its sole cost and expense, no less than the following insurance issued by an insurance Firm authorized to conduct business in the State of Ohio and having an “A” rating or better by A.M. Best:

1. General Liability Insurance, having a combined single limit of $1,000,000 for each occurrence and $1,000,000 in the aggregate.
2. Automobile Liability Insurance, having a combined single limit of $1,000,000 for each person and $1,000,000 for each accident.
3. Employers’ Liability Insurance, having a limit of $500,000 for each occurrence.
4. Professional Liability Insurance, having a limit of $1,000,000 annual aggregate.
5. Firm shall maintain errors and omissions insurance in the amount of $1,000,000.00.

Current certificates of insurance for all policies and concurrent policies required to be maintained by Firm pursuant to this Article shall be furnished to the City. All such insurance policies, excluding Professional Liability Insurance, shall name the City, its elected officials, officers, agents, employees, and volunteers as additional insureds, but only to the extent of the extent of the policy limits stated herein. All policies of insurance required hereunder shall contain a provision requiring a minimum of thirty (30) days advance written notice to the City in the event of cancellation or
diminution of coverage. Firm also shall maintain Workers’ Compensation Insurance in such amounts as required by law for all employees and shall furnish to the City evidence of same.

ARTICLE 8. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided in this Agreement, documents and reports prepared by Firm as part of the Services shall become the sole and exclusive property of the City upon payment. However, Firm shall have the unrestricted right to their use.

Firm shall retain its rights in pre-existing and standard scripts, databases, computer software, and other proprietary property. Rights to intellectual property that is not specifically designed or created exclusively for the City in the performance of this Agreement shall also remain the property of Firm.

ARTICLE 9. TERMINATION

This Agreement may be terminated by the City upon written notice in the event of substantial failure by Firm to perform in accordance with the terms of this Agreement. Firm shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

The City may terminate or suspend performance of this Agreement for the City’s convenience upon thirty (30) days prior written notice to Firm. In the event of termination by the City hereunder, the City will pay Firm for Services provided up to the date of termination.

Any such termination shall not relieve the Firm of any liability to the City for damages sustained by any breach by the Firm. The City will be under no further monetary obligation or commitment to the Firm. The City may terminate this contract at any time upon 30 days written notice to the Firm. In the event of termination, the City may, at its option, exercise any remedy available to it, including the Uniform Commercial Code, according to Ohio law.

ARTICLE 10. STANDARD TERMS

A. DELAY IN PERFORMANCE

Neither the City nor Firm shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the City or Firm under this Agreement, provided the aforementioned circumstances are not due to the negligence or fault of the asserting party or any of its agents, employees, Firms, sub-Firms and/or representatives.

Should such circumstances occur the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

B. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without giving effect to the principles thereof relating to conflicts or choice of laws. Any arbitration, litigation or other legal matter regarding this Agreement or performance by either party must be brought in a court of competent jurisdiction in Montgomery County, Ohio.

C. COMMUNICATIONS

Any written communication or notice required or permitted by this Agreement shall be made in writing and shall be delivered personally, sent by express delivery, certified mail or first-class U.S. mail, postage pre-paid to the address specified below:

Firm Name: ____________________________
Address: ______________________________
City, State Zip Code: ____________________
Attention: ______________________________
Title: __________________________________

City of Dayton, Ohio
Request for Qualifications
Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Firm and the City.

D. EQUAL EMPLOYMENT OPPORTUNITY

Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

It is expressly agreed and understood that Section 35.14 of the Revised Code of General Ordinances of the City of Dayton constitutes a material condition of this Agreement as fully and as if specifically, rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the City to terminate this Agreement at its option and may bar Firm from receiving future City contracts.

E. WAIVER

A waiver by the City or Firm of any breach of this Agreement shall be in writing. Such a waiver shall be effective only in the specific instance and for the specific purpose for which it is given and shall not affect the waiving party’s rights with respect to any other or further breach.

F. SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void, unenforceable, invalid or illegal provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the portion or provision.

G. INDEPENDENT FIRM

By executing this Agreement for professional services, Firm acknowledges and agrees that it will be providing services to the City as an “independent Firm”. As an independent Firm for the City, Firm shall be prohibited from representing or allowing others to construe the parties’ relationship in a manner inconsistent with this Article. Firm shall have no authority to assume or create any obligation on behalf of, or in the name of the City, without the express prior written approval of a duly authorized representative of the City.

Firm, its employees and any persons retained or hired by Firm to perform the duties and responsibilities under this Agreement are not City employees, and therefore, such persons shall not be entitled to, nor will they make a claim for, any of the emoluments of employment with the City of Dayton. Further, Firm shall be responsible to withhold and pay, or cause such agents, Firms and sub-Firms to withhold and pay, all applicable local, state and federal taxes. Firm acknowledges its employees are not public employees for purposes of Ohio Public Employees Retirement System (“OPERS”) membership.

H. ASSIGNMENT

Firm shall not assign any rights or duties under this Agreement without the prior written consent of the City. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Firm from employing independent Firms, associates, and sub-Firms to assist in the performance of the Services.

I. THIRD PARTY RIGHTS

Except as expressly provided in this Agreement, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and Firm.

J. AMENDMENT

The parties may mutually agree to amend this Agreement. However, no such amendment shall be effective unless it is reduced to a writing, which references this Agreement, executed by a duly authorized representative of each party and, if applicable or required, approved by the Commission of the City of Dayton, Ohio.
K. POLITICAL CONTRIBUTIONS
Firm affirms and certifies that it complies with Ohio Revised Code § 3517.13 limiting political contributions.

L. INTEGRATION
This Agreement represents the entire and integrated agreement between the City and Firm. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

This Agreement represents the entire and integrated agreement between the City and Firm. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

M. PCI COMPLIANCE
Bidder/proposer (“Offeror”) represents and warrants that, for the entirety of any agreement resulting from this solicitation that involves processing credit and/or debit card revenue transactions on behalf of the City of Dayton that the solution is clearly defined to warrant the following:

1. All computer software, hardware, firmware, payment card processing policies, procedures and related services proposed to be utilized to process City of Dayton revenue transactions shall be:
   a. Completed by a qualified professional payment card processing firm acceptable and approved by the City of Dayton; and,

2. Offeror shall provide and agrees to maintain the PCI compliance reporting Attestation of Compliance (“AOC”) Form(s) in its/their latest version(s), or within the year of record as requested and/or in an annual transmittal to the City of Dayton. (https://www.pcisecuritystandards.org/documents/PCI-DSS-v3_2-AOC-Merchant.docx?agreement=true&time=1493826893795 or https://www.pcisecuritystandards.org/documents/PCI-DSS-v3-AOC-Offror.docx?agreement=true&time=1493826893795).

Selection one of the following and initial on the adjacent line:

[ ] Not Applicable (“N/A”) _________________
[ ] Offeror, reviewed, understands and hereby acknowledges and affirms that its offer to the City of Dayton satisfies these requirements and shall continue to satisfy these requirements for the duration of any resulting agreement; current and relevant AOC’s are attached to demonstrate satisfaction of these requirements at the time of offer to the City of Dayton. _________________

N. LIVING WAGE ORDINANCE
“I certify the proposing entity complies with the City of Dayton Ordinance #30829-09 and the City’s Revised Code of General Ordinances Section 35.70 through 35.74 regarding Living Wages.”

[ ] YES  [ ] NO
EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this qualification will be in full accordance with the City of Dayton specification applying thereto unless exception are stated above. This must be completed for firm and any sub-firms.

The Proposer’s name and address exactly as it would appear in a contract:

Entity Name: 

Street Address: 

City, State, Zip:

Proposer’s Phone Number:

Proposer’s Fax Number:

Proposer’s E-mail Address:

Form of Ownership

☐ Sole Proprietorship ☐ Franchise ☐ Partnership ☐ Corporation

☐ Joint Venture ☐ LLC ☐ Other (Specify): 

If a corporation, state of incorporation: 

Federal Identification Number (or SSN if sole proprietorship):

Please include your IRS Form W9 with your qualification.

I certify the proposing entity complies with City of Dayton Ordinance #30829-09 and the City’s Revised Code of General Ordinances Section 35.70 through 35.74 regarding Living Wages. Yes ☐ ☐ No

SIGNATURE: 

PRINTED NAME AND TITLE: 

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this qualification on behalf of your business entity. Please continue completing this exhibit on the next page.
EXHIBIT A – LETTER OF TRANSMITTAL (continued)

FIRM PROFILE AND BACKGROUND

Name of Proposing Firm: ____________________________________________________________

<p>| Firm’s Primary Business - State the proposer’s primary business, the number of years in the industry, and the number of employees assigned to these related activities: |</p>
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<th>Primary Business</th>
<th># of Years</th>
<th># of Employees Assigned</th>
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If a corporation, state of incorporation: ____________________________________________

Current Pending Lawsuits: Please provide all suits either with the City of Dayton or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies:

Local Office of Proposer: Office in/nearest to Dayton, Ohio: ____________________________

Federal Identification Number (or SSN if sole proprietorship): ###-####

Key Personnel:

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information: Mailing address, telephone number, fax number and email address</th>
<th>Designated as Primary Contact for the City of Dayton? YES / NO</th>
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EXHIBIT B – REFERENCES FOR PROPOSING FIRM

Name of Proposing Firm:  

List Firm names, addresses, and telephone numbers for at least three references presently or previously served by your Firm for RFQ No. 21-036 CMO. Do not use the City of Dayton as a reference.

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<th>Firm Name</th>
<th>Address</th>
<th>Contact Person</th>
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EXHIBIT C – PRODUCT MANUFACTURE LABOR STANDARDS: FIRM COMPLIANCE FORM

By informal resolution 31876-21, the City of Dayton is prohibited from purchasing, leasing, renting or taking on consignment goods for use or for resale by the City which were produced under sweatshop conditions.

The City of Dayton requests the following information concerning the products you intend to provide to the City because of this bid. This information will allow us to determine your products’ compliance with the standards outlined in informal resolutions 31876-21.

We require that you make a good faith effort to ascertain the following about the factories which manufacture the products you intend to supply to the City and that you make information available to us for our verification of your claims.

Child Labor. The factory or producer does not employ anybody younger than the legal age as established by the jurisdiction in which such factory or producer is located for children to work or participate in the production.

Forced Labor. The factory or producer does not use forced labor of any kind-prison labor, indentured labor or bonded labor. However, goods produced by prisoners and/or patients as part of a formal rehabilitation or treatment program shall not be considered “forced labor” under the terms of this section.

Wages and Benefits. The factory or producer pays and/or provides at least the minimum wages and/or benefits as required by law in the jurisdiction in which the factory or producer is located.

Hours of Work. Employees are not required to work more hours than the maximum allowed by law for the jurisdiction in which the factory or producer is located.

Worker Rights. The factory or producer makes available to its employees such rights and procedures as required by law for the jurisdiction in which the factory or producer is located.

Health and Safety. The factory or producer provides at least the minimum safe and healthy working environment as required by law for the jurisdiction in which the factory or producer is located.

Notice to Employees. The factory or producer provides all applicable notices to its workers as required by law for the jurisdiction in which the factory or producer is located.

Anti-Genocide. The factory or producer does not purchase goods or services from countries or suppliers that have any involvement in the act or acts of genocide.

This compliance form must be submitted with your bid. If at any time your products are found to be out of compliance with these standards, or if you refuse to provide information to the City for our verification of compliance, the City reserves the right to terminate contracts for those products.

City of Dayton Ref. No.: _______________________________________________
Bidding Firm: _______________________________________________________
Address: ___________________________________________________________
______________________________________________________________
Signature/Title: ____________________________________________________
Federal I.D.#: _____________________________________________________
Phone No.: _________________________________________________________
Fax No.: ___________________________________________________________
EXHIBIT D- BUSINESS INCOME TAX QUESTIONNAIRE

Business Income Tax Questionnaire

The following information is required to determine your City of Dayton, Ohio income tax liability, if any, and to set up your account if required.

Type of Tax Filing: (check all that apply)

1. □ Employee Withholding  
   FEIN # ____________________________

2. □ Corporate Earnings  
   FEIN # ____________________________

3. □ Individual Ownership Earnings  
   SSN # ____________________________

4. □ Partnership Earnings  
   FEIN # ____________________________

Company Name ____________________________ Phone # ____________________________
Mailing Address ____________________________ City __________ St __________ Zip __________
Local Business Address ____________________________ City __________ St __________ Zip __________

Check the jurisdictions that we administer that you operate in:
□ Dayton City Limits □ Dayton Wright Brothers Airport □ Dayton International Airport □ NONE

Date Business Started in Our Taxing Jurisdiction ____________________________
Your Accounting Period? Calendar Year ___________ or Fiscal Year ending on ____________

Withholding Information *Quarterly Withholding cannot exceed $600.00

□ Do you have employees? Yes □ or No □ Date First Employee Started Working in Our Jurisdiction ____________________________

□ Do you submit withholdings QUARTERLY* or MONTHLY? ____________________________

□ Is this a courtesy withholding for your employees who are residents of the above cities only? Yes □ or No □ ____________________________

Do you rent or sublease property or space in the Dayton jurisdiction to another business or individual? Yes □ No □
If so list Names, Addresses, and Tax ID below. If Yes, do they have employees working at that location? Yes □ No □
Do you use Subcontractors? Yes □ No □ If so list Names, Addresses, and FEIN or Social Security Numbers below.

If you have filed returns with our office before, show Name and Tax ID #s used, and for what tax years you filed.

Full name of Owner of Company ____________________________
If this is a change of ownership, please provide the date of change, the name, address, and phone number of former owner

If you are not liable to pay taxes in our jurisdiction, please explain why.

______________________________________________  Title  ____________________________
Signature  ____________________________  Date ____________________________

Thank you for your cooperation in this request. For more tax information is available at www.daytonohio.gov
Please return by MAIL or by FAX to: City of Dayton, Division of Revenue & Taxation, 101 West 3rd Street, P.O. Box 2806, Dayton, Ohio 45401  
(937) 333-3500 – Fax (937) 333-4280