

REQUEST FOR PROPOSALS

RFP # 2025-002 Kitchen Floor

For

CORRECTIONS CENTER OF NORTHWEST OHIO

Proposal Deadline:

Tuesday, December 16, 2025

2:00 P.M.

THE CORRECTIONS COMMISSION OF NORTHWEST OHIO IS AN EQUAL OPPORTUNITY
EMPLOYER

CORRECTIONS COMMISSION OF NORTHWEST OHIO

RFP # 2025-002 Kitchen Floor

Table of Contents

Legal Notice.....	3
Specifications.....	4
General Conditions	5
Attachment A - Submission Form – Required.....	9
Independent Contractor Verification - Required.....	10
Property Tax Affidavit - Required.....	11

LEGAL NOTICE
REQUEST FOR PROPOSAL

Sealed proposals will be received by the Corrections Commission of Northwest Ohio, (CCNO) facility located at 03151 County Road 2425, Stryker, OH 43557-9418, until 2:00 p.m. EDST on Tuesday, December 16, 2025, and opened immediately thereafter for the provision of the following:

RFP # 2025 - 002 Kitchen Floor

The specifications, general conditions and terms of the proposed services are on file for review during normal business hours and may be obtained by sending a request for the Specifications to the Corrections Center of Northwest Ohio at 03151 County Road 2425, Stryker, OH 43557. The specifications, general conditions and terms of the proposed contract may also be obtained from the Corrections Center of Northwest Ohio website at: www.ccnoregionaljail.org/more/bidprojects.

Proposals shall be submitted to the attention of the Fiscal Manager through the above stated date and time. Proposals should be secured in a sealed envelope with the following clearly marked on the outside of the envelope:

RFP # 2025 - 002 Kitchen Floor

Corrections Center of Northwest Ohio

Any questions regarding these specifications can be directed in writing Attention: Kelsey Goebel, Accounts Purchasing Assistant by sending an email to kelsey.goebel@ccnojail.org

PUBLISHED: BRYAN TIMES

Saturday, November 8, 2025

Saturday, November 15, 2025

CORRECTIONS COMMISSION OF NORTHWEST OHIO

RFP # 2025-002 Kitchen Floor

Specifications

1. Project Overview

- a. The Corrections Commission of Northwest Ohio ("CCNO") is seeking a qualified and experienced contractor to provide and install a new flooring system for our commercial kitchen located at 3151 County Road 24.25 Stryker, OH 43557. The project includes the removal of the existing flooring, surface preparation, the installation of a new, high-performance, and compliant floor system, or surface preparation over the existing flooring, installation of a new, high-performance, and compliant floor system.

2. Overview

- a. The Corrections Center is a full-service adult detention facility. The facility is operated by the CCNO, a multi jurisdictional commission serving the jurisdictions of Defiance, Fulton, Henry, Lucas and Williams Counties, and Federal and State Inmates. Capacity for this facility is rated at 638.
- b. The CCNO provides food service to the Juvenile Center pursuant to a contract. The capacity for the Juvenile Center is 32 beds.
- c. The CCNO currently has 155 employees.

3. Scope of Project

- a. The selected contractor will be responsible for all labor, materials and equipment to complete the project, including;
 - i. Removal and disposal of the existing flooring and baseboards if applicable.
 - ii. Complete surface preparation of the existing floor or the concrete slab.
 - iii. Installation of a new, seamless flooring system.
 - iv. Installation or repair of cove base.
 - v. Clean-up and debris removal.

4. Existing Conditions

- a. The kitchen is approximately 3500 square feet.
 - i. Of that 3500 square feet, 600 square foot is in coolers. We would like a quote 1) for the entire area, and 2) not including the area in the coolers.
- b. The current flooring consists of quarry tile.
- c. The project will require the contractor to work around existing equipment which consists of a stove, ovens, skillets, mixers, kettles, etc.
- d. The project will require the contractor to work while the kitchen maintains its functionality for food preparation for the jail inmates.

5. Performance Requirements

- a. The new flooring systems must meet or exceed the following requirements:
 - i. Seamless and non-porous for hygiene and easy cleaning.
 - ii. Slip-resistant to create a safe work environment.
 - iii. Durable enough to withstand heavy foot traffic, thermal shock, and equipment movement.
 - iv. Compliant with all local health department and safety codes.

6. Installation Requirements

- a. All work must be completed according to the manufacturer's specifications.
- b. The contractor is responsible for protecting all adjacent surfaces and equipment.
- c. The contractor must provide and maintain all necessary safety measures, including floor safety signs.

CORRECTIONS COMMISSION OF NORTHWEST OHIO

RFP # 2025-002 Kitchen Floor

General Conditions

1. Deadline

- a. Proposals are due on or before Tuesday, December 16, 2025 at 2:00pm.
- b. Prior to Tuesday, December 16, 2025 at 2:00pm, each proposal upon submission must be stamped for the time and date received and then placed in the safe.

2. Proposal Requirements

- a. Bidders must submit two (2) copies of their proposal. One Original and one Copy.
- b. Attachment A must be filled out in completing and included as page 1 of the proposal.
- c. The proposal must be signed by the person or persons legally authorized to bind the bidder to a contract.
- d. Include in the proposal the type of organization.
- e. Include a brief company history and profile.
- f. Include a detailed description of the proposed flooring system, including product data sheets and maintenance instructions.
- g. Provide physical samples of the proposed material and cove base.
- h. Include a breakdown of the project schedule, including estimated start and completion dates.
- i. List three (3) references for similar commercial kitchen flooring projects, including contact person and date of completion.
- j. The property tax affidavit (Attachment C) must be completed and included in the proposal.
- k. Include an itemized cost breakdown for all labor, materials and equipment.
- l. Include a proposed payment schedule tied to project milestones.
- m. Provide details on the warranty for both the flooring material and the installation.

3. Evaluation Criteria

- a. Overall price and value
- b. Experience with similar commercial kitchen floor projects
- c. Timeline
- d. Warranty & Support

4. Miscellaneous Provisions

- a. The CCNO reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept any proposal or combination of proposals which is deemed most favorable to the CCNO at the time and under the conditions stipulated. The CCNO will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.
- b. The CCNO intends to award the contract to the lowest and best bidder. The CCNO has the right to award the contract not necessarily to the bidder with the lowest price, but to the bidder who demonstrates the best ability to fulfill the requirements of the proposal and whose proposal is determined to be professionally and technically complete.
- c. Bidders whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and the selection of the

- successful bidder, all bidders will be notified of the selected firm.
- d. The laws of Ohio require that at the conclusion of the selection process, the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that is recognized as such and protected by law may be withheld if clearly identified as such in the proposal.
 - e. The Bidder agrees to provide a statement certifying their status as an Independent Contractor, in compliance with the Ohio Revised Code Section 3121.891, which specifies that employers and government entities in the state of Ohio are obligated to report to Ohio Department of Job and Family Services all employees who reside or work in the state of Ohio. This is attachment B listed below, which must be completed and included in the proposal.
 - f. The Contractor shall commence work only after the execution and transmittal of a fully executed contract to be drafted by the CCNO's legal counsel and after receiving written notification to proceed from the CCNO. The Contractor will perform all services indicated in the proposal in compliance with the negotiated contract.
 - g. Governing Law; The Contract will be governed by the law of the State of Ohio. Any future disputes over this Agreement will be heard in a Court of competent jurisdiction in Williams County, Ohio.
 - h. Successors and Assignment.
 - i. Binding Effect. The CCNO and the Contractor each will bind itself and its successors, assigns and legal representatives to the other party.
 - ii. Assignment by Contractor. The Contractor will not assign the contract in whole or in part, including but not limited to any monies due or to become due to the Contractor under the Contract.
 - iii. Assignment of Owner. The CCNO may assign the contract.
 - i. The CCNO is a governmental entity and therefore tax exempt. A current Tax Exemption Form will be provided to the bidder upon execution of a contract.
 - j. Questions regarding location and logistics for the kitchen floor within the Facility must be submitted in writing and directed to Kelsey Goebel, Accounts Purchasing Assistant via USPS, or email; kelsey.goebel@ccnojail.org prior to Friday, November 28, 2025.

CORRECTIONS COMMISSION OF NORTHWEST OHIO

RFP # 2025-002 Kitchen Floor

Attachment A

Proposed Price for the replacement of the kitchen floor (3500 square feet)

\$ _____

Proposed Price for the replacement of the kitchen floor less cooler space (2900 square feet)

\$ _____

This price information is submitted by:

Vendor Name

Vendor Email Address

Vendor Address

Authorized Signature

Typed Signature

Date Submitted

This form must be submitted as – page 1 – of your RFP Proposal

Attachment B

Ohio Revised Code, Section 3121.891, requires the following information to be reported to the Ohio Department of Job & Family Services for both employees and independent contractors:

Please print

Company Name: _____

Address: _____

City/State/Zip: _____

Independent Contractor Name: _____

Date of Birth (Required): _____ / _____ / _____

Social Security # (Required): _____ / _____ / _____

Above named is:

- ☐ **Individual** (Soc. Sec. # & Birthdate REQUIRED)
- ☐ **Sole Shareholder of a Corporation**
(Soc. Sec. # & Birthdate REQUIRED)
- ☐ **Sole Member of a Limited Liability Company**
(Soc. Sec # & Birthdate REQUIRED)
- ☐ **Not Applicable – NOT an Individual, a Sole Shareholder of a Corporation
or a Sole Member of a Limited Liability Company**

Signature: _____

Date Signed: _____ / _____ / _____

**Please complete this form and return to the Fiscal Office at the above address.
*Payments will be withheld until this information is returned.***

Attachment C

AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF PERSONAL PROPERTY TAXES

O.R.C. 5719.042

STATE OF OHIO)
) ss
COUNTY OF _____)

TO: CORRECTIONS COMMISSION OF NORTHWEST OHIO

The undersigned, being first duly sworn, having been awarded a contract by you for **RFP # 2025 – 002 Kitchen Floor**, hereby states that we are not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent personal property taxes on any such tax list.

In consideration of the award of the above contract, the above statement is incorporated in said contract as a covenant of the undersigned.

Company Name

Signature – Authorized Officer

Title

Sworn and subscribed in my presence this _____ day of _____.

Notary Public

County

State

Expiration Date