



# Request for Quotation

## Background Checks

QUOTE NO. 23-10

March 9, 2023

# Request for quote (RFQ) COVER PAGE

RFQ Issue Date: March 9, 2023

RFQ Title: Background Checks

RFQ No: RFQ 23-10

RFQ Issued by:: Greater Dayton Regional Transit Authority (RTA)  
Attn: Procurement  
4 South Main Street, Dayton, OH 45402

Quote for furnishing the Product(s) / Service(s) described herein will be received until:

**April 6, 2023 until 2:00 P.M., (EST)**

MAILED OR HAND DELIVERED QUOTES SEND DIRECTLY TO:  
**Issuing Agency Listed Above**

Quote must be clearly labeled:  
**RFQ 23-10 Background Checks**

**DBE Participation:** It is the policy of the Department of Transportation (DOT) that DBE's, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Although the DBE goal for this procurement is **0%**, RTA welcomes DBE participation.

**Please Note:** All solicitations are available on the Procurement Department page of our website, <http://proc.greaterdaytonrta.org>. Please continue checking the website for any updates or addenda.

If you accessed this quote package from our website, we may not have you in our database. In order to ensure that you receive all updates and addenda, please go to <http://proc.greaterdaytonrta.org> - click on Vendor Registration (left side of page) and Email completed form to [e-procurement@greaterdaytonrta.org](mailto:e-procurement@greaterdaytonrta.org). Include solicitation name and number.

Any interpretation, correction or change of the quote documents will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

Please contact Ashley Hurd with any questions or inquiries concerning this RFQ. Please submit in writing to ensure accuracy to [ahurd@greaterdaytonrta.org](mailto:ahurd@greaterdaytonrta.org).

March 8, 2023

TO: Prospective Proposers

RE: Request for Quotation (RFQ) 23-10  
Background Checks

The Greater Dayton Regional Transit Authority (RTA) is seeking to obtain proposals from firms interested in providing services for Background Checks. Your firm is invited to submit a proposal.

In order to be considered, please ensure that **one (1) original and three (3) copies** of your proposal are received by the undersigned no later than **April 6, 2023 at 2:00 p.m.** Proposals may be mailed, delivered or sent by delivery service addressed to the undersigned at Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, OH 45402. Please allow additional working days for the internal delivery of mailed proposals in addition to the U.S. Postal Service delivery.

The successful proposer will be offered a two (2) year blanket purchase order, effective on or about 5/1/23. The award will be based on: experience/comprehensiveness of reports, price, references, and quality of proposals received from responsive and responsible proposers as determined by the RTA.

RTA reserves the right to reject any and all proposals submitted. Award of the contract will be made to the Proposer which, in the sole opinion of RTA Staff, best meets the needs of the Authority.

The successful proposer(s) will receive a blanket purchase order in accordance with the terms of the Request for Quotation. No written notification of the award will be sent.

A proposal may be withdrawn in writing and submitted by mail, email, hand-delivered or sent by delivery service from the proposer prior to the scheduled opening date. No proposal may be withdrawn for a period of 60 days after the opening date.

Please Note: This RFQ and any addenda are available on the Procurement Department page of our website, <http://proc.greaterdaytonrta.org>. Please continue checking the website for any updates or addenda.

If you accessed this quote package from our website, we may not have you in our database. In order to ensure that you receive all updates and addenda, please go to <http://proc.greaterdaytonrta.org> - click on Vendor Registration (left side of page) and Email completed form to [e-procurement@greaterdaytonrta.org](mailto:e-procurement@greaterdaytonrta.org). Indicate the name and number of the procurement solicitation within the email.

If you have any questions relating to this solicitation, please contact me at (937) 425-8315. or by email at [ahurd@greaterdaytonrta.org](mailto:ahurd@greaterdaytonrta.org) .

Sincerely,

*Ashley Hurd*

Ashley Hurd  
Purchasing Agent

# Greater Dayton Regional Transit Authority

## Scope of Work

### BACKGROUND CHECK

The Greater Dayton Regional Transit Authority (RTA) is seeking an investigative firm to provide background checks on applicants. Information requested may include Social Security number check, criminal, driving, and work history record data, verification of education and/or licenses, if applicable, and DOT required drug/alcohol information from previous employers, if applicable.

1. Information obtained is to be held in strict confidence and is to be released only to those members identified in the final agreement.
2. All information furnished by the service shall be deemed reliable and accurate and in accordance with any state or federal requirements.
3. Upon completion, a full written report on information obtained on each individual must be prepared and sent to RTA's designated Human Resources Representative via facsimile or e-mail that ensures confidentiality.
4. A written report must be submitted by the 30th of each month stating how many reports were done for the month and how many are in progress. The RTA also requires a monthly report stating the average length of time it took to provide a report during that month.
5. At the request of RTA, background information to be reported shall include, but not be limited to:
  - a. Social Security Number Check: Confirm that number is valid and whether the number belonged to an individual now deceased, plus state and year of issue. Additionally, report to RTA any legal name changes associated with a number and compare residence address history to application to ensure other searches include all appropriate locations.
  - b. Driver's license abstract: To contain the driver's license number; date of any traffic violations; types of violations; list of points accumulated; suspensions; accidents – regardless of fault; and the current status of the applicant's driver's license. The history provided is to reflect, at a minimum, the three (3) previous years. Preferred source of information: state Bureau of Motor Vehicles.
  - c. Criminal record history – felony and misdemeanor: List date of arrest, charge, and final disposition, including findings of guilt and penalties imposed. If necessary, a certified copy of any conviction will be obtained for use by the RTA. The criminal investigation must include, at a minimum, all states in which the individual has resided, and reflect the previous seven (7) years, if available.

Required source of information: county courthouses and state sponsored database. Commercial multi-state database shall be used only if three (3) or more states must be checked for a single applicant. Note: Dependent on findings, if multi-state database is used, county courthouse checks may still be requested at the discretion of RTA. Quoters should bid for multi-state and multi-county packages, but should be prepared for RTA, at its discretion, to choose from an 'a la carte' list of options for the criminal records search.

- d. Search Sexual Predator, Habitual Sex Offender, and Sexually Oriented Offenders lists for county of residence. Source of information: county sheriff's office.
- e. Search Sexual Predator, Habitual Sex Offender, and Sexually Oriented Offenders lists for county of residence AND immediately surrounding counties, if needed, with prior approval from RTA. Source of information: county sheriffs.
- f. Work record history: Verify through thorough phone interviews basic information such as dates of employment, job title **and work characteristics** such as quality and quantity of work, cooperation, attendance record, reason for leaving, reliability, eligibility for rehire, and any disciplinary action employee has received. **The history provided is to reflect the ten (10) previous years**, if applicable. In addition to the job application form, RTA will also provide to Contractor a form completed by the applicant entitled "Applicant Reference Information" to assist Contractor in obtaining a thorough work history (see attachment).

**DOT Employers:** Written consent form(s) from applicant will be provided to Contractor. Contractor shall request the following information from DOT-regulated employers that had employed the individual within the previous two years and indicate responses on form. If a positive response is received on any question, the form must then be forwarded to the previous employer to sign and return, along with documentation required below. The Contractor shall make every reasonable attempt to obtain this information by contacting the prior employer intermittently during the 30 day period. (See Attachment: "Authorization to Release Information Pursuant to DOT Rule 49 CFR Parts 40 & 655".)

- i. Has this person ever tested positive for a controlled substance in the last two years? (Yes or No)
- ii. Has this person ever had an alcohol test with a Breath Alcohol Concentration of 0.04 or greater in the last two years? (Yes or No)
- iii. Has this person ever refused a required test for drugs or alcohol in the last two years, including adulterated or substituted drug test results? (Yes or No)
- iv. Has this individual violated other DOT drug/alcohol regulations? (Yes or No)
- v. Have you received information from a previous employer that this individual has violated DOT drug/alcohol regulations? (Yes or No)
- vi. If you answered YES to any of the above questions, please provide documentation of successful completion of return-to-duty process, if available, or give the SAP's (Substance Abuse Professional's) name, address, and phone number for further reference.
- vii. Any other questions deemed necessary by the RTA to comply with DOT regulations.

The release of information under the above section must be in any written form (e.g., fax, e-mail) that ensures confidentiality.

- 6. Optional information to be reported upon request:
  - a. Verification of credentials

- i. High school diploma or GED
  - ii. college degree(s)
  - iii. professional license
- b. Submit demographic information and fingerprints to Ohio Bureau of Criminal Identification & Investigation (BCI) for felony and misdemeanor criminal search. List date of arrest, charge, and final disposition, including findings of guilt and penalties imposed.

NOTE: THE FOLLOWING SAMPLE REPORTS MUST BE PROVIDED WITH YOUR PROPOSAL. FAILURE TO PROVIDE THEM MAY RESULT IN YOUR FIRM BEING DECLARED NONRESPONSIVE AND INELIGIBLE FOR AWARD.

1. Social Security number check
2. Driver's license abstract
3. Present and Previous Address Information
4. Criminal record history
5. Sexual Predator, etc.
6. Work record history

Verification of credentials (education, license)

## SPECIAL CONDITIONS

**PROPOSAL SUBMISSION:** Proposals submitted shall be inclusive of the following:

- Proposal Pricing Form
- Summary of Requirements
- Company Profile
- Identify account representative(s) that will be assigned to RTA, if awarded this order, and provide a description of his/her qualifications and assurance that he/she has adequate time to dedicate to the RTA account. In addition, identify the account representative's back-up person and his/her qualifications.
- A brief summary of your approach to this project.
- Reference List: A minimum of three (3) current references from similar projects and a brief description of work performed. Include contact's names, addresses, telephone numbers, fax numbers, and email addresses.
- **One original and three (3) copies** of the proposal shall be delivered to the undersigned.

**BASIS OF AWARD:** The award will be based on qualifications and experience of firm and staff, schedule, competitiveness of price and approach to the project, received from responsive and responsible Proposers as determined by the RTA. RTA reserves the right to select the Proposer, in the sole opinion of the RTA, best meets the needs of the Authority.

**DURATION OF CONTRACT:** The duration of the contract shall be for a period of two (2) years.

### Option to Extend the Term of the Contract

The Greater Dayton Regional Transit Authority may extend the term of this contract by written notice to the Contractor; provided that the RTA shall give the contractor a written notice of its intent to extend at least 30 days before the contract expires. If the RTA exercises this option, the extended contract shall be considered to include this option provision.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.

**PRICE:** The prices quoted shall be "FIRM" for the term of the order. RTA requires all prices listed in the 'Unit Price' column of the Quote Form to be 'firm' fixed prices. Also, the RTA expects service providers to attach (as deemed necessary by each provider) a schedule of applicable fees (i.e. fees for motor vehicle records, state-wide criminal searches, etc.) as alluded to in the Quote Form column entitled, "Addl. State, County, 900#, or Admin. Search Fees." Along with any attached fee schedule, please include their data source.

**PAYMENT TERMS:** Payment will be made within 30 days after submission of activity reports with proper invoices or vouchers. Payment for services shall not exceed the quoted price.

**TAX EXEMPT:** The RTA is exempt from payment of all taxes, and taxes must not be included in the quoted price. Necessary exemption certificates shall be furnished to the successful bidder(s) upon request.

**INDEMNIFICATIONS:** The successful contractor shall indemnify and save harmless RTA, its trustees, officers and employees from and against all loss, costs, liability, damage and expense whether direct, consequential or incidental, for personal injury and for property damage, such loss, costs, liability, damage and expense arising out of, or resulting in whole or in part, directly or indirectly, from work or operations under the contract but not limited to the acts, errors,

omissions and negligence of Contractor's employees and agents, except to the extent of liability imposed due to RTA's own negligence.

**NON-WAIVER BY ACCEPTANCE OF PAYMENT:** Neither the acceptance by the RTA of any services, the payment by the RTA for any services, nor both acceptance and payment, shall be deemed to waive, compromise, or affect in any manner the liability of the Contractor for any breach of contract, of warranty or of both contract and warranty.

## **CONTRACTOR INSURANCE REQUIREMENTS:**

The Vendor shall maintain, at its own expense, throughout the period of the Contract and any extensions thereof the following minimum insurance coverages of the types and in the amounts described below that are applicable to the scope of work being performed:

1. **Workers Compensation and Employer's Liability Insurance.** Vendor must carry Workers' Compensation Insurance (including occupational disease) in compliance with Workers' Compensation statutes of any applicable jurisdiction in which the Work is to be performed. For the attainment of Workers Compensation in monopolistic states, including Ohio, coverage must be secured through the state fund. If Vendor is a qualified self-insurer in compliance with the laws of the state, this is also acceptable. A certificate of compliance from the appropriate workers' compensation bureau or board must be provided with the certificate of insurance.

Vendor must also carry Employer's Liability Insurance with minimum limits of \$500,000 each accident; \$500,000 for disease (per employee); and \$500,000 for disease (policy limit). This policy must include Ohio "Stop Gap" coverage.

2. **Commercial General Liability Insurance.** Vendor must carry Commercial General Liability Insurance written on ISO form CG 00 01 10 01 (or its equivalent) with limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. RTA (including its directors, officers, employees and volunteers) must be named as an additional insured on the CGL for liability arising out of the acts or omissions of the Vendor, including coverage for liability arising out of products and completed operations. The coverage afforded to RTA shall be primary to any other insurance carried by the RTA, and the RTA's coverage shall not contribute to any loss made pursuant to this coverage grant. Commercial General Liability coverage (including RTA's status as additional insured) shall be maintained for at least two years after completion of Contractor's work performed under this contract.
3. **Commercial Auto Liability Insurance.** Vendor shall carry Commercial Automobile Liability Insurance covering all owned, leased and non-owned vehicles used in connection with the work to be performed under this contract, with limits of not less than \$1,000,000 combined single limit per accident for bodily injury and property damage. RTA shall be afforded coverage under this policy for any liability arising out of the acts or omissions of Vendor.
4. **Excess/Umbrella Insurance.** Vendor shall carry Commercial Excess or Umbrella Liability Insurance over the Commercial General Liability, Employer's Liability and Commercial Automobile Liability policies in the amount of \$1,000,000 combined single limit. The Excess/Umbrella policy is subject to all requirements of the underlying policies as set forth herein.



5. **Pollution Liability Insurance.** If the Work under this Contract includes the transportation of hazardous substances (including but not limited to fuel and oil) to, from or about RTA's premises, and/or the disposal of such substances at a waste disposal site, Vendor shall purchase and maintain pollution liability coverage of at least \$1,000,000 per occurrence. This policy shall cover property damage, bodily injury and cleanup/pollution remediation costs caused by a pollution event and otherwise excluded under Vendor's Commercial General Liability or Commercial Automobile Liability policy. RTA shall be afforded protection under this policy as an additional insured, including coverage for claims arising out of Vendor's products and completed operations.
6. **Aircraft/Watercraft Liability Insurance.** If the Vendor is using aircraft or watercraft in performance of the Work under this contract, Vendor shall disclose this to RTA prior to contract execution. Vendor shall carry aircraft and/or watercraft liability insurance, including coverage for non-owned and hired craft, and RTA shall determine the appropriate limits which must be carried by Vendor.
7. **Fidelity Bond/Crime.** If Vendor or its employees will be on the premises of RTA in connection with performance of the Work under this contract, Vendor shall carry no less than \$100,000 in Third Party Crime Coverage for the benefit of the RTA in the event of theft or other intentional harm to RTA's property by Vendor's employees.
8. **Requirements common to all policies.**
  - a. Vendor shall be solely responsible for reimbursing any deductible amount to the insurer, even if payment is being made on behalf of RTA as an additional insured on Vendor's policy. Any deductibles or self-insured retentions in excess of \$5,000 must be disclosed and approved in writing by RTA.
  - b. Vendor waives all rights of recovery it may otherwise have against RTA including its directors, officers, employees and volunteers) to the extent these damages are covered by any of Vendor's insurance policies as required in this contract.
  - c. All insurance required hereunder shall be placed with insurers that have a minimum A.M. Best's rating of A-/X and shall be licensed, admitted insurers authorized to do business in the state of Ohio.
  - d. A certificate(s) of insurance showing that Vendor's insurance coverages are in compliance with the insurance requirements set forth below must be completed by the Vendor's insurance agent, broker, or insurance company after the contract has been awarded. All certificates (other than Ohio workers' compensation) shall provide for thirty (30) days written notice to RTA prior to cancellation or non-renewal of any insurance referred to therein. The certificate shall reference RTA's status as an additional insured with primary/noncontributory coverage under both the General Liability and Auto policies.
  - e. Failure of RTA to receive certificate(s) or other evidence of full compliance with these insurance requirements (or failure of RTA to identify and/or object to a deficiency in the certificate(s) that is/are provided by Contractor) shall not be construed as a waiver of Contractor's obligations to maintain such insurance. RTA shall have the right, but not the obligation, to prohibit Contractor from beginning performance under this contract until such certificates or other evidence that insurance has been placed in complete compliance with the above insurance requirements is received and approved by RTA. Contractor shall provide certified copies of all insurance policies required above within ten (10) days of written request from RTA.

- f. By requiring insurance herein, RTA does not represent that coverage and limits will necessarily be adequate to protect Vendor, and such coverage limits shall not be deemed as a limitation on Vendor's liability under the indemnities granted to RTA.
- g. Any subcontractors engaged by Contractor to perform the Work shall comply with these insurance and indemnification provisions and shall provide primary/noncontributory coverage to RTA as set forth herein.

# Proposal Evaluation and Selection Process

## Evaluation Criteria

Significant criteria for evaluation and selection for the services indicated in the RFQ includes, but are not limited to the following, in descending order according to importance:

- Experience and comprehensiveness of reports
- Price
- References
- Quality of proposal preparation

## Method of Award

- a. The proposals will be evaluated by a Selection Committee established by the RTA. Proposals will be evaluated on the criteria noted above. The total evaluation points, as separately determined by each Selection Committee member will be added, and each proposer will be ranked in numerical sequence, from the highest to the lowest score.
- b. RTA reserves the right to reject any or all proposals, to accept other than the lowest price, to negotiate separately with any source whatsoever, and to accept the proposal considered to be most advantageous to the RTA.
- c. The RTA reserves the right to select the contractor(s) on the basis of proposals received without seeking further information or clarification from proposers.
- d. Upon review of the proposals, the RTA staff will designate the most qualified proposers as finalists. These finalists may be invited to participate in a question and answer session (interview process) to clarify their proposal with the RTA Selection Committee members.
- e. If interviews are held, the Selection Committee may re-evaluate the proposals of those firms.
- f. An award may then be made to the proposer(s) that best meet the needs of the RTA.
- g. Any matters concerning this procurement will be addressed directly to Ashley Hurd, Greater Dayton Regional Transit Authority (RTA) at (937) 425-8315. The Selection Committee members are not to be contacted by any of the proposers regarding this Request for Quotation (RFQ).
- h. If additional information or clarification is required from a proposer, they will be contacted directly.

## SUMMARY OF REQUIREMENTS

In order for your quote to be considered you must sign below indicating that you have read and will comply with the clauses that are marked as applicable to this RFQ. The Federal Third Party Contracting Clauses & Required Submittals may be accessed at the Greater Dayton Regional Transit Authority (RTA) website <https://proc.greaterdaytonrta.org>

Required	Read & Comply	Required Clauses and Submittals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proposal Documents (If Applicable – Submit)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pricing Form (Submit)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Requirements (Submit)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insurance Certificates (If Applicable - Submit)
<b>FTA Third Party Contracting Clauses</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Obligation by Federal Government
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Program Fraud and False or Fraudulent Statements or Related Acts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audit and Inspection of Records
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Federal Changes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nondiscrimination (EEO)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title VI, Civil Rights Act of 1964, Compliance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Americans with Disabilities Act (ADA)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Incorporation of Federal Transit Administration (FTA) Terms
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Energy Conservation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Termination of Contract for Default (>\$10,000)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Termination for Convenience of the RTA (>\$10,000)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disadvantaged Business Enterprise Participation (DBE's)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Debarment and Suspension (>\$25,000) (Signature Required)
<input type="checkbox"/>	<input type="checkbox"/>	Recycled Products
<input type="checkbox"/>	<input type="checkbox"/>	Privacy Act
<input type="checkbox"/>	<input type="checkbox"/>	Patent Rights – Copyrights – Trademarks
<input type="checkbox"/>	<input type="checkbox"/>	Davis-Bacon and Copeland Anti-Kickback Acts (Construction >\$2,000)
<input type="checkbox"/>	<input type="checkbox"/>	Prompt Payment with Subcontractors (Construction)
<input type="checkbox"/>	<input type="checkbox"/>	Veterans Employment (Construction)
<input type="checkbox"/>	<input type="checkbox"/>	Prevailing Wages (Construction) (Signature Required)

Signature:  Date

Printed Name:  Title:

Company

Email:

Office #:  Mobile #:

**Greater Dayton Regional Transit Authority**

**RFQ 23-10 PRICING FORM**

Description	Unit Price	Addl. State, County, 900 #, or Admin. Search Fees (Attach Schedule of fees if needed)	Source of Information (Complete if blank)
<b>Driver's License Abstract</b>			
Driver's license abstract in-state	\$	\$	
Driver's license abstract out-of-state	\$	\$	
<b>Criminal Record History</b>			
Social Security Number Checks – Option a.) 'SSN Trace' - Reveals if a Social Security Number is valid and uniquely associated with an applicant and if multiple names are associated with a particular Social Security Number.  Option a. and b.) 'SSN Trace + Consent-Based SSN Verification' - In addition to Option a., matches an applicant's personal identifiers against the Social Security Administration master file and death index.	\$ \$	N/A	
County Criminal check	\$ per county	\$	County Courthouse
Criminal checks done on subjects in states that allow statewide criminal checks	\$ per state	\$	State Database
Multi-state Database Search	\$	\$	Multi-state DB Software used & how often it is updated:
Search Sexual Predator, Habitual Sex Offender, and Sexually Oriented Offenders lists for county of residence	\$	N/A	County Sheriff/Official State Sex Offender Database
Search Sexual Predator, Habitual Sex Offender, and Sexually Oriented Offenders lists for county of residence AND immediately surrounding counties	\$ per county	N/A	County Sheriffs/Official State Sex Offender Database
<b>Work Record History</b>			
Non-DOT employees – 10-year full employment history: All inclusive for 3 or less employers	\$		Previous Employers
Non-DOT employees – 10-year full employment history: All inclusive for 4 or more employers	\$		Previous Employers
DOT employees – 10-year full employment history plus request DOT-required drug/alcohol information from employer(s) for previous two years: All inclusive for 3 or less employers	\$		Previous Employers
DOT employees – 10-year full employment history plus request DOT-required drug/alcohol information from employer(s) for previous two years: All inclusive for 4 or more employers	\$		Previous Employers
<b>Optional</b>			
Verification of Credentials: High School or GED	\$	\$	
College degree(s)	\$	\$	
Professional License	\$	\$	
Demographic Information:	\$	\$	
Fingerprinting:	\$	\$	

OFFER: By execution below, Proposer hereby offers to furnish the goods and/or services as indicated herein.

---

Name of Individual, Partner or Corporation

---

Address

City, State and Zip Code

---

Telephone Number

Fax Number

E-Mail

---

Authorized Signature

Title

Date

---

Authorized Name Printed

The Greater Dayton Regional Transit Authority

Proposal Requirement

**CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION,  
AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned, an authorized official of the Proposer stated below, certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(If the undersigned is unable to certify to any of the statements in this certification, such official shall attach an explanation to this proposal).

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 2 CFR Part 1200 and 2 CFR Part 180 of 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

---

Name of Individual, Partner or Corporation

---

Address

City, State and Zip Code

---

Telephone Number

Fax Number

E-Mail

---

Authorized Signature

Title

Date

---

Authorized Name Printed

The Greater Dayton Regional Transit Authority  
Proposal Requirement

**CERTIFICATION OF LOWER TIER PARTICIPANTS (SUBCONTRACTORS)  
REGARDING DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND  
VOLUNTARY EXCLUSION**

(THIS AFFIDAVIT TO BE COMPLETED BY THE SUCCESSFUL CONTRACTOR'S  
SUB-CONTRACTORS AFTER NOTIFICATION OF AWARD HAS BEEN RECEIVED)

The Lower Tier Participant [Subcontractor to the Primary Contractor(s)], \_\_\_\_\_, certifies by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

If the above named Lower Tier Participant (Subcontractor) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this certification.

The Lower-Tier Participant (Subcontractor), \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31. U.S.C. Section 3801 et seq. is applicable thereto.

\_\_\_\_\_  
Signature and Title of Authorized Official

\_\_\_\_\_  
Date

**NOTICE TO BIDDER: THIS CERTIFICATION SHALL BE COMPLETED BY ALL  
SUBCONTRACTORS WHICH WILL HAVE A FINANCIAL INTEREST IN THIS PROJECT  
WHICH EXCEEDS \$25,000 OR SUBCONTRACTORS WHICH WILL HAVE A CRITICAL  
INFLUENCE ON OR A SUBSTANTIVE CONTROL OVER THE PROJECT.**