

ORDINANCE NO. 24-058

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR CONTRACT WITH HOLCOMB ENTERPRISES, LLC, OF PORT CLINTON, OHIO, FOR SEASONAL DOCK INSTALLATION & REMOVAL SERVICES AT THE SHELBY STREET BOAT LAUNCH FACILITY AND PIPE CREEK WILDLIFE CANOE LAUNCH BEGINNING IN SPRING 2024 AND ENDING IN FALL 2026; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

WHEREAS, a request for proposals (RFP) was issued on January 18, 2024, for the installation & removal of seasonal docks at the Shelby Street Boat Launch Facility and Pipe Creek Wildlife Canoe Launch for the period beginning Spring 2024 and ending Fall 2026 in which two (2) proposal were received and evaluated by a selection committee and based upon the proposers past experience & equipment, proposal & qualifications, and pricing, it was determined the proposal of Holcomb Enterprises, LLC of Port Clinton, Ohio, was the lowest and best; and

WHEREAS, Holcomb Enterprises, LLC of Port Clinton, Ohio, will be providing services for seasonal dock installation each April and removal each November at the Shelby Street Boat Launch Facility and Pipe Creek Wildlife Canoe Launch consistent with their proposal and the RFP; and

WHEREAS, the contract is for three (3) years, beginning April 2024, and ending in November 2026, summarized as follows:

<u>Shelby Street Boat Launch Facility</u>				Total-yearly
Spring Install 2024	\$11,000.00	Fall Removal 2024	\$11,000.00	\$22,000.00
Spring Install 2025	\$11,000.00	Fall Removal 2025	\$11,000.00	\$22,000.00
Spring Install 2026	\$11,000.00	Fall Removal 2026	\$11,000.00	\$22,000.00
<u>Pipe Creek Wildlife Canoe Launch</u>				
Spring Install 2024	\$3,000.00	Fall Removal 2024	\$3,000.00	\$6,000.00
Spring Install 2025	\$3,000.00	Fall Removal 2025	\$3,000.00	\$6,000.00
Spring Install 2026	\$3,000.00	Fall Removal 2026	\$3,000.00	\$6,000.00
Total contract				\$84,000.00

WHEREAS, the City has the option to extend the contract for two (2) additional one (1) year terms upon written agreement by both parties; and

WHEREAS, the total cost of the initial contract is \$84,000.00 and will be paid with funds from the Building Maintenance Division’s operating budget; and

WHEREAS, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to execute the contract so the contractor can begin installing the docks this Spring; and

WHEREAS, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Division of Parks and Recreation, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in

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accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into a contract with Holcomb Enterprises, LLC, of Port Clinton, Ohio, for seasonal dock installation & removal services at the Shelby Street Boat Launch Facility and Pipe Creek Wildlife Canoe Launch, beginning Spring 2024, and ending in Fall 2024, at an amount **not to exceed** Eighty-Four Thousand and 00/100 Dollars (\$84,000.00), consistent with the proposal submitted, a copy of which is marked Exhibit "A" and attached to this Ordinance.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.



RICHARD R. BRADY
PRESIDENT OF THE CITY COMMISSION



ATTEST:

CATHLEEN A. MYERS
CLERK OF THE CITY COMMISSION

Passed: March 11, 2024

REQUEST FOR PROPOSALS
City of Sandusky
2024-2026 Seasonal Dock Installation &
Removal

Issued by:
The City of Sandusky, Ohio

Issued:
Thursday, January 18, 2024

Contact Person:
Aaron Klein, P.E.
c/o Department of Public Works
240 Columbus Ave
Sandusky, OH 44870
Phone: (419) 627-5829
Fax: (419) 627-5933
email: mmorales@cityofsandusky.com

Proposals Due:
Thursday, February 8, 2024 at 1:30 pm



The City of Sandusky reserves the right to reject any or all Proposals, to waive informalities, or to accept any Proposal which it deems most favorable to the City of Sandusky

Pricing for Services from 2024-2026

Shelby Street Boat Launch Facility

Spring Install 2024 \$ <u>11,000.00</u>	Fall Removal 2024 \$ <u>11,000.00</u>
Spring Install 2025 \$ <u>11,000.00</u>	Fall Removal 2025 \$ <u>11,000.00</u>
Spring Install 2026 \$ <u>11,000.00</u>	Fall Removal 2026 \$ <u>11,000.00</u>

Pipe Creek Wildlife Canoe/Kayak Launch

Spring Install 2024 \$ <u>3,000.00</u>	Fall Removal 2024 \$ <u>3,000.00</u>
Spring Install 2025 \$ <u>3,000.00</u>	Fall Removal 2025 \$ <u>3,000.00</u>
Spring Install 2026 \$ <u>3,000.00</u>	Fall Removal 2026 \$ <u>3,000.00</u>

Optional Contract Extension for Two Years

Shelby Street Boat Launch Facility

Spring Install 2027 \$ <u>11,000.00</u>	Fall Removal 2027 \$ <u>11,000.00</u>
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Spring Install 2028	Fall Removal 2028
\$ <u>11,000.00</u>	\$ <u>11,000.00</u>

Pipe Creek Wildlife Area Canoe Launch

Spring Install 2027	Fall Removal 2027
\$ <u>3,000.00</u>	\$ <u>3,000.00</u>
Spring Install 2028	Fall Removal 2028
\$ <u>3,000.00</u>	\$ <u>3,000.00</u>

EXHIBIT "A"

VIII. SUBMITTAL FORMS

The following forms must be completed and submitted to be considered responsive for the purposes of this RFP. While it is not necessary to use the forms provided, any substituted or attached additional sheets must contain the requested information and be clearly marked for easy reference by the evaluation committee.

Submittal Checklist

Prior to submitting a proposal, Respondent should use the following checklist to ensure completeness of the submission package.

- ☒ Proposal Form & Contact Information Sheet
- ☒ Original proposal in Sealed Envelope
- ☒ Organization Description, Experience History and Service References
- ☒ Completed "Waiver and Release" regarding Sandusky City Income Taxes
- ☒ Proof of Insurability
- ☒ Any additional information respondent deems necessary to include that would better enable the City to evaluate his/her proposal

Proposal Form

No alternatives, deletions or additions shall be made of this form as it may render the bid invalid. Alternative proposals can be submitted, where so designated within the bid proposal for review by the City, but of the understanding that the City of Sandusky has sole authority to consider or reject any alternative proposals.

Name of Organization: The Holcomb Group of Companies DBA Holcomb Enterprises LLC
MJ Snow & Landscape LLC

Business Address: 6660 W Fritchie Rd Port Clinton OH 43452

Telephone Number 419-366-1861 - MATT Holcomb Vice President

Other Phone 419-656-6724 office

Other Phone 419-341-2556 Joel Freedman operations

Fax 419-635-2019

Email matt@holcombent.com

Name and Title of Contact Individual for Further Information

Matt Holcomb Vice President

Legal Status of Organization: (Check one)

- ☐ For-profit corporation or joint venture corporation
☒ For-profit partnership or sole proprietorship LLC
☐ Non-profit corporation Public agency Other (identify)
☐ Non-profit corporation Private agency Other (identify)

Attach your proposal with any additional information that was requested or that you feel necessary to help in the City's evaluation of your qualifications and proposed operation of the facilities.

Organization History

Has Respondent, or any officer or partner of respondent, failed to complete a contract?
Yes _____ No X_____ If yes, give details on separate sheet.

Is any litigation pending against Respondent or any officer or partner of Respondent's organization? Yes _____ No X_____ If yes, give details on separate sheet.

Experience History

List three similar contracts which the Respondent Organization has provided service under. Indicate current or recent, along with a contact person and phone number. If no, so state. Attach extra page(s) if necessary.

Municipality

Current or Recent

Contact Person/Phone No.

SEE Attached

Current Vendor for City of Sandusky Docks

Past Projects

THE HOLCOMB GROUP OF COMPANIES EIN # 84-4689611

DBA - MJ'S SNOW AND LANDSCAPE LLC EIN # 34-2066834

HOLCOMB ENTERPRISES LLC EIN # 45-2468879

2023

Murry Dock – Seawall, Site Work, Paving, Concrete, Custom Floating Docks

\$ 1.5 million – 100% Complete – Prime Contractor

Project Owner – Patrick Murry – 419-656-4280

Engineer/Arch – Gary Fisher 440-315-2300

Bond on this Project – None

Kroger Asphalt Paving Various Stores

\$ 3 million – 100% Complete – Prime Contractor

Project Owner – Kroger – Jason Case 614-898-3497

Engineer/Arch – None

Bond on this Project – None

Fedex Paving and Concrete Work (Numerous Sites OH & MI)

\$ 2.7 million – 100% Complete – Sub Contractor For Rabine Paving

Project Owner – Fedex – Stephen Ford

Rabine Paving – Brian Blackowicz – 815-354-1800

Engineer/Arch – Terracon Al Hernandez - (713) 539-0915

Bond on this Project – None

Walmart Concrete and Asphalt Paving (Numerous Stores OH & MI)

\$5 million – 100% Complete – Prime Contractor

Project Owner – DJ Czizek – 419-733-0669

Engineer/Arch – None

Bond on this Project – None

City of Oregon Field Improvements (Concrete, Site, Water, Sewer, Storm)

\$300,000 – 100% - Subcontractor for Midwest Construction

Midwest Contracting – Pat Nawrocki – 419-466-3885

Project Owner – City Of Oregon - Rodney Shultz - (419) 698-7015

Engineer/Arch – City of Oregon - Rodney Shultz - (419) 698-7015

Bond on this Project – None

Kroger Columbus New Parking Lot – (Site, Sewer, Storm, Paving)

\$ 950,000 – 100% Complete – Prime Contractor

Project Owner – Kroger – Josh Wiffler – 920-246-5633

Engineer/Arch – Structure Point – Ben Schilling – 614-314-0350

Bond on this Project – None

Stop and Go Oregon – Group Up Build (Storm, Sewer, Site, Concrete, Asphalt Paving)

\$1.1 million – 100% Complete - Subcontractor for Midwest Construction

Midwest Contracting – Pat Nawrocki – 419-466-3885

Project Owner – Stop and Go – Jim Sutphin – 419-776-2929

Engineer/Arch – Architecture by Design Ltd – 419-824-3311

Bond on this Project – None

City of Fremont Water Treatment Plant Clean Out – Dredging

\$15,000.00 – 100% Complete – Prime Contractor

Project Owner – City Of Fremont – Jeff Lamson – 419-680-4837

Engineer/Arch – None

Bond on this Project - None

2022

Dredging the Port Clinton Yacht Club

\$100,000 – 100% Complete – Prime Contractor

Project Owner – Port Clinton Yacht Club – Matt Marotta 440-773-1158

Engineer/Arch – None

Bond on this Project - None

Mercy Health System – Paving and Site Work (Numerous Sites)

\$ 4 million – 100% Complete – Prime Contractor

Project Owner – Mercy Health System – Jeff Dominique – 419-351-5658

Engineer/Arch – None

Bond on this Project - None

Lowes Distribution (Paving and Site Work)

\$ 5 million - 100% Complete – Sub Contractor For Rabine Paving

Project Owner – Lowes Distribution

Rabine Paving – Brian Blackowicz – 815-354-1800

Engineer/Arch – None

Bond on this Project – None

Kroger Concrete and Asphalt Paving (Numerous Stores OH)

\$3 million – 100% Complete – Prime Contractor

Project Owner – Kroger – Jason Case 614-898-3497

Engineer/Arch – None

Bond on this Project – None

Kristy Dieter Seawall

\$250,000.00 - 100% Complete – Prime Contractor

Project Owner – Kristy Dieter – 419.944.8713

Engineer/Arch – Matt Holcomb – 419-366-1881

Approval By Army Corps

Bond on this Project - None

Walmart Paving (Numerous Stores OH & MI)

\$6 million – 100% Complete – Prime Contractor

Project Owner – Walmart - Waylon Chaney - 479.204.2790

Engineer/Arch – Terracon

Bond on this Project – None

2021

Zimmerman Construction – Custom Seawall With Steel Stairs and Site Work

\$350,000 – 100% Complete – Prime Contractor

Project Owner – Greg Zimmerman – 419-656-1753

Engineer/Arch – Matt Holcomb – Approved by the Army Corps of Engineers

Bond on this Project – None

Walmart Asphalt Paving and Concrete (Numerous Stores OH & MI)

\$3 million – 100% Complete – Prime Contractor

Project Owner – DJ Czizek – 419-733-0669

Engineer/Arch – None

Bond on this Project – None

Kroger Asphalt Paving (Numerous Stores OH)

\$4 million – 100% Complete – Prime Contractor

Project Owner – Kroger – Jason Case 614-898-3497

Engineer/Arch – None

Bond on this Project – None

Grainger ADA Improvements (Concrete, Paving, Custom Stairs) (3 Stores)

\$500,000 – 100% Complete – Subcontractor for Jordan Construction - Austin Crull - 815-262-8545

Project Owner – Grainger Supply

Engineer/Arch – GEI Consultants – 847-984-3973

Bond on this Project - None

Target Retail Paving Reynoldsburg, Ohio

\$741,000.00 – 100% Complete – Subcontractor for Colcon Construction – Doug Shook – 217-821-2690

Project Owner – Target Stores Inc

Engineer/Arch – Seawell Engineer – 1.800.648.4202

Bond on this Project - None

Kohl's Asphalt Paving

\$ 1.6 million – 100% Complete – Subcontractor by Jordan Construction - Austin Crull - 815-262-8545

Project Owner – Grainger Supply

Engineer/Arch – CESO Engineers

Bond on this Project - None

Cedar Point - Remove Docks and Install New Ones

\$350,000 – 100% Complete – Prime Contractor

Project Representative – Greg Zimmerman – 419-656-1753

Engineer/Arch – Cedar Point Inc.

Bond on this Project – None

2020

Kroger Asphalt Paving (Numerous Stores OH)

\$2.6 million – 100% Complete – Prime Contractor

Project Owner – Kroger – Jason Case 614-898-3497

Engineer/Arch – None

Bond on this Project – None

Whirlpool Site Work, Concrete and Asphalt Paving (3 Sites)

\$7.8 million– 100% Complete – Subcontractor by Pepper Construction

Project Representative – David Freyhoff – 614.314.3302

Engineer/Arch – Mannick and Smith – Dan Beasley – 614.441.4222 Ext1222

Bond on this Project – None

Walmart Asphalt Paving and Concrete (Numerous Stores OH & Mi)

\$2.4 million - 100% Complete – Sub Contractor For Rabine Paving

Project Owner – Walmart Retail Stores

Rabine Paving – Brian Blackowicz – 815-354-1800

Engineer/Arch – Various

Bond on this Project - None

If there are more big past projects you would like we can provide. This list only identifies out bigger projects and not all of the projects.

EXHIBIT "A"

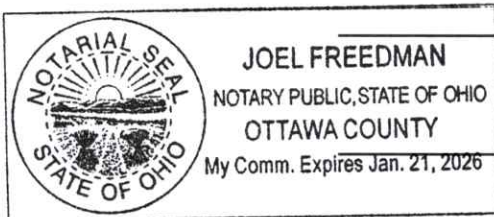
Waiver and Release Form

In consideration of the review by the City of Sandusky, Ohio, of a contract proposal and bid submitted by the undersigned, and as a condition precedent thereto, the undersigned does hereby authorize and direct the release to administrative officers of the City of any and all information related to the current obligations of the undersigned to the City, including, but not by way of limitation, obligations under the City's income tax, hereby waiving any privilege, statutory or otherwise, as to the same, and releasing the City of Sandusky, Ohio, its officers, agents, and employees from any liability in relation thereto.

BY: Matt Holcomb

DATE: 2/6/24

SIGNED IN THE PRESENCE OF:



Joel Freedman



HOLCGRO-01

TPHILLIPS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/6/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Stapleton Insurance & Risk Mgt P. O. Box 1118 Sylvania, OH 43560-0118	CONTACT NAME: Teresa Phillips	
	PHONE (A/C, No, Ext): (419) 517-1060 FAX (A/C, No): (419) 882-3911	
	E-MAIL ADDRESS: teresa@stapletoninsurance.com	
INSURED The Holcomb Group of Companies, LLC; MJ's Snow & Landscape, LLC; Holcomb Enterprises, LLC 6660 W Fritchie Rd Port Clinton, OH 43452	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : American Select Insurance Co.	19992
	INSURER B : Colony National Insurance Co	34118
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	TRA8681069	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> MT Cargo 1K Ded <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	TRA8681069	10/1/2023	10/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ MTC \$ 500,000 \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	TRA8681069	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	TRA8681069	10/1/2023	10/1/2024	PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased Rented Eqpmt		TRA8681069	10/1/2023	10/1/2024	1,000 ded \$ 250,000
B	Pollution		CSP308016	2/1/2024	2/1/2025	Occ/Agg \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For operations of named Insured.

CERTIFICATE HOLDER

CANCELLATION

City of Sandusky 240 Columbus Ave Sandusky, OH 44870	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Teresa C Phillips</i>

Proof of Insurability:

Required to supply and keep in force during the contract period:

- Comprehensive public liability insurance against any liability for injury or death to persons and/or damage to property occurring in, on or about the premises in the amount of \$1,000,000.00 (combined single limit bodily injury and property damage). Policy shall list the City of Sandusky as an insured.
- Successful respondent shall hold the City of Sandusky harmless against damage done to the equipment, premises, or any municipal facilities due to the operation of the facility or acts of the operator's agents or employees.

EXHIBIT "A"



Shelby Street Boat
Launch Facility

Paddle & Climb

Pipe Creek
Wilderness
Area

Pipe Creek
Wildlife Area
Canoe Launch