



Randolph Township
3636 Waterloo Rd
PO Box 184
Randolph, OH 44260

CONTACT

John K. Lampe, Trustee
Phone: 330-618-6850
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BID PACKET

Specifications, Contract Documents & Schematics
for
Restroom & Pavilion Facility
Randolph School Park

Bid Due Date: Monday, July 23, 2025 at 12:00 PM at Randolph
Township Administration Building 3636 Waterloo Rd, Randolph, Ohio
44260 or mailed to P.O. Box 184, Randolph, Ohio 44265

Bids must be submitted on the enclosed forms to be considered.

BID DOCUMENT OVERVIEW
Restroom & Pavilion Facility
RANDOLPH TOWNSHIP, OHIO

The undersigned BIDDER submits its bid for the work to be performed in accordance with the Detailed Specifications for the Randolph Township Restroom & Pavilion Facility and agrees that items of work not specifically mentioned in the Bid Proposal which are necessary and required to complete the work intended shall be done incidental to and as part of the items of work for which a price is given and understands that no additional payment will be made for such incidental work. Work, as described in the Detailed Specifications, includes all material, labor, equipment, and supervision required to provide all replacement services.

The following documents are attached to, incorporated into, and made a condition of this Bid:

- A. Invitation to Submit Bids;
- B. Scope of Work
- C. Bid Proposal Form;
- D. Statement of Experience and Qualifications;
- E. Instructions to Bidders;
- F. Non-Collusion Affidavit;
- G. Bid Guaranty Bond or Cashier's Check or Certified Check;
- H. Pay to Play Affidavit;
- I. Prevailing Wage Rate Form

INVITATION TO SUBMIT BIDS

Sealed bids marked, **“Randolph Township Restroom & Pavilion Facility”** will be received at the Randolph Township Administration Building, 3636 Waterloo Rd, Randolph, OH 44265 until Monday, July 21, 2025 at 12:00 PM. The successful bidder shall complete all work for the project no later than 180 days after the bid is awarded, unless an extension is granted by the Township Trustees. Said bids will be publicly opened on July 24, 2025 at 7AM at the Randolph Senior Center. All bids will be publicly opened, reviewed and available for inspection. Any bids received after the above specified time and date will be returned to the Bidder unopened.

Each bid shall be accompanied by a deposit in the form of a certified check, cashier's check, or bid bond, made payable to Randolph Township, in the amount of ten (10) percent of the total bid for the replacement project, which will be held as security for execution of the Agreement. The selected bidder shall execute the Agreement within ten (10) days after contract award. In the event the selected bidder fails to execute the Agreement within that period, its deposit shall be forfeited to the Township as liquidated damages incurred by the Township by reason of such default. Subject to the foregoing, deposits of all bidders will be returned when the selected bidder has executed the Agreement and furnished a performance bond acceptable to the Township, or all bids have been rejected. If no contract award has been made by the Township within ninety (90) days after the bid date, any bidder may withdraw its proposal and its deposit will be promptly refunded.

The successful bidder is required to furnish, with their proposal, a performance-payment bond in an amount equal to 100% (one hundred percent) of the accepted bid. Bid security furnished in bond form shall be issued by a surety company or corporation licensed in the State of Ohio to provide said surety.

Bids shall be submitted in a sealed envelope, addressed to Randolph Township (“Owner”), with the name **“Randolph Township Restroom & Pavilion Facility”** and the name and address of the Bidder on the envelope.

Bidders are cautioned to carefully examine the conditions within the Township affecting the ability of the Bidder to perform in accordance with all specifications and requirements and to make all necessary investigations to acquaint themselves with the quantity and character of the streets subject to this Bid Package and Specifications. Bidders should take all necessary steps to verify measurements, amounts and quantities. The Township does not attempt to advise bidders in any of these matters.

Bids may be held by the Township for a period of 30 days from the date of opening for the purpose of reviewing the bids and investigating the qualifications of the Bidders, prior to the award of the contract.

The Township reserves the right to reject any and all bids and to waive any defects or formalities in the bidding and to award the lowest and best responsive bid submitted by a responsible bidder.

The bid specifications and all documents related thereto are available for inspection and copies may be picked up Monday through Friday at the Randolph Township Administration Building located at 3636 Waterloo Rd, Randolph, OH 44265 between the hours of 7:30 a.m. and 2:30 p.m. or on the Township's website, randolphtownshipohio.com.

SCOPE OF WORK
Restroom & Pavilion Facility

PURPOSE

To solicit Proposals from qualified firm(s) to establish a contract for construction of the Restroom & Pavilion Facility at Randolph School Park, 1776 State Route 44, Randolph, Ohio 44260.

Bids shall include all necessary components, materials, equipment, and labor needed to construct the Restroom & Pavilion Facility; to include but is not limited to evaluating of site conditions at the Randolph School Park.

Randolph Township shall award the contract based upon the best interests of the Township notwithstanding price and maintains the right to reject any and all bids.

GENERAL INFORMATION

The Randolph School Park is located at 1776 State Route 44 Randolph, Ohio 44265. The park is home to Mila's Hope and Rowyn's Dreams Playground, a state of the art inclusive playground for children of all ages and abilities.

RESPONSIBILITY

All change orders or costs outside the original bid must be submitted and approved in writing prior to commencement.

SPECIFICATIONS

Construction shall meet the specifications of the included drawings and site plan as approved by the Portage County Building Department.

ADDITIONAL REQUIREMENTS

It shall be the bidder's responsibility to provide fencing and/or barricade around the construction site during the project to ensure the safety of park visitors.

In addition to the drawings and site plan a water well system including drilling, pump, pressure tank, and wiring will also need included in the bid price.

Cleaning up and hauling away of all job-related trash and debris must be completed by the contractor.

PROJECT COMPLETION

The project shall be inspected, approved, and fully functional within 180 days after the award of the contract, unless an extension is granted by the Township Trustees.

WORKING HOURS

The contractor shall notify the township at least 48 hours prior to beginning the project.

LABOR

Prevailing wage does apply in this contract. The contractor is expected to satisfy any and all existing state and federal labor laws pertaining to wage and benefits. This Contract is subject to Prevailing Wage Laws. Each worker employed by the contractor or subcontractor, or other person about or upon the public work, must be paid the prevailing rate of wages.

No contractor, subcontractor, or any person acting on his or her behalf, shall engage in any form of harassment or discrimination based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Further, no contractor, subcontractor, or any person acting on his or her behalf shall, in any manner, engage in any form of harassment or discrimination of any person hired to perform work under this contract based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Failure to comply will result in forfeiture pursuant to Ohio Revised Code 153.60.

EXPERIENCE

The bidder shall be interviewed by the township representative or their designee prior to the award of the contract. Experience will be taken into consideration in determining the award.

LIABILITY

The bidder agrees to hold Randolph Township, the Board of Trustees of Randolph Township, Fiscal Officer of Randolph Township, and all employees, agents, representatives, and officials of Randolph Township harmless from liability incurred in performance of this contract. Additionally, the bidder agrees to comply with all laws applicable for work for a Township Government. Bidder shall supply documentation of insurance coverage and bonds. The contractor shall be required to maintain a public liability/personal injury insurance policy and property damage insurance policy, both of which shall name the Township and its employees and officials as additional insured, covering all claims which may arise from the work to be performed in accordance with this agreement. The contractor shall obtain and maintain such insurance and shall require any and all of its subcontractors performing work required by this agreement to do the same in order to protect themselves and the Township from all claims for damages for personal injury, including accidental death, as well as claims for damage to property which may arise from the operations required by the contractor or by any subcontractor or by anyone directly or indirectly employed by either of them. The amount of insurance shall be in the amount of \$100,000.00 coverage for property damage and \$1,000,000.00/\$3,000,000.00 coverage for personal injury.

The contractor agrees to furnish the Township with certificates of insurance or other evidence satisfactory to the Township to the effect that such insurance has been procured and is in force. These certificates shall contain the following expressed obligation:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is executed and are in force at this time naming Randolph Township as additional insured. In the event of cancellation or material change in policy affecting the certificate holder thirty (30) days prior written notice will be given to the certificate holder and Randolph Township."

The contractor shall indemnify and hold harmless Randolph Township, and its employees, officials, agents and representatives against any or all claims which may be an infringement on any patent right

of its work hereunder and the said contractor shall indemnify and hold harmless Randolph Township, or any of its officers or agents against and from all suits or actions brought against said Township or its officers or agents and also from damage and cost resulting from negligence or carelessness or otherwise in performance of said contractor's obligations under this contract or from defective or improper appliances used in performance of the same. The contractor agrees to pay all damages, costs and expenses of the Township in defending any action arising from acts or omissions in connection with this contract.

WORKERS COMPENSATION LAWS

The contractor shall also maintain Worker's Compensation and Employer's Liability Insurance for protection under applicable State Worker's Compensation Laws.

The contractor shall provide the Township with certificates of such insurance contracts prior to any performance of work under the contract.

BID BOND OR DEPOSIT

Bids will be in accordance with the Ohio Revised Code and shall be accompanied by a bid guarantee in the form of a bid bond for ten percent (10%) of the full amount of the bid in the form of a bid bond, certified check, or cashier's check.

The selected bidder shall execute the Agreement within ten (10) days after contract award. In the event the selected bidder fails to execute the Agreement within that period, its deposit shall be forfeited to the Township as liquidated damages incurred by the Township by reason of such default. Subject to the foregoing, deposits of all bidders will be returned when the selected bidder has executed the Agreement and furnished a performance bond acceptable to the Township, or all bids have been rejected. If no contract award has been made by the Township within ninety (90) days after bid date, any bidder may withdraw its proposal and its deposit will be promptly refunded.

SUSPENSION OR TERMINATION OF WORK

If it is determined by the Township that the work is not being performed in a satisfactory manner, the Township will so notify the contractor, who will then immediately rectify the problem areas.

The Township reserves the right to terminate this contract immediately upon written notice by registered or certified mail to the contractor if the contractor is adjudged as bankrupt, makes a general assignment for the benefit of its creditors, has a receiver appointed because of its insolvency or contractor is unable or unwilling to provide the services required of this contract.

PERFORMANCE BOND

The successful bidder, at the time of execution of the contract, shall deliver to the Township an executed performance - payment bond in an amount equal to one hundred percent (100%) of the accepted bid as security for the faithful performance of the contract and for the payment of all persons performing labor and furnishing materials in connection with this contract. The sureties of all bonds shall be such surety company or companies as are approved by the Township and as authorized to transact business in the State of Ohio. The bonds shall be approved by the Township prior to the execution of the formal contract.

The performance bond may be waived, and that cost deducted from the price of this contract at the sole discretion of the Township.

BIDS

Bids shall be submitted on the proposal forms provided by Randolph Township and included with these specifications. Any modifications of bid specs shall be noted on Bid Specification Deviation Form. Alterations to the proposal forms may result in the rejection of the proposal.

AWARD

The Randolph Township Board of Trustees reserves the right to reject any or all bids, wave minor irregularities, and select the bid considered best for the Township. In addition to cost benefit consideration, adequacy of equipment, personnel, and previous experience, other factors may be used in evaluating the bids.

METHOD OF PAYMENT

Upon completion and notification of the Township, a Township representative will inspect within 24 to 48 hours (one working day) and either approve or disapprove the work. When approved, and billing is presented, payment will be approved. Upon completion of the project and prior to final payment, an affidavit of compliance from each contractor or subcontractor must be submitted. No final payment will be made to any contractor or subcontractor unless the final affidavits have been filed by the respective contractor or subcontractor.

NON-COLLUSION CLAUSE

By submitting a bid, the bidder, their agent and/or employee(s) hereby affirm that the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with, and without agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the Invitation for Bids, designed to limit independent bidding or competition.

ETHICS REGULATION

If you have knowledge of any interest or potential interest in this contract that may be had by an individual who is connected to Randolph Township, you must disclose that on the pricing page where indicated.

LAWS FEDERAL/STATE/LOCAL

All bidders will comply with all Federal, state, and local laws relative to conducting business in Randolph Township, but not limited to, licensing, labor, and health laws.

SAFETY STANDARDS

The bidder warrants that the product supplied to the Township conforms in all respects to the standards set forth in the Occupational Safety and Health Act of 1970 and its amendments and the State of Ohio and the failure to comply with this condition will be considered a breach of contract.

RESERVATIONS FOR REJECTION AND AWARD

Randolph Township also reserves the right to waive minor variation to specifications (interpretation of minor variances will be made by applicable Township representative). The Township reserves the right to reject any and all bids, or to waive any technicalities or irregularities in the bids as the interests of the Township may require.

TAXES

Townships are exempt from Federal Excise and State Sales Tax, but subject to State Excise Tax. All bidders must submit their Federal Tax Identification Number on their bid. Bids without Federal Tax I.D. Number may not be accepted.

BIDDER'S PROPOSAL

Restroom & Pavilion Facility

The bid shall be as follows for the Restroom & Pavilion Facility in accordance with attached specifications.

1. BASE BID:

Total labor and material _____

Bidders shall complete the information below and sign the bid. Failure to sign the bid shall result in rejection of the bid.

Bid submitted by: _____
printed name

signature

Company Name: _____

Address: _____

Telephone No.: _____ **Fax No.** _____

E-mail _____

Federal Tax ID number: _____

Contact if other than individual submitting bid: _____
printed name

NOTES:

For any information needed, not contained herein, contact John Lampe, Trustee at (330) 618-6850

BID SPECIFICATION DEVIATION FORM
Restroom & Pavilion Facility

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

EMAIL

Please state any deviations for the posted bid specifications and how said deviations will affect the performance of the proposed products/services. The Township will consider any deviations in its bid award decisions, and the Township reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the Township of their full compliance with the Bid Specifications

____ No Deviations

____ Yes Deviations

If yes is checked, please list below or attach separate document.

NON-COLLUSION AFFIDAVIT
Restroom & Pavilion Facility

This affidavit is to be filled in and executed by the Bidder. If the Bid is made by a corporation, then its Chief Officer.

State of _____

ss:

County of _____

Firm: _____

Name: _____

Title: _____

_____, being first and duly sworn, deposes and says that he/she is _____ (sole owner, partner, president, secretary) of _____, the party making the foregoing proposal; that such proposal is genuine and not collusive or sham; that said party has not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to put in a sham proposal, or that such other person shall refrain from bidding or submitting a proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid or proposal price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid or proposal price, or of that of any other bidder, or to secure any advantage against, any person or person interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further, that such bidder has not, directly or indirectly, submitted this bid or proposal, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Signature

Title: _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires _____

BID GUARANTY BOND
Restroom & Pavilion Facility

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned _____

(Name and Address)

as Principal and _____

(Name of Surety)

as Surety, are hereby held and firmly bound unto the Randolph Township, Ohio as Obligee in the penal sum of 10% of the dollar amount of the total bid submitted by the Principal to the Obligee on _____, _____, 20__ to undertake the project known as **Restroom & Pavilion Facility**

The penal sum referred to herein shall be \$_____ which is ten percent (10%) of the dollar amount of the Principal's total bid to the Obligee. For the payment of the penal sum well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above named Principal has submitted a bid on the above referred to project;

NOW, THEREFORE, if the Obligee accepts the bid of the Principal and the Principal fails to enter into a proper contract in accordance with the Street Overlay Program Agreement; and in the event the Principal pays to the Obligee the difference not to exceed the penal sum or the difference hereof between the amount specified in the bid and such larger amount for which the Obligee may in good faith contract with the next lowest bidder to perform the work covered by the bid; or in the event the Obligee does not award the contract to the next lowest bidder and resubmits the project for bidding, the Principal will pay the Obligee the difference not to exceed the penal sum hereof or the costs, in connection with the resubmission, of printing new contract documents, required advertising and printing and mailing notices to prospective bidders, whichever is less, then this obligation shall be null and void, otherwise to remain in full force and effect. If the Obligee accepts the bid of the Principal and the Principal, within ten days after the awarding of the contract, enters into a proper contract in accordance with the Street Overlay Program Agreement, this obligation shall be null and void.

THE SAID Surety hereby stipulates and agrees that no modifications, omissions or additions, in or to the terms of said contract or in or to the plans and specifications therefore shall in any wise affect the obligations of said Surety on its bond, and it does hereby waive notice of any such modifications, omissions or addition to the terms of the contract or to the work or to the specifications.

SIGNED AND SEALED This _____ day of _____, 20____.

PRINCIPAL:

By: _____

TITLE: _____

SURETY: _____

SURETY COMPANY ADDRESS:

Street

City

State

Zip

BY: _____

Attorney-in-Fact

Telephone

SURETY AGENT'S ADDRESS:

Agency Name

Street

City

State

Zip

Telephone

NOTE: Failure by any party to sign Bid Guaranty Bond shall result in rejection of bid.

PAYMENT AND PERFORMANCE BOND
[Ref. ORC Sections 153.54(B) and 153.571]

(Use where bond submitted is equal to 100% of the Bid \$ Amount plus Alternates)

Restroom & Pavilion Facility

'KNOW ALL PERSONS BY THESE PRESENT, that we, the undersigned _____
_____ as principal and _____ a
sureties, are hereby held and firmly bound unto RANDOLPH TOWNSHIP, OHIO as obligee in the penal sum
of the dollar amount of the bid submitted by the principal to the obligee on _____,
20____ to undertake the project known as the Restroom & Pavilion Facility

The penal sum referred to herein shall be in the dollar amount of the principal's bid to the obligee, incorporating any additive or deductive alternate bids made by the principal on the date referred to above to the obligee, which are accepted by the obligee. In no case shall the penal sum exceed the amount of _____ dollars (\$_____). (If the foregoing blank is not filled in, the penal sum will be the full amount of the principal's bid, including alternates. Alternatively, if the blank is filled in, the amount stated must not be less than the full amount of the bid including alternates, in dollars and cents. A percentage is not acceptable.) For the payment of the penal sum well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

Signed this _____ day of _____, 20____

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above-named principal has submitted a bid for the Project.

Now, therefore, if the obligee accepts the bid of the principal and the principal fails to enter into a proper contract in accordance with the bid, plans, details, specifications, and bills of material; and in the event the principal pays to the obligee the difference not to exceed ten per cent of the penalty hereof between the amount specified in the bid and such larger amount for which the obligee may in good faith contract with the next lowest bidder to perform the work covered by the bid, or in the event the obligee does not award the contract to the next lowest bidder and resubmits the project for bidding, the principal pays to the obligee the difference not to exceed ten per cent of the penalty hereof between the amount specified in the bid, or the costs, in connection with the resubmission, of printing new contract documents, required advertising, and printing and mailing notices to prospective bidders, whichever is less, then this obligation shall be null and void, otherwise to remain in full force and effect; if the obligee accepts the bid of the principal and the principal within ten days after the awarding of the contract enters into a proper contract in accordance with the bid, plans, details, specifications, and bills of material, which said contract is made a part of this bond the same as though set forth herein; Now also, if the said _____ (principal) shall well and faithfully do and perform the

things agreed by the principal to be done and performed according to the terms of said contract; and shall pay all lawful claims of subcontractors, materials suppliers, and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said contract; we agreeing and assenting that this undertaking shall be for the benefit of any materials suppliers or laborers having a just claim, as well as for the oblige herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions, in or to the terms of the said contract or in or to the plans or specifications therefor shall in any wise affect the obligations of said surety on its bond.

Principal:

Surety:1

By (Signature)

By (Signature)

By (Print)

By (Print)

Title

Title

Street

Street

City, State, Zip

City, State, Zip

Phone/Fax

Phone/Fax

1 Surety to attach evidence of authority to conduct insurance business in State of Ohio and authority of person signing

**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13
OF THE OHIO REVISED CODE**

STATE OF OHIO

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for
(Name of Entity)

a contract for _____
(Type of Product or Service)

to be let by Randolph Township, who, being duly cautioned and sworn, make the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the business entity:

1. That none of the following has Individually made within the previous twenty-four months and that, if awarded a contract for the purchase of goods or services aggregating more than \$10,000 in a calendar year, none of the following Individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to any member of the Randolph Township Board of Trustees or their individual campaign committees:

- a. myself;
- b. any partner or owner of the partnership or other unincorporated business (if applicable);
- c. any shareholder of the professional association organized under Chapter 1785 of the Ohio Revised Code (if applicable);
- d. any trustee of the trust (if applicable);
- e. any administrator or executor of the estate (if applicable);
- f. any owner of more than 20% of the corporation or business trust (if applicable);
- g. each spouse of any person identified in (a) through (f) of this section;
- h. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (f) of this section;

2. That none of the following have collectively made within the previous twenty-four months, and that, if awarded a contract for the purchase of goods or services aggregating more than \$10,000 in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions

totaling in excess of \$2,000, to any member of the Randolph Township Board of Trustees or their individual campaign committees:

- a. myself;
- b. any partner or owner of the partnership or other unincorporated business (if applicable);
- c. any shareholder of the professional association organized under Chapter 1785 of the Ohio Revised Code (if applicable);
- d. any trustee of the trust (if applicable);
- e. any administrator or executor of the estate (if applicable);
- f. any owner of more than 20% of the corporation or business trust (if applicable);
- g. each spouse of any person identified in (a) through (f) of this section;
- h. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (f) of this section;
- i. any political action committee affiliated with the corporation, business trust, partnership or other unincorporated business, association, estate or trust identified in (a) through (f) of this section;
- j. Any combination of persons identified in (a) through (i) of this section;

3. I do hereby acknowledge that to knowingly make any false statement herein may subject me and/or the above-named entity to the penalties set forth in Section 3517.992 of the Ohio Revised Code.

Further, Affiant sayeth naught.

Signature _____

Title _____

Sworn to before me and subscribed in my presence this day _____ of _____, 20____.

Notary Public

My Commission Expires: _____

**Affidavit of Compliance
PREVAILING WAGES**

I, _____
(Name of person signing affidavit) (Title)

do hereby certify that the wages paid to all employees of

(Company Name)

for all hours worked on the **Restroom & Pavilion Facility** will be in compliance with prevailing wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages paid in connection with this project, other than those provided by law.

(Signature of Officer or Agent)

Sworn to and subscribed in my presence this _____ day of _____,
20____.

(Notary Public)

The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees.

