



**Brecksville Parking Lot Maintenance and Improvement Project
Request for Proposal**

Issued March 14, 2025

Responses due April 2, 2025 by 10:00 a.m. E.D.S.T.

REGIONAL INCOME TAX AGENCY
Parking Lot Maintenance and Improvement Project
Request for Proposal

TABLE OF CONTENTS	Page
Letter from the Executive Director	3
Introduction	4
Scope of Services	4
Proposal Instructions	5



*Ohio's Leader in Municipal
Tax Collection & Administration,
Serving Taxpayers & Local
Governments **Since 1971***

March 14, 2025

The Regional Income Tax Agency (RITA, the Agency) is seeking proposals for maintenance and improvement of the Agency's Brecksville office parking lot.

Proposals are due no later than 10:00 a.m. E.D.S.T., April 2, 2025. RITA prefers that proposals be submitted electronically. Proposals should be sent to rfp@ritaohio.com.

Copies of the Request for Proposal (RFP) will be on file for inspection and may be obtained at the offices of the Regional Income Tax Agency.

Respondents shall aggregate their questions and requests for clarification, and submit them via e-mail to Lori Starcher, Chief Financial Officer via e-mail at lstarcher@ritaohio.com no later than 12:00 p.m. on March 28, 2025. Such requests for clarification, and RITA's responses, will be provided to all parties that have received copies of the RFP, without identifying the source of the inquiry.

The Agency reserves the right to reject any and all proposals, or any part of any proposals, or to waive informalities or defects in proposals, as the Board of Trustees of the Agency deems to be in the best interest of the Agency.

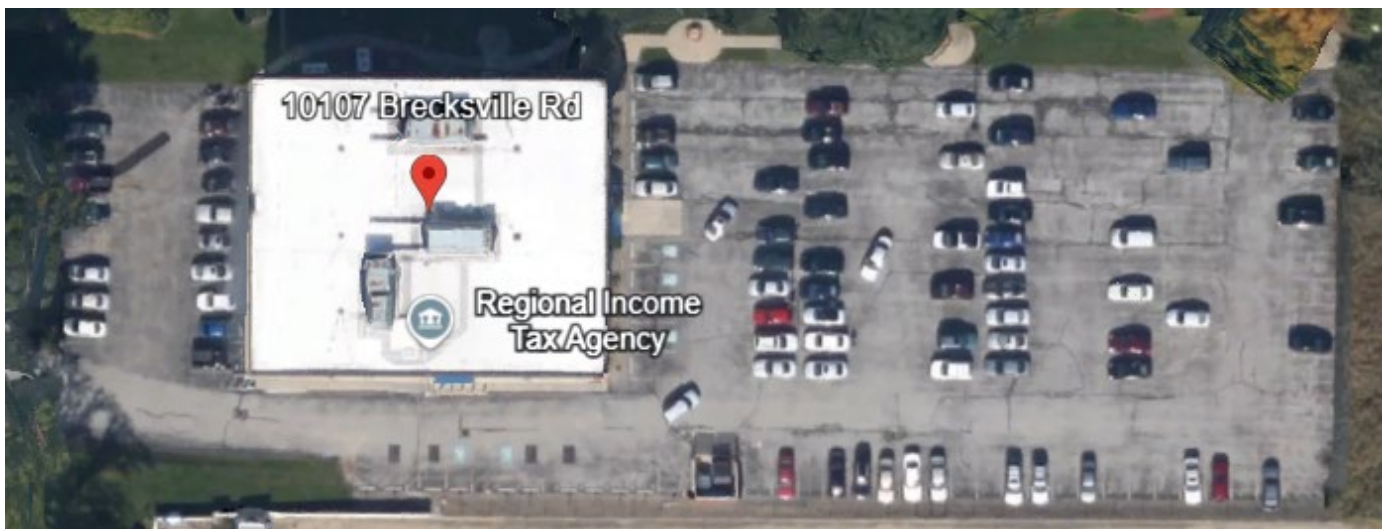
Cordially,

Amy Arrighi
Executive Director

Introduction

The Regional Income Tax Agency (RITA, the Agency) is a governmental entity established to administer and collect local income taxes for political subdivisions. As an agent for its municipalities, RITA provides substantial financial services to its members. Municipal income tax is collected from individuals and/or employer withholding on salaries, wages, commissions, fees and other forms of compensation. The tax is also collected from business entities based on net profits. As of 12/31/2024 there are over 420 taxing jurisdictions served by the Agency, with total annual municipal income tax collections of more than \$2.4 billion.

The Agency is seeking proposals from qualified contractors for the repaving and repair of our parking lot located at 10107 Brecksville Road, Brecksville, Ohio 44141. The selected contractor will be responsible for all necessary labor, materials, equipment, and permits required to complete the project in accordance with industry standards and local regulations.



Scope of Services

The **project scope** includes, but is not limited to:

- Asphalt Repair and Resurfacing – Patching potholes, cracks, and damaged areas.
- Milling and Repaving – Removing and replacing deteriorated asphalt, as necessary.
- Sealcoating and Striping – Applying a protective sealcoat and repainting parking space lines, including ADA-compliant markings. Also includes painting of bases of light posts (2) in rear lot.
- Drainage Improvements – Ensuring proper water runoff and drainage functionality.
- Concrete Work (if applicable) – Repair or replacement of curbs, sidewalks, and/or gutters.

Proposal Instructions

Interested contractors must submit a detailed proposal including:

1. Company Information – Name, address, point of contact, and relevant experience.
2. Project Approach – Description of work plan, materials to be used, and estimated project timeline.
3. Cost Estimate – Itemized pricing, including labor, materials, permits, and any additional fees.
4. References – At least three references from similar completed projects.
5. Insurance & Licensing – Proof of liability insurance, workers' compensation, and relevant business licenses.
6. Warranty Information – Details of warranties on materials and workmanship.

Proposals must be received by the Executive Director, Regional Income Tax Agency, by 10:00 a.m. E.D.S.T., April 2, 2025. Proposals shall be emailed to rfp@ritaohio.com. If portions of the proposal cannot be emailed then submit these portions in sealed envelopes addressed to:

Executive Director
Regional Income Tax Agency
10107 Brecksville Road
Brecksville, Ohio 44141

If the proposal or any part of the proposal is submitted on paper, it shall have marked on the outside of the envelope "Brecksville Parking Lot Maintenance and Improvement Project".

The Agency is not responsible for any costs incurred by the respondent in preparation of a proposal. RITA reserves the right to negotiate with the vendors submitting proposals in order to obtain the most favorable terms, conditions and pricing for the Agency as determined by the Agency in its sole discretion. Also, as deemed in the best interest of the Agency by the Board of Trustees, RITA reserves the right to reject any and all proposals, or any part of any proposal, or to waive informalities or defects in proposals. By submitting a proposal, each respondent is ensuring that complete confidentiality of all Agency information will be maintained by all vendor personnel.

It is RITA's intention to enter into a contract as soon as practical after the proposals are evaluated. Proposals will be evaluated on several factors including the respondent's understanding of the project to be performed, previous relevant experience, and the associated costs. The successful vendor shall enter into a contract with the RITA within ten days of the notification of award or as soon as practical thereafter as determined by RITA.

By submitting a proposal, each respondent is ensuring that they are an Equal Opportunity Employer and that their employees and applicants for employment are not discriminated against because of their race, creed, color, sex, sexual orientation, gender identity, gender expression, genetic information or national origin. By signing a contract with RITA, the successful vendor guarantees that they comply, or will comply with, the above provision and all other applicable state and federal laws regarding public contract work, and agrees to indemnify and hold the Regional Income Tax Agency harmless from any claims or damages incurred against or by the Regional Income Tax Agency resulting from any non-compliance by the successful vendor.

By submitting a proposal, each respondent is declaring that they are not in arrears to RITA for municipal income taxes or any other obligation to the Agency.