



Bid Number (PR): _____
Bidding Company: _____
Address: _____

Acknowledgment and acceptance of Terms and Conditions, Contract Specifications, Instructions To Bidders, and Bid Sheet or Request for Proposals, including all addenda

The undersigned, duly authorized representative of the Contractor submitting the accompanying bid or proposal, hereby acknowledges receipt and acceptance of all terms and conditions, contract specifications, instructions to bidders, bid sheets, or request for proposals, as the case may be, including all addenda (if any) thereto, issued by the City of Toledo that are the subject of the accompanying bid or proposal.

The undersigned agrees to clearly call out in its bid or proposal any deviations from any portion of said terms and conditions, contract specifications, instructions to bidders, bid sheets, or request for proposals, as the case may be, including all addenda.

Contractor:

Business Name: _____

Signature: _____ Date: _____

Name & Title of Authorized Representative: _____

Email: _____ Phone: _____



CONTRACT COMPLIANCE - DIVISION OF PURCHASING
Living Wage Contract Addendum

Chapter 187 of Toledo Municipal Code, mandates that all vendors awarded \$10,000 in contracts or over \$100,000 in financial assistance from the City **per year** meet minimum compensation levels for their employees. In addition to the requirement for completing the attached Living Wage Affidavit, this Ordinance also requires that the following two (2) paragraphs be added to all City contracts:

1. The City of Toledo Living Wage Requirements, set forth in Toledo Municipal Code 187.24(c) 187.36, 187.37, 187.39, 187.40, 187.43 apply to this contract and to all subcontracts entered for the performance of this contract. Upon notification of a violation of any of those requirements, the contractor will have thirty (30) days to bring itself and/or its subcontractors into compliance. At the end of the thirty (30) day period, if a violation exists, the City of Toledo may terminate the contract and pursue any other legal remedies. If a contractor violates the Living Wage provision a second time, all City contracts with that contractor shall automatically terminate and no new contracts shall be entered for a five (5) year period. (See Toledo Municipal Code 187.43(c).)
2. Retaliation against any employee claiming violation of the City of Toledo Living Wage provisions is expressly prohibited. Such retaliation shall be grounds for termination of this contract and/or rejection of future bids. (See Toledo Municipal Code 187.43(d).)

In addition, the Ordinance requires each covered contractor to post and distribute twice yearly to its employees a notice in both English and Spanish, which states the following:

This employer is subject to Living Wage. Employees directly working under a City of Toledo contract, or employees working at a site or on a project to which City of Toledo financial assistance has been given, is entitled to be paid a “Living Wage” as defined by the Toledo Municipal Code.

A “Living Wage” is:

- (1) \$17.45* per hour or 110% of the updated federal poverty level for a family of four, plus making available single health coverage in an amount not to exceed 15% of the employee’s monthly wages;**
- (2) \$20.63* per hour or 130% of the updated federal poverty level for a family of four for those employees not provided single coverage health benefits that do not cost the employee more than 15% of his/her monthly wages, except to those employees within an established probationary period that does not exceed sixty (60) work days.**

* Rates published in this notice are based on 2026 Annual Update of the HHS Poverty Guidelines, 91 Fed. Reg. 1797 (January 15, 2026). Rates are subject to annual updates.

Employees may report violations to:

Contract Compliance, Division of Purchasing, One Government Ctr., Suite 2000, Toledo, OH 43604.

Email: contractcompliance@toledo.oh.gov.

Please have an individual authorized to bind your company to this addendum sign and date below to indicate concurrence with the above changes.

VENDOR: _____

SIGNATURE: _____

TITLE: _____

DATE: _____



Primary/Subcontractor Agreement Certificate

Primary Contractor _____ Amount of Bid _____ Bid # _____

Project Name _____

The Primary Contractor must list all of its subcontractors and sign this form. Any change in subcontractors must be reported via email to Contract Compliance at contractcompliance@toledo.oh.gov

List ALL Subcontractors/Suppliers of Goods and/or Services for the above-referenced project. Please use a separate form for each sub/supplier.

Company Name	Company Address & Phone	Scope of Work	Projected Subcontract Amount

Subcontractor(s) will not be used on this project. Check box ☐

I certify I have read and understand the above-stated information and agree to comply.

Signature of Authorized Representative for Prime Contractor

Name & Title

Date