



SPECIFICATIONS, INSTRUCTIONS AND BID SHEETS

FOR

REQUEST FOR PROPOSAL #21250

**Providing Commercial/Industrial Services, Supplies, and Related
Materials for Repairs at Various Facilities**

FOR THE
CLEVELAND MUNICIPAL SCHOOL DISTRICT

DBA: CLEVELAND METROPOLITAN SCHOOL DISTRICT
BOARD OF EDUCATION, 1111 SUPERIOR AVENUE E, SUITE 1800
CLEVELAND, OHIO 44114

UNDER THE DIRECTION OF THE TRADES DIVISION FOR THE BOARD OF EDUCATION OF THE
CLEVELAND METROPOLITAN SCHOOL DISTRICT CUYAHOGA COUNTY, OHIO

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Section I: Notice of Request for Proposal #21250

Separate Sealed bids for the requirement set forth below will be received via hand delivery in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, 1st Floor Welcome Center, Cleveland, Ohio 44114 or via mail delivery to Cleveland Metropolitan School District located at 1111 Superior Avenue E, Suite 1800, Cleveland, Ohio 44114 until **1:00 p.m. current local time on July 2, 2018**. This RFP will not be opened publicly.

Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities

Copies of Instructions to Bidders, Specifications, and Drawings may be obtained directly from the District's Webpage. Go to clevelandmetroschools.org/purchasing and click on the RFP number. If you require assistance, please email seletha.thompson@clevelandmetroschools.org or **(216) 838-0418**.

There will be a Pre-Proposal Conference for this Request for Proposal on **June 12, 2018 and June 19, 2018 at 10:00 AM**. The Pre-Proposal Conferences will be at Cleveland Metropolitan School District Trades Office, 3840 Ridge Road, Cleveland, Ohio 44144. Attendance at the Pre-Proposal Conference is encouraged but not mandatory.

All questions and correspondence related to this RFP must be submitted in **WRITING ONLY** by **12:00 p.m. on June 20, 2018** at the email address given above. All questions with corresponding answers will be sent to every prospective vendor and posted on the website no later than **June 25, 2018**. Any errors and/or omissions reported will be addressed via Addenda.

A certified check for 10% of the total amount of the bid payable to the Treasurer of the Cleveland Metropolitan School District, or a satisfactory bid bond executed by the bidder and a Surety company shall be submitted with each bid on a form supplied by the bondsman. The Surety Company must be licensed to do business in the State of Ohio and acceptable to the Chief Financial and Administrative Officer. The successful bidder will be required to furnish a satisfactory performance bond amounting to 100% of the contract amount.

No bid may be withdrawn for at least sixty (60) days after the deadline for submittal.

The Cleveland Metropolitan School District reserves the right to reject any and all Bids, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional Bids.

The Cleveland Metropolitan School District does not discriminate in educational programs, activities or employment on the basis of race, color, national origin, sex, age, religion or disability.

Bidders on this work shall be required to comply with all applicable requirements pertaining to fair labor, state and local government.

M. Angela Foraker
Executive Director, Procure to Pay
May 30, 2018

Section II: Letter to Bidders

Date: May 30, 2018
Subject: Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities

To All Vendors:

In order to be considered, all bids must be received via hand delivery in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, 1st Floor Welcome Center, Cleveland, Ohio 44114 or via mail delivery to Cleveland Metropolitan School District located at 1111 Superior Avenue E, Suite 1800, Cleveland, Ohio 44114 on or before **1:00 p.m., July 2, 2018**. All bids must be submitted in a sealed envelope or package. One (1) original, with blue ink signatures, two (2) copies of the bid, and one (1) electronic format bid on a USB flash drive including supporting documentation, must be submitted. The Bid Name and Bid Number must be stated on the exterior of the submission envelope(s), including shipping labels.

Written questions will be accepted via e-mail until **12:00 p.m. on June 20, 2018**. No telephone calls will be permitted. Send questions via e-mail to: seletha.thompson@clevelandmetroschools.org. Bid number and title must be included. All questions/concerns with corresponding answers will be sent to every prospective vendor. Any errors and/or omissions reported will be addressed via Addenda which will be issued no later than **June 25, 2018**.

Under no circumstances should any person or firm interested in providing services identified in this Bid, their designees, or any affiliated with their firm, contact any other District employee or official during the Bid process in an attempt to lobby or influence the selection of a vendor pursuant to this Bid.

Bids will be opened immediately following the deadline at 1111 Superior Ave, Cleveland, Ohio 44114. After all submissions have been reviewed, the final evaluations of the committee will determine the lowest responsive and responsible awarded vendor. Vendors will be notified, in writing, of award and non-award status upon receipt of an approved resolution.

A certified check for 10% of the total amount of the bid payable to the Treasurer of the Cleveland Metropolitan School District, or a satisfactory bid bond executed by the bidder and a Surety company shall be submitted with each bid on a form supplied by the bondsman. The Surety Company must be licensed to do business in the State of Ohio and acceptable to the Chief Financial and Administrative Officer. The successful bidder will be required to furnish a satisfactory performance bond amounting to 100% of the contract amount.

The Cleveland Metropolitan School District has a Diversity Business Enterprise and Affirmative Action Program in effect. Information about this program and forms for compliance are enclosed. All firms submitting a bid must complete the appropriate forms and submit same with their bid. While the District no longer certifies DBE companies, we accept any company certified through the City of Cleveland, Cuyahoga County, or the State "EDGE" program.

The Cleveland Metropolitan School District accepts no obligations for costs incurred by bidder in preparing or submitting a bid and reserves the right to reject any and all bids received.

Sincerely,
M. Angela Foraker
Executive Director, Procure to Pay

Part 1: Required Purchasing Division Documents and Instructions

Section I: Instructions to Bidders

Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities

1. All Bids shall be made upon the Bid Form(s) furnished. All information requested in the bid and in the bid package must be filled in legibly and completely with blue ink signatures, or the bid may be considered non-responsive. No oral, telephonic or telegraphic bids or modifications will be considered. The **Bid Name and Bid Number** must be stated on the exterior of the submission envelope(s), including shipping labels.
2. Bids are due at the Cashier's Office of the Board of Education, Cleveland Metropolitan School District, Administration Building, 1111 Superior Avenue E, Suite 1800, Cleveland Ohio, 44114, on or before **1:00 p.m.** current local time on **July 2, 2018**. Bid will be opened publicly.
3. All submissions must include **One (1) original, with blue ink signatures, two (2) copies, and one (1) electronic format bid on a USB flash drive.** Vendors not complying with this requirement will be notified that they have twenty-four (24) hours in which to comply with this requirement or their Bid will be **disqualified**. This applies to **copies only**.
4. No Bid may be withdrawn for at least sixty (60) days after receipt of bids at **1:00 p.m.** current local time, on **July 2, 2018**.
5. Written questions may be directed to the Purchasing Division via email to: **seletha.thompson@clevelandmetroschools.org**. The District will **NOT ACCEPT** any telephone calls regarding any of the submittals and/or "short lists." Under no circumstances should any firm interested in providing the services identified in this Bid, their designees, or anyone affiliated with their firm, contact any other District employee or official during the Bid process, in an attempt to lobby or influence the selection of a vendor pursuant to this Bid. No oral, telephonic, telegraphic, or electronic modifications will be considered. All materials submitted are as is.
6. The Cleveland Metropolitan School District reserves the right to reject any and all Bids, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional bids.
7. Bidder understands and agrees that subsequent to submission of the Bid, any District resolution authorizing the award of a contract or agreement does not vest any contractual rights in the bidder.
8. Bidder understands and agrees that any such District resolution operates only to encumber funds necessary for the project and does not create a binding contract.
9. Bidder further acknowledges and agrees that any such District resolution may be revoked, at any time prior to execution of a formal, written contract.

10. Bidder acknowledges and agrees that it has no vested contractual right until such time as a purchase order and contract have been issued.
11. Bidder further acknowledges and agrees that execution of a contract and issuance of a purchase order is not a ministerial function, but is a formal requirement for acceptance of the bid.
12. Bidder must present evidence to the District, upon request, that they are fully competent and have the necessary facilities, equipment and financial resources to perform the work required in the Specifications within the time frame required.
13. Each and every page must have the bidder's company name in the header or footer.
14. No binding of any kind should be used: use only binder clips. No staples, No paper clips, No binders, No tabs should be used; use colored paper to separate Sections. Failure to comply with submission formation may result in the submittal being disqualified.
15. Any and all changes must be initialed by the bidder.
16. The District reserves the right to award the bid in whole or in parts, by item, by group of items, to a single vendor; or to multiple vendors, where such action serves the best interests of the District.
17. This Bid should be submitted before **1:00 p.m.** current local time, **July 2, 2018** to the Cleveland Metropolitan School District, Cashiers Office of the Cleveland Metropolitan School District, 1111 Superior Avenue E, Suite 1800 Cleveland, Ohio 44114, the submission to include **One (1) original, with blue ink signatures, two (2) copies, and one (1) electronic format bid on a USB flash drive** of the following:
 - a. Completed Bid Form including evidence of State certification to perform the work required.
 - b. Signed Acknowledgement for Instructions to Bidders.
 - c. Completed and notarized Bidder's Qualification Form.
 - d. Signed Conflict of Interest Form
 - e. Completed and notarized Non-Collusion Affidavit.
 - f. Completed and notarized EOA Compliance Declaration documents.
 - g. Completed and notarized Diversity Business Enterprise Participation Forms.
 - h. Properly executed Affidavit and/or Company Board of Directors Resolution authorizing certain person to sign legal documents such as the Bid Form, Bidder's Qualification Form, etc.
 - i. Completed Debarment Form
 - j. A certified check for 10% of the total amount of the bid payable to the Treasurer of the Cleveland Metropolitan School District, or satisfactory bid bond executed by the bidder and a Surety company shall be submitted with each bid on a form supplied by the bondsman

18. Bidder shall not include Ohio Sales Tax in the price quoted. The Cleveland Metropolitan School District will provide tax exempt certificate to the successful Bidder upon request.

19. SECURITY

Vendor’s workmen, foremen, other personnel, and subcontractors on CMSD sight will be required to meet Cleveland Metropolitan School District security requirements. Contractor must issue personnel I.D. badges. Any worker not complying with CMSD security requirements will immediately be ordered off project and without prejudice or recourse to CMSD.

- Vendor agrees to successfully complete background checks on all of its employees, agents, and subcontractors who provide services under this Agreement to CMSD facilities. Vendor agrees to warrant that it will not at any time hire or utilize any individual to provide services under this Agreement on CMSD premises where such person has been convicted of, or pleaded guilty to, any criminal offense enumerated in O.R.C. 3319.39(B).

20. INSURANCE

The successful company, their subcontractors and suppliers of labor and/or materials for providing Repair Services for the Cleveland Metropolitan School District, including organizations having personnel, equipment and vehicles on District property, shall provide evidence of insurance as follows:

- a. Commercial General Liability - including limited contractual liability
\$1,000,000.00 Limit of Liability (per occurrence)
- b. Automobile Liability - including non-owned, and hired
\$1,000,000.00 Limit of Liability (per occurrence)
- c. Workers Compensation - Workers compensation and employer’s
Insurance to the full extent as required
- d. Professional Liability - By applicable law
\$1,000,000/ \$3,000,000 per occurrence/in the aggregate

This requirement must be fulfilled by the successful vendor providing the Purchasing Office of the CMSD with a current Certificate of Insurance (standard ACORD form), showing the Board of Education of the Cleveland Municipal School District as an additional insured (Certificate Holder does not constitute being an additional insured), within five (5) days of Notice of Intent to Award Agreement. The certificates of insurance shall contain a provision that the policy or policies shall not be canceled without thirty (30) days' prior written notice to the District.

The required insurance must be provided by a company licensed by the State of Ohio, which company must be financially acceptable to the Administration of the Cleveland Municipal School District

The District is not liable for vandalism which results in damage(s) to the property or vehicles of the Vendor. The school District will not reimburse for private insurance deductibles for such vandalism.

- Vandalism damage is defined as damage resulting from criminal conduct for which an individual may (but not necessarily be processed under the Ohio Revised Code

21. DIVERSITY BUSINESS GOAL

The Diversity Business and Vendor Contract Compliance Programs shall make every good faith effort to ensure that certified diversity business enterprises in the Cleveland Metropolitan School's relevant geographic market area shall be afforded the maximum opportunity to compete for contracts, services, and purchases. The general goals for diversity business participation are: 15% service, 20% goods and supplies, and 30% maintenance, construction/repair.

Non-diversity vendors will have their diversity business participation counted toward their goal attainment only with minority vendors who are certified and demonstrate previous experience in the respective business classification of the prime contractor. Only direct participation in the subcontract will be counted toward diversity business enterprise goal attainment.

The diversity business goal for this RFP is: **15% Services**

22. ADVERTISING

In submitting a bid, Vendors agree, unless specifically authorized in writing by an authorized representative of CMSD on a case by case basis, that it shall have no right to use, and shall not use, the name of Cleveland Metropolitan School District, its officials or employees, (a) in any advertising, publicity, promotion, nor (b) to express or imply any endorsement of Agent's services.

23. The term of this agreement will begin on immediately upon selection, approval and contract execution through completion to the lowest responsive and responsible vendor. The Contract Documents consist of the following:

- a. All Purchasing Documents set forth in Part I herein;
- b. Certified Purchase Order or Supplier Contract to be issued to Lowest Responsive and Responsible Bidder;
- c. Specifications herein;
- d. Notice to Bidders;
- e. Instructions to Bidders;
- f. Bid Form;
- g. Bid Guaranty;
- h. All applicable addenda, attachments, and exhibits hereto.

The awarded Bidder shall perform all Work described in the Contract Documents, including without limitation, all terms and conditions of the specifications contained herein or otherwise stated in the bid documents and reasonably inferable therefrom by the Bidder as necessary to produce the results intended thereby for specifications and scope of work requested herein by the District.

Bids will be evaluated, first, as responsive or non-responsive to the Bid specifications. A preliminary review will be conducted of all bids submitted on time to ensure the bid adheres to the mandatory requirements specified in the Bid. Bids that do not meet the mandatory requirements will be deemed non-responsive and may be rejected. CMSD reserves the right to select the bid which most closely meets the requirements specified in the Bid. Second, the bids will be evaluated based on the information presented in the bid. The Bid will be awarded to the lowest responsive and responsible vendor

CMSD reserves the right to reject all bids and deviate from this purchasing process to utilize other purchasing mechanisms available to the district under Ohio Law. Scope review and follow-up discussions with the apparent low bidder may be requested. CMSD reserves the right to interview or to seek additional information related to criteria already specified in the Invitation to Bid after opening the bids prior to issuance a certified Purchase Order or Supplier Contract.

Section II: Acknowledgement

(Name of Company)

Hereby Acknowledges receipt of this Bid and the reading of these Instructions to Bidders. We further agree that if awarded the contract, we will submit the required Performance Bond, if applicable, and/or Insurance Certificate within five (5) days of written notification that the District has adopted a resolution authorizing the encumbrance of funds for the project. We understand, however, that a formal written contract, similar to the one contained in the Bid Package, will need to be executed and purchase order issued by the District before we have any vested contractual rights. We agree to commence the work as required herein and timely complete the project pursuant to the Specifications by the date stated in the Notice to Proceed.

By: _____
(Name and Title)

Date: _____

Section III: Vendor Request Form

VENDOR INFORMATION

VENDOR NUMBER
(IF APPLICABLE) _____
VENDOR NAME _____
ADDRESS LINE 1 _____
ADDRESS LINE 2 _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NO. _____ FAX NO _____
Area Code Number Area Code Number
E-MAIL ADDRESS _____
PRIMARY CONTACT PERSON _____

REMIT TO (IF DIFFERENT FROM ABOVE)

VENDOR NAME _____
ADDRESS LINE 1 _____
ADDRESS LINE 2 _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NO. _____ FAX NO _____
Area Code Number Area Code Number

PRIMARY SERVICE, PRODUCT, OR SPECIALTY:

NOTE: VENDOR NAME AND TAX ID NUMBER MUST BE AS FILED WITH THE INTERNAL REVENUE SERVICE.

PLEASE INDICATE WHERE APPLICABLE

DIVERSITY BUSINESS ENTERPRISE: YES NO
MINORITY BUSINESS ENTERPRISE:
FEMALE BUSINESS ENTERPRISE:

Section IV: Taxpayer ID Form

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶	<input type="checkbox"/> S Corporation
<input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Partnership
<input type="checkbox"/> Trust/estate	<input type="checkbox"/> Trust/estate
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exempt payee code (if any)
	Exemption from FATCA reporting code (if any)
	<small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 46%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 83%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Section V: No Bid Form

RFP # 21250

THIS FORM ONLY NEEDS TO BE COMPLETED ONLY IF VENDOR IS NOT SUBMITTING A BID

To all Prospective Bidders/Proposers:

Each company or person receiving this packet has at some point in time requested to be placed on the Bid list of the Cleveland Metropolitan School District for this product and/or service.

It is the intent of the District to update this list subsequent to the bidding cycle. Please note the following and take action accordingly.

If you are making a bid/proposal this cycle, disregard the remainder of this letter. Your name will remain on the active bidder list.

_____ **(1) If you are not making a bid/proposal this cycle, but want to remain on the active bidder's list for future bids, place a check mark in the box to the left. Complete the name and address Section below and return this letter to Purchasing at the address below.**

_____ **(2) If you do not wish to remain on the active bidder's list, place a check mark to the left. Complete the name and address Section below and return this letter to Purchasing at the address below.**

Name of Company: _____

Company Representative: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone Number: _____

Fax Number: _____

Date: _____

Section VI: Conflict of Interest Form

Statement of Potential Conflicts of Interest

Vendor Name:	Primary Contact:
Address 1:	Telephone #:
Address 2:	Fax #:
City:	Email:
State, Zip:	Website:

Cleveland Metropolitan School District (CMSD) adheres to Ohio Ethics Law and strictly follows the opinion of the Ohio Ethics Commission. As such, each vendor is requested to submit this statement declaring any potential conflicts of interest in doing business with the District. Please answer the following two questions providing all requested information.

1. Are any current Cleveland Metropolitan School District (CMSD) employees, Cleveland Board of Education members, or any of their immediate family members, also members of the vendor's board of directors, hold any officer position with the vendor, or own any shares of any stock issued by the vendor?

Yes _____ No _____

If **Yes**, and if the CMSD employee, CMSD board member, or immediately family member is a member of the vendor's board of directors or holds an office with the vendor, please state the person's name and position with the vendor.

Name: _____

Position: _____

If **Yes**, and if the CMSD employee, CMSD board member, or immediate family member owns share of any stock in the vendor organization or company, state the percentage of all outstanding company shares owned by the CMSD employee or board member.

_____ %

2. Are any current CMSD employees, CMSD board members, or any immediate family members also employees of the vendor?

Yes _____ No _____

If **Yes**, please state the person's name and provide a description of their job duties for the provider:

Name: _____

Job Duties: _____

If **Yes**, please describe the contact that the vendor will have with the CMSD employee or CMSD board member in the course of providing services to the District:

CERTIFICATION

I do hereby certify that the foregoing statements are true and accurate, and that my signature below attests to the authenticity of my identity as the person actually signing this form. This document is not a contract. In order for a binding Agreement to exist, a signed Agreement will be required prior to any legally binding commitment by the District.

NOTARIZED STATEMENT

_____ being duly sworn and deposes says

that he/she is the _____ of
(title)

_____, and answers to all the
(organization)
foregoing questions and all statements therein contained are true and correct.

(signature)

Subscribed and sworn before me this _____ day of _____, 20 _____

Notary Public: _____

My commission expires: _____

Section VII: Certificate of Debarment



Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____

Name and Title of Authorized Representative

Signature of Authorized Representative

Section VII: Certificate of Debarment Pg. 2

- 2 -

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Section VIII: Addendum Acknowledgement Form

RFP #21250

Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities

Having read and examined the Invitation to Bid Documents, including the specifications, prepared by the Cleveland Metropolitan School District for the above-referenced Project, and the following Addenda:

Addendum Number

Date of Receipt

Proposer: _____

The undersigned Vendor proposes to perform all work for the applicable contract, in accordance with the contract document for the proposed sums.

Signature: _____ Date: _____

Section IX: Bidder Qualifications Form

Bidder must answer all questions or attach a written explanation for each question.

BIDDER NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE: () _____ TOLL FREE: () _____

TAXPAYER IDENTIFICATION NUMBER: _____

1. What type of organization? (i.e. corporation, partnership, etc.)
2. How many years has your organization been in business?
3. How many years has your organization been in business under its current name?
4. List any other aliases your organization has utilized in the last two years and the form of Business
5. If you are currently a corporation, list the following:
 - a. State of incorporation
 - b. Date of incorporation
 - c. President's name
 - d. Secretary's name
 - e. Treasurer's name
 - f. Statutory agent's name
 - g. Name of shareholders, if less than 10

- h. Principal place of doing business
6. If you are currently in a partnership, list the following:
 - a. Name and address of all general and limited partners.

 - b. Original name and date of organization's inception
 7. If you are neither a corporation nor a partnership, please describe your organization and list principals.
 8. Are you legally qualified to do business in the State of Ohio?
 9. Are you legally qualified to do business in Cuyahoga County and licensed by the City of Cleveland?
 10. Has your organization ever been (i) declared by a customer to be in default under a contractor and/or (ii) sued by a customer for failure to completely a contract or properly perform services in a timely manner? If yes, please state where, when, and why.
 11. Has your organization ever been cited by a local, county, state, or federal authority for violation of a regulation or statute or failing to timely complete a contract in accordance with specifications? If yes, please state date, agency, and final disposition.
 12. Has your organization ever filed for bankruptcy? If yes, please state where, when and why?
 13. On a separate sheet, list the major customers for whom your organization has provided this type of equipment or service in the past five years. Include owner's name and type of work performed.
 14. Has your organization ever been sued by a supplier for failure to timely pay for materials or equipment provided? If yes, please provide details.
 15. What is the dollar limit of your firm's General (CLS) Liability Insurance?

Name of insuring company: _____

Policy number: _____

16. What is the dollar limit of your firm's Automotive Liability Insurance?

Owned vehicles _____

Non-Owned vehicles _____

Name of insuring company _____

Policy number _____

17. List the name and address of every person having an interest in this RFP.

18. Has any federal, state or local government entity ever cited or taken any action against your organization or any of its principals for failure to pay or remit any taxes including but not limited to income, withholding, sales, franchise, or personal property taxes? If yes, please give name of agency, date and amount of taxes overdue and resolution of the issue.

19. Is your organization and its' principals current in payment of personal property taxes?

20. The prospective lower tier participant certifies, by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed, for debarment or suspension, declared ineligible, or voluntarily excluded from participation in this transaction by any State and/or Federal Department or Agency.

21. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this RFP.

Notarized Statement

_____ being duly sworn and deposes says

that he/she is the _____ of
(title)

_____, and answers to all the
(organization)

Foregoing questions and all statements therein contained are true and correct.

(signature)

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public: _____

My commission expires: _____

Section X: State of Ohio Insurance

S A M P L E

STATE OF OHIO

DEPARTMENT OF INSURANCE

CERTIFICATE OF COMPLIANCE

As Superintendent of Insurance of the State of Ohio, I

do hereby certify that _____

a corporation located at _____

in the State of _____

with the laws of this state applicable to it, and is

authorized to transact in this state its appropriate

business of insurance as prescribed under Section 3941.02.

of Ohio, including Fidelity Insurance.

From _____ 20____, until _____

In witness whereof, I have hereunto
subscribed my name and caused my
seal to be affixed at Columbus, Ohio
this day and date.

Superintendent of Insurance of Ohio

Section XII: Non-Collusion Affidavit

This Affidavit must be executed and shall accompany the bid in order for the bid to be considered.

NON-COLLUSION AFFIDAVIT
State of Ohio, Cuyahoga County

_____, being first duly sworn, deposes and says that

he/she is _____ of _____

of the party making the foregoing bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, 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 price of affiant or any other bidder, to fix any overhead, profit or cost element of said bid price, or of that of any bidder, or to secure any advantage against the Board of Education of the Cleveland Metropolitan School District, or any person or persons interested in the bid; and that all statements contained in said bid are true; and further that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto to any Association or to any member or agent thereof.

Affiant

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

Notary Public in and for Cuyahoga County, Ohio

My commission expires: _____

Section XIII: Diversity Business Enterprise Program and Participation Forms

PROGRAM OVERVIEW

It is the goal of the Diversity Business Enterprise (DBE) program to ensure the firms owned and/or controlled by minorities and women have the opportunity to compete for any expenditure of funds including but not limited to contracts, lease purchase, requisitions, and all forms of equipment, work services, materials, construction, etc.

The DBE program shall make every good faith effort to ensure that certified DBE's in the relevant Cleveland Municipal School District geographic market have the maximum opportunity to bid for contracts. The Cleveland Municipal School District geographic market is Cuyahoga, Summit, Lake, and Lorain counties.

The District has established goals for DBE participation in all contracts that it awards. The goals range from 15 to 30 percent and vary by the type of contract awarded:

- 15% Service Contracts
- 20% Goods and Supplies
- 30% Maintenance/Construction Repair

A Diversity Business Enterprise encompasses Minority Business Enterprises (MBEs) and Female Business Enterprises (FBEs).

A DBE is an enterprise in which minorities, African Americans, Native Americans, Hispanic or Latin Americans, Asian Pacific Islander Americans, and/or women own at least 51% of the shares of stock or controlling interest.

A FBE is a female-owned enterprise with at least 51% of the shares of stock or controlling interest, which is held by female.

A company may be in compliance with the District's DBE program although the applicable numerical goal is not met if a company makes a good faith commitment to comply with DBE regulations. The Purchasing Director determines whether a company has made a good faith commitment.

DBE requirements under certain circumstances can be waived by the district with convincing proof of good faith efforts.

TERMS AND CONDITIONS OF NOTICE AND REQUIREMENTS TO ENSURE DIVERSITY BUSINESS ENTERPRISE (DBE) OPPORTUNITY

Definition of DBE: A Diversity Business Enterprise (DBE)

“Small Diversity business concern” means a small business concern that is at least fifty-one (51) percent unconditionally owned by one or more individuals who are both socially and economically diverse, or a publicly owned business that has at least fifty-one (51) percent of its stock unconditionally owned by one or more socially and economically diverse individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least fifty-one (51) percent unconditionally owned by an economically diverse Indian tribe or Native Hawaiian Organization, or a publicly owned business that has at least fifty-one (51) percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an economically diverse Indian tribe or Native Hawaiian organization.

1. “Socially diverse individuals” means individuals who have been subjected to racial or ethnic prejudice or culture bias because of their identity as a member of a group without regard to their qualities as individuals.
2. “Economically diverse individuals” means socially diverse individuals whose ability to compete in the free enterprise system is impaired due to diminished opportunities to obtain capital and credit as compared to others in the same line of business who are not socially diverse. Individuals who certify that they are members of named groups (African Americans, Hispanic Americans or Latin Americans, Native Americans, Asian-Pacific Islander Americans, Subcontinent Asian Americans) are to be considered socially and economically diverse.

Definition of FBE: Female Business Enterprise (FBE)

“Female-owned small business concern” means a small business concern:

1. Which is at least fifty-one (51) percent owned by one or more women; or, in the case of any publicly owned business, at least fifty-one (51) percent of the stock of which is owned by one or more women and;
2. Whose management and daily business operations are controlled by one or more woman.

TERMS

1. DBE participation will be counted toward meeting the goals outlined in the notice as follows:
 - a. The total dollar value of a correct contract or subcontractor indirect subcontract awarded toward a certified DBE will be counted toward the applicable goal.
 - b. In the case of a joint venture, certified by the Cleveland Municipal School District, the portion of the total dollar value of the contract equal to the percentage of the ownership and control of the DBE partner in the joint vendor will be counted toward the applicable goal. (PLEASE RETURN DBE FORM E)
 - c. Only expenditures to DBE that perform a commercially useful function in the work of a contract or subcontract or indirect subcontract will be counted toward DBE goals. A DBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of work of a contract or subcontract and carries out its responsibilities by actually performing, managing, and supervising the work involved. If a DBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the DBE is presumed not to be performing a commercially useful function. The DBE may present evidence to rebut this presumption.

- d. The total dollar value of materials and supplies obtained from DBE suppliers and manufacturers will be counted toward DBE goals if the DBE assumes the actual and contractual responsibility for the provision of the materials and supplies.
2. A bidder who fails or refuses to complete and return this Notice may be deemed a non-responsive bidder.
3. The contractor's goals as set forth in this Notice shall express the contractor's commitment to the percentage of DBE utilization during the term of this contract. The contract shall be deemed to have met its commitment for DBE utilization if the DBE utilization rate of the contractor meets the goals established by this Notice.
4. The contractor must receive the approval of the District before making substitutions for any subcontractors listed in the Notice. Substitution of DBE is not allowed unless the contractor receives District approval.
5. The contractor's commitment to a specific goal is to meet the DBE objectives and is not INTENDED and shall not be used to discriminate against any qualified company or group or companies.
6. The contractor's commitment to a specific goal for DBE utilization as required by this Notice shall constitute a commitment to make every good faith effort to meet such goal by a subcontracting to or undertaking to joint venture with DBE firms. If the contractor fails to meet the goal, it will carry the burden of furnishing sufficient documentation as part of the bid response of its good faith efforts to justify a grant of relief from the goals set forth in this Notice. Such justification will take the forms of a detailed report which will document at least the following information:
 - a. Attendance at the pre-bid meeting, if any, scheduled by the District to inform DBE's of Subcontracting opportunities under a given solicitation.
 - b. Advertisement in general circulation media, trade association publications, and minority-focus media for at least twenty (20) days before bids or proposals are due. If twenty (20) days are not available, publication for a shorter reasonable time is acceptable.
 - c. Written notification to DBE that their interest in the contract is solicited, and follow-up contact to determine whether the DBE's were interested.
 - d. Efforts made to select portions of the proposed work to be performed by DBE in order to increase the likelihood of achieving the stated goals.
 - e. Efforts to negotiate with DBE for specific sub-bid, including at a minimum:
 - i. The names, addresses, and telephone numbers of DBE's that were contacted.
 - ii. A description of the information provided to DBE regarding the plans and specifications for portion of the work to be performed; and
 - iii. A statement of why additional agreements with DBE were not reached.
 - iv. Completion of (Form E) if DBE's are not involved in the RFP.
 - f. Concerning each DBE the supplier/contractor contacted but rejected as unqualified, the reasons for the supplier's/contractor's conclusion.
 - g. Efforts made to help the DBE's contacted that needed assistance in obtaining required bonding, lines of credit, or insurance.
 - h. Use of the services of minority community organizations, minority contractor's groups,

governmental minority business assistance offices, and other organizations that assist in the recruitment and placement of DBE's.

7. Suppliers/contractors that fail to meet DBE goals and fail to demonstrate sufficient good faith efforts are not eligible for contract awarded.
8. The District, through its Diversity Officer will review the contractor's minority business enterprise involvement efforts during performance of this contract. Such review will include, but not be limited to, contractor's quarterly statement of income from the District and what portion of said income went to the DBE enterprise(s) as evidenced by affirmation of the DBE enterprise(s) which the contractor hereby agrees to supply each quarter during the term of its contract with the District. If the contractor meets its goal or if the contractor demonstrates that every reasonable effort has been made to meet its goal, the contractor shall be presume to be in compliance. Where the Diversity Officer finds that the contractor shall be presume to be in compliance. Where the Diversity Officer finds that the contractor has failed to comply with the requirements of this Notice, said Diversity Officer shall inform the Purchasing Director who shall immediately notify the contractor to take corrective action. If the contractor fails or refuses to comply promptly, then the Purchasing Director, upon approval of the District, shall issue an order shopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop orders shall be made subject of claim for extension of time or for excess costs or damages by the contractor. When the District proceeds with such formal action it has the burden of proving that the contractor has not met the requirements of coming forward and showing that it has met the good faith requirements of the Notice, specifically including paragraph 7 hereof. Where the contractor is found to have failed to exert every good faith effort to involve DBE in the work provided, the District may declare that the contractor is ineligible to receive further District funds, whether as a contractor, subcontractor, or as a consultant, for a period of up to three (3) years.
9. The contractor will keep records and documents for three (3) years following performances of this contract to indicate compliance with this Notice. These records and documents, or copies thereof, will be made available at reasonable times and places for inspection by any authorized representative of the District upon request together with any other compliance information which such representative may require.
10. Bidders and contractors are bound by all requirements, terms and conditions of this Notice.
11. Nothing in this Notice shall be interpreted to diminish the present contract compliance review.

1: DBE Form A

Name of Firm: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Type of Business (Product or Service): _____

Date of Proposed Contract Award: _____

Amount of Proposed Contract Award: _____

Diversity Business Enterprise Subcontractor(s):

Dollar Amount Subcontract Award: _____

Percent of Subcontract Award: _____

D.B.E. Participation: _____ \$ _____

F.B.E. Participation: _____ \$ _____

Name of EEO Officer: _____

(Signature of owner, partner, or authorized officer)

Name: _____ (printed) Dated: _____

Title: _____

DO NOT COMPLETE BELOW THIS LINE

_____ Compliant _____ Compliance Pending _____ Non-Compliant

Compliance Date: _____

(signature, DBE Department) _____ (date)

2: DBE Form B

**NOTICE OF REQUIREMENT TO ENSURE
DIVERSITY BUSINESS ENTERPRISE (DBE) OPPORTUNITY**

Note: All eligible bidders for award of the contract should comply with the Requirements, Terms, and Conditions of this Notice.

The undersigned bidder hereby agrees that the goal it has established for DBE participation in this project through either subcontracting or entering into a joint Venture with DBEs in conformity with the Requirements. Terms and Conditions of this Notice is a goal of thirty (30%) percent for a construction/repair/ maintenance contract, twenty (20%) percent for a supply contract, and fifteen (15%) for a service contract of the total contract amount of this project. In no event will the absence of goals as stated above be deemed as compliance with the requirements, terms and conditions of this notice.

In addition, the undersigned will complete and attach hereto the DBE (Form C) Schedule for DBE participation, showing all DBE/FBE that will participate as subcontractors or joint ventures in this contract and a DBE (Form D), DBE Letter of Intent form for each DBE/FBE listed on the Schedule.

Bidder: _____

Date: _____

By: _____

Title: _____

Definition of DBE: A Diversity Business Enterprise (DBE)

"Small Diversity business concern" means a small business concern that is a least (51) percent unconditionally owned by one or more individuals who are both socially and economically diverse, or a publicly owned business that has at least (51) percent of its stock unconditionally owned by one or more socially and economically diverse individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least (51) percent unconditionally owned by an economically diverse Indian tribe or Native Hawaiian Organization, or a publicly owned business that has least (51) percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an economically diverse Indian tribe or Native Hawaiian Organization.

SCHEDULE MBE/FBE PARTICIPATION

Project Name: _____

Name of Non-DBE Contractor: _____

Identification Number: _____

Location: _____

Name of Minority Contractor: _____

Address: _____

City, State, Zip: _____

Type of work to be performed and work hours involved:

Projected commencement and completion dates for work:

Agreed price in dollars or percentage:

The undersigned will enter into a formal agreement with DBE for work listed in this schedule conditioned upon execution for a contract with the Cleveland Municipal School District

TO BE RETURNED WITH THE BID

Signature of Non-DBE Prime Contractor

Date: _____

4: DBE Form D

DBE LETTER OF INTENT

To: _____
Non-DBE Prime or General Bidder

Project: _____

NON-DBE PRIME OR GENERAL BIDDER

The Undersigned intends to perform work in connection with the above-referenced project as (check one):

an individual a corporation a partnership a joint venture

DBE status of the undersigned is confirmed in the Cleveland Municipal School District's DBE file of bona fide enterprises with a certification date of: _____

The Undersigned is prepared to perform the following described work in connection with the above referenced project. Specify in detail particular work items or parts thereof to be performed:

at the following price or percent of contract: \$ _____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Items _____

Projected Commencement Date _____

Projected Completion Date _____

_____ % (percent) of the dollar value of the subcontract will be sublet and/or awarded to NON-DBE contractor (s) and/or NON-FBE SUPPLIERS. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the Cleveland Municipal School District.

Date

Name of DBE Firm (where applicable)

Signature of DBE (where applicable)

Signature of MBE Firm

(TO BE RETURNED WITH RFP)

Name of FBE Firm

Signature of FBE Firm

5: DBE Form E

DBE Unavailability Certification

I, _____, _____
Name Title

Of _____, certify that on _____
Date

I contacted the following DBE to obtain a Bid for work items to be performed on:

Board Project: _____

Minority Contractor: _____

Work Items Sought: _____

Form of Bid Sought: _____

Female Contractor: _____

Work Items Sought: _____

Form of Bid Sought: _____

To the best of my knowledge and belief said minority business enterprise was unavailable (exclusive of the unavailability due to lack of agreement on price) for work on this project or unable to prepare a bid for the following reason (s):

Signature, Non-DBE prime Bidder Date

_____ was offered an opportunity to bid on the above-referenced work on _____
_____ by _____
Date Non-DBE Prime Bidder

Signature, Non-DBE Prime Bidder

The above statement is a true and accurate account of why I did not submit a Bid on this project.

Signature, Non-DBE prime Bidder

6: DBE Form F

Non-Minority Prime Affidavit for DBE

STATE OF }
COUNTY OF } SS. AFFIDAVIT

The undersigned swear that the foregoing statements are correct and include all material information necessary to identify and explain the items and operation of our subcontract and the intended participation by each party in the undertaking. Further, the undersigned covenant and agree to provide to the Cleveland Municipal School District current, complete, and accurate information regarding actual subcontract work and the payments thereof, and any proposed changes in any of the subcontract arrangements and to permit the audit and examination of the books, records and files of the subcontract or those of each party relevant to the subcontract, by authorized representatives of the Cleveland Municipal School District. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal and state laws concerning false statements.

Name of Firm: _____

Signature: _____

Name and Title: _____

Date: _____

STATE OF }
COUNTY OF } SS.

On this _____ day of _____ 20____, before me appeared

_____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that they were properly authorized by

_____ to execute the affidavit and did so as their free act and deed.

(Seal)

Notary Public _____

Commission expires _____

7: DBE Form G

(This form need not be completed if all join venture firms are diversity business enterprises)

1. Name of Joint Venture: _____
2. Address of Joint Venture: _____
3. Phone Number of Joint Venture: _____
4. Identify the firms which comprise this joint venture. (The DBE partner must complete DBE Form A or have current DBE Certification)

 - a. Describe the roll of the DBE firm in the joint venture: _____

 - b. Describe briefly the experience and business qualifications of each non-DBE Joint Venture: _____

5. Nature of Joint Venture's Business: _____

6. Provide a copy of the Joint Venture Agreement.
7. What is the percentage of DBE Ownership? DBE _____% FBE _____%
8. Ownership of Joint Venture: (This need not be completed if described in the Joint Venture agreement provided in response to question 6).
 - a. Profit and loss sharing: _____

 - b. Capital contributions, including equipment: _____

 - c. Other applicable ownership interest: _____

9. Control of and participation in this contract. Identify by name, race, and "firm" those individuals and their titles who are responsible for day-to-day management and policy decision making, including, but not limited to, those prime responsibility form:

- a. Financial decisions: _____

- b. Management decisions, such as:
 - i. Estimating: _____
 - ii. Marketing and Sales: _____
 - iii. Hiring and firing of management personnel: _____

 - iv. Purchasing of major items or supplies: _____

- c. Supervision of field operations: _____

Note: If after complete the DBE Form B and before the completion of the joint venture's work on any contract awarded, there is any significant change in the information submitted, the joint venture must inform the Cleveland Municipal School District, either directly or through the non-DBE prime subcontractor if the joint vendor is a subcontractor.

Non-Minority Prime Affidavit (Joint Venture)

STATE OF OHIO

CUYAHOGA COUNTY

AFFIDAVIT

The undersigned swear that the forgoing statements are correct and include all material information necessary to identify and explain the items and operation of our subcontract and the intended participation by each joint venture in the undertaking. Further, the undersigned covenant and agree to provide to the Cleveland Municipal School District current, complete, and accurate information regarding actual joint venture work and the payments thereof and any proposed changes in any of the subcontract arrangements and to permit the audit and examination of the books, records and files of the joint venture or those of each party relevant to the joint venture, by authorized representatives of the Cleveland Municipal School District. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under federal and state laws concerning false statements.

Name of Firm (Prime)

Name of Firm (DBE)

Signature

Signature

Name and Title

Name and Title

Date

Date

STATE OF _____] COUNTY OF

]SS.

On this _____ day of _____ 20 ____, before me appeared _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that they were properly authorized by _____ to execute the affidavit and did so as their free act and deed.

(Seal)

Notary Public

Commission expires

Section XIV: EOA Contractual Declaration Forms

CMSD Affirmative Action Program

Vendor Contract Compliance, Procedures and Guidelines

Note: Please read carefully all of the information contained in these documents.

Pursuant to the Affirmative Action Policy Adopted by the Cleveland Municipal School District, the following guidelines and procedures will be implemented to ensure that all vendors doing business with the District are in compliance with Equal Employment Opportunity Standards.

A. SUBMISSION OF VENDOR EMPLOYMENT PRACTICE REPORT

All vendors and contractors who propose to provide goods, services, supplies, and equipment through formal bids, informal bids, and contract term agreements are required to submit a Vendor Employment Practice Report with each Bid. Approved status by the Vendor Employment Practice Report includes the following documents which must be completed in their entirety and returned with the bid.

Please note, compliance approval consists of both DBE and Vendor Contract Compliance approval.

1. General Information Sheet (Form 1): Provides basic information on the vendor.

1a. SMSA/OR RECRUITMENT AREA: Indicates the relevant labor area in which your facility is located. Designate the Standard Metropolitan Statistical Area, county, or city from which the facility can draw applicants or recruit for most positions.

In making relevant labor area determinations, examine the statistics on racial, ethnic, and gender composition of the Standard Metropolitan Statistical Area, county, or city surrounding your organization, as well as other appropriate adjacent areas.

The relevant labor area should be the SMSA county or city with the highest population of minorities and women.

1b. DEFINITION: As defined by the U.S. Bureau of the Census, SMSA is: "Except in the New England States, a county or group of contiguous counties which contains at least one city of 50,000; in addition contiguous counties if they are socially and economically integrated within the central city; in the New England States towns and cities instead of counties. Each SMSA must include at least one central city."

2. **Compliance Declaration Form** (Form 2) - The Agreement indicating the vendor is in compliance with Equal Employment Opportunity requirements, will take affirmative action, and will comply with all Fair Labor Standard practices.

3. **Current Employment Data Form** (Form 3) – Current personnel data indicating employees in each job category classified by gender and race.

4. **Existing Affirmative Action Program** – If any and copies of any agreement between the vendor and the Equal Employment Opportunity Commission, Office of Federal Contract Compliance Program or court order pertaining to equal employment opportunity.

B. EVALUATION OF COMPLIANCE DATA

1. The Diversity Officer will evaluate data submitted by vendors who are recommended to receive District bids and contracts. Vendors found in compliance with the District's Equal employment opportunity standards (Affirmative Action and DBE Program) will be placed on the approved vendor's list.
2. In the event that a vendor is found not in compliance with the District's equal employment opportunity standards, the Diversity Officer will inform the Purchasing Director of the Reason(s) and ask that the Purchasing Director not award the contract or bid to the vendor pending compliance. The Purchasing Director or Manager of Diversity will inform the vendor of reason(s) for non-compliance. Vendors found not in compliance will be given ten (10) business days from the time of notification by the Purchasing Director or Manager of Diversity to submit an acceptable affirmative action program to the Diversity Officer.
3. If the vendor which has been found not in compliance submits an acceptable affirmative action plan to the Diversity Officer within ten (10) business days of notification, the vendor may be given conditional approval.

C. AFFIRMATIVE ACTION PLAN

1. Vendor found not in compliance with the District's equal employment opportunity standards are expected to develop and implement affirmative action programs if they expect to be eligible to successfully propose for District contracts.
2. While it is the vendor's responsibility to develop an affirmative action program which will result in equal employment opportunity for persons from all sectors of the community, the Officer in Charge of the Diversity Program may refer prospective bidders to resources which may be of assistance in developing affirmative action programs.
3. In the event that a vendor who has been awarded a District contract does not make satisfactory progress toward goals in the affirmative action program, the District will not negotiate a new contract until the vendor assures the Diversity Officer that significant progress will be made.

D. CONDITIONS UNDER WHICH BIDS MAY BE REJECTED OR CONTRACTS TERMINATED ON EQUAL EMPLOYMENT OPPORTUNITY GROUNDS

1. Vendor fails to submit completed and signed EEO documents with bid or other requested information in a timely manner.
2. The vendor is found not to be in compliance with EEO laws, regulations and District policy, and does not have an acceptable Affirmative Action Program, or if the vendor has an acceptable Affirmative Action Program but the Diversity Officer determines the vendor has not made satisfactory progress toward goals in the plan and shows no promise of achieving the goals.
3. Any inconsistencies of misrepresentation of the facts in any of the requested information designed to portray the vendor in a more favorable position with respect to Equal Employment Opportunity Compliance will be grounds for cancellation of the contract by the Purchasing Director upon recommendation by the Diversity Officer and confirmation by the Cleveland Municipal School District.

Form 1: Vendor Contract Compliance Form

Name of Firm: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Standard Metropolitan Statistical Area: _____

Recruitment Area: _____

Type of Business (product or service): _____

Name of EEO Officer: _____

Signature of Owner, Partner, or Authorized Officer: _____

Name (type or print): _____

Date: _____ Title: _____

Do not complete below this line

Status of Vendor:

Compliance

Conditional Compliance

Non-Compliance

Compliance Pending

Comments: _____

Date: _____ Signature: _____

Form 2: Compliance Declaration

The following must be filled out completely:

It is the policy of _____ that equal employment opportunity be afforded to all qualified persons without regard to race, religion, color, sex, national origin, age, or handicap.

In support of this policy, _____ will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, or handicap.

_____ will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, color, sex, national origin, age, or handicap. Such action will include, but not be limited to:

Recruitment, advertising, or solicitation for employment, hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.

The undersigned company states that they are of current applicable requirement pertaining to Fair Labor Standards and Non-Discriminatory Practices of Federal, State, and Local Governments.

The undersigned further acknowledges that if the contract is awarded to the undersigned, that the undersigned will comply with all Fair Labor Standard Practice.

(Name of Company)

(Signature of Company Official)

Date: _____

STATE OF ()
COUNTY OF ()SS.

BEFORE ME, a Notary Public in and for said County and State personally appeared the above-named Company _____ by _____

Its _____, who acknowledged that they knowingly signed the aforesaid instrument, and that the same is their free act and deed duly authorized and the free act and deed of said company.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed seal at

_____, _____, this
day of _____, 20_____.

DESCRIPTION OF JOB CATEGORIES

OFFICIALS, MANAGERS, AND SUPERVISORS

Occupations requiring administrative personnel who set District policies, exercise overall responsibility of the places, and direct individual departments or special phases of a firm's operations includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents, buyers, and kindred workers.

PROFESSIONALS

Occupations requiring either college graduation or experience of such kind and amount as to provide background. Includes: accountants and auditors, airplane pilots and editors, engineers, layers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teacher's and kindred workers.

TECHNICIANS

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through (about) two years of post high school education, such as that which is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: drafters, engineering aides, junior engineers, mathematical aids, nurses, photographers, radio operators, scientific assistants, surveyor of technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

SALES WORKERS

Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salespersons, insurance agents and brokers, real estate agents and brokers, stock bond salespersons, demonstrators, sales persons, sales clerks, and kindred workers.

OFFICE AND CLERICAL

Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual, includes: bookkeepers, cashiers, collectors (bills and account), messengers and office clerks, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators and kindred workers.

CRAFTWORKERS (SKILLED)

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the process involved in their work, exercise considerable independent judgment, and usually receive an extension period of training. Includes: the building trades hourly paid foremen who are not members of management, mechanics and repairers, skilled machine operators, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and kindred workers.

OPERATIVE (SEMI-SKILLED)

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require limited training.

LABORERS (UNSKILLED)

Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farmers), ground-keepers, long-shore workers, craftsperson and stevedores, lumber's and wood chippers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

SERVICE WORKERS

Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other instruction, professional and personal service), barbers, and cleaners, cooks, guards, door keepers, stewards, janitors, police officers and detectives, porters, food services, and kindred workers.

APPRENTICES

Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprentice, regardless of whether the program is registered with a Federal or State agency.

Form 3: Employment Data Form

Please note this data may be obtained by visual survey or post-employment record. Neither visual surveys nor post-employment records are prohibited by any federal, state or local law. All specified data is required to be filled in by District policy.

Job Categories	All EMPLOYEES			MALES					FEMALES				
	TOALS MALES & FEMALES	MALES	FEMALES	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALSKAN NATIVE	HISPANIC	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDE	AMERICAN INDIAN OR ALSKAN NATIVE	HISPANIC
OFFICIALS, MGRS & SUPERVISORS													
PROFESSIONALS													
TECHNICIANS													
SALES WORKERS													
OFFICE/CLERICAL													
CRAFTWORKERS (SKILLED)													
OPERATIONS (SEMI-SKILLED)													
LABORERS (UNSKILLED)													
SERVICE WORKERS													
APPRENTICES													
TOTAL													

Additional information (optional):

Describe any other actions taken which show that all employees are recruited, hired, or trained or promoted without regard to their race, religion, color, sex, handicap, age or national origin. Use second sheet if additional space is needed:

The undersigned certifies that they are legally authorized by the bidder to make the statements and representations contained in this report, and that they have read all of the foregoing statements and representations which are true and correct to the best of their knowledge and belief.

FIRM OR CORPORATE NAME: _____

DATE: _____

SIGNATURE: _____

TITLE: _____

Section XV: Supplier Contract Sample

**CMSD SUPPLIER CONTRACT
(DO NOT COMPLETE)**

This agreement is made on this _____ day of _____ 201_, by and between

Supplier Name

Address, City, State, Zip

(“Supplier”) and **THE CLEVELAND MUNICIPAL SCHOOL DISTRICT**, 1111 Superior Ave. E. Suite 1800, Cleveland, Ohio 44114 (the “District”), and is for the purpose described below.

1. **CONTRACT PURPOSE.** The purpose of this contract is:

*(State
Purpose)*

_____ by providing the following: *(list all equipment, supplies, goods, services and deliverables to be provided):*

The District’s request for proposal, and the Supplier’s bid or proposal, are incorporated herein as if fully re-written.

2. **TERM.** This Agreement shall commence on the date executed by the second of the Parties to sign this instrument and shall terminate on acceptance of all equipment, supplies, goods, services and deliverables described above and no later than _____ *(Date);*
than _____

provided, however, that the District may terminate this Agreement without obligation and without cause by giving fourteen (14) days written notice to the Supplier under the Termination for Convenience clause below.

- 3. **COMPENSATION.** Subject to the terms and conditions of this Agreement, the District agrees to pay the Supplier an amount not to exceed:

_____ Dollars (\$ _____).
spell out dollar amount *numeric dollar*
 amount

4. **PAYMENT FOR THIS CONTRACT SHALL BE:**

_____ Dollars (\$ _____).
spell out dollar amount *numeric dollar*
 amount

payable as follows (state payment terms):

Payment rendered may be within ninety (90) days after the District receives an invoice from the Supplier together with a detailed summary of the equipment, supplies, goods, services and deliverables provided.

Supplier will submit periodic invoices describing any services, equipment, supplies, goods, and deliverables provided, the amount of each service or item, and any documentation and program reports requested by the District to prove that the service was actually provided. Failure to provide proof of the service actually being provided, upon the District’s request, shall excuse the District of paying for the invoiced services.

Supplier is not entitled to payment of contract proceeds if equipment, supplies, goods, services and deliverables under this Agreement are no longer needed, required, requested, received, or should this Agreement be terminated by the District with or without cause.

The District’s obligations as to payment remain conditioned upon Supplier providing equipment, goods, supplies, services and deliverables in accordance with this Agreement in a reasonably prudent manner. Should the Supplier fail to provide equipment, goods, services and deliverables in accordance with this Agreement either in full or in part, the District maintains the right to refuse future payments, as well as the right to recoup payments already tendered for any services that have been performed or any defective item provided. The District is not liable in any manner for expenses incurred by the Supplier through its utilization of third-party Suppliers or Contractors.

5. **FUNDING SOURCE.**

	FD_				FN		SC		PG
<i>Fund</i>		<i>Cost Center</i>		<i>Function</i>		<i>Spend Category</i>		<i>Program</i>	
<i>Additional Worktags</i>					<i>Additional Worktags</i>				

6. **INDEMNIFICATION AND HOLD HARMLESS.** The Supplier shall indemnify, defend, and hold harmless the District, all of its members, officers, employees, and agents, from and against any and all liability (whether real or asserted), claims, demands expenses, costs (including legal fees), and causes of action of any nature whatsoever for injury or death of persons, or damage or destruction of property which may result from or arise out of the negligence or intentional misconduct of the Supplier or its employees, officers, or agents, in the course of the Supplier’s performance of this Agreement or the Supplier’s failure to perform. This indemnification and hold harmless obligation survives the term of this Agreement.

7. **INDEPENDENT CONTRACTOR STATUS.** Supplier and the District acknowledge and agree that Supplier is an independent Contractor and has no authority to bind the District or otherwise act as a representative of the District. The District will provide **no** benefits such as health insurance, unemployment insurance, or worker’s compensation insurance to Independent Contractor. Independent Supplier will be responsible for payment of all federal, state and local income taxes, unemployment and worker’s compensation coverage’s.

8. **AMENDMENT/MODIFICATION.** No amendment or modification of this Agreement, and no waiver hereunder, shall be valid or binding unless set forth in writing and signed by each party.

9. **CONFIDENTIALITY/OWNERSHIP.** The Supplier agrees that all financial, statistical or proprietary information provided by the District or any information that the Supplier may acquire, directly or indirectly, if any, which relates to the District will be kept confidential and not used by or released to any third party or parties without the prior written consent of the District. The Supplier further agrees that any written material, (e.g., report, study, etc.), developed for the District shall be property of the District, and the District shall be entitled to obtain copyrights or any similar such protection for any deliverables furnished by the Supplier under the terms of this Agreement, and that any such materials be considered a “work-for-hire.”

10. **NO DAMAGES FOR DELAY.** The District shall not be held responsible for any loss, damage, costs, or expenses sustained by the Supplier as the result of any project delays, disruptions, suspensions, work stoppages, or interruptions of any kind, whether reasonable or unreasonable or whether occasioned by changes ordered in the work or otherwise caused by

an act or omission of the District, its agents, employees, or representatives, or by any cause whatsoever beyond the control of the Supplier.

11. **FINDINGS FOR RECOVERY/ DEBARMENT OR SUSPENSION.** [ATTACH CERTIFICATION FROM AUDITOR OF STATE'S WEBSITE AND FEDERAL SYSTEM FOR AWARD MANAGEMENT (SAM) WEBSITE]

<https://ohioauditor.gov/findings/Certified/default.aspx>

<http://www.sam.gov/portal/public/SAM/>

Supplier represents that it has no unresolved findings for recovery against it by the Ohio Auditor of State or any notice of debarment or suspension from any Federal Agency. The District may terminate this contract at any time if the Supplier or any of its directors or officers is found at any time to have any unresolved findings for recovery by the Auditor of State or any notice of debarment or suspension from any Federal Agency.

12. **CRIMINAL BACKGROUND CHECK.** Supplier agrees to successfully complete a criminal background check on any of its employees who provide services under this Agreement in the school district and who are required by Ohio Revised Code Section 3319.39, 3319.31 or 3319.392, as amended. A copy of all such background checks shall be provided by the Supplier to the District at the Supplier's expense.
13. **DISCRIMINATION.** Supplier certifies that it does not discriminate and covenants that it shall not discriminate on the basis of race, religion, marital status, color, national origin, sex, age, disability or any other classification protected under federal, state, or local law.
14. **PERSONNEL.** Upon the District's request, and in its sole discretion, Supplier shall replace personnel, if any, assigned by Supplier.
15. **LABOR DISPUTE.** If the Supplier has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this contract, the party shall immediately give notice, including all relevant information, to the District.
16. **PROMPT PAYMENT DISCOUNT.** If the Supplier offers a prompt payment discount on any other contract, public or private, then the District shall be extended the same discount on this contract and shall be so notified of the existence of the discount and the terms thereof.
17. **DAMAGE TO BUILDINGS, EQUIPMENT, AND VEGETATION.** The Supplier shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the District premises. If the Supplier's failure to use reasonable care causes damage to any District property, the Supplier shall replace or repair the damage at no expense to the District as the District directs. If the Supplier fails or refuses to make such repair or replacement, the Supplier shall be liable for the cost, which may be deducted from the contract price.
18. **TIME.** Time is of the essence in the performance of this contract.
19. **NOTICE OF BANKRUPTCY.** If the event Supplier enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Supplier agrees to furnish, by certified mail

or electronic commerce method authorized by the contract, written notification of the bankruptcy to the District Office responsible for administering the contract. This notification shall be furnished within five days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of District contract numbers and contracting offices for all District contracts against which final payment has not been made. This obligation remains in effect until final payment under this contract.

20. **PAYMENT OF MONEYS DUE DECEASED SUPPLIER.** If the Supplier dies or is dissolved prior to completion of this Agreement, any moneys that may be due to Supplier from the District for services rendered prior to the date of death or dissolution shall be paid to Supplier's executors, administrators, heirs, personal representative, successors, or assigns or as may be directed by an order of a Probate Court.
21. **AVAILABILITY OF FUNDS.** The Parties acknowledge and agree that the District is a governmental entity and due to statutory provisions cannot commit to the payment of funds beyond its fiscal year (July 1, through June 30). If funds are not allocated for the Services that are the subject of this Agreement following the commencement of any succeeding fiscal year during which this Agreement may continue, the District may terminate this Agreement without liability for any termination charges, fees, or penalties, at the end of its last fiscal period for which funds were appropriated. The District shall be obligated to pay all charges incurred through the end of the last fiscal period for which funds were appropriated. The District shall give the Service Supplier written notice that funds have not been appropriated (a) within a reasonable time after the District receives notice of such non-appropriation; and, (b) at least fourteen (14) days prior to the effective date of such termination.
22. **RECORDS.** The Supplier shall maintain all records pertaining to this Agreement on file for not less than ten (10) years and until any audit issues are resolved and to make such records available to the District, or any other duly authorized representative, upon request except if this is a federally funded contract.

If this is federally funded, the Supplier shall comply with all federally required records retention rules, regulations and laws and shall allow access as required by local, state or federal law, rules, regulations or ordinances.

23. **DEFAULT.** Any of the following events constitute default by the Supplier:
 - a. Non-performance of any term, covenant, or condition of this Agreement by the Supplier within the time provided; or
 - b. Any act of insolvency by the Supplier or the filing of any petition under any bankruptcy, reorganization, insolvency, receivership, or moratorium law, or any law for the relief of, or relating to debtors; or
 - c. The filing of any involuntary petition under any bankruptcy statute against the Supplier or the appointment of any receiver or trustee or to take possession of the property of the Supplier; or

- d. Failure of the Supplier to pay a third party(ies) resulting in any claim(s) against the District or the filing of Liens on Public Funds; or
 - e. Failure to maintain the required insurance or equipment as well as failure to provide qualified/licensed personnel or quality and safe vehicles.
24. **EFFECT OF DEFAULT.** In the event of any default by the Supplier, the District may do any one or all of the following:
- a. Terminate the contract and withhold funds due, if any to satisfy any third-party claims;
 - b. Sue for and recover all damages arising out of the Supplier's default;
 - c. Cure the default and obtain reimbursement and cover from the Supplier.
 - d. Exercise any other rights available to it in law or equity.
25. **WAIVER OF DEFAULT.** If the District consents to or waives the breach of any provision of covenant in this Agreement, such waiver shall not constitute a waiver of such provisions or covenant as to the future, and the District shall not be estopped from later enforcing any provision or covenant it may have previously waived or elected not to enforce; nor shall such waiver have any effect on the enforcement of any other provision of this contract.
26. **TERMINATION FOR CONVENIENCE OF DISTRICT.** The District may terminate this Agreement at its option without obligation upon fourteen (14) days written notice to the Supplier. The District may terminate this Agreement for any reason or no reason at all.
27. **EFFECT OF TERMINATION FOR CONVENIENCE.** If the District terminates this Agreement for its convenience, then the District shall only remit payment to the Supplier for work performed up to the date of termination. In no event shall the Supplier be entitled to lost or anticipatory profits.
28. **MISCELLANEOUS.**
- a. Supplier represents and warrants that she possesses the qualification and personnel, if required, to provide the services agreed to herein.
 - b. Neither party may assign, modify, or sub-contract this Agreement, or any right or interest herein, without the prior written consent of the other party.
 - c. This Agreement shall be binding upon and inure to the benefit of the Parties, their successors, and permitted assigns.
 - d. To the extent that the terms of this Agreement materially conflict with or render ambiguous any provision of the Supplier's (Bid/Proposal), the terms of this Agreement shall govern.
 - e. The paragraph headings are for convenience only and shall not effect the interpretation of this Agreement.

- f. This validity, construction of this Agreement shall be determined in accordance with the laws of the State of Ohio.
- g. The Supplier and all subcontractors shall comply with all local, state and federal laws, rules, regulations and ordinances.
- h. No travel expense reimbursement is authorized unless specifically stated in this contract. If so stated, the meals, travel, and lodging are reimbursable only in strict compliance with the Ohio Auditor of State Technical Bulletins, Guidance and Rules and Regulations and, if this contract is federally funded in whole or in part, in strict compliance with all rules, regulations and guidance of the U.S. Office of Management and Budget and any other federal office or agency having jurisdiction over federally funded contracts.
- i. This Agreement contains the entire agreement between the parties with respect to the services to be provided hereunder, and there are no representations, understandings or agreements, oral or written, which are not included herein.

29. **CONFLICT OF INTEREST.** The Supplier represents that he/she is not an employee or board member of the Cleveland Municipal School District. The Supplier further represents that no employee or board member of the Cleveland Municipal School District has any ownership interest in or fiduciary duties to the Supplier or any of its parent affiliations and is not on the board of directors of the Supplier or hold any officer position with the Supplier. The District's signatory to this agreement represents that neither he/she or any family member have any ownership interest in or fiduciary duties to the Supplier or any of its parent affiliations and are not on the board of directors of the Supplier or hold any officer position with the Supplier.

CONTRACT MUST BE APPROVED BY CMSD LEGAL DEPARTMENT PRIOR TO SIGNATURE

Approved as to form:

 Law Department
 Cleveland Municipal School District

DATE: _____

NOTICE TO SUPPLIERS

GOODS AND/OR SERVICES ARE NOT TO BE PROVIDED UNTIL AFTER THE CONTRACT HAS BEEN SIGNED BY A DULY AUTHORIZED REPRESENTATIVE OF THE DISTRICT AND A CERTIFIED PURCHASE ORDER AND/OR CONTRACT NUMBER HAS BEEN ISSUED TO THE SUPPLIER.

THE CLEVELAND MUNICIPAL SCHOOL DISTRICT IS NOT OBLIGATED TO PAY FOR GOODS AND/OR SERVICES PROVIDED PRIOR TO THE DATE THIS CONTRACT HAS BEEN SIGNED BY AN AUTHORIZED DISTRICT REPRESENTATIVE.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by them or their authorized representatives as of the day and year first above written.

**(SUPPLIER NAME)
DISTRICT**

CLEVELAND MUNICIPAL SCHOOL

BY: _____

BY: _____

TITLE: *Supplier* _____

TITLE: _____

DATE: _____

DATE: _____



Part 2: Specifications and Bid Form

#21250

**Providing Commercial/Industrial Services, Supplies, and Related Materials for
Repairs at Various Facilities**

FOR THE
CLEVELAND METROPOLITAN SCHOOL DISTRICT

Section A: Specifications By Trade

**Cleveland Metropolitan School District
Building Trades Department**

SPECIAL INSTRUCTIONS

SUBMISSIONS:

Vendors must use the Proposal Form(s) included in this proposal package for their submission(s). Vendors may, however, submit additional offers, under separate cover, for supplies, materials or services not covered under this RFP. Additional offers must be clearly labeled “**ALTERNATE**”. Proposal Forms must be submitted using the terms that are being asked for (i.e., hours; units; cases; each; percentages).

QUESTIONS & ANSWERS:

Vendors are **NOT** to contact District employees regarding this RFP. The only acceptable form of contact will be as follows:

1. All questions and/or concerns must be submitted in writing
2. Written questions are to be submitted via e-mail to:
seletha.thompson@clevelandmetroschools.org

Answers and responses will be sent to the vendor in writing, and later compiled in an Addendum for all interested vendors. The District will not be liable for any misinformation given to vendors who do not adhere to this procedure. The deadline for submission of written questions &/or concerns is **12:00 pm**, current local time, on **June 20, 2018**. The District will not respond to any communications received after this cutoff day and time. No exceptions will be allowed due to malfunctioning equipment belonging to either the vendor or the District.

CONTRACT TERM:

Awarded vendors will be notified in writing and sent a Term Agreement for signature. Vendors **must** respond to these letters and Agreements for their contract to become effective. Please be sure to indicate the proper name and title of person who is to receive these forms, and that this person can legally bind the company to a contract, (See “Instructions to Proposers”; page 6; Item 12; sub-section g). An original copy of the Agreement, countersigned by the District, will be returned to the Vendor for his records. The initial contract period will be for one (1) year commencing **October 1, 2018 and terminating September 30, 2019**. The District will have the option to offer each awarded contractor two (2) one-year renewal options at the termination of each contract period (**October 1, 2019 to September 30, 2020 and October 1, 2020 to September 30, 2021**), which will be under the same terms and conditions as the original contract and for the price; discount; or rate as stated in this proposal package.

**Cleveland Metropolitan School District
Building Trades Department**

Request for Proposal - ASPHALT

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial asphalt repair services at District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Commercial/industrial asphalt repair services, including but not limited to, potholes, strip patching, saw cut repairs, etc., on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified in accordance with established industry standards. Proof of certification must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and

maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. Additional Specifications

Proposal must also include:

- A complete description and scope of services that the company is able to provide.
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed.
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial service call.
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice number.
- A weekly update must be provided by the contractor. The initial update form will be provided by the District.
- CMSD is requiring the contractor to pay wages based on the federal Davis Bacon Act. It is the contractor's responsibility to determine those wages and to provide documentation, upon request of the District, that those wages have been paid.

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - ASPHALT

The undersigned proposes to provide commercial / industrial asphalt repair services for various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

**Cleveland Metropolitan School District
Building Trades Department**

Request for Proposal - BOILERS

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial boiler services for all heating plants in District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$100,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Boiler services inclusive of , but not limited to, diagnostic testing and emergency repairs on the boiler shell, furnace and related components including tubes, washout plugs, refractory, rings, handholes, waterlegs, manholes, gas tranes, gas valves, safety relief valves, ignition controls, vacuum, condensate and feedwater pumps, and related piping, etc., on an as needed basis.

IV. Qualifications

All service personnel must be ASME certified for performing repairs on pressure vessels. Proof of certification must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services that the company is able to provide.
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed.
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial service call.
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice number.
- A weekly update must be provided by the contractor. The initial update form will be provided by the District.

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - BOILERS

The undersigned proposes to provide commercial / industrial boiler services for various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal – **BUILDING & GROUNDS**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial building grounds services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Building and grounds services for exterior/interior to include but not be limited to landscaping, grass cutting, tree trimming / removal, carpet installation, shade installation, window washing and general clean-up on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of

not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services that the company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from manufacturer's list price
- Repairs may be immediately authorized up to \$250.00 at the discretion of the District. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice number.
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 – BUILDING GROUNDS

The undersigned proposes to provide commercial / industrial **building grounds** services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

**Cleveland Metropolitan School District
Building Trades Department**

Request for Proposal - CARPENTRY

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial carpenter services for all heating plants in District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Carpentry services inclusive of, but not limited to, repairing/replacing building components such as ceilings, doors, floors, walls, and windows comprised of wood, metal vinyl or other related building products. Construct and install shelving, carpet, flooring, partitions, screens, cabinets and window treatments. Install / repair door closers, locks (manual and magnetic), thresholds and other components on an as needed basis.

IV. Qualifications

Proof of certification (if applicable) must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of

not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services that the company is able to provide.
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed.
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial service call.
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice number.
- A weekly update must be provided by the contractor. The initial update form will be provided by the District.

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - CARPENTRY

The undersigned proposes to provide commercial / industrial carpenter services for various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal - **CONCRETE**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial concrete repair services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Commercial / industrial concrete repair services, including but not limited to, walks, driveways, aprons, steps, retaining walls, ramps, etc., on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and

maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services that the company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice number.
- A weekly update must be provided by the contractor to the District. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - CONCRETE

The undersigned proposes to provide commercial / industrial concrete repair services at various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal - **ELECTRICAL**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial electrical services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Electrical services for systems having voltages ranging from 120 volts single phase to 480 volts three phase, inclusive of but not limited to main switch gear, distribution panels, branch panels, lighting, motors, data cabling and associated circuitry, etc., on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services that the company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice number.
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - ELECTRICAL

The undersigned proposes to provide commercial / industrial electrical services at various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal - **ENVIRONMENTAL**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial environmental services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Environmental services for sampling, analysis, abatement of air quality, water quality and general building systems, inclusive of but not limited to asbestos, lead, radon, mold, miscellaneous chemicals, pest infestation, etc., on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and

maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services that the company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from manufacturer's list price
- Repairs may be immediately authorized up to \$250.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - ENVIRONMENTAL

The undersigned proposes to provide commercial / industrial environmental services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal – **FENCING**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial fence repair services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Fence System services inclusive of but not limited to repairing and/or replacing all sizes and gauges of chain link, wrought iron, security gates, pipe rail, guard rail, sewer grates and security screens on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of

not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 – FENCE REPAIR

The undersigned proposes to provide commercial / industrial fence repair services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal – **FIRE ALARMS**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial fire alarms services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District’s discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

The independent Fire Alarm Contractor shall furnish:

- All labor, materials and equipment necessary to provide an annual inspection of district fire alarm system for each facility listed in Attachment “A.”
- All labor, material and equipment necessary to provide both emergency and scheduled repair to these same systems.

IV. Location & Type of Fire Alarm Equipment

See Attachment “A” for the location and manufacturer type of fire alarm system located at district facilities. The Independent Fire Alarm Contractor shall verify this information by inspection and note changes or additions and submit these in writing to the .

V. Contractor Personnel

The Fire Alarm Contractor shall maintain in his employ during the term of the these agreements, a competent staff of certified, qualified and thoroughly skilled fire alarm personnel to assure the Cleveland Metropolitan School District expedient and efficient

service for inspections and repairs as required. The Contractor's staff shall be factory trained and certified on testing, maintenance and repair of Life Safety Systems and provide proof of training certification. Technicians performing service on these systems are to be certified by NICET (National Institute for Certification in Engineering Technologies) at a minimum of Level 2 for Fire Protection Engineering Technology. The Fire Alarm contractor must possess the experience, background, knowledge, diagnostic equipment, skill set and equipment to inspect, maintain and repair the unit per the manufacturer's specifications.

VI. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

VII. Additional Specifications

Proposal must also include:

- A complete description and scope of services that the company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice

- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

VIII. Inspection and Maintenance

The Fire Alarm Contractor shall provide an inspection report that meets local and state fire department mandates for each facility listed in Attachment “A.” One copy of the report will be provided to local and/or state fire regulatory agencies and one copy provided to the Cleveland Metropolitan School District . Inspection / test results will identify type of fire alarm systems and/or systems and all peripheral equipment presently utilized by the schools in accordance with NFPA standards;

- Local
- Emergency Voice/ Alarm Service
- Auxiliary
- Remote Station
- Proprietary
- Central Station
- Alarm Notification Appliances and Circuits
- Signaling Line Circuits
- System Power Supplies
- System Software

The inspection / test results will include a sheet listing the number of fire alarm devices, their location and description, and the inspector’s findings. The devices to be included in the inspection / testing shall include, but not be limited to:

- Pull Stations
- Smoke Detectors
- Duct Detectors
- Annunciators
- Horns
- Strobe Lights
- Control Panel
- Pressure Switches
- Trouble Indicating Lights
- Relays
- Other Related Equipment

IX. Repair

The Independent Fire Alarm Contractor shall provide both scheduled and emergency repair service for fire alarm systems and related equipment at the facilities listed in Attachment “A.” Repair will be performed “as needed.” Any inspection fees levied by a

federal, state or municipal agency as it related to a repair will be paid for by the contractor.

Repair service shall be available twenty-four (24) hours per day, seven (7) days per week. Emergency repair service shall be provided within twenty-four (24) hours of being notified of an emergency repair need.

Scheduled and emergency repair service shall include but not be limited to:

- Panel components
- Wiring
- Smoke detectors
- Pull stations
- Horns
- Strobes
- Other peripheral devices

Prior to performing “as needed” repairs, the Independent Fire Alarm Contractor shall provide a cost estimate to the Director or Electrician Foreman of the consistent with the amounts entered on the Bid Form pages of these specifications.

X. Hours of Work

All work is to be performed during regular working day / week of the electrician trade. Overtime work must receive prior approval from the Director of Building Trades or the electrician foreman.

XI. Holidays

The following Holidays shall be observed by the Cleveland Metropolitan School District, and the Independent Fire Alarm Contractor shall not be expected to perform service on these days except in an emergency when authorized by the Director of Building Trades.

- | | |
|------------------------------|------------------------------------|
| • New Year’s Day | • Labor Day |
| • Martin Luther King Jr. Day | • Discoverer’s Day / Veteran’s Day |
| • President’s Day | • Thanksgiving Day |
| • Memorial Day | • The day after Thanksgiving |
| • Independence Day | • Christmas Day |

XII. Method of Payment

For inspection and maintenance, payment shall be made upon receipt of the itemized invoice for service actually performed.

Invoicing shall reference the building in which services were actually performed and include the inspection plan showing an itemized description of actual service performed on each fire alarm system. This inspection plan shall be signed by the Custodian of the building verifying that the service was completed and shall accompany the invoice. If Custodial verification is not received, that payment will be withheld until verification of service has been validated.

For repairs, payment will be made in accordance with terms of the quote received prior to performance of the repair work. In addition, the invoice will show the scope of work performed the name of the technicians performing the work, the hours worked, and the materials used. A notation will be included in the invoice indicating that this repair was performed outside of the monthly maintenance / service inspection.

ATTACHMENT "A"

School Name	Fire Alarm System
A. A. Benesch	Simplex 4208
A. J. Rickoff	EST
Adlai Stevenson	EST
Almira	Simplex Control 01
Anton Grdina	EST2
Artemus Ward	Silent Knight
Benjamin Franklin	Faraday
Bolton	Simplex 4010
Bratenhal Dev Center	Simplex 4005
Brooklawn	Auto Call
Buhrer	Quick EST
Campus International	Siemens PMI-3
Carl A. Shuler	Auto Call
Case	Simplex 4208
Charles A. Mooney	Edwards
Charles Dickens	EST
Charles W. Eliot	Simplex 4002
Clara E. Westropp	Edwards
Clark	Simplex 4002
Cleveland School of Arts	Siemens XLS

School Name	Fire Alarm System
Collinwood	Simplex 4002
Cranwood	Auto Call
CSA @ Dike Montessori	Edwards & Simplex
Daniel E. Morgan	Simplex 4019
Denison	Simplex 4010
Douglas MacArthur	Simplex 4203
East 49 th St. Depot	Auto Call
East Clark	Notifier NFW2-100
East Professional Center	Simplex 4020
East Tech	ADT & Bosch
Euclid Park	Simplex 4010
Franklin D. Roosevelt	FCI
Fullerton	Simplex
Garfield	EST
Garrett Morgan	Simplex 4002
George Washington Carver	Siemens Fire Finders
Glenville	ADT
H. Barbara Booker	Auto Call SA
Hanna Gibbons	Honeywell Silent Knight
Harry E. Davis	Auto Call
Harvey Rice	EST-2 Edwards

School Name	Fire Alarm System
Health Careers	Simplex 2001-8001
Iowa Maple	Simplex & ADT
James F. Rhodes	EST
Jane Addams	Simplex 4247-4
John Adams	Simplex 4100U
John F. Kennedy	Honeywell
John Hay	Edwards EST2, System 3
John Marshall	Siemens XLS
Joseph M. Gallagher	Simplex 4002/4010
Kenneth Clement	Simplex 4208/Silent Knight IFP-100
Kentucky	Auto Call
Lake Center Depot	Auto Call
Lakeside Administration	ADT QS4
Lincoln West	Simplex 4020
Louis Agassiz	Simplex 4010
Louisa May Alcott	Simplex 4010
Luis Munoz Marin	Simplex 4002/4010
Margaret Spellacy	Simplex 4002
Marion C. Seltzer	Simplex
Marion Sterling	Simplex 4002
Martin Luther King, Jr	ADT

School Name	Fire Alarm System
Mary B. Martin	Simplex Grinnell Notifier
Mary M. Bethune	ADT Notifier
Max Hayes	Bosch
McKinley	Notifier
Memorial	Game Well
Miles	EST-2
Miles Park	Simplex 4010
Michael White	Tele-Call
Mound	Siemens-Firefinder
Nathan Hale	Siemens Fire Finder
Orchard	Simplex 4100ES
Nathaniel Hawthorne	MS-442B
Newton D. Baker	Auto Call SA
Oliver H. Perry	Edwards
Patrick Henry	EST
Paul Dunbar	Honeywell-Notifier
Robinson G. Jones	Silent Knight IFP-100
Riverside	Simplex 4010
Robert Jamison	Simplex 4010
Scranton	Simplex 4002
South	Fire Command Center

School Name	Fire Alarm System
Sunbeam	Simplex 4203-2
Thomas Jefferson	Siemens FS250
Tremont	Simplex 4208
Valley View	Auto Call
Wade Park	Simplex 4010
Walton	Simplex 4160ES
Warner	Simplex 4100U
Washington Park (mechanical building)	Simplex 4002
Washington Park (trailers)	ADT
Washington Park (greenhouse)	Auto Call
Washington Park (pavilion building)	Auto Call
Washington Park (science building)	Simplex
Watterson Lake	Simplex 4247-2
Waverly	Simplex 4002
Whitney Young	Simplex 4020
Wilbur Wright	Edwards
William C. Bryant	Simplex 4005
Willow	Simplex 4204-2
Willson	Simplex 4010
Woodland Data Center	Auto Call

PROPOSAL FORM #21250 – FIRE ALARMS

The undersigned proposes to provide commercial / industrial fire alarm services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

CONTRACT PERIOD October 1, 2018 through September 30, 2019

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD October 1, 2019 through September 30, 2020

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD OCTOBER 1, 2020 through SEPTEMBER 30, 2021

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
A. A. Benesch.	Simplex 4208	_____
A. J. Rickoff	EST	_____
Adlai Stevenson	EST	_____
Almira	Simplex 4010ES	_____
Anton Grdina	EST	_____
Artemus Ward	Silent Knight	_____
Benjamin Franklin	Faraday	_____
Bolton	Simplex 4010	_____
Bratenahl (Professional Development Center)	Simplex 4005	_____
Brooklawn	Auto Call	_____
Buhrer	EST	_____
Campus International	Siemens PMI-3	_____
Carl Shuler	Auto Call	_____
Case	Simplex 4208	_____
Charles Dickens	EST	_____
Charles Eliot	Simplex 4002	_____
Charles A. Mooney	Edwards	_____
Charles W. Eliot	Simplex 4002	_____
Clara E. Westropp	Edwards	_____
Clark	Simplex 4002	_____

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
Collinwood	Simplex 4002	_____
Cranwood	Auto Call	_____
CSA @ Dike Montessori	Edwards & Simplex	_____
Daniel E. Morgan	Simplex 4010	_____
Denison	Simplex 4010	_____
Douglas MacArthur	Simplex 4203-2	_____
East Professional Center	Simplex 4020	_____
East 49 th Depot	Auto Call	_____
East Clark	Notifier NFW2-100	_____
East Tech	ADT & Bosch	_____
Euclid Park	Simplex 4010	_____
Fullerton	Simplex	_____
Garfield	EST	_____
Garrett Morgan	Simplex 4002	_____
George W. Carver	Siemens Fire Finder	_____
Glenville	ADT	_____
H. Barbara Booker	Auto Call SA	_____
Hannah Gibbons	Honeywell Silent Knight	_____
Harvey Rice	EST2- Edwards	_____
Health Careers	Simplex 2001-8001	_____

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
Iowa Maple	Simplex & ADT	_____
James F. Rhodes	Edwards System Technology	_____
Jane Addams	Simplex 4247-4	_____
John Adams	Simplex 4100U	_____
John F. Kennedy	Honeywell	_____
John Hay	Edwards EST2, System 3	_____
John Marshall	Siemens XLS	_____
Joseph M. Gallagher	Simplex 4002, 4010	_____
Kenneth Clement	Simplex/Silent Knight	_____
Kentucky	Auto Call	_____
Lakeside Administration	ADT QS4	_____
Lake Center Depot	Silent Knight	_____
Lincoln West	Simplex 4020	_____
Louis Agassiz	Simplex 4010	_____
Louisa May Alcott	Simplex 4010	_____
Luis Munoz Marin	Simplex 4002 & 4010	_____
Margaret Spellacy	Simplex 4002	_____
Marion Seltzer	Simplex 4002	_____
Marion Sterling	Simplex 4002 & Edwards	_____
Martin L. King	ADT	_____

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
Mary B. Martin	Notifier 3030	_____
Mary M. Bethune	ADT	_____
Max Hayes	Notifier 3030	_____
McKinley	Notifier	_____
Memorial	Game Well	_____
Michael White	Tele-Call	_____
Miles	EST-2	_____
Miles Park	Simplex 4010	_____
Mound	Siemens Fire Finder	_____
Nathan Hale	Siemens Fire Finder	_____
Nathaniel Hawthorne	MS-442B	_____
Newton D. Baker	Auto Call SA	_____
Oliver H. Perry	Edwards System Technology	_____
Orchard	Simplex 4100ES	_____
Patrick Henry	EST	_____
Paul Dunbar	Honeywell-Notifier	_____
R.G. Jones	Silent Knight IFP-100	_____
Riverside	Simplex 4010	_____
Robert H. Jamison	Simplex 4010	_____
Scranton	Simplex 4002	_____

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
South	Fire Command Center	_____
Sunbeam	Simplex 420302 SU	_____
Thomas Jefferson	Siemens FS250	_____
Tremont	Simplex 4208	_____
Valleyview	Auto Call	_____
Wade Park	Simplex 4010	_____
Walton	Edwards	_____
Warner	Simplex 4100U	_____
Washington Park (greenhouse)	Auto Call	_____
Washington Park (mechanical bldg)	Simplex 4002	_____
Washington Park (pavilion bldg)	Auto Call	_____
Washington Park (science bldg)	Simplex	_____
Washington Park (trailers)	ADT	_____
Watterson Lake	Simplex 4247-2	_____
Whitney Young	Simplex 4020	_____
Wilbur Wright	Edwards	_____
William C. Bryant	Simplex 4005	_____
Willow	Simplex 4204-2	_____
Willson	Simplex 4010	_____
Woodland Data Center	Auto Call	_____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal - **GENERATORS**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial generator repair services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$10,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

The contractor shall furnish

- All labor, materials and equipment necessary to provide quarterly inspection and maintenance to generators, engines, automatic transfer switches (ATS), and other related generator equipment for each facility listed in Attachment "B".
- All labor, materials and equipment necessary to provide both emergency and scheduled repair to same equipment.

IV. Location of Generator Units

See Attachment "B" for the inventory of generator units located at various facilities. The contractor shall verify this information by inspection and note changes or additions and submit these in writing to the Director of Building Trades.

V. Inspection & Maintenance

The contractor shall provide an inspection / maintenance plan for each facility listed in Attachment "B". One copy of the maintenance plan shall be provided to the

facility custodian and one copy provided to the Director of Building Trades. Inspection, maintenance and custodial training will be performed in accordance with local and state building codes.

VI. Repair

The contractor shall provide both scheduled and emergency repair service for generators, engines, ATS, and other generator-related equipment at the facilities listed in Attachment “B.” Repair will be performed “as needed.” Any inspection fees levied by a federal, state or municipal agency as it related to a repair will be paid for by the contractor.

Repair service shall be available twenty-four (24) hours per day, seven (7) days per week. Emergency repair service shall be provided within twenty-four (24) hours of being notified of an emergency repair need.

Prior to performing “as needed” repairs, the contractor shall provide a cost estimate to the Director of the consistent with the amounts entered on the Proposal pages of these specifications.

VII. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal. The Generator contractor must possess the experience, background, knowledge, diagnostic equipment, skillset and equipment to inspect, maintain and repair the unit per the manufacturer’s specifications.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

VIII. Additional Specifications

Proposal must also include:

- A complete description and scope of services that the company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from manufacturer's list price
- Repairs may be immediately authorized up to \$250.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

ATTACHMENT “B”

FACILITY	Manufacturer.	Generator Model	Fuel
A.J. RICKOFF	Spectrum (Kohler)	50DSEJB	Diesel
ADLAI STEVENSON	Cummins	100GGLB	Natural Gas
ALMIRA	Kohler	60REZGB	Natural Gas
ANTON GRDINA	Cummins	DSAE	Natural Gas
ARTEMUS WARD	Cummins	GGHH-7092548	Natural Gas
BUHRER	Cummins	100GGHH	Natural Gas
CAMPUS INTERNATIONAL	Ohio Cat	Caterpillar C9	Diesel
CHARLES DICKENS	Cummins	100GGHH	Natural Gas
CENTRAL KITCHEN	Kohler	250REZXB	Natural Gas
CLEVE SCHOOL OF ARTS	ONAN	350.OGFEB	Natural Gas
DANIEL MORGAN	Kohler	60RZG	Natural Gas
EAST CLARK	Cummins	DSGAA	Natural Gas
EAST PROFESSIONAL CENTER	Kohler	275REOZJD	Diesel
EUCLID PARK	Cummins	100GGHE	Natural Gas
GARFIELD	Kohler	100RZG	Natural Gas
GEORGE W. CARVER	Cummins	150GGLB	Natural Gas
HANNAH GIBBONS	Generac	6098690200	Natural Gas
HARVEY RICE	Cummins	125GGLA	Natural Gas
JAMES F. RHODES	Kohler	100RZG	Natural Gas
JOHN ADAMS	Olympian	OLY00000VNFS01651	Natural Gas
JOHN HAY	Kohler	100REOZJB	Diesel
JOHN MARSHALL	ONAN	250 OGFBC	Natural Gas
LINCOLN WEST	Kohler	30R72	Natural Gas
MARY B. MARTIN	Kohler	50REOZJB	Natural Gas
MARY BETHUNE	Kohler	60RZG	Natural Gas
MAX HAYES	Koehler	150REZGC	Diesel

FACILITY	Manufacturer.	Generator Model	Fuel
MEMORIAL	Cummins	DGCB-5703086	Diesel
MILES	Cummins	GGHH132	Natural Gas
MILES PARK	Kohler	100RZG	Natural Gas
MOUND	Cummins	WSG1068	Natural Gas
NATHAN HALE	Cummins	60GGHE	Natural Gas
ORCHARD	Kohler	100REZGD	Natural Gas
PATRICK HENRY	ONAN	100GGHH	Diesel
PAUL DUNBAR	Cummins	Ford V-10	Natural Gas
ROBINSON G. JONES	Cummins	GGHH-7092550	Natural Gas
ROBERT JAMISON	Cummins	100GGHH	Natural Gas
THOMAS JEFFERSON	Cummins	GGHH120806	Natural Gas
WADE PARK	Cummins	100GGHH	Natural Gas
WARNER	Kohler	50REOZJB	Diesel
WILLSON	Cummins	100GGHH	Natural Gas

PROPOSAL FORM #21250- GENERATOR SERVICING

The undersigned proposes to provide commercial / industrial generator services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

CONTRACT PERIOD October 1, 2018 through September 30, 2019

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS AND CUSTODIAL TRAINING: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD October 1, 2019 through September 30, 2020

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS AND CUSTODIAL TRAINING: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD OCTOBER 1, 2020 through SEPTEMBER 30, 2021

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS AND CUSTODIAL TRAINING: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

PROPOSAL FORM #21250 – GENERATORS

Facility	Number of Hours Inspection/Training	\$ Amount
A. J. Rickoff	_____	_____
Adlai Stevenson	_____	_____
Almira	_____	_____
Anton Grdina	_____	_____
Artemus Ward	_____	_____
Buhrer	_____	_____
Campus International	_____	_____
Charles Dickens	_____	_____
Central Kitchen	_____	_____
Cleveland School of Arts	_____	_____
Daniel E Morgan	_____	_____
East Clark	_____	_____
East Professional Center	_____	_____
Euclid Park	_____	_____
Garfield	_____	_____
George W Carver	_____	_____
Hannah Gibbons	_____	_____
Harvey Rice	_____	_____
James F Rhodes	_____	_____
John Adams	_____	_____
John Hay	_____	_____

Facility	Number of Hours Inspection/Training	\$ Amount
John Marshall	_____	_____
Lincoln West	_____	_____
Mary B Martin	_____	_____
Mary Bethune	_____	_____
Max Hayes	_____	_____
Memorial	_____	_____
Miles	_____	_____
Miles Park	_____	_____
Mound	_____	_____
Nathan Hale	_____	_____
Orchard	_____	_____
Patrick Henry	_____	_____
Paul Dunbar	_____	_____
Robinson G. Jones	_____	_____
Robert Jamison	_____	_____
Thomas Jefferson	_____	_____
Wade Park	_____	_____
Warner	_____	_____
Willson	_____	_____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal - GLAZING

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial glazing services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Glazing services for removing, repairing and/or replacing plate glass, safety, insulated glass, Plexiglas, lexon, mirrors and other related types of material for window and door openings. Additional work includes door and window framing and hardware on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services that the company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - GLAZING

The undersigned proposes to provide commercial / industrial glazing services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal - HVAC

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial heating, ventilating and air conditioning services (HVAC) for all heating and cooling systems at District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$100,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Commercial / industrial heating, ventilating and air conditioning services, inclusive of but not limited to, diagnostic testing and emergency mechanical and electrical repairs to air handler units, rooftop units, central absorption and centrifugal chillers, central blast fan units, univents and exhaust fans, etc., on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of

not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs are immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A monthly update must be provided by the contractor to the during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - HVAC

The undersigned proposes to provide commercial / industrial heating, ventilating and air conditioning services (HVAC) for all heating and cooling systems at various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- **MASONRY**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial masonry services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Masonry services, inclusive of but not limited to constructing and/or repairing archways, doorways, foundations, walls, window openings, floors, steps and other related building components; sewer manholes and catch basins; tile and marble surfaces on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs are immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A monthly update must be provided by the contractor to the during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250– MASONRY

The undersigned proposes to provide commercial / industrial masonry services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- **OVERHEAD DOORS**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial overhead door services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Commercial / industrial overhead door services, inclusive of but not limited to diagnostic testing and repair of the electrical and mechanical operation of sectional and rolling steel doors, operators, motors, springs, cables, hinges, slats and rollers, etc., on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs are immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A monthly update must be provided by the contractor to the during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 – OVERHEAD DOORS

The undersigned proposes to provide commercial / industrial overhead door services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- **PAINTING**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial painting services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Painting services, inclusive of but not limited to clean, prep, prime and finish coat exterior and interior building components such as ceilings, doors, walls, trim on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of

not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs are immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A monthly update must be provided by the contractor to the during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 – PAINTING

The undersigned proposes to provide commercial / industrial painting services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- **PLASTER**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial plaster services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Plaster services, inclusive of but not limited to clean, prep, scratch and finish coat plaster, cement, drywall and other building surfaces to include ceilings, floors, and walls; repair/replace ceiling systems on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of

not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs are immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A monthly update must be provided by the contractor to the during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 – PLASTERS

The undersigned proposes to provide commercial / industrial plaster services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- **PLAYGROUNDS**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial playground services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Playground repair services, inclusive of but not limited to repairing/replacing poured playground surfaces, shredded hardwood fiber safe surfacing, equipment, graffiti removal, and deck repair on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs are immediately authorized up to \$250.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A monthly update must be provided by the contractor to the during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 – PLAYGROUNDS

The undersigned proposes to provide commercial / industrial playground services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- **PLUMBING**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial plumbing services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Commercial / industrial plumbing services for domestic water, storm, sanitary, sprinkler, heating systems and natural gas systems inclusive of but not limited to diagnostic testing and repair of water mains, gas lines, backflow preventors, related piping, valves, and excavation of underground water, gas, and sewer lines, and repair of swimming pool equipment, etc., on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - PLUMBING

The undersigned proposes to provide commercial / industrial plumbing services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- PUMPS

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial pump services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Commercial / industrial pump services for heating and domestic water systems, inclusive of but not limited to diagnostic testing and repair, removal and installation of electrical and mechanical repairs to centrifugal, sump, vacuum, feedwater, circulating, condensate, inline pumps and related equipment, etc., on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - PUMP

The undersigned proposes to provide commercial / industrial pump services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

**Cleveland Metropolitan School District
Building Trades Department**

Request for Proposal - ROOFING

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial roofing services for all District facilities on an as needed basis.

VI. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

VII. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

VIII. Description of Service

Roofing services inclusive of, but not limited to, repairing/replacing roofing components such as field leaks, decks, flashing, insulation, drains, gutters, masonry and other components on an as needed basis.

IX. Qualifications

Proof of certification (if applicable) must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District

with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

X. Additional Specifications

Proposal must also include:

- A complete description and scope of services that the company is able to provide.
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed.
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial service call.
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a unique vendor generated invoice number.
- A weekly update must be provided by the contractor. The initial update form will be provided by the District.

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - ROOFING

The undersigned proposes to provide commercial / industrial roofing services for various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- SHEETMETAL

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial sheetmetal services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Sheet metal services inclusive of but not limited to repairing and/or replacing rest-room partitions, lockers, athletic equipment, ventilating units and other related components; fabricating and installing ductwork on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of

not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$750.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - SHEETMETAL

The undersigned proposes to provide commercial / industrial sheetmetal services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- **SPRINKLER SYSTEMS**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial sprinkler system services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Location and Type of Sprinkler Equipment

See Attachment "C" for the location and manufacturer type of sprinkler system located at district facilities. The Independent Sprinkler Contractor shall verify this information by inspection and note changes or additions and submit these in writing to the .

IV. Scope of Work

The independent Sprinkler Contractor shall furnish:

- All labor, materials and equipment necessary to provide an annual inspection of district sprinkler system for each facility listed in Attachment "C."
- All labor, material and equipment necessary to provide both emergency and scheduled repair to these same systems.

V. Contractor Personnel

The Sprinkler Contractor shall maintain in his employ during the term of the these agreements, a competent staff of certified, qualified and thoroughly skilled fire alarm personnel to assure the Cleveland Metropolitan School District expedient and efficient service for inspections and repairs as required. The Contractor's staff shall be factory trained and certified on testing, maintenance and repair of Life Safety Systems and provide proof of training certification. Technicians performing service on these systems are to be State, Municipal and Industry certified. The Sprinkler contractor must possess the experience, background, knowledge, diagnostic equipment, skill set and equipment to inspect, maintain and repair the unit per manufacturer's specifications.

VI. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

VII. Additional Specifications

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$250.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair

- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

VIII. Inspection and Maintenance

The Sprinkler Contractor shall provide an inspection report that meets local and state fire department mandates for each facility listed in Attachment “C.” One copy of the report will be provided to local and/or state fire regulatory agencies , one copy will be provided to the school and one copy provided to the Cleveland Metropolitan School District . Inspection / test results will identify type of sprinkler system and/or systems and all peripheral equipment presently utilized by the schools in accordance with NFPA standards.

The inspection / test results will include a sheet listing the number of sprinkler devices, their location and description, and the inspector’s findings. The devices to be included in the inspection / testing shall include, but not be limited to:

- a. General inspections (clearances, nameplates spare sprinklers, hoses and various connections)
- b. Control valves
- c. Water Supply
- d. Flow Alarms
- e. Wet or Dry System identification
- f. Sprinklers
- g. Pipes and hangers
- h. Fire Pumps
- i. Storage Tanks
- j. Other Related Equipment

IX. Repair

The Independent Sprinkler Contractor shall provide both scheduled and emergency repair service for sprinkler systems and related equipment at the facilities listed in Attachment “C.” Repair will be performed “as needed.” Any inspection fees levied by a federal, state or municipal agency as it related to a repair will be paid for by the contractor.

Repair service shall be available twenty-four (24) hours per day, seven (7) days per week. Emergency repair service shall be provided within twenty-four (24) hours of being notified of an emergency repair need.

Scheduled and emergency repair service shall include but not be limited to the items listed under the Section D.

Prior to performing “as needed” repairs, the Independent Sprinkler Contractor shall provide a cost estimate to the Director, Plumber Foreman or Steamfitter Foreman of the consistent with the amounts entered on the Bid Form pages of these specifications.

X. Hours of Work

All work is to be performed during regular working day / week of the . Overtime work must receive prior approval from the Director of Building Trades or the plumber foreman/steamfitter foreman.

XI. Holidays

The following Holidays shall be observed by the Cleveland Metropolitan School District, and the Independent Sprinkler Contractor shall not be expected to perform service on these days except in an emergency when authorized by the Director of Building Trades.

- New Year’s Day
- Martin Luther King Jr. Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Discoverer’s Day / Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

XII. Contract Period

This contract will be in effect from October 1, 2018 through September 30, 2019 with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021), under the same terms and conditions of the current contract year.

XIII. Method of Payment

For inspection and maintenance, payment shall be made upon receipt of the itemized invoice for service actually performed.

Invoicing shall reference the building in which services were actually performed and include the inspection plan showing an itemized description of actual service performed on each sprinkler system. This inspection plan shall be signed by the Custodian of the building verifying that the service was completed and shall accompany the invoice. If

Custodial verification is not received, that payment will be withheld until verification of service has been validated.

For repairs, payment will be made in accordance with terms of the quote received prior to performance of the repair work. In addition, the invoice will show the scope of work performed the name of the technicians performing the work, the hours worked, and the materials used. A notation will be included in the invoice indicating that this repair was performed outside of the monthly maintenance / service inspection.

Attachment "C"

Adlai Stevenson	John Marshall
Almira	Joseph Gallagher
Andrew J. Rickoff	Lake Center Depot
Anton Grdina	Lakeside/Success Tech
Artemus Ward	Louisa May Alcott
BBB/Bratenahl Center	Louis Munoz Marin
Bard/Carl Shuler	Margaret Spellacy/Ginn
Buhrer	Martin L King, Jr
Campus International	Mary B Martin
Charles Dickens	Mary M Bethune
Charles Mooney	Max Hayes
Clara Westropp	Memorial
Cleveland School of the Arts	Miles
Daniel E Morgan	Miles Park
East 49 th Depot	Mound
East Clark	Nathan Hale
East Professional Center	Orchard
East Tech	Patrick Henry
Euclid Park	Paul Dunbar
Franklin D Roosevelt	Ridge Rd Depot
Garfield	Riverside
Garrett Morgan	Robert Jamison
George W Carver	Robinson G Jones
Hannah Gibbons	South
Harvey Rice	Thomas Jefferson
Health Careers	Wade Park
James F Rhodes	Warner
Jane Addams	Washington Park
John Adams	Willson
John Hay	Woodland Data Center

PROPOSAL FORM #21250 – SPRINKLER SYSTEMS

The undersigned proposes to provide commercial / industrial sprinkler system services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

CONTRACT PERIOD October 1, 2018 through September 30, 2019

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD October 1, 2019 through September 30, 2020

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD OCTOBER 1, 2020 through SEPTEMBER 30, 2021

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

SPRINKLER PROPOSAL

Facility	Number of Hours To Conduct Inspection/Test	Bid Amount
Adlai Stevenson	_____	_____
A J Rickoff	_____	_____
Almira	_____	_____
Anton Grdina	_____	_____
Artemus Ward	_____	_____
BBB/Bratenahl	_____	_____
Buhrer	_____	_____
Campus International	_____	_____
Charles Dickens	_____	_____
Charles Mooney	_____	_____
Clara E Westropp	_____	_____
Cleveland School of Arts	_____	_____
Daniel E Morgan	_____	_____
East 49th Depot	_____	_____
East Clark	_____	_____
East Professional Center	_____	_____
East Tech	_____	_____
Euclid Park	_____	_____
Franklin D Roosevelt	_____	_____
Garfield	_____	_____
Garrett Morgan	_____	_____
George W Carver	_____	_____
Hannah Gibbons	_____	_____
Harvey Rice	_____	_____
Health Careers	_____	_____
James F Rhodes	_____	_____
Jane Addams	_____	_____

SPRINKLER PROPOSAL

<u>Facility</u>	<u>Number of Hours To Conduct Inspection/Test</u>	<u>Bid Amount</u>
John Adams	_____	_____
John Hay	_____	_____
John Marshall	_____	_____
Joseph M Gallagher	_____	_____
Lake Center Depot	_____	_____
Lakeside/Success Tech	_____	_____
Louisa May Alcott	_____	_____
Luis Munoz Marin	_____	_____
Margaret Spellacy/Ginn	_____	_____
Marin L King Jr.	_____	_____
Mary B Martin	_____	_____
Mary M Bethune	_____	_____
Max Hayes	_____	_____
Memorial	_____	_____
Miles	_____	_____
Miles Park	_____	_____
Mound	_____	_____
Nathan Hale	_____	_____
Orchard	_____	_____
Patrick Henry	_____	_____
Paul Dunbar	_____	_____
Ridge Rd Depot	_____	_____
Riverside	_____	_____
Robert Jamison	_____	_____
Robinson G Jones	_____	_____
South	_____	_____
Thomas Jefferson	_____	_____

SPRINKLER PROPOSAL

Facility	Number of Hours To Conduct Inspection/Test	Bid Amount
Wade Park	_____	_____
Warner	_____	_____
Washington Park	_____	_____
Willson	_____	_____
Woodland Data Center	_____	_____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- **SOUND/ BELL SYSTEMS**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial public address / bell system services at all District facilities on an as needed basis.

I. Estimated Volume of Work

The estimated volume of work is approximately \$25,000.00 annually, which can be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

III. Description of Service

Sound System/Bell services inclusive of, but not limited to public address system to include amplifiers, transformers, speakers, main control panels, intercoms and stage equipment on an as needed basis.

IV. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of

not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

V. **Additional Specifications**

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$250.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 – SOUND / BELL SYSTEMS

The undersigned proposes to provide commercial / industrial public address / bell system services for all sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

Cleveland Metropolitan School District
Building Trades Department

Request for Proposal- SWIMMING POOLS

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial swimming pool services at various District facilities on an as needed basis.

VI. Estimated Volume of Work

The estimated volume of work is approximately \$5,000.00 annually, which can be distributed among contractors meeting District qualifications.

VII. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

VIII. Description of Service

Swimming pool services inclusive of, but not limited to pumps, filters, motors, piping, pool surfaces and other equipment on an as needed basis.

IX. Qualifications

All service personnel must be properly licensed and certified per established industry standards. Proof of certification and / or license must be submitted with proposal.

Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.

Must be able to respond within twenty-four (24) hours of request for service.

Proof of commercial general liability insurance with coverage limits of one million dollars (\$1,000,000.00) and auto liability insurance with a liability limit in the amount of not less than one million dollars (\$1,000,000.00) must be submitted with the proposal and

maintained throughout the contract period. Service contractor shall provide the District with evidence of the same in accordance with the specifications on file at the District. Proof of Workers Compensation certificates must also be submitted with proposal.

X. Additional Specifications

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for skilled labor for regular time, premium time and holidays.
- A fixed hourly rate scheduled for general labor for regular time, premium time and holidays.
- Terms and conditions of general warranties covering work performed
- Material cost plus percentage discount from the manufacturer's list price
- Repairs may be immediately authorized up to \$250.00. Any repair exceeding this amount will require a quote with specific information that must be provided within twenty-four (24) hours of initial repair
- **Work tickets must accompany invoice showing start and completion dates with hours worked and material used and custodial staff signature.**
- All invoices, quotes and any other correspondence shall show CMSD work order number as well as a vendor generated invoice
- A weekly update must be provided by the contractor. The initial update form will be provided by the District

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 – SWIMMING POOLS

The undersigned proposes to provide commercial / industrial public address swimming pool services for various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

<u>Hourly</u>		<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

PHONE NO: _____ DATE: _____

EMAIL: _____

REPRESENTATIVE: _____

Request for Proposal- **AUTOMOTIVE**

The Cleveland Metropolitan School District is currently seeking proposals from qualified companies for providing commercial / industrial automotive services for all vehicles on an as needed basis.

XIV. Estimated Volume of Work

The estimated volume of work is approximately \$15,000.00 annually, which can be distributed among companies meeting District qualifications.

XV. Agreement Period

One (1) year beginning October 1, 2018 through September 30, 2019.

Two (2) one (1) year renewal options, at District's discretion, under the same terms and conditions as the first contract year.

- October 1, 2019 through September 30, 2020
- October 1, 2020 through September 30, 2021

XVI. Description of Service

Commercial / industrial automotive services, inclusive of but not limited to, diagnostic testing, routine maintenance and emergency repairs on the 's vehicles including, but not limited to the following on an as needed basis:

- **Oil Change & Lubrication**

Replace oil, filter and lubricate chassis as required; ensure and add fluid as needed to the battery, power steering, transmission, brake, antifreeze, and windshield washer systems; lubricate door and hood hinges; replace air filter and windshield wipers, if needed, provide additional pricing for replacing belts as needed for fan, power steering, alternator, AC, air pump and timing belt.

- **Tune Up**

Replace ignition wires, vacuum hoses, PCV, fuel filter, canister filter, spark plugs; check and service battery as needed; check and replace air filter as needed. All settings will be calibrated with the latest diagnostic equipment.

- **Brake Replacement**

Replace pad, rotors, calipers, bearings, wheel cylinders, self adjusters, and repair drums if needed; check master cylinder and replace if needed; check brake lines and replace if needed; inspect and replace if needed all ancillary equipment to include flex

hoses, backing plates, axle seals and vacuum booster. Use lifetime guaranteed replacement as applicable.

- **Tire Replacement**

Replace tires with existing brand and size, dispose of old tires, spin balance new tires, and replace valve stems.

- **Exhaust System**

Replace the crossover, muffler, tail pipe, resonator, clamps, gaskets, hangers emissions tubes; inspect and replace converter and flange if needed, provide separate pricing. Replace with lifetime guaranty parts as applicable.

XVII. Qualifications

- All service personnel must be ASE certified (Automotive Service Excellence) for performing repairs on cars, trucks and vans. Proof of certification must be submitted with proposal.
- Proof of industrial and / or commercial experience for at least five (5) years and references must be submitted with proposal. In lieu of five (5) years experience providing this service, verifiable proof of qualifications and references must be submitted.
- Must be able to respond within thirty-six (36) hours of request for service.
- Maintenance and routine repairs must be completed within twenty-four (24) hours after request has been made.
- Major repairs must be completed within seven working days after request has been made.
- Towing charges must be provided at no charge to the District if needed.
- An after hours emergency phone number and response must be provided.
- Provide “loaner” vehicle at no charge

XVIII. Additional Specifications

Proposal must also include:

- A complete description and scope of services company is able to provide
- A fixed hourly rate schedule for mechanics labor for regular time
- Terms and conditions of general warranties covering work performed
- Materials cost plus % of mark-up

The Cleveland Metropolitan School District reserves the right to reject any and all proposals. The owner also reserves the right to negotiate hourly rates and material percentage mark-ups with qualified contractors.

PROPOSAL FORM #21250 - AUTOMOTIVE

The undersigned proposes to provide commercial / industrial automotive services for vehicles in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE SERVICE, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

Parts must be consistent with brand recommended in the Dealership's maintenance manual.

All invoices will detail the scope of repair work. Labor shall include itemized hours with rate. Material will show list price, % discount and actual cost.

	<u>Hourly</u>	<u>Skilled</u>	<u>General</u>
October 1, 2018	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2019	Holiday	\$ _____	\$ _____
October 1, 2019	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2020	Holiday	\$ _____	\$ _____
October 1, 2020	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2021	Holiday	\$ _____	\$ _____

Material Mark Up Percentage: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____

Request for Proposal – **MATERIALS & SUPPLIES**

The Cleveland Metropolitan School District is currently seeking proposals on an “as needed” Term Agreement Basis for the following Parts and / or Supplies:

ASBESTOS; AND RELATED MATERIALS
BOILER SUPPLIES; AND RELATED MATERIALS
CARPENTRY; AND RELATED MATERIALS
ELECTRICAL; AND RELATED MATERIALS
FENCES; AND RELATED MATERIALS
FIRE ALARMS; AND RELATED MATERIALS
GLASS; AND RELATED MATERIALS
HEATING, COOLING, PUMP; AND RELATED MATERIALS
MASONRY; AND RELATED MATERIALS
PAINT; AND RELATED MATERIALS
PLUMBING; AND RELATED MATERIALS
SHEET METAL; AND RELATED MATERIALS

ELECTRONIC ORDERING / INVOICING:

Proposer should identify their capabilities of receiving and invoicing orders electronically.

REPORTING:

Monthly reports by dollar value to include: Quantity and Description, Unit Cost, Extended Cost, Total Dollars Purchased, Date of Transaction, and Summary Reports of Total Dollars Spent.

A Quarterly Report to Purchasing is to be compiled by product, total quantity ordered, unit cost, and total dollars spent.

Sample of Reports to be submitted with Proposal.

PUBLISHED CATALOGS AND / OR PRICE LIST:

The successful Proposer will provide printed catalog. Catalog to include:

- Indexing by commodity / name
- Full description, color photos preferred
- Identification number / part number / dimensions
- Unit of Measure; Standard Pack
- Available colors (if applicable)

If quoting discounts from more than one catalog, clearly specify which discount applies to which catalog.

BIDDER TO SUPPLY SAMPLE OF THE CATALOG QUOTED

RETURNS:

The District will bear no additional cost for the receipt of damaged merchandise, restocking, or the return of merchandise that does not meet its intended need.

PRICING:

Quote firm fixed pricing for those items identified as stock items. Pricing to be firm for the period October 1, 2018 through September 30, 2019.

Quote overall Catalog Discount being offered. More than one Discount or Discounting of only certain items in Catalog, will deem proposal unresponsive.

Quote one (1) single percentage under list price for those items included in your catalog. The District may reject Proposals with multiple discounts per commodity.

SPECIFY IF ANY MINIMUM ORDERS APPLY

CONTRACT PERIOD:

October 1, 2018 through September 30, 2019

The District, at its discretion, is also offering two (2) one-year renewal options:

Option 1: October 1, 2019 through September 30, 2020

Option 2: October 1, 2020 through September 30, 2021

DELIVERY:

F.O.B. DESTINATION

All prices of stock and non-stock items will be inclusive of Freight Charges from Manufacturer to the successful Proposer and / or to Ordering Department. Delivery will be made to counter of Ordering Department.

Delivery of stocked items to be made within forty-eight (48) hours after vendor's receipt of order. Delivery of non-stocked items to be delivered within Manufacturer's quoted lead time.

All merchandise to be acknowledged by signature upon delivery. A minimum of three (3) copies to be recorded. Vendor copy; Accounting copy; and Receiver's copy.

TERMS:

Maintain proof of delivery until payment(s) are received. Payment terms are Net 30.

PROPOSAL FORM #21250 – MATERIALS & SUPPLIES

The undersigned proposes to provide commercial / industrial materials and supplies at various sites of the Cleveland Metropolitan School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Metropolitan School District, for the period **October 1, 2018 through September 30, 2019** with two (2) one-year renewal options (October 1, 2019 through September 30, 2020 and October 1, 2020 through September 30, 2021) under the same terms and conditions as the current contract and for the following price(s).

*** IF SUBMITTING PRICING FOR MORE THAN ONE TYPE OF MATERIAL OR SUPPLY, PLEASE MAKE A COPY OF THIS FORM AND SUBMIT EACH SERVICE ON A SEPARATE SHEET.**

CATALOG NAME/NO: _____

SAMPLE CATALOG INCLUDED: _____

Initial Term Agreement: 10-1-18 to 9-30-19

Firm Fixed Pricing; _____
Overall Catalog Discount: _____ %
Single Percentage Under List Price: _____ %

Option Year 1: 10-1-19 to 9-30-20

Firm Fixed Pricing; _____
Overall Catalog Discount: _____ %
Single Percentage Under List Price: _____ %

Option Year 2: 10-1-20 to 9-30-21

Firm Fixed Pricing; _____
Overall Catalog Discount: _____ %
Single Percentage Under List Price: _____ %

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____ **ZIP:** _____

PHONE NO: _____ **DATE:** _____

EMAIL: _____

REPRESENTATIVE: _____