



## **REQUEST FOR PROPOSAL**

**#21374**

**For**

**Landscaping Services**

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 OPERATIONS DIVISION OF THE BOARD OF EDUCATION  
OF THE CLEVELAND METROPOLITAN SCHOOL DISTRICT - CUYAHOGA COUNTY, OHIO

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## **Part I: OVERVIEW, BACKGROUND & SCOPE OF WORK**

### **Section A: Overview**

The Cleveland Metropolitan School District (hereafter the “District”) under RFP #21374 is service providers to provide landscaping services to several closed sites outlined in Attachment A as well as weed control, retention pond maintenance, and shrub bed maintenance at all facilities as outlined in part I Section C of this RFP.

### **Section B: Background**

The District is a large urban school system with over 100 instructional and non-instructional sites, approximately 6,000 teachers and administrative staff, 36,000 District students, and 3,500 classrooms. The Facilities and Trades Departments are devoted to ensuring that our children are learning in clean and well-maintained school buildings.

### **Section C: Specific Requirements**

The Service Provider will be expected to perform the duties listed for Spring Clean Up Schedule, Regular Schedule, Fall Clean Up Schedule, and Special Schedule at the direction of the District’s Facilities Department. The Facilities Department will notify all service provides when it is time to switch schedules through the season.

The following outlines the expectations from the service provider for each of the schedules at the closed sites on Attachment A only:

#### **1. Spring Clean Up Schedule (To be done in April):**

- a. Clean entire site of trash, branches, leaves, and debris
- b. Mow all grass including tree lawns.
- c. Weed whack entire site including parking lot.
- d. Trim grass areas, sidewalks, parking lots, fence line, and other surface areas
- e. Trim all bushes, shrubs, and plants.
- f. Treat weeds with environmentally safe pesticide.

#### **2. Regular Schedule (Every week – May, June, July, August) (Every two weeks – April, September, October)**

- a. Mow all grass including tree lawns.
- b. Weed whack entire site, grass areas, sidewalks, parking lots, and other surface areas.
- c. Monitor entire site and pick up debris when needed.
- d. Trim bushes, shrubs, and plants as needed.
- e. Treat weeds with environmentally safe pesticide.

#### **3. Fall Clean Up Schedule (To be done in October):**

- a. Mow all grass including tree lawns.
- b. Weed whack entire site, grass areas, sidewalks, parking lots, fence line and other surface areas as needed.
- c. Monitor entire site and pick up debris as needed.
- d. Trim bushes as needed.
- e. Pick up and remove leaves.
- f. Treat weeds with environmentally safe pesticide.

#### **4. Special Schedule**

- a. Same duties as the regular schedule except mowing needs to be determined by the District.

**Walkway Curb and Pavement Areas Maintenance Specifications (All Sites)(3 visits – May, July, September):**

1. Apply EPA registered non-selective herbicide to all walkways, curbs, and pavement areas as indicated.
2. Take all measures to protect desirable turf, foliage, ornamental plants, deciduous and evergreen trees.
3. Service will only be authorized to occur when no students or staff are expected to be on site for 24 hours.
4. Load, haul, and properly dispose of all debris and extraneous material generated by this service.
5. No chemical applications are permitted until proper notification is made then authorized by site supervisor and executed by properly licensed pesticide technician.

**Stormwater Retention Pond Maintenance Specifications - (3 visits – April, July, October)**

**Sites:** A.B. Hart, Anton Grdina, Cleveland School of the Arts, East Professional Center, Garrett Morgan, Harvey Rice, John F. Kennedy, Max Hayes, Miles, Mound, Oliver H. Perry, Stonebrook – White, Sunbeam, Tremont, Waverly, Willson

1. Re-grade channels and any eroded topography to minimize siltation and maximize clean water discharge.
2. Pick up and remove all litter, debris, fallen leaves, sticks, apples, etc. from retention areas.
3. Cut and remove cat tails, phragmites, small trees and weeds from retention areas.
4. Trim and prune deciduous and evergreen plant material; remove dead, diseased, or broken parts of ornamental plants which are located directly adjacent to or within retention areas
5. Cultivate and deep edge tree rings and planting beds then apply 2-3" Double Shredded Hardwood Bark to all ornamental plant beds located within or directly adjacent to retention areas.
6. Load, haul, and properly dispose of all debris and extraneous material generated by this service.
7. No chemical applications are permitted within or adjacent to retention areas unless specifically authorized by site supervisor and executed by properly licensed pesticide technician.

**Shrub Bed Maintenance Specifications - (Monthly as needed – April to November)**

**Sites:** A.B. Hart, A.J. Rickoff, Adlai Stevenson, Almira, Anton Grdina, Artemus Ward, Benjamin Franklin, Bolton, Buhrer, Charles Mooney, Charles Dickens, Clara Westropp, Cleveland School of the Arts, Denison, Dike, Douglas MacArthur, East Clark, East Professional, East Tech, Franklin D. Roosevelt, Garfield, Garrett Morgan, G.W. Carver, Glenville, Harvey Rice, James F. Rhodes, John Adams, John F. Kennedy, John Hay, John Marshall, Joseph Gallagher, Louisa May Alcott, Luiz Munoz Marin, Max Hayes, Memorial, Miles, Mound, New Tech West, Newton D Baker, Oliver H Perry, Orchard, Patrick Henry, Riverside, Robert H Jamison, Scranton, Stonebrook-White, Sunbeam, Tremont, Valley View, Walton, Waverly, Whitney Young, Wilbur Wright, W.R. Harper, Willson

1. Pick up and remove all litter, debris, fallen leaves, sticks, apples, etc. from shrub beds and tree rings.
2. Remove all weeds, sucker growth and extraneous vegetation from shrub beds and tree rings.
3. Prune deciduous and evergreen plant material; remove dead, diseased, or broken parts of plants.
4. Trim maintained shrubs and hedges to a neat appearance appropriate for the species.
5. Cultivate and hand edge planting beds on an ongoing and continuous basis.
6. Apply pre-emergent weed control and balanced fertilizer annually in the Spring season.
7. Install double shredded hardwood bark mulch to approximate depth of 2", annually by May 31<sup>st</sup>.
8. Additional ornamental pesticide applications are only permitted when authorized by separate order.
9. Load, haul, and properly dispose of all debris and extraneous material generated by services.
10. No chemical applications are permitted until proper notification is made then authorized by site supervisor and executed by properly licensed pesticide technician.

The Service Provider will be responsible to report the following events to the District:

1. Any noticeable vandalism or graffiti at any site.
2. Any dumping of debris on the site.

## Part II: RFP SUBMISSION & PROCESS REQUIREMENTS

Part II of the RFP provides a detailed set of directions which the supplier will use to prepare the response.

Schedule for Posting and Supplier(s) Selection for the Landscaping Services RFP #21374:

| Step   | Date*                        |
|--|------------------------------|
| RFP Posted   | March 9, 2023                |
| Pre-Proposal Meeting   | March 15, 2023               |
| All final questions from suppliers to the District                           | March 20, 2023               |
| Answers to suppliers from the District and all addenda issued (if necessary) | March 27, 2023               |
| RFP Responses Due  | April 11, 2023               |
| Supplier(s) selection  | May 15, 2023                 |
| Contract negotiation   | June 8, 2023 – June 15, 2023 |
| Contract Start   | July 1, 2023                 |

\*Dates listed are subject to change at the discretion of the District. Suppliers will be notified of changes to the schedule, as appropriate

### Section A: Proposal Submission & Format Requirements

#### i. Proposal Submission Requirements

- a. In order for the District to evaluate proposals fairly and completely, suppliers should follow the format set forth herein and provide all of the information requested. The District discourages overly lengthy and costly proposals.
- b. All proposals shall include all proposal format requirements found below. All information requested in the District-related forms must be filled in legibly and completely with blue ink signatures, or the proposal may be considered non-responsive. **Proposal Name: Landscaping Services and #21374 must be on the outside of the envelope of submittals including shipping labels.**
- c. All submissions must include **one (1) original with blue signatures, one (1) copy, and one (1) electronic proposal on a USB Flash Drive.** Suppliers not complying with this requirement will be notified that they have twenty-four (24) hours in which to comply with this requirement or their proposal may be disqualified. This applies to **copies only**. All materials submitted are as is.
- d. Proposals are due at the Cashier's Office of the Cleveland Metropolitan School District, 1111 Superior Ave E. Cleveland, Ohio 44114 on or before **1:00 pm** current local time on, **April 11, 2023. Mailing of Proposals is encouraged. However, hand deliveries will be accepted from 12:00 pm to 1:00 pm on April 11, 2023.**
- e. There will be a Pre-Proposal Meeting at **2:00 PM on March 15, 2023.** The meeting will be held Via Zoom. The Zoom link is as follows:  
<https://clevelandmetroschools-org.zoom.us/j/85823449563?pwd=QWxycE50UGliVE40bnhTV3FWMm1iQT09>  
Suppliers are encouraged to submit questions prior to the Pre-Proposal Meeting so they may be addressed.
- f. All written questions shall be directed to the Purchasing Division via email to:  
[amanda.joyce@clevelandmetroschools.org](mailto:amanda.joyce@clevelandmetroschools.org). Written questions will be accepted via email until **12:00 pm on March 20, 2023.** Under no circumstances should any firm interested in providing the services identified in the RFP, their designees, or anyone affiliated with their firm, contact

any other District employee or official during the RFP process, in an attempt to lobby or influence the selection of a service provider pursuant to this RFP.

- g.** The District reserves the right to reject any and all proposals, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional proposals. Each Proposer is liable for all proposal errors or omissions. A proposer shall not be permitted to alter or amend any proposal documents after the Proposal deadline time and date detailed in the RFP unless such is formally requested, in writing, by the District.
- h.** Proposals must remain open and valid for ninety (90) days from the due date, unless the time for awarding the contract is extended by mutual consent of the District and service provider. Service providers may withdraw their proposals any time before proposal opening date by providing written notice to the Purchasing Department before the time and date set for the proposal opening.

## **ii. Proposal Format Requirements**

- a.** The Landscaping Services scope of work for RFP #21374 is described in Part I. Service Providers are required to provide the information below as well as complete the District-related forms in Appendix A. The narrative part of the proposals must present the following information, be organized with the following headings and respond to the requested information and questions presented in the RFP scope of work. For evaluation purposes, each heading should be clearly marked in the proposal response.
- b.** Proposal responses are to be divided into sections as follows:
  - i. Transmittal Cover Letter:** Prepare a letter transmitting the proposal on business letterhead. The letter should identify the business name, primary mailing address, phone number, and business web address along with the name, phone number and email address of the key contact person. The letter must have the signature of a person with authority to legally obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for ninety (90) days.
  - ii. General Information Section**
    - 1. Executive Summary:** Information about the firm's history, structure, organizational metrics, and qualifications for fulfilling CMSD's requirements
    - 2. Business Health:** Information about the firm's financial structure and viability, particularly as it relates to fulfilling a multiple year agreement
    - 3. Experience and Expertise:** Information about the firm's current and previous contracts, particularly those with organizations similar to CMSD.
    - 4. General Narratives:** About at least three customers using services similar to those being proposed for CMSD.
    - 5. Management Support Services:** Information about staff, project, issue, performance, quality, and risk management methodology.
    - 6. Security:** Information about the firm's policies, practices, and standards for maintaining the confidentiality and integrity of customer's data, intellectual property, and trade secrets
    - 7. Risks:** Firm's evaluation of the greatest challenges and risks associated with the particular services and suggestions for mitigating risk.
    - 8. Dispute Resolution:** information about the service provider's standard dispute resolution methodologies.
  - iii. Cost Proposal Form**
  - iv. Completed District-related Forms** set forth in Appendix A of this RFP.

## Section B: Proposal Constraints

- i. The service provider must comply with all laws, rules and regulations dictated by the Board of Education of the Cleveland Metropolitan School District, City of Cleveland, the State of Ohio and the United States Federal Government.
- ii. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance “Super Circular”, 2 CFR 200 (UGG), as a condition of receiving funds and to meet annual audit compliance. In an effort to keep policy for all grants consistent, the District implemented the new federal guidelines for all procurement processes. regarding procurement utilized with federal grants immediately.
- iii. The District will only accept proposals that cover all of the major components requested in the RFP.
- iv. Service provider shall not include Ohio Sales Tax in the price quoted. The District will provide tax exempt certificate to the successful Proposer(s).
- v. Service provider’s personnel and subcontractors on the District site will be required to meet security requirements. Service provider agrees to successfully complete background checks on all of its employees, agents and subcontractors, if necessary, who provide services on site under this scope of work. Each person on site must wear an identification badge that clearly identifies and makes visible the person’s name and company.
- vi. The successful Service provider and their subcontractor(s), 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<br>\$2,000,000.00 Limit of Liability<br>(Per occurrence) |
| b. | Automobile Liability         | Including non-owned and hired<br>\$2,000,000.00 Limit of Liability<br>(Per occurrence)           |
| c. | Worker’s Compensation        | Worker’s compensation and employer’s insurance<br>to full extent required by applicable law      |
- vii. This requirement must be fulfilled by the successful service provider by providing the District 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.
- viii. The required insurance must be provided by a company licensed by the State of Ohio and be financially acceptable to the District.
- ix. In submitting a proposal, service providers agree, unless specifically authorized in writing by an authorized representative of the District 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, in any advertising, publicity, promotion, nor to express or imply any endorsement of service provider’s services.
- x. The District has a Diversity Business Enterprise and Affirmative Action Program in effect. Information about this program is set forth at <https://bit.ly/3wvVApK>. Forms related to this program are set forth in Appendix A. Service providers submitting a proposal must complete the appropriate forms and submit same with their proposal.

## Section C: Evaluation Process

- i. **Responsiveness:** Proposals will be evaluated, first, as responsive or non-responsive to the RFP's instructions. A preliminary review will be conducted of all proposals submitted on time to ensure the proposal adheres to the material submission requirements specified in the RFP. Proposals that do not meet the material submission requirements may be deemed non-responsive and rejected. In the event that all proposers do not meet one or more of the submission requirements, the District reserves the right to continue the qualitative evaluation of the proposals and select proposal(s) which most closely meet the scope of work specified in the RFP. Proposal responses must include, or meet, the following submission requirements:
  - a. Timely Submission
  - b. Transmittal Cover Letter
  - c. General Information Section
  - d. Cost proposal form(s)
  - e. District Related Forms
- ii. **Qualitative Evaluation-** proposals will be evaluated based on the information presented in the proposal and on additional information obtained during the evaluation process. Responses will be evaluated based on the following weighted criteria:
  - a. Price of services **(30%)**
  - b. Quality of Work **(20%)**
  - c. Experience providing services on a time sensitive schedule **(20%)**
  - d. Responsiveness to Requests **(15%)**
  - e. Adhering to Scope of Work **(15%)**
- iii. Evaluations are based on the submitted proposal. Follow-up discussions with the proposer's best suited to complete the work may be requested.
- iv. The District reserves the right to interview or to seek additional information related to criteria already specified in the RFP after opening the proposals and prior to entering into a contract to reject any or all proposals; and to award a contract to one or multiple suppliers as the District deems necessary.
- v. The District also reserves the right to check references identified by any supplier that submitted a proposal.
- vi. The evaluation process is designed to identify the supplier that is the "best value," which is the best combination of attributes based upon the evaluation criteria, not necessarily to the supplier with the lowest cost.

## Section D: All District Related Forms

There are a number of REQUIRED forms in Appendix A of the RFP that must be completed and submitted with the proposal response. These forms include:

- a. Addendum Acknowledgement
- b. Certificate of Debarment
- c. Conflict of Interest
- d. Proposer Qualification Form
- e. Non-Collusion Affidavit
- f. DBE Forms – A, B, C, D, E F, G & H
- g. EOA Contractual Declaration Forms
- h. References



## **Section E: Award of Contract**

- i.** The contents of the RFP, including all appendices and addenda thereto, and the commitments set forth in the proposals shall be considered contractual obligations. Failure to accept these obligations may result in cancellation of the award.
- ii.** The contract award will not be final until the District and selected Supplier(s) execute a mutually satisfactory contractual agreement.
- iii.** The Contract Documents consist of the following:
  - a.** District Contract
  - b.** RFP Submission Requirements
  - c.** Cost Proposal Form(s)
  - d.** All Required District related forms set forth in Appendix A
  - e.** All applicable addenda
- iv.** The service provider shall perform all work described in the Contract Documents, including without limitation, all terms and conditions of the scope of work and specifications contained herein or otherwise stated in the Contract Documents reasonably inferable there from by the service provider as necessary to produce the results intended therein.

### Part III: Cost Proposal Form

**Term:** The undersigned proposes to provide Landscaping Services to the District in accordance with the specifications and to the entire satisfaction of and acceptance by the District for the following prices. Contract period will be from July 1, 2023 to June 30, 2024 with the option to renew for two (1) one year periods (from July 1, 2024 to June 30, 2025, and July 1, 2025 to June 30, 2026); commencing at the expiration of this contract period under the same terms and conditions as the current contract and at the sole discretion of the District.

Service Providers submitting pricing for Spring Clean Up, Regular, Fall Clean Up, and Special Schedules must submit pricing for all 4 schedules. Service Providers will not be required to submit pricing for Walkway Curb and Pavement Area, Retention Pond, or Shrub Bed Maintenance but can if they choose to. Service Providers can also choose to submit pricing for Walkway Curb and Pavement Area, Retention Pond, or Shrub Bed Maintenance for a site and not submit pricing for the Spring Clean Up, Regular, Fall Clean Up, and Special Schedules if they choose.

Site: \_\_\_\_\_  
(Complete one form for each proposed site)

#### Cost Per Session for Spring Clean Up Schedule:

July 1, 2023 – June 30, 2024 \$ \_\_\_\_\_

July 1, 2024 – June 30, 2025 \$ \_\_\_\_\_

July 1, 2025 – June 30, 2026 \$ \_\_\_\_\_

#### Cost Per Session for Regular Schedule:

July 1, 2023 – June 30, 2024 \$ \_\_\_\_\_

July 1, 2024 – June 30, 2025 \$ \_\_\_\_\_

July 1, 2025 – June 30, 2026 \$ \_\_\_\_\_

#### Cost Per Session for Fall Clean Up Schedule:

July 1, 2023 – June 30, 2024 \$ \_\_\_\_\_

July 1, 2024 – June 30, 2025 \$ \_\_\_\_\_

July 1, 2025 – June 30, 2026 \$ \_\_\_\_\_

#### Cost Per Session for Special Schedule:

July 1, 2023 – June 30, 2024 \$ \_\_\_\_\_

July 1, 2024 – June 30, 2025 \$ \_\_\_\_\_

July 1, 2025 – June 30, 2026 \$ \_\_\_\_\_

Cost per Visit for Walkway Curb and Pavement Area Maintenance

July 1, 2023 – June 30, 2024 \$ \_\_\_\_\_

July 1, 2024 – June 30, 2025 \$ \_\_\_\_\_

July 1, 2025 – June 30, 2026 \$ \_\_\_\_\_

Cost per Visit for Retention Pond Maintenance

July 1, 2023 – June 30, 2024 \$ \_\_\_\_\_

July 1, 2024 – June 30, 2025 \$ \_\_\_\_\_

July 1, 2025 – June 30, 2026 \$ \_\_\_\_\_

Cost per Visit for Shrub Bed Maintenance

July 1, 2023 – June 30, 2024 \$ \_\_\_\_\_

July 1, 2024 – June 30, 2025 \$ \_\_\_\_\_

July 1, 2025 – June 30, 2026 \$ \_\_\_\_\_

Any additional costs to be considered: \_\_\_\_\_

**Signatory:**

*Suppliers must complete the signatory requirement below*

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

PRINT

(TITLE)

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

TELEPHONE: (    ) \_\_\_\_\_ FAX NO: (    ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

Appendix A: District Related Forms

Addendum Acknowledgement Form for RFP #21374

Having read and examined the Request for Proposal 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 Service provider proposes to perform all work for the applicable contract, in accordance with the contract document for the proposed sums.

***\*Failing to acknowledge a published Addendum may cause your response to be rejected***

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

# 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

# Certificate of Debarment Continued

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## 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.

**Conflict of Interest Form**  
Statement of Potential Conflicts of Interest

|                        |                  |
|------------------------|------------------|
| Service Provider 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 service provider 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 service provider's board of directors, hold any officer position with the service provider, or own any shares of any stock issued by the service provider?

Yes\_\_\_\_\_ No\_\_\_\_\_

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

If **yes**, and if the CMSD employee, CMSD board member, or immediate family member owns share of any stock in the service provider 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 service provider?

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 service provider 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: \_\_\_\_\_



## Proposer Qualifications Form

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

PROPOSER 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 contract 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: \_\_\_\_\_

## Non-Collusion Affidavit

This Affidavit must be executed and shall accompany the proposal in order for the proposal 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 proposal; that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal, or that such other person shall refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or any other proposer, to fix any overhead, profit or cost element of said proposal price, or of that of any proposer, or to secure any advantage against the Board of Education of the Cleveland Metropolitan School District, or any person or persons interested in the proposal; and that all statements contained in said proposal are true; and further that such proposer has not, directly or indirectly, submitted this proposal, 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: \_\_\_\_\_

**Diversity Business Enterprise Forms**  
**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: \_\_\_\_\_ Dated: \_\_\_\_\_  
(printed)

Title: \_\_\_\_\_

DO NOT COMPLETE BELOW THIS LINE

\_\_\_ Compliant    \_\_\_ Compliance Pending    \_\_\_ Non-Compliant

Compliance Date: \_\_\_\_\_

\_\_\_\_\_  
(signature, DBE Department)

\_\_\_\_\_  
(date)

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

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

The undersigned proposer 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.

Proposer: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Definition of DBE: A Diversity Business Enterprise (DBE)

"Small Diversity business concern" means a small business concern that is at 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.

**DBE Form C**  
**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 PROPOSAL

\_\_\_\_\_  
Signature of Non-DBE Prime Contractor

Date: \_\_\_\_\_

**DBE Form D**  
**DBE LETTER OF INTENT**

To: \_\_\_\_\_  
*Non-DBE Prime or General Proposer*

Project: \_\_\_\_\_

**NON-DBE PRIME OR GENERAL PROPOSER**

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**



**DBE Form E**  
**DBE Unavailability Certification**

I, \_\_\_\_\_,  
*Name Title*

Of \_\_\_\_\_, certify that on \_\_\_\_\_  
*Date*

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

Board Project: \_\_\_\_\_

Minority Contractor: \_\_\_\_\_

Work Items Sought: \_\_\_\_\_

Form of Proposal Sought: \_\_\_\_\_

Female Contractor: \_\_\_\_\_

Work Items Sought: \_\_\_\_\_

Form of Proposal 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 proposal for the following reason (s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature, Non-DBE prime Proposer Date*

\_\_\_\_\_ was offered an opportunity to proposal on the above-referenced work on  
\_\_\_\_\_ by \_\_\_\_\_  
*Date Non-DBE Prime Proposer*

\_\_\_\_\_  
*Signature, Non-DBE Prime Proposer*

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

\_\_\_\_\_  
*Signature, Non-DBE prime Proposer*

**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 \_\_\_\_\_

## DBE Form G

**This form need not be completed if all joint 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 service provider is a subcontractor.

# DBE Form H

## 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*

## EOA Contractual Declaration Forms

Information about the District's Affirmative Action Program can be found at <https://bit.ly/3wvVApK>.

### Service Provider 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 Service provider:

\_\_\_ Compliance

\_\_\_ Conditional Compliance

\_\_\_ Non-Compliance

\_\_\_ Compliance Pending

Comments: \_\_\_\_\_

---

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**The following must be filled out completely:**

day of \_\_\_\_\_, 20\_\_\_\_.

## Employee 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. Descriptions of the job categories below can be found at <https://bit.ly/3wvVApK>

|                                  | All EMPLOYEES               |       |         | MALES                                   |   |   |                                   |          | FEMALES                                 |   |  |                                   |          |
|----------------------------------|-----------------------------|-------|---------|---|---|---|-----------------------------------|----------|---|---|--|-----------------------------------|----------|
| Job Categories                   | TOALS<br>MALES &<br>FEMALES | MALES | FEMALES | WHITE<br>(NOT OF<br>HISPANIC<br>ORIGIN) | BLACK<br>(NOT OF<br>HISPANIC<br>ORIGIN) | ASIAN<br>AMERICAN<br>OR PACIFIC<br>ISLANDER | INDIGENOUS<br>OR ALSKAN<br>NATIVE | HISPANIC | WHITE<br>(NOT OF<br>HISPANIC<br>ORIGIN) | BLACK<br>(NOT OF<br>HISPANIC<br>ORIGIN) | ASIAN<br>AMERICAN<br>OR PACIFIC<br>ISLANDE | INDIGENOUS<br>OR ALSKAN<br>NATIVE | HISPANIC |
| OFFICIALS, MGRS &<br>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 proposer to make the statements and representations contained in this report, and that they have red 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: \_\_\_\_\_



## References

Include below three references of equal or larger size to this current RFP project. Public sector experience is preferred, but not required. Please attach relevant supporting documentation, such as project plans, scope of work.

### **Reference #1:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number(Mobile): \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief summary of customer engagement, length of relationship, typical work performed, average cost(s) per service call, etc. :

---

---

---

### **Reference #2:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number(Mobile): \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief summary of customer engagement, length of relationship, typical work performed, average cost(s) per service call, etc. :

---

---

---

### **Reference #3:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number(Mobile): \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief summary of customer engagement, length of relationship, typical work performed, average cost(s) per service call, etc. :

---

---

---

## Service Provider Checklist

To assist service providers in the preparation of their proposals to ensure compliance with all document requirements

- ☐ Cover Page
- ☐ Transmittal Cover Letter, signed
- ☐ Table of Contents
- ☐ General Information Section
  - ☐ Executive Summary
  - ☐ Business Health
  - ☐ Experience and expertise
  - ☐ General Narratives
  - ☐ Management Support Services
  - ☐ Security
  - ☐ Risks
  - ☐ Dispute Resolution
- ☐ Pricing
  - ☐ Signatory
- ☐ District Related Forms
  - ☐ Addendum Acknowledgement, checked: <https://www.clevelandmetroschools.org/purchasing> for any addendums
  - ☐ Certificate of Debarment
  - ☐ Conflict of Interest
  - ☐ Proposer Qualification Form
  - ☐ Non-Collusion Affidavit
  - ☐ DBE Forms- A, B, C, D, E, F, G, & H, for more information: <https://bit.ly/3wvVApK>
  - ☐ EOA Contractual Declaration Forms 1 &2, for more information: <https://bit.ly/3wvVApK>
  - ☐ Employment Data Form
  - ☐ References

### Copies

- ☐ Original, marked
- ☐ Copies (1), marked
- ☐ USB Flashdrive

## Attachment A: Closed Site List

| <u>Site</u>               | <u>Address</u>             |
|---------------------------|----------------------------|
| Alexander Hamilton        | 3465 East 130th            |
| Anton Grdina              | 3050 East 77th             |
| Audobon                   | 3055 MLK Drive             |
| Carl Louis Stokes         | 2225 East 40th             |
| Case                      | 4050 Superior Avenue       |
| Charles Lake              | 9201 Hilock Avenue         |
| Cranwood                  | 13604 Christine Avenue     |
| East Professional Center  | 1349 E. 79th Street        |
| Emile Desauze             | 4747 East 176th            |
| Empire                    | 9113 Parmelee Avenue       |
| Euclid Park               | 17914 Euclid Avenue        |
| Fullerton                 | 5920 Fullerton Avenue      |
| Giddings                  | 2250 East 71st             |
| Gracemount                | 16200 Glendale Avenue      |
| H Barbara Booker          | 2121 West 67th             |
| Iowa Maple                | 12510 Maple Avenue         |
| John D. Rockefeller       | 5901 Whittier Avenue       |
| Log Cabin                 | 4239 East Blvd.            |
| Louis Pasteur             | 815 Linn Avenue            |
| Martin Luther King Jr.    | 1651 E. 71st St.           |
| Mound (Old Site)          | 5504 Mound Avenue          |
| Mt. Auburn                | 10110 Mt. Auburn Avenue    |
| Mt. Pleasant              | 11617 Union Avenue         |
| Outwaite                  | 4950 Outwaite Avenue       |
| Paul Revere               | 10706 Sandusky Avenue      |
| Robert Jamison (Old Site) | 13905 Harvard Avenue       |
| South High                | 7415 Broadway Avenue       |
| Stephen E. Howe           | 1000 Lakeview Road         |
| Sunbeam                   | 117311 Mt. Overlook Avenue |
| Union                     | 6701 Union Avenue          |
| Vacant Lot (Clark)        | West 53rd and Clark        |
| Watterson Lake            | 1422 West 74th             |
| Willson (Old Site)        | 1625 East 55th             |
| Woodhill - Quincy         | 10600 Quincy Avenue        |

## Attachment B: Full Site List for Landscaping Services

| Site                         | Address                          | Landscaping Service Needed   |
|------------------------------|----------------------------------|--|
| Adlai E. Stevenson           | 18300 Woda Avenue                | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Albert B. Hart               | 3900 E. 75 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Alfred A. Benesch            | 5393 Quincy Avenue               | Walkway Curb and Pavement Maintenance  |
| Almira                       | 3375 W. 99 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Andrew J. Rickoff            | 3500 E. 147 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Anton Grdina                 | 2955 E. 71 <sup>st</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Artemus Ward                 | 4315 W. 140 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Bard High School             | 13501 Terminal Avenue            | Walkway Curb and Pavement Maintenance  |
| Benjamin Franklin            | 1905 Spring Road                 | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Bolton                       | 9803 Quebec Avenue               | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Buhrer                       | 1600 Buhrer Avenue               | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Campus International K-8     | 2160 Payne Avenue                | Walkway Curb and Pavement Maintenance  |
| Campus International HS      | 3100 Chester Avenue              | Walkway Curb and Pavement Maintenance  |
| Charles A. Mooney            | 3213 Montclair Avenue            | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Charles Dickens              | 13013 Corlett Avenue             | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Clara E. Westropp            | 19101 Puritas Avenue             | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Clark                        | 5550 Clark Avenue                | Walkway Curb and Pavement Maintenance  |
| Cleveland School of the Arts | 2064 Stearns Road                | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Collinwood High School       | 15210 St. Clair Avenue           | Walkway Curb and Pavement Maintenance  |
| Daniel E. Morgan             | 8912 Morris Court                | Walkway Curb and Pavement Maintenance  |
| Denison                      | 3799 W. 33 <sup>rd</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Design Lab                   | 1740 E. 32 <sup>nd</sup> Street  | Walkway Curb and Pavement Maintenance  |
| Dike School of the Arts      | 2501 E. 61 <sup>st</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Douglas MacArthur            | 4401 Valleyside Road             | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| East Clark                   | 885 E. 146 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |

| Site                     | Address                          | Landscaping Service Needed   |
|--------------------------|----------------------------------|--|
| East Tech High School    | 2439 E. 55 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| East Professional Center | 1349 E. 79 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Euclid Park              | 17914 Euclid Avenue              | Walkway Curb and Pavement Maintenance  |
| Franklin D. Roosevelt    | 800 Linn Drive                   | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Garfield                 | 3800 W. 140 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Garrett Morgan           | 4600 Detroit Avenue              | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| George W. Carver         | 2200 E. 55 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Ginn Academy             | 655 E. 162 <sup>nd</sup> Street  | Walkway Curb and Pavement Maintenance  |
| Glenville High School    | 650 E. 113 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Halle                    | 7901 Halle Avenue                | Walkway Curb and Pavement Maintenance  |
| Hannah Gibbons           | 1401 Larchmont Road              | Walkway Curb and Pavement Maintenance  |
| Harvey Rice              | 2730 E. 116 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| John Adams               | 3817 Martin Luther King Jr. Dr.  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| John Hay Campus          | 2075 Stokes Boulevard            | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| John Marshall Campus     | 3952 W. 140 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Joseph M. Gallagher      | 6601 Franklin Boulevard          | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Kenneth W. Clement       | 14311 Woodworth Road             | Walkway Curb and Pavement Maintenance  |
| Lakeside Campus          | 1440 Lakeside Avenue             | Walkway Curb and Pavement Maintenance  |
| Lincoln West Campus      | 3202 W. 30 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance  |
| Louisa May Alcott        | 10308 Baltic Road                | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Luis Munoz Marin         | 1701 Castle Avenue               | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Marion C. Seltzer        | 1468 W. 98 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance  |
| Marion-Sterling          | 3033 Central Avenue              | Walkway Curb and Pavement Maintenance  |
| Mary B. Martin           | 8200 Brookline Avenue            | Walkway Curb and Pavement Maintenance  |
| Mary Church Terrell      | 3595 Bosworth Road               | Walkway Curb and Pavement Maintenance  |
| Mary M. Bethune          | 11815 Moulton Avenue             | Walkway Curb and Pavement Maintenance  |
| Max S. Hayes High School | 2211 W. 65 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Memorial                 | 410 E. 152 <sup>nd</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |

| Site  | Address                          | Landscaping Service Needed   |
|---|----------------------------------|--|
| Miles   | 11918 Miles Avenue               | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Miles Park  | 4090 E. 93 <sup>rd</sup> Street  | Walkway Curb and Pavement Maintenance  |
| Mound   | 5935 Ackley Road                 | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Nathan Hale   | 3588 Martin Luther King Jr. Dr.  | Walkway Curb and Pavement Maintenance  |
| Natividad Pagan<br>International Newcomers<br>Academy | 3145 W. 46 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance  |
| New Tech West HS                                      | 11801 Worthington Avenue         | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Newton D. Baker                                       | 3690 W. 159 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Oliver H. Perry                                       | 18400 Schenely Avenue            | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Orchard   | 4200 Bailey Avenue               | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Paul L. Dunbar  | 2159 W. 29 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance  |
| Rhodes Campus   | 5100 Biddulph Avenue             | Walkway Curb and Pavement Maintenance  |
| Riverside   | 14601 Montrose Avenue            | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Robert H. Jamison                                     | 4092 E. 146 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Robinson G. Jones                                     | 4550 W. 150 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance  |
| Scranton  | 1991 Barber Avenue               | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Stephanie Tubb Jones                                  | 11901 Durant Avenue              | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Stonebrook – White – Site A                           | 1000 E. 92 <sup>nd</sup> Street  | Walkway Curb and Pavement Maintenance  |
| Stonebrook – White – Site B                           | 975 East Boulevard               | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Sunbeam   | 11800 Mount Overlook Ave.        | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Tremont Montessori                                    | 2409 W. 10 <sup>th</sup> Street  | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Valley View   | 17200 Valleyview Avenue          | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Wade Park   | 7600 Wade Park Avenue            | Walkway Curb and Pavement Maintenance  |
| Walton  | 3409 Walton Avenue               | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Warner  | 8315 Jeffries Avenue             | Walkway Curb and Pavement Maintenance  |

| Site                  | Address                         | Landscaping Service Needed   |
|-----------------------|---------------------------------|--|
| Waverly               | 1805 W. 57 <sup>th</sup> Street | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |
| Whitney M. Young      | 17900 Harvard Avenue            | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Wilbur Wright         | 11005 Parkhurst Drive           | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| William Cullen Bryant | 3121 Oak Park Avenue            | Walkway Curb and Pavement Maintenance  |
| William Rainey Harper | 5515 Ira Avenue                 | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance                               |
| Willson               | 1126 Ansel Road                 | Walkway Curb and Pavement Maintenance<br>Shrub Bed Maintenance<br>Retention Pond Maintenance |