



SPECIFICATIONS, INSTRUCTIONS, AND PROPOSAL FORMS

FOR

RFP #21165S

Providing Commercial / Industrial Services,
Supplies, and Related Materials for Repairs at
Various Facilities on an “As Needed” Term
Agreement Basis for the Building Trades Division

FOR THE

CLEVELAND MUNICIPAL SCHOOL DISTRICT

**DBA: THE CLEVELAND METROPOLITAN SCHOOL DISTRICT
1111 SUPERIOR AVENUE E, SUITE 1800
CLEVELAND, OHIO 44114**

UNDER THE DIRECTION OF THE OPERATIONS DIVISION OF THE BOARD OF EDUCATION OF THE
CLEVELAND METROPOLITAN SCHOOL DISTRICT – CUYAHOGA COUNTY OHIO

TABLE OF CONTENTS

Part 1: Purchasing Division Requirements & Forms

Section 1:

Notice of Request for Proposals #21165S.....	4
--	---

Section 2:

Letter to Proposers	5
---------------------------	---

Section 3:

Instructions to Proposers.....	7
Acknowledgement.....	11
Vendor Request Form	12
Taxpayer ID Form.....	13
No Proposal Form.....	14
Conflict of Interest Form.....	15
Debarment Form.....	17

Section 4:

Proposer Qualifications Form	19
Proposer's Qualification Form Notarized Statement.....	23
Addendum Acknowledgement Form.....	24
Sample State of Ohio Insurance Form	25
Sample Standard Acord Insurance Form	26

Section 5:

Non-Collusion Affidavit.....	27
------------------------------	----

Section 6:

Diversity Business Enterprise (DBE) Participation Forms	28
The District's DBE Program.....	28
DBE Form A: General Information.....	33
DBE Form B: Notice of Requirement to Ensure DBE Opportunity	34
DBE Form C: Schedule MBE/FBE Participation	35
DBE Form D: DBE Letter of Intent	36
DBE Form E: DBE Unavailability Certification.....	37
Notarized Non Minority Prime Affidavit (Joint Venture)	38

DBE Form F: Information for Determining Joint Venture Eligibility.....	39
Section 7:	
EOA Contractual Declaration Procedures and Guidelines.....	42
Vendor Contract Compliance Form.....	45
Compliance Declaration Form.....	46
Employment Data Form.....	49
Sample Term Agreement.....	50
 <u>Part 2: Specifications & Proposal Forms</u>	
Section 1:	
Introduction.....	55
Section 2:	
Cleveland Metropolitan School District General Information.....	55
Section 3:	
General Service Requirements.....	55
Section 4:	
Vendor Profile	55
Section 5:	
Proposal Process.....	55
Section 6:	
Agreement Period & Award	56
Section 7:	
Evaluation Criteria	57
Section 8:	
Proposal Requirements.....	58
Section 9:	
References	59
Section 10:	
Specifications.....	60
Asphalt	61
Boilers.....	65
Building & Grounds.....	69

Carpentry	73
Concrete.....	77
Electrical.....	83
Environmental	87
Fencing.....	91
Fire Alarms	95
Generators	114
Glazing.....	123
HVAC	127
Masonry	131
Overhead Doors.....	135
Painting.....	139
Plaster.....	143
Playgrounds	147
Plumbing	151
Pumps	155
Roofing.....	159
Sheet metal	163
Sprinkler Systems.....	167
Sound/Bell Systems.....	180
Automotive.....	184
Elevators.....	195
Materials & Supplies.....	215
Swimming Pools.....	220
Gymnasium/Equipment	224

SECTION 1: NOTICE OF REQUEST FOR PROPOSALS #21165S

Separate Proposals for the requirement set forth below will be received in the Cashiers Office of the Board of Education of the Cleveland Metropolitan School District, 1111 Superior Avenue E, Suite 1800, Cleveland, Ohio 44114, on or before **1:00 pm** current local time on **September 11, 2015**.

PROVIDING COMMERCIAL/INDUSTRIAL SERVICES, SUPPLIES, AND RELATED MATERIALS FOR REPAIRS AT VARIOUS FACILITIES ON AN "AS NEEDED" TERM AGREEMENT BASIS FOR THE BUILDING TRADES DIVISION

Copies of Instructions to Proposers, Specifications, Affirmative Action and Diversity Business Enterprise Forms may be obtained directly from the District's Web Page: www.clevelandmetroschools.org/purchasing. Please click on the RFP number. If you need assistance please contact **Denyse.Hirsch@clevelandmetroschools.org** - telephone # (216) 838-0413.

There will be two pre-proposal meetings for this RFP. The first will be at 10:00 a.m. on August 21, 2015 and the second will be at 10:00 am on August 26, 2015. Both meetings will be located at the Building Trades Office, 3840 Ridge Road, Cleveland, Ohio 44144. Attendance at one of the pre-proposal meeting is suggested, but not required. All questions and/or concerns must be submitted, in writing **ONLY, by 12:00 pm on September 1, 2015** at the email address given above, or via fax to 216-436-5118.

No Proposal may be withdrawn for at least ninety (90) days after the scheduled closing time for receipt of Proposals by order of the Board of Education of the Cleveland Metropolitan School District, Cuyahoga County, Ohio.

The Cleveland Metropolitan School 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.

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.

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

M. Angela Foraker
Director of Procurement

SECTION 2: LETTER TO PROPOSERS

Date: August 14, 2015

Subject: Requests for Proposals for Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities on an "As Needed" Term Agreement Basis for the Building Trades Division

Prospective Vendors,

In order to be considered, all proposals must be received at the Cashiers Office of the Cleveland Metropolitan School District, 1111 Superior Avenue E, Suite 1800, Cleveland, Ohio 44114 on or before 1:00 p.m., September 11th, 2015. One (1) original, with blue ink signatures, two (2) copies, and one (1) electronic copy on a USB flash drive of the proposal, including supporting documentation, must be submitted. The Proposal Name and RFP number must be stated on the exterior of the submission envelope(s). This includes shipping labels.

Vendors awarded under RFP #21165 do not need to complete a proposal for RFP #21165S. RFP #21165S is intended to meet a need for supplemental vendors for the good/services described above.

There will be two pre-proposal meetings for this RFP. One at 10:00 a.m. on August 21, 2015 and another at 10:00 a.m. on August 26, 2015. Both meetings will be located at the Building Trades Office, 3840 Ridge Road, Cleveland, Ohio 44144. Attendance at one of the pre-proposal meetings is suggested, but not required. Written questions will be accepted via e-mail or fax until 12:00 pm on September 1, 2015. No telephone calls will be permitted. Send questions to: Fax # 216-436-5118 or e-mail your questions to: Denyse.Hirsch@clevelandmetroschool.org. 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 September 4th, 2015.

Under no circumstances should any person or firm interested in providing services identified in this RFP, their designees, or any 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 vendor pursuant to this RFP.

This is a Request for Proposals, and as such will not be publically opened. After all submissions have been reviewed, the final evaluations of the committee will determine the awarded vendor. Public Records Requests will not be accepted until a contract is signed.

Vendors will be notified, in writing, of award and non-award status upon receipt of an approved resolution.

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 proposal must complete the appropriate forms and submit same with their proposal. 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 proposers in preparing or submitting a proposal and reserves the right to reject any and all proposals received.

A handwritten signature in black ink, appearing to read 'M. Angela Foraker', with a stylized, cursive script.

M. Angela Foraker
Director of Procurement

SECTION 3: INSTRUCTIONS TO PROPOSERS

1. All Proposals shall be made upon the Proposal Form(s) furnished. All information requested in the proposal and in the proposal package must be filled in legibly and completely with blue ink signatures, or the proposal may be considered non-responsive. No oral, telephonic or telegraphic proposals or modifications will be considered.

Proposal name: Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities on an "As Needed" Term Agreement Basis for the Building Trades Division and RFP number: #21165S must be on outside envelope of submittals including shipping labels.

2. Proposals 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 pm** current local time on **September 11th, 2015**.
3. All submissions must include: **One (1) original, with blue ink signatures, two (2) copies, and one (1) electronic copy on a USB flash drive of the proposal, including supporting documentation.** 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 Proposal will be **disqualified**. This applies to **copies only**.
4. No Proposal may be withdrawn for at least ninety (90) days after receipt of proposal at **1:00 pm** current local time, on **September 11th, 2015**.
5. Written questions may be directed to the Purchasing Division via fax/email to: 216-436-5118 or **Denyse.Hirsch@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 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 vendor pursuant to this RFP. 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 Proposals, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional proposals.
7. Proposer understands and agrees that subsequent to submission of the Proposal, any District resolution authorizing the award of a contract or agreement does not vest any contractual rights in the bidder.
8. Proposer 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. Proposer further acknowledges and agrees that any such District resolution may be revoked, at any time prior to execution of a formal, written contract.
10. Proposer acknowledges and agrees that it has no vested contractual right until such time as a purchase order and contract have been issued.

11. Proposer 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 proposal.
12. Proposers 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 proposer'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 proposer.
16. The District reserves the right to award the proposal 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 request for Proposals should be submitted before **1:00 pm** current local time, **September 11th, 2015** 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 copy on a USB flash drive of the proposal, including supporting documentation** of the following:
 - a. Completed Proposal Form including evidence of State certification to perform the work required.
 - b. Signed Acknowledgement for Instructions to Proposers.
 - c. Completed and notarized proposer'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 Proposal Form, Proposer's Qualification Form, etc.
 - i. Completed and notarized Debarment Form
 - j. Addendum Acknowledgement Form acknowledging all addenda issued
18. Proposer shall not include Ohio Sales Tax in the price quoted. The Cleveland Metropolitan School District will provide tax exempt certificate to the successful Proposer.

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).

19. INSURANCE

The successful company, their subcontractors and suppliers of labor and/or materials for Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various facilities on an "As Needed" Term Agreement Basis for the Building Trades Division 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 \$1,000,000.00 Limit of Liability	- including limited contractual liability (per occurrence)
b. Automobile Liability \$1,000,000.00 Limit of Liability	- including non-owned, and hired (per occurrence)
c. Workers Compensation	- Workers compensation and employer's insurance to the full extent as required
d. Professional Liability \$1,000,000/ \$3,000,000	- By applicable law 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.

20. 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% for services, 20% goods and supplies, and 30% maintenance, construction/repair.

21. ADVERTISING

In submitting a proposal, 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.

SECTION 3: ACKNOWLEDGEMENT

Hereby

(Name of Company)

Acknowledges receipt of this request for Proposal and the reading of these Instructions to Proposers. 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 Proposal 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:

TITLE:

DATE:

SECTION 3: VENDOR REQUEST FORM

Requesting Department: _____

Initiator's Name: _____

Telephone Number _____ Fax Number _____

NEW: YES ☐ NO ☐

CORRECTION: YES ☐ NO ☐

.....
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 3: TAXPAYER ID FORM

Form W-9 (Rev. December 2014) 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.
	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; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Apply to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)		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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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 1096 (home mortgage interest), 1096-E (student loan interest), 1096-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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What Is FATCA reporting?* on page 2 for further information.

SECTION 3: NO PROPOSAL FORM

This form only needs to be completed by vendors who are not submitting a proposal under RFP #21165S

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

E-Mail Address:

Telephone No.:

()

Fax No.:

(Toll Free) Telephone No:

Date:

Purchasing Division
1111 Superior Avenue E, Suite 1800
Cleveland, Ohio 44114

SECTION 3: 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 opinions 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. Do 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 immediate 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
(organization)

the 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 3: DEBARMENT FORM



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



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 4: 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 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 in the City of Cleveland?
10. Has your organization ever been sued by a customer for failure to timely complete a Contract or properly perform services? 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, Agent, 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 proposal.

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 Agent, date and amount of taxes overdue and resolution of the issue.
19. Is your organizations and its' principals current in payment of personal property taxes?
20. The prospective lower tier participant certifies, by submission of this proposal, 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 Federal Department or Agent.
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 bid.

SECTION 4: PROPOSER'S QUALIFICATION FORM NOTARIZED STATEMENT

_____being duly sworn and deposes says

that he/she is the _____ of
(title)

_____, and answers to all
(organization)

the 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 4: ADDENDUM ACKNOWLEDGEMENT FORM

RFP #21165S: Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities on an "As Needed" Term Agreement Basis for the Building Trades Division

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

Signature:_____ Date:_____

SAMPLE: 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

SAMPLE: STANDARD ACORD INSURANCE FORM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td colspan="2">INSURER A :</td> </tr> <tr> <td colspan="2">INSURER B :</td> </tr> <tr> <td colspan="2">INSURER C :</td> </tr> <tr> <td colspan="2">INSURER D :</td> </tr> <tr> <td colspan="2">INSURER E :</td> </tr> <tr> <td colspan="2">INSURER F :</td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
CONTACT NAME:																					
PHONE (A/C, No, Ext):	FAX (A/C, No):																				
E-MAIL ADDRESS:																					
INSURER(S) AFFORDING COVERAGE	NAIC #																				
INSURER A :																					
INSURER B :																					
INSURER C :																					
INSURER D :																					
INSURER E :																					
INSURER F :																					
INSURED 																					

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
	<p>AUTHORIZED REPRESENTATIVE</p>

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

SECTION 5: 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 _____ (sole
owner, partner, president secretary, etc.)

_____ 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: _____

SECTION 6: DIVERSITY BUSINESS ENTERPRISE PARTICIPATION FORMS

PART 1 – THE DISTRICT’S DBE PROGRAM

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, supplies, 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 percents and vary by the type of contract awarded:

- ◆ 15% service contracts
- ◆ 20% goods and supplies
- ◆ 30% maintenance/construction repair

For example if the District awards a roof repair contract in the amount of \$ 100,000 to a Non- DBE contractor, 30% or \$ 30,000 of the contract work could be awarded to a DBE subcontractor.

A Diversity Business Enterprise encompasses Minority Business Enterprise (MBE's) and Female Business Enterprises (FBE's).

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

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

A company may be in compliance with the District's DBE program although the applicable numerical goal is not met if the 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.

*PART 1 - TERMS AND CONDITIONS OF NOTICE AND REQUIREMENTS TO ENSURE DBE
OPPORTUNITY*

Definition of DBE: A Diversity 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 at 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.

- (a) "Socially diverse individuals" means individuals who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their qualities as individuals.
- (b) "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 Latino Americans, Native Americans, Asian-Pacific Islander Americans, Subcontinent-Asian Americans) are to be considered socially and economically diverse.

A Female Business Enterprise (FBE)

"Female-owned small business concern" means a small business concern:

- (a) Which is at least (51) percent owned by one or more women; or, in the case of any publicly owned business, at least (51) percent of the stock of which is owned by one or more women: and
 - (b) Whose management and daily business operations are controlled by one or more women.
1. DBE participation will be counted toward meeting the goals outlined in the notice as follows:
 - a. The total dollar value of a direct contract or subcontractor indirect subcontract Awarded to 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 venture will be counted toward the applicable goal, (PLEASE RETURN DBE FORM B).
 - 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 the 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 proposer 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-bids, 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 bid.
- 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 may 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.
12. Nothing in this Notice shall be interpreted to diminish the present contract compliance review.

PART 2 - DBE FORM A: GENERAL INFORMATION

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 (name or print): _____

Date: _____

Title: _____

DO NOT COMPLETE BELOW THIS LINE

Compliance ☐ **Compliance-pending** ☐ **Non-compliance** ☐

Compliance Date _____

Signature, Diversity Business Enterprise Department

Date

PART 2 - DBE FORM B: NOTICE OF REQUIREMENT TO ENSURE 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 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.

PART 2 - DBE FORM C: SCHEDULE MBE/FBE PARTICIPATION

Project Name: _____

Name of NON-DBE Contractor _____

Identification No.: _____

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 of a contract with the Cleveland Municipal School District.

TO BE RETURNED WITH PROPOSAL

Signature of NON-DBE Prime Contractor

PART 2 - 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

Name of FBE Firm

Signature of FBE Firm

PART 2 - DBE FORM E: DBE UNAVAILABILITY CERTIFICATION

I, _____, _____
Name Title

Of _____, certify that on _____
Non-DBE Prime Bidder

I contacted the following DBE business enterprise 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

TO BE COMPLETED BY NON-MINORITY PRIME

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_____

PART 2 - DBE FORM F: INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY

(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 the joint venture. (The DBE partner must complete DBE Form A or have current DBE certification)

(a) Describe the role 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 interests: _____

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 with prime responsibility for:

(a) Financial decisions _____

(b) Management decisions, such as

(1) Estimating _____

(2) Marketing and Sales _____

(3) Hiring and firing of Management Personnel _____

(4) Purchasing of major items or supplies _____

(c) Supervision of Field Operations _____

NOTE: If, after completing 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 contractor if the joint venture is a subcontractor.

TO BE COMPLETED BY NON-MINORITY PRIME

(JOINT VENTURE)

STATE OF]

COUNTY OF]SS.

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 VII: EOA CONTRACTUAL DECLARATION FORMS

PART 3: 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 bid 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.

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 inhabitants or more, or 'twin cities' with a combined population of at least 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 practice.
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.
4. If the vendor fails to submit an acceptable affirmative action program to the Diversity Officer, the officer will notify the Purchasing Director who will disallow the bid. Vendors who fail to comply with the District's equal employment opportunity standards may be disapproved to do business with the District by the Cleveland Municipal School District.
5. Any company which believes that it has been wrongly found not in compliance thus preventing business opportunities with the District because it does not meet the District's equal employment opportunity standards may request reconsideration by the Diversity Officer. However, the decision of the Cleveland Municipal City School District will be considered final.

C. AFFIRMATIVE ACTION PLAN

1. Vendors 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 bid 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 towards 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 make.

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 bids 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 or 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 PROGRAM GENERAL INFORMATION

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
Affirmative Action Division

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, natural 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 hereunto set my hand and affixed seal at

_____, _____, this

_____ day of _____, 20_____.

DESCRIPTION OF JOB CATEGORIES

OFFICIAL, MANAGERS AND SUPERVISORS

Occupations requiring administrative personnel who set District policies, exercise overall responsibility for execution of the plaices, 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 and buyers, and kindred workers.

PROFESSIONALS

Occupations requiring either college graduation or experience of such kind and amount as to provide a background. Includes: accountants and auditors, airplane pilots and editors, engineers, lawyers, 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 extensive 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 factor-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, doorkeepers, stewards, janitors, police officers and detectives, porters, food servers, 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 apprenticeship, regardless of whether the program is registered with a Federal or State Agent.

SECTION 7: EMPLOYMENT DATA FORM

Please note this data may be obtained by visual survey or post-employment records. 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.																
	ALL EMPLOYEES				MALES				FEMALES							
JOB CATEGORIES	TOTAL MALES & FEMALES	MALES	FEMALES	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	HISPANIC	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	ASIAN AMERICAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	HISPANIC			
OFFICIALS MGRS & SUPERVISORS																
PROFESSIONALS																
TECHNICIANS																
SALES WORKERS																
OFFICE/CLERICAL CRAFTWORKERS (SKILLED)																
OPERATIONS (SEMI- SKILLED)																
LABORERS (UNSKILLED)																
SERVICE WORKERS																
APPRENTICES																
TOTALS																
ADDITIONAL INFORMATION (OPTIONAL)																
Describe any other action 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: _____																

SAMPLE: TERM AGREEMENT



Term Agreement

Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities on an “As Needed” Term Agreement Basis for the Building Trades Division for the Cleveland Metropolitan School District

This Term Agreement is made and entered into by and between the Cleveland Metropolitan School District (the “District”), 1111 Superior Avenue E, Suite 1800, Cleveland, Ohio 44114 and Vendor Name, Address, City, State, Zip (the “Vendor”) for Providing Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities on an “As Needed” Term Agreement Basis for the Building Trades Division for the Cleveland Metropolitan School District.

Vendor agrees to adhere to all terms and conditions contained within the specifications and documentation of RFP #21165S and fully understands that their services and/or products will be based on an “as needed” basis according to the Proposal Form(s) submitted by the Vendor.

The Cleveland Metropolitan School District does not commit to any specific dollar figure or quantity amount being awarded to the Vendor for this Term Agreement or possible renewal periods. If Vendor is providing a specific service, vendor agrees to maintain all required insurance, without interruption, during the period of this Term Agreement.

The term of this Agreement will be from October 1, 2015 through September 30, 2016 pending authorization of funds at the discretion of the District. There are two renewal options for this agreement. Renewal Option 1 is for the 16-17 School Year (October 1, 2016 through September 30, 2017). Renewal Option 2 is for the 17-18 School Year (October 1, 2017 through September 30, 2018).

Initial Term Agreement rates and/or prices and renewal option rates and/or prices are listed in Attachment “A”, vendors submitted cost proposal, included and made a part herein. Vendor further agrees and understands that all pricing submitted with their proposal is non-negotiable, including renewal option periods.

Either party may cancel this Term Agreement by giving a thirty (30) day written notice to the other party.

Vendor is not to furnish any supplies or services without first obtaining a certified purchase order for said supplies or services. Invoice submitted to the District without a certified purchase order will NOT be paid. The District’s obligations as to payment remained conditioned upon Vendor providing services in accordance with this Agreement and in a reasonably prudent manner.

Should Vendor fail to provide Repair Services in accordance with this Agreement either in full or in part, the District reserves the right to refuse future payment as well as the right to collect for payments already tendered for any Repair Services that have not been performed in accordance with the terms hereof. The District shall not be liable in any manner for expenses incurred by Vendor through its utilization of third-party Vendors or Contractors.

Insurance – Vendor, at all times during the term of this Agreement, Shall, at its sole cost and expense, obtain and keep in full force and effect (i) commercial general liability insurance, including injury, death, property damage, and products, completed operations and contractual liability coverage in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence and (ii) auto liability insurance with coverage for injury, death, and property damage, including non-owned vehicles, with liability limits of not less than One Million Dollars (\$1,000,000.00) per occurrence. Vendor shall also maintain workers' compensation insurance in accordance with applicable Federal and State laws. All insurance policies shall be issued by an insurance company licensed to do business in the State of Ohio, and is satisfactory to the District, and contains an additional insured policy endorsement name with District as an additional insured.

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

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

Indemnification and Hold Harmless – The Vendor 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 Vendor or its employees, officers, or agents, in the course of the Vendor's performance of this Agreement or the Vendor's failure to perform. This indemnification and hold harmless obligation survives the term of this Agreement.

No Damages for Delay - The District shall not be held responsible for any loss, damage, costs, or expenses sustained by the Vendor 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 Vendor.

Criminal Background Check - Vendor 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 Vendor to the District upon receipt of a request at vendor's expense.

Damage to Buildings, Equipment, and Vegetation - The Vendor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the District premises. If the Vendor's failure to use reasonable care causes damage to any District property, the Vendor shall replace or repair the damage at no expense to the District as the District directs. If the Vendor fails or refuses to make such repair or replacement, the Vendor shall be liable for the cost, which may be deducted from the contract price.

Default – Any of the following events constitute default by the Vendor

- a. Failure to maintain the required insurance or equipment as well as failure to provide quality/licensed personnel or quality and safe repairs
- f. Non-performance of any term, covenant, or condition of this Agreement by Vendor within the time provided
- g. Any act of insolvency by Vendor or the filing of any petition under any bankruptcy, reorganization, insolvency, receivership, or moratorium law, or any law for the relief of or relation to debtors
- h. Failure of vendor to pay a third party(ies) resulting in any claim(s) against the District or the filing of Liens on Public funds

Effect of Default – In the event of any default by Vendor, 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 Vendors default
- c. Cure the default and obtain reimbursement from Vendor
- d. Exercise any other rights available to it in law or equity

Miscellaneous -

- a. Vendor 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 Vendor'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 vendor 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.

Conflict of Interest - The Vendor represents that he/she is not an employee or board member of the Cleveland Metropolitan School District. The Vendor further represents that no employee or board member of the Cleveland Metropolitan School District has any ownership interest in or fiduciary duties to the Vendor or any of its parent affiliations and is not on the board of directors of the Vendor or hold any officer position with the Vendor. 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 Vendor or any of its parent affiliations and are not on the board of directors of the Vendor or hold any officer position with the Vendor.

Agreed to and signed this _____ day of _____, 2015

VENDOR NAME

CMSD

Chief Executive Officer

Date

Chief Financial & Administrative Officer

Date

Approved to as Form:

Chief Legal Counsel

Date



Part 2: RFP #21165S Specifications and Proposal Forms

SECTION 1: INTRODUCTION

The Cleveland Metropolitan School District (hereafter the “District, “CMSD” or Cleveland Municipal School District) is soliciting proposals to establish term contracts with one or more qualified vendor for Commercial/Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities on an “As Needed” Term Agreement Basis for the Building Trades Division for the Cleveland Metropolitan School District for the Metropolitan School District under Request for Proposal (“RFP”) #21165S.

SECTION 2: CLEVELAND METROPOLITAN SCHOOL DISTRICT GENERAL INFORMATION

The Cleveland Metropolitan School District is a large urban school system with over 100 instructional and non-instructional sites, approximately 5,000 teachers and administrative staff, 40,000 students, and 3,500 classrooms.

SECTION 3: GENERAL SERVICE REQUIREMENTS

The following general service requirements apply to each RFP and are in addition to any component or service-specific requirements presented in the individual RFP.

- All prices must clearly delineate all costs.
- All prices must be line itemized, where applicable.
- Time and materials costs must be listed clearly, by like item, where applicable.
- An agreed-upon dispute resolution mechanism must be defined.
- There is no guarantee of any minimum amount of services that may be requested during the term of the contract.

SECTION 4: VENDOR PROFILE

The primary attributes the District seeks in a vendor include:

- Demonstrated experience and success of vendor in providing commercial/industrial services, supplies, and related materials for repairs
- Responsiveness to specifications and an understanding of District needs.
- Capacity & resources to perform the services described in the RFP.
- Availability and flexibility when it comes to meeting District needs.

SECTION 5: PROPOSAL PROCESS

The proposal process will proceed along the following guidelines, for which pertinent dates are presented in the RFP transmittal letter and respective RFP:

- Posting of RFP on CMSD Procurement webpage
- Notice in local newspaper regarding RFP posting
- Vendor submission of written questions
- On-line publication of written questions and responses
- Issuance of addendum, as necessary

- Receipt of vendors' intent to propose or not propose
- Receipt of proposals at CMSD
- Evaluation Committee review
- Notification of proposal award to selected vendor(s) and notification of non-award to other vendors
- Contract negotiation(s) with selected vendor(s)
- Contract finalization with selected vendor, final signatures obtained

All questions must be written and directed to **Denyse.Hirsch@clevelandmetroschools.org**. All questions received and responses thereto will be distributed via the District's website and to all vendors expressing intent to propose.

All information received by the District shall become the property of CMSD. The District reserves the right to accept or reject any or all proposals without explanation.

Proposers should note that the following Request for Proposals is general in nature to express a wide-ranging need. Proposers should feel free to define and specify in detail their services and products.

SECTION 6: AGREEMENT PERIOD & AWARD

The original term of this Agreement will be from October 1, 2015 through September 30, 2016 with two (2) renewal options from October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018, pending authorization of funds and under the same terms and conditions as the original Term Agreement, and at the discretion of the District. This term agreement automatically renews at the increased percentage rates for the 16-17 School Year and for the 17-18 School Year unless otherwise stated by the District. The initial contract term start date (October 1) is subject to change at the discretion of the District with written notice to the awarded vendor(s).

SECTION 7: EVALUATION CRITERIA

Proposals will be evaluated, first, as responsive or non-responsive to the RFP's specifications.

A preliminary review will be conducted of all proposals submitted on time to ensure the proposal adheres to the mandatory requirements specified in the RFP. Proposals that do not meet the mandatory requirements will be deemed non-responsive and may be rejected. In the event that all proposers do not meet one or more of the mandatory requirements, CMSD reserves the right to continue the evaluation of the proposals and to select the proposal(s) which most closely meets the requirements specified in the RFP. Responsive proposals to this RFP must include, or meet, the following mandatory requirements:

1. Timely Submission
2. Transmittal Cover Letter
3. Responses to proposal requirements
4. Experience and qualifications to provide the services
5. Cost proposals
6. Signature acknowledgement
7. References

Second, the 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:

- **25 % Demonstrated ability to meet the scope of work**
- **10 % Demonstrated technical capability (proven track record), etc.**
- **25 % Qualification and expertise of staff proposed for this project.**
- **40 % Cost**

Evaluations are based on the submitted proposal. Follow-up discussions with the proposer's best suited to complete the work may be requested. CMSD reserves the right to interview or to seek additional information related to criteria already specified in the RFP after opening the proposals, but prior to entering into a contract, to reject any or all proposals, and to award a contract to one or multiple vendors as the District deems necessary to meet its objectives. The District also reserves the right to check references identified by any proposer from any vendor that submitted a proposal. CMSD will select the proposal(s) deemed to be most advantageous, with price and other criteria factors considered.

SECTION 8: PROPOSAL REQUIREMENTS

The specifications for RFP #21165S are described below. Vendors are required to provide the information below as well as complete the Compliance Section Part I (Purchasing Documents). The narrative part of the proposals must present the following information and be organized with the following headings. Each heading should be separated by tabs or otherwise clearly marked.

Proposal responses are to be divided into sections as follows:

1. **Transmittal Cover Letter**-prepare a letter transmitting the proposal on business letterhead. The letter should identify the business name, 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 obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for a ninety (90) day period.
2. **A completed set of Required Purchasing Division documents set forth in Part 1 of this RFP.**
3. **General Information Section**
 - a. Executive summary: Information about the firm's history, structure, organizational metrics, and qualifications for fulfilling CMSD's requirements
 - b. Business Health: information about the firm's financial structure and viability, particularly as it relates to fulfilling a multiple year agreement.
 - c. Experience and expertise: information about the firm's current and previous contracts, particularly those with organizations similar to CMSD.
 - d. General narratives about at least three clients using services similar to those being proposed for CMSD (including detailed reference information for those clients in Section 9).
 - e. Management support services: information about staff, project, issue, performance, quality, and risk management methodology.
 - f. Security: information about the firm's policies, practices, and standards for maintaining the confidentiality and integrity of client's data, intellectual property, and trade secrets.
 - g. Risks: firm's evaluation of the greatest challenges and risks associated with the particular services and suggestions for mitigating risk
 - h. Dispute resolution: information about the firm's standard dispute resolution methodologies.
 - i. Technical Section: The Technical Section of the proposal shall specifically address the manner in which the proposer will meet the minimum requirements present below in Section 10. Proposer shall address the quantitative and qualitative resources to the accomplishment of these requirements. The proposal shall provide enough information so that the evaluators will be able to determine the proposer's ability to meet each requirement set forth below. Simply paraphrasing the RFP statement of requirements will not be sufficient data for the evaluation and may be considered as a non-responsive proposal response.

SECTION 9: 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/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Service: _____

Description of Services Provided: _____

Reference #2:

Company/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Service: _____

Description of Services Provided: _____

Reference #3:

Company/School Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Service: _____

Description of Services Provided: _____

SECTION 10: SPECIFICATIONS

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 faxed to (216) 436-5118 ATTN: Denyse, or
- 3) submitted via e-mail to: Denyse.Hirsh@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 **Tuesday, September 1st, 2015**. 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, 2015 and terminating September 30, 2016**. 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, 2016 to September 30, 2017** and **October 1, 2017 to September 30, 2018**), 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.

Request for Proposal – ASPHALT

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. 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 Municipal 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 #21165S - ASPHALT

The undersigned proposes to provide commercial / industrial asphalt repair services for various sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) under the same terms and conditions as the current contract and for the following price(s).

1. **Pothole Patching:** Remove debris and clean area to be resurfaced, prepare hole with tack material; fill with #404 hot asphalt and compact; feather and taper all edges; seal edges with asphaltic concrete tack.

	Cost Per Ton
October 1, 2015 through September 30, 2016	\$ _____
October 1, 2016 through September 30, 2017	\$ _____
October 1, 2017 through September 30, 2018	\$ _____

2. **Strip Patching:** Remove debris and clean area to be resurfaced, level area with limestone (#304) or comparable) and compact; apply asphaltic concrete tack to all existing asphalt surfaces; pave area with a minimum 2" thick layer of #404 hot asphalt.

	Cost Per Ton
October 1, 2015 through September 30, 2016	\$ _____
October 1, 2016 through September 30, 2017	\$ _____
October 1, 2017 through September 30, 2018	\$ _____

3. **Saw Cut Repair:** Saw cut and square area to be repaired; remove debris and clean; apply limestone base (#304 or comparable) and compact (thickness of limestone to be determined by depth of pothole in accordance with industry standards; fill hole with #404 hot asphalt and compact; seal all edges with asphaltic concrete tar.

	Cost Per Square Foot
October 1, 2015 through September 30, 2016	\$ _____
October 1, 2016 through September 30, 2017	\$ _____
October 1, 2017 through September 30, 2018	\$ _____

Material Mark Up Percentage: _____%

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal - **BOILERS**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District.

The Cleveland Municipal 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 #21165S - BOILERS

The undersigned proposes to provide commercial / industrial boiler services for various sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal – **BUILDING & GROUNDS**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – BUILDING & GROUNDS

The undersigned proposes to provide commercial / industrial **building grounds** services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal - **CARPENTRY**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District.

The Cleveland Municipal 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 #21165S - CARPENTRY

The undersigned proposes to provide commercial / industrial carpenter services for various sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal - **CONCRETE**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S - CONCRETE

The undersigned proposes to provide commercial / industrial concrete repair services at various sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) under the same terms and conditions as the current contract and for the following price(s).

1: Walks, Driveways, and Aprons

Section A: Labor, material and equipment for removal and disposal of existing concrete and installation of 6.5 sack ready-mixed concrete for the following depths of:

		Per Square Foot
October 1, 2015 through	4" with #10 wire mesh, saw-cut control joints	\$ _____
	6" with #58 wire mesh, saw-cut control joints	\$ _____
September 30, 2016	8" with #58 wire mesh, saw-cut control joints	\$ _____
October 1, 2016 Through	4" with #10 wire mesh, saw-cut control joints	\$ _____
	6" with #58 wire mesh, saw-cut control joints	\$ _____
September 30, 2017	8" with #58 wire mesh, saw-cut control joints	\$ _____
October 1, 2017 Through	4" with #10 wire mesh, saw-cut control joints	\$ _____
	6" with #58 wire mesh, saw-cut control joints	\$ _____
September 30, 2018	8" with #58 wire mesh, saw-cut control joints	\$ _____

Section B: Labor, material and equipment for removal and disposal of existing concrete curbs and installation of 6.5 sack ready-mixed concrete for the following:

Per Lineal Foot

October 1, 2015 through September 30, 2016

6" x 18" curb, saw-cut control joints \$ _____

October 1, 2016 through September 30, 2017

6" x 18" curb, saw-cut control joints \$ _____

October 1, 2017 through September 30, 2018

6" x 18" curb, saw-cut control joints \$ _____

Section C: Labor, material and equipment for installation of the following compacted materials:

Per Cubic Yard

October 1, 2015 through September 30, 2016

Extra fill dirt \$ _____

304 limestone base material \$ _____

October 1, 2016 through September 30, 2017

Extra fill dirt \$ _____

304 limestone base material \$ _____

October 1, 2017 through September 30, 2018

Extra fill dirt \$ _____

304 limestone base material \$ _____

2: Steps

Labor, material and equipment for removal and disposal of existing concrete or stone steps and installation of 6.5 sack ready-mixed concrete, including forms, #4 steel reinforcement bar @ 12" centers, horizontal and vertical, minimum of 6" thickness by the width of stairs, with tooled nosings.

Per Cubic Yard

October 1, 2015 through September 30, 2016 \$ _____

October 1, 2016 through September 30, 2017 \$ _____

October 1, 2017 through September 30, 2018 \$ _____

3: Retaining Walls

Labor, material and equipment for removal and disposal of existing concrete or stone retaining walls and installation of 6.5 sack ready-mixed concrete, including excavation, backfill, installation of forms, 2 layers of #4 steel reinforcement bar @ 12" centers horizontal, 2 layers of #5 steel reinforcement bar @ 8" centers vertical, and finishing of exposed surfaces of walls.

Per Cubic Yard

October 1, 2015 through September 30, 2016 \$ _____

October 1, 2016 through September 30, 2017 \$ _____

October 1, 2017 through September 30, 2018 \$ _____

Material Mark Up Percentage: _____%

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal - **ELECTRICAL**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S - ELECTRICAL

The undersigned proposes to provide commercial / industrial electrical services at various sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal - **ENVIRONMENTAL**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S - ENVIRONMENTAL

The undersigned proposes to provide commercial / industrial environmental services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal – **FENCING**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – FENCING

The undersigned proposes to provide commercial / industrial fence repair services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal – Fire Alarms

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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, materials, 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 Building Trades Division.

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 Municipal 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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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.

VII. 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 Municipal School District Building Trades Division. 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;

- a. Local
- b. Emergency Voice/ Alarm Service
- c. Auxiliary
- d. Remote Station
- e. Proprietary
- f. Central Station
- g. Alarm Notification Appliances and Circuits
- h. Signaling Line Circuits
- i. System Power Supplies
- j. 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:

- a. Pull Stations
- b. Smoke Detectors
- c. Duct Detectors
- d. Annunciators
- e. Horns
- f. Strobe Lights
- g. Control Panel
- h. Pressure Switches
- i. Trouble Indicating Lights
- j. Relays
- k. 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 Building Trades Division 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 Municipal 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
- Martin Luther King Jr. Day
- Independence Day
- Labor Day
- Discoverer’s Day / Veteran’s Day
- President’s Day
- Memorial Day
- Thanksgiving Day
- The day after Thanksgiving
- 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 Type / System Name	Number of Pull Stations	Number of Smoke Detectors	Battery Back-Up?		Hearing Impaired Equipment?		Monitoring Capable?	
				Yes	No	Yes	No	Yes	No
A. A. Benesch	Simplex	11	7		√		√		√
A. J. Rickoff	EST	18	143	√		√		√	
Adlai Stevenson	EST	16	9	√		√		√	
Almira	Simplex Control 01								
Anton Grdina	EST2								
Artemus Ward	Silent Knight	13	3	√		√		√	
Benjamin Franklin	Faraday	9			√		√		
Bolton	Simplex	8		√			√		
Bratenhal Dev Center	Simplex	10		√		√		√	
Brooklawn	Auto Call	6			√		√		
Buhrer	Quick EST	15	11	√		√		√	
Campus International	Notifier	8	60	√		√		√	

School Name	Fire Alarm Type / System Name	Number of Pull Stations	Number of Smoke Detectors	Battery Back-Up?		Hearing Impaired Equipment?		Monitoring Capable?	
				Yes	No	Yes	No	Yes	No
Carl A. Shuler	Auto Call	15	5		√		√		
Case	Simplex	19			√		√		
Charles A. Mooney	Edwards	19			√		√		
Charles Dickens	EST	13		√		√		√	
Charles W. Eliot	Simplex 4002	17		√			√		
Clara E. Westropp	Edwards	25			√		√		
Clark	Simplex 4002	14			√	√			
Collinwood	Simplex 4002	49	4	√			√	√	
Cranwood	Auto Call	7			√		√		√
CSA @ Dike Montessori	Edwards & Simplex	18			√		√		
Daniel E. Morgan	Simplex	8			√		√	√	
Denison	Simplex	11			√		√		
Douglas MacArthur	Simplex	11			√		√		√
East 49 th St. Depot	Auto Call	5		√			√		√

School Name	Fire Alarm Type / System Name	Number of Pull Stations	Number of Smoke Detectors	Battery Back-Up?		Hearing Impaired Equipment?		Monitoring Capable?	
				Yes	No	Yes	No	Yes	No
East Clark	Notifier NFW2-100	13	8	√		√		√	
East Tech	ADT & Bosch	40		√			√		
Euclid Park	Simplex 4010	11	6	√		√		√	
Franklin D. Roosevelt	FCI	20	29	√		√		√	
Fullerton	Simplex	7		√		√			
Garfield	EST	17	31	√		√		√	
Garrett Morgan	Simplex 4002	21		√		√			
George Washington Carver	Siemens Fire Finders	31	50	√		√		√	
Glenville	ADT	26		√		√			
H. Barbara Booker	Auto Call SA	12		√			√		
Hanna Gibbons	Honeywell Silent Knight	14		√		√		√	
Harry E. Davis	Auto Call	23		√			√		
Harvey Rice	EST-2 Edwards	25	20	√		√		√	
Health Careers	Simplex	15	7	√		√			√

School Name	Fire Alarm Type / System Name	Number of Pull Stations	Number of Smoke Detectors	Battery Back-Up?		Hearing Impaired Equipment?		Monitoring Capable?	
				Yes	No	Yes	No	Yes	No
Iowa Maple	Simplex & ADT	15		√		√			
James F. Rhodes	EST	???		√		√		√	
Jane Addams	Simplex	18		√			√		
John Adams	Simplex 4100U	40		√		√		√	
John F. Kennedy	Honeywell	25			√		√		
John Hay	Edwards EST2, System 3	51		√			√	√	
Joseph M. Gallagher	Simplex	39		√			√		
Kentucky	Auto Call	7			√		√		
Lakeside Administration	ADT QS4	26		√		√		√	
Lincoln West	Simplex 4020	50		√		√		√	
Louis Agassiz	Simplex 4010	12		√		√			
Louisa May Alcott	Simplex	8			√	√			
Luis Munoz Marin	Simplex	20			√	only in new bldg	√		

School Name	Fire Alarm Type / System Name	Number of Pull Stations	Number of Smoke Detectors	Battery Back-Up?		Hearing Impaired Equipment?		Monitoring Capable?	
				Yes	No	Yes	No	Yes	No
Margaret Spellacy	Simplex 4002	20		√			√		√
Marion C. Seltzer	Simplex	10		√			√		
Marion Sterling	Simplex	8		√			√		
Martin Luther King, Jr	ADT	36		√		√			
Mary B. Martin	Simplex Grinnell Notifier	14		√		√		√	
Mary M. Bethune	ADT Notifier	15		√		√		√	
Max Hayes	Bosch	29		√		√			
McKinley	Notifier	17		√		√		√	
Memorial	Game Well	16		√	√	√		√	
Miles	EST-2								
Miles Park	Simplex	16	11	√		√		√	
Michael White	Tele-Call	4			√		√		
Mound	Siemens-Firefinder	18	39	√		√		√	
Nathan Hale	Siemens Fire Finder	11	14	√		√		√	

School Name	Fire Alarm Type / System Name	Number of Pull Stations	Number of Smoke Detectors	Battery Back-Up?		Hearing Impaired Equipment?		Monitoring Capable?	
				Yes	No	Yes	No	Yes	No
Orchard	Simplex 4100ES								
Nathaniel Hawthorne	MS-442B	12		√		√		√	
Newton D. Baker	Auto Call SA	18			√		√		
O. H. Perry	Edwards	17	√	√					
Patrick Henry	EST	18	8	√		√		√	
Paul Dunbar	Honeywell-Notifier								
R.G. Jones	Silent Knight IFP-100	16	11	√		√		√	
Riverside	Simplex 4010	5				√		√	
Robert Jamison	Simplex 4010	25	22	√		√		√	
Scranton	Simplex 4002	12		√		√			
South	Fire Command Center	33		√		√			
Sunbeam	Simplex 4203-2	11			√		√		√
Thomas Jefferson	Siemens FS250	23	13	√		√		√	
Tremont	Simplex	26			√		√		

School Name	Fire Alarm Type / System Name	Number of Pull Stations	Number of Smoke Detectors	Battery Back-Up?		Hearing Impaired Equipment?		Monitoring Capable?	
				Yes	No	Yes	No	Yes	No
Valley View	Auto Call	6			√		√		√
Wade Park	Simplex 4010	12	12	√		√		√	
Walton	Simplex	20			√		√		
Warner	Simplex 4100U	28	148	√		√		√	
Washington Park (mechanical building)	Simplex 4002	1		√			√		
Washington Park (trailers)	ADT	5		√		√		√	
Washington Park (greenhouse)	Auto Call	1			√		√		
Washington Park (pavilion building)	Auto Call	4			√		√		
Washington Park (science building)	Simplex	2		√			√		
Watterson Lake	Simplex 4247-2	11			√		√		
Waverly	Simplex 4002	19		√			√		
Whitney Young	Simplex 4020	41			√		√		

School Name	Fire Alarm Type / System Name	Number of Pull Stations	Number of Smoke Detectors	Battery Back-Up?		Hearing Impaired Equipment?		Monitoring Capable?	
				Yes	No	Yes	No	Yes	No
Wilbur Wright	Edwards	26	28		√		√		
William C. Bryant	Simplex 4005	13		√		√			
Willow	Simplex 4204-2	8			√		√		
Willson	Simplex 4010	21		√		√		√	

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
A. A. Benesch.	Simplex	
A. J. Rickoff	EST	
Adlai Stevenson	EST	
Almira	Simplex	
Anton Grdina	EST	
Artemus Ward	Silent Knight	
Benjamin Franklin	Faraday	
Bolton	Simplex	
Bratenahl (Professional Development Center)	Simplex	
Brooklawn	Auto Call	
Buhrer	EST	
Campus International	Notifier	
Carl Shuler	Auto Call	
Case	Simplex	
Central Kitchen		
Charles Dickens	EST	
Charles Eliot	Simplex 4002	
Central	Auto Call SA	
Charles A. Mooney	Edwards	

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
Charles W. Eliot	Simplex 4002	
Clara E. Westropp	Edwards	
Clark	Simplex 4002	
Collinwood	Simplex 4002	
Cranwood	Auto Call	
CSA @ Dike Montessori	Edwards & Simplex	
Daniel E. Morgan	Simplex	
Denison	Simplex	
Douglas MacArthur	Simplex	
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	

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
Harry E. Davis	Auto Call	
Harvey Rice	EST2- Edwards	
Iowa Maple	Simplex & ADT	
James F. Rhodes	Edwards System Technology	
Jane Addams	Simplex	
John Adams	Simplex 4100U	
John F. Kennedy	Honeywell	
John Hay	Edwards EST2, System 3	
John Marshall		
Joseph M. Gallagher	Simplex	
Kentucky	Auto Call	
Lakeside Administration	ADT QS4	
Lincoln West	Simplex 4020	
Louis Agassiz	Simplex 4010	
Louisa May Alcott	Simplex	
Luis Munoz Marin	Simplex	
Margaret Spellacy	Simplex	
Marion Seltzer	Simplex	
Marion Sterling	Simplex	

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
Martin L. King	ADT	
Mary B. Martin	Simplex Grinnell	
Mary M. Bethune	ADT	
Max Hayes	Bosch	
McKinley	Notifier	
Memorial	Game Well	
Michael White	Tele-Call	
Miles	EST-2	
Miles Park	Simplex	
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	
Health Careers	Simplex	
R.G. Jones	Silent Knight IFP-100	

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
Riverside	Simplex 4010	
Robert H. Jamison	Simplex	
Scranton	Simplex 4002	
South	Fire Command Center	
Sunbeam	Simplex 420302 SU	
Thomas Jefferson	Siemens FS250	
Tremont	Simplex	
Valleyview	Auto Call	
Wade Park	Simplex 4010	
Walton	Simplex	
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	
Waverly	Simplex 4002	
Whitney Young	Simplex 4020	
Wilbur Wright	Edwards	

Facility	Fire Alarm System	Number of Hours to Conduct Inspection / Test
William C. Bryant	Simplex 4005	
Willow	Simplex 4204-2	
Woodland Hills	Simplex 4010	

Request for Proposal - **GENERATORS**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. **Agreement Period**

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division 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.

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 \$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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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		Natural Gas
ANTON GRDINA	Cummins	DSAE	Natural Gas
ARTEMUS WARD	Cummins	GGHH-7092548	Natural Gas
BUHRER	Cummins	100GGHH	Natural Gas
CENTRAL KITCHEN	Kohler	KSS-DMTA 0040S	Natural Gas
CHARLES DICKENS	Cummins	100GGHH	Natural Gas
DANIEL MORGAN	Kohler	60RZG	Natural Gas
EAST CLARK	Cummins	DSGAA	Natural Gas
EAST PROFESSIONAL CENTER	Kohler		Diesel
EUCLID PARK	Cummins	100GGHE	Natural Gas
GARFIELD	Kohler	100RZG	Natural Gas
GEORGE W. CARVER	Cummins	150GGLB	Natural Gas
HANNAH GIBBONS	Generac SG0030	Generac 3.9V6	Natural Gas
HARVEY RICE	Cummins	125GGLA	Natural Gas
JAMES F. RHODES	Kohler	100RZG	Natural Gas
JOHN ADAMS	Olympia G30F#	Ford ESG642	Natural Gas
JOHN HAY	Kohler	100REOZJB	Diesel

FACILITY	Manufacturer.	Generator Model	Fuel
LINCOLN WEST	Kohler	30R72	Natural Gas
MARY B. MARTIN	Kohler	50REOZJB	Natural Gas
MARY BETHUNE	Kohler	60RZG	Natural Gas
MEMORIAL	Cummins	DGCB-5703086	Diesel
MILES	Cummins GGHH132	6.8L Ford	Natural Gas
MILES PARK	Kohler	100RZG	Natural Gas
MOUND	Cummins 60 GGHE 6122321	Ford WSG 1068	Natural Gas
NATHAN HALE	Cummins	60GGHE	Natural Gas
ORCHARD	Kohler	100REZGD	Natural Gas
PAUL DUNBAR	Cummins GGHH 1211707	Ford WSG 1068	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 #21165S – GENERATORS

The undersigned proposes to provide commercial / industrial generator services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) under the same terms and conditions as the current contract and for the following price(s).

CONTRACT PERIOD OCTOBER 1, 2015 through SEPTEMBER 30, 2016

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS \$ _____

AND CUSTODIAL TRAINING:

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD OCTOBER 1, 2016 through SEPTEMBER 30, 2017

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS \$ _____

AND CUSTODIAL TRAINING:

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD OCTOBER 1, 2017 through SEPTEMBER 30, 2018

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS \$ _____

AND CUSTODIAL TRAINING:

HOURLY RATE FOR REPAIRS: \$ _____

Material Mark Up Percentage: _____ %

Vendor must complete the signatory requirement below.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

PROPOSAL FORM #21165S – GENERATORS

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

John Hay		
Lincoln West		
Mary B. Martin		
Mary Bethune		
Memorial		
Miles		
Miles Park		
Mound		
Nathan Hale		
Patrick Henry		
Robinson G. Jones		
Robert Jamison		
Thomas Jefferson		
Wade Park		
Warner		
Willson		

Request for Proposal - **GLAZING**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S - GLAZING

The undersigned proposes to provide commercial / industrial glazing services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015 through September 30, 2016	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
 October 1, 2016 through September 30, 2017	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
 October 1, 2017 through September 30, 2018	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal - HVAC

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S - 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 Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **MASONRY**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – MASONRY

The undersigned proposes to provide commercial / industrial masonry services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **OVERHEAD DOORS**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – OVERHEAD DOORS

The undersigned proposes to provide commercial / industrial overhead door services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015 through September 30, 2016	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
 October 1, 2016 through September 30, 2017	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
 October 1, 2017 through September 30, 2018	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **PAINTING**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – PAINTING

The undersigned proposes to provide commercial / industrial painting services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **PLASTER**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – PLASTER

The undersigned proposes to provide commercial / industrial plaster services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **PLAYGROUNDS**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division during the 1st week of the succeeding month's activity. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – PLAYGROUNDS

The undersigned proposes to provide commercial / industrial playground services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015 through September 30, 2016	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
 October 1, 2016 through September 30, 2017	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
 October 1, 2017 through September 30, 2018	Standard	\$ _____	\$ _____
	Overtime	\$ _____	\$ _____
	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **PLUMBING**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S - PLUMBING

The undersigned proposes to provide commercial / industrial plumbing services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- PUMPS

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S - PUMPS

The undersigned proposes to provide commercial / industrial pump services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal - **ROOFING**

The Cleveland Municipal School District is currently seeking proposals from qualified companies for providing commercial / industrial roofing services for 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

III. 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.

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 to the Building Trades Division. The initial update form will be provided by the District.

The Cleveland Municipal 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 #21165S - ROOFING

The undersigned proposes to provide commercial / industrial roofing services for various sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- SHEETMETAL

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S - SHEETMETAL

The undersigned proposes to provide commercial / industrial sheetmetal services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **SPRINKLER SYSTEMS**

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 Building Trades Division.

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 Municipal 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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 & 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 Municipal School District Building Trades Division. Inspection / test results will identify type of sprinkler system and/or systems and all peripheral equipments 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 Building Trades Division consistent with the amounts entered on the Bid Form pages of these specifications.

X. Hours of Repair

All work is to be performed during regular working day / week of the Building Trades Division. 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 Municipal 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
- Independence Day
- Labor Day
- Discoverer's Day / Veteran's Day
- President's Day
- Memorial Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

XII. Contract Period

This contract will be in effect from October 1, 2015 through September 30, 2016 with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018), 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"

School Name	Sprinkler System Tied Into Fire Alarm System?		Comments
	Yes	No	
Adlai Stevenson			
Almira			
Andrew J. Rickoff	√		Entire building , fire pump
Anton Grdina			
Buhrer			
Charles Dickens			
Charles A. Mooney	√	√	Sprinkler system is tied into fire alarm in only 3 classrooms
Clara E. Westropp		√	stand alone sprinkler system in shop classes, incinerator room & tractor shed
Daniel E. Morgan	√		Fire pump
East Professional Center			
East Tech	√		garage area and shops
East 49 th Depot			garage area and shops
Euclid Park			Entire building
Franklin D. Roosevelt	√		Fire pump
Garrett Morgan		√	stand alone sprinkler system in the gym and kitchen only
George W. Carver			
Hannah Gibbons	√		
Harvey Rice			
Health Careers		√	stand alone sprinkler system
James F. Rhodes			Fire pump
Jane Addams		√	stand alone sprinkler system
John Adams		√	stand alone sprinkler system
John Hay			Fire pump
John Marshall			

School Name	Sprinkler System Tied Into Fire Alarm System?		Comments
	Yes	No	
Joseph Gallagher	√		
Kentucky			
Lake Center Depot			Garage area and shops
Lakeside Adm. Building			
Lincoln West			shops and child care
Louisa M. Alcott			
Luis M. Marin			
Margaret Spellacy		√	stand alone sprinkler system
Marion Sterling		√	stand alone sprinkler system
Martin Luther King, Jr			Garage
Mary B. Martin	√		Fire pump
Mary M. Bethune	√		Fire pump
Max Hayes		√	stand alone sprinkler system in paint booths only
Memorial	√		
Miles			
Miles Park	√		
Mound			
Orchard			
Patrick Henry			Fire pump
Paul Dunbar			
Ridge Road Depot			Garage area and shops
Riverside	√		Entire building
Robert Jamison			
South			garage and shops
Sunbeam	√		sprinkler system is only in basement custodial storeroom & basement science room are tied into fire alarm system

School Name	Sprinkler System Tied Into Fire Alarm System?		Comments
	Yes	No	
Wade Park			Fire pump
Warner	√		Entire building
Whitney Young		√	sprinkler system in area under auditorium
Wilbur Wright		√	The east wing, woodshop appears to be connected to a fire alarm system, but not sure
Willson			
Woodland Data Center		√	

PROPOSAL FORM – SPRINKLER SYSTEMS

The undersigned proposes to provide commercial / industrial sprinkler system services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) under the same terms and conditions as the current contract and for the following price(s).

CONTRACT PERIOD OCTOBER 1, 2015 through SEPTEMBER 30, 2016

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD OCTOBER 1, 2016 through SEPTEMBER 30, 2017

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

CONTRACT PERIOD OCTOBER 1, 2017 through SEPTEMBER 30, 2018

HOURLY RATE FOR CONDUCTING INSPECTIONS / TESTS: \$ _____

HOURLY RATE FOR REPAIRS: \$ _____

Material Mark Up Percentage: _____ %

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Facility	Number of Hours to Conduct Inspection / Test	Bid Amount (\$)
Adlai Stevenson		
A. J. Rickoff		
Administration Building		
Buckeye Woodland		
Buhrer		
Charles A. Mooney		
Clara E. Westropp		
Daniel E. Morgan		
East Tech		
East 49 th Depot		
Euclid Park		
Franklin D. Roosevelt		
Garrett Morgan		
George Washington Carver		
Hannah Gibbons		
Harvey Rice		
Health Careers		
James Ford Rhodes		
Jane Addams		
John Adams		

Facility	Number of Hours to Conduct Inspection / Test	Bid Amount (\$)
John Hay		
Joseph M. Gallagher		
Kentucky		
Lake Center Depot		
Lincoln West		
Luis Marin		
Margaret Spellacy		
Marion Sterling		
Martin Luther King, Jr.		
Mary B. Martin		
Mary M. Bethune		
Max Hayes		
Memorial		
Miles Park		
Patrick Henry		
Ridge Road Depot		
Riverside		
Robert H. Jamison		
South		
Sunbeam		

Facility	Number of Hours to Conduct Inspection / Test	Bid Amount (\$)
Wade Park		
Warner		
Whitney Young		
Wilbur Wright		
Willson		
Woodland Data Center		

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

The Cleveland Municipal 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 will be distributed among contractors meeting District qualifications.

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – SOUND / BELL SYSTEMS

The undersigned proposes to provide commercial / industrial public address / bell system services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **AUTOMOTIVE**

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

I. Estimated Volume of Work

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

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

III. Description of Service

Commercial / industrial automotive services, inclusive of but not limited to, diagnostic testing, routine maintenance and emergency repairs on the Building Trades Division'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.

	Engine Type
1987 International Step Van (Unit # 33)	V 8
1990 Ford Box Truck (Unit #88)	370 - V2

1991 Econoline E-350 Van Unit #53)	V 8
1999 GMC Sierra Pick Up Truck (Unit #50)	V 8
2000 Ford E-350 Cutaway (Unit #31)	V 8
2008 Ford Escape (Unit #4)	V 6
2000 Ford Pick Up (Unit #30)	V 8
2001 Ford E 450 Super Duty Truck (Unit #39)	V 10
2002 Dodge 2500 Pick Up (Unit #146)	V 10
2002 GMC Savanna Cargo Van (Unit #142)	V 8
2003 Ford F250 (Unit #85)	V 10
2003 Ford E250 Van (Unit #16)	V 6
2004 Ford 250 Van (Unit #44)	V 6
1997 Dodge Van (Unit #88)	V 6
2010 Chevrolet Express (Unit # 85)	V 8
2010 Chevrolet Express (Unit # 46)	V 8
2011 Ford F250 Van (unit # tbd)	V 8

- **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.

	Tire Size
1987 International Step Van (Unit # 33)	8.25 – 20
1990 Ford Box Truck (Unit #88)	225/770R19.5
1991 Econoline E-350 Van Unit #53)	LT235/85R16E

1999 GMC Sierra Pick Up Truck (Unit #50)	LT245/75R16E
2000 Ford E-350 Cutaway (Unit #31)	LT225/75RX16E
2008 Ford Escape (Unit #4)	P235/70R16
2000 Ford Pick Up (Unit #30)	LT245/75R16E
2001 Ford E 450 Super Duty Truck (Unit #39)	LT225/75R16E
2002 Dodge 2500 Pick Up (Unit #146)	LT245/75R16E
2002 GMC Savanna Cargo Van (Unit #142)	LT245/75R16E
2003 Ford F250 (Unit #85)	LT265/75RX16E
2003 Ford E250 Van (Unit #16)	LT245/75R16E
2004 Ford F250 Van (Unit # 44)	LT245/75R16
1997 Dodge Van (Unit #88)	LT245/75R16
2011 Ford E-250 Van (unit # tbd)	LT245/75R16E

- **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.

IV. 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

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 mechanics labor for regular time
- Terms and conditions of general warranties covering work performed
- Materials cost plus % of mark-up

The Cleveland Municipal 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 #21165S - AUTOMOTIVE

The undersigned proposes to provide commercial / industrial automotive services for Building Trades Division vehicles in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

PROPOSAL FORM #21165S

CONTRACT PERIOD OCTOBER 1, 2015 THRU SEPTEMBER 30, 2016

	Oil Change	Tune Up	Brake Replacement	Tire Replacement	Exhaust System
1987 International Step Van Unit # 33	\$_____	\$_____	\$_____	\$_____	\$_____
1990 Ford Box Truck Unit #88	\$_____	\$_____	\$_____	\$_____	\$_____
1991 Econoline E-350 Van Unit #53	\$_____	\$_____	\$_____	\$_____	\$_____
1999 GMC Sierra Pick Up Truck Unit #50	\$_____	\$_____	\$_____	\$_____	\$_____
2000 Ford E-350 Cutaway Unit #31	\$_____	\$_____	\$_____	\$_____	\$_____
2008 Ford Escape Unit #4	\$_____	\$_____	\$_____	\$_____	\$_____
2000 Ford Pick Up Unit #30	\$_____	\$_____	\$_____	\$_____	\$_____
2001 Ford E 450 Super Duty Truck Unit #39	\$_____	\$_____	\$_____	\$_____	\$_____
2002 Dodge 2500 Pick Up Unit #146	\$_____	\$_____	\$_____	\$_____	\$_____
2002 GMC Savanna Cargo Van Unit #142	\$_____	\$_____	\$_____	\$_____	\$_____

2003 Ford F250	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #85					
2003 Ford E250 Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #16					
2004 Ford 250 Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #44					
1997 Dodge Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #88					
2011 Ford E-250Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit # tbd					

Charges for all other Repair Services:

MECHANIC'S HOURLY RATE \$_____

Parts (Discount % on List Price) _____%

PROPOSAL FORM #21165S

CONTRACT PERIOD OCTOBER 1, 2016 THRU SEPTEMBER 30, 2017

	Oil Change	Tune Up	Brake Replacement	Tire Replacement	Exhaust System
1987 International Step Van Unit # 33	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1990 Ford Box Truck Unit #88	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1991 Econoline E-350 Van Unit #53	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1999 GMC Sierra Pick Up Truck Unit #50	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2000 Ford E-350 Cutaway Unit #31	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2008 Ford Escape Unit #4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2000 Ford Pick Up Unit #30	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2001 Ford E 450 Super Duty Truck Unit #39	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2002 Dodge 2500 Pick Up Unit #146	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2002 GMC Savanna Cargo Van Unit #142	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

2003 Ford F250	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #85					
2003 Ford E250 Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #16					
2004 Ford 250 Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #44					
1997 Dodge Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #88					
2011 E-250 Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #tdb					

CHARGES FOR ALL OTHER REPAIR SERVICES:

MECHANIC'S HOURLY RATE \$_____

Parts (Discount % on List Price) _____%

PROPOSAL FORM #21165S

CONTRACT PERIOD OCTOBER 1, 2017 THRU SEPTEMBER 30, 2018

	Oil Change	Tune Up	Brake Replacement	Tire Replacement	Exhaust System
2011 E-250 Van Unit # tbd	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1990 Ford Box Truck Unit #88	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1991 Econoline E-350 Van Unit #53	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1999 GMC Sierra Pick Up Truck Unit #50	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2000 Ford E-350 Cutaway Unit #31	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2008 Ford Escape Unit #4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2000 Ford Pick Up Unit #30	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2001 Ford E 450 Super Duty Truck Unit #39	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2002 Dodge 2500 Pick Up Unit #146	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2002 GMC Savanna Cargo Van Unit #142	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

2003 Ford F250	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #85					
2003 Ford E250 Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #16					
2004 Ford 250 Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #44					
1997 Dodge Van	\$_____	\$_____	\$_____	\$_____	\$_____
Unit #88					

Charges for all other Repair Services:

MECHANIC'S HOURLY RATE

\$_____

Parts (Discount % on List Price)

_____%

ELEVATORS

INSPECTION, MAINTENANCE

AND REPAIRS OF:

ALL ELEVATORS,

ELEVATOR EQUIPMENT,

SIDEWALK LIFTS,

DUMBWAITERS

**OWNED BY THE CMSD AND LOCATED AT
VARIOUS DISTRICT FACILITIES**

**SPECIFICATIONS FOR INSPECTION, MAINTENANCE AND REPAIR OF ALL ELEVATORS,
SIDEWALK LIFTS, DUMBWAITERS AND ELEVATOR EQUIPMENT OWNED BY THE
CLEVELAND MUNICIPAL SCHOOL DISTRICT & LOCATED AT VARIOUS DISTRICT
FACILITIES**

I. Location of Elevator Units

See Attachment “D” for the inventory of elevator units located at various facilities. The Independent Elevator Contractor shall verify this information by inspection and note changes or additions and submit these in writing to the Director of Building Trades.

II. Scope of Work

The independent Elevator Contractor shall furnish:

- All labor, materials and equipment necessary to provide monthly inspection and maintenance to elevators, dumbwaiters, sidewalk lifts and elevator equipment for each facility listed in Attachment “D”.
- All labor, materials and equipment necessary to provide both emergency, and scheduled repair to this same equipment.

III. Independent Contractor Personnel

The Independent Elevator Maintenance Contractor shall maintain in his employ during the term of the service and maintenance agreement, a competent staff of qualified and thoroughly skilled elevator maintenance personnel to assure the Cleveland Municipal School District expedient and efficient maintenance service on routine minor repairs and adjustment, and on major repairs and emergency calls. The Elevator Contractor must possess the experience, background, knowledge, diagnostics equipment, skill set and equipment to inspect, maintain and repair the unit per manufacturer’s specifications.

IV. Inspection & Maintenance

The Independent Elevator Contractor shall provide an inspection / maintenance plan for each facility listed in Attachment “D.” One copy of the maintenance plan shall be provided to the facility custodian and one copy provided to the Director of Building Trades. The inspection / maintenance plan shall include but not be limited to:

- Examine all safety devices and governors periodically.
- Check and equalize tension at all elevator hoisting ropes.
- Renew all ropes when necessary to insure adequate factor of safety.
- Repair or renew elevator cables when necessary.
- Renew guide shoe gibs or rollers as necessary to insure smooth and quiet operation.
- Lubricate all guide rails properly, except when roller guides are used.
- Maintain proper lubrication at all times on all equipment.
- Maintain all accessory equipment, electronic and electronic circuitry.

The Independent Elevator Contractor shall perform full load safety tests, hydraulic elevator tests and any other test required by the City. When required, buffer test, balance test, and 125% load and brake test on all elevators shall be performed in accordance with the American Safety Code and such City of Cleveland and State of Ohio Codes that may exist. The Independent Elevator Contractor shall also perform an annual no load test on all elevators. These tests shall be performed at no charge to the District and will be part of the maintenance program.

Repair

The Independent Elevator Contractor shall provide both scheduled and emergency repair service for elevators, dumbwaiters, sidewalk lifts, and elevator equipment at the facilities listed in Attachment "D." 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. The Elevator Contractor must possess the experience, background and diagnostics and equipment to repair the unit per manufacturer's specifications.

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.

Diagnostics will be limited to four (4) hours unless additional time is approved by CMSD personnel.

Repairs may be immediately authorized up to \$500.00. Any repair exceeding this amount will require a quote with specific information that must provided within twenty-four (24) hours of initial service call.

Work ticket must accompany the invoice showing start and completions dates with hour worked and material used and custodial staff signature.

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

- Stator complete with windings for all A/C and D/C motors.
- Door operator motors and gear reduction units.
- Transformers and rectifiers for each type and size used.
- Brake magnets, cores, and related items for repair of the brake.
- Generator and motor brush sets for each type and size used.
- Controller and selector switch contacts and coils for each size and type used.
- Selector tapes and selector motor.
- Door interlocks.
- Car door safety edge complete.
- Car door electronic safety devices.
- Car door photo electric safety device.
- Hanger rollers for both car and hall doors.
- Limit switches and terminal stopping switches.

- Roller guides for car and counterweight.
- Electronic tubes for each type and size used.
- Car and counterweight guide shoes.
- Worms and gears.
- Elevator guide rail.
- Brake shoes and lining.
- Elevator machine.
- Elevator pumps, motors and valves.
- Directional Indicator Lights and Bulbs.

Prior to performing “as needed” repairs, the Independent Elevator Contractor shall provide a cost estimate to the Director of the Building Trades Division consistent with the amounts entered on the Proposal pages of these specifications.

V. Hours of Work

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

VI. Holidays

The following Holidays shall be observed by the Cleveland Municipal School District, and the Independent Elevator 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
- Independence Day
- Labor Day
- Discoverer’s Day / Veteran’s Day
- President’s Day
- Memorial Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

VII. Contract Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

VIII. Method of Payment

For inspection and maintenance, payment shall be made upon receipt of monthly itemized invoice for service actually performed. The maximum monthly invoice shall not exceed one twelfth (1/12) of the total contract price for the contract year, or option year.

Invoicing shall reference the building in which services were actually performed and include the monthly inspection plan showing an itemized description of actual service performed on each elevator. This monthly 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 monthly payment will not be made and will be deducted from the initial price of the contract.

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 mechanics 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. A service ticket signed by CMSD personnel must accompany the invoice.

ATTACHMENT "D"

FACILITY	MFG.	INSTALL DATE	TYPE
ADLAI STEVENSON 3500 East 147 th Street	OTIS	2010	H-PASS
ANDREW J. RICKOFF 3500 East 147 th Street	OTIS	2005	PASS
ANTON GRDINA 3050 East 77 th Street	SCHINDLER	2010	H-PASS
ARTEMUS WARD 4315 West 140 th Street	THYSSENKRUP	2009	H-PASS
BUHRER 1600 Buhrer Avenue	SCHINDLER	2008	H-PASS
CARL SHULER 13501 Terminal Ave.	ROSSBOROUGH	1957	H-PASS
CHARLES DICKENS 13013 Corlett	OTIS		H-PASS

CHARLES A. MOONEY 3213 Montclair Ave.	WESTINGHOUSE	1963	T-PASS
COLLINWOOD 15210 St. Clair Ave.	OTIS	1926	T-PASS
	ESCO	1975	H-FRT
DANIEL MORGAN 1440 East 92 nd Street	SCHINDLER	2007	H-PASS
EAST PROFESSIONAL CENTER 1349 East 79 th Street	KONE	2015	H-PASS
	KONE	2015	FREIGHT
EAST CLARK 885 East 146 th Street	SCHINDLER	2009	H-PASS
EAST TECH 2439 E. 55 th St.	ESCO	1972	H-FRT
	ESCO	1972	H-PASS
	ESCO (SEALED)	1972	D-D / W
EUCLID PARK 17914 Euclid Avenue	SCHINDLER	2010	H-PASS

FRANKLIN D. ROOSEVELT 800 Linn Dr.	THYSSENKRUP	2006	H-PASS
GARFIELD 3800 West 140 th Street	SCHINDLER	2008	H-PASS
GARRETT MORGAN 4016 Woodbine Ave.	WARNER	1939	T-FRT
GEEORGE W. CARVER 2201 East 49 th Street	SCHINDLER	2010	H-PASS
GLENVILLE 650 E. 113 th St.	WESTINGHOUSE	1960	T-PASS
HANNAH GIBBONS 1378 Clearaire Road	SCHINDLER	2006	H-PASS
HARRY E. DAVIS 10700 Churchill Ave.	WESTINGHOUSE	1964	T-PASS
HARVEY RICE 2730 East 116 th Street	SCHINDLER	2009	H-PASS

HEALTH CAREERS 1740 E. 32 nd St.	OTIS	1980	H-PASS
JAMES F. RHODES 5100 Biddulph Avenue	THYSSENKRUPP	2007	PASS
	THYSSENKRUPP	2007	FRT
JANE ADDAMS 2373 E. 30 th St.	THYSSENKRUPP	1968	H-FRT
	THYSSENKRUPP	1968	H-PASS
JOHN ADAMS 3817 E. 116 th	DOVER	2006	FRT
	DOVER	2006	PASS
JOHN HAY 2075 E. 107 th St.	THYSSENKRUPP	2006	T-PASS
	THYSSENKRUPP	2006	T-FRT
JOHN HAY (Athletic Bldg.)	THYSSENKRUPP	2006	PASS
JOHN F. KENNEDY 17100 Harvard Ave.	WESTINGHOUSE	1964	T-PASS

JOSEPH M. GALLAGHER 6601 Franklin Blvd.	ESCO	1976	H-PASS
LAKESIDE ADMIN BLDG. 1440 Lakeside Ave.	OTIS	1974	T-PASS
	OTIS	1974	T-FRT
	OTIS	2005	PASS
LINCOLN WEST 3202 W. 30 th St.	DOVER	1970	H-PASS
LUIS MARIN 1701 Castle Ave.	ROSSBOROUGH		H-PASS
MARGARET SPELLACY 655 E. 162 nd St.	DOVER	1967	H-PASS
MARTIN L. KING 1651 E. 71 st St. S-10	ESCO	1977	H-PASS
MARY BETHUNE 11815 Moulton Avenue	THYSSENKRUPP	2006	H-PASS
MARY B. MARTIN 8200 Brookline Avenue	THYSSENKRUP	2006	H-PASS

MAX S. HAYES 4600 Detroit Ave.	ESCO	1960	H-FRT
MEMORIAL 410 E. 152 nd Street	SCHINDLER	2005	H-PASS
MILES 11918 Miles Road	SCHINDLER		H-PASS
MILES PARK 4090 East 93 rd Street	SCHINDLER	2006	H-PASS
MOUND 5405 Mound Avenue	SCHINDLER	2011	H-PASS
NATHAN HALE 3588 Martin Luther King Drive	SCHINDLER	2010	H-PASS
ORCHARD 4200 Bailey Avenue	SCHINDLER		H-PASS
PATRICK HENRY 11901 Durrant Avenue	SCHINDLER	2009	H-PASS

PAUL DUNBAR 2159 West 29 th Street	SCHINDLER		H-PASS
RIVERSIDE 14601 Montrose	SCHINDLER	2005	H-PASS
ROBERT H. JAMISON 4092 East 146 th Street	SCHINDLER	2009	H-PASS
ROBINSON G. JONES 4550 West 150 th Street	THYSSENKRUPP	2009	H-PASS
SOUTH 7414 Broadway	KONE		H-PASS
	KONE		FREIGHT
SUNBEAM 11731 Mt. Overlook Ave	EDMONDS	1965	H-PASS
THOMAS JEFFERSON 3145 West 46 th Street	SCHINDLER	2010	H-PASS
TREMONT 2409 W. 10 th St.	OTIS	1924	T-PASS

WADE PARK 7600 Wade Park	OTIS		H-PASS
WARNER 8315 Jeffries Street	THYSSENKRUP	2007	H-PASS
WHITNEY YOUNG 17900 Harvard Ave.	OTIS	1959	T-PASS
WILBUR WRIGHT 11005 Parkhurst Ave.	OTIS	1929	T-FRT
WILLSON 1126 Ansel Road	SCHINDLER	2009	H-PASS
WOODLAND DISTR. 4966 Woodland Ave.	WARNER	1930	T-FRT
	WARNER	1930	T-PASS

PROPOSAL FORM #21165S - ELEVATOR MAINTENANCE

The Independent Elevator Contractor proposes to furnish all labor, materials and equipment necessary to complete inspection, maintenance and repair to elevators, dumbwaiters, sidewalk lifts, and elevator equipment owned by the Cleveland Municipal School District, located in various facilities, in accordance with the Specifications on file in the office of the Director of Purchasing, and to the entire satisfaction and acceptance of the Cleveland Municipal School District, and to complete the same on or before the time to be written into the Service Agreement and for the following price(s):

CONTRACT PERIOD OCTOBER 1, 2015 through SEPTEMBER 30, 2016

INSPECTION / MAINTENANCE PROGRAM:

Annual Cost \$ _____

Monthly invoicing (1/12 of annual cost) \$ _____

REPAIR:

Hourly cost for straight time labor:

Mechanic Rate \$ _____ Helper Rate \$ _____

Hourly cost for premium time labor:

Mechanic Rate \$ _____ Helper Rate \$ _____

Percentage of discount for parts and materials

from the manufacturer's list price _____%

CONTRACT PERIOD OCTOBER 1, 2016 through SEPTEMBER 30, 2017

INSPECTION / MAINTENANCE PROGRAM:

Annual Cost \$ _____

Monthly invoicing (1/12 of annual cost) \$ _____

REPAIR:

Hourly cost for straight time labor:

Mechanic Rate \$ _____ Helper Rate \$ _____

Hourly cost for premium time labor:

Mechanic Rate \$ _____ Helper Rate \$ _____

Percentage of discount for parts and materials

from the manufacturer's list price _____%

CONTRACT PERIOD OCTOBER 1, 2017 through SEPTEMBER 30, 2018

INSPECTION / MAINTENANCE PROGRAM:

Annual Cost \$ _____

Monthly invoicing (1/12 of annual cost) \$ _____

REPAIR:

Hourly cost for straight time labor:

Mechanic Rate \$ _____ Helper Rate \$ _____

Hourly cost for premium time labor:

Mechanic Rate \$ _____ Helper Rate \$ _____

Percentage of discount for parts and materials

from the manufacturer's list price _____%

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

PROPOSAL FORM #21165S – ELEVATOR MAINTENANCE

**INSPECTION, SERVICE, AND MAINTENANCE OF ALL ELEVATORS, SIDEWALK LIFTS,
DUMBWAITERS AND ELEVATOR EQUIPMENT OWNED BY THE CLEVELAND MUNICIPAL
SCHOOL DISTRICT AND LOCATED IN VARIOUS BOARD FACILITIES.**

Facility	Unit No.	Original	1 st Option	2 nd Option
		Contract Period	Contract Period	Contract Period
		10/1/12 to 09/01/13	10/1/13 to 09/30/14	10/1/14 to 09/30/15
Adlai Stevenson	1	\$_____	\$_____	\$_____
Administration Bldg.	2	\$_____	\$_____	\$_____
Administration Bldg.	3	\$_____	\$_____	\$_____
Administration Bldg.	4	\$_____	\$_____	\$_____
Administration Bldg.	5	\$_____	\$_____	\$_____
Administration Bldg.	6	\$_____	\$_____	\$_____
Administration Bldg.	7	\$_____	\$_____	\$_____
Andrew J. Rickoff	8	\$_____	\$_____	\$_____
Anton Grdina	9	\$_____	\$_____	\$_____
Artemus Ward	10	\$_____	\$_____	\$_____
Buhrer	11	\$_____	\$_____	\$_____
Carl Shuler	12	\$_____	\$_____	\$_____
Central	13	\$_____	\$_____	\$_____
Charles Mooney	14	\$_____	\$_____	\$_____
Collinwood	15	\$_____	\$_____	\$_____
Collinwood	16	\$_____	\$_____	\$_____

Facility	Unit No.	Original	1 st Option	2 nd Option
		Contract Period	Contract Period	Contract Period
		10/1/12 to 09/01/13	10/1/13 to 09/30/14	10/1/14 to 09/30/15
Collinwood	17	\$_____	\$_____	\$_____
Daniel Morgan	18	\$_____	\$_____	\$_____
East Clark	19	\$_____	\$_____	\$_____
East Tech	20	\$_____	\$_____	\$_____
East Tech	21	\$_____	\$_____	\$_____
East Tech	22	\$_____	\$_____	\$_____
Euclid Park	23	\$_____	\$_____	\$_____
Franklin D. Roosevelt	24	\$_____	\$_____	\$_____
Garfield	25	\$_____	\$_____	\$_____
Garrett Morgan	26	\$_____	\$_____	\$_____
George W. Carver	27	\$_____	\$_____	\$_____
Glenville	28	\$_____	\$_____	\$_____
Hannah Gibbons	29	\$_____	\$_____	\$_____
Harry E. Davis	30	\$_____	\$_____	\$_____
Harvey Rice	31	\$_____	\$_____	\$_____
Health Careers	32	\$_____	\$_____	\$_____
James F. Rhodes	33	\$_____	\$_____	\$_____
James F. Rhodes	34	\$_____	\$_____	\$_____
Jane Addams	35	\$_____	\$_____	\$_____

Facility	Unit No.	Original	1 st Option	2 nd Option
		Contract Period	Contract Period	Contract Period
		10/1/12 to 09/01/13	10/1/13 to 09/30/14	10/1/14 to 09/30/15
Jane Addams	36	\$_____	\$_____	\$_____
John Adams	37	\$_____	\$_____	\$_____
John Adams	38	\$_____	\$_____	\$_____
John Hay	39	\$_____	\$_____	\$_____
John Hay	40	\$_____	\$_____	\$_____
John Hay	41	\$_____	\$_____	\$_____
John F. Kennedy	42	\$_____	\$_____	\$_____
Joseph Gallagher	43	\$_____	\$_____	\$_____
Lakeside Admin	44	\$_____	\$_____	\$_____
Lakeside Admin	45	\$_____	\$_____	\$_____
Lakeside Admin	46	\$_____	\$_____	\$_____
Lincoln West	47	\$_____	\$_____	\$_____
Luis Marin	48	\$_____	\$_____	\$_____
Margaret Spellacy	49	\$_____	\$_____	\$_____
Martin L. King	50	\$_____	\$_____	\$_____
Mary Bethune	51	\$_____	\$_____	\$_____
Mary B. Martin	52	\$_____	\$_____	\$_____
Max Hayes	53	\$_____	\$_____	\$_____
Memorial	54	\$_____	\$_____	\$_____

Facility	Unit No.	Original Contract Period	1 st Option Contract Period	2 nd Option Contract Period
		10/1/12 to 09/01/13	10/1/13 to 09/30/14	10/1/14 to 09/30/15
Miles Park	55	\$_____	\$_____	\$_____
Mound	56	\$_____	\$_____	\$_____
Nathan Hale	57	\$_____	\$_____	\$_____
Patrick Henry	58	\$_____	\$_____	\$_____
Riverside	59	\$_____	\$_____	\$_____
Robert Jamison	60	\$_____	\$_____	\$_____
Robinson G. Jones	61	\$_____	\$_____	\$_____
Sunbeam	62	\$_____	\$_____	\$_____
Thomas Jefferson	63	\$_____	\$_____	\$_____
Tremont	64	\$_____	\$_____	\$_____
Warner	65	\$_____	\$_____	\$_____
Whitney Young	66	\$_____	\$_____	\$_____
Wilbur Wright	67	\$_____	\$_____	\$_____
Willson	68	\$_____	\$_____	\$_____
Woodland Distr. Ctr.	69	\$_____	\$_____	\$_____
Woodland Dist. Ctr.	70	\$_____	\$_____	\$_____

Request for Proposal – **MATERIALS & SUPPLIES**

The Cleveland Municipal 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 to the Building Trades Division.
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 bare 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, 2015 through September 30, 2016.

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, 2015 through September 30, 2016

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

Option 1: October 1, 2016 through September 30, 2017

Option 2: October 1, 2017 through September 30, 2018

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 #21165S – MATERIALS & SUPPLIES

The undersigned proposes to provide commercial / industrial materials and supplies at various sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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: 10-1-15 to 9-30-16

Firm Fixed Pricing: \$ _____

Overall Catalog Discount: \$ _____

Single Percentage Under List Price: _____%

Option Year 1: 10-1-16 to 9-30-17

Firm Fixed Pricing: \$ _____

Overall Catalog Discount: \$ _____

Single Percentage Under List Price: _____%

Option Year 2: 10-1-17 to 9-30-18

Firm Fixed Pricing: \$ _____

Overall Catalog Discount: \$ _____

Single Percentage Under List Price: _____%

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal- **SWIMMING POOLS**

The Cleveland Municipal 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.

I. Estimated Volume of Work

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

II. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

III. 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.

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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #21165S – SWIMMING POOLS

The undersigned proposes to provide commercial / industrial public address swimming pool services for various sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:	_____ %		

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____

Request for Proposal – GYMNASIUM/EQUIPMENT

The Cleveland Municipal School District is currently seeking proposals from qualified companies for providing commercial / industrial gymnasium repair services at 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 will be distributed among contractors meeting District qualifications.

VII. Agreement Period

One (1) year beginning October 1, 2015 through September 30, 2016.

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

- October 1, 2016 through September 30, 2017
- October 1, 2017 through September 30, 2018

VIII. Description of Service

Gymnasium repair services for bleachers, floors, score boards, basketball hoops and rims and other related sports 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 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 to the Building Trades Division. The initial update form will be provided by the District

The Cleveland Municipal 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 #20515 – GYMNASIUM/EQUIPMENT

The undersigned proposes to provide commercial / industrial gymnasium repair services for all sites of the Cleveland Municipal School District in accordance with the Specifications and to the entire satisfaction and acceptance of the Cleveland Municipal School District, for the period **October 1, 2015 through September 30, 2016** with two (2) one-year renewal options (October 1, 2016 through September 30, 2017 and October 1, 2017 through September 30, 2018) 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, 2015	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2016	Holiday	\$ _____	\$ _____
October 1, 2016	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2017	Holiday	\$ _____	\$ _____
October 1, 2017	Standard	\$ _____	\$ _____
through	Overtime	\$ _____	\$ _____
September 30, 2018	Holiday	\$ _____	\$ _____
Material Mark Up Percentage:		_____ %	

Vendors must complete the signatory requirement on the following page.

VENDOR NAME: _____

ADDRESS: _____

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

REPRESENTATIVE: _____

TELEPHONE NO: _____

FAX NO: _____ **DATE:** _____