

BID ADVERTISEMENT FOR THE WEEKS OF

October 29, 2025 & November 5, 2025

BID OPENS - THURSDAY NOVEMBER 20, 2025

FILE NO. 157-25 L & M for Maintenance, Repair, Enhance and-or Replacement of Heating, Ventilation and Air Conditioning Systems, Including Rental

FOR THE DIVISION OF WATER FOR THE DEPARTMENT OF PUBLIC UTILITIES AS AUTHORIZED BY ORDINANCE 825-2025 PASSED BY COUNCIL SEPTEMBER 22, 2025.

There will be a **NON-MANDATORY Pre-Bid Meeting**, Thursday, November 6, 2025 at 9:30 am., Via Microsoft Teams, To call into meeting dial in 1-929-352-1743, Access code– 921 486 318#.

Note: Bid must be delivered to the Office of the Commissioner of Purchases and Supplies, Cleveland City Hall, 601 Lakeside Avenue, Room 128, Cleveland, Ohio 44114 before 12 o'clock noon (Eastern Time).



**CITY OF CLEVELAND,
OHIO**

DEPARTMENT OF FINANCE



DIVISION OF PURCHASES AND SUPPLIES

INVITATION TO BID

**INVITATION TO BID AND FORMAL BID PACKAGE
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CITY OF CLEVELAND
Department of Finance
Division of Purchases and Supplies
City Hall, Room 128
Cleveland, Ohio 44114
216-664-2620

Ordinance No. 825-2025

By Council Members: Kazy and Griffin (by departmental request)

An emergency ordinance authorizing the purchases by one or more requirement contracts of labor and materials necessary to maintain, test, inspect, repair, enhance or replace, and install HVAC systems and component parts, including heating boilers, ventilation and air conditioning systems, environmental controls, software, and components, including rentals, if necessary, for the Divisions of Water, Water Pollution Control, and Cleveland Public Power, and Office of Radio Communications, Department of Public Utilities, for a period up to two years.

WHEREAS, this ordinance constitutes an emergency measure providing for the usual daily operation of a municipal department; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND:

Section 1. That the Director of Public Utilities is authorized to make one or more written requirement contracts under the Charter and the Codified Ordinances of Cleveland, Ohio, 1976, for the requirements for a period up to two years, of the necessary items of labor and materials necessary to maintain, test, inspect, repair, enhance or replace, and install HVAC systems, including, but not limited to, heating boilers, ventilation and air conditioning systems, environmental controls, associated software, and components, including rental of systems and component parts, in the approximate amount as purchased during the preceding term, to be purchased by the Commissioner of Purchases and Supplies on a unit basis for the Divisions of Water, Water Pollution Control, and Cleveland Public Power, and Office of Radio Communications, Department of Public Utilities.

Bids shall be taken in a manner that permits an award to be made for all items as a single contract, or by separate contract for each or any combination of the items as the Board of Control determines. Alternate bids for a period less than the specified term may be taken if deemed desirable by the Commissioner of Purchases and Supplies until provision is made for the requirements for the entire term.

Section 2. That the costs of the contract or contracts shall be charged against the proper appropriation accounts and the Director of Finance shall certify the amount of any purchase under the contract, each of which purchases shall be made on order of the Commissioner of Purchases and Supplies by a delivery order issued against the contract or contracts, and certified by the Director of Finance. (RQN 2002, RL 2025-31)

Section 3. That under division (b) of Section 108 of the Charter, the purchases authorized by this ordinance may be made through cooperative arrangements with other governmental agencies. The Director of Public Utilities may sign all documents

that are necessary to make the purchases and may enter into one or more contracts with the vendors selected through that cooperative process.

Section 4. That this ordinance is declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

Passed September 22, 2025.

Effective September 29, 2025.

City of Cleveland

DEPARTMENT OF FINANCE
PAUL C. BARRETT
DIRECTOR



DIVISION OF PURCHASES AND SUPPLIES
TIFFANY JOHNSON
COMMISSIONER

BIDDER'S CHECK LIST

The City of Cleveland requires that each bid submitted must comply with certain legal requirements to be considered a valid and formal bid. The checklist below is provided to assist in avoiding rejection of your bid due to omission of required information or forms.

CHECK WHEN COMPLETED

A. Bid/Schedule of Items

- ☐ 1. Is (are) the bid page(s) completed as required and signed in the upper right-hand corner?
- ☐ 2. Are all prices (whether Unit, or Gross and extensions) clearly and accurately presented?
- ☐ 3. Is the delivery time stated? Is the payment discount given?

B. Bid Bond

- ☐ 1. Is the bond made out in the names of and signed by both the principal and surety?
- ☐ 2. Is the bond amount sufficient for the amount of the bid?
- ☐ 3. Is there a power of attorney attached to the bond?

C. Bid Check (if submitted in lieu of Bid Bond)

- ☐ 1. Is the check in an amount sufficient for the amount of the bid?
- ☐ 2. Is the check either properly certified or a cashier's check?
- ☐ 3. Is the Check made payable to: THE CITY OF CLEVELAND?

D. Bid Form (not to be confused with the Bid Bond)

- ☐ 1. Is all the required information given?
- ☐ 2. Is the form signed?

E. Affidavit

- ☐ 1. Does the affidavit contain all the information required ON BOTH SIDES?
- ☐ 2. Is it properly Signed? Is it properly notarized by a Notary Public?

F. Contract Compliance Certifications for Bid Consideration

- ☐ 1. Do you have questions about a contract compliance certification number or a CSB/ minority/female business enterprise certification number, contact the Office of the Director of Equal Opportunity for further information (Phone 216/664-4152).
- ☐ 2. Is your contract compliance certification certificate, statement of deemed compliance, or an application for certification included in the bid?
- ☐ 3. If you are a Minority/Female/Cleveland Small Business Enterprise and or Local Producer/ Local Sustainable Business, do you include your MBE/FBE/LPE/SUBE certification certificate, or a completed application therein?
- ☐ 4. Did you read and complete OEO Schedules 1-4? Did you include signed Schedule 3's from all certified subcontractors?

G. Bid Envelope

- ☐ 1. Is the envelope identified with the correct title of the bid and the due date?
- ☐ 2. Is the envelope securely sealed?

H. Performance Bond

- ☐ 1. Will you be able to furnish the required Performance Bond referred to in paragraph A-8 of INSTRUCTIONS TO BIDDERS, and/or in paragraph B-8 of General Conditions?
- ☐ 2. Notice: A certified or cashier's check is not acceptable in lieu of a Performance Bond!

I. Federal Tax ID Form

- ___ 1. Is all the required information given?
- ___ 2. Is the form signed?

J. Northern Ireland Fair Employment Practices Disclosure

- ___ 1. Is all the required information given?
- ___ 2. Is the form signed?

K. Project Plan

- ___ 1. Is all the required information given?

L. Contractor Qualifications

- ___ 1. Is all the required information given if requested?

M. Additional Information:

- ___ 1. **Wage Theft and Payroll Fraud Disclosure**
Is the form signed and returned?
- ___ 2. **Project Labor Agreement (If included in the invitation to bid)**

Because of the large variety of commodities, services and improvements required by the City, additional information is often requested in a format not listed above. In such a case, please review your bid carefully to verify that you have accurately and completely supplied all such data. Should you have any questions, please call the Division of Purchases and Supplies (216/664-2620) for clarifications



VENDOR INFORMATION FORM

Please fill in:

Business Name _____

IRS Reporting Name _____

Business Address _____

City _____ State _____ Zip _____

Telephone () _____ Extension _____

Toll Free Number 800 _____

Vendor Fax Number _____

Vendor Email Address _____

Ordering Address _____

City _____ State _____ Zip _____

Telephone () _____ Extension _____

Remit Address _____

City _____ State _____ Zip _____

Telephone () _____ Extension _____

Contact Person: (Ordering) _____

Remit _____

PLEASE INCLUDE THE ABOVE INFORMATION

WHEN SUBMITTING YOUR BID OR PROPOSAL

INSTRUCTIONS TO BIDDERS

A-1 INVITATION TO BID

Sealed bids endorsed as designated in the "Title of Bid" section of the bid sheet(s) will be received at the Office of the Commissioner of Purchases and Supplies, Room 128, Cleveland City Hall, Cleveland, Ohio 44114, until 12:00 o'clock noon, official time, on the date indicated in the "Bid Opening" section of Page 1 of the bid page(s) and thereafter will be publicly opened and read in Room 128.

A-2 FORM OF BID (BID FORM)

- a. Every bid must be made upon the blank form of bid attached hereto.
- b. Each bid must be clearly signed with the full name and address of every person, firm or corporation interested in such bid, followed by the date of such signing, in the space provided at the bottom of the bid form. If more than one person, firm or corporation has an interest in such bid, then the full name and address of each person, firm or corporation must be clearly signed on said bid. If the bidder is a partnership, the firm name and address, as well as the name and address of each individual partner must be given. If the bidder is a corporation, the name of the corporation, the name and title of the officer duly authorize to sign for the corporation, the business address of such officer and the name of the state in which the corporation is incorporated must be given.
- c. The bidder shall insert the amount of the bid bond, certified check or cashier's check in the space provided in the bid form.
- d. The bidder agrees to be bound by his bid from the time the bid is submitted until the earlier of the date stipulated by such bidder or the fourth regular meeting of the Board of Control after the bid submission date unless such time is extended by agreement between the bidder and the Board.

A-3 BIDDERS AFFIDAVIT

Each bidder shall submit with its bid an affidavit stating that neither it nor its agents, nor any other party for it has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further stating that no such money or reward will be hereafter paid. This affidavit must be on the form which is hereto attached.

A-4 BID BOND: CERTIFIED OR CASHIER'S CHECK

Each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in Ohio, or by a cashier's check or certified check on a solvent bank, which bond or check shall be in the sum of five percent (5%) of the amount of the bid, except that with bids for purchase contracts not in excess of Fifty Thousand Dollars (\$50,000). Said bond or check shall be given as security that if the bid is accepted a contract will be entered into and the performance of it properly secured.

A-5 DISPOSITION OF BID BOND, CERTIFIED OR CASHIER'S CHECK

- a. When the bid is accepted, the bid bond, certified or cashier's check will be returned after the contract has been signed and the performance bond, if required, has been submitted to, and approved by, the City.
- b. If the successful bidder fails to enter into a contract, the bid bond, certified or cashier's check shall be forfeited and the principal amount of the bid bond shall be paid to the City, or the check shall be surrendered to the City as the agreed amount of liquidated damages.
- c. The bid bond, certified or cashier's check of the next lowest and best bidder will be retained until the lowest and best bidder has signed and secured the performance of its contract. If such lowest and best bidder fails to do so, the security of the next lowest and best bidder shall continue to be retained until it properly secures the contract awarded it. If such next lowest and best bidder defaults, the principal amount of its bid bond, or check shall also be forfeited to the City as liquidated damages.
- d. When a bid is rejected, the bid bond or check will be released or returned, respectively, to the bidder.

A-6 EXPLANATIONS WRITTEN OR ORAL

Any bidder finding a discrepancy or omission in the specifications or having any doubt as to their meaning, shall immediately notify the Commissioner of Purchases and Supplies, in writing. The Commissioner will respond by sending written notices or instructions to all bidders. The City will not be responsible for any oral instructions.

A-7 PRICE BIDS AND DISCOUNTS

- a. Unit Prices
In the Schedule of Items the bidder must give the unit price stated in figures of every item bid, in the space so provided.
- b. Trade Discounts
When the bidder offers a trade discount, the amount of such discount shall be stated on the Schedule of Items bid.
- c. Catalog Pricing
Where the bidder submits its quotation by filing its catalog price list and discount, such documents shall be part of the bid and must be separately signed by the same person and in the same manner as on the bid form.

A-8 BIDDER'S DESCRIPTION OF ITEMS

- a. Each bidder shall, in its bid, describe completely the goods or services it proposes to furnish in response to and under the terms of the bid.
- b. The Commissioner of Purchases and Supplies may require a bidder to furnish additional information and/or specifications concerning items to be purchased under the terms of the bid.

A-9 MANUFACTURER'S NAME

- a. The use of a manufacturer's or a trade name in the specifications is solely for the purpose of designating a standard of quality and type and for no other purpose.
- b. Every bidder shall state in its Schedule of Items bid the manufacturer's and the trade name, if any, of each item they propose to furnish.

A-10 SAMPLES

If the commissioner of Purchases and Supplies requests, a bidder shall provide samples of the items it proposes to furnish if awarded a contract pursuant to its bid.

A-11 TIME OF DELIVERY

Bidder must state in its bid the time, in calendar days, within which it will deliver the item(s) bid unless stated differently in the specifications.

A-12 PAYMENT DISCOUNT WHEN USED TO DETERMINE LOWEST AND BEST BID

- a. In determining the lowest and best bid, the City will consider all bids on a basis of the net price to be paid after deduction of the discount specified; except that if the terms of payment specified by the bidder require payment in less than thirty (30) days from the date of the invoice, the discount offered will not be deducted from the price stated in the bid to determine the lowest and best bidder, and the bid will be considered only on the basis of the unit price actually named in the bid. But if, notwithstanding the provisions of this paragraph such bid is determined to be the lowest and best bid, the City reserves the right to accept the terms named in the bid if such terms are to the advantage of the City as a basis for payment of invoices only, but not in any case as a basis for determining the lowest and best bidder.
- b. The City will take a discount of two percent (2%) on payments made within thirty (30) days from receipt of articles, commodities, materials, supplies, equipment or services, unless the bidder indicates otherwise on the space provided on the Schedule of Items bid.

PARAGRAPHS A-13 THROUGH A-15 APPLY ONLY IF THE "REQUIREMENT CONTRACT" BLOCK IS CHECKED ON PAGE 1 OF THE *SCHEDULE OF ITEMS* AND ON THE *BID FORM*.

A-13 REQUIREMENT CONTRACT DEFINED

- a. A requirement contract is a contract under which the contractor has a duty to provide the City's requirements during the contract term for all articles, commodities, supplies, materials, equipment and/or services set forth in the bid and required by the City's authorized users of the items approved for contract.
- b. A contract awarded under this bid will be termed a requirement contract.

A-14 PURCHASES UNDER A REQUIREMENT CONTRACT

- a. Under a requirement contract, a contractor shall supply all the City's requirements during the term for the articles, commodities, supplies, materials, services or equipment set forth in the *Invitation to Bid*. See GENERAL CONDITIONS, Section B-24, Duration of Contract.
- b. If the *Schedule of Items* in the *Invitation to Bid* is marked "requirement contract," then all quantities stated in the *Schedule of Items* are the City's good-faith estimates only. The City shall place each order under the

contract, whether singly or cumulatively more or less than the estimated quantities set forth in the *Schedule of Items*, by a Delivery Order against the contract and separately certified.

A-15 LIMITATION OF PERIOD OF CONTRACT

If the proposed duration of the contract would deprive the City of the best available market price, the bidder may offer an alternate bid as to duration of the contract, setting forth in the bid the longest period of time it can furnish and deliver the proportionate amount of items at the firm price set forth in the bid. No other provision of the Invitation to Bid shall be subject to an alternate bid unless specifically requested.

A-16 BID DISCOUNTS - APPLICABLE TO BIDS FOR GOODS AND SERVICES PURCHASE CONTRACTS AND PUBLIC IMPROVEMENT CONTRACTS IN EXCESS OF FIFTY THOUSAND DOLLARS (\$50,000).

a. Bid Discounts under Sections 187.03 and 187.05. If the bid of any prime contractor that is a CSB, MBE, FBE or a CSB, MBE or FBE joint venture is no more than five percent (5%) higher than the lowest actual bid for a contract that is not from a CSB, MBE, FBE or a CSB, MBE or FBE joint venture, the contracting department shall apply a Bid Discount of five percent (5%) to the CSB, MBE, FBE or CSB, MBE or FBE joint venture bid for the purpose of establishing a Comparison Bid. The City of Cleveland shall use the following ranking in determining who receives the preference:

1. Where the disparity study has determined that a disparity exists, the bid discount shall go to the bidders who are certified by the City as members of the specific MBE/FBE group for which the proven disparity exists. No other bidders shall receive any preference under Sections 187.03 and 187.05 at the prime contractor level.
2. Where no disparity has been proven, or when no bids are received from groups for which a proven disparity exists, the bid discount shall go to certified CSB bidders certified by the City as located within the city limits of Cleveland. No other bidders shall receive any preference under Sections 187.03 and 187.05 at the prime contractor level.
3. Where no disparity has been proven, or when no bids are received from groups for which a proven disparity exists, and no bids were received from certified CSB firms certified by the City as located within the city limits of Cleveland, the bid discount shall go to Certified CSB bidders certified by the City as located within Cuyahoga County. No other bidders shall receive any preference under Sections 187.03 and 187.05 at the prime contractor level.
4. In addition to any bid discounts at the prime contractor level, all prime contractors shall receive a bid discount of 5% of the total dollar amount of all CSB, MBE and/or FBE certified by the City that the prime contractor properly documents as subcontractors in their bid, for the purpose of establishing a Comparison Bid.
5. The total Bid Discount awarded to any bidder on a bid pursuant to Sections 187.03 and 187.05 shall not exceed \$50,000.00.

b. Bid Discounts under Section 187A.02(a): Application of Bid Discount - A Contracting Department shall apply a Bid Discount of two percent (2%) to a bid received from a Local Producer (LPE); two percent (2%) to a bid received from a Local Food-Producer (LPE); and two percent (2%) to a bid received from a Local Sustainable Business (SUBE); provided that the maximum total Bid Discount applied under Section 187A.02 (a) shall not exceed four percent (4%). Bid Discounts applied under Section 187A.02 (a) shall be in addition to any Bid Discount applied under Sections 187.03 and 187.05. The maximum amount of any Bid Discounts applied under this Section 187A.02 (a) shall not exceed \$50,000.

c. Maximum Cumulative Amount of All Bid Discounts:

The maximum cumulative amount of all Bid Discounts that may be applied to the bid under Sections 187.03, 187.05, and 187A.02 shall not exceed \$75,000.00, or nine percent (9%), whichever is lower.

d. Comparison Bid to Determine Lowest and Best Bidder:

The City shall determine the Comparison Bid by totaling all applicable Bid Discounts under Sections 187.03, 187.05, and 187A.02. The City shall use the Comparison Bid in determining the lowest and best or lowest responsible bidder for the purpose of awarding the contract. If more than one CSB, MBE, FBE, LPE, SUBE or CSB, MBE, FBE LPE, SUBE joint venture prime contractor in the respective category submits a bid that is no more than five percent (5%) higher than the lowest actual bid that is not from a CSB, MBE, FBE, LPE, SUBE or from a CSB, MBE, FBE, LPE, SUBE joint venture, the contracting department shall recommend the CSB, MBE, FBE, LPE, SUBE, or CSB, MBE, FBE, LPE, SUBE joint venture submitting the lowest bid, after the inclusion of all applicable prime and subcontractor discounts, as the lowest and best or lowest responsible bidder.

The City shall use the Comparison Bid amount determined by applying the bid discounts described in Articles A-16A. and A-16B. above for evaluation purposes only; the City shall use the actual bid amount for the purposes of bid approval and contract award.

e. City of Cleveland Certification required: For the purpose of determining a bidder's eligibility for bid discounts, the City shall only consider bidders with valid certificates issued by the City of Cleveland's Office of Equal Opportunity. The certifications must be active on the date and time of the deadline for bid submission. Expired certification holders and pending certifications cannot be considered for calculation of bid discounts. Certifications from other public or private entities cannot be considered.

A-17 Good Faith Participation - APPLICABLE TO BIDS FOR GOODS AND SERVICES PURCHASE CONTRACTS AND PUBLIC IMPROVEMENT CONTRACTS IN EXCESS OF FIFTY THOUSAND DOLLARS (\$50,000).

Bidders are required to actively participate and demonstrate good faith in attempting to meet all OEO goals for this procurement. A good faith effort to meet certified CSB, MBE, and/or FBE subcontractor participation goals as established in this contract is of the essence of the contract.

Good faith participation shall include:

1. Active cooperation in making and documenting a serious effort to gain and maintain participation from certified businesses at or above the specific goals set for this procurement;
2. Achieving or exceeding the CSB/MBE/FBE goals set for this particular procurement and/or documenting the practical steps taken by the bidder in attempting to comply;
3. Active attendance and participation in all prebid meetings, Notice to Proceed meetings, and progress meetings during the contract;
4. Active compliance and cooperation with Project Monitors from OEO and/or the Department; and,
5. Timely and accurate submittals of all required forms, including, but not limited to, electronic monitoring forms, employment reports and certified payrolls if applicable.

The final determination of good faith effort shall be made by the Office of Equal Opportunity based upon each bidder's actions as documented in the required forms and as verified by OEO follow up.

A-18 Cleveland Area Business Code Notice to Bidders & Schedules - APPLICABLE TO BIDS FOR GOODS AND SERVICES PURCHASE CONTRACTS AND PUBLIC IMPROVEMENT CONTRACTS IN EXCESS OF FIFTY THOUSAND DOLLARS (\$50,000).

Sections 187 and 187A of the Codified Ordinances of the City of Cleveland Ohio, the Cleveland Area Business Code, in its entirety, whether reproduced in whole or in part within these documents, as well as the Cleveland Area Business Code Notice to Bidders & Schedules included in this bid document, shall become part of any contract awarded pursuant to this Invitation to Bid. Compliance with Section 187 and 187A is of the essence of the contract.

A-19 SUBCONTRACTING:

a. Any and all proposed subcontractors, whether City certified or not, must be divulged and listed in the sealed bid. Include all proposed subcontractors on OEO Schedule 2. A Schedule 3 is also required for each proposed subcontractor that is CSB, MBE, FBE, LPE, or SUBE certified. However, a Schedule 3 is not required for proposed subcontractors who are not City-certified as a CSB, MBE, FBE, LPE, or SUBE.

b. If OEO Schedule 2 is not included in the bid documents, you must submit a proposed subcontractor list on a separate, signed sheet of paper, listing the name, address, type of work or materials, and total subcontractor amount for each and every subcontractor that you propose to use on the contract.

c. All proposed subcontractors listed in your bid must receive written Board of Control approval in advance. The subcontractors you propose in your sealed bid will be considered the subcontractors that you will use in the contract if awarded to you. See Article B-11 regarding the City's Sub-contractor Addition and Substitution Policy and Procedure. The City also reserves the right to approve an award, but not approve a proposed subcontractor.

d. The City maintains a list of Vendors Ineligible to Contract or Subcontract with the City at the City of Cleveland website: <http://www.city.cleveland.oh.us>. It is each bidder's responsibility to propose only eligible contractors. The City cannot approve a subcontractor whose name appears in this listing.

**Request for Taxpayer
Identification Number and Certification**

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

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* 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 for Part II, later.

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

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

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

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

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

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

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; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. 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*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(i)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor ⁴

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

NOTE: Sections 181.23 and 185.04 of The Codified Ordinances of Cleveland, Ohio 1976 require that this affidavit, properly executed and containing all required information, accompany your bid. IF YOU FAIL TO COMPLY, YOUR BID WILL NOT BE CONSIDERED.

STATE OF _____

COUNTY OF _____

}

SS

AFFIDAVIT

_____ being first

duly sworn deposes and says:

Individual only:

That he/she is an individual doing business under the name _____

at _____, in

the City of _____, State of _____

Partnership only:

That he/she is the duly authorized representative of a partnership doing business under

the name of _____, in

the City of _____, State of _____

Corporation only:

That he/she is the duly authorized, qualified and acting _____

_____ of _____

_____ a corporation organized and existing under the laws of the State of _____;

and that said individual, said partnership or said corporation, is filing herewith a bid to the City of Cleveland in conformity with the foregoing specifications;

Individual only:

Affiant further says that the following is a complete and accurate list of the names and addresses of all persons interested in said proposed contract: _____

_____ Affiant further says that he/she is represented by the following attorneys: _____

_____ and is also represented by the following resident agents in the City of Cleveland: _____

Partnership only:

Affiant further says that the following is a complete and accurate list of names and addresses of the members of said partnership: _____

_____ Affiant further says that said partnership is represented by the following attorneys: _____

_____ and is also represented by the following resident agents in the City of Cleveland: _____

ITEM 4

Corporation only:

Affiant further says that the following is a complete and accurate list of the officers, directors and attorneys of said corporation:

President

Directors:

Vice President

Secretary

Treasurer

Cleveland Manager or Agent

Attorneys

And that the following officers are duly authorized to execute contracts on behalf of said corporation:

Affiant further says that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not, directly or indirectly, induced or solicited any other bidder to put in a false or sham bid, and has not, directly or indirectly, colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or any other bidder, or to fix any overhead, profit, or cost element of such bid price or that of any other bidder, or to secure any advantage against the City of Cleveland or anyone interested in the proposed contract; that all statements contained in such bid are true; that said bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly, any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as hereinabove disclosed to have a partnership or other financial interest with said bidder in his general business; and further that said bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid

or assistance in securing contract above referred to in the event the same is awarded to _____

(name of individual, partnership or corporation)

Further affiant said not.

(Sign Here) _____

Sworn to before me and subscribed in my presence this _____ day of _____,

20 _____.

Notary Public

CITY OF CLEVELAND

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we

as Principal, and

a corporation duly authorized to do business in Ohio, as Surety, are held and firmly bound unto

THE CITY OF CLEVELAND

as Oblige, in the penal sum of _____

Dollars, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this _____ day of _____, 20_____.

WHEREAS, the said principal is herewith submitting bid for

Now, THEREFORE, the condition of the above obligation is such that if the said principal shall execute a contract and give bond for the faithful performance within ten (10) working days after being notified in writing of the award of such contract to the principal, or if the principal or surety shall pay the obligee the sum, not exceeding the penalty hereof, by which the amount of the contract, covering the said proposal, properly and lawfully executed by and between the obligee and some third party, may exceed the amount bid by principal, then this obligation shall be void; otherwise it shall remain in full force and effect.

PRINCIPAL _____

BY: _____

TITLE _____

By _____
Attorney in Fact

CITY OF CLEVELAND

BID FORM

☐ STANDARD CONTRACT BID
☒ REQUIREMENT CONTRACT BID

TO: The Commissioner of Purchases and Supplies:

BID FOR Labor and Materials for Maintenance, Repair, Enhance and/or Replacement of Heating, Ventilation and Air Conditioning Systems, Including Rental for the Various Divisions of Public Utilities

FOR: The Department of: Public Utilities, Various Divisions

The Undersigned proposes to furnish the above articles, commodities, materials, supplies, equipment or services ("items"), and to accept as full compensation therefor the price per unit multiplied by the number of units of such items purchased hereunder, (which units and prices therefor are set forth in the Schedule of Items hereto attached and made part of this bid) and subject to any discount set forth in this bid.

The Undersigned further proposes to execute the Contract Agreement and to furnish satisfactory performance bond within ten (10) working days, excluding Saturdays, Sundays and holidays, after notice of award of contract has been received.

The Undersigned further certifies that he (as the individual, firm or corporation making this bid) is not in arrears or default to the City of Cleveland upon any debt or contract, nor is a defaulter as surety or otherwise upon any obligation to said City, nor has failed to perform faithfully any previous contract with said City and that there is no suit or claim pending as to any such arrears or default.

The Undersigned deposits with the bid a Bid Bond to the City of Cleveland signed by a surety company authorized to do business in Ohio, in the sum of \$ _____

or a cashier's check or certified check on a solvent bank in the sum of \$ _____ payable to the City of Cleveland, as security that if he be awarded the contract, he will enter into a written contract and secure the performance of the same by a bond as required of an approved surety company authorized to do business in Ohio and satisfactory to the Director of Law, in the sum equal to the percentage of the total price bid set forth in Part B – General Conditions and in conformity with the provisions of The Codified Ordinances of Cleveland, Ohio 1976.

The Undersigned further agrees that if the bid is accepted and contract awarded and he shall fail to execute said contract and furnish the satisfactory bond, as required, within the time above specified, then the City may, at its option, declare the contract abandoned and this bid null and void. Thereupon the penal sum of the Bid Bond shall become due to the City, or the certified or cashier's check shall be forfeited to and become the property of the City as liquidated damages. Otherwise, the Bid Bond or the certified or cashier's check, or the amount of such check shall be returned to the Undersigned.

THE UNDERSIGNED UNDERSTANDS THAT THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

The firm, corporation, or individual name
MUST BE SIGNED IN SPACE INDICATED.
ERASURES MAY INVALIDATE THIS BID.

Complete: CORPORATION OR FIRM

Sign Here By _____

If the bidder is a firm or corporation, the title
of the officer signing and the State in which
Incorporated must be indicated.

TITLE OF OFFICER _____

BUSINESS ADDRESS OF BIDDER _____

STATE OF INCORPORATION _____

BID - SCHEDULE OF ITEMS

City of Cleveland
Division of Purchases And Supplies
128 City Hall
Cleveland, Ohio 44114

BID PAGE 1 OF 1

BIDDER MUST

COMPLETE & SIGN BELOW

TITLE OF BID LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

NAME OF FIRM

STREET ADDRESS

ORDINANCE NO.
825-2025

PASSED

SIGNED

CITY

STATE

ZIP CODE

DEPARTMENT
PUBLIC UTILITIES

DIVISION

CPP, CWD, WPC, ORC

CITY RECORD ADVERTISEMENT DATES

X

STANDARD CONTRACT BID

REQUIREMENT CONTRACT BID

AUTHORIZED SIGNATURE

BUYER
Jules Gilliam
216-664-2622

Purchasing@clevelandohio.gov
Jgilliam@clevelandohio.gov

BID OPENING

Per Announcement

12:00 O'CLOCK NOON
OFFICIAL TIME

DATE

DESCRIPTION

QUANTITY

UNIT PRICE

EXTENSION

Bid Item 1 Maintenance, Inspection, Repair and/or Replacement of HVAC Systems, Window Air Conditioning Units, and Miscellaneous Equipment. As per Sections C, D, E, F, G and Appendices A-G.

1.01 Labor - Normal Working Hours
Monday through Friday 7:00 a.m. to 3:30 p.m.

4,200
hours

\$

Cost per Hour

\$

1.02 Labor - Overtime Hours
Monday through Friday 3:30 p.m. to 7:00 a.m. and Saturday

100
Hours

\$

Cost per Hour

\$

1.03 Labor - Overtime Hours
Sunday and Holidays

100
Hours

\$

Cost per Hour

\$

1.04 Material Discount - As applies to Trade Service. Indicate Percentage Discount, Per C-5, C-11 and C-23.

\$500,000.00

%

Discount from List Price

\$

1.05 Material Discount - As applies to miscellaneous manufacturers not available through Trade Service. Indicate Percentage Discount, Per C-5, C-11 and C-23.

\$25,000.00

%

Discount from List Price

\$

1.06 Freight Charges Allowed as per C-15.

\$1,000.00

\$1,000.00

\$1,000.00

1.07 Rental of Temporary Cooling Units and Specialized Equipment per C-31.

\$5,000.00

\$5,000.00

\$5,000.00

1.08 Allowance for additional services/specialized equipment, per C-29.

\$150,000.00

\$150,000.00

\$150,000.00

1.09 Allowance for option of repair or replacement of equipment, per C-30.

\$150,000.00

\$150,000.00

\$150,000.00

All bidders must adhere to C-8 Bidder Qualifications and C-13 Documentation To Be Submitted With The Bid.

All quantities herein are estimates.

The contract, if any, will be for a period of two years.

TOTAL BID ALL ITEMS

\$

DELIVERY
(Days)

PAYMENT DISCOUNT

% Days

FOR PURCHASING USE ONLY

ALL OF THIS BOUND INFORMATION MUST BE KEPT INTACT AND, TOGETHER WITH ANY ADDENDA ISSUED, MUST BE RETURNED WITH THE BID. OTHERWISE, THE BID MAY BE CONSIDERED INFORMAL.

GENERAL CONDITIONS

B-1 CONSIDERATION OF BIDS.

All bids received in conformity with the Invitation to Bid shall be endorsed with the contract or advertisement name or number and name and address of the bidder. All bids, immediately after being read, shall be tabulated and summarized and shall become public record in the office of the Commissioner of Purchases and Supplies.

B-2 UNACCEPTABLE BIDS.

No bid will be accepted from, nor a contract awarded to, any person, firm or corporation that is in arrears or is in default to the City upon any debt or contract, or is a defaulter as surety or otherwise upon any obligation to the City, or has failed to perform faithfully on any previous contract with the City of Cleveland.

B-3 REJECTION OR ACCEPTANCE OF BIDS.

The City through the Board of Control shall have the right to reject any or all bids, parts of such bid, and reserves the right to waive any informalities in the bid. In addition to bid price and discount, the City reserves the right to consider all elements entering into the question of determining the responsibility of the bidder. Any bid which is incomplete, conditional, obscure, contains additions not called for, or irregularities of any kind, may be cause for rejection of the bid.

B-4 EVIDENCE OF ABILITY TO FULFILL CONTRACT.

Bidders must present evidence to the Commissioner of Purchases and Supplies, when required by him to do so, to show they are fully competent and have the necessary source of supply, facilities and pecuniary resources to fulfill the conditions of the contract and specifications.

B-5 WITHDRAWAL OF BID.

No bid may be withdrawn after it has been deposited with the Commissioner of Purchases and Supplies.

B-6 TIME OF AWARD.

The Board of Control of the City of Cleveland shall make an award or reject all bids not later than the second regular meeting of said Board following the opening of bids, unless further time is required to analyze bids, to investigate responsibility of any bidder, or in the absence of a time limitation for acceptance set forth in the bid.

Any extension of time beyond the date fixed by the successful bidder or the fourth regular meeting of the Board of Control, whichever event shall occur first, shall be subject to agreement between said bidder and the Board.

B-7 AWARD CONTRACT.

No contract shall be awarded without the approval of the Board of Control, and then only to the lowest and best bidder.

B-8 PERFORMANCE BOND.

A. Contracts for the purchase of articles, supplies, commodities, materials, equipment or services shall be secured by a bond in the form and content prescribed by and acceptable to the Director of Law, with good and sufficient sureties and in an amount equal to at least twenty-five percent (25%) of the contract price on materials supplied and at least fifty percent (50%) of the contract price on services supplied. A check is not acceptable in place of a performance bond. A performance bond is not required for standard purchase and requirements contracts awarded in the amount of \$500,000.00 or less, except that standard purchase and requirements contracts that are labor and materials contracts including, but not limited to painting, carpentry, plumbing, electrical, masonry, landscaping, snow plowing, fencing and trucking over \$100,000 but not more than \$250,000 shall require a bond of at least twenty-five percent of the contract price, and over \$250,000 but not more than \$500,000 shall require a bond of at least fifty percent of the contract price. The above policy notwithstanding, the City of Cleveland reserves the right to require a performance bond in various amounts or to modify the performance bond requirement whenever it is determined to be in the best interest of the City of Cleveland to do so.

B. No performance bond will be required on any contract in the amount of \$100,000 or less issued pursuant to this Invitation to Bid (ITB). Any contract over \$100,000 but not more than \$250,000 shall require a bond of twenty-five percent (25%) of the contract price, and any contract over \$250,000 shall require a bond of fifty percent (50%).

B-9 RELEASE OF BOND.

Whenever a performance bond is required, the performance bond will not be released until all the provisions of the contract have been fulfilled.

B-10 CANCELLATION OF CONTRACT.

The City shall have the right to cancel this contract on five (5) days written notice if, in the opinion of the Commissioner of Purchases and Supplies, the delivery of materials, supplies or equipment or the performance of work or services are not in accordance with contract specifications and the contractor fails to cure such deficiencies or comply with the contract specifications within ten (10) days after receipt of notice of default from the City, except where fulfillment of its obligation requires activity over a period of time and it has, within ten (10) days of the default notice commenced such activity. Additionally, the City shall have the right to cancel this contract, without cause, upon fifteen (15) days written notice upon the determination of the Board of Control of the City, expressed through its resolution, to do so.

B-11 SUBCONTRACTING OR ASSIGNMENT OF CONTRACT.

a. The contractor shall not subcontract, sublet, assign, transfer, convey or otherwise dispose of the contract, its duties, rights, title or interest in it or in any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under the contract, except, in each instance, with the prior written authorization of the Board of Control of the City, expressed through its resolution, and then only upon such terms and conditions as may be agreed to by said Board. No such subcontracting, subletting, assignment, transfer, conveyance or other disposal of the contract shall be valid until filed in the office of the Commissioner of Accounts.

b. Prior written Board of Control consent is required for a City contractor to add a subcontractor, or to substitute one subcontractor for another subcontractor, under a City contract.

c. The City assumes no obligation to pay, and will not pay, a contractor for any work and or services performed by a sub-contractor on the contract prior to Board of Control approval of that sub-contractor.

d. The Director will not grant any City contractor additional time to meet project deadlines, and will not authorize or pay additional compensation or delay damages of any kind arising from the contractor's inability to add or substitute a subcontractor because the contractor failed to submit the approval request and supporting documentation at least 3 (three) weeks in advance of the date the additional or substitute sub-contractor is needed.

e. The Office of Equal Opportunity shall evaluate each subcontractor addition and substitution for increased CSB, MBE, or FBE participation even if the original contract had no certified sub-contractor participation.

f. The City's Sub-contractor Addition and Substitution Policy and Procedure is hereby incorporated by reference in its entirety. The complete document is available online at the City of Cleveland website: <http://www.city.cleveland.oh.us>.

B-12 DELAY FOR CAUSES BEYOND CONTROL.

If the contractor is delayed in complying with the terms of the contract by strikes, lockouts, fire, unusual delay by common carriers, unavoidable casualties, or any cause beyond the contractor's control including orders, limitations or restrictions of any Governmental agency having jurisdiction over the subject matter of the contract, or by delay authorized by the City, or for any cause by which the director shall decide to justify the delay; then for all such delays and suspensions, the contractor shall be allowed one calendar day extension beyond the time fixed for compliance with the terms of the contract for each and every calendar day of such delay so caused in the completion of the work, the same to be ascertained by the director.

B-13 PATENTS.

The Contractor shall be required to pay all royalties and license fees and shall hold and save the City and its officers, agents, servants and employees harmless from liability of any nature or kind, including cost and expenses, for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the City of Cleveland unless otherwise specifically stipulated in the contract documents. In this respect the contractor shall defend all suits or claims for infringement of any patent or license rights.

B-14 DELIVERY.

The vendor shall adhere to all stipulated delivery terms (e.g., material / service delivery upon a pre-set schedule, upon orders being placed, etc.). All service performance / material deliveries should be made only if the City of Cleveland has issued a valid, open Purchase Order (PO) with a sufficient free balance to

cover the full costs of the service being performed or materials being delivered. The City will not pay vendors for goods or services that are either delivered to the City under an invalid or unauthorized PO or were ordered using an expired contract. The City is not responsible for, and will not pay for, goods or services delivered to the City that are not authorized under the PO and contract under which a sale was purportedly made. Therefore, the vendor must not perform any services nor deliver any materials without a valid, open PO that authorizes the services / materials and that carries a sufficient free balance to cover the services / materials.

Upon delivery, some form of delivery documentation must be left with the City of Cleveland Department. For service performed, some Proof of Service documentation must be given to a City employee. For materials delivered, some Proof of Delivery or Packing Slip must be given to a City employee. In all instances, the delivery documentation must be signed and dated by a City employee in order to substantiate the services provided or materials delivered were as indicated on the documentation. City employees are charged with performing this verification, so vendors should allow adequate time for this review to occur. Failure to provide some delivery documentation, which received a City signature and date upon delivery, may result in payment delays.

B-15 LABORATORY TEST.

The City of Cleveland reserves the right to test all materials, equipment or supplies delivered during the life of the contract, at an independent laboratory to be designated by the Commissioner of Purchases and Supplies of the City of Cleveland. Where the result of such test shows the materials, equipment or supplies are not equal to the specifications, then the expense of making such test shall be paid by the contractor.

B-16 FAILURE TO MEET SPECIFICATIONS.

The delivery of any material, supplies or equipment or the performance of any work or services under the contract which do not conform to contract specifications will be rejected and the contractor notified immediately in writing of such rejection and the reason therefore. If the time for performance has not expired, and the contractor wishes to remedy the deficient materials, supplies or equipment or performance, it may notify the Commissioner of Purchases and Supplies of its intention to cure and may within ten (10) days make a conforming delivery of performance unless such time is extended in writing by said Commissioner. If said contractor fails to replace such nonconforming materials, supplies or equipment or otherwise cure such deficient performance of work or services, the City of Cleveland will purchase such materials, supplies or equipment or obtain the performance of such work or services of the character required on the open market or in case of work and services, by performance by City employees. In such event, the contractor and his surety shall be liable to the City for any excess costs and expenses thereby incurred.

B-17 SAFEGUARDS.

Any equipment to be furnished by the terms of this bid, shall be provided with safety controls, guards, and housing meeting the requirements of the safety standards of the Industrial Commission and the Department of Industrial Relations of Ohio, and the cost shall be included as part of the bid.

B-18 STATE OR FEDERAL TAXES.

- a. The City of Cleveland is exempt from all sales, excise and transportation taxes, except State of Ohio gasoline tax. The price or prices bid shall be exclusive of all such taxes and will be so construed.
- b. The contract price is subject to increase by the amount of any additional tax imposed by the Federal Government or the State of Ohio subsequent to the receipt of bids. Such claim for increased prices must be presented to the City within thirty (30) days after such tax becomes effective and supported by evidence satisfactory to the Director of Law.
- c. The contract price is subject to reduction by that amount by which an applicable tax is reduced during the period of the contract.

B-19 SOCIAL SECURITIES ACT/EMPLOYEES BENEFIT PAYMENTS.

The contractor shall be and remain an independent contractor with respect to all services performed under said contract, and agrees to and accepts full and exclusive liability for the payment of any and all contributions or taxes for social security, unemployment insurance, old age retirement benefits, pensions, or annuities now or hereafter imposed under any state or federal law, which are measured by the terms of this contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized state or federal officials and said contractor also agrees to indemnify and save harmless the City of Cleveland from any such contributions or taxes or liability therefore.

B-20 FREIGHT ON DIRECT SHIPMENTS TO THE CITY.

The freight prices made in the bid are to be in accordance with lawful freight or cartage charges in existence at the time the bid is made, and contract prices shall be increased or decreased by changes in the freight or cartage rates, provided that claims for additional freight or cartage be presented to the City of Cleveland within thirty (30) days after said advance in freight or cartage rates becomes effective. Reductions in freight or cartage prices will be deducted from the contract price.

B-21 INVOICING AND PAYMENT.

The Contractor shall submit invoices that appropriately reflect the work performed. Original invoices must be typed and legible. The City of Cleveland does not pay from duplicates or copies. Each invoice must be mailed as specified below:

- Original invoice to address as shown on Purchase Order under "BILL TO:"
- Optional: Copy of invoice to the City of Cleveland, Division of Accounts, 601 Lakeside Avenue, Cleveland, OH 44114, clearly marked "COPY".
- Address invoice questions first to the ordering department. The Division of Accounts will assist if the Department is unable to resolve the question.

The failure to deliver copies of invoices to the indicated location may lead to delays in payment.

Invoices submitted by the Contractor for payment must include the following information:

- Contractor Name, as it appears on the Contract;
- Contractor Mailing Address;
- Contractor Telephone Number;
- Contractor Facsimile Number;
- Contract Number;
- Purchase Order (PO) Number under which the work being invoiced was authorized;
- Contractor Invoice Number, which must be a unique (non-recurring) number;
- Invoice Date, reflecting the date that the invoice itself was issued to ;
- Timeframe that the invoice covers;
- A detailed itemization of labor and materials provided, including:
 - Date that work was performed / material delivered,
 - Location for each item of service performed / material delivered,
 - Line Item Number from the Contract's Schedule of Items (SOI) that is being invoiced,
 - Quantity of items being invoiced under each Line Item,
 - Unit Cost of each Line Item,
 - Extended Cost by each Line Item.
- delivery documentation (e.g., Proof of Service / Delivery slip, Packing Slip, etc.) with an acknowledgement signature and date from a City of Cleveland employee;

The City of Cleveland is not subject to sales tax per Section 5739.01 (B)(1) O.R.C. Therefore invoices must not charge sales tax. The City's Tax Exemption Number is 34-6000646. Tax Exemption Certificates are available upon request from the Division of Purchases and Supplies.

Any applicable discounts, as stipulated through the contract and/or PO, must be itemized and applied to the invoice. Any special instructions contained within the contract must also be followed.

If any invoice is erroneous or does not include the above required information, the City shall inform the supplier as to the reasons thereof and any corrective actions necessary to qualify the invoice for payment by the City. The vendor is responsible for providing the delivery documentation at the time of delivery and for submitting the invoice.

B-22 EQUAL OPPORTUNITY.

This contract is a contract, and contractor is a contractor within the meaning of Chapter 187 of the Codified Ordinances of Cleveland, Ohio 1976. During the term, the contractor shall comply with all terms, conditions and requirements imposed on "contractor" in the Equal Opportunity Clause, Section 187.22(b) of

the Codified Ordinances of Cleveland, Ohio 1976, attached hereto and made a part hereof. A copy of such clause shall be made a part of every subcontract of agreement entered into for goods or services and shall be binding on all persons, firms and corporations with whom the contractor may deal.

PARAGRAPHS B-23 AND B-24 APPLY ONLY IF THE REQUIREMENT CONTRACT BID BLOCK IS MARKED ON BID PAGE 1 OF BID AND ON BID FORM.

B-23 DURATION OF CONTRACT.

The proposed contract shall be effective upon its execution and approval by the Director of Law of the City of Cleveland and, for the purpose of accepting, delivery, shall continue in full force and effect for the period specified in the specifications and/or the Schedule of Items section of the bid, unless otherwise indicated.

B-24 REDUCTION IN PRICES.

The contractor agrees that if the price to the general trade is reduced while the contract is in effect, the City of Cleveland will receive the benefit of such reduction immediately. However, if the contract price is below the price to the general trade at the time the contract is awarded, the reduction provision will be effective only when the recognized price to the general trade reaches a level lower than the contract price or when the contractor reduces his own price to a level lower than the contract price.

B-25 EIGHT-HOUR DAY, MINIMUM WAGE, AND NON-DISCRIMINATION.

The Contractor agrees that it shall comply with the following provisions of the Charter of the City of Cleveland, which are, respectively, as follows:

Section 196. Except in case of extraordinary emergencies; not to exceed eight (8) hours will constitute a day's work and not to exceed forty eight (48) hours a week's work, for any City employee of the City of Cleveland in the classified service thereof, and for any workmen engaged in public work carried on or aided by the municipality whether done by contract or otherwise. The Council shall by ordinance, provide for the enforcement of the provisions of this section.

Section 197. Every contract for public work entered into by the City of Cleveland shall contain, and no contract shall be entered into unless it contains the following stipulations:

The Contractor hereby agrees that all persons employed by him will be paid wages which are not less than are paid by the City of Cleveland for similar or like work; but if said City has not established a rate of wages for any particular class of work to be performed under the terms of this contract, then said employees shall be paid wages not less than are generally paid therefore by others employing union labor in said City.

The Contractor hereby further agrees that in the employment of labor, skilled or unskilled, under the Contract there will be no discrimination exercised against any citizen because of race, color, religion or national origin; and that any violation hereof shall be deemed a material breach of said contract.

B-26 LAWS, PERMITS, AND REGULATIONS

The contractor shall comply with all applicable laws of the Federal government, State, ordinances of the City or other municipality in which the work or services are being done and all applicable regulations and any authorized regulations, and shall be responsible for securing at his own expense any and all licenses, permits and certificates of inspection required by law or by the contract documents.

SERVICES, LABOR & MATERIALS – IF THIS CONTRACT IS FOR WORK, SERVICES, OR LABOR & MATERIALS, B-27, 28 AND B-29 APPLY

B-27 STATE INDUSTRIAL COMPENSATION FOR PURCHASE OF LABOR AND MATERIALS.

If this contract contains labor, whether in part or in all, the contractor shall, in all cases during the term of this contract, subscribe to and comply with the Worker's Compensation Laws of the State of Ohio and pay such premiums as may be required thereunder and to save said City harmless from any and all liability arising from said act. He shall also furnish at the time of delivery of this contract and such other times as may be requested, a copy of the official certificate or receipt showing the payments hereinbefore referred to. A copy of the official certificate or receipt showing the payments hereinbefore referred to, shall be submitted with the bid, or, if not included with the bid, shall be submitted with the signed contract. No work shall be commenced, or payments made, until the certificate or receipt is received by the City. The contractor shall maintain continuous coverage throughout the contract and shall notify the City in writing within 24 hours of receipt of notice of cancellation or reduction of coverage.

B-28 INDEMNITY

Contractor shall indemnify, defend, and hold harmless the City of Cleveland, Ohio, its officers, agents, and employees from all claims, demands, liabilities, loss, suits, causes of action, judgments, costs, and expenses, including attorneys' fees, arising, occurring, or allegedly arising or occurring from personal injury, including death, property damage, including loss of use, or otherwise, to any person or the property of any person, including third parties and employees of any party, as a result of negligent or intentional act or omission by Contractor or its agents, employees, subcontractors or suppliers, in performing work or services or furnishing labor and materials under this contract. This indemnification right is in addition to any other indemnification or contribution right of any indemnified party and shall survive completion of the work or services or furnishing of labor and materials.

B-29 WARRANTY

Contractor warrants, in addition to any other express or implied warranty required by law or the contract, that all work and services performed under this Agreement will be of good quality, free from faults and defects, conform to the contract documents, performed in a workmanlike manner according to good usage and

accepted practice, resulting in a merchantable product, and fit and suitable for their intended purpose, and that materials supplied will be of good quality and free from all defects, latent or patent.

B-30 OHIO CAMPAIGN FINANCE LAW

Pursuant to the Ohio Revised Code, as referenced below, the following language is hereby made a part of this document:

"Contractor hereby certifies that beginning on the date the contract is awarded and extending until one year following conclusion of the contract, all persons identified in Ohio Revised Code Sections 3517.13(I)(3) and 3517.13(J)(3), as applicable, are in compliance with Ohio Revised Code Sections 3517.13(I)(1) and 3517.13(J)(1)."

By submitting a signed sealed bid, those persons signing the document are affirming their compliance with the referenced sections of the Ohio Revised Code, herein incorporated into any contract created pursuant to this Invitation to Bid in its entirety.

B-31 TITLE 48 C.F.R. ETC:

Certification Re: Federal Debarment, Suspension, Ineligibility or Voluntary Exclusion: Title 48 Code of Federal Regulations, Part 9, and other regulations, preclude the City from participating in a covered transaction, as defined in subpart 9.4, with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. By signing and submitting this document, the bidder certifies to City that it, its principals, any subcontractors, and subcontractor principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- 2) Have not within the three-year period immediately preceding the submission date of this document been convicted of or had a civil judgment rendered against them personally or the company 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;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; or,
- 4) Have not within the three-year period immediately preceding submission date of this document had one or more public transactions (Federal, State or local) terminated for cause or default.

If the bidder is unable to certify to any of these statements in this certification, such prospective participant must attach a written explanation to this bid. Failure or inability to certify to any of these statements may be cause for rejection of the bid.

The Federal Debarred Listing is available at <http://www.epls.gov/>

By submitting a signed sealed bid, those persons signing the document are affirming their compliance with the referenced sections of the Code of Federal Regulations, herein incorporated into any contract created pursuant to this Invitation to Bid in its entirety.

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SECTION C - SUPPLEMENTAL GENERAL CONDITIONS

C-1 SCOPE

This document provides specifications for a requirement contract for the purchase of heating, ventilation, and air conditioning (HVAC) maintenance services for the various divisions of the Department of Public Utilities (DPU), Cleveland Public Power (CPP), Division of Water Pollution Control (WPC), Division of Water (CWD), and the Office of Radio Communications (ORC).

DPU operates buildings at many locations across the City of Cleveland (City) and Cuyahoga County. Within the group of buildings, there are HVAC units and systems that require service of a reputable company with expertise in HVAC maintenance. The contractor shall be responsible of furnishing qualified staff trained in repairs or replacement of HVAC equipment housed within DPU's various locations to include, but not limited to, cooling towers, chillers, electric motors, wiring air conditioning controls, water treatment controllers, fuses, duct work, blowers, refrigerant piping between two or more pieces of equipment, insulation on the refrigerant piping and equipment, gauges, control devices, thermostats, manual valves and starters, air handling units, fans, dehumidifiers, water coils, heating units, generators, variable frequency drives, condensers, diffusers, rental of temporary cooling, shot feeders and trim and temperature controls and any other related work required to maintain the systems in good working order.

The term of the contract, if any, will be two years. The unit prices bid for the two-year contract shall remain firm.

The contractor will be expected to accept the systems in their present condition. DPU requires scheduled preventative maintenance to be determined by each of the locations listed in Appendices C, D, E, and F. Included, but not limited to, in these specifications is a listing of DPU's equipment to be serviced during the course of the maintenance agreement.

C-2 CITY FORMS

Failure to submit the following City forms properly, **will** cause your bid to be non-responsive.

- A. Bid Bond
 - 1. Use the City's Bid Bond form.
 - 2. Follow the instructions in Part B and C of the Bidder's Check List completely.
 - 3. A bid bond is not required if your total bid is \$50,000.00 or less.
- B. Bid Form
 - 1. Indicate whether you are submitting a bid bond or a cashier's check/certified check in the amount of at least 5% of your bid total.
 - 2. The information on both pages must be filled out completely and signed by an officer of the corporation or firm.

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- C. Affidavit
 1. The first three lines of the affidavit must be filled out stating the state, county, and name of the person being sworn.
 2. The state on page one must be the same state as the notary's commission stamp that appears at the bottom of page two.
 3. The date their commission expires must be displayed by the Notary at the bottom of page two.
 4. Be sure that the proper lines are signed on page two for notary and the person that is being sworn.
 5. Fill out all necessary information on both sides of the affidavit.
- D. Wage Theft and Payroll Fraud Disclosure form is required with every bid.
- E. Additional documents listed in C-8 and C-13 must be included.

Any other forms that are included in the bid package should also be filled out completely, signed where necessary, and returned.

C-3 PRE-BID MEETING/LAST DAY FOR QUESTIONS

- A. A pre-bid meeting will be held on the date and time as per the advertisement announcement. Bidders are cautioned that questions, clarifications, and information that may result from this meeting, could affect your bid. In addition, by City policy, this is the only opportunity for potential bidders to speak directly with DPU personnel prior to the award of the contract. Attendance at the pre-bid meeting is non-mandatory.
- B. The last day for questions is seven business days before the bid opening date. All questions should be submitted in writing to the purchasing department at purchasing@clevelandohio.gov AND Buyer, Jules Gilliam at JGilliam@clevelandohio.gov or via fax - 216-664-2275.

C-4 RATE OF USE OF LABOR AND MATERIALS

The contractor shall supply labor and materials for maintenance, repair and/or replacement of heating and air conditioning systems for DPU that may be required to be performed. The Director of DPU or his designee shall determine when the contractor work within its facilities. DPU reserves the right, however, to establish repair schedules in conformance with operating conditions in the water treatment plants and electrical and water distribution systems.

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C-5 DEFINITIONS

The following definitions shall apply in this specification:

- Wholesale Distributor: The party that supplies the labor and material for maintenance, repair and/or replacement of heating and air conditioning systems
- Manufacturer: The party that manufactures, fabricates or produces the replacement parts and equipment necessary for the operation of the system, including but not limited to software, programmable controllers, sensors and related devices.
- Supplier: The party that supplies the replacement parts, equipment and labor necessary for the operation of the heating and air conditioning systems, including but not limited to software, programmable controllers, sensors and related devices. The supplier may or may not be the manufacturer.
- Release Order: A document authorizing a specific repair or activity, specific materials, equipment or labor for a specified location issued by a City employee authorized to prepare such document. A sample of the form is found in Appendix A. DPU provides this form to the supplier initiating a request for maintenance of heating and air conditioning systems and/or equipment.

C-6 INVOICING AND PAYMENT (Supplement to General Conditions Section B-21)

Payment shall be made monthly upon receipt of the invoice with detailed repairs and services performed during the previous month. In no case shall the total of monthly payments exceed the proposed gross price. The building manager must be notified of the visits and completion of work performed and they shall acknowledge the visit by signing each work report. Failure to obtain a signed acknowledgement will result in delays in receiving payments and may result in a refusal of bill payments.

The City shall pay the contractor for all parts and materials used under this contract at the material discount rate indicated on the Bid Schedule of Items pages. The contractor must have the building manager's written approval for major parts or materials whose cost exceeds \$200.00. The City is tax-exempt and will not pay taxes. Freight charges are not paid by the City except as noted below.

Contractor will be required to provide written estimates for proposed repairs. Bidder must obtain authorization from DPU's individual divisions. When/if authorized repairs proceed immediately. Contractor must provide each division with an invoice with exact itemized cost of parts and labor for each repair within 15 days after its completion.

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Contractor must provide copies of manufacturers' list prices to verify discount. This documentation must be submitted with all invoices. Labor charges will be billed as hourly rate times total hours required equals total labor cost. Billing for labor charges shall begin upon arrival at site. Invoices will not be paid unless they are submitted as described above.

Contractor must submit separate invoices for each service call and for each division. The original invoice must be e-mailed to the "Bill To" address on the Delivery Order, which is payables_unit@clevelandwater.com OR mail to: Department of Public Utilities, Payables Unit, 1201 Lakeside Avenue, 4th Floor South, Cleveland, Ohio 44114.

The contractor shall submit requests for payment in writing to the Director or his designee for approval. The failure to deliver reports will be sufficient reason to withhold payments. The contractor is to invoice with the following required information: (1) vendor name, (2) vendor address, (3) vendor telephone number, (4) City Delivery Order (DO) number authorizing the invoiced material/service AND, if applicable, City contract number, (5) vendor invoice number, which is a unique number, (6) invoice date, (7) invoice due date, (8) DPU "ship to" address, (9) itemized costs including item descriptions, quantities, unit costs, cost extensions (and, if against a contract, Schedule of Items (SOI) references), and copies of quotations with backup, (10) total invoiced amount, and (11) itemization of any applicable discounts (stipulated through the contract). Sales tax should not be included; the City is exempt.

C-7 PARTS AND EQUIPMENT

All replacement parts and equipment supplied under this contract shall be new and shall be of the original equipment manufacturers' specifications or pre-approved equal.

C-8 BIDDER QUALIFICATIONS

Bidders must submit documentation for the sections below in addition to the required items listed in C-13.

- a. Bidders should present with their bids a list of at least three references wherein comparable work or services are being performed as a requirement to evaluate and awarding of a contract.
- b. Bidders should employ technicians possessing credentials in refrigerant recovery as certified by Refrigeration Services Engineers Society (RSES) or Air Conditioning Contractors of America (ACCA). Bidder must use "A" Journeymen to perform all repair work.

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- c. Contractor should provide maintenance on existing control systems utilizing technicians whose principal business is in temperature control work. No "supervised" work will be considered.
- d. Bidder must have the capabilities to conduct facility energy audits in an attempt to maximize energy savings through energy conservation measures.
- e. Special qualifications for Cleveland Public Power - CPP
 - 1. Contractors should employ technicians possessing Certificates of Training issued by Novar and Brasch Systems.
 - 2. Contractor should have capabilities to monitor and respond to NOVAR automated control systems alarming on a 24-hour a day/7 days a week basis.
 - 3. Contractor should have Novar Factory Trained support personnel and provide Certificate of Training by Novar with bid.
 - 4. Contractor should have Novar Monitoring and Alarming capability from contractor's office during office hours.
 - 5. Contractor should have Novar Monitoring and Alarming from contractors night monitoring personnel during non-office hours.
 - 6. Contractor should have the ability to respond within 2 hours or less on all critical alarms.
 - 7. Contractor should have experience in Brasch automatic garage ventilation systems including programming of central control panels, calibrating, and testing of CO & N02 sensors.
- f. Special qualifications for Water Pollution Control - WPC
 - 1. Contractor shall have the ability to service "as is" computer programming for the following digital control systems: Alerton, Envisions for BACtalk 2.5 Building Automation System.
- g. Special qualifications for Cleveland Water Department - CWD
 - 1. Contractor shall have the ability to service "as is" computer programming on the following digital control systems:

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- Talon Network firmware, LonWorks Communication Protocol and Jace Software.
- Honeywell DDC Controls.
- Siemen's Apogee DDC Controls.
- Siebe Environmental Controls, Signal Computer Software 4.3, Network 8000; Xtended Personal System Interface 2.0, Network 8000 Microzone Ii Controllers, Network 8000 Global Modules and Local Modules.
- TAC Direct Digital Temperature Control System.
- Novar
- Schneider Electric, Invensys

For the requirements of the above sections e, f, and g, potential bidders should be certified to work on the various digital control systems or have subcontractors, list submitted with the bid, that are certified to work on the systems named above.

C-9 RESPONSIBILITY

- a. If the contractor neglects to pursue the work properly, or if he should refuse to remedy any defects in his work due to inferior quality of workmanship or materials, if he should in any manner fail to perform any provision of this contract, the owner (after a 10 day written notice) may make good such deficiencies and may deduct the cost thereof from the payment then due or thereafter due the contractor.
- b. The Chief Stationary Building Engineer or Building Manager must be notified of all visits and completion of work performed. The City staff shall acknowledge each visit by signing the work report. Failure to obtain acknowledgment may result in a refusal of payments. Appendix G presents the Department of Public Utilities' Standard Operation Procedure for maintenance contractor's entrance on to Department of Public Utilities' facilities.
- c. When a contractor is called for normal, on-site service, they must arrive at the designated building within three hours after receiving request for service. This is a mandatory requirement 24 hours a day, 365 days a year, regardless of weather conditions or bidder employee workload. We require the contractor to provide personnel at all times within a three-hour time frame at no additional charge. Our facilities are public buildings and HVAC repairs require immediate attention. Contractor will incur the responsibility to guarantee this on-site service as needed. Contractor must have the resources available to supplement their staff if necessary and/or enlist the services of another contractor to provide

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services on their behalf. Should this be necessary, all work performed will be bound by terms, conditions, and prices specified in contract. All our correspondence will be limited to the contractor specified on the contract agreement. All payments will be made from their invoices. Bidder will include a 24-hour emergency telephone number for calls after normal business hours. Emergency service, when requested, is required within a one-hour timeframe.

- d. Contractor is required to procure all parts, controls, or miscellaneous items not currently in stock from other local distributors on the same day as requested. Contractor is required to deliver orders per above. If necessary, outside local stock must be shipped overnight UPS, Express Mail or Next Day Air, whenever requested. All costs must be included, except per C-15 Delivery.
- e. Bidder will not establish any minimums within Material Discount quoted in Bid – Schedule of Items.
- f. Contractor must be a bona-fide stocking wholesale distributor with a substantial inventory available immediately when needed. Most often repairs to HVAC systems cannot be postponed due to delivery of repair parts.
- g. Contractor must provide all necessary equipment involved in the on-site service required to complete the job.
- h. The contractor does not assume possession or control of any equipment, but such remains the City's exclusively as the owner, thereby the contractor shall not be liable for any loss, damage due to any cause beyond the contractor's reasonable control, including but not limited to acts of government, strikes, lockouts, fire, explosions, theft, floods, riot, civil commotion, wars, malicious mischief, or Acts of God.

Under no circumstances shall the contractor be liable for consequential damage.

Contractor shall assume all cost of wages, insurance, fringe benefits, etc. on the price of the maintenance and repair contract.

C-10 FAMILIARITY WITH THE SITE, EQUIPMENT, AND REQUIRED WORK

The bidder may, before submitting a bid, examine design drawings and visit the sites to, make a thorough investigation of the different equipment and extent of contract work. Each site visit requires an appointment.

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Schedule an appointment through: WPC - Sherry Phillips at 216-664-3982, CPP - Lisha Strickland at 216-664-3922, CWD is Michelle Vitale at 216-664-2444, ext. 75217, ORC - Brad Hanke at 216-443-2481. Security measures will be enforced.

C-11 MATERIAL COSTS

All material costs shall be based on Trade Service, Column 3 pricing. The contractor must attach a screen shot of the dated Tra-Ser price page for each item of material on the quotation, and with the invoice when presented for payment. The discount percentage will be applied to the directory cost.

Any materials needed that are not covered by Trade Service, must be quoted less the discount percentage, with a screen shot of the price page attached to the quotation, and with the invoice when presented for payment.

C-12 EVIDENCE OF ABILITY TO DO WORK

Bidders must present evidence to the Director, when required to do so, that they are fully competent and have the necessary facilities and pecuniary resources to deliver the material and complete the work to be performed hereunder in a satisfactory manner and within the time specified.

C-13 DOCUMENTATION TO BE SUBMITTED WITH THE BID

A. References

The bidder must submit with the bid a list of at least three references wherein the bidder has supplied equipment and material (and specialized labor as appropriate) that were used to repair, replace, maintain, and/or enhance heating and air conditioning systems and appurtenances. This listing shall include the name of the organization employing the bidder, address, telephone number and the name of the principal engineer (or project manager) receiving the equipment, report or material. City personnel shall not constitute references.

This list will be used to determine if the bidder is experienced and capable of meeting DPU's requirements. DPU reserves the right to reject bids based upon inadequate documentation of the bidder's experience.

B. Affidavit of Compliance

The bidder should submit with his bid a notarized affidavit pertinent to the items that the bidder is proposing to provide to DPU. Each bid item has a germane affidavit. The

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affidavits require the bidder to attest that: (1) the bidder has examined all drawings, attachments and/or appendices accompanying the specifications and (2) that the bidder has the capability, in an emergency, to provide materials and equipment labor as required by the bid items. The affidavit requires that the bidder has the capability, in an emergency, to provide materials, equipment and labor as required to DPU's facilities within a one-hour timeframe.

C. Company Contact

The bidder should submit with the bid the name, emergency phone number, FAX number, and email address of the technical service representative(s) and the customer service representative who will provide the service detailed above.

D. Copies of Certificates of Training

The bidder should submit with the bid the names of their technicians possessing Certificates of Training and copies of their Certificates of Training issued for the various digital control systems listed in C-8.

C-14 SECURITY

To ensure the safety and security of the water system DPU requires the winning contractor to provide faxed information to verify the identity of driver and employees, as well as the license plate and make of the vehicle that will be used to enter DPU facilities. Contractor will provide identity information to person specified in the release order. This information is required, prior to each visit, when accessing DPU property.

Contractor agrees to cease work at no cost to the City until breaches of security are remedied.

C-15 DELIVERY (Supplement to General Conditions Section B-14)

The contractor shall procure and deliver, in an emergency, all parts, controls, or miscellaneous items not in stock from other local distributors on the same day, when requested. All orders other than local stock must be shipped overnight UPS, Express Mail or Next Day Air, whenever requested.

The contractor shall deliver non-emergency items within seven business days from the formal request as detailed in a Release Order. If other arrangements are made specific to that Release Order, it must be in writing when the order is prepared.

Non-emergency delivery shall be by standard delivery service such as United Parcel Service, company owned vehicle or by US DOT or Ohio DOT licensed common carrier. Delivery shall be

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between the hours of 8:00 am and 3:30 pm on workdays unless other prior arrangements have been made to accommodate emergency requirements.

Freight shall be allowed for shipments, where the net weight exceeds one-hundred-fifty (150) pounds, to the locations listed in Appendix C unless otherwise stated. Delivery shall be at the formal request by Release Order of the Chief Stationary Building Engineer or Building Manager or their designee. Release Order form shall be in the format shown in Appendix A. Delivery shall be only to the locations specified in the Release Order. Delivery shall be to the person detailed in the Release Order. Broken containers shall not be accepted.

C-16 NOTICE OF NON-CONFORMANCE

If material or equipment delivered pursuant to a release order does not meet the requirements of this specification, DPU shall notify the supplier within five business days after receipt of the shipment at the point of destination.

C-17 REMOVAL

If the material (or equipment) does not meet the requirements of this specification, the supplier shall remove it from the premises of DPU and replace it with satisfactory material (or equipment) as detailed in the release order document. Supplier shall pay shipping costs to return non-conforming items.

C-18 NO WAIVER OF LEGAL RIGHTS

Neither acceptance of, nor payments for the work or goods or services hereunder, or any part of them, nor any extension of time, nor any possession taken by the City will operate as a waiver of any default or breach of the contract be held to be waiver of any other or subsequent default or breach.

C-19 INDEMNITY CLAUSE

The contractor will indemnify, keep and save harmless the City of Cleveland, Ohio and their respective officers, agents and employees; and all additional insured and their respective officers, agents and employees, against all suits or claims that may be based upon any injury to persons or property that may occur, or that may be alleged to have occurred in the course of the performance of this contract by the contractor, or as a result of the performance of this contract by the contractor, whether or not it shall be claimed that the injury was caused through a negligent act or omission of the contractor or his/her employee, and whether or not the person(s) injured or whose property was damaged were third parties, and the contractor shall at his/her own expense defend the City, and all additional insured, in all litigation, pay all attorney's fees and call costs and other expenses arising out of the litigation or claim or

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incurred in connection therewith; and, at his/her own expense, satisfy and cause to be discharged such judgments as may be obtained against the City, or any of its officers, agents, or employees; or any additional insured, or any of its officers, agents or employees. Nothing herein shall be construed to limit the contractor's indemnification obligations to the limits of insurance provided. The indemnification obligations shall survive any termination of the contract.

In any and all claims against the City and its officers, agents or employees; or any additional insured or its officers, agents or employees, by any employee of the contractor, subcontractors, its agents, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation of the paragraph above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor, subcontractors or other person under applicable workers' or workmen's compensation benefit or disability laws, it being clearly agreed and understood by the parties hereto that the contractor expressly waives any immunity the contractor might have had under such laws. By executing the contract, the contractor acknowledges that the parties have mutually negotiated the foregoing waiver.

C-20 PUBLIC LIABILITY, PROPERTY DAMAGE AND VEHICLE INSURANCE

1. The contractor shall take out and maintain during the life of this contract such public liability and property damage insurance, wherein the City is named as an additional insured, as shall protect himself, any subcontractor and the City from claims for damage for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone employed by him. An exact copy of such policy or policies shall be deposited with the City before the commencement of any work under this contract. The amounts of such insurance shall be as follows:
2. Public Liability Insurance: In an amount not less than \$500,000.00 for injuries, including accidental death to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000.00 on account of one occurrence involving injury to more than one person, and property damage insurance in an amount not less than \$200,000.00.
3. The following special hazards shall be covered during the life of this contract by rider or riders to the policy or policies above required or by separate policies of insurance in amount as follows:

(a) Public Liability insurance to cover each vehicle used in the performance of the contract in an amount not less than \$500,000.00 on

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account of injury or death of one person and not less than \$1,000,000.00 on account of injury or death of two or more persons.

(b) Property damage liability insurance to cover each vehicle used in the performance of the contract in an amount not less than \$200,000.00 in any occurrence.

4. Contractor shall notify the Director of Law, in writing, at least 10 days before it cancels or reduces its insurance policy or coverage, and immediately upon the Contractor's receipt of notice from its insurance company of any cancellation or reduction of the required insurance policy or coverage.
5. The contractor shall provide Ohio Workers Compensation insurance as needed to protect his work force.

C-21 ACCEPTANCE OF PERFORMANCE

It shall be understood and agreed by the parties hereto that the Director shall determine the satisfactory quality of the work furnished under the contract.

C-22 WARRANTY (Supplemental to General Conditions Section B-29)

The supplier shall provide a warranty for all products supplied to the City under this agreement and such warranty shall provide that the products are free from defects in materials and workmanship. The term of the warranty shall be the standard length of industry's warranty.

C-23 PARTS, MATERIALS, EQUIPMENT AND/OR SUPPLIES

The contractor shall, when required by DPU, supply materials, parts, equipment and supplies for the maintenance, repair, enhancement and/or replacement of heating and air conditioning systems and appurtenances upon prior approval of the Director. Examples of equipment and services may include, but not be limited to, controllers, sensors, programming, and installing proprietary and non-proprietary computer boards.

C-24 EVALUATION OF BIDS

An award will be made as a single contract. DPU has estimated cost of parts for testing, repairing and maintaining equipment; however, DPU will not guarantee the number of and/or types of repairs it will require. A partial list of Department of Public Utilities facilities with HVAC equipment is included in Appendices C, D, E, and F. The bidder shall bid all items on the Bid - Schedule of Items.

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For bid evaluation purposes, DPU will incorporate the discount percentage as follows: the discount percentage will be multiplied by the estimated allowance, and the resulting multiplication product will be added to the total bid.

DPU may reject bids for improper submittal of documentation, incomplete submittal of documentation and/or unsubstantiated information within submittal.

C-25 MATHEMATICAL ERRORS

- A. If a bidder makes any mathematical errors in the bid sheets such that some or all of the bid numbers are mathematically inconsistent with each other, the City shall correct such errors as follows. The lowest level values or unit prices shall be deemed as indicating the bidder's true intent and shall be accepted as correct. All further calculations shall then be corrected, and these corrected values shall be cascaded throughout the entire set of bid sheets, potentially affecting the bidder's final bid price. Calculations subject to such correction include, but are not limited to:
 - 1. The summing of labor and material unit prices into a total unit price.
 - 2. The multiplication of unit price times quantity to arrive at the extension cost.
 - 3. The summing of individual line items into totals or subtotals.
 - 4. The multiplication of any subtotals or other values by contingency percentages or other factors, if a contingency applies.
 - 5. The transferring of subtotals or values from one sheet to another.
- B. If the correction of any errors has an effect on the award of the contract, only the directly affected bidders will be notified in writing of the corrections and their affects.

C-26 NOTICE TO PROCEED

The language anywhere else in this invitation to bid notwithstanding, the term of this contract shall begin when DPU issues a Notice to Proceed (NTP) to the contractor and shall last for up to two years. At the City's discretion, the City may shorten the term of this contract to as much as two weeks less than two full years, in order to accomplish an orderly inventory of material. NTP shall not be issued until the contract has been fully executed and delivered to all parties.

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C-27 STANDARD OPERATING PROCEDURE FOR VENDOR PERSONNEL WORKING AT DPU FACILITIES

Upon issuance of the NTP, the contractor entering DPU facilities shall abide by the requirements and procedure set forth in Appendix G (Standard Operating Procedure for Vendor Personnel Working at DPU Facilities)

C-28 PREVAILING RATES OF WAGES

- A. Each person employed by the Contractor or by the Subcontractor for the work herein specified shall be paid the prevailing rates of wages as determined by the State of Ohio's Department of Commerce, Wage and Hour Bureau (www.com.ohio.gov/laws).
- B. Changes instated by the State's Wage and Hour Bureau will be communicated to the prime Contractor by the various Divisions of DPU within seven (7) business days of its notification by the State. This includes increases in the required prevailing wages for a Work Class, the addition of a new Wage Class to the prevailing wage requirements, and other updates. Nonetheless, in accordance with Ohio Revised Code Chapter 4115,
- C. The Contractor and Subcontractor are required to implement these changes into their payrolls dating to the effective date for the change as given by the State.
- D. Every Contractor and Subcontractor who is subject to Chapter 4115 of the Revised Code shall, as soon as it begins performing under its Contract with the City, supply to the DPU Divisions with a schedule of dates during the life of its Contract with the authority on which it is required to pay wages to employees. It shall also deliver to the DPU Divisions a certified copy of its payroll within two (2) weeks after the first pay date made to its employees associated with this contract. The Contractor must also submit certified payroll reports covering weekly timeframes throughout the term of the contract, in complement to the invoicing schedule. (For instance, when a Contractor submits a month invoice, it is required to submit separate certified payroll reports for each of the weeks comprising that month.)
- E. Each certified payroll report is required to contain the following information:
 - Contractor (or Subcontractor) Name, as it appears on the Contract;
 - Contractor (or Subcontractor) Mailing Address;
 - Contractor (or Subcontractor) Telephone Number;
 - Contractor (or Subcontractor) Facsimile Number;
 - Contractor Federal Tax Identification Number;

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

SECTION C - SUPPLEMENTAL GENERAL CONDITIONS

- Name of prime Contractor;
- Contract Number;
- Contract Name/Title;
- Timeframe that the certified payroll report covers;
- A detailed listing of employee information, including:
 - First and Last Name of each employee working on any job under the prime's contract during the certified payroll timeframe;
 - Home Address of each employee listed;
 - Social Security Number of each employee listed;
 - Sex of each employee listed;
 - Race of each employee listed;
 - Work Class of each employee listed (in accord with the work classes defined by the Ohio Department of Commerce, Wage and Hour Bureau);
 - Hours Worked under the prime's contract for each employee listed, by day/date and separately identified as regular time or overtime;
 - Total Hours Worked under the prime's contract for each employee listed;
 - Base Rate for each employee listed by the Work Class applied to the specific work performed;
 - Gross Earnings of each employee listed;
 - Each deductions and deduction amount for each employee listed, including medical, social security, pension, vacation, union dues, et cetera;
 - Total taxes withhold of each employee listed;
 - Net Earnings of each employee listed.

The certification of each payroll shall be executed by the Contractor, Subcontractor, or duly appointed agent thereof. It confirms that the payroll covered in the certified report is in compliance with Ohio Revised Code Chapter 4115 and, thereby, in compliance with this Contract in relation to wage rates, permissible deductions, and other requirements therein.

- F. Failure to submit biweekly certified payroll reports and/or identified noncompliance items may result in withholding of invoice payments until the missing documentation and/or corrections made to certified payrolls to bring the Contractor/Subcontractor into compliance has been received.
- G. Upon completion of the contract term and prior to final payment thereof, each Contractor or Subcontractor shall file with the respective DPU Divisions an affidavit stating that it has fully complied with Chapter 4115 of the Ohio Revised Code. Failure to do so may result in the withholding of remaining payments until submission.

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

SECTION C - SUPPLEMENTAL GENERAL CONDITIONS

All communications, document submissions, questions, et cetera regarding prevailing wage requirements should be directed to the following:

Department of Public Utilities
Contract Compliance Unit
1201 Lakeside Avenue, 4th Floor South
Cleveland, OH 44114

C-29 ALLOWANCE FOR ADDITIONAL SERVICES/SPECIALIZED EQUIPMENT

Bid Item 1.08 is for an allowance for additional services/specialized equipment that may be needed for maintenance, repair, enhancement and/or replacement of heating, ventilation, and air conditioning systems. These additional services may include, but not be limited to, any roofing, tinning, plumbing, and electrical services that may be required for maintenance, repair, enhance and/or replacement of heating, ventilation, air conditioning systems. Specialized equipment may include items such as scaffolding, rigging, lifts, etc. Contractor would submit a quotation for these services subject to approval by the Director, or his designee, prior to any work being done.

If any of these services are not performed by the Contractor, thus requiring use of a subcontractor, the City's Subcontractor Addition and Substitution Policy and Procedures will be required. Refer to Sections A-19 and B-11 for further detail.

The maximum markup shall not exceed 15% for any services and/or specialized equipment authorized under this provision.

C-30 REPAIR OR REPLACEMENT OF EQUIPMENT

DPU has the option of choosing repair or replacement of the equipment shown in Appendices C, D, and E. The decision to repair or replace it will be at the option of the Director or his designee on a one-for-one basis. If the equipment is to be replaced the Director or his designee, will authorize the Contractor to purchase replacement equipment.

Upon completion of new equipment installation, the Contractor will invoice DPU at his cost plus mark-up for the equipment replaced. DPU will then reimburse the Contractor for that equipment. A copy of the equipment invoice must be submitted with the Contractor invoice for payment. Prior to purchasing any replacement equipment, the Contractor must submit specification data for review and approval by DPU.

The maximum markup shall not exceed 15% for repair or replacement of equipment authorized under this provision.

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

SECTION C - SUPPLEMENTAL GENERAL CONDITIONS

C-31 RENTAL OF TEMPORARY COOLING UNITS AND SPECIALIZED EQUIPMENT

The contractor shall supply, when required by DPU, temporary cooling units and specialized equipment, with prior approval of the Director or his designee, of the quotation for the cost of the equipment to be utilized. The quotation must be submitted with the invoice for payment. DPU anticipates using cooling units ranging from one ton to 10 tons.

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

SECTION D TECHNICAL SPECIFICATIONS FOR CLEVELAND PUBLIC POWER EQUIPMENT

The contractor shall keep an accurate maintenance logging system at all Cleveland Public Power (CPP) sites, duplicating the same to be submitted to the Building Manager. All repairs, preventative, maintenance and materials shall be described and recorded in a logbook by the contractor or his representatives.

D-1 Contractor shall program and calibrate Brasch automatic garage ventilation systems including but not limited to the following:

- a. Programming of central control panels.
- b. Calibrating and testing of CO & NO₂ sensors.

D-2 Contractor shall monitor and respond to Novar automated control systems alarming on a 24 hour a day/7 days a week basis. The contractor must have the following in place pertaining to the existing monitoring systems.

- a. Novar Factory Trained support personnel and provide Certificate of Training by Novar with bid.
- b. Novar Monitoring and Alarming capability from contractor's office during office hours
- c. Novar Monitoring and Alarming from contractors night monitoring personnel during non-office hours.
- d. Response time shall be two hours or less on all critical alarms.

D-3 Energy Audit

Contractor must have the capabilities to conduct facility energy audits in an attempt to maximize energy savings through energy conservation measures.

D-4 Normal Service

Normal service will be defined as calls placed during normal business hours, unless designated as an emergency by CPP. Contractor must respond to normal service calls within a three hour timeframe between the hours of 7:00 a.m. and 3:30 p.m.

D-5 Emergency Service

Contractor must respond to emergency calls before providing service to customers without a service contract. Emergency service is defined as work being requested as an emergency. Response to an emergency service request shall be made within one hour of notification. This is a requirement 24 hours a day, seven days a week, and 365 days a year.

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

SECTION D TECHNICAL SPECIFICATIONS FOR CLEVELAND PUBLIC POWER EQUIPMENT

D-6 Filter Replacement for Cleveland Public Power

When requested in a release order, the contractors shall supply all filters for the year at first inspection. All Filters Must Be 40% Dp. The specifications for filter types used by CPP are provided below:

CPP Administrative Building

Heroplate 11 - 24 X 24 X 2, 40%, 2 per change
20 X 20 X 2, 30%, 48 per change
24 X 24 X 1, TA, 1 per change

Facet Aire - 16 X 25 X 1, 30%, 4 per change
16 X 16 X 1, TA, 1 per change
16 X 24 X 2, TA, 2 per change

Liebert Corp. - 29.5 X 28.5 X 2, 20%, 4 per change
18 X 24 X 2, TA, 2 per change

743 East 140th Street Station - Filter Sizes - One – 16 x 25 x 1 inch
Three – 16 x 25 x 2 inches
Two – 20 x 36 x 3 inches

D-7 Scheduled Preventative Maintenance

All recommended normal preventative maintenance as described in maintenance instructions (manufacturer recommended and/or in-house). Schedules are to be determined by each individual location's assigned Manager.

The contractor shall check as requested, during operating seasons, the various designated equipment for safety of operations of each piece of equipment, logging it upon examination, any defect parts found, same to be quoted and submitted to CPP immediately thereafter.

Contractor shall use trained personnel, directly employed by him, and being qualified to keep all equipment and controls properly maintained.

Scheduled preventative maintenance shall include all items listed in Appendix D pertaining to CPP.

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

SECTION E TECHNICAL SPECIFICATIONS FOR WATER POLLUTION CONTROL EQUIPMENT

The contractor shall keep an accurate maintenance logging system at all Water Pollution Control (WPC) sites, duplicating the same to be submitted to the Building Manager. All repairs, preventative, maintenance and materials shall be described and recorded in a logbook by the contractor or his representatives.

E-1 Normal Service

Normal service will be defined as calls placed during normal business hours, unless designated as an emergency by WPC. Contractor must respond to normal service calls within a three hour timeframe between the hours of 7:00 a.m. and 3:30 p.m.

E-2 Emergency Service

Contractor must respond to emergency calls before providing service to customers without a service contract. Emergency service is defined as work being requested as an emergency. Response to an emergency service request shall be made within one hour of notification. This is a requirement 24 hours a day, seven days a week, and 365 days a year.

E-3 Energy Audit

Contractor must have the capabilities to conduct facility energy audits in an attempt to maximize energy savings through energy conservation measures.

E-4 Scheduled Preventative Maintenance

- a. All recommended normal preventative maintenance as described in maintenance instructions (manufacturer recommended and/or in-house). Schedules are to be determined by each individual location's assigned Manager.
- b. The contractor shall check as requested, during operating seasons, the various designated equipment for safety of operations of each piece of equipment, logging it upon examination, any defect parts found, same to be quoted and submitted to WPC immediately thereafter.
- c. Contractor shall use trained personnel, directly employed by him, and being qualified to keep all equipment and controls properly maintained.
- d. Scheduled preventative maintenance shall include all items listed in Appendix E pertaining to WPC.

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

SECTION F for Appendix C Equipment List TECHNICAL SPECIFICATIONS FOR DIVISION OF WATER EQUIPMENT

The contractor shall keep an accurate maintenance logging system at all Division of Water (CWD) sites, duplicating the same to be submitted to the Building Manager. All repairs, preventative, maintenance and materials shall be described and recorded in a logbook by the contractor or his representatives.

F-1 Normal Service

Normal service will be defined as calls placed during normal business hours, unless designated as an emergency by CWD. Contractor must respond to normal service calls within a three hour timeframe between the hours of 7:00 a.m. and 3:30 p.m.

F-2 Emergency Service

Contractor must respond to emergency calls before providing service to customers without a service contract. Emergency service is defined as work being requested as an emergency. Response to an emergency service request shall be made within one hour of notification. This is a requirement 24 hours a day, seven days a week, and 365 days a year.

F-3 Energy Audit

Contractor must have the capabilities to conduct facility energy audits in an attempt to maximize energy savings through energy conservation measures.

F-4 Scheduled Preventative Maintenance

- a. All recommended normal preventative maintenance as described in maintenance instructions (manufacturer recommended and/or in-house). Schedules are to be determined by each individual location's assigned Manager.
- b. The contractor shall check as requested, during operating seasons, the various designated equipment for safety of operations of each piece of equipment, logging it upon examination, any defect parts found, same to be quoted and submitted to CWD immediately thereafter.
- c. Contractor shall use trained personnel, directly employed by him, and being qualified to keep all equipment and controls properly maintained.
- d. Scheduled preventative maintenance shall include all items listed in Appendix C pertaining to CWD.

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

CITY OF CLEVELAND
DEPARTMENT OF PUBLIC UTILITIES
RELEASE ORDER FORM FOR
**Labor and Materials for Maintenance, Repair and/or Replacement of Heating, Ventilation, and Air
Conditioning Systems, Including Rental, for the Various Divisions of the Department of Public Utilities**

Labor and Materials for Maintenance, Repair and/or Replacement of Heating, Ventilation, and Air Conditioning Systems, Including Rental, for the Various Divisions of the Department of Public Utilities

[illegible]

HEATING AND AIR CONDITIONING CHECK LIST			
Date Inspected _____		Inspected by _____	
THIS REPORT COVERS:		☐ Inspected by _____ ☐ SHUT-DOWN REFRIGERATION AND A/C	
		☐ MONTHLY SUMMER CHECK ☐ MONTHLY WINTER CHECK	
		☐ SEMI-MONTHLY SUMMER CHECK ☐ SEMI-MONTHLY WINTER CHECK	
INSPECT ALL ITEMS EXCEPT THOSE MARKED "N"			
SERVICES PERFORMED DURING EACH INSPECTION			
EVAPORATOR	EQUIP.	CONDITION	SYSTEM
Check coil condition	_____	_____	_____
Check drip pan and drain condition (Inspect Drain)	_____	_____	_____
Check filter condition	_____	_____	_____
CONDENSER - WATER COOLED			
Check water regulating valve	_____	_____	_____
Check for noncondensables in system	_____	_____	_____
Check for scaling or corrosion condition	_____	_____	_____
Check condition of all other water valves	_____	_____	_____
CONDENSER - AIR COOLED	VOLTS _____	AMPS _____	HP _____
Check condenser coil condition			
COMPRESSOR	VOLTS _____	AMPS _____	HP _____
Check general operation and condition	_____	_____	_____
Check oil pump operation and oil level	_____	_____	_____
Check head pressure and suction pressure	_____	_____	_____
Check noise and vibration	_____	_____	_____
Make pump down capacity check			
REFRIGERANT CIRCUIT			
Check system for oil and refrigerant leaks by visual inspection and torch test	_____	_____	_____
Check oil supply and refrigerant charge per service inspection for equipment	_____	_____	_____
Check operation of refrigerant controls	_____	_____	_____
Check insulation, vibration, noise	_____	_____	_____
FAN AND FAN DRIVES	VOLTS _____	AMPS _____	HP _____
Check fan and motor bearings	_____	_____	_____
check motor housings and commutators	_____	_____	_____
Check belt condition and tension	_____	_____	_____
Check drives and pulleys for tightness and alignment	_____	_____	_____
COOLING TOWER - EVAP CONDENSER	VOLTS _____	AMPS _____	HP _____
Check general condition of tower	_____	_____	_____
Check condition of water pan	_____	_____	_____
Check float valve operation	_____	_____	_____
Check pump and motor bearings	_____	_____	_____
Check fan motor or spinner	_____	_____	_____
Check bleed-off	_____	_____	_____
Acid Clean Cooling Tower	_____	_____	_____
HEATING			
Check burner condition	_____	_____	_____
Check interchanger condition	_____	_____	_____
Check heating coil condition	_____	_____	_____
Check gas output or oil pressure per service instructions	_____	_____	_____
Check flame adjustment	_____	_____	_____
Check stack switch operation	_____	_____	_____
Check fan and limit switch operation	_____	_____	_____
Check all valves	_____	_____	_____
Check condition of steam traps	_____	_____	_____
CONTROLS			
Check thermostat operation	_____	_____	_____
Check operation of starter	_____	_____	_____
Check operation of relays	_____	_____	_____
Check operation of pressure switch	_____	_____	_____
Check all wiring from disconnect switch to the unit, including fuses	_____	_____	_____

APPENDIX C
BALDWIN WATER WORKS PLANT
11216 STOKES BLVD., CLEVELAND OH 44104

**LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL
FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES**

**LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER**

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Dehumidifier	Bry-Air	MVB-10-B	86E4456	1000 cfm	Raw Water Blding
Dehumidifier	Bry-Air	A-3-B	861440	300 cfm	Clarifier
Dehumidifier	Bry-Air	MVB-20-C	86E4457	2,000 cfm	Sludge Site
Unit Heater-1	Modine Manufacturing Company	BD200AE8163	NA	NA	East Filter Wing (Near Filter 2)
Unit Heater-2	Modine Manufacturing Company	BD200AE8163	NA	NA	East Filter Wing (Near Filter 10)
Unit Heater-3	Modine Manufacturing Company	BD200AE8163	NA	NA	East Filter Wing (Near Filter 1)
Unit Heater-4	Modine Manufacturing Company	BD200AE8163	NA	NA	East Filter Wing (Near Filter 9)
Unit Heater-5	Modine Manufacturing Company	BD200AE8163	NA	NA	East Filter Wing (Near Filter 12)
Unit Heater-6	Modine Manufacturing Company	BD200AE8163	NA	NA	East Filter Wing (Near Filter 20)
Unit Heater-7	Modine Manufacturing Company	BD200AE8163	NA	NA	East Filter Wing (Near Filter 11)
Unit Heater-8	Modine Manufacturing Company	BD200AE8163	NA	NA	East Filter Wing (Near Filter 19)
Unit Heater-9	McQuay	FUDH1095AA	NA	NA	East Filter Pipe Gallery
Unit Heater-10	McQuay	FUDH1095AA	NA	NA	East Filter Pipe Gallery
Unit Heater-11	McQuay	FUDH1095AA	NA	NA	East Filter Pipe Gallery
Unit Heater-12	McQuay	FUDH1095AA	NA	NA	East Filter Pipe Gallery
Unit Heater-13	McQuay	FUDH1095AA	NA	NA	Air Scour Blower Room
Electric Unit Heater-1	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-2	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-3	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-4	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-5	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-6	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-7	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-8	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-9	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-10	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-11	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Electric Unit Heater-12	Indeeco	234-U11N-0020C-DEMS	NA	NA	Administration Building
Gas Unit Heater-1	Trane	GBPD012ADF	NA	NA	West Chemical Wing (PAC Area)
Gas Unit Heater-2	Trane	GBPD015ADF	NA	NA	West Chemical Wing (Alum Polymer Area)
Gas Unit Heater-3	Trane	GBPD015ADF	NA	NA	West Chemical Wing (Alum Polymer Area)
Gas Unit Heater-4	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Hydrofluosilicic Area)
Gas Unit Heater-5	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Hydrofluosilicic Area)
Gas Unit Heater-6	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Sodium Hypochlorite Area)
Gas Unit Heater-7	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Sodium Hypochlorite Area)

APPENDIX C
BALDWIN WATER WORKS PLANT
11216 STOKES BLVD., CLEVELAND OH 44104

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Gas Unit Heater-8	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Sodium Hypochlorite Area)
Gas Unit Heater-9	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Sodium Hypochlorite Area)
Gas Unit Heater-10	Trane	GBPD012ADF	NA	NA	West Chemical Wing (Phosphoric Area)
Gas Unit Heater-11	Trane	GBPD012ADF	NA	NA	West Chemical Wing (Loading Dock Area)
Gas Unit Heater-12	Trane	GBPD015ADF	NA	NA	West Chemical Wing (Sodium Hydroxide Area)
Gas Unit Heater-13	Trane	GBPD012ADF	NA	NA	West Chemical Wing (Above Wet Well)
Gas Unit Heater-14	Trane	GBPD012ADF	NA	NA	West Chemical Wing (Generator Room)
Gas Unit Heater-15	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Boiler Room)
Gas Unit Heater-16	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Electrical Room)
Gas Unit Heater-17	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Electrical Room)
Gas Unit Heater-18	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Tool Storage)
Gas Unit Heater-19	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Paint Storage)
Gas Unit Heater-20	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Machine Shop)
Gas Unit Heater-21	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Machine Shop)
Gas Unit Heater-22	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Machine Shop)
Gas Unit Heater-23	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Machine Shop)
Gas Unit Heater-24	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Electric Shop)
Gas Unit Heater-25	Trane	GBPD010ADF	NA	NA	West Chemical Wing (Pipe Shop)
Make-Up Air Unit-1	Modine Manufacturing Company	QDA110	NA	NA	East Filter Wing Roof (North Side)
Make-Up Air Unit-2	Modine Manufacturing Company	QDA110	NA	NA	East Filter Wing Roof (North Side)
Make-Up Air Unit-3	Modine Manufacturing Company	QDA110	NA	NA	East Filter Wing Roof (North Side)
Make-Up Air Unit-4	Modine Manufacturing Company	QDA110	NA	NA	East Filter Wing Roof (South Side)
Make-Up Air Unit-5	Modine Manufacturing Company	QDA110	NA	NA	East Filter Wing Roof (North Side)
Make-Up Air Unit-6	Modine Manufacturing Company	QDA110	NA	NA	East Filter Wing Roof (South Side)
Make-Up Air Unit-7	Trane	GRAA60PFJFO	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-8	Trane	DFOA115FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-9	Trane	DFOA115FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-10	Trane	DFOA115FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-11	Trane	DFOA215FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-12	Trane	DFOA215FNE	NA	NA	West Chemical Wing Roof (North Side)

APPENDIX C
BALDWIN WATER WORKS PLANT
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ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Make-Up Air Unit-13	Trane	DFOA112FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-14	Trane	DFOA112FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-15	Trane	DFOA118FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-16	Trane	DFOA118FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-17	Trane	DFOA112FNE	NA	NA	West Chemical Wing Roof (North Side)
Make-Up Air Unit-18	Trane	DFOA109FNE	NA	NA	West Chemical Wing Roof (South Side)
Make-Up Air Unit-19	Trane	DFOA118FNE	NA	NA	West Chemical Wing Roof (South Side)
Make-Up Air Unit-20	Trane	DFOA118FNE	NA	NA	West Chemical Wing Roof (South Side)
Make-Up Air Unit-21	Trane	DFOA109FNE	NA	NA	West Chemical Wing Roof (South Side)
Make-Up Air Unit-22	Trane	MCCB012	NA	NA	Administration Building 3rd Floor
Heating System Vent-1	Penn Ventilation Company and AME Engineering and Manufacturing Company	AF42	NA	NA	East Filter Wing Roof (South Side)
Heating System Vent-2	Penn Ventilation Company and AME Engineering and Manufacturing Company	AF42	NA	NA	East Filter Wing Roof (South Side)
Heating System Vent-3	Greenheck	RBCF-3H48-30	NA	NA	West Chemical Wing Roof (South Side)
Heating System Vent-4	Greenheck	RBCF-3H48-30	NA	NA	West Chemical Wing Roof (South Side)
Heating, Ventilation & Air Conditioning Unit-1	Trane	MCCB040	NA	NA	Administration Building 3rd Floor
Heating, Ventilation & Air Conditioning Unit-2	Trane	MCCB040	NA	NA	Administration Building 3rd Floor
Heating, Ventilation & Air Conditioning Unit-3	Trane	MCCB012	NA	NA	Administration Building 3rd Floor
Exhaust Fan-1	Penn Ventilation Company and AME Engineering and Manufacturing Company	FX36B	NA	NA	East Filter Wing Roof (North Side)
Exhaust Fan-2	Penn Ventilation Company and AME Engineering and Manufacturing Company	FX36B	NA	NA	East Filter Wing Roof (North Side)
Exhaust Fan-3	Penn Ventilation Company and AME Engineering and Manufacturing Company	FX36B	NA	NA	East Filter Wing Roof (South Side)
Exhaust Fan-4	Penn Ventilation Company and AME Engineering and Manufacturing Company	FX36B	NA	NA	East Filter Wing Roof (South Side)
Exhaust Fan-5	Penn Ventilation Company and AME Engineering and Manufacturing Company	SX225BC	NA	NA	East Filter Wing Roof (Center Pavilion)
Exhaust Fan-6	Penn Ventilation Company and AME Engineering and Manufacturing Company	SX225BC	NA	NA	East Filter Wing Roof (Center Pavilion)
Exhaust Fan-7	Penn Ventilation Company and AME Engineering and Manufacturing Company	SX225BC	NA	NA	East Filter Wing Roof (Center Pavilion)
Exhaust Fan-8	Penn Ventilation Company and AME Engineering and Manufacturing Company	SX225BC	NA	NA	East Filter Wing Roof (Center Pavilion)

APPENDIX C
BALDWIN WATER WORKS PLANT
11216 STOKES BLVD., CLEVELAND OH 44104

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Exhaust Fan-9	Penn Ventilation Company and AME Engineering and Manufacturing Company	FMX50B	NA	NA	East Filter Wing Roof (South Side)
Exhaust Fan-10	Penn Ventilation Company and AME Engineering and Manufacturing Company	FMX50B	NA	NA	East Filter Wing Roof (North Side)
Exhaust Fan-12	Greenheck	CUBE-240-10	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-13	Greenheck	CUBE-240-10	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-14	Greenheck	CUBE-180-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-15	Greenheck	CUBE-180-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-16	Greenheck	CUBE-180-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-17	Greenheck	CUBE-180-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-18	Greenheck	CUBE-240-10	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-19	Greenheck	CUBE-240-10	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-20	Greenheck	CUBE-240-10	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-21	Greenheck	CUBE-240-10	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-22	Greenheck	CUBE-161-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-23	Greenheck	CUBE-161-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-24	Greenheck	CUBE-161-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-25	Greenheck	CUBE-161-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-26	Greenheck	CUBE-300-20	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-27	Greenheck	CUBE-220-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-28	Greenheck	CUBE-220-5	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-29	Greenheck	CUBE-240-7	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-30	Greenheck	CUBE-240-7	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-31	Greenheck	CUBE-240-7	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-32	Greenheck	CUBE-240-7	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-33	Greenheck	CUBE-161-4	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-34	Greenheck	CUBE-240-15	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-35	Greenheck	BSQ-300-20	NA	NA	West Chemical Wing Roof (Center Pavilion)
Exhaust Fan-36	Greenheck	BSQ-300-20	NA	NA	West Chemical Wing Roof (Center Pavilion)
Exhaust Fan-37	Greenheck	BSQ-300-20	NA	NA	West Chemical Wing Roof (Center Pavilion)
Exhaust Fan-38	Greenheck	BSQ-300-20	NA	NA	West Chemical Wing Roof (Center Pavilion)

APPENDIX C
BALDWIN WATER WORKS PLANT
11216 STOKES BLVD., CLEVELAND OH 44104

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Exhaust Fan-39	Greenheck	CUBE-360-15	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-40	Greenheck	BSQ-160-10	NA	NA	Administration Building Elevator Machine Room
Exhaust Fan-41	Greenheck	BSQ-420-100	NA	NA	West Chemical Wing (Generator Room)
Exhaust Fan-42	Greenheck	BSQ-70-3	NA	NA	West Chemical Wing (North Side of Undeveloped Area)
Exhaust Fan-43	Greenheck	BSQ-240HP-20	NA	NA	Administration Building 3rd Floor
Exhaust Fan-44	Greenheck	BSQ-130-5	NA	NA	Administration Building 3rd Floor
Exhaust Fan-45	Greenheck	BSQ-90-4	NA	NA	Administration Building 3rd Floor
Exhaust Fan-46	Greenheck	CUBE-360-20	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-47	Greenheck	CUBE-220HP-10	NA	NA	West Chemical Wing Roof (North Side)
Exhaust Fan-48	Greenheck	CUBE-121-4	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-49	Greenheck	CUBE-101HP-4	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-50	M.K. Plastics	FCID2450	NA	NA	West Chemical Wing Roof (South Side)
Exhaust Fan-51	Greenheck	CUBE-101-4	NA	NA	Administration Building 3rd Floor
Exhaust Fan-52	Greenheck	CUBE-121-4	NA	NA	Administration Building 3rd Floor
Supply Fan-1	Acme	2137	NA	NA	East Filter Wing Mezzanine (North Side)
Supply Fan-2	Acme	2137	NA	NA	East Filter Wing Mezzanine (South Side)
Supply Fan-3	Penn Ventilation Company and AME Engineering and Manufacturing Company	REX12B	NA	NA	Administration Building Electric Room
Air Conditioning Unit-1	Liebert Corp.	BUO42A-CAEI / CSF083LP	NA	NA	East Filter Wing Roof (South Side)
Dehumidifier-1	Stulz Air Technology System, Inc	SD2-9000-152-G	NA	NA	East Filter Wing Gallery (Near Filter 19)
Chiller Unit-1	Trane	RTAA110	NA	NA	West Chemical Wing Roof (South Side)
Air Conditioning Unit-2	TBD	TBD	NA	NA	Administration Building: Communications Closet
Boiler	Clever Brooks	CB-200-175-S	L-66444	NA	Fairmount Pump Station
Water Softner	GLA Water	2991607		NA	Fairmount Pump Station
Boiler-1	Clever Brooks	CEW-700-125-S-015	OL-103049	NA	Baldwin Water Works Plant
Water Softner-1	Clever Brooks	SSE-30-1		NA	Baldwin Water Works Plant
Boiler-2	Clever Brooks	CEW-700-125-S-015	OL-103050	NA	Baldwin Water Works Plant
Water Softner-2	Clever Brooks	SSE-30-1		NA	Baldwin Water Works Plant

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL
FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
AIR CONDITIONING UNIT 1 - 1	McQUAY	AA075FA	N/A	N/A	South West Offices
AIR CONDITIONING UNIT 1 - 2	McQUAY	AC075FA	N/A	N/A	Laboratory
AIR CONDITIONING UNIT 1 - 3	McQUAY	AD048GD	N/A	N/A	Control Room
AIR CONDITIONING UNIT 1 - 4	McQUAY	LSB106EH	N/A	N/A	South West Offices
AIR CONDITIONING UNIT 1 - 5	McQUAY	LSB106EH	N/A	N/A	Laboratory
AIR CONDITIONING UNIT 1 - 6	McQUAY	LSB103CH	N/A	N/A	Control Room
HEATING & AIR CONDITIONING UNIT	McQUAY	CHA 16 - 13 5 3	N/A	N/A	Rapid Mix
AIR HANDLING UNIT - 1	JACKSON & CHURCH	AH - 805	N/A	N/A	Pump Building Machine Shop
AIR HANDLING UNIT - 2	JACKSON & CHURCH	AH - 505	N/A	N/A	Pipe Repair
EXHAUST FAN - 1	PENN VENTILATOR CO.	MB542	N/A	N/A	Pump Building Gallery
EXHAUST FAN - 2	PENN VENTILATOR CO.	MB542	N/A	N/A	Pump Building Gallery
EXHAUST FAN - 3	PENN VENTILATOR CO.	MB542	N/A	N/A	Pump Building Basement
EXHAUST FAN - 4	PENN VENTILATOR CO.	MB542	N/A	N/A	Pump Building Gallery
EXHAUST FAN - 5	PENN VENTILATOR CO.	DX36B	N/A	N/A	Pump Building Machine Shop
EXHAUST FAN - 6	PENN VENTILATOR CO.	D24	N/A	N/A	Pump Building Garage
EXHAUST FAN - 7	PENN VENTILATOR CO.	DX10B	N/A	N/A	Pipe Repair
EXHAUST FAN - 8	PENN VENTILATOR CO.	D15	N/A	N/A	Pump Building Machine Shop

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
EXHAUST FAN - 9	PENN VENTILATOR CO.	PLOV	N/A	N/A	Pipe Repair
EXHAUST FAN - 10	PENN VENTILATOR CO.	DX16B	N/A	N/A	Pump Building Switch Gear Room
EXHAUST FAN - 11	PENN VENTILATOR CO.	DX30B	N/A	N/A	Tunnel Ventilation
EXHAUST FAN - 12	PENN VENTILATOR CO.	DX9B	N/A	N/A	South West Offices
EXHAUST FAN - 13	PENN VENTILATOR CO.	DX9B	N/A	N/A	South Carbon Storage
EXHAUST FAN - 14	PENN VENTILATOR CO.	DX9B	N/A	N/A	South Mechanical
EXHAUST FAN - 15	PENN VENTILATOR CO.	DX9B	N/A	N/A	North Carbon Storage
EXHAUST FAN - 16	PENN VENTILATOR CO.	DX14B	N/A	N/A	North Mechanical
EXHAUST FAN - 17	PENN VENTILATOR CO.	DX18B	N/A	N/A	Lime & Alum
EXHAUST FAN - 18	PENN VENTILATOR CO.	P18T	N/A	N/A	Carbon & Fluoride Feed
EXHAUST FAN - 19	PENN VENTILATOR CO.	P24W	N/A	N/A	Machine Shop
EXHAUST FAN - 20	PENN VENTILATOR CO.	P18T	N/A	N/A	Carbon & Fluoride Feed
EXHAUST FAN - 21	PENN VENTILATOR CO.	DX9B	N/A	N/A	North Storage
EXHAUST FAN - 22	PENN VENTILATOR CO.	DX9B	N/A	N/A	South Storage
EXHAUST FAN - 23	PENN VENTILATOR CO.	DX18B	N/A	N/A	Wash Water
EXHAUST FAN - 24	PENN VENTILATOR CO.	DX18B	N/A	N/A	Wash Water
EXHAUST FAN - 25	PENN VENTILATOR CO.	DX18B	N/A	N/A	Lime & Alum

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
EXHAUST FAN - 26	PENN VENTILATOR CO.	DX18B	N/A	N/A	Lime & Alum
EXHAUST FAN - 27	PENN VENTILATOR CO.	DX913	N/A	N/A	Vacuum Exhaust
EXHAUST FAN - 28	PENN VENTILATOR CO.	DX9B	N/A	N/A	Rapid Mix
EXHAUST FAN - 29	PENN VENTILATOR CO.	DX9B	N/A	N/A	Laboratory
EXHAUST FAN - 30	PENN VENTILATOR CO.	P16T	N/A	N/A	Storage Room Pump Building
EXHAUST FAN - 31	PENN VENTILATOR CO.	DX30B	N/A	N/A	Storage Room Pump Building
MAKE-UP AIR UNIT - 1	ENGINEERED AIR	HE 7010	DK6129	N/A	Pump Building Garage
MAKE-UP AIR UNIT - 2	INDUSTRIAL AIR SYSTEMS	SAC 115	N/A	N/A	Storage Room Pump Building
SUPPLIED AIR FAN - 1	PENN VENTILATOR CO.	D33	N/A	N/A	Pump Building Basement
SUPPLIED AIR FAN - 2	PENN VENTILATOR CO.	AF48	N/A	N/A	Pump Building Gallery
SUPPLIED AIR FAN - 3	PENN VENTILATOR CO.	AF48	N/A	N/A	Pump Building Gallery
SUPPLIED AIR FAN - 4	PENN VENTILATOR CO.	AF48	N/A	N/A	Pump Building Gallery
SUPPLIED AIR FAN - 5	PENN VENTILATOR CO.	SMB8	N/A	N/A	Lab Hood
SUPPLIED AIR FAN - 6	PENN VENTILATOR CO.	AF24	N/A	N/A	Pump Building Switch Gear Room
WINDOW AIR CONDITIONING UNIT -1	CARRIER	XCA121D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -2	CARRIER	YCB243D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -3	CARRIER	XCB183D	N/A	N/A	Window A/C Unit

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
WINDOW AIR CONDITIONING UNIT -4	CARRIER	HCA313D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -5	CARRIER	HCA333D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -6	CARRIER	HCA333D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -7	CARRIER	HCA333D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -8	CARRIER	HCA333D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -9	CARRIER	HCA313D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -10	CARRIER	XCB183D	N/A	N/A	Window A/C Unit
WINDOW AIR CONDITIONING UNIT -11	CARRIER	XCB183D	N/A	N/A	Window A/C Unit
Control Room HVAC	McQUAY	38QN015320	N/A	N/A	Sludge Building
DEHUMIDIFIER - 1	Modine	MVB - 60 DG	N/A	N/A	Floc / Sed Pipe Gallery
DEHUMIDIFIER - 2	Modine	MVB - 60 DG	N/A	N/A	Filter Pipe Gallery
EXHAUST FAN - 1	PENN VENTILATOR CO.	HC60	N/A	N/A	Chlorine Storage
EXHAUST FAN - 2	PENN VENTILATOR CO.	FMX50B	N/A	N/A	Rail Car Room
EXHAUST FAN - 3	PENN VENTILATOR CO.	FMX50B	N/A	N/A	Rail Car Room
EXHAUST FAN - 4	PENN VENTILATOR CO.	FX18BFT	N/A	N/A	Scrubber Room
EXHAUST FAN - 5	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 6	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES
APPENDIX C
LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
EXHAUST FAN - 7	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 8	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 9	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 10	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 11	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 12	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 13	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 14	PENN VENTILATOR CO.	BF42	N/A	N/A	Floc / Sed Building
EXHAUST FAN - 15	PENN VENTILATOR CO.	FX30BFT	N/A	N/A	Filter / Admin. Corridor
EXHAUST FAN - 16	PENN VENTILATOR CO.	FMX50B	N/A	N/A	Filter Beds Gallery
EXHAUST FAN - 17	PENN VENTILATOR CO.	FX36BFT	N/A	N/A	Filter TIPA Gallery
EXHAUST FAN - 18	PENN VENTILATOR CO.	SX225BC	N/A	N/A	Chemical Feed Building Acid Room
EXHAUST FAN - 19	PENN VENTILATOR CO.	SX225BC	N/A	N/A	Chemical Feed Building Acid Room
EXHAUST FAN - 20	PENN VENTILATOR CO.	FX24BFT	N/A	N/A	Blower Room
EXHAUST FAN - 21	PENN VENTILATOR CO.	RX30BFT	N/A	N/A	Back Wash GST Pump
EXHAUST FAN - 22	PENN VENTILATOR CO.	BF42	N/A	N/A	Back Wash GST Dome 1
EXHAUST FAN - 23	PENN VENTILATOR CO.	BF42	N/A	N/A	Back Wash GST Dome 2

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL
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APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
EXHAUST FAN - 24	PENN VENTILATOR CO.	FX24BFT	N/A	N/A	Back Wash EQ Building
EXHAUST FAN - 25	PENN VENTILATOR CO.	FX18BFT	N/A	N/A	GST Thickener 1 &2 Pump
EXHAUST FAN - 26	PENN VENTILATOR CO.	BC36	N/A	N/A	GST Thickener Dome 1
EXHAUST FAN - 27	PENN VENTILATOR CO.	BC36	N/A	N/A	GST Thickener Dome 2
EXHAUST FAN - 28	PENN VENTILATOR CO.	BC36	N/A	N/A	GST Thickener Dome 3
EXHAUST FAN - 29	PENN VENTILATOR CO.	BC36	N/A	N/A	GST Thickener Dome 4
EXHAUST FAN - 30	PENN VENTILATOR CO.	FX18BFT	N/A	N/A	GST Thickener 3 &4 Pump
EXHAUST FAN - 31	PENN VENTILATOR CO.	FX24BFT	N/A	N/A	Sludge Building Chemical
EXHAUST FAN - 32	PENN VENTILATOR CO.	FX8BFT	N/A	N/A	Sludge Building Elevator
EXHAUST FAN - 33	PENN VENTILATOR CO.	FX24BFT	N/A	N/A	Sludge Building Filter Press A
EXHAUST FAN - 34	PENN VENTILATOR CO.	FX24BFT	N/A	N/A	Sludge Building Filter Press B
EXHAUST FAN - 35	PENN VENTILATOR CO.	SX335BC	N/A	N/A	Sludge Building Pump Feed
EXHAUST FAN - 36	PENN VENTILATOR CO.	SX335BC	N/A	N/A	Sludge Building Pump Feed
EXHAUST FAN - 37	PENN VENTILATOR CO.	FX36BFT	N/A	N/A	Sludge Building
HEATING & VENTILATION UNIT - 1	MODINE	GM8C1F-270	N/A	N/A	Chlorine Storage
HEATING & VENTILATION UNIT - 2	MODINE	GM8C1F-270HBL	N/A	N/A	Rail Car Room
HEATING & VENTILATION UNIT - 3	MODINE	QD115	N/A	N/A	Corridor

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
HEATING & VENTILATION UNIT - 4	MODINE	WFRDCF40	N/A	N/A	Filter Beds Gallery
HEATING & VENTILATION UNIT - 5	MODINE	WFRD118	N/A	N/A	Filter Beds Gallery
HEATING & VENTILATION UNIT - 6	MODINE	QD120C	N/A	N/A	Chemical Feed Building Acid Room
HEATING & VENTILATION UNIT - 7	MODINE	QD115C	N/A	N/A	Blower Room
HEATING & VENTILATION UNIT - 8	MODINE	QD120C	N/A	N/A	Back Wash GST Pump
HEATING & VENTILATION UNIT - 9	MODINE	QD112	N/A	N/A	Back Wash EQ Building
HEATING & VENTILATION UNIT - 10	MODINE	QD110C	N/A	N/A	GST Thickener 1 & 2 Pump
HEATING & VENTILATION UNIT - 11	MODINE	QD112	N/A	N/A	GST Thickener 3 & 4 Pump
HEATING & VENTILATION UNIT - 12	MODINE	QD115	N/A	N/A	Sludge Building Chemical
HEATING & VENTILATION UNIT - 13	MODINE	QD120C	N/A	N/A	Sludge Building Filter Press
HEATING & VENTILATION UNIT - 14	MODINE	QD222C	N/A	N/A	Sludge Building Pump Feed
MAKE-UP AIR UNIT - 1	MODINE	QD225	96-7022A	N/A	Floc / Sed
MAKE-UP AIR UNIT - 2	MODINE	QD225	96-7022B	N/A	Floc / Sed
MAKE-UP AIR UNIT - 3	MODINE	QD225	96-7022D	N/A	Floc / Sed
MAKE-UP AIR UNIT - 4	MODINE	QD225	96-7022C	N/A	Floc / Sed
MAKE-UP AIR UNIT - 5	MODINE	QD125E	N/A	N/A	Floc / Sed
MAKE-UP AIR UNIT - 6	MODINE	QD125E	N/A	N/A	Floc / Sed

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
MAKE-UP AIR UNIT - 7	MODINE	QDI18A	N/A	N/A	Sludge Building
SUPPLIE AIR FAN - 1	PENN VENTILATOR CO.	SX225BC	N/A	N/A	Floc / Sed Electrical Room
UNIT HEATER - 1	MODINE	V-59	N/A	N/A	Rapid Mix
UNIT HEATER - 2	MODINE	V-59	N/A	N/A	Floc / Sed Southeast Garage Door
UNIT HEATER - 3	MODINE	BV-100	N/A	N/A	Blower Room
UNIT HEATER - 4	MODINE	BV-100	N/A	N/A	Sludge Building
UNIT HEATER - 5	MODINE	BV-100	N/A	N/A	Sludge Building
UNIT HEATER - 6	MODINE	BV-100	N/A	N/A	Sludge Building
UNIT HEATER - 7	MODINE	BV-100	N/A	N/A	Sludge Building
UNIT HEATER - 8	MODINE	3E406D	N/A	N/A	Garage Next to AT&T
UNIT HEATER - 9	MODINE	5N677828	N/A	N/A	Safety Building
UNIT HEATER - 10	MODINE	5N677828	N/A	N/A	Safety Building
Window Air Conditioning	Comfort Air		N/A		Machine Office
Break Room Air Conditioning	Fridgidare		N/A		Sludge Building
MAKE-UP AIR UNIT - 1	Engineered Air	HE7010	N/A		Pump Building
Air Handling Unit - 1	McQUAY	D015YYYYOTA32A3 YH	N/A		Filter Building
Air Handling Unit - 4	McQUAY	LAHO15AVH	N/A		Filter Building

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Crown Water Works Plant, 955 Clague Road, Westlake, OH 44145

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Air Handling Unit - 2	McQUAY	LAHO15AVH	N/A		Filter Building
Boiler - 1	Clever Brooks	CB-900-200-S	L-86506		Admin Bldg
Water Softner - 1	Clever Brooks		N/A		Admin Bldg
Boiler - 2	Clever Brooks	CB-200-175-S	L-66443		Admin Bldg
Water Softner - 2	Clever Brooks		N/A		Admin Bldg

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Meter Reading Building - 1825 Lakeside Avenue, Cleveland, OH 44114

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER
Gas Boiler	American Standard	G-607	NA
Gas Boiler	Wiel-McLain	MGB-7	NA
Compressor (Self Contained)	Trane	SCMZ203C	538880
Compressor	Westinghouse	NA	EV2815
Compressor	Westinghouse	NA	EV2607
Rooftop HVAC Unit	Trane	YS150-300	RT-SVX26H-EN
Indoor HVAC Unit w/(rooftop condenser)	Mitsubishi Electric	PCA-A-KA4	PUZ-A-NHA3
Roof Mounted Centrifugal Exhaust Fan	Cook	ACE-B	AC001R05

Storage Building - 1060 Lakeside Avenue, Cleveland, OH 44114

Gas Boiler Heater	American Standard	G-607	NA
Gas Boiler Heater	BURNHAM	V9A/V11	6

Public Utilities Building - 1201 Lakeside Avenue, Cleveland, OH 44114

Centrifical Chiller	McQuay	PEH066JAQ18R	E2212
Centrifical Chiller	McQuay	SNYY-2*AYYY	1-34-CCBC
Inline Centrifugal Fan	Barry Blower	SF-1	NA
Inline Centrifugal Fan	Barry Blower	EF-4	NA
Inline Centrifugal Fan	Barry Blower	EF-5	NA
Inline Centrifugal Fan	Barry Blower	EF-6	NA
Cooling Tower	EVAPCO	LISTA-182	983131
Cooling Tower	EVAPCO	LISTA-182	983132
Variable Frequency Drive - 1	ABB	SFVFD1	NA
Variable Frequency Drive - 2	Yaskawa	SFVFD2	NA
Variable Frequency Drive - 3	ABB	RAF1	NA
Variable Frequency Drive - 4	ABB	SFVFD4	NA
Variable Frequency Drive - 5	ABB	SFVFD5	NA
Variable Frequency Drive - 6	Yaskawa	Z1000	NA
Exhaust Fan	Cook	15500-2	2L
Air Conditioner 3rd Floor Condenser Unit	Leibert	PFH067A-AC-7	NA
Air Conditioner 3rd Floor Evaporator Unit	Leibert	BU067A-AM	NA
Steam Humidifer	Armstrong	EHU-704	NA
Suction Diffuser Pump	Taco Inc.	FE SERIES 301-830	NA

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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DIVISION OF WATER

Meter Reading Building - 1825 Lakeside Avenue, Cleveland, OH 44114

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER
Expansion Tank Pump	TRIM	3008 - 1760 RPM	NA
Shot Feeder & Trium Condenser Water Pump	MITCO	NA	NA
Chilled Water Coils, 48 x 96 - No. 1	McQuay	5WI 1 106C	NA
Chilled Water Coils, 48 x 96 - No. 2	McQuay	5WI 1 106C	NA
Chilled Water Coils, 48 x 96 - No. 3	McQuay	5WI 1 106C	NA
Chilled Water Coils, 48 x 96 - No. 4	McQuay	5WI 1 106C	NA
Chilled Water Coils, 48 x 96 - No. 5	McQuay	5WI 1 106C	NA
Chilled Water Coils, 48 x 96 - No. 6	McQuay	5WI 1 106C	NA
Compact Low Differential Pressure Switches	Slawson	Series 1900	NA
Electric Heaters	Brash Mfg	15500-2, 2-H	NA
Air Terminal Boxes	Tuttle-Bailey	15500-2, 1-A	NA
Fan Power Boxes	Tuttle-Bailey	15500-2, 1-A	NA
Air Conditioner 3rd Floor Condenser Unit	Leibert	TCSV104A	NA
Air Conditioner 3rd Floor Evaporator Unit	Leibert	BU067A-AM	
Air Conditioner 3rd Floor Condenser Unit	Leibert	TCSV104A	
Air Conditioner 3rd Floor Evaporator Unit	Leibert	BU067A-AM	
Air Conditioner 3rd Floor Condenser Unit	Stultz	W4D5Y	
Air Conditioner 3rd Floor Evaporator Unit	Stultz	GMO1-03	
Mitsubishi Mini Split System	Mitsubishi Electric	NA	
As is Computer Programming:			
SEIBE ENVIRONMENTAL CONTROL, SIGNAL COMPUTER SOFTWARE 4.3, NETWORK 8000			
XTENDED PERSONAL SYSTEM INTERFACE 2.0			
NETWORK 8000 MICROZONE II CONTROLLERS			
NETWORK 8000 GLOBAL MODULES & LOCAL MODULES			

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Engineering Field Service Office Building, 5953 Deering Avenue, Parma Heights, OH 44130

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Heating Unit, No. 1	Trane	GPND007AD10000	F06K41509	NA	Garage
Heating Unit, No. 2	Trane	GPND007AD10000	F06K41508	NA	Garage
Heating Unit, No. 3	Trane	GPND007ADF10000	F06K41510	NA	Garage
Heating Unit, No. 4	Trane	GPND007ADF10000	F06K41507	NA	Garage
Heating Unit, No. 5	Modine	PAE125AG01	05081011093	NA	Hydraulics Shop
Make-Up Air Unit No. 1	Trane	DF0A215DNAA1ACG15BA0BDE	A91H315510	NA	Garage Roof
Make-Up Air Unit No. 2	Trane	DF0A215DNAA1ADH13BA0BDE	A91H315509	NA	Garage Roof
Exhaust Fan, No. 1	Greenheck (WI)	CUBE-300-10	91G06066	NA	Garage
Exhaust Fan, No. 2	Greenheck (WI)	CUBE-300-10	91G06067	NA	Garage
Exhaust Fan, No. 3	Greenheck (WI)	CUBE-300-20	91G06068	NA	Garage
Exhaust Fan, No. 4	NA	NA	NA	NA	Electrical Room
Exhaust Fan, No. 5	Greenheck (WI)	GB-120-4	91H00178	NA	Lunch Room
Roof Top Condenser Unit	Trane	RAUCC20GBD13BP1	J91G81572	NA	Main Building
Air Handler Unit	Trane	N5L433AB0010050	K91H29384	NA	Mechanical Room
Hot Water Heating Unit No. 1	Burnham	P-208A-WNV	17257473	NA	NA
Hot Water Heating Unit No. 2	Burnham	P-208A-WNV	17257474	NA	NA
Expansion Tank	Bell & Gossitt	P-144	NA	NA	NA
As is Computer Programming:					
NOVAR-IOM-2					
KELE UCP - 522					
NOVAR SAVY SYSTEM					

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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Distribution & Maintenance Center, 4600 Harvard Avenue, Cleveland, OH 44125 and Outlying Stations

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Window Air Conditioner	General Electric	AZ21E09D3CV6	V21E09DCV6	NA	Warehouse
Window Air Conditioner	McQuay	EA11F58	7WG7640100	NA	Warehouse
Window Air Conditioner	Carrier	NA	NA	NA	Radio Repair
Air Conditioning Unit No. 1	Trane	YSC102A4RMA1100000000000		NA	Warehouse
Air Conditioning Unit No. 2	Trane	YCC024F1LOB4		NA	Warehouse
Make-Up Air Unit - No. 1	Engineered Air	DGS 650-0	NA	51,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 2	Engineered Air	DGS 650-0	NA	51,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 1	Engineered Air	DGS-500-0	NA	42,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 2	Engineered Air	DGS-500-0	NA	42,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 3	Engineered Air	DGS-500-0	NA	42,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 4	Engineered Air	DGS-500-0	NA	42,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 1	Engineered Air	DGS-320-0	NA	32,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 2	Engineered Air	DGS-320-0	NA	32,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 3	Engineered Air	DGS-320-0	NA	32,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 4	Engineered Air	DGS-320-0	NA	32,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 5	Engineered Air	DGS-320-0	NA	32,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 6	Engineered Air	DGS-320-0	NA	32,000 cfm	Storage/Maintenance
Make-Up Air Unit - No. 1	Engineered Air	DGS-280-0	NA	28,500 cfm	Storage/Maintenance
Make-Up Air Unit - No. 2	Engineered Air	DGS-280-0	NA	28,500 cfm	Storage/Maintenance
Radiant Heating Unit	Superior Radiant (CA)	Premier VS System	NA	1,200,000 BTUH	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	G-180-B	NA	3,717 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	G-180-B	NA	3,717 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	SEI-24-437-C5	NA	5,612 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	SEI-24-437-C5	NA	5,612 cfm	Storage/Maintenance
Exhaust Fan, No. 3	Greenheck (WI)	SEI-24-437-C5	NA	5,612 cfm	Storage/Maintenance
Exhaust Fan, No. 4	Greenheck (WI)	SEI-24-437-C5	NA	5,612 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	G-220-5	NA	3,560 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	G-220-5	NA	3,560 cfm	Storage/Maintenance
Exhaust Fan	Greenheck (WI)	G-1 00-A	NA	915 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	RDU-48-4C50	NA	25,489 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	RDU-48-4C50	NA	25,489 cfm	Storage/Maintenance
Exhaust Fan, No. 3	Greenheck (WI)	RDU-48-4C50	NA	25,489 cfm	Storage/Maintenance
Exhaust Fan, No. 4	Greenheck (WI)	RDU-48-4C50	NA	25,489 cfm	Storage/Maintenance
Exhaust Fan, No. 5	Greenheck (WI)	RDU-48-4C50	NA	25,489 cfm	Storage/Maintenance
Exhaust Fan, No. 6	Greenheck (WI)	RDU-48-4C50	NA	25,489 cfm	Storage/Maintenance
Exhaust Fan, No. 7	Greenheck (WI)	RDU-48-4C50	NA	25,489 cfm	Storage/Maintenance
Exhaust Fan, No. 8	Greenheck (WI)	RDU-48-4C50	NA	25,489 cfm	Storage/Maintenance
Exhaust Fan	Greenheck (WI)	GB-100-4	NA	915 cfm	Storage/Maintenance
Exhaust Fan	Greenheck (WI)	ESRMD-24-622-AI5	NA	6,131 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	RDU-36-41330	NA	15,278 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	RDU-36-41330	NA	15,278 cfm	Storage/Maintenance
Exhaust Fan	Greenheck (WI)	RDU-24-7A30	NA	10,129 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	GB-220-5	NA	3,560 cfm	Storage/Maintenance

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Exhaust Fan, No. 2	Greenheck (WI)	GB-220-5	NA	3,560 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	RDU-30-31310	NA	10,129 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	RDU-30-31310	NA	10,129 cfm	Storage/Maintenance
Exhaust Fan	Greenheck (WI)	CUBE-140-6	NA	1,900 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	RDU-30-31310	NA	8,147 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	RDU-30-31310	NA	8,147 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	RSF-1 50-30	NA	6,000 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	RSF-1 50-30	NA	6,000 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	SEI-20-428-AIO	NA	6,209 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	SEI-20-428-AIO	NA	6,209 cfm	Storage/Maintenance
Exhaust Fan, No. 3	Greenheck (WI)	SEI-20-428-AIO	NA	6,209 cfm	Storage/Maintenance
Exhaust Fan, No. 4	Greenheck (WI)	SEI-20-428-AIO	NA	6,209 cfm	Storage/Maintenance
Exhaust Fan, No. 1	Greenheck (WI)	SEI-24-432-C4	NA	4,600 cfm	Storage/Maintenance
Exhaust Fan, No. 2	Greenheck (WI)	SEI-24-432-C4	NA	4,600 cfm	Storage/Maintenance
Exhaust Fan, No. 3	Greenheck (WI)	SEI-24-432-C4	NA	4,600 cfm	Storage/Maintenance
Exhaust Fan, No. 4	Greenheck (WI)	SEI-24-432-C4	NA	4,600 cfm	Storage/Maintenance
Make-up Unit	Engineered Air	HE221	DK 5985 ARO		Storage Building
Heaters - 4 units	Modine	Effinity 93	NA		Storage Building
Exhaust Fans - 4 units			NA		Storage Building
Air Conditioning Unit 1	Trane	YCD241C4LNCB	NA	NA	Main Building
Air Conditioning Unit 2	Trane	YCD480A4JU2B6KF5ABC00FOH00000R	NA	NA	Main Building
Air Conditioning Unit 3	Trane	YCD181C4LNCB	NA	NA	Main Building
Air Conditioning Unit 4	Trane	YCD360A4JU2B5CF5ABC00FOH00000R	NA	NA	Main Building
Air Conditioning Unit 5	Fujitsu	AOU36RLX	NA	NA	Main Building
Air Conditioning Unit	Trane	YHC092A4RZA2HC1C0A1010604	NA	NA	Motor Vehicle Maintenance
Exhaust Fans - 10 units			NA	NA	Motor Vehicle Maintenance
Make-up Unit - 2 units	Engineered Air	HE-171-0	DK 5985 ARO	NA	Motor Vehicle Maintenance
Air Conditioning - Heat Pump	Trane	WSCD36E3RBAOXE000A1000100	104111112L		Guard Shack (Back)
Air Conditioning Unit	Liebert	VH075AHAAEI	684975-001		Telephone Room
Air Conditioning Unit	Trane	VHC092A4RZA2HC1C0A1010604	7111016826		
Air Conditioning Unit	International Comfort	PGAA24D1KG	L9946 48895		Twinsburg Station
Heat Pump	McQuay		NA		Twinsburg Station
Make-up Unit	Engineered Air	HE-171-0	DK5985		West Park Station
Air Conditioning Unit	Trane	YHC060E4RHAOZD0B00000B000	104111098L		West Park Station
Heaters - 3 units	Modine	Effinity 93	NA		West Park Station
Exhaust Fans - 4 units			NA		West Park Station
Gas-Fired Duct Furnace	Reznor	DFP150TFRNN14A1	NA unit not installed	150,000 BTU	Storage/Maintenance

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DIVISION OF WATER

Morgan Water Works Plant, 1245 West 45th Street, Cleveland, OH 44102

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
AIR CONDITIONING	SANYO	MODEL NO. CH 1222	NA	NA	RAW WATER BLDG.
EXHAUST FAN - 2 UNITS	COOK	402ACE 402C9B	NA	NA	RAW WATER BLDG.
EXHAUST FAN	DAYTON ELECTRIC	4YC65	NA	NA	RAW WATER BLDG.
EXHAUST FAN	GREENHECK	SFB-10-4 OW-TH	NA	NA	RAW WATER BLDG.
EXHAUST FAN	TWIN CITY	BCRU-140B	NA	NA	RAW WATER BLDG.
AIR HANDLING - 2 UNITS	ENGINEERED AIR	LM1/K/O	NA	NA	RAW WATER BLDG.
EXHAUST FAN	TWIN CITY	BCRU-160BMP	NA	NA	RAW WATER BLDG.
EXHAUST FAN	TWIN CITY	BCRU-110B	NA	NA	RAW WATER BLDG.
AIR CONDITIONING	McQUAY	MPS006AYDM	NA	NA	SLUDGE BLDG.
AIR HANDLER	REZNOR	RPBL400	NA	NA	SLUDGE BLDG.
SUPPLY FAN	GREENHECK	RSF-90-4	NA	NA	SLUDGE BLDG.
EXHAUST FAN - 4 UNITS	COOK	360 HER 36HER8B	NA	NA	SLUDGE BLDG.
EXHAUST FAN - 1 UNIT	GREENHECK	GB-30-10	NA	NA	SLUDGE BLDG.
EXHAUST FAN - 2 UNITS	HARTZELL FAN	41-33-GM3	NA	NA	FLOC. BLDG.
EXHAUST FAN - 2 UNITS	HARTZELL FAN	41-15-GH3	NA	NA	FLOC. BLDG.
EXHAUST FAN - 2 UNITS	HARTZELL FAN	41-22-CH3	NA	NA	FLOC. BLDG.
EXHAUST FAN - 1 UNIT	HARTZELL FAN	41-33-GK3	NA	NA	FLOC. BLDG.
EXHAUST FAN - 2 UNITS	HARTZELL FAN	41-33-CK3	NA	NA	FLOC. BLDG.
EXHAUST FAN - 1 UNIT	HARTZELL FAN	41-22--CJ3	NA	NA	FLOC. BLDG.
EXHAUST FAN - 1 UNIT	HARTZELL FAN	35-18-EJ3	NA	NA	FLOC. BLDG.
GAS HEATERS - 10 UNITS	MODINE	BD 75 SE 0930	NA	NA	FLOC. BLDG.
GAS HEATERS - 2 UNITS	MODINE	BD 175 AE 0930	NA	NA	FLOC. BLDG.
GAS HEATERS - 6 UNITS	MODINE	BD 75 AE 0930	NA	NA	FLOC. BLDG.
GAS HEATER	REZNOR	BE 75	NA	NA	FLOC. BLDG.
HEATING UNITS - 2 UNITS	ENGINEERED AIR	DG180	NA	NA	FLOC. BLDG.
HEATING UNITS - 1 UNIT	ENGINEERED AIR	DJ100	NA	NA	FLOC. BLDG.
HEATING UNITS - 3 UNITS	ENGINEERED AIR	DJE40	NA	NA	FLOC. BLDG.
HEATING UNITS - 1 UNIT	ENGINEERED AIR	DJE140	NA	NA	FLOC. BLDG.
HEATING UNITS	MCQUAY	CAH008GDAC	NA	NA	FLOC. BLDG.
HEATING UNITS	McQUAY	CAH012GDAC	NA	NA	FLOC. BLDG.
EXHAUST FAN	COOK	245 ACRU/245 R7B	NA	NA	FLOC. BLDG.
EXHAUST FAN	COOK	120REBELE/120REBE	NA	NA	FLOC. BLDG.
EXHAUST FAN	IPF	CMV-400	NA	NA	FLOC. BLDG.
EXHAUST FAN	TWIN CITY	WAB-30WA5B	NA	NA	FLOC. BLDG.
EXHAUST FAN	TWIN CITY	WAB-36WA6B	NA	NA	FLOC. BLDG.
EXHAUST FAN	TWIN CITY	WAB-40WA7B	NA	NA	FLOC. BLDG.
AIR CONDITIONER	FRIEDRICH	MODEL NO. MW1 8C3D	NA	NA	CHEMICAL BLDG.
AIR HANDLER	KING NATIONAL AIR SYSTEMS	MODEL NO. DFOC 220B HBR	NA	NA	CHEMICAL BLDG.
ROOF TOP HEATING UNIT	STERLING	NA	NA	NA	CHEMICAL BLDG.
EXHAUST FAN	GREENHECK	GB-30-10	NA	NA	CHEMICAL BLDG.
EXHAUST FAN	COOLAIR	SPLRKDC 24J.1	NA	NA	CHEMICAL BLDG.
EXHAUST FAN - 2 UNITS	HARRINGTON	HPTA 29	NA	NA	CHEMICAL BLDG.
BOILER - 2 UNITS	CLEAVER BROOKS	WTW-703 1000	NA	NA	CHEMICAL BLDG.
AIR CONDITIONING UNIT 1	ENGINEERED AIR	MODEL LM-6-C	NA	NA	PUMP BUILDING
HEATING & AIR CONDITIONING UNIT 1	ENGINEERED AIR	MODEL DJ-40-C	NA	NA	PUMP BUILDING
HEATING & AIR CONDITIONING UNIT 2	ENGINEERED AIR	MODEL DJ-60	NA	NA	PUMP BUILDING
HEATING & AIR CONDITIONING UNIT 3	ENGINEERED AIR	MODEL DJ-40	NA	NA	PUMP BUILDING
HEATING/VENTILATING UNIT	ENGINEERED AIR	MODEL DG-180	NA	15,000 cfm	PUMP BUILDING
RETURN AIR FAN	PENN	D20	NA	NA	PUMP BUILDING
EXHAUST FAN	PENN	D16	NA	NA	PUMP BUILDING
EXHAUST FAN - 2 UNITS	PENN	D10	NA	NA	PUMP BUILDING

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Morgan Water Works Plant, 1245 West 45th Street, Cleveland, OH 44102

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
EXHAUST FAN	PENN	D22	NA	NA	PUMP BUILDING
EXHAUST FAN	PENN	CM-25SL	NA	NA	PUMP BUILDING
EXHAUST FAN 5	PENN	CMB-25	NA	NA	PUMP BUILDING
EXHAUST FAN 6	ENGINEERED AIR	BI445	NA	NA	PUMP BUILDING
AIR HANDLING UNIT-1	McQUAY	CAH006FDAC		87.81 MBH	FILTER BUILDING: ADMIN
AIR HANDLING UNIT-2	McQUAY	CAH0068FDAC		123.37 MBH	FILTER BUILDING: ADMIN
EXHAUST FAN 16	LOREN COOK	ACEB-135		1,900 cfm	FILTER BUILDING: ADMIN ROOF
EXHAUST FAN 17	LOREN COOK	ACEB-135		1,900 cfm	FILTER BUILDING: ADMIN ROOF
EXHAUST FAN 18	LOREN COOK	GN-720		450 cfm	FILTER BUILDING: TOILETS
EXHAUST FAN 19	LOREN COOK	SQIB-180		3,800 cfm	FILTER BUILDING: BOILER ROOM
EXHAUST FAN 20	GREENHECK	SWB-212		1,000 cfm	FILTER BUILDING: ADMIN ATC
AIR COOLED CONDENSING UNIT-4	McQUAY	ACZ01QA		106.12 MBH	FILTER BUILDING
AIR COOLED CONDENSING UNIT-5	McQUAY	ACZ013A		143.14 MBH	FILTER BUILDING
AIR COOLING CONDENSING UNIT	LIEBERT	PFH067 A-AL3			FILTER BUILDING
AIR COOLING CONDENSING UNIT	LIEBERT	BU060E AAE15868			FILTER BUILDING
DEHUMIDIFIER-1	BRY-AIR	MODEL VFB-100-G		231/161 #/hr	FILTER BUILDING: WEST GALLERY
DEHUMIDIFIER-2	BRY-AIR	MODEL VFB-100-G		231/161 #/hr	FILTER BUILDING: EAST GALLERY
MAKE-UP AIR UNIT-1	ENGINEERED AIR	MODEL HE-131		292.1 MBH	FILTER BUILDING: LOWER LEVEL
MAKE-UP AIR UNIT-2	ENGINEERED AIR	MODEL HE-171		776.4 MBH	FILTER BUILDING: ABANDONED FILTER
HOT WATER UNIT HEATER -1	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER -2	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER -3	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER -4	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER -5	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER -6	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER -7	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER -8	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER -9	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 10	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 11	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 12	VULCAN	HV-48		21,100 BTU/hr	FILTER BUILDING: PIPE GALLERY

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DIVISION OF WATER

Morgan Water Works Plant, 1245 West 45th Street, Cleveland, OH 44102

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
HOT WATER UNIT HEATER - 13	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 14	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 15	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 16	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 17	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 18	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 19	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 20	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 21	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 22	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 23	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 24	VULCAN	HV-60		37,900 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 25	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 26	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 27	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 28	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 29	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 30	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 31	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 32	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 33	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 34	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 35	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 36	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 37	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 38	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 39	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 40	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Morgan Water Works Plant, 1245 West 45th Street, Cleveland, OH 44102

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
HOT WATER UNIT HEATER - 41	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 42	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 43	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 44	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 45	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 46	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 47	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 48	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 49	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 50	VULCAN	HV-84		44,600 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 51	VULCAN	HV-188		113,200 BTU/hr	FILTER BUILDING: PIPE GALLERY
HOT WATER UNIT HEATER - 52	VULCAN	HV-188		113,200 BTU/hr	FILTER BUILDING: PIPE GALLERY
AIR HANDLING UNIT-3	McQUAY	CAH021 VERTICAL		11,500 cfm	FILTER BUILDING: ADMIN MECHANICAL ROOM
AIR HANDLING UNIT-4	CARRIER	40BNB036-3		840 cfm	FILTER BUILDING: ADMIN ELECTRICAL ROOM
AIR COOLED CONDENSING UNIT 1	McQUAY	ACZ-045B		514.6 MBH	FILTER BUILDING
AIR COOLED CONDENSING UNIT 2	CARRIER	38-BNB036-3		36.0 MBH	FILTER BUILDING
EXHAUST FAN 21	GREENHECK	CUBE-240-10		2,700 / 5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 22	GREENHECK	CUBE-240-10		2,700 / 5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 23	GREENHECK	CUBE-240-10		2,700 / 5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 24	GREENHECK	CUBE-240-10		2,700 / 5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 25	GREENHECK	CUBE-240-10		3,600 / 5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 26	GREENHECK	CUBE-240-10		3,600 / 5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 27	GREENHECK	CUBE-240-10		5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 28	GREENHECK	CUBE-240-10		5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 29	GREENHECK	CUBE-240-10		5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 30	GREENHECK	CUBE-240-10		5,400 cfm	FILTER BUILDING ROOF
EXHAUST FAN 31	GREENHECK	GB-380-20		9,775 cfm	FILTER BUILDING: MECHANICAL ROOM ROOF
EXHAUST FAN 32	HARTZELL FAN	A-35-166-E-FGFQH3		2,100 / 1,050 cfm	FILTER BUILDING ROOF: WEST CHEM STORAGE
EXHAUST FAN 33	HARTZELL FAN	A-35-166-E-FGFQH3		3,800 / 1,800 cfm	FILTER BUILDING ROOF: WEST CHEM STORAGE
EXHAUST FAN 34	GREENHECK	BSQ-90-4		500 cfm	FILTER BUILDING: PIPE GALLERY
EXHAUST FAN - 2 UNITS	HARTZELL FAN	35-44 EM4			FILTER BUILDING
EXHAUST FAN - 2 UNITS	HARTZELL FAN	35-44 EM3			FILTER BUILDING
EXHAUST FAN	HARTZELL FAN	35-18 EG5			FILTER BUILDING
EXHAUST FAN	HARTZELL FAN	35-28 EM4			FILTER BUILDING
MAKEUP AIR UNIT - 4 UNITS	AIRTEX	HE131			FILTER BUILDING

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
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APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Morgan Water Works Plant, 1245 West 45th Street, Cleveland, OH 44102

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
MAKEUP AIR UNIT - 4 UNITS	AIRTEX	HE171			FILTER BUILDING
AIR CONDITIONING UNIT	TBD	TBD		TBD	FILTER BUILDING: COMMUNICATIONS CLOSET
BOILERS - 5 UNITS	BURNHAM	BCC2G-20A			FILTER BUILDING
BARBER COLMAN NETWORK 8000 CONTROLS					
SCHNEIDER ELECTRIC I.A. SERIES CONTROL SYSTEM					

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APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:

DIVISION OF WATER

Nottingham Water Works Plant, 1300 Chardon Road, Cleveland, OH 44117

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
DEHUMIDIFIER	OASIS	MODEL HC 2250EA		NA	ATTENUATION BLDG.: BOTTOM FLOOR
DEHUMIDIFIER	OASIS	MODEL NO. DC 45		NA	ATTENUATION BLDG.: MIDDLE FLOOR
AIR EXCHANGER	NA	MODEL NO. 9A1 6189 95 SV		NA	SWITCH GEAR ROOM
AIR EXCHANGER	NA	MODEL NO. CLY 2059 IT 1		NA	SWITCH GEAR ROOM
ROOF AIR HANDLING UNIT - 1	CARRIER	50HJ-007-631	510G50447	NA	FILTER BUILDING: ROOF
ROOF AIR HANDLING UNIT - 2	CARRIER	50HJ-004-631	5101G10383	NA	FILTER BUILDING: ROOF
ROOF AIR HANDLING UNIT - 3	CARRIER	50HJ-005-631	5101G20097	NA	FILTER BUILDING: ROOF
ROOF AIR HANDLING UNIT - 4	TRANE	TSC090A4ROAOVC000A1000 001C	3111000386L	NA	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -1	AIRTEX MFG Co	HE-70-0	DK-3048-MUA-1	3 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -2	AIRTEX MFG Co	HE-131-0	DK-3048-MUA-2	7.5 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -3	AIRTEX MFG Co	HE-70-0	DK-3048-MUA-3	3 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -4	AIRTEX MFG Co	HE-27-0	DK-3048-MUA-4	2 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -5	AIRTEX MFG Co	HE-40-0	DK-3048-MUA-5	3 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -6	AIRTEX MFG Co	HE-40-1	DK-3048-MUA-6	4 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -7	AIRTEX MFG Co	HE-20-0	DK-3048-MUA-7	2 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -8	AIRTEX MFG Co	LM-4-0	DK-3048-MUA-8	3 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -9	AIRTEX MFG Co	LM-4-1	DK-3048-MUA-9	4 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -10	AIRTEX MFG Co	HE-100-0	DK-3048-MUA-10	5 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -11	AIRTEX MFG Co	HE-100-0	DK-3048-MUA-11	5 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -12	AIRTEX MFG Co	HE-100-0	DK-3048-MUA-12	5 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -13	AIRTEX MFG Co	HE-131-0	DK-3048-MUA-13	10 HP	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -14	AIRTEX MFG Co	HE-100-0	DK-3048-MUA-14	5 HP	FILTER BUILDING: ROOF
ROOF EXHAUST FAN -1	GREENHECK	22-BI-SW-21-10-1	03D 22909	NA	FILTER BUILDING: ROOF
ROOF EXHAUST FAN -2	GREENHECK	22-BI-SW-21-10-1	03D 22910	NA	FILTER BUILDING: ROOF
ROOF EXHAUST FAN -3	GREENHECK	22-BI-SW-21-10-1	03D 22911	NA	FILTER BUILDING: ROOF
MAKE-UP AIR UNIT -15	AIRTEX MFG Co	HE-100-0	DK3048-MUA-10	5 HP	CHEMICAL BUILDING
AIR CONDITIONING & HEATING UNIT - 1	TRANE	YSC102A4RLA12C000A10003 01 D	311100460L	3 HP	CHEMICAL BUILDING
AIR CONDITIONING & HEATING UNIT - 2	TRANE	TCC024F100BG	3075H2T2H	1/5 HP	CHEMICAL BUILDING
EXHAUST FAN -1	PENN VENTILATION	BHM24B	220260	NA	CHEMICAL BUILDING: 3RD FLOOR

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DIVISION OF WATER

Nottingham Water Works Plant, 1300 Chardon Road, Cleveland, OH 44117

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
EXHAUST FAN -2	PENN VENTILATION	BHM24B	220261	NA	CHEMICAL BUILDING: 3RD FLOOR
EXHAUST FAN -3	PENN VENTILATION	BHM24B	220262	NA	CHEMICAL BUILDING: 4RD FLOOR
EXHAUST FAN -4	PENN VENTILATION	BHM24B	220263	NA	CHEMICAL BUILDING: 4RD FLOOR
EXHAUST FAN -5	PENN VENTILATION	BHM24B	220264	NA	CHEMICAL BUILDING: 5RD FLOOR
EXHAUST FAN -6	PENN VENTILATION	BHM24B	220265	NA	CHEMICAL BUILDING: 5RD FLOOR
MAKE-UP AIR UNIT -15	AIRTEX MFG Co	HE-221	DK3048-MUA-11	10 HP	CHEMICAL BUILDING
MAKE-UP AIR UNIT -16	AIRTEX MFG Co	DJ-40-0	DK-2920-HV-1	5 HP	BLOWER BUILDING ROOF
AIR HANDLING UNIT - 1	TRANE	TSC036A4RBA0WD000A1000 001 A	311100471L	1/2 HP	RAPID MIX BUILDING ROOF
AIR HANDLING UNIT - 1	AAON	RM-015-3-0-AA02-242	200701-AMGL30200	NA	SLAB ON GRADE WEST OF OFFICE
Control Systems	Honeywell				SLAB ON GRADE WEST OF OFFICE ADDITION
AIR HANDLING UNIT - 2	AAON	RM-015-3-0-AA02-242	200701-AMGL30201	NA	ADMIN ROOF: TRAINING ROOM
AIR HANDLING UNIT - 3	AAON	RM-007-3-0-AB01-232	200701-AMGG30226	NA	ADMIN ROOF: TRAINING ROOM
EXHAUST FAN -1	GREENHECK	GB-091-4	10649438-0610	NA	ADMIN ROOF: OFFICE ADDITION
EXHAUST FAN -2	GREENHECK	GB-071-4	10649439-0610	NA	ADMIN ROOF: OFFICE ADDITION
EXHAUST FAN -3	GREENHECK	GB-081-4	10649440-0610	NA	ADMIN ROOF: OFFICE ADDITION
EXHAUST FAN -4	GREENHECK	CUBE-101-4	10649441-0610	NA	ADMIN ROOF: TRAINING ROOM
EXHAUST FAN -5	GREENHECK	GB-101-4	10649442-0610	NA	ADMIN ROOF: TRAINING ROOM
EXHAUST FAN -6	GREENHECK	GB-101-3	10649443-0610	NA	ADMIN ROOF: TRAINING ROOM
EXHAUST FAN -7	GREENHECK	GB-071-4	10649444-0610	NA	ADMIN ROOF: TRAINING ROOM
EXHAUST FAN -8	GREENHECK	G-080-G	10649445-0610	NA	ADMIN ROOF: OFFICE ADDITION
CONDENSING UNIT -1	EMI	S1CA9000 00	1-06-L-7932-45	NA	ADMIN ROOF: OFFICE ADDITION
CONDENSING UNIT -1	YORK INTERNATIONAL CORP	H4CE240A46		NA	SLUDGE RESIDUALS BLDG
AIR HANDLER	YORK INTERNATIONAL CORP	L4EU240A		NA	SLUDGE RESIDUALS BLDG
Boiler - 1	Clever Brooks	CB-700-1758	L-66756	NA	ADMIN BLDG
Boiler - 2	Clever Brooks	CB-700-1758	L-66755	NA	ADMIN BLDG
Control Systems	Invensys				SLUDGE RESIDUALS BLDG

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APPENDIX C

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DIVISION OF WATER

Parma Control Building, 5953 Deering Avenue, Parma Heights, OH 44130

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Main Air Handler	Climate Changer	Model #N3L 433 AA 0010050	SN# K 91 H 293 B3	NA	Parma Control Building
Chiller Unit	Climate Changer	Unit: #CC DB 14 AN 9 M	NA	NA	Parma Control Building
Basic Unit	Climate Changer	Unit: #100 EOB 4 B 1 UOK I B 5 E	NA	NA	Parma Control Building
Air Handler	Climate Changer	Model: #08 X 31 / 12	SN# A10304	NA	Parma Control Building
Hot Water Heating Boiler and Pump-1	Burnham	Model #P208A	SN# 17257475	NA	Parma Control Building
Hot Water Heating Boiler and Pump-2	Burnham	Model #P208A	SN# 17257476	NA	Parma Control Building
Domestic Hot Water Tank-1	State	Model #SB5065NEBF	SN# C91331815	50 gal	Parma Control Building
Domestic Hot Water Tank-2	State	Model PRV4ONORT6F	SN# A92244019	49 gal	Parma Control Garage
Pneumatic Compressor for HVAC Controls	Honeywell	Model ACP Cos 033DP3	SN# 1091 84974	NA	Parma Control Garage
Compressor Air Dryer for Controls	Honeywell	Model# ACP 1	SN# 0302A 1 9110 4486N	NA	Parma Control Garage
Air Conditioner	Trane	Model #RAUCC20GB 13BDI	SN# J91G81572	NA	Parma Control Garage
Industrial Air Heater-1	Trane	Model #DFOA215DNAIACG13BAOBDE	SN# A911 131510	NA	Parma Control Garage
Industrial Air Heater-2	Trane	Model #DFOA215DNAIADH13BAOBDE	SN# A91H31509	NA	Parma Control Garage
Exhaust Fan-1	Greenheck	Model #G 140 3X QD	SN#91FO4272	NA	Parma Control Garage
Exhaust Fan-2	Greenheck	Model #CLJB 300 10	SN# 91GO6066	NA	Parma Control Garage
Exhaust Fan-3	Greenheck	Model #CLJB 300 10	SN# 91GO6067	NA	Parma Control Garage
Exhaust Fan-4	Greenheck	Model # CUB 360 20	SN# 91GO6068	NA	Parma Control Garage
Exhaust Fan-5	Greenheck	Model # GB 120 4	SN #91H00178	NA	Parma Control Garage
Exhaust Fan-6	Greenheck	Model # GB 80 4	SN #9 1 G6063	NA	Parma Control Garage
Roof Unit	Trane	Model#YSCO72A3EH2K0	NA	NA	Parma Control Building
Controller	NOVAR	IOM-2 SAVVY LOGIC One			Parma Control Center
Secondary Pump Stations and Water Towers					
ITEM DESCRIPTION	MANUFACTURE	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Electric Heater-1	Singer	Model#15-15	NA	480v, 18amps, 15000 watts	Independence Pump Station
Electric Heater-2	Electromode	Model#EUH	NA	240v, 1phase, 60hz, 208amps, 5Kw	Ledge Tower
Electric Heater-3	Q Mark	Model#MUH0521	NA	208/240v, 25amps, 3.75Kw. 1/3 Phase	Darrow Tower
Electric Heater-4	Q Mark	NA	NA		Darrow Tower, Bathroom
Electric Heater-5	NA	NA	NA	7.5Kw, 480v, 1phase, 20amp	Shepard Pump Station
Electric Heater-6	NA	NA	NA	7.5Kw, 480v, 1phase, 20amp	Shepard Pump Station
Electric Heater-7	Indeeco	Model-#239-U105D-T5		5000Kw, 208v, 14.5amps, 3phase 60Hz: Motor 230v, Controls 24v 2amps	Brecksville Tower

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Parma Control Building, 5953 Deering Avenue, Parma Heights, OH 44130

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Electric Heater-8	Electromode	Model# EUH		60Hz, 208, 5KW	Blossom Tower
Electric Heater-9	Chromlax	Part #004-303376-065			Cedar - Winchester Pump Station
Electric Heater-10	Malox	Model-A		480v Phase3	Strongsville Tower
Electric Heater-11	Electromode	Model EVH		1-phase, 240v, 20.8amp 5KW	Keller Tower
Electric Heater-12	Electromode	Model EVH		1-phase, 240v, 20.8amp 5KW	Dover Tower
Electric Heater-13	Electromode	Model EVH		1-phase, 240v, 20.8amp 3KW	Bassett Tower
Electric Heater-14	Electromode	Model EVH		1-phase, 240v, 20.8amp 3KW	Division Surge
Electric Heater-15	Qmark	NA		NA	Kinsman Tower
Electric Heater-16	Chromalox	NA		NA	Green Rd Pump Station, Gate House 1
Electric Heater-17	Chromalox	NA		NA	Green Rd Pump Station, Gate House 2
Electric Heater-18	Modine	NA		NA	Green Rd Pump Station, Main Building
Heater/Air Conditioner	McQuay	NA		NA	Darrow Pump Station, Office
Gas Furnace - 1	Flexaire	Model-SDF-25-GMFO		313000 BTUs	Broadway Pump Station
Gas Furnace - 2	Econometer	H-87615		250000 BTU's	Broadway Pump Station
Gas Furnace - 3	Luxaire	Model#PBKM-LD12NO80G		NA	Pearl Pump Station
Gas Furnace - 4	Luxaire	Model #GM85115C16UH11A		115000 BTU's	Pearl Pump Station
Gas Furnace - 5	McQuay	#EDH 55-93 O 5-00235			Division Surge Tower
Gas Furnace - 6	Luxaire	Model PBKM-LD14N1006	Serial#EEEM173485		Fairmount Surge Tank
Gas Furnace - 7					Engle Pump Station
	Allen Bradley Software/RS Logics	PLC-5			
Gas Furnace - 8					Darrow Road Pump Station
	Allen Bradley Software/RS Logics	PLC-5			
	Allen Bradley Software/RS Logics	PLC-5			North Royalton Pump Station
Gas Furnace-	Rezner	Model- BE165		165,000 BTU's	North Royalton Pump Station
Gas Furnace-	Rezner	Model- BE165		165,000 BTU's	North Royalton Pump Station
Gas Furnace-	Rezner	Model- BE165		165,000 BTU's	North Royalton Pump Station
Gas Furnace-	Rezner	Model- BE165		165,000 BTU's	North Royalton Pump Station
Gas furnace -	Rezner	Model- BE165		165,000 BTU's	North Royalton Pump Station
Gas furnace -	Rezner	Model- BE165		165,000 BTU's	North Royalton Pump Station
Gas furnace -	Rezner	Model- BE165		165,000 BTU's	North Royalton Pump Station
Electric furnace	Q-mark	JUW300483		3 KW 3/480	North Royalton Pump Station
Electric furnace	Q-mark	JUW300483		3 KW 3/480	North Royalton Pump Station

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DIVISION OF WATER

Parma Control Building, 5953 Deering Avenue, Parma Heights, OH 44130

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Electric furnace	Q-mark	JUW300483		3 KW 3/480	North Royalton Pump Station
Electric furnace	Q-mark	JUW750483		7.5 KW 3/480	North Royalton Pump Station
Electric furnace	Q-mark	JUW500483		5 KW 3/480	North Royalton Pump Station
Electric furnace	Q-mark	JUW500483		5KW 3/480	North Royalton Pump Station
INFRARED Heating (Gas)	GordonRay BH	BH80		80,000	North Royalton Pump Station

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APPENDIX C

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DIVISION OF WATER**

Julius Ciaccia, Jr. IT Center, 1230 Chardon Road, Cleveland, OH 44117

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
AIR HANDLING UNIT-1	Engineered Air - Airtex Mfg, Inc.	DK4685/AHU1	LM6/C/0	NA	ROOFTOP EQUIPMENT
AIR HANDLING UNIT-2	Engineered Air - Airtex Mfg, Inc.	DK4685/AHU2	LM15/C/0	NA	ROOFTOP EQUIPMENT
EXHAUST FAN-1	Greenheck	10774047 0703	GB-141-5-X	NA	ROOFTOP EQUIPMENT
EXHAUST FAN-2	Greenheck	10774048 0703	GB-081-4-X	NA	ROOFTOP EQUIPMENT
EXHAUST FAN-3	Greenheck	10774049 0703	CUBE-121-4-X	NA	ROOFTOP EQUIPMENT
EXHAUST FAN-4	Greenheck	5662351-13174852	G-HB120	NA	ROOFTOP EQUIPMENT
EXHAUST FAN-5	Greenheck	10774050 0703	GB-141-7-X	NA	ROOFTOP EQUIPMENT
AIR HANDLING UNIT-3	Engineered Air - Airtex Mfg, Inc.	DK4685/AHU3	LM3/C/0	NA	MECHANICAL ROOM EQUIPMENT
CHILLED WATER PUMP-1	Taco Inc.	NA	F12511E2HAJ1LOA	NA	MECHANICAL ROOM EQUIPMENT
CHILLED WATER PUMP-2	Taco Inc.	NA	F12511E2HAJ1LOA	NA	MECHANICAL ROOM EQUIPMENT
HEATED WATER PUMP-1	Taco Inc.	NA	F12009E2HAJ1LOA	NA	MECHANICAL ROOM EQUIPMENT
HEATED WATER PUMP-2	Taco Inc.	NA	F12009E2HAJ1LOA	NA	MECHANICAL ROOM EQUIPMENT
WATER HEATER	PVI, Industries	307121052	14P125AMX	NA	MECHANICAL ROOM EQUIPMENT
CHILLER - 1	CARRIER	30RBA08066-0D773	4906Q82595	NA	OUTDOOR CHILLER PAD
CHILLER - 2	CARRIER	30RBA08066-0D773	4906Q82594	NA	OUTDOOR CHILLER PAD
BOILER - 1	Clever Brooks	MGF-700-500	MB-897	NA	
BOILER - 2	Clever Brooks	MGF-700-500	MB-896	NA	

LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT
OF HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL
FOR THE VARIOUS DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES

APPENDIX C

LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER

Julius Ciaccia, Jr. IT Center, 1230 Chardon Road, Cleveland, OH 44117

ITEM DESCRIPTION	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	SIZE	LOCATION
Air Cooled Condensing Unit	CARRIER	38AUZAOA6-OAOAO	NA	NA	OUTDOOR PAD
Air Cooled Condensing Unit	CARRIER	38AUZAOA6-OAOAO	NA	NA	OUTDOOR PAD
7.5 TON DX COOLING UNIT	CARRIER	40RUAA08TA6	NA	NA	SERVER ROOM
7.5 TON DX COOLING UNIT	CARRIER	40RUAA08TA6	NA	NA	SERVER ROOM
Caplenum discharge plenum	CARRIER	001A00	NA	NA	SERVER ROOM
Caplenum discharge plenum	CARRIER	001A00	NA	NA	SERVER ROOM
Siemens Apogee DDC Controls					

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES
LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING,
VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS
DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES
APPENDIX D
LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO
CLEVELAND PUBLIC POWER

1300 Lakeside Ave. Cleveland, OH 44114

MANUFACTURE	MODEL NUMBER	SERIAL NUMBER	QUANTITY	FILTER SIZE (if needed)
Bryant Boiler – West	Model No. 630-12(D)	Serial No.38M22356	1	
Carrier Condenser – West	Model No.09DE84510	Serial No.X889374	1	
Clever Brooks – East	Model No.CB-700-50-15		1	
Liebert – Dispatch	Model No.CU45A	Serial No.5356	1	
Liebert Condenser – Dispatch	Model No.FCAS	Serial No.L73111	1	
Novar Control System – ESS-32	Version 4.20.6		1	
Novar Control System – Iscope	Version 2.3		1	
RSE Refrigeration System – East	Model No.1130464	Serial No.44K9763	1	
Trane – Lab	Model No.SAHB-B320A	Serial No.C81A25879	1	
York – Dispatch	Model No.DW206B	Serial No.YCM053466	1	
Climate Master - Computer Room	Model No.813036GSSSSSCOD	Serial No.89EO11061	1	
York - Computer Room	Model No.DW306B	Serial No.GM442781	1	
Liebert - 2d Floor Computer	Model No.CU69W	Serial No.51273	1	
York - 2d Floor Computer Room	Model No.C2ED06OA46A	Serial No.NGTM258573	1	
Heroplate 11	ALL FILTERS MUST BE 40% DP			24 X 24 X 2, 40%, 2 per change
Heroplate 11	ALL FILTERS MUST BE 40% DP			20 X 20 X 2, 30%, 48 per change
Heroplate 11	ALL FILTERS MUST BE 40% DP			24 X 24 X 1, T.A, I per change
Facet Aire	ALL FILTERS MUST BE 40% DP			16 X 25 X 1, 30%, 4 per change
Facet Aire	ALL FILTERS MUST BE 40% DP			16 X 16 X 1, TA, I per change
Facet Aire	ALL FILTERS MUST BE 40% DP			16 X 24 X 2, TA, 2 per change
Liebert Corp.	ALL FILTERS MUST BE 40% DP			29.5 X 28.5 X 2, 20% 4 per change
Liebert Corp.	ALL FILTERS MUST BE 40% DP			18 X 24 X 2, T. A. 2 per change

2490 West 41st Street, Cleveland, OH 44113

Burnham	Model K809BWN1	NA	1	
Cleaver-Brooks Gas Fired Boiler	Model CB-700-125S-15	NA	1	

5251 North Marginal Road Cleveland, OH 44114

Cleaver-Brooks Gas Fired Boiler	Model CB-700-200S-150	NA	1	
AC roof mounted unit	Model No. DANB-7204B	NA	1	

743 East 140th Street Cleveland, OH 44103

Armstrong	Model No.G1091AV75D16C-1	Serial No. 51601B12637	1	
Armstrong	Model No. G19D1AV100D16C-1A	Serial No. 8401K26903	1	
Goodman	Model No. GMP125-4	Serial No. D012606885	1	
Goodman	Model No.GMP125-4	Serial No. D012606883	1	
Goodman	Model No.GMP125-4	Serial No. D012606884	1	
Modine	Heating Units	NA	21	
Filter	ALL FILTERS MUST BE 40% DP		1	16x25x1
Filter	ALL FILTERS MUST BE 40% DP		3	16x25x2
Filter	ALL FILTERS MUST BE 40% DP		2	20x36x3
Building has a Brasch automatic garage ventilation system				

1735 St. Clair Avenue Cleveland, OH 44114

Building has a Brasch automatic garage ventilation system				
Steam Heat Boiler	NA	NA	1	
Window Air Conditioning Units Approximately twenty-five (25) various styles, sizes and manufactures of window mounted air conditioning units.				

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES
LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING,
VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS
DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES
APPENDIX E
LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
DIVISION OF WATER POLLUTION CONTROL

12302 Kirby Avenue, Cleveland, OH 44108

MANUFACTURER	UNIT	MODEL NUMBER	QUANTITY	FILTER SIZE
AAON RN Series RTU	MULTIZONES (HEAT & COOL)	RN040030BB04369	1	
AAON RN Series RTU	MULTIZONES (HEAT & COOL)	RN03130BBD43C9	1	
ENGINEERED AIR	HEAT & COOL	DJS20	1	
AIR ROVER	COOLING	UNKNOWN	1	
PATERSON- KELLY	HOT WATER BOILER	N1500-MFD	1	N/A
GOODMAN	HEAT & COOL	GMH951155DXAF	1	
WELL-McLAIN	HOT WATER BOILER	PFG-6-PIN	1	N/A
WELL-McLAIN	HOT WATER BOILER	PFG-5-PIDN	1	N/A
WELL-McLAIN	HOT WATER BOILER	PFG-5-PIDN	1	N/A
WELL-McLAIN	HOT WATER BOILER	PFG-5-PIDN	1	N/A
GREENHECK	ROOF MOUNTED EXHAUST FAN	TAUB-36H-50	6	
SOLARTRONICS	OVERHEAD	ST-200-50/60/70	17	N/A
ENERCO	INFRA-RED HEATERS	8060	5	N/A
REZNOR	UNIT HEATERS	Unknown	2	N/A
TRANE	MULTIZONES (HEAT & COOL)	TWE06A300EC	1	
LIEBERT	COOLING		1	
CARRIER	RTU (HEATING & COOLING)		2	
TRANE	RTU (HEATING & COOLING)		1	
Alerton, Envision for BACtalk 2.5 Building Management System				

SPECIFICATION/DESCRIPTION OF PRODUCTS AND/OR SERVICES
LABOR AND MATERIALS FOR MAINTENANCE, REPAIR, ENHANCE AND/OR REPLACEMENT OF HEATING,
VENTILATION AND AIR CONDITIONING SYSTEMS, INCLUDING RENTAL FOR THE VARIOUS
DIVISIONS OF THE DEPARTMENT OF PUBLIC UTILITIES
APPENDIX F
LIST OF EQUIPMENT INCLUDES, BUT NOT LIMITED TO:
OFFICE OF RADIO COMMUNICATIONS

Site Name	Address	HVAC				
		Manufacturer	Model	Controller	Quantity	Filter
Walton Hills	6800 Dunham Rd, Walton Hills OH 44146	Bard	W42A1-A05XPXXXJ	MC4000	2	20" X 30" X 1"
Chagrin	7560 Chagrin Rd, Chagrin OH 44023	Bard	W42A1-A05XPXXXJ	MC4000	2	20" X 30" X 1"
Roman Park	28000 Ranney PKWY. Westlake OH 44145	Bard	W42A1-A05XPXXXJ	MC4000	2	20" X 30" X 1"
Hunting Valley	38251 Fairmount Blvd. Chagrin Falls OH 44022	Unknown	Unknown	Unknown	1	
Royalton	9621 York Alpha Dr. North Royalton OH 44133	Bard	W42A1-A05XPXXXJ	MC4000	2	20" X 30" X 1"
Strongsville	18900 Boston Rd. Strongsville OH 44136	Bard	W42A1-A05XPXXXJ	MC4000	2	20" X 30" X 1"
Schaaf	721 W. Schaaf Rd Cleveland OH 44109	Marvair	AVP72ACC090NU-100	CommStat 3	2	18" X 24" X 2" *
Sheraton	8300 Riverside Dr Cleveland OH 44135	Marvair	AVP72ACC090NU-100	CommStat 3	2	18" X 24" X 2" *
First District	3985 W 130 St Cleveland OH 44111	Marvair	AVP72ACC090NU-100	CommStat 3	2	18" X 24" X 2" *
Baldwin	2502 Martin Luther King Jr. Blvd. Cleveland OH 44104	Marvair	AVP72ACC090NU-100	CommStat 3	2	18" X 24" X 2" *
Justice	1215 W. 3rd St Cleveland OPH 44113	Marvair	AVP72ACC090NU-100	CommStat 3	2	18" X 24" X 2" *
Nottingham	1300 Chardon Rd. Cleveland OH 44117	Marvair	AVP72ACC090NU-100	CommStat 3	2	18" X 24" X 2" *
Blossom	3201 Valley Pkwy. Brecksville OH 44141	Marvair	AVP72ACC090NU-100	CommStat 3	2	18" X 24" X 2" *
Embassy	3775 Park East Dr Beachwood OH 44122	Marvair	AVP72ACC090NU-100	CommStat 3	2	18" X 24" X 2" *
Keith Building	1621 Euclid Ave Cleveland OH 44114	Carrier	Unknown	Unknown	1	
Third District	2001 Payne Ave. Cleveland OH 44114	Unknown	Unknown	Unknown	1	

* 2 Per unit total of 4 per site.

STANDARD OPERATING PROCEDURE FOR VENDOR PERSONNEL WORKING AT DPU FACILITIES

APPENDIX G

SCOPE

This procedure covers all vendor personnel that perform calibrations, delivery functions and technical adjustments to proprietary equipment located within Department of Public Utilities (DPU) facilities, including but not limited to water plant facilities, secondary pumping station facilities, and finished water storage facilities. This procedure is designed to provide safety, access and accountability for these persons, employed by vendors, who are contracted by DPU to work in its facilities to perform calibrations, delivery functions and technical adjustments to proprietary equipment. Additionally, this document delineates the responsibilities of the DPU's management personnel when a vendor's employee is working within DPU facilities.

FACILITY INGRESS

A. Prior Notification Requirements:

All entities who have personnel that are required to perform calibrations, delivery functions and technical adjustments to proprietary equipment shall fax the following information to the facilities manager controlling the facilities where the activities will take place:

1. A copy of the driver's license for each person that will be entering DPU facilities.
2. The list of equipment upon which their personnel will be performing calibrations, delivery functions and/or technical adjustments to proprietary equipment.

B. On-site Entry Requirements

1. For manned facilities:
 - a. All persons required to enter DPU facilities shall stop at the guardhouse located on site at all manned facilities and provide the guard with photographic identification that conclusively demonstrates the individual is whom he or she is representing himself or herself to be and obtain a visitor's pass.
 - b. The person entering the facility shall immediately proceed to the facility manager's office and meet with the facility manager or one of the assistant managers prior to performing any work in the facility.
 - c. The facility manager or one of the assistant managers shall be responsible for the following:
 1. Designating the personnel who shall be signing a vendor's work order or receiving the vendor's calibration data if the

STANDARD OPERATING PROCEDURE FOR VENDOR PERSONNEL WORKING AT DPU FACILITIES

APPENDIX G

facility manager or one of the assistant managers are unavailable when the vendor's personnel has completed the work.

2. Explaining where and what the equipment that requires calibrations, delivery functions and/or technical adjustments is located and if appropriate takes the vendor's personnel to the equipment and demonstrates what the problem is.
3. Insuring the safety of the vendor's personnel by making sure that, when appropriate, lockout/tag out policies and confined space policies are enforced as well as the requirements of this document.

2. For un-manned facilities:

- a. All persons required to enter DPU un-manned facilities shall stop at the guardhouse located on site at a manned facility (Parma Control Center or Baldwin Water Works Plant, as appropriate) and provide the guard with photographic identification that conclusively demonstrates the individual is whom he or she is representing himself or herself to be.
- b. The person entering the manned facility shall immediately proceed to the facility manager's office and meet with the facility manager or one of the assistant managers to arrange for an escort who shall provide access to the un-manned facility or facilities.
- c. The facility manager or one of the assistant managers shall be responsible for the following:
 1. Designating the personnel who shall be signing a vendor's work order or receiving the vendor's calibration data if the facility manager or one of the assistant managers is unavailable when the vendor's personnel have completed the work.
 2. Explaining where and what the equipment that requires calibrations, delivery functions and/or technical adjustments is located and if appropriate takes the vendor's personnel to the equipment and demonstrates what the problem is.
 3. Insuring the safety of the vendor's personnel by making sure that, when appropriate, lockout/tag out policies and

STANDARD OPERATING PROCEDURE FOR VENDOR PERSONNEL WORKING AT DPU FACILITIES

APPENDIX G

confined space policies are enforced as well as the requirements of this document.

4. Providing an escort to provide access to the equipment located within an un-manned facility.

WORKING WITHIN THE FACILITY

- A. All vendor personnel that perform calibrations, delivery functions and technical adjustments to proprietary equipment located within DPU facilities, including but not limited to water plant facilities, secondary pumping station facilities, and finished water storage facilities shall follow, as appropriate, lock-out/tag-out policies; confined space policies.
- B. Additionally, the vendor's personnel shall report any anomalies, leaks, electrical or physical problems encountered when performing calibrations, delivery functions and technical adjustments to proprietary equipment.
- C. When the vendor's personnel has finished the tasks of calibrating, delivering and/or performing technical adjustments to proprietary equipment or is finished working for the day; the person shall follow the procedures below:

REPORTING REQUIREMENTS

- A. Prior to exiting the facility the vendor's personnel must report to the designated personnel who shall be signing a vendor's work order or receiving the vendor's calibration data if the facility manager or one of the assistant managers are unavailable when the vendor's personnel has completed the work. (See Section 2-B-1-a or Section 2-B-2- above).
- B. The vendor's personnel shall leave a written progress report, copy of complete work order or completed calibration data prior to leaving the facility.

FACILITY EGRESS

All persons leaving DPU facilities shall stop at the guardhouse located on site at all manned facilities and return to the guard the visitor's pass.

**SUPPLEMENTAL
NOTICE TO BIDDERS**

NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE

INSTRUCTIONS: Under Sec. 181.36 Cleveland Codified Ordinances, the information requested on this page must be supplied by all Contractors and any Subcontractors having more than a fifty percent (50%) interest in the proposed contract before the City will award a contract. Any Contractor or Subcontractor that is found to have made a false statement in the Disclosure shall be in default of its bid and/or contract obligations and shall be subject to the remedies for default contained in its contract. For failure to cure such a default, a Contractor or Subcontractor shall be automatically ineligible to bid to supply any goods or services to the City for a period of two years.

CHECK WHICHEVER IS APPLICABLE:

A. () The undersigned or any controlling shareholder, *subsidiary, or parent corporation of the undersigned is NOT ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If paragraph A. is checked, proceed to the signature line.)

B. () The undersigned or any controlling shareholder, *subsidiary, or parent corporation IS ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If paragraph B. is checked, please either check the stipulation contained in paragraph C. or attach documentation that shows that the undersigned has complied with the stipulation contained in paragraph C.

C. () The undersigned and all enterprises identified in paragraph B. are TAKING LAWFUL AND GOOD FAITH STEPS TO ENGAGE IN FAIR EMPLOYMENT PRACTICES WHICH ARE RELEVANT TO THE STANDARDS EMBODIED IN THE "MacBRIDE PRINCIPALS FOR FAIR EMPLOYMENT IN NORTHERN IRELAND." A copy of the MacBride Principles can be obtained from the Office of the Commissioner of Purchases and Supplies. In lieu of checking this paragraph, the undersigned must attach documentation which the undersigned believes shows compliance with the stipulation contained in this paragraph C.

Name of Contractor or Subcontractor

By: _____

Title: _____

*"Controlling shareholder" means any shareholder owning more than fifty percent (50%) of the stock in the corporation or more than twenty-five percent (25%) of the stock in the corporation if no other shareholder owns a larger share of stock in the corporation.

**SUPPLEMENTAL
NOTICE TO BIDDERS**

**Subject: Submission of NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES
DISCLOSURE**

Each bidder and/or appropriate parties should complete the DISCLOSURE and submit it with the bid, if possible. If not submitted with the bid, it must be completed and submitted to the Commissioner of Purchases and Supplies before the City will award a contract. If a bidder or appropriate parties fail to complete and submit it, they shall not be eligible for a contract award.

OHIO DEPARTMENT OF COMMERCE
DIVISION OF LABOR & WORKER SAFETY
PREVAILING WAGE RATES

The contractor shall abide by the Prevailing Wage Rates for
The State of Ohio as obtained from the website:

<http://www.com.ohio.gov/laws/>

Prevailing Wage Notification

This contract is subject to Ohio Prevailing Wage Laws, Chapter 4115 of the Ohio Revised Code. The Contractor and all subcontractors shall comply with all provisions contained therein or as otherwise provided by this note. The Contractor guarantees that the prevailing wage scale to be paid to all laborers and mechanics employed on this contract shall be in accordance with the schedule of the prevailing hourly wage and fringe benefits as determined by the Ohio Department of Commerce for the county in which the work is being performed. The failure to pay prevailing wages to all laborers and mechanics employed on this project shall be considered a breach of contract. Such a failure may result in a revocation or suspension of any and all City of Cleveland certifications held by the contractor and/or subcontractor as well as suspension or debarment from eligibility to compete for any future City of Cleveland work.

A schedule of the most current prevailing wage rates may be accessed by registering with the Ohio Department of Commerce, Labor and Worker Safety Division, Wage and Hour Bureau.

Printed copies of Prevailing Wage Rates are also available upon request to bidders at Room 128 City Hall, 601 Lakeside Ave., Cleveland OH. There is a charge of 5 cents per page.

It is entirely the Bidder's responsibility to ascertain for him or her self any and all Prevailing Wage Rates that apply to this contract, to develop and submit a bid that complies in all aspects to the Ohio Prevailing Wage Laws, Chapter 4115 O.R.C., and, should a contract be awarded to the Bidder, to comply completely with any and all applicable requirements of Ohio Prevailing Wage Laws, Chapter 4115 O.R.C. and the City of Cleveland throughout the entire contract.

The Contractor and all subcontractors shall compensate the employees on this contract at a pay rate not less than the hourly wage and fringe rate listed on the website noted above, for the applicable job classification or as may be modified by the Ohio Department of Commerce, Labor and Worker Safety Division, Wage and Hour Bureau, when new prevailing rates are established.

Overtime shall be paid at one and one-half times the basic hourly rate for any hours worked beyond forty hours during a pay week. The Contractor and all subcontractors shall pay all compensation by company check to the worker and fringe benefit program.

The wage and fringe rates determined for this project or as may be later modified, shall be posted by the Contractor in a prominent and accessible place on the project, field office, or equipment yard where they can be easily read by the workers or otherwise made available to the workers. On the first pay date of contract work the Contractor and all subcontractors shall furnish each employee covered by prevailing wage a completed Form whpw1512: Prevailing Wage Notification to Employee in accordance with Section 4115.05 O.R.C., showing the classification, hourly pay rate and fringes, and identifying the City's Prevailing Wage Coordinator (CPWC), if such employees are not covered by a collective bargaining agreement or understanding between employers and bona fide organizations of labor. These forms shall be signed by the Contractor or subcontractor and the employee and kept in the Contractor's or subcontractor's payroll files.

The Contractor and all subcontractors shall submit to the City's Prevailing Wage Coordinator (CPWC) or other designated Department Representative, certified payrolls on form whpw1509 or equivalent form meeting the reporting requirements established by Ohio Revised Code Chapter 4115, in accordance with Sections 4115.07 and 4115.0719(c) O.R.C., three weeks after the start of work and every subsequent week until the completion of the project. Additionally, a copy of the "Apprentice Certification" obtained

from the Ohio State Apprenticeship Council must accompany all certified payrolls submitted for all apprentices working on the contract.

Upon completion of the contract and before the final payment, the Contractor shall submit to the CPWC a final wage affidavit, by executing Form LAW1003: Affidavit of Compliance PREVAILING WAGES, or equal, in accordance with Section 4115.07 O.R.C. stating that all wages have been paid in conformance with the minimum rates set forth in the contract. This affidavit must be submitted to the City before the surety is released or final payment due under the terms of the contract is made.

It is ultimately the responsibility of the Contractor to ensure that all laws relating to prevailing wages in Chapter 4115 O.R.C. are strictly adhered to by all subcontractors.

The Contractor and all subcontractors shall make all of its payroll records available for inspection, copying or transcription by any authorized representative of the City of Cleveland or the State of Ohio. Additionally, the Contractor and all subcontractors shall permit such representatives to interview any employees during working hours while the employee is on the job.

Compliance with Prevailing Wage is of the essence of the contract. Section 123.08(b) (6) (c) C.O. establishes the Director of O.E.O. as responsible for compliance. Each department has a Prevailing Wage Coordinator. Each project has a Prevailing Wage Coordinator, who shall be designated the CPWC for the project. The Contractor is responsible for cooperating fully with all City personnel in administering Prevailing Wage.

If the Contractor or any subcontractor fails to comply with any of the provisions contained in this Prevailing Wage Notification, the City may terminate the contract, suspend or debar the Contractor or subcontractor, suspend or cancel all City certifications held by the Contractor or subcontractor, and/or withhold or suspend pay estimates after written notice and a reasonable opportunity to comply has been provided.

This notice shall become an integral part of any contract or contracts issued pursuant to this Invitation to Bid.

Jeh120709

**LABOR AND MATERIALS FOR MAINTENANCE OF BACKUP GENERATORS, COMPONENTS,
APPURTENANCES, FUEL TESTING, FUEL CONDITIONING AND RECYCLING**

AFFIDAVIT OF COMPLIANCE

Entity's Name: _____

Entity's Mailing Address: _____

The principal of the above named entity herein states that:

(1) The principal has examined the specification, all drawings, attachments and/or appendices accompanying the specifications (CITY OF CLEVELAND/DEPARTMENT OF PUBLIC UTILITIES, SPECIFICATIONS FOR LABOR AND MATERIALS FOR MAINTENANCE OF BACKUP GENERATORS, COMPONENTS, APPURTENANCES, FUEL TESTING, FUEL CONDITIONING AND RECYCLING); AND (2) The entity agrees to abide by and comply with the specification and the Emergency Response Provision that requires, in an emergency, to perform emergency work at the Department of Public Utility's facilities within twenty-four (24) hours.

I do hereby state that I have the legal authority to complete this statement on behalf of the above named entity and to the best of my knowledge and belief; the answers herein are true and complete.

Print Name: _____ Print Title: _____

Signature: _____ Date: _____

Telephone Number: (____) ____ - _____

State of _____)

SS:

County of _____)

Before me, a Notary Public in and for said County and State, personally appeared the above named _____, who acknowledged that (he/she) did sign the foregoing statement and that the same is (his/hers) free act and deed, personally and as a duly authorized representative of _____, and the free act and deed of the entity on whose behalf (he/she) signed.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at _____, this _____ day of _____, 20____.

NOTARY PUBLIC



WAGE THEFT AND PAYROLL FRAUD DISCLOSURE

SUMMARY:

Bidders on certain City contracts, recipients of Assistance, and any of their prospective subcontractors must disclose any wage theft or payroll fraud violations over the last three years. Unless they receive a waiver from the City's Fair Wage Employment Board, violators are placed on the City's Adverse Determination List, which prevents them from entering into new contracts with or receiving Assistance from the City. This disclosure requirement and the waiver process are set forth in Chapter 190 of the Codified Ordinances of Cleveland, Ohio, 1976 ("Chapter 190").

INSTRUCTIONS:

Pursuant to Chapter 190, the information requested on this document must be provided by any person or entity bidding on or making a proposal for a Construction or Improvement Contract or a Service Contract, or applying for Assistance, and any of their prospective subcontractors.

Any person or entity that is deemed to have made a false statement shall be declared to have acted in default of its contract and shall be subject to the remedies for default contained in its contract.

DEFINITIONS:

"Adverse Determination" means a final action or adjudication that the person or entity in question has committed Wage Theft or Payroll Fraud and is further defined in Chapter 190.

"Assistance" means any form of City financial assistance, except for financial assistance provided for the development, rehabilitation or other means of providing residential housing. Assistance includes but is not limited to: grants; economic development loans; tax credits, incentives and abatements; subsidies; and bonds. Assistance does not include financial assistance which is received from another government or other entity with the City acting only as a conduit or fiscal agent for the funds, where the City exercises no control over the identity of any recipient or of the terms of the contract. Community Development Block Grant Funds are not considered conduit funds and, to the extent they otherwise qualify, are included as Assistance.

"Construction or Improvement Contract" means any contract entered into pursuant to Chapter 167 or Chapter 185 of the Codified Ordinances.

"Payroll Fraud" means concealing an entity's true payroll tax liability or other financial liability to a government agency from government licensing, regulatory or taxing agencies through misclassification of employees, failure to report or underreported



payment of wages, or executing a cash transaction while failing to maintain proper records of reporting and withholding.

“Service Contract” means any contract or subcontract between a person, business or corporation and the City of Cleveland that primarily involves the furnishing of services to the City (as opposed to the purchase of goods or other property or the leasing of property), and shall be limited to the following categories of services: food service, janitorial, security services, parking lot attendants, home health care, health care aides, waste management, automotive repair services, landscaping, towing contracts, building and maintenance services, carpentry, clerical services, urban forestry, housekeeping, street maintenance and repair, and sidewalk maintenance and repair. This includes services performed on City-owned premises including the following City-owned locations: airports, parking lots, municipal parks, recreational facilities, and City-owned buildings. Contracts that are primarily for the purchase of goods or other property are not considered Service Contracts.

“Wage Theft” means a violation of the Ohio Prompt Pay Statute, RC 4113.15; the Ohio Minimum Fair Wage Standards Act, RC Chapter 4111; Oh. Const. Art. II, Sec. 34a; RC Chapters 4109 or 4115; RC 4113.17, 4113.18, 4113.52 or 4113.61; or a violation of any substantially equivalent federal or state law; as any of these laws may be amended or superseded.

CHECK WHICHEVER IS APPLICABLE:

(A) (☐) The undersigned person or entity HAS NOT had any Adverse Determinations within the last three (3) years.

(B) (☐) The undersigned person or entity HAS had any Adverse Determinations within the last three (3) years.

If (B) is checked, then in an attachment(s) to this form, please disclose all Adverse Determinations within the last three (3) years.

Name of Person or Entity: _____

Signature: _____

Printed Name of Signatory: _____

Title of Signatory: _____

Date: _____



MAYOR'S OFFICE OF EQUAL OPPORTUNITY

CLEVELAND AREA BUSINESS CODE

NOTICE TO BIDDERS
&
OEO SCHEDULES

City of Cleveland
Justin Bibb, Mayor

Tyson Mitchell, Director
Office of Equal Opportunity

EQUAL OPPORTUNITY CLAUSE

(Section 187.22(b) C.O.)

Each Contract also shall contain the following equal opportunity clause:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group, or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, downgraded, transferred, laid off and terminated. The contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the hiring representatives of the contractor setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.
- (3) The contractor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract, or understanding, a notice advising the labor union or worker's representative of the contractor's commitments under the equal opportunity clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) It is the policy of the City that local businesses, minority-owned businesses and female-owned businesses shall have every practicable opportunity to participate in the performance of contracts awarded by the City subject to the applicable provisions of the Cleveland Area Business Code.
- (5) The contractor shall permit access by the Director or his or her designated representative to any relevant and pertinent reports and documents to verify compliance with the Cleveland Area Business Code, and with the Regulations. All such materials provided to the Director or designee by the contractor shall be considered confidential.
- (6) The contractor will not obstruct or hinder the Director or designee in the fulfillment of the duties and responsibilities imposed by the Cleveland Area Business Code.
- (7) The contractor agrees that each subcontract will include this Equal Opportunity Clause, and the contractor will notify each subcontractor, material supplier and supplier that the subcontractor must agree to comply with and be subject to all applicable provisions of the Cleveland Area Business Code. The contractor shall take any appropriate action with respect to any subcontractor as a means of enforcing the provisions of the Code."



MAYOR'S OFFICE OF EQUAL OPPORTUNITY
PARTICIPATION INFORMATION FORM
(Requirement and Standard Contracts)

The Subcontractor Participation Goals for this contract are:

20% CSB Participation

A searchable database of all CSB Subcontractors eligible to fulfill these subcontractor participation goals can be found on the City of Cleveland Office of Equal Opportunity Website:

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Business/Equal%20Opportunity>

Click on CSB/MBE/FBE Registry.

**City of Cleveland
Mayor's Office of Equal Opportunity**

Cleveland Area Business Code

NOTICE TO BIDDERS

1. Introduction:

The Cleveland Area Business Code contained in Chapter 187 of the Codified Ordinances of Cleveland, Ohio 1976 was enacted to increase the participation of minority-owned business enterprises, female-owned business enterprises, and local small business enterprises in City of Cleveland contracting. The Code also works to ensure that Contractors doing business with the City do not use discriminatory employment practices. Failure to comply with the Cleveland Area Business Code or with representations made on the attached Schedules may result in rejection of part or all of the bid, and/or cancellation of the contract.

2. Definitions:

As used in this Notice to Bidders and the attached OEO Schedules, the following words, phrases, and terms shall be defined as set forth below:

- (a) "Bidder" means a Person offering to contract with the City in response to an invitation to bid.
- (b) "Bid Discount" means the application of a percentage discount to the total amount of a bid submitted by a Bidder for a Contract solely for the purpose of bid comparisons when evaluating the lowest and best bid, or lowest responsible bid. The use of a Bid Discount for bid comparison does not alter the total amount of the bid submitted by a Bidder or the Contract executed based on a bid.
- (c) "Business Enterprise" means a firm, sole proprietorship, partnership, association, corporation, company, or other business entity of any kind including, but not limited to, a limited liability corporation, incorporated professional association, joint venture, estate, or trust.
- (d) "City" means the City of Cleveland, Ohio.
- (e) "City of Cleveland Small Business" or "CCSB" means a CSB that has its principal office located physically within the municipal boundaries of the City.
- (f) "Cleveland Area Small Business" or "CSB" means a Business Enterprise certified under division (a) of Section 187.03.
- (g) "Cleveland Contracting Market" or "Contracting Market" means the geographic market area consisting of Cuyahoga County, or the geographic market area identified in a disparity study or otherwise as provided in Section 187.28. As of June 8, 2018, the geographic market identified in a disparity study purposes for MBE and FBE certification and contracting benefits includes Cuyahoga County, Geauga County, Lake County, Lorain County, Medina County, Portage County, and Summit County, Ohio.
- (h) "Contract" means a binding agreement executed on or after the effective date of this Cleveland Area Business Code by which the City either grants a privilege or is committed to expend or does expend its funds or other resources, or confers a benefit having monetary value including, but not limited to, a grant, loan, interest in real or personal property, or tax incentive in any form for or in connection with any work, project, or public purpose.
- (i) "Contracting Department" includes any administrative department under charge of the Mayor or any office, board, or commission treated or construed as a department of City government for any purpose under the Charter or ordinances of the City for the benefit or program of which the City enters into a particular Contract.

- (j) "Contractor" means a separate or distinguishable Business Enterprise employing one or more persons and participating in the performance of a Contract, including but not limited to CSBs, MBEs and FBEs where applicable, and shall include a party in privity with a Contractor for implementation of a Contract.
- (k) "Director" means the Director of the Office of Equal Opportunity.
- (l) "Evaluation Credit" means a predetermined number of points in the evaluation of proposals submitted by a Bidder for a Contract to be added solely for the purpose of proposal comparison when evaluating competing proposals. The use of Evaluation Credits does not alter the amount of the proposal submitted by a Bidder or the Contract executed based on the proposal.
- (m) "Female" includes only a United States citizen or lawful, permanent resident who is a member of the female gender.
- (n) "Female Business Enterprise" or "FBE" means a Business Enterprise owned, operated, and controlled by one or more Females who have 51% ownership. The one or more Females must have operational and managerial Control, interest in capital, and earnings commensurate with the percentage of Female ownership. To qualify as a Female Business Enterprise, the Business Enterprise shall be located and doing business in the Cleveland Contracting Market.
- (o) "Local Contracting Market" or "Contracting Market" means the geographic market area consisting of Cuyahoga County, Geauga County, Lake County, Lorain County, and Medina County, Ohio; provided, however, that with respect to growers or producers of food only, the geographic market area also shall include: Erie County, Huron County, Richland County, Ashland County, Wayne County, Holmes County, Stark County, Summit County, Portage County, and Tuscarawas County.
- (p) "Local Producer" means a Person that:
 - (1) has its principal office (headquarters) located physically in the Local Contracting Market and whose highest executive officers and highest level managers maintain their offices and perform their respective executive and managerial functions and duties in the Local Contracting Market; and
 - (2)
 - A. grows food or fabricates goods, whether or not finished, from organic or raw materials;
 - B. processes goods, materials, food or other products so as to increase their commercial value by not less than 50%;
 - C. supplies goods by performing a Commercially Useful Function; or
 - D. provides, by its qualified full-time employees, maintenance, repair, personal, or professional services.
- (q) "Local-Food Purchaser" means a Business Enterprise that, in implementation of its City contract, purchases Local Food in an amount comprising not less than twenty percent (20%) of the Business Enterprise's City Contract amount.
- (r) "Local Sustainable Business" means a Business Enterprise that:
 - (1) has its principal office (headquarters) located physically in the Local Contracting Market and whose highest executive officers and highest level managers maintain their offices and perform their respective executive and managerial functions and duties in the Local Contracting Market; and
 - (2) has established sustainability goals for itself and is a member of or signatory to a nationally-recognized sustainability program, which goals and program have been determined acceptable by the City Chief of Sustainability or other officer designated by the Mayor.

- (s) "Minority Business Enterprise" or "MBE" means a Business Enterprise owned, operated and controlled by one or more Minority Persons who have at least 51% ownership. The Minority Person(s) must have operational and managerial Control, interest in capital, and earnings commensurate with the percentage of ownership. To qualify as a Minority Business Enterprise, the enterprise shall be located and doing business in the Cleveland Contracting Market.
- (t) "OEO" means the Office of Equal Opportunity of the City of Cleveland.
- (u) "Proposer" means any Person proposing to contract with the City in response to a request for proposals or other similar solicitation.
- (v) "Regional Cleveland Area Small Business" or "RCSB" means a CSB that has its principal office located physically within the territorial boundaries of Cuyahoga County but outside the municipal boundaries of the City.
- (w) "Regulation" or "Regulations" means and includes the regulations implementing this Code and promulgated by the Director of Equal Opportunity under division (b)(6) of Section 123.08 of these Codified Ordinances.
- (x) "Small Business Enterprise" or "SBE" means a Business Enterprise that meets the established economic criteria for a SBE and is owned, operated and controlled by one or more persons who meet the economic criteria for SBE ownership established by the Director in the Regulations.

3. Required OEO Schedules:

The following documents must be completed, signed and submitted as part of the Contractor's bid or proposal for any City of Cleveland contract over \$50,000.00. Failure to submit all OEO Schedules may result in the rejection of a bid.

Schedule 1: PROJECT CONTACT INFORMATION FORM

Schedule 1, the PROJECT CONTACT INFORMATION FORM, provides the Office of Equal Opportunity with the necessary contact information to conduct its monitoring responsibilities. Each Bidder or Proposer shall complete, sign and submit Schedule 1 and include it with its bid or proposal.

Schedule 2: CERTIFIED MBE/FBE/CSB SUBCONTRACTOR PARTICIPATION COMMITMENT

Schedule 2, the CERTIFIED MBE/FBE/CSB SUBCONTRACTOR PARTICIPATION COMMITMENT, identifies and verifies the certified MBE, FBE, and/or CSB subcontractors the Bidder or Proposer intends to use on the project. Each Bidder or Proposer must complete Schedule 2 for each and every certified MBE, FBE and/or CSB subcontractor that the Bidder or Proposer intends to use on the project. Bidders or Proposers shall include the contract specification item number(s) on which the subcontractor will participate in Part 1, the scope, or supplies/materials that the subcontractor will be responsible for will be documented on Part 2, with the corresponding dollar amount for the subcontract on Part 3. The total dollar amount in Part 3 should be an actual dollar amount, and should not be a range of values or a percentage of the contract. If an MBE or FBE plans to re-subcontract any of its work, it must indicate that on Schedule 3. Any work re-subcontracted to a non-certified subcontractor will reduce the Bidder or Proposer's participation credit to the extent of the re-subcontracting.

Schedule 3: SCHEDULE OF SUBCONTRACTOR PARTICIPATION

Schedule 3, the SCHEDULE OF SUBCONTRACTOR PARTICIPATION, documents the non-certified subcontractors that the Bidder intends to use on the project. Schedule 3 must include the contact information for the subcontractor, the Spec Item and Type of Work or Materials the subcontractor is expected to provide for the project, and the value of the subcontract. All non-certified subcontractors must be listed on Schedule 3, but certified CSB, MBE and/or FBE Subcontractors that have already been listed on a Schedule 2 do not need to be included on Schedule 3. Schedule 3 must be signed by an authorized representative of the Bidder.

Schedule 4: CSB/MBE/FBE UNAVAILABILITY/IMPRACTICALITY CERTIFICATION

Schedule 4, CSB/MBE/FBE UNAVAILABILITY/IMPRACTICALITY CERTIFICATION, allows the Bidder or Proposer to document its good faith effort to achieve the CSB, MBE, and/or FBE subcontracting goals identified for the project in the bid documents. If a Bidder or Proposer has met or exceeded the subcontracting goals for the project, the Bidder or Proposer shall indicate this in Section A of Schedule 4. If the Bidder or Proposer has not met the subcontracting goals for the project, the Bidder or Proposer shall indicate this in Section A of Schedule 4, and complete Section B.

Section B of Schedule 4 allows the Bidder or Proposer to document its efforts to solicit certified subcontractor participation for the project, thereby meeting the good faith effort requirement of the bid. Section B also allows the Bidder or Proposer to attach a written document explaining why subcontracting to the goals included in the bid or proposal documents is impossible or impractical due to the nature of the work, service or product being contracted by the bid or proposal.

Failure to submit and accurately complete OEO Schedules 1, 2, 3, and 4 may result in the rejection of all or part of the bid or proposal. Submission of incomplete, inaccurate, or inconsistent data in the Schedules may lead to a formal investigation, decertification of the Bidder or Proposer, decertification of the subcontractor, and/or a rejection of all or part of the bid. The City of Cleveland reserves the right to waive any informality or immaterial irregularity, and reserves the right to reject any or all bids.

4. Equal Employment Certification:

No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors setting forth the provisions of this nondiscrimination clause.

Within 60 days after entering into a Contract, each Contractor shall file a written affirmative action program containing standards and procedures ensuring that the contractor affords all qualified employees and applicants for employment equal opportunities in the contractor's recruitment, selection, and advancement processes.

Each contractor's affirmative action program shall contain the following components:

- (1) A diagnostic component that includes quantitative analyses comparing the composition of the Contractor's workforce to the composition of the Cleveland Contracting Market employment pool according to the most current census data available, grouped by EEO occupations.
- (2) Each affirmative action program shall contain placement goals as follows:
 - (i) For each non-construction contract, placement goals equal to the availability percentage for women or minorities where the percentage of women or minorities employed by the contractor in a particular job group is less than would reasonably be expected given their percentage availabilities in the corresponding Cleveland Contracting Market employment pool. Placement goals are objective targets reasonably attainable by applying a good-faith effort to implement all aspects of the affirmative action program; they are not inflexible quotas. Placement goals do not authorize or require a Contractor to grant a preference to any individual or

adversely affect an individual's employment status for an unlawful discriminatory reason.

- (ii) For each construction contract, establish placement goals for minorities and women for each trade involved in the performance of the contract equal to the goals established by the Director. Placement goals are objective targets reasonably attainable by applying a good-faith effort to implement all aspects of the affirmative action program; they are not inflexible quotas. Placement goals do not authorize or require a contractor to grant a preference to any individual or adversely affect an individual's employment status for an unlawful discriminatory reason.
- (3) Identification of problem areas through analysis of the contractor's employment process to determine if it affords or incorporates, or contains impediments to, equal employment opportunities.
- (4) Action-oriented programs consisting of practical steps the contractor will implement to address any identified problem areas or the underutilization of women or minorities in relation to their availability in the relevant labor pool.
- (5) Internal auditing and reporting systems that monitor and examine the impact the contractor's employment decisions and compensation systems have on women and minorities and their progress toward achieving a workforce that would be expected in the absence of discrimination.
- (6) Policies, practices, and procedures that the contractor will implement to ensure that all qualified applicants and employees enjoy equal opportunity in recruitment, selection, advancement, and every other term and privilege associated with employment.
- (7) Any additional requirements the Administrator may require through the Regulations or on a case-by-case review of a contractor's proposed affirmative action program.

If, 60 days after entering into a Contract, a contractor has not filed an affirmative action program, has deviated substantially from an approved affirmative action program, or has discriminated against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status, the Office of Equal Opportunity may take immediate enforcement action.

5. Good Faith Effort Evaluation

The Office of Equal Opportunity will evaluate OEO Schedules submitted as part of a contract bid or proposal to determine whether or not the Bidder or Proposer has demonstrated a good faith effort to meet the MBE, FBE, and/or CSB subcontracting goals established in the invitation to bid or request for proposal. OEO will submit this evaluation to the contracting City Department, which may consider the results of the evaluation in determining the lowest responsible bid submitted for the contract. The City of Cleveland may reject any bid where OEO has determined that the Bidder has not demonstrated a good faith effort to meet the subcontracting goals.

The City of Cleveland may award a contract to a Bidder who has not demonstrated a good faith effort to meet the subcontracting goals where the City determines that the bid otherwise remains the lowest responsible bid for the contract.

6. CSB Certification:

Each Bidder, Proposer or subcontractor representing itself as a Cleveland Area Small Business (CSB) in the OEO Schedules shall be certified with the Office of Equal Opportunity as a CSB prior to the bid opening. Certification applications must be completed online through the City's Certification and Compliance Monitoring System at <https://cleveland.diversitycompliance.com/>.

There are two classifications of CSBs:

A **City of Cleveland Small Business (CCSB)** is a CSB headquartered within the City of Cleveland.

A **Regional Cleveland Small Business (RCSB)** is a CSB headquartered within Cuyahoga County, but not within the City itself.

A business is eligible for certification as a Cleveland Area Small Business (CSB) if it meets the following criteria:

- (1) It is a Small Business Enterprise;
- (2) It has its principal office located physically in Cuyahoga County; and
- (3) Its chief executive officer and highest level managers maintain their offices and perform their managerial functions in Cuyahoga County.

A business qualifies as a Small Business Enterprise if it meets size requirements of the US Small Business Administration, or separate economic criteria as established by the Director of the Office of Equal Opportunity in the Regulations. You can find the current SBA size standards here: <http://www.sba.gov/content/small-business-size-standards>

7. CSB Contract Participation

In an effort to promote the participation of Cleveland-area Small Businesses (CSBs) in City contracts, each Contracting Department of the City will use its best efforts to contract with CSB Bidders and Proposers, and Bidders and Proposers that have committed to subcontracting with certified CSBs.

Where other, project-specific goals have not been set in the bid or proposal documents, the standard CSB subcontractor participation goals are:

Construction Contracts:	30% CSB Subcontractor Participation
Professional Services Contracts:	10% CSB Subcontractor Participation
All Other Contracts:	20% CSB Subcontractor Participation

The Contracting Departments may, in consultation with the Director, increase or decrease these participation goals for a particular contract. When the goals are changed, the change will be noted in the bid or proposal documents.

8. MBE/FBE Certification:

Each Bidder, Proposer or subcontractor representing itself as a Minority Business Enterprise (MBE) or Female Business Enterprise (FBE) in the OEO Schedules shall be certified with the Office of Equal Opportunity as an MBE and/or FBE prior to the bid opening. Certification applications must be completed online through the City's Certification and Compliance Monitoring System at <https://cleveland.diversitycompliance.com/>.

A business is eligible for certification as a Minority Business Enterprise (MBE) if:

- (1) The Business Enterprise is owned, operated and controlled by one or more Minority Persons who have at least 51% ownership;
- (2) The Minority Persons who own the Business Enterprise have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership; and
- (3) The Business Enterprise is located and doing business in the Cleveland Contracting Market.

A business is eligible for certification as a Female Business Enterprise (FBE) if:

- (1) The Business Enterprise is owned, operated and controlled by one or more Females who

- have at least 51% ownership;
- (2) The Female owners have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership; and
- (3) The Business Enterprise is located and doing business in the Cleveland Contracting Market.

9. MBE and FBE Contract Participation

The City of Cleveland is firmly committed to assisting Minority Business Enterprises (MBEs) and Female Business Enterprises (FBEs) through its contracting activities, and the City intends to Contract with firms that share that commitment. Under this policy, each Contracting Department will use its best efforts to promote the participation of MBEs and FBEs as both prime contractors and subcontractors in all City Contracts. In turn, Bidders and Proposers shall make every effort to use MBEs and FBEs as subcontractors where available and practical.

Some City contracts will have specific MBE and/or FBE subcontractor participation goals. **These goals will be expressly stated in the Invitation to Bid (ITB) or Request for Proposal (RFP) in each contract where the goals are applicable.**

When there are specific MBE and/or FBE goals on a City contract, those goals will be considered in lieu of an equivalent portion of the CSB goals for the contract. Please review the bid or proposal documents for the final MBE, FBE and/or CSB subcontracting goals for the project.

10. MBE/FBE Bid Discounts:

Contracting Departments may apply a Bid Discount of five percent (5%) for bids received from certified MBE and FBE Bidders to remediate past or present discrimination, where the City has developed or obtained a legally sufficient basis in evidence to demonstrate past or present discrimination. The CSB/MBE/FBE Registry denotes which MBEs and FBEs are eligible for Bid Discounts.

11. MBE/FBE Evaluation Credits:

Contracting Departments may apply an Evaluation Credit of five percent (5%) of the total points awarded for proposals received from MBE and FBE Proposers to remediate past or present discrimination, where evidence of contracting disparity has been adequately demonstrated.

12. MBE/FBE Subcontracting Bid Discounts and Additional Retainage:

Contracting departments may apply a bid discount for bids received for public improvement contracts in the amount of five percent (5%) of the portion of the total amount of the goods, labor, and materials that the bidder represents it will subcontract to one or more MBEs and FBEs, where the City has developed or obtained a legally sufficient basis in evidence to demonstrate past or present discrimination.

If a Contracting Department applies the MBE/FBE subcontracting Bid Discount to the bid of a Bidder that would not have otherwise been the lowest and the Bidder is awarded the Public Improvement Contract, the City shall retain as Additional Retainage an amount equal to the total dollar amount by which the bid was adjusted for bid comparison in addition to the contract retainage required under Section 185.41 of the Codified Ordinances of the City of Cleveland. Release of this retainage shall be managed under the provisions established in Section 187.05(e) of the Codified Ordinances.

13. CSB Bid Discounts:

If a Contracting Department does not apply an MBE or FBE Bid Discount to one or more bids for the award of a Contract, the Contracting Department may apply a Bid Discount in the following amounts for bids received from CSB prime contractors:

A Bid Discount of five percent (5%) for bids received from CCSBs.

A Bid Discount of five percent (5%) for bids received from RCSBs, provided no bids are received from

CCSBs.

14. CSB Evaluation Credits:

If a Contracting Department *does not apply an MBE or FBE Evaluation Credit* to one or more proposals for the award of a Contract, the Contracting Department may apply Evaluation Credits as follows for proposals received from CSB prime contractors:

- (1) An Evaluation Credit of five percent (5%) of the total points awarded for proposals received from CCSBs.
- (2) An Evaluation Credit of five percent (5%) of the total points awarded for proposals received from RCSBs, provided no proposals are received from CCSBs.

15. CSB Subcontracting Bid Discounts and Additional Retainage:

Contracting Departments may apply a Bid Discount to bids received for a Public Improvement Contract in the amount of five percent (5%) of the portion of the total amount of labor and materials that the Bidder represents it will subcontract to one or more CSBs. This provision does not apply, however, if a Bid Discount has been applied for MBE or FBE subcontractor participation,

If a Contracting Department applies the CSB subcontracting Bid Discount to the bid of a Bidder that would not have otherwise been the lowest and the Bidder is awarded the Public Improvement Contract, the City shall retain as Additional Retainage an amount equal to the total dollar amount by which the bid was adjusted for bid comparison in addition to the retainage required under Section 185.41 of the Codified Ordinances. Release of this retainage shall be managed under the provisions established in Section 187.03(d) of the Codified Ordinances.

16. LPE and SUBE Certification:

A Bidder or Proposer may qualify as a Local Producer, a Local-Food Purchaser or a Local Sustainable Business under the Local Producer, Local-Food Purchaser, and Sustainable Business Preference Code, Chapter 187A of the Codified Ordinances of the City of Cleveland. Each Bidder or Proposer representing itself as a Local Producer (LPE), or a Local Sustainable Business (SUBE) shall be certified with the Office of Equal Opportunity prior to the bid opening. Certification applications must be completed online through the City's Certification and Compliance Monitoring System at <https://cleveland.diversitycompliance.com/>.

17. LPE and SUBE Bid Discounts:

The Contracting Department shall apply a Bid Discount in the following amounts for bids received from LPE and/or SUBE prime contractors:

- A Bid Discount of two percent (2%) for bids received from LPEs.
- A Bid Discount of two percent (2%) for bids received from SUBEs.

18. LPE and SUBE Evaluation Credits:

The Contracting Department shall apply an Evaluation Credit in the following amounts for proposals received from LPE and/or SUBE prime contractors:

- An Evaluation Credit of two percent (2%) for proposals received from LPEs.
- An Evaluation Credit of two percent (2%) for proposals received from SUBEs.

19. Maximum Annual Subcontracting Program Benefit:

In an effort to encourage wide participation in the CSB, MBE and FBE subcontracting programs, the City of Cleveland has a policy which may limit the amount of subcontracting credit that a single CSB, MBE and/or FBE subcontractor can provide in a single year. When the CSB, MBE and/or FBE subcontractor has reached this maximum subcontracting dollar value, its participation in future contracts will not be

counted towards a Bidder or Proposer's CSB, MBE and/or FBE participation goals.

The Director may apply credit toward the CSB, MBE and/or FBE subcontractor participation goals upon written request of a Bidder or Proposer attesting that no other certified CSBs, MBEs or FBEs are available to perform the work or supply the materials required for the Contract, or in an emergency, or for such other reasons that the Director determines require use of that CSB, MBE or FBE.

Nothing prohibits a Bidder or Proposer from subcontracting to a CSB, MBE or FBE that has reached the cap, or prohibits the CSB, MBE or FBE from performing work or supplying materials under any contract. But that participation will not count towards the Bidder or Proposer's subcontracting goals.

20. CSB/MBE/FBE Manufacturer and Supplier Participation:

Under the Cleveland Area Business Code, the entire amount of expenditures to certified CSB, MBE, or FBE manufacturers will be counted towards CSB, MBE or FBE participation goals on the contract. A manufacturer is an enterprise that produces goods from raw materials and adds value by substantially altering them before resale.

Sixty percent (60%) of expenditures to certified CSB, MBE or FBE suppliers that are not manufacturers will be counted towards CSB, MBE or FBE participation goals on the contract, provided that the CSB, MBE or FBE supplier performs a commercially useful function in the supply process. A business enterprise is a supplier performing a commercially useful function in the supply process" when it:

- (1) Assumes the actual and contractual responsibility for furnishing the supplies or materials; and
- (2) Is recognized as a supplier, distributor or reseller by the manufacturer or producer of the contracted supplies and materials; and
- (3) Owns or leases a warehouse, yard, building or other facilities or uses such as means as are customary in the industry for the purpose of maintaining an inventory of or supplying such supplies or materials from which it supplies its customers; and
- (4) Distributes, delivers, and/or services products primarily with its own staff and/or equipment.

If a CSB, MBE or FBE supplier is not a manufacturer and is not performing a commercially useful function in the supply process, the supplier's participation will not be counted towards the CSB, MBE or FBE participation on the contract.

21. Joint Ventures:

Participation of CSBs, MBEs and FBEs in joint ventures is encouraged. To receive credit for CSB, MBE and/or FBE participation in a joint venture, the joint venture must be certified by the Office of Equal Opportunity. The CSB/MBE/FBE Joint Venture Certification Application is available from the Office of Equal Opportunity, and applications for joint venture certification must be received by the Office of Equal Opportunity no later than 10 days prior to the bid opening.

22. Use of General Contractors as Subcontractors for CSB/ MBE/FBE Prohibited:

Consistent with the U.S. Bureau of Census Standard Industrial Classifications, the City considers that a "general contractor" assumes responsibility for an entire construction contract, although it may subcontract part or all of the actual work to special trades or other contractors. The City does not consider that certification as a "general contractor" assumes or includes certification for any other trade or work. In order to qualify as a CSB, MBE or FBE Subcontractor, the CSB, MBE or FBE must be certified for the specific type of work indicated on Schedule 2, the Certified MBE/FBE/CSB Subcontractor Participation Commitment.

23. Subcontractor Participation Compliance Monitoring

Once a contract is awarded through the bid or proposal process, the winning contractor is obligated to use the certified CSB, MBE or FBE subcontractors listed on the OEO Schedules and in the same participation amount indicated in the OEO Schedules. OEO will monitor this subcontractor participation throughout the

course of the contract to ensure that the listed subcontractors are performing work on the project, and that they are being properly compensated for that work.

The City of Cleveland uses a web-based contractor certification and contract compliance monitoring system, colloquially known as B2Gnow, to monitor compliance on City contracts. Contractors can access the system at <http://cleveland.diversitycompliance.com>, or through a link on the Office of Equal Opportunity's website at <http://city.cleveland.oh.us/oeo>.

Each month during the contract, the prime contractor (or direct contract-holder with the City) will report payments to ALL subcontractors through the B2Gnow system. This monthly reporting information includes total payment in dollars made to the subcontractor, record of invoices satisfied, record of checks or other payment methods used to satisfy invoices, payment dates, and any additional information required by OEO to verify payment to subcontractors. The prime contractor will enter this payment information into the B2Gnow system, and the subcontractors will verify this payment information in the system.

OEO offers regular training sessions in the use of the B2Gnow system. Please contact OEO at 216-664-4152 to schedule training. Online training options are also available through the B2Gnow system.

Please note that use of the B2Gnow system requires an email account and access to a personal computer with internet connectivity. This requirement applies to both prime contractors and subcontractors. The City will provide for access to a computer and internet connection at Cleveland City Hall, upon appointment, for those contractors who do not otherwise have access to the required technology.

Questions about the certification process or the OEO Schedules should be directed to the Office of Equal Opportunity (OEO) at (216) 664-4152.



City of Cleveland
Office of Equal Opportunity
Schedules

**THE OEO SCHEDULES ARE NOW
AVAILABLE AS FILLABLE PDF
DOCUMENTS AT THE OFFICE OF
EQUAL OPPORTUNITY WEBSITE.**

**THIS IS THE PREFERRED FORMAT
FOR SUBMITTING YOUR OEO
SCHEDULES AS PART OF YOUR BID.**

WWW.CLEVELANDOHIO.GOV/OEO



**City of Cleveland
Office of Equal Opportunity
Schedules Checklist**

This checklist will guide you through the Office of Equal Opportunity Schedules that must be completed and submitted as part of your bid or proposal.

Schedule 1: Project Contact Information Form

- ☐ Is all requested contact information included?
- ☐ Is the form complete and signed?

Schedule 2: Certified MBE/FBE/CSB Subcontractor Participation Commitment

- ☐ Did you specify the total dollar amounts for each subcontract?
- ☐ Did you verify that each subcontractor is certified for the type of work to be performed?
- ☐ If applicable, has the re-subcontracting section been completed?
- ☐ Is the form complete and signed by the subcontractor?

Schedule 3: Schedule of Subcontractor Participation

- ☐ Did you specify the total dollar amount of the subcontract?

Schedule 4: CSB/MBE/FBE Subcontractor Unavailability/Impracticality Certification

- ☐ Did you list all companies you have contacted? (If additional space is needed, attach a separate sheet)
- ☐ If you are claiming that subcontracting is not available or practical on this contract, have you provided an explanation on a separate, attached sheet?
- ☐ Is the form complete and signed?

Project Name:	
Bidder/Proposer Name:	

Part I: Bidder Information

Contractor's Full Legal Name:						
Contractor's Address:				Federal Tax ID Number (EIN):		
City:				State and Zip:		
Contractor's Principal Officer Name:				Phone Number:		
Contractor's Main Email Address:						
Contractor's Authorized OEO Representative Name:				Phone Number:		
Authorized OEO Representative Email Address:						
Are you Certified with the Office of Equal Opportunity? Check all that apply:	☐ CSB	☐ MBE	☐ FBE	☐ SUBE	☐ LPE	☐ SFP

Signature: _____ Date: _____
Bidder/Proposer Representative:

Title: _____





City of Cleveland - Office of Equal Opportunity
SCHEDULE 3: Schedule of Subcontractor Participation

Project Name:	
Bidder/Proposer Name:	

List ALL PROSPECTIVE NON-CERTIFIED SUBCONTRACTORS and/or SUBCONSULTANTS expected to participate on this contract.

Subcontractor:	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
Contact Email Address:			\$
Contact Phone:			\$
Federal Tax ID#/EIN:	TOTAL		\$
Subcontractor:	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
Contact Email Address:			\$
Contact Phone:			\$
Federal Tax ID#/EIN:	TOTAL		\$
Subcontractor:	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
Contact Email Address:			\$
Contact Phone:			\$
Federal Tax ID#/EIN:	TOTAL		\$
Subcontractor:	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
Contact Email Address:			\$
Contact Phone:			\$
Federal Tax ID#/EIN:	TOTAL		\$



City of Cleveland - Office of Equal Opportunity
SCHEDULE 4: CSB/MBE/FBE SUBCONTRACTOR
UNAVAILABILITY/IMPRACTICALITY CERTIFICATION

Project Name:	
Bidder/Proposer Name:	

Note: Prime contractors are expected to make a good faith effort to utilize CSBs, MBEs and FBEs as subcontractors whenever there are CSB, MBE and/or FBE participation goals established in the bid specifications. There may be instances, however, where Prime Contractors will not be able to achieve the CSB, MBE and/or FBE participation goals for a particular contract. This Schedule 4 allows Prime Contractors to demonstrate their good faith efforts in identifying and soliciting CSBs, MBEs and FBEs to work on the contract. If the subcontracting goals for this contract are not met, failure to complete this schedule fully and completely may impact the evaluation of this bid or proposal.

Section A:

Please check one of the following:

- ☐ 1. Prime Contractor has submitted Schedules 1 and 2 indicating CSB/MBE/FBE Subcontractor participation **MEETING OR EXCEEDING** the goals set forth in the bid documents.
- ☐ 2. Prime contractor has submitted Schedules 1 and 2 indicating CSB/MBE/FBE Subcontractor participation that **DOES NOT MEET** the goals set forth in the bid documents.

If Box 1 is checked, no further documentation is necessary. Where Box 2 is checked, the Prime Contractor must provide a detailed explanation in Section B.

Section B:

If you checked Box 2 on Section A, you must check one of the following:

The Prime Contractor **did not meet** the CSB, MBE and/or FBE subcontractor participation goals for this contract because:

- ☐ 1. The Prime Contractor has made an honest, purposeful attempt to solicit CSB, MBE and/or FBE subcontractor participation, but was unable to find subcontractors to perform the work for the reasons noted below. **Please use the unavailability letter codes found on the following page.**

CONTACTED CONTRACTOR	PROPOSED WORK/SUPPLIES	REASON FOR UNAVAILABILITY	DATE OF CONTACT	DATE RESPONSE RECEIVED
1.				
2.				
3.				
4.				

- ☐ 2. The Prime Contractor made an honest, purposeful attempt to solicit CSB, MBE and/or FBE subcontractor participation, but due to the nature of the work, service, or product contracted, additional subcontracting with CSBs, MBEs or FBEs is either impossible or impractical. The Prime Contractor has provided a **detailed explanation** of the nature of the work and the reasons that additional subcontracting is not possible **on a separate attached page.**

Authorized Representative:			
Signature:		Date:	

SCHEDULE 4
CSB/MBE/FBE SUBCONTRACTOR UNAVAILABILITY/IMPRACTICALITY
CERTIFICATION

REASONS FOR **CSB/MBE/FBE** SUBCONTRACTOR UNAVAILABILITY

Instructions:

You may insert in Schedule 4, under the column Reasons for Unavailability, all letters identifying the reason why each prospective subcontractor listed on Schedule 4 was unable to prepare a bid or unavailable to participate on the City contract for which you are bidding.

Example Reasons for Unavailability

- A. Subcontractor did not respond to the Bidder's request for a quotation.
- B. Subcontractor responded to the Bidder's request but not as to the type of work or supplies for which requested.
- C. Subcontractor does not perform the specific work or furnish the specific supplies the Bidder requested, as part of the type(s) of work or supplies for which OEO has certified it as a CSB/MBE/FBE.
- D. Subcontractor is unavailable because its workforce is or will be fully employed on other work during time of contract performance.
- E. Subcontractor stated it had insufficient time or information on which to prepare a bid. F. Subcontractor's bid price(s) were too high to be competitive (Explain in detail).
- G. Other. (Explain in detail)

Office of Equal Opportunity Reporting Submission Schedule

- Monthly Subcontractor Payment Reports in B2Gnow
- Certified Payroll Reports in LCPtracker

All required Office of Equal Opportunity (OEO) monthly reporting shall be submitted via the B2Gnow Contract Compliance Monitoring System (cleveland.diversitycompliance.com) and the LCPtracker Certified Payroll Tracking System (www.LCPtracker.net – for Construction Contracts over \$100,000) according to the following schedule:

<u>REPORTING MONTH</u>	<u>B2Gnow Monthly Audit Available</u>	<u>B2Gnow and LCPtracker REPORTING DUE</u>
JANUARY	1 st Monday in the FEB.	3 rd Friday in the FEBRUARY
FEBRUARY	1 st Monday in the MAR.	3 rd Friday in the MARCH
MARCH	1 st Monday in the APRIL	3 rd Friday in the APRIL
APRIL	1 st Monday in the MAY	3 rd Friday in the MAY
MAY	1 st Monday in the JUNE	3 rd Friday in the JUNE
JUNE	1 st Monday in the JULY	3 rd Friday in the JULY
JULY	1 st Monday in the AUG.	3 rd Friday in the AUGUST
AUGUST	1 st Monday in the SEPT.	3 rd Friday in the SEPTEMBER
SEPTEMBER	1 st Monday in the OCT.	3 rd Friday in the OCTOBER
OCTOBER	1 st Monday in the NOV.	3 rd Friday in the NOVEMBER
NOVEMBER	1 st Monday in the DEC.	3 rd Friday in the DECEMBER
DECEMBER	1 st Monday in the JAN.	3 rd Friday in the JANUARY