

# BID ADVERTISEMENT FOR THE WEEKS OF

February 21, 2024 & February 28, 2024

## BID OPENS - THURSDAY MARCH 21, 2024

**FILE NO. 24-24 L & M to Repair & Maintain Valves, Actuators & Appurtenances FOR THE DIVISION OF WATER FOR THE DEPARTMENT OF PUBLIC UTILITIES AS AUTHORIZED BY ORDINANCE 475-2023 PASSED BY COUNCIL MAY 15, 2023.**

**There will be a NON-MANDATORY Pre-Bid Meeting, Thursday, February 29, 2024 at 9:00 am., Via WebEx, to call into the meeting dial 1-415-655-0003, Access Code 2311 476 7390.**

**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).



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**CITY OF CLEVELAND,  
OHIO**

**DEPARTMENT OF FINANCE**



**DIVISION OF PURCHASES AND SUPPLIES**

**INVITATION TO BID**

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**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. 475-2023**

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

**An emergency ordinance authorizing the purchase by one or more requirement contracts of valves, actuators, and appurtenances, and labor and materials needed to repair, replace, maintain, exercise, and test existing valves, valve actuators and valve appurtenances, and to provide related services, for the Division of Water, Department of Public Utilities, for a period of 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 two-year period of the necessary items of valves, actuators, and appurtenances, and labor and materials needed to repair, replace, maintain, exercise, and test existing valves, valve actuators and valve appurtenances, and to provide related services, 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 Division of Water, 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 desired by the Commissioner of Purchases and Supplies until provision is made for the requirements for the entire term.

**Section 2.** 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 3.** That the costs of the contract or contracts shall be paid from the fund or funds to which are credited the proceeds from the sale of future bonds, if authorized for this purpose, and shall also 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 2023-26)

**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.

**Approved May 15, 2023.**

**Effective May 16, 2023.**

# City of Cleveland

DEPARTMENT OF FINANCE  
AHMED A. ABONAMAH  
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 (Unit and extension) clearly and accurately presented?
- 3. 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? **Must be 5% of 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? **Must be 5% of 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

- 1. Did you read Item 13, the Equal Opportunity Clause, carefully, and understand it? If not, contact the Office of the Director of Equal Opportunity for further information (Phone 216/664-4152).
- 2. Did you read Item 14, the OEO Notice to Bidders, carefully, and understand it? If not, contact the Office of the Director of Equal Opportunity for further information (Phone 216/664-4152).
- 3. Did you complete OEO Schedules 1, 2, and 4 carefully and completely? Did you include signed Schedule 3's from all certified subcontractors?
- 4. If you are a Cleveland Area Small Business, minority business enterprise, or female business enterprise, did you include a copy of your own certificate?

#### 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 Performance Bond if one is required in paragraph A-5a of INSTRUCTIONS TO BIDDERS, 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 (W-9)**

- 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. Please contact the Division of Purchases and Supplies at 216-664-2620 if you have additional questions on how to complete this bid form.**



## 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 authorized 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

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**Part I Taxpayer Identification Number (TIN)**

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

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

Social security number				
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**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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](http://www.irs.gov/FormW9).

**Purpose of Form**

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

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

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

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



By signing the filled-out form, you:

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

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

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

**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, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**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 his or her 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 his or her 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 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 under 4 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.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States 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 no longer are 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.

a. **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: 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 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** 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.

d. **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. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(ii). Enter the owner's name on line 1. The name of the entity 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, "Business name/disregarded entity name." 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, you may enter it on line 2.

### Line 3

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

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### 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 in 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 possession, 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 possession
- 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
- 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 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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) written or printed 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 possession, 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, write 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 individual taxpayer identification number (ITIN). Enter it in the social security number box. 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). Do not enter the disregarded entity's EIN. 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](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. 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/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://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](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "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, generally you will 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.

**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), ABL 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 <sup>1</sup>
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 <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>

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 <sup>4</sup>
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

For this type of account:	Give name and EIN of:
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 under the Form 1041 Filing Method or the Optional Form 1089 Filing Method 2 (see Regulations section 1.671-4(b)(2)(B))	The trust

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> 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.) Also see *Special rules for partnerships*, earlier.

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

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 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 credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 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 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**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](mailto: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 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://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 possessions for use in administering their laws. The information also may 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, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



## 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**

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 filling 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 Obligee, 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 Necessary to Repair, Replace, and Maintain Various Types of Valves, Actuators, Appurtenances and Related Services

FOR: The Department of: Public Utilities, Division of Water

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 \_\_\_\_\_

TITLE OF OFFICER \_\_\_\_\_

BUSINESS ADDRESS OF BIDDER \_\_\_\_\_

STATE OF INCORPORATION \_\_\_\_\_

## BID - SCHEDULE OF ITEMS

City of Cleveland  
 Division of Purchases And Supplies  
 City Hall 601 Lakeside Avenue Room 128  
 Cleveland, Ohio 44114

BID PAGE 1  
**BIDDER MUST  
 COMPLETE & SIGN BELOW**

TITLE OF BID **Labor and Materials Necessary to Repair, Replace, and Maintain Various  
 Types of Valves, Actuators, Appurtenances and Related Services**

NAME OF FIRM

STREET ADDRESS

ORDINANCE NO. **475-2023** PASSED **May 15, 2023** SIGNED **May 16, 2023**

CITY STATE ZIP CODE

DEPARTMENT **PUBLIC UTILITIES** DIVISION **CWD**

AUTHORIZED SIGNATURE

CITY RECORD ADVERTISEMENT DATES  STANDARD CONTRACT BID  
 REQUIREMENT CONTRACT BID

BUYER **purchasing@clevelandohio.gov** BID OPENING **12:00 O'CLOCK NOON  
 OFFICIAL TIME**

DATE

Bid Item 1	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
	Reconditioning, Repair or Replacement of Valves less than twenty-four (24) inches in size to greater than forty-eight(48)inches in size as per Sections C and D			
1.01	Site Service Labor - Normal Working Hours Monday through Friday 7:30 a.m. to 4:00 p.m.  Cost per Hour	1000 hours	(\$/hour)	
1.02	Site Service Labor - Overtime Hours (Working hours outside of normal 7:30 AM - 4:00 PM Weekdays. Nights and weekends, including holidays that are observed by the City of Cleveland are considered overtime)  Cost per Hour	20 hours	(\$/hour)	
1.03	Shop Service Labor - Normal Working Hours Monday through Friday 7:30 a.m. to 4:00 p.m.  Cost per Hour	1000 hours	(\$/hour)	
1.04	Shop Service Labor - Overtime Hours (Working hours outside of normal 7:30 AM - 4:00 PM Weekdays. Nights and weekends, including holidays that are observed by the City of Cleveland are considered overtime)  Cost per Hour	20 hours	(\$/hour)	
1.05	Estimated Funds to pay for any purchases that may be required per Section C-18 and C-19  Markup from invoice price (maximum 15% markup) _____%	\$ 50,000.00	-----	\$ 50,000.00
1.06	Freight & Rigging Services Allowance, Per C-22	\$ 5,000.00	-----	\$5,000.00

**TOTAL BID ITEM 1**

All quantities herein are estimates.  
 The contract, if any, shall be for a period of two (2) years.

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.

**ITEM 7**

## 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 is required for any contract awarded pursuant to this Invitation to Bid in an amount of \$500,000.00 or less. Any contract over \$500,000.00 will require a Performance Bond for 25% of the contract amount.

**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 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 an 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.



**SPECIFICATIONS/DESCRIPTIONS OF PRODUCTS AND/OR SERVICES  
CITY OF CLEVELAND - DIVISION OF WATER**

**LABOR AND MATERIALS NECESSARY TO REPAIR, REPLACE OR MAINTAIN VARIOUS  
TYPES OF VALVES, ACTUATORS, APPURTENANCES AND RELATED SERVICES**

**SECTION C - SUPPLEMENTAL GENERAL CONDITIONS**

**C-1 SCOPE AND TERM OF CONTRACT**

This document provides specifications for a requirement contract(s) for the purchase of labor and materials to repair, replace and maintain various types of valves, actuators, appurtenances and related services that the Division of Water (CWD) may require.

CWD intends to use this specification and the resulting requirement contract(s) to provide labor and materials to repair, replace, recondition and maintain various types of valves, actuators, appurtenances and related services on site in CWD facilities, in the field, or the vendor shop. The work shall include valve and/or actuator repairs as approved at a pre-determined cost including a valve and/or actuator repair reports.

The term of any contract awarded will be two years.

CWD reserves the right to enter into a contract for bid items listed below after a thorough evaluation of the submitted bids.

**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 5% of your bid total.
  - 2. The information at the bottom of the page must be filled out completely and signed by an officer of the corporation or firm.
  
- 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. Be sure that the proper lines are used on page two for signing for the person that is being sworn.
  - 4. Fill out all necessary information on both pages of the affidavit.

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

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**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 CWD 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 buyer's attention, by email, at [Purchasing@ClevelandOhio.gov](mailto:Purchasing@ClevelandOhio.gov)

**C-4 RATE OF USE OF LABOR AND MATERIALS NECESSARY TO REPAIR, REPLACE OR MAINTAIN VARIOUS TYPES OF VALVES, ACTUATORS, AND APPURTENANCES**

The use of labor and material necessary to repair, replace, and maintain various types of valves, actuators and appurtenances, or other services, shall be determined by the Director of Public Utilities or his designee. CWD reserves the right to establish repair schedules in conformance with operating conditions in the water treatment plants and water pumping facilities.

**C-5 GENERAL BIDDER QUALIFICATIONS**

Bidder shall be an electrical and manual valve repair job shop or valve sales and repair job shop. Bidder must submit documentation, such as business sales brochures, demonstrating:

1. That the bidder has physical capacity including but not limited to cranes, lathes, and material handling equipment to safely move and perform work upon the equipment listed in the bid items for which the bidder is bidding
2. That the bidder has capacity to make or procure parts for the equipment listed in the bid items for which the bidder is bidding
3. That the bidder meets the requirements set forth in this specification

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.

CWD reserves the right to inspect the bidder's physical facilities to determine if the bidder's physical facilities meet minimum qualifications.

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**C-6 SCHEDULING OF VALVE AND/OR ACTUATOR MAINTENANCE REPAIR SERVICES**

CWD, by the nature of its responsibility to provide potable water to the public, shall establish repair schedules in conformance with operating conditions in the water treatment plants and water pumping facilities. The contractor will be given due consideration for scheduling of electrical and manual actuated valve maintenance and repair activities. The contractor shall complete all repairs and/or maintenance of electrical and manual actuated valves no later than 60 days (elapsed days) from date of approval notification to remove and commence maintenance or repair work. The controlling parameter in all cases shall be the integrity of the water system and the ability of CWD to meet its requirements for the production and distribution of potable water.

The contractor shall have the capability to respond to emergency calls by CWD to perform emergency work at any of CWD's facilities within eight (8) hours. The contractor shall coordinate his activities with the Director or his designee.

**C-7 PRICE FOR ELECTRICAL AND MANUAL ACTUATED VALVE MAINTENANCE, RECONDITION, OR REPAIR SERVICES**

The price to be bid for labor and materials to repair, replace or maintain electrical and manual actuated valves and appurtenances services shall be for:

- A. Bid Item 1 - Repair, replace, recondition or maintain valves less than twenty-four inches diameter to greater than forty-eight inches in diameter, as sized in the Bid - Schedule of Items.

Written, electronic photograph, oral and video reports shall be deemed included in all bid prices. Field service labor and shop service labor rates and a material allowance are required for all bid items.

**C-8 ITEMS TO BE BID**

The items to be bid shall be as specified below. Quantities are estimates as listed in the Bid - Schedule of Items.

- A. Labor rates,
- B. Materials discount,
- C. Materials markup,
- D. Freight & rigging charges, see C-22 for complete details.

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**C-9 DOCUMENTATION TO BE SUBMITTED WITH THE BID**

CWD reserves the right to reject bids based upon inadequate documentation of the bidder's experience.

A. References

The bidder shall provide with his bid a list of at least three jobs wherein repair activities were performed on electrical and manual actuated valves 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 reports. Naming City of Cleveland (City) personnel shall not constitute references.

B. Company Contact

The bidder shall submit with the bid the name, phone number, and fax number of the technical service representative and the customer service representative who will provide services.

Any documentation requested in C-5 General Bidder Qualifications must also be submitted with the bid.

Bids without documentation may be considered non-responsive.

**C-10 SECURITY**

To ensure the safety and security of the water system, CWD requires that the contractor fax 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 CWD facilities.

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

**C-11 SUBCONTRACTORS**

If the bidder chooses to use subcontractors, the same documentation and requirements that are required by the contractor will be applied to any and all subcontractors. The contractor will be solely responsible to CWD for all subcontractors including security. If the bidder chooses to use subcontractors, the bidder shall submit a list of subcontractors with the bid.

**C-12 PAYMENT AND INVOICING (Supplement to General Conditions Section B-21)**

A. The contractor shall submit requests for payment in writing to the Director or his designee for approval. Any request for payment shall include an estimate as to the

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percentage of the work completed to the date of billing, if applicable; the bid item; the reports to date of billing; and the location and duration of the work. The failure to deliver reports shall 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 City contract number
5. Vendor invoice number, which is a unique number
6. Invoice date
7. Invoice due date
8. CWD "ship to" address
9. Itemized costs including item descriptions, quantities, unit costs, and cost extensions, contract, Schedule of Items (SOI) reference
10. Total invoiced amount
11. Itemization of any applicable discounts/mark-ups stipulated through the contract, see B and C below for more information

Sales tax shall not be included, the City is exempt.

The original invoice must be mailed to the "Bill To" address on the Delivery Order, which is: Division of Water, Payables Unit, 1201 Lakeside Avenue, 4th Floor South, Cleveland, Ohio 44114 or [payables\\_unit@clevelandwater.com](mailto:payables_unit@clevelandwater.com)

- B. Each invoice shall include all of the following: manufacturer and part number, exact itemized cost of each part, date of order, date of shipment, listed price, description of item, quantity, applicable discount/mark-up, and extension to include City's actual cost.
- C. The bidder must provide firm documentation of manufacturer's list price for item(s) being purchased at the time of transaction or with invoice, i.e., bidder will submit a photocopy of manufacturer's specific price page(s)/invoice and identify where the item(s) appear. The bidder will then apply their quoted discount/mark-up to arrive at CWD's actual cost. All invoices must include both manufacturers' list price/invoice and the City's cost after discount/mark-up is applied. The bidder is advised that invoices will not be paid unless they are submitted as specified.
- D. Payment requests shall be submitted monthly reflecting work performed during the previous month. The contractor may submit requests for payment for purchase of parts and material that exceed \$10,000.00 in writing to the Director or his designee for approval.

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**C-13 DELIVERY OF REPORTS**

The contractor shall submit a verbal report(s) on the day of any activity and shall submit a written (and, if applicable, video or electronic photograph) report within ten (10) days.

Verbal reports shall be provided as needed for the welfare and integrity of the water system.

**C-14 PUBLIC LIABILITY, PROPERTY DAMAGE, AND VEHICLE INSURANCE**

- A. 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, rider 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:
- B. 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.
- C. 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:
  - 1. Public liability insurance to cover each vehicle used in the performance of the contract in an amount not less than \$500,000.00 on 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.
  - 2. 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.
- D. Contractor shall notify the Director, in writing, at least ten (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.

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- E. The contractor shall provide Ohio Workers Compensation insurance as needed to protect his work force.

**C-15 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-16 GUARANTEE/WARRANTY**

- A. The contractor for the work specified in the contract documents, in consideration of the price bid and the payments received or to be received, guarantees that all work done in the project under contract is in all respects first-class, of the proper kind and quality and has been done and is being done in accordance with the requirements of the contract documents.
- B. If at any time during the performance of the contract bid item, any defects or omissions become apparent in the work, it becomes apparent that any of the work is not in accordance with the requirements of the contract documents, any of the work performed under this contract requires repairs due to defects in materials or workmanship, or for any other cause which may be attributed to the work which is being done or has been done by the contractor, all as determined by the Director or his authorized representative, the Director or his authorized representative will notify the contractor to rectify such defects or omissions and make any necessary repairs.
- C. The contractor shall supply at a minimum, a warranty of one year for all services performed and materials furnished. If any portion of the services performed or materials furnished proves to be defective within one year from final acceptance of the work, then the contractor shall correct the defects at his own expense.

**C-17 INDEMNITY (Supplement to General Conditions Section B-28)**

The contractor shall indemnify, keep and save harmless the City, and its 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, whether or not it shall be claimed that the injury was caused through a negligent act or omission of the contractor or his employee, and whether or not the persons injured or whose property was damaged were third parties, employees of the contractor. The contractor shall at his own expense defend the City in all litigation, pay all attorney's fees and all costs and other expenses arising out of the litigation or claim or incurred in connection

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therewith; and shall, at his 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.

**C-18 PARTS, MATERIALS, EQUIPMENT AND/OR SUPPLIES FOR MAINTENANCE AND REPAIR OF VARIOUS VALVES, ACTUATORS, AND APPURTENANCES**

The contractor shall supply, when required by CWD, materials, parts, equipment and supplies to maintain and/or repair electrical and manual actuated valves and appurtenances upon prior approval of the Director or his designee. CWD anticipates that parts, materials, equipment and/or supplies may consist of metal bar stock, valve seats, and other proprietary parts. The contractor shall adhere to C-12, Payment and Invoicing for all invoices for parts, materials, equipment, and/or supplies.

**C-19 MARKUP FROM INVOICE COST**

For those situations when parts, materials, equipment and/or supplies for repairs to valves, actuators and appurtenances are needed, and a catalog or price list is not applicable, and only an invoice cost to the bidder is available, a markup will be allowed. The bidder will be required in those instances to document, in writing, why a catalog or price list is not applicable. The bidder will be allowed a maximum of a fifteen (15) percent (%) markup. Failure to indicate a percentage markup on the Bid-Schedule of Items pages will be evaluated as 0%.

**C-20 EVALUATION OF BIDS**

CWD will accept the lowest cost and best bid for each item called out in the specifications in which the method of performing the task meets the requirements set forth in the item. CWD has estimated the number of and/or types of repairs; however, CWD will not guarantee the number of and/or types of repairs it will require. A partial list of CWD facilities is included in Appendix A. The bidder shall enter the appropriate total in the Bid - Schedule of Items pages.

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

**C-21 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:



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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-22 FREIGHT AND RIGGING CHARGES**

Freight and rigging charges, including surcharges, shall be allowed for all shipments from or to the locations unless otherwise stated. Delivery shall be at the formal request by release order of the maintenance manager or their designee. Release order form shall be in the format shown in Appendix B. Delivery shall be only to the locations specified in the release order. Delivery shall be to the person detailed in the release order.

**C-23 PICK UP AND DELIVERY OF ELECTRICAL AND MANUAL ACTUATED VALVES AND APPURTENANCES**

The main plants have physical limitations relevant to the pick-up and/or delivery of electrical and manual actuated valves and appurtenances.

**Fairmount Pump Building**

Trailer shall be flat bed with no sides and large valves shall be transported on rear portion of trailer.

Maximum height for truck trailer - 4.5 ft.

Maximum weight for largest valve - 30,000 pounds

Dock to center of crane hook - 19 ft.

**Crown Pump Building**

Trailer shall be flat bed with no sides and large valves shall be transported on rear portion of trailer.

Maximum height for truck trailer - 4.5 ft.

Maximum weight for largest valve - 30,000 pounds

Dock to center of crane hook - 10.5 ft.

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**Morgan Pump Station**

Trailer shall be flat bed with no sides and large valves shall be transported on rear portion of trailer.

Maximum height for truck trailer - 4.5 ft.

Maximum weight for largest valve - 30,000 pounds

Dock to center of crane hook - 25 ft.

**Kirtland Pump Station**

Trailer shall be flat bed with no sides and large valves shall be transported on rear portion of trailer.

Maximum height for truck trailer - 4.5 ft.

Maximum weight for largest valve - 30,000 pounds

Dock to center of crane hook - 10.5 ft.

**Nottingham Pump Building**

Trailer shall be flat bed with no sides and large valves shall be transported on rear portion of trailer.

Maximum height for truck trailer - 6 ft.

Maximum weight for largest valve - 30,000 pounds

Crane clearance from floor - 16 ft. 1 in.

Allowance for the cable - 3 ft.

Dock to center of crane hook - 9.5 ft.

**C-24 NOTICE TO PROCEED**

The language anywhere else in this contract notwithstanding, the term of this contract shall begin when CWD issues a Notice to Proceed (NTP) to the contractor and shall last for up to two (2) years. At the City's discretion, the City may shorten the term of this contract to as much as two (2) weeks less than the full term, in order to accomplish an orderly inventory of material. The NTP shall not be issued until the contract has been fully executed and delivered to all parties.

**C-25 PREVAILING RATES OF WAGES**

- A. Failure to submit monthly certified payroll reports (or as directed) 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.
- B. Upon completion of the contract term and prior to final payment thereof, each Contractor or Subcontractor shall file with the CWD Contract Compliance Unit an

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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.

- C. All communications, document submissions, questions, etc. regarding prevailing wage requirements should be directed to the following: DeAndrea Pruitt, Contract Compliance Unit, 1201 Lakeside Avenue, 4<sup>th</sup> Floor South, Cleveland, OH 44114, or email [DeAndrea\\_Pruitt@ClevelandWater.com](mailto:DeAndrea_Pruitt@ClevelandWater.com)

**C-26 OEO PARTICIPATION GOALS (Supplemental to A-17 to A-19)**

Under Chapter 187.13C of the Codified Ordinances, the OEO participation goal for this requirement contract has been waived. Schedules 1-4 are not required.

There is no Subcontractor Participation (Utilization) Goal for this contract. However, per Section A-19(a) of the Instructions to Bidders, any and all proposed subcontractors, whether City certified or not, must be divulged and listed in the sealed bid. If you do plan to utilize a subcontractor, 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 this contract.

You are encouraged to consider City-certified firms for any available subcontracting opportunities. A searchable database of all City-certified firms can be found on the City of Cleveland Office of Equal Opportunity Website:

<http://cleveland.diversity compliance.com>

On the website, click on CSB/MBE/FBE Registry.

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### **SECTION D - TECHNICAL SPECIFICATIONS**

#### **D-1 GENERAL PROVISIONS**

The activities listed below are minimum requirements and may require additional mechanical, electrical and/or hydraulic steps to accomplish the goal of replacing, repairing or refurbishing various actuators and valves.

If parts and materials are no longer available to repair equipment, deviations will be considered on a case by case basis.

Most valve assemblies have as-built documentation available, however in an event that it is not available, our engineering department will work with the contractor and assist in the design and engineering of the needed part.

Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to the Division of Water (CWD). Payment shall be issued upon approval by the City of delivered materials.

#### **D-2 Bid Item 1: Replacement of Valves less than twenty-four (24) inches in size**

##### **A. Reconditioning of Cone Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall disassemble valve, mechanism and hydraulic cylinder actuator. This shall include inspection of the hydraulic controls. If parts are no longer available to repair equipment, we will need to be able to purchase replacements for the items per C-18.
3. The Contractor shall clean all components and shall blast all castings.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace all rotating parts in the mechanism including but not limited to shafting, bearings, crosshead guide rods lifter lever, thrust bearing and rotor.
6. The Contractor shall weld body and plug seats with bronze and shall re-machine to obtain factory leak test specifications.
7. The Contractor shall replace bronze bushings in the body, head and plug.
8. The Contractor shall replace all seals, gaskets, packing and o-rings in the valve and cylinder.
9. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
10. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
11. The Contractor shall re-assemble valve, mechanism, and hydraulic cylinder.
12. The Contractor shall cycle test valve, mechanism, and hydraulic cylinder.

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13. The Contractor shall leak test cone valve and hydraulic cylinder at normal working pressure for ten (10) minutes.
14. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
15. The Contractor shall deliver valve to CWD facility.
16. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **B. Reconditioning of Ball Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall clean all components and shall blast all castings.
4. The Contractor shall inspect end pieces, rotor, centerpiece, shaft, torque mechanism and actuator for re-use and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall remove existing rubber or seat.
6. The Contractor shall re-assemble valve with new rubber or metal seat, packing, o-rings, gasket, bearings and taper pins.
7. The Contractor shall re-assemble torque mechanism and cylinder with new seal kits.
8. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
9. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
10. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
11. The Contractor shall cycle test valve, mechanism and actuator.
12. The Contractor shall leak test valve and actuator at normal working pressure for ten (10) minutes.
13. The Contractor shall deliver valve to CWD facility.
14. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

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**C. Reconditioning of bolt-on rubber seat style Butterfly Valves**

1. The Contractor shall report to CWD facility to perform the work.
2. The Contractor shall remove the rubber seat from inside the valve.
3. The Contractor shall clean the inside of the valve including the valve disc and valve body.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace existing valve shaft bearings and seals.
6. The Contractor shall replace bushings, taper pins, thrust collar and pins, rubber seat and retaining screws, packing, o-rings, and any other non-reusable hardware.
7. The Contractor shall supply and install new rubber seats and associated hardware, to meet original manufactures specifications.
8. The Contractor shall verify valve function in full closed position and seat pressure per original manufactures specifications.
9. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
10. The Contractor shall provide new gaskets for the reconditioned valve's access cover.
11. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

**D. Reconditioning of vulcanized rubber seat style Butterfly Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall burn out old rubber seats.
4. The Contractor shall clean all components and shall blast all castings.
5. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
6. The Contractor shall replace existing valve shaft bearings and seals.
7. The Contractor shall replace bushings, taper pins, dowel pins, rubber seat, packing, o-rings, and any other non-reusable hardware.
8. The Contractor shall re-vulcanize rubber seats within the valve body to original factory specifications.
9. The Contractor shall repair disc seal ring.
10. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.

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#### **SECTION D - TECHNICAL SPECIFICATIONS**

11. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
12. The Contractor shall assemble valve.
13. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
14. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
15. The Contractor shall deliver valve to CWD facility.
16. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **E. Reconditioning of epoxy seat style Butterfly Valves**

1. The Contractor shall report to CWD to perform the work.
2. The Contractor shall remove the epoxy seats from inside the valve.
3. The Contractor shall clean the inside of the valve including the valve disc and valve body.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace existing valve shaft bearings and seals.
6. The Contractor shall replace bushings, taper pins, thrust collar and pins, rubber seat and retaining screws, packing, o-rings, and any other non-reusable hardware.
7. The Contractor shall supply and install new seats with epoxy fill and associated hardware, to meet original manufactures specifications.
8. The Contractor shall verify valve function in full closed position and seat pressure per original manufactures specifications.
9. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
10. The Contractor shall provide new gaskets for the reconditioned valve's access cover.
11. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **F. Reconditioning of Gate Valves**

1. The Contractor shall pick up gate valve from CWD facility and transport valve to Contractor's facility.

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#### **SECTION D - TECHNICAL SPECIFICATIONS**

2. The Contractor shall completely disassemble gate valve and bonnet
3. The Contractor shall clean all components and shall blast all castings.
4. The Contractor shall physically, using non-destructive metallurgical techniques, inspect all parts for wear, metal fatigue and corrosion and shall report findings to the Division of Water by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace bushings, taper pins, dowel pins, rubber seat, packing, o-rings, and any other non-reusable hardware.
6. The Contractor shall fabricate new gates for existing large double disc gate valves. The Contractor shall fabricate new replacement gates out of ductile iron, conforming to ASTM A 536 grade 65-45-12, ASTM A395. The gates shall meet all requirements of AWWA standard C-500. The contractor shall provide wooden patterns used to fabricate the replacement gate to CWD.
7. The Contractor shall remove the existing ring(s) and shall fabricate the new replacement rings out of bronze. The bronze material shall be Copper-Aluminum-Iron Alloy (Aluminum Bronze) C95200 as described by ASTM and having the previous ASTM designation of B148-9A. The dimensions of the bronze rings shall be proportioned to fit the working pressures required. The Contractor shall then reinstall the new rings back into the existing valve, ensuring proper fit and operation. The rings shall be firmly secured in place by an approved method that will prevent them from working loose, particularly when the valve is set in a partly open position. Body and gate rings shall meet all the requirements of AWWA Standard C-500.
8. The Contractor shall adjust the wedges, spreader bars, scrapers, rollers and bushings as required for proper operation. The Contractor shall do whatever is necessary to ensure that the gate assembly, including any new gate rings and wedge components, fits properly into the available space between the body rings including but not limited to machining of the gates, wedge components, and the rings after the rings are mounted onto the gates. The Contractor shall do whatever is necessary to ensure that the wedge components including wedge-striking feet are properly sized in order that the gate seating components will seat properly against the body seats when the valve is turned to the closed position.
9. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
10. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
11. The Contractor shall assemble valve.
12. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.



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#### **SECTION D - TECHNICAL SPECIFICATIONS**

13. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
14. The Contractor shall deliver valve to CWD facility.
15. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **G. Reconditioning of Plug Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall clean all components and shall blast all castings.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace plug and shaft; packing seals; top and bottom bearings; thrust washer; and any other non-reusable hardware.
6. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
7. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
8. The Contractor shall assemble valve.
9. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
10. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
11. The Contractor shall deliver valve to CWD facility.
12. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **H. Reconditioning of Swing Check Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall clean all components.

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#### **SECTION D - TECHNICAL SPECIFICATIONS**

4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace cham-check; knuckle joint assembly; clapper plate; o-rings and any other non-reusable hardware.
6. The Contractor shall assemble valve.
7. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
8. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
9. The Contractor shall deliver valve to CWD facility.
10. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **I. Reconditioning of Dual Check Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall clean all components.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace check modules, o-rings and any other non-reusable hardware.
6. The Contractor shall assemble valve.
7. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
8. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
9. The Contractor shall deliver valve to CWD facility.
10. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

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VARIOUS TYPES OF VALVES, ACTUATORS, APPURTENANCES AND RELATED SERVICES**

**SECTION D - TECHNICAL SPECIFICATIONS**

**Replacement of Valves twenty-four (24) inches to forty-eight (48) inches in size**

**A. Reconditioning of Cone Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall disassemble valve, mechanism and cylinder actuator.
3. The Contractor shall clean all components and shall blast all castings.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to the Division of Water by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace all rotating parts in the mechanism including but not limited to shafting, bearings, crosshead guide rods lifter lever, thrust bearing and rotor.
6. The Contractor shall weld body and plug seats with bronze and shall re-machine to obtain factory leak test specifications
7. The Contractor shall replace bronze bushings in the body, head and plug.
8. The Contractor shall replace all seals, gaskets, packing and o-rings in the valve and cylinder.
9. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
10. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
11. The Contractor shall reassemble valve, mechanism and hydraulic cylinder.
12. The Contractor shall cycle test valve, mechanism and hydraulic cylinder.
13. The Contractor shall leak test cone valve and hydraulic cylinder at normal working pressure for ten (10) minutes.
14. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
15. The Contractor shall deliver valve to CWD facility.
16. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

**B. Reconditioning of Ball Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall clean all components and shall blast all castings.

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#### **SECTION D - TECHNICAL SPECIFICATIONS**

4. The Contractor shall inspect end pieces, rotor, centerpiece, shaft, torque mechanism and actuator for re-use and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall remove existing rubber or seat.
6. The Contractor shall re-assemble valve with new rubber or metal seat, packing, o-rings, gasket, bearings and taper pins.
7. The Contractor shall re-assemble torque mechanism and cylinder with new seal kits.
8. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
9. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
10. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
11. The Contractor shall cycle test valve, mechanism and actuator.
12. The Contractor shall leak test valve and actuator at normal working pressure for ten (10) minutes.
13. The Contractor shall deliver valve to CWD facility.
14. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **C. Reconditioning of bolt-on rubber seat style Butterfly Valves**

1. The Contractor shall report to CWD facility to perform the work.
2. The Contractor shall remove the rubber seat from inside the valve.
3. The Contractor shall clean the inside of the valve including the valve disc and valve body.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace existing valve shaft bearings and seals.
6. The Contractor shall replace bushings, taper pins, thrust collar and pins, rubber seat and retaining screws, packing, o-rings, and any other non-reusable hardware.
7. The Contractor shall supply and install new rubber seats and associated hardware, to meet original manufactures specifications.
8. The Contractor shall verify valve function in full closed position and seat pressure per original manufactures specifications.
9. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.

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#### **SECTION D - TECHNICAL SPECIFICATIONS**

10. The Contractor shall provide new gaskets for the reconditioned valve's access cover.
11. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **D. Reconditioning of vulcanized rubber seat style Butterfly Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall burn out old rubber seats.
4. The Contractor shall clean all components and shall blast all castings.
5. The Contractor shall inspect all parts for wear and corrosion and shall report findings to the Division of Water by e-mail and shall include digital photographs (jpg files).
6. The Contractor shall replace existing valve shaft bearings and seals.
7. The Contractor shall replace bushings, taper pins, dowel pins, rubber seat, packing, o-rings, and any other non-reusable hardware.
8. The Contractor shall re-vulcanize rubber seats within the valve body to original factory specifications.
9. The Contractor shall repair disc seal ring.
10. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
11. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
12. The Contractor shall assemble valve.
13. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
14. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
15. The Contractor shall deliver valve to CWD facility.
16. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **E. Reconditioning of Butterfly Valves**

1. The Contractor shall report to CWD facility to perform the work.
2. The Contractor shall remove the epoxy seats from inside the valve.

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3. The Contractor shall clean the inside of the valve including the valve disc and valve body.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace existing valve shaft bearings and seals.
6. The Contractor shall replace bushings, taper pins, thrust collar and pins, rubber seat and retaining screws, packing, o-rings, and any other non-reusable hardware.
7. The Contractor shall supply and install new seats with epoxy fill and associated hardware, to meet original manufacturer's specifications.
8. The Contractor shall verify valve function in full closed position and seat pressure per original manufacturer's specifications.
9. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
10. The Contractor shall provide new gaskets for the reconditioned valve's access cover.
11. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **F. Reconditioning of Gate Valves**

1. The Contractor shall pick up gate valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble gate valve and bonnet.
3. The Contractor shall clean all components and shall blast all castings.
4. The Contractor shall physically and, using non-destructive metallurgical techniques, inspect all parts for wear, metal fatigue and corrosion and shall report findings to the Division of Water by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace bushings, taper pins, dowel pins, rubber seat, packing, o-rings, and any other non-reusable hardware.
6. The Contractor shall fabricate new gates for existing large double disc gate valves. The Contractor shall fabricate new replacement gates out of ductile iron, conforming to ASTM A 536 grade 65-45-12, ASTM A395. The gates shall meet all requirements of AWWA standard C-500. The contractor shall provide wooden patterns used to fabricate the replacement gate to CWD.
7. The Contractor shall remove the existing ring(s) and shall fabricate the new replacement rings out of bronze. The bronze material shall be Copper-Aluminum-Iron Alloy (Aluminum Bronze) C95200 as described by ASTM and having the previous ASTM designation of B148-9A. The dimensions of the bronze rings shall be proportioned to fit the working pressures required. The Contractor shall then reinstall the new rings back into the existing valve,

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ensuring proper fit and operation. The rings shall be firmly secured in place by an approved method that will prevent them from working loose, particularly when the valve is set in a partly open position. Body and gate rings shall meet all the requirements of AWWA Standard C-500.

8. The Contractor shall adjust the wedges, spreader bars, scrapers, rollers and bushings as required for proper operation. The Contractor shall perform any tasks necessary to ensure that the gate assembly, including any new gate rings and wedge components, fits properly into the available space between the body rings. These tasks include, but are not limited to, machining of the gates, wedge components, and the rings after the rings are mounted onto the gates. The Contractor shall perform all tasks necessary to ensure that the wedge components, including wedge-striking feet, are properly sized so that the gate seating components will seat properly against the body seats when the valve is turned to the closed position.
9. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
10. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
11. The Contractor shall assemble valve.
12. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
13. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
14. The Contractor shall deliver valve to CWD facility.
15. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **G. Reconditioning of Plug Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall clean all components and shall blast all castings.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to the Division of Water by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace plug and shaft; packing seals; top and bottom bearings; thrust washer; and any other non-reusable hardware.

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6. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
7. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
8. The Contractor shall assemble valve.
9. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
10. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
11. The Contractor shall deliver valve to CWD facility.
12. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **H. Reconditioning of Swing Check Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall clean all components.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace cham-check; knuckle joint assembly; clapper plate; o-rings and any other non-reusable hardware.
6. The Contractor shall assemble valve.
7. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
8. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
9. The Contractor shall deliver valve to CWD facility.
10. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **I. Reconditioning of Dual Check Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.



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#### **SECTION D - TECHNICAL SPECIFICATIONS**

2. The Contractor shall completely disassemble valve.
3. The Contractor shall clean all components.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace check modules, o-rings and any other non-reusable hardware.
6. The Contractor shall assemble valve.
7. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
8. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
9. The Contractor shall deliver valve to CWD facility.
10. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **J. Reconditioning of Stainless-Steel Frame Embedded Sluice Gates from 36 inches by 36 inches**

1. The Contractor shall pick up sluice gate from CWD facility and transport sluice gate to Contractor's facility.
2. The Contractor shall completely disassemble sluice gate.
3. The Contractor shall clean all components.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace guides (with ASTM D-1248 ultra high molecular weight polyethylene), compression cord (with nitrile – ASTM D2000), bottom seal (with resilient neoprene – ASTM D-2000 Grade 2 BC-510), slide (with Stainless Steel ASTM A-276 Type 316L to meet or be less than manufacturer's deflection limit of 1/720 of gates span under design head) and yoke (with Stainless Steel ASTM A-276 Type 316L to meet or exceed manufacturer's requirement).
6. The Contractor shall replace threaded stem (with stainless steel to meet or exceed manufacturer's compression requirement, to meet manufacturer's slenderness ratio requirement and Acme style machined threads), grooved couplings (with stainless steel to meet or exceed manufacturer's strength requirement, keys, and stem guides (with stainless steel to meet or exceed manufacturer's requirement and with ASTM D-1248 ultra high molecular weight polyethylene bushings).

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7. The Contractor shall leak test sluice gate at normal working pressure for ten (10) minutes. Refurbished sluice gate shall meet AWWA Specification C-501, latest edition.
8. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
9. The Contractor shall deliver sluice gate to CWD facility.
10. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **K. Reconditioning of Cast Iron Frame Embedded Sluice Gates from 36 inches by 36 inches to 48 inches by 48 inches**

1. The Contractor shall pick up sluice gate from CWD facility and transport sluice gate to Contractor's facility.
2. The Contractor shall completely disassemble sluice gate.
3. The Contractor shall clean all components.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace threaded stem (with bronze to meet or exceed manufacturer's compression requirement, to meet manufacturer's slenderness ratio requirement and Acme style machined threads), grooved couplings (with bronze to meet or exceed manufacturer's strength requirement, keys, stem guides (with bronze to meet or exceed manufacturer's requirement) and wedges (with bronze to meet or exceed manufacturer's requirement).
6. The Contractor shall replace thrust nut, stem couplings and gate activator lift nut (with bronze to meet or exceed manufacturer's requirement).
7. The Contractor shall leak test sluice gate at normal working pressure for ten (10) minutes. Refurbished sluice gate shall meet AWWA Specification C-501, latest edition.
8. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
9. The Contractor shall deliver sluice gate to CWD facility.
10. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

## **SPECIFICATIONS/DESCRIPTIONS OF PRODUCTS AND/OR SERVICES**

CITY OF CLEVELAND – DIVISION OF WATER

### **LABOR AND MATERIALS NECESSARY TO REPAIR, REPLACE OR MAINTAIN VARIOUS TYPES OF VALVES, ACTUATORS, APPURTENANCES AND RELATED SERVICES**

#### **SECTION D - TECHNICAL SPECIFICATIONS**

##### **Replacement of Valves greater than forty-eight (48) inches in size**

###### **A. Reconditioning of Butterfly Valves**

1. The Contractor shall report to CWD facility to perform the work.
2. The Contractor shall remove the rubber seat from inside the valve.
3. The Contractor shall clean the inside of the valve including the valve disc and valve body.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace existing valve shaft bearings and seals.
6. The Contractor shall replace bushings, taper pins, thrust collar and pins, rubber seat and retaining screws, packing, o-rings, and any other non-reusable hardware.
7. The Contractor shall supply and install new rubber seats and associated hardware, to meet original manufactures specifications
8. The Contractor shall verify valve function in full closed position and seat pressure per original manufactures specifications.
9. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
10. The Contractor shall provide new gaskets for the reconditioned valve's access cover.
11. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

###### **B. Reconditioning of Butterfly Valves**

1. The Contractor shall pick up valve from CWD facility and transport valve to Contractor's facility.
2. The Contractor shall completely disassemble valve.
3. The Contractor shall burn out old rubber seats.
4. The Contractor shall clean all components and shall blast all castings.
5. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
6. The Contractor shall replace existing valve shaft bearings and seals.
7. The Contractor shall replace bushings, taper pins, dowel pins, rubber seat, packing, o-rings, and any other non-reusable hardware.
8. The Contractor shall re-vulcanize rubber seats within the valve body to original factory specifications.
9. The Contractor shall repair disc seal ring.
10. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.

## **SPECIFICATIONS/DESCRIPTIONS OF PRODUCTS AND/OR SERVICES**

CITY OF CLEVELAND – DIVISION OF WATER

### **LABOR AND MATERIALS NECESSARY TO REPAIR, REPLACE OR MAINTAIN VARIOUS TYPES OF VALVES, ACTUATORS, APPURTENANCES AND RELATED SERVICES**

#### **SECTION D - TECHNICAL SPECIFICATIONS**

11. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
12. The Contractor shall assemble valve.
13. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
14. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
15. The Contractor shall deliver valve to CWD facility.
16. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **C. Reconditioning of epoxy seat style Butterfly Valves**

1. The Contractor shall report to CWD facility to perform the work.
2. The Contractor shall remove the epoxy seats from inside the valve.
3. The Contractor shall clean the inside of the valve including the valve disc and valve body.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace existing valve shaft bearings and seals.
6. The Contractor shall replace bushings, taper pins, thrust collar and pins, rubber seat and retaining screws, packing, o-rings, and any other non-reusable hardware.
7. The Contractor shall supply and install new seats with epoxy fill and associated hardware, to meet original manufactures specifications.
8. The Contractor shall verify valve function in full closed position and seat pressure per original manufactures specifications.
9. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.
10. The Contractor shall provide new gaskets for the reconditioned valve's access cover.
11. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **D. Reconditioning of Gate Valves**

1. The Contractor shall pick up gate valve from CWD facility and transport valve to Contractor's facility.

## **SPECIFICATIONS/DESCRIPTIONS OF PRODUCTS AND/OR SERVICES**

CITY OF CLEVELAND – DIVISION OF WATER

### **LABOR AND MATERIALS NECESSARY TO REPAIR, REPLACE OR MAINTAIN VARIOUS TYPES OF VALVES, ACTUATORS, APPURTENANCES AND RELATED SERVICES**

#### **SECTION D - TECHNICAL SPECIFICATIONS**

2. The Contractor shall completely disassemble gate valve and bonnet.
3. The Contractor shall clean all components and shall blast all castings.
4. The Contractor shall physically, using non-destructive metallurgical techniques, inspect all parts for wear, metal fatigue and corrosion and shall report findings to the Division of Water by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace bushings, taper pins, dowel pins, rubber seat, packing, o-rings, and any other non-reusable hardware.
6. The Contractor shall fabricate new gates for existing large double disc gate valves. The Contractor shall fabricate new replacement gates out of ductile iron, conforming to ASTM A 536 grade 65-45-12, ASTM A395. The gates shall meet all requirements of AWWA standard C-500. The contractor shall provide wooden patterns used to fabricate the replacement gate to the Division of Water.
7. The Contractor shall remove the existing ring(s) and shall fabricate the new replacement rings out of bronze. The bronze material shall be Copper-Aluminum-Iron Alloy (Aluminum Bronze) C95200 as described by ASTM and having the previous ASTM designation of B148-9A. The dimensions of the bronze rings shall be proportioned to fit the working pressures required. The Contractor shall then reinstall the new rings back into the existing valve, ensuring proper fit and operation. The rings shall be firmly secured in place by an approved method that will prevent them from working loose, particularly when the valve is set in a partly open position. Body and gate rings shall meet all the requirements of AWWA Standard C-500.
8. The Contractor shall adjust the wedges, spreader bars, scrapers, rollers and bushings as required for proper operation. The Contractor shall do whatever is necessary to ensure that the gate assembly, including any new gate rings and wedge components, fits properly into the available space between the body rings including but not limited to machining of the gates, wedge components, and the rings after the rings are mounted onto the gates. The Contractor shall do whatever is necessary to ensure that the wedge components including wedge-striking feet are properly sized in order that the gate seating components will seat properly against the body seats when the valve is turned to the closed position.
9. The Contractor shall prepare interior metal surfaces to be painted according to coating manufacturer's recommendation.
10. The Contractor shall paint interior metal surfaces with two coats of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent resulting in a total dry film thickness of 15 mils.
11. The Contractor shall assemble valve.
12. The Contractor shall leak test valve at normal working pressure for ten (10) minutes.

## **SPECIFICATIONS/DESCRIPTIONS OF PRODUCTS AND/OR SERVICES**

CITY OF CLEVELAND – DIVISION OF WATER

### **LABOR AND MATERIALS NECESSARY TO REPAIR, REPLACE OR MAINTAIN VARIOUS TYPES OF VALVES, ACTUATORS, APPURTENANCES AND RELATED SERVICES**

#### **SECTION D - TECHNICAL SPECIFICATIONS**

13. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
14. The Contractor shall deliver valve to CWD facility.
15. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

#### **E. Reconditioning of Stainless-Steel Frame Embedded Sluice Gates from greater than 48 inches by 48 inches**

1. The Contractor shall pick up sluice gate from CWD facility and transport sluice gate to Contractor's facility.
2. The Contractor shall completely disassemble sluice gate.
3. The Contractor shall clean all components.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace guides (with ASTM D-1248 ultra high molecular weight polyethylene), compression cord (with nitrile – ASTM D2000), bottom seal (with resilient neoprene – ASTM D-2000 Grade 2 BC-510), slide (with Stainless Steel ASTM A-276 Type 316L to meet or be less than manufacturer's deflection limit of 1/720 of gates span under design head) and yoke (with Stainless Steel ASTM A-276 Type 316L to meet or exceed manufacturer's requirement).
6. The Contractor shall replace threaded stem (with stainless steel to meet or exceed manufacturer's compression requirement, to meet manufacturer's slenderness ratio requirement and Acme style machined threads), grooved couplings (with stainless steel to meet or exceed manufacturer's strength requirement, keys, and stem guides (with stainless steel to meet or exceed manufacturer's requirement and with ASTM D-1248 ultra high molecular weight polyethylene bushings).
7. The Contractor shall leak test sluice gate at normal working pressure for ten (10) minutes. Refurbished sluice gate shall meet AWWA Specification C-501, latest edition.
8. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Tnemec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
9. The Contractor shall deliver sluice gate to CWD facility.
10. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

**SPECIFICATIONS/DESCRIPTIONS OF PRODUCTS AND/OR SERVICES**

CITY OF CLEVELAND – DIVISION OF WATER

**LABOR AND MATERIALS NECESSARY TO REPAIR, REPLACE OR MAINTAIN  
VARIOUS TYPES OF VALVES, ACTUATORS, APPURTENANCES AND RELATED SERVICES**

**SECTION D - TECHNICAL SPECIFICATIONS**

**F. Reconditioning of Cast Iron Frame Embedded Sluice Gates greater than 48 inches by 48 inches**

1. The Contractor shall pick up sluice gate from CWD facility and transport sluice gate to Contractor's facility.
2. The Contractor shall completely disassemble sluice gate.
3. The Contractor shall clean all components.
4. The Contractor shall inspect all parts for wear and corrosion and shall report findings to CWD by e-mail and shall include digital photographs (jpg files).
5. The Contractor shall replace threaded stem (with bronze to meet or exceed manufacturer's compression requirement, to meet manufacturer's slenderness ratio requirement and Acme style machined threads), grooved couplings (with bronze to meet or exceed manufacturer's strength requirement) keys, stem guides (with bronze to meet or exceed manufacturer's requirement) and wedges (with bronze to meet or exceed manufacturer's requirement).
6. The Contractor shall replace thrust nut, stem couplings and gate activator lift nut (with bronze to meet or exceed manufacturer's requirement).
7. The Contractor shall leak test sluice gate at normal working pressure for ten (10) minutes. Refurbished sluice gate shall meet AWWA Specification C-501, latest edition.
8. The Contractor shall prepare exterior metal surfaces requiring coating according to coating manufacturer's recommendation. The Contractor shall apply one primer coat of seven (7) mils of Themec Series 140 Pota-Pox Plus, Sherwin Williams Epoxide HS or Carboline equivalent.
9. The Contractor shall deliver sluice gate to CWD facility.
10. Contractor shall submit all data, test documentation, and one (1) year warranty from the date of delivery on all work performed to CWD. Payment shall be issued upon approval by the City of delivered materials.

**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.

## Prevailing Wage Determination Cover Letter

County: CUYAHOGA   ▼  
Determination Date: 01/09/2024  
Expiration Date: 04/09/2024

THE FOLLOWING PAGES ARE PREVAILING RATES OF WAGES ON PUBLIC IMPROVEMENTS FAIRLY ESTIMATED TO BE MORE THAN THE AMOUNT IN O.R.C. SEC. 4115.03 (b) (1) or (2), AS APPLICABLE.

Section 4115.05 provides, in part: "Where contracts are not awarded or construction undertaken within ninety days from the date of the establishment of the prevailing wages, there shall be a redetermination of the prevailing rate of wages before the contract is awarded." The expiration date of this wage schedule is listed above for your convenience only. This wage determination is not intended as a blanket determination to be used for all projects during this period without prior approval of this Department.

Section 4115.04, Ohio Revised Code provides, in part: "Such schedule of wages shall be attached to and made a part of the specifications for the work, and shall be printed on the bidding blanks where the work is done by contract..."

The contract between the letting authority and the successful bidder shall contain a statement requiring that mechanics and laborers be paid a prevailing rate of wage as required in Section 4115.06, Ohio Revised Code.

The contractor or subcontractor is required to file with the contracting public authority upon completion of the project and prior to final payment therefore an affidavit stating that he has fully complied with Chapter 4115 of the Ohio Revised Code.

The wage rates contained in this schedule are the "Prevailing Wages" as defined by Section 4115.03, Ohio Revised Code (the basic hourly rates plus certain fringe benefits). These rates and fringes shall be a minimum to be paid under a contract regulated by Chapter 4115 of the Ohio Revised Code by contractors and subcontractors. The prevailing wage rates contained in this schedule include the effective dates and wage rates currently on file. In cases where future effective dates are not included in this schedule, modifications to the wage schedule will be furnished to the Prevailing Wage Coordinator appointed by the public authority as soon as prevailing wage rates increases are received by this office.

"There shall be posted in a prominent and accessible place on the site of work a legible statement of the Schedule of Wage Rates specified in the contract to the various classifications of laborers, workmen, and mechanics employed, said statement to remain posted during the life of such contract." Section 4115.07, Ohio Revised Code.

Apprentices will be permitted to work only under a bona fide apprenticeship program if such program exists and if such program is registered with the Ohio Apprenticeship Council.

Section 4115.071 provides that no later than ten days before the first payment of wages is due to any employee of any contractor or subcontractor working on a contract regulated by Chapter 4115, Ohio Revised Code, the contracting public authority shall appoint one of his own employees to act as the prevailing wage coordinator for said contract. The duties of the prevailing wage coordinator are outlined in Section 4115.071 of the Ohio Revised Code.

Section 4115.05 provides for an escalator in the prevailing wage rate. Each time a new rate is established, that rate is required to be paid on all ongoing public improvement projects.

A further requirement of Section 4115.05 of the Ohio Revised Code is: "On the occasion of the first pay date under a contract, the contractor shall furnish each employee not covered by a collective bargaining agreement or understanding between employers and bona fide organizations of Labor with individual written notification of the job classification to which the employee is assigned, the prevailing wage determined to be applicable to that classification, separated into the hourly rate of pay and the fringe payments, and the identity of the prevailing wage Coordinator appointed by the public authority. The contractor or subcontractor shall furnish the same notification to each affected employee every time the job classification of the employee is changed."

Work performed in connection with the installation of modular furniture may be subject to prevailing wage.

**THIS PACKET IS NOT TO BE SEPARATED BUT IS TO REMAIN COMPLETE AS IT IS SUBMITTED TO YOU. (Reference guidelines and forms are included in this packet to be helpful in the compliance of the Prevailing Wage law.)**

wh1500



## **PREVAILING WAGE CONTRACTOR RESPONSIBILITIES**

**This is a summary of prevailing wage contractors' responsibilities. For more detailed information please refer to Chapter 4115 of the Ohio Revised Code**

### **General Information**

Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than \$250,000 for new construction or \$75,000 for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting.

Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than \$91,150 for new construction that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction or \$27,309 for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting of a public improvement that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction.

- a) Thresholds are to be adjusted biennially by the Administrator of Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration
- b) Biennial adjustments to threshold levels are made according to the Price Deflator for Construction Index, United States Department of Commerce, Bureau of the Census\*, but may not increase or decrease more than 3% for any year

### **Penalties for violation**

Violators are to be assessed the wages owed, plus a penalty of 100% of the wages owed.

### **Intentional Violations**

If an intentional violation is determined to have occurred, the contractor is prohibited from contracting directly or indirectly with any public authority for the construction of a public improvement. Intentional violation means "a willful, knowing, or deliberate disregard for any provision" of the prevailing wage law and includes but is not limited to the following actions:

- Intentional failure to submit payroll reports as required, or knowingly submitting false or erroneous reports.
- Intentional misclassification of employees for the purpose of reducing wages.
- Intentional misclassification of employees as independent contractors or as apprentices.
- Intentional failure to pay the prevailing wage.
- Intentional failure to comply with the allowable ratio of apprentices to skilled workers as required by the regulations established by Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration.
- Intentionally employing an officer, of a contractor or subcontractor, that is known to be prohibited from contracting, directly or indirectly, with a public authority.



### Responsibilities

- A. Pay the prevailing rate of wages as shown in the wage rate schedules issued by the Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration, for the classification of work being performed.
  - 1. Wage rate schedules include all modifications, corrections, escalations, or reductions to wage rates issued for the project.
  - 2. Overtime must be paid at time and one-half the employee's base hourly rate. Fringe benefits are paid at straight time rate for all hours including overtime.
  - 3. Prevailing wages must be paid in full without any deduction for food, lodging, transportation, use of tools, etc.; unless, the employee has voluntarily consented to these deductions in writing. The public authority and the Director of Ohio Department of Commerce, Division of Industrial Compliance and Labor, Bureau of Wage and Hour Administration - must approve these deductions as fair and reasonable. Consent and approval must be obtained before starting the project.
  
- B. Use of Apprentices and Helpers cannot exceed the ratios permitted in the wage rate schedules.
  - 1. Apprentices must be registered with the U.S. Department of Labor Bureau of Apprenticeship and Training.
  - 2. Contractors must provide the Prevailing Wage Coordinator a copy of the Apprenticeship Agreement for each apprentice on the project.
  
- C. Keep full and accurate payroll records available for inspection by any authorized representative of the Ohio Department of Commerce, Division of Industrial Compliance, and Labor, Bureau of Wage and Hour Administration or the contracting public authority, including the Prevailing Wage Coordinator. Records should include but are not limited to:
  - 1. Time cards, time sheets, daily work records, etc.
  - 2. Payroll ledger\journals and canceled checks\check register.
  - 3. Fringe benefit records must include program, address, account number, & canceled checks.
  - 4. Records made in connection with the public improvement must not be removed from the State for one year following the completion of the project.
  - 5. Out-of-State Corporations must submit to the Ohio Secretary of State the full name and address of their Statutory Agent in Ohio.
  
- D. Prevailing Wage Rate Schedule must be posted on the job site where it is accessible to all employees.
  
- E. Prior to submitting the initial payroll report, supply the Prevailing Wage Coordinator with your project dates to schedule reporting of your payrolls.
  
- F. Supply the Prevailing Wage Coordinator a list of all subcontractors including the name, address, and telephone number for each.
  - 1. **Contractors are responsible for their subcontractors' compliance with requirements of Chapter 4115 of the Ohio Revised Code.**



Department  
of Commerce

Division of Industrial Compliance

- G. Before employees start work on the project, supply them with written notification of their job classification, prevailing wage rate, fringe benefit amounts, and the name of the Prevailing Wage Coordinator for the project. A copy of the completed signed notification should be submitted to Prevailing Wage Coordinator.
- H. Supply all subcontractors with the Prevailing Wage Rates and changes.
- I. Submit certified payrolls within two (2) weeks after the initial pay period. Payrolls must include the following information:
  - 1. Employees' names, addresses, and social security numbers.
    - a. Corporate officers/owners/partners and any salaried personnel who do physical work on the project are considered employees. All rate and reporting requirements are applicable to these individuals.
  - 2. Employees' work classification.
    - a. Be specific about the laborers and/or operators (Group)
    - b. For all apprentices, show level/year and percent of journeyman's rate
  - 3. Hours worked on the project for each employee.
    - a. The number of hours worked in each day and the total number of hours worked each week.
  - 4. Hourly rate for each employee.
    - a. The minimum rate paid must be the wage rate for the appropriate classification. The Department's Wage Rate Schedule sets this rate.
    - b. All overtime worked is to be paid at time and one-half for all hours worked more than forty (40) per week.
  - 5. Where fringes are paid into a bona fide plan instead of cash, list each benefit and amount per hour paid to program for each employee.
    - a. When the amount contributed to the fringe benefit plan and the total number of hours worked by the employee on all projects for the year are documented, the hourly amount is calculated by dividing the total contribution of the employer by the total number of hours worked by the employee.
    - b. When the amount contributed to the fringe benefit is documented but not the total hours worked, the hourly amount is calculated by **dividing the total yearly contribution by 2080**.
  - 6. Gross amount earned on all projects during the pay period.
  - 7. Total deductions from employee's wages.
  - 8. Net amount paid.
- J. The reports shall be certified by the contractor, subcontractor, or duly appointed agent stating that the payroll is correct and complete; and that the wage rates shown are not less than those required by the O.R.C. 4115.
- K. Provide a Final Affidavit to the Prevailing Wage Coordinator upon the completion of the project.

Many of our staff are teleworking to stop community spread of the coronavirus (COVID-19). Our office will also not be accepting walk-in customers. The Division is still operational, and customers will still be able to drop off plans, applications and other documents, but we ask that you first work through our web portal, where you can also submit payments. There are no convenience fees for online payment. Please call us at 614-644-2223 or email us at [IC@com.state.oh.us](mailto:IC@com.state.oh.us) with any questions. Thanks for your patience.

## INSTRUCTIONS FOR PREPARING CERTIFIED PAYROLL REPORTS

### General

Contractors and subcontractors are required by law to submit certified payroll reports for work on projects covered by Ohio's Prevailing Wage Law. This form meets the reporting requirements established by Ohio Revised Code Chapter 4115. The use of this form is not mandatory, employers may submit their own forms provided that all of the required information is included. This form may be reproduced, or additional copies obtained from:

Ohio Department of Commerce Division of Industrial Compliance and Labor Bureau of Wage & Hour Administration 6606 Tussing Rd. P. O. Box 4009 Reynoldsburg, OH 43068-9009 Phone: (614) 644-2239

### Certified Payroll Heading

Employer name and address: Company's full name and address. Indicate if the company is a subcontractor, if so list the name of the General or Prime. Project: Name and location of the project, including county. Contracting Public Authority: Name and address of the contracting public authority. Week Ending: Month, day, and year for last day of reporting period. Payroll #: Indicates first, second, third, etc. payroll filed by the company for the project. Page indicator: number of pages included in the report. Project Number: Determined by the public authority. If there is no number leave blank.

### Information by Column

1. Employee Name, Address and Social Security number: This information must be provided for all employees that perform physical labor on the project. Corporate officers, partners, and salaried employees are considered employees and must be paid the prevailing rate. Individual sole proprietors do not have to pay themselves prevailing rate but must report their hours on the project.
2. Work Class: List classification of work actually performed by employee. If unsure of work classification, consult the Ohio department of Commerce, Wage and Hour Bureau. Employees working more than one classification should have separate line entries for each classification. Indicate what year/level for Apprentices. Be specific when using laborer and operator classifications; for example, Backhoe Operator or Asphalt Laborer.
3. Hours Worked, Day & Date: In the first row of column 3 enter days of pay period example; M T W T H F S S. The second row is for the date that corresponds with each day for the pay period. In the employee information section enter the number of hours worked on the prevailing wage project and which day the hours were worked. Separate rows are labeled for (ST) straight time hours and (OT) overtime hours. All hours worked after 40, must be paid at the appropriate overtime rate.
4. Project Total Hours: Total the hours entered for pay period.
5. Base Rate: Enter actual rate per hour paid to the employee. The overtime hourly rate is time and one-half the base rate listed in the prevailing wage schedule plus fringe benefits at straight time rate. The prevailing wage schedule lists the base rate plus fringe benefit amounts. These amounts added together equal the total prevailing wage rate. Employers must pay this total amount in one of three ways.
  - Total rate may be paid in entirety in the base rate to the employee; in which case, the cash designation will be checked for fringe benefits.
  - Total rate may be paid as listed in prevailing wage rate schedule with total fringe amounts paid approved plans.
  - Total rate may be paid with a combination of base rate and fringe payments to approved plans in amounts other than those listed in schedule.
6. Project Gross: Enter total gross wages earned on the project for straight time and overtime. Project hours X base rate should equal project gross.
7. Fringes: If fringe benefits are paid in the hourly base rate, indicate this by marking the cash space. If fringe benefits are paid to approved plans as listed in the prevailing wage rate schedule, mark the space Approved Plans. If fringe benefits are paid partially in the base rate and partially to approved plans, mark the space Cash & Approved plans. List the hourly amount paid to approved plans for each fringe. If payments are not made on a per hour basis, calculate the hourly fringe credit by dividing the yearly employer contribution by the lesser of: hours actually worked in the year (these must be documented) or 2080. Fringe benefits include: Employer's share of health insurance, life insurance, retirement plan, bonus/profit sharing, sick pay, holiday pay, personal leave, vacation, and education/training programs.
8. Total Hours All Jobs: Total all hours worked during the pay period including non-prevailing wage jobs.
9. Total Gross All Jobs: Gross amount earned in the pay period for all hours worked.
10. Self explanatory.
11. Self explanatory.
12. Self explanatory.

## CONTACT US

Division of Industrial Compliance & Labor  
6939 Tussing Road  
Reynoldsburg, OH 43068

Phone: 614.644.2123  
Fax: 614.644.2815  
Email: [IC@com.state.oh.us](mailto:IC@com.state.oh.us)

### Webmaster

Contact the Webmaster for Questions  
or Comments on the Website  
[webmaster@com.state.oh.us](mailto:webmaster@com.state.oh.us)

## CONNECT WITH US



## LOOKUP SERVICES

Registered Contractor List  
Boiler Information Database  
Building Code Compliance Electronic Plan  
Submission  
Board Of Building Appeals Case Lookup  
Elevator Database Lookup

## RESOURCES

Federal Wage and Hour  
U.S. Consumer Product Safety  
Commission  
National Electric Fire Alarm and Sprinkler  
Codes  
Minor Labor Law Poster  
2017 Minimum Wage Poster  
2018 Minimum Wage Poster

## ABOUT INDUSTRIAL COMPLIANCE

Director: Sheri Markfeld  
Superintendent: Geoff Eaton

# Ohio.gov

# CERTIFIED PAYROLL REPORT

Employer Name & Address	Name of General / Prime Contractor			Project Name & Location			Contracting Public Authority															
Check if subcontractor <input type="checkbox"/>	Week Ending _____			Payroll # _____			Project Number _____															
1. Employee Name, Address and Social Security Number	2. Work Class	3. Hours Worked - Day & Date	4. Project Total Hrs	5. Base Rate	6. Project Gross	7. Fringes: <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Cash</td> <td style="width: 33%;"><input type="checkbox"/> Approved Plans</td> <td style="width: 33%;"><input type="checkbox"/> Cash &amp; Approved Plans</td> </tr> <tr> <td>H&amp;W</td> <td>Pens</td> <td>Vac</td> </tr> <tr> <td>App</td> <td>Other</td> <td></td> </tr> </table>			<input type="checkbox"/> Cash	<input type="checkbox"/> Approved Plans	<input type="checkbox"/> Cash & Approved Plans	H&W	Pens	Vac	App	Other		8. Total Hours All Jobs	9. Total Gross All Jobs	10. Taxes Withheld	11. Other Deducts	12. NET Paid
						<input type="checkbox"/> Cash	<input type="checkbox"/> Approved Plans	<input type="checkbox"/> Cash & Approved Plans														
H&W	Pens	Vac																				
App	Other																					

Date \_\_\_\_\_ My signature on this form signifies that I pay, or supervise the payment of the employees shown above. I am certifying: 1) That during the pay period reported on this form, all hours worked on this project have been paid at the appropriate prevailing wage rate for the class of work done. 2) That the fringe benefits have been paid as indicated above. 3) That no rebates or deductions have been or will be made, directly or indirectly from the total wages earned, other than permissible deductions as defined in the Ohio Revised Code Chapter 4115. 4) That apprentices are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. The willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution.

Name and Title \_\_\_\_\_ Signature \_\_\_\_\_





Affidavit of Compliance

Prevailing Wages

I, \_\_\_\_\_ (Name of person signing affidavit) (Title)

do hereby certify that the wages paid to all employees of

\_\_\_\_\_ (Company Name)

for all hours worked on the

\_\_\_\_\_ (Project name and location)

project, during the period from \_\_\_\_\_ to \_\_\_\_\_ are in (Project Dates)

compliance with prevailing wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages paid in connection with this project, other than those provided by law.

\_\_\_\_\_ (Signature of Officer or Agent)

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ (Notary Public)

The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the surety is released or final payment due under the terms of the contract is made.



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## Ohio Department of Commerce Bureau of Wage & Hour Administration

[Consumers](#)

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[License/Permit Holders & Applicants](#)

[Other Government Agencies](#)

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**Classification = All, County = CUYAHOGA, Union = All**

County	Classification	Effective	Posted	Union
CUYAHOGA	Asbestos Worker	8/23/2018	8/23/2018	Asbestos Local 207 OH
CUYAHOGA	Asbestos Worker	10/4/2023	10/4/2023	Asbestos Local 3 Heat & Frost Insulators
CUYAHOGA	Boilermaker	4/3/2019	4/3/2019	Boilermaker Local 744
CUYAHOGA	Bricklayer	6/7/2023	6/7/2023	Bricklayer Local 23 Heavy Hwy (A)
CUYAHOGA	Bricklayer	6/7/2023	6/7/2023	Bricklayer Local 23 Heavy Hwy (B)
CUYAHOGA	Bricklayer	5/24/2023	5/24/2023	Bricklayer Local 23 (Cleveland Marble Finisher)
CUYAHOGA	Bricklayer	5/24/2023	5/24/2023	Bricklayer Local 23 (Cleveland Marble Mason)
CUYAHOGA	Bricklayer	5/24/2023	5/24/2023	Bricklayer Local 23 (Cleveland Terrazzo Finisher)
CUYAHOGA	Bricklayer	5/3/2023	5/3/2023	Bricklayer Local 23 (Cleveland Zone 1 Tile Finisher)
CUYAHOGA	Bricklayer	5/3/2023	5/3/2023	Bricklayer Local 23 (Cleveland Zone 1 Tile Layer)
CUYAHOGA	Bricklayer	5/3/2023	5/3/2023	Bricklayer Local 23 (Cleveland)
CUYAHOGA	Carpenter	8/30/2023	8/30/2023	Carpenter Commercial Zone NEO 1A
CUYAHOGA	Carpenter	8/30/2023	8/30/2023	Carpenter Floorlayer Zone NEO 1A
CUYAHOGA	Carpenter	8/30/2023	8/30/2023	Carpenter Hev Hwy Zone NHH C1-B
CUYAHOGA	Carpenter	9/13/2023	9/13/2023	Carpenter Insulation Zone NEO 1A
CUYAHOGA	Carpenter	8/30/2023	8/30/2023	Carpenter Millwright NE Zone M1-A
CUYAHOGA	Carpenter	3/5/2014	3/5/2014	Carpenter NE District Industrial Dock & Door
CUYAHOGA	Carpenter	8/30/2023	8/30/2023	Carpenter Pile Driver Hev Hwy Zone NHH P2-B
CUYAHOGA	Cement	8/25/2021	8/25/2021	Cement Mason Local 404
CUYAHOGA	Cement Mason	5/1/2023	4/26/2023	Cement Mason Statewide HevHwy Exhibit B District I
CUYAHOGA	Electrical	5/10/2023	5/10/2023	Electrical Local 38
CUYAHOGA	Electrical	7/5/2023	7/5/2023	Electrical Local 38 Lightning Rod
CUYAHOGA	Electrical	1/11/2023	1/11/2023	Electrical Local 38 Lt Commercial Northern
CUYAHOGA	Voice Data Video	5/10/2023	5/10/2023	Electrical Local 38 Voice Data Video
CUYAHOGA	Lineman	3/1/2023	3/1/2023	Electrical Local 71 Cleveland Commercial Projects
CUYAHOGA	Lineman	3/1/2023	3/1/2023	Electrical Local 71 Cleveland Municipal Power & Transit
CUYAHOGA	Lineman	3/1/2023	3/1/2023	Electrical Local 71 DOT Traffic Signal Highway Lighting Cleveland
CUYAHOGA	Lineman	3/1/2023	3/1/2023	Electrical Local 71 High Tension Pipe Type Cable
CUYAHOGA	Lineman	3/1/2023	3/1/2023	Electrical Local 71 Outside Utility Power
CUYAHOGA	Voice Data Video	10/18/2017	10/18/2017	Electrical Local 71 Voice Data Video Outside
CUYAHOGA	Elevator	5/30/2012	5/30/2012	Elevator Local 17
CUYAHOGA	Elevator	6/8/2022	6/8/2022	Elevator Local 17
CUYAHOGA	Glazier	5/1/2023	4/26/2023	Glazier Local 181
CUYAHOGA	Ironworker	12/24/2020	12/24/2020	Ironworker Local 17
CUYAHOGA	Laborer Group 1	6/14/2023	6/14/2023	Labor HevHwy 1B
CUYAHOGA	Laborer Group 1	5/1/2023	4/26/2023	Labor HevHwy 5
CUYAHOGA	Laborer	5/17/2023	5/17/2023	Labor Local 310
CUYAHOGA	Operating Engineer	5/1/2023	4/26/2023	Operating Engineers - Building Local 18 - Zone I (A)
CUYAHOGA	Operating Engineer	5/1/2023	4/26/2023	Operating Engineers - HevHwy Zone I
CUYAHOGA	Drywall Finisher	5/1/2023	4/26/2023	Painter Local 505
CUYAHOGA	Painter	6/10/2015	6/10/2015	Painter Local 639
CUYAHOGA	Painter	7/5/2023	7/5/2023	Painter Local 639 Zone 1 Sign
CUYAHOGA	Painter	5/31/2023	5/31/2023	Painter Local 707
CUYAHOGA	Painter	5/31/2023	5/31/2023	Painter Local 707 HvyHwy
CUYAHOGA	Sprinkler Fitter	8/30/2023	8/30/2023	Pipefitter Local 120
CUYAHOGA	Pipefitter	8/30/2023	8/30/2023	Pipefitter Local 120
CUYAHOGA	Pipefitter	8/30/2023	8/30/2023	Pipefitter Local 120 Mechanical Equipment
CUYAHOGA	Plaster	5/31/2023	5/31/2023	Plasterer Local 526
CUYAHOGA	Plumber	5/17/2023	5/17/2023	Plumber Local 55
CUYAHOGA	Roofer	4/30/2023	4/26/2023	Roofer Local 44
CUYAHOGA	Sheet Metal Worker	8/2/2023	8/2/2023	Sheet Metal Local 33 Industrial Door
CUYAHOGA	Sheet Metal Worker	5/1/2023	4/26/2023	Sheet Metal Local 33 (Cleveland)
CUYAHOGA	Truck Driver	8/12/2015	8/12/2015	Truck Driver HevHwy 436
CUYAHOGA	Cement Mason	5/1/2023	4/26/2023	Cement Mason Statewide HevHwy

**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:

**0% 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%20ppportunity>

Click on [CSB/MBE/FBE Registry](#).



## DIVISION OF PURCHASES & SUPPLIES

### **Subcontractors Notice**

There is no Subcontractor Participation (Utilization) Goal for this contract. However, per Section A-19 or 22(a) of the Instructions to Bidders, any and all proposed subcontractors, whether City certified or not, must be divulged and listed in the sealed bid. If you do plan to utilize a subcontractor, 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 this contract.

You are encouraged to consider City-certified firms for any available subcontracting opportunities. A searchable database of all City-certified firms can be found on the City of Cleveland Office of Equal Opportunity Website:

<http://www.city.cleveland.oh.us/oeo>

On the website, click on CSB/MBE/FBE Registry.