

# BID ADVERTISEMENT FOR THE WEEKS OF

June 25, 2025 & July 2, 2025

## BID OPENS - THURSDAY AUGUST 7, 2025

### **FILE NO. 85-25 2025 Citywide Scrap Metal**

FOR VARIOUS DIVISIONS OF FOR THE DEPARTMENT OF FINANCE AS  
AUTHORIZED BY ORDINANCE 181.18 PASSED BY COUNCIL MAY 20, 1991.

There will be a **NON-MANDATORY Pre-Bid Meeting**, Tuesday, July 8, 2025 at  
10:00 am., via WebEx. To call into meeting dial 1-415-655-0003, Access code -  
2316 205 7788.

**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  
TABLE OF CONTENTS

<u>ITEMS</u>	<u>SEQUENCE ORDER NUMBER</u>
Authorizing Ordinance.....	1
Bidder's Checklist.....	2
Instructions to Bidders (Part A).....	3
W-9 Form .....	4
Vendor Information Form .....	5
Bidder's Affidavit .....	6
Bid Bond .....	7
Bid Form .....	8
Bid Schedule of Items (Price Sheets) .....	9
General Conditions (Part B) .....	10
Specifications/Description of Products and/or Services (Supplemental Sections C, D, etc.) .....	11
Nothom Ireland Form .....	12
Prevailing Wage, Davis Beacon or Living Wage (If applicable).....	13
Fannie M. Lewis, Chapter 188 (If applicable) .....	14
Office of Equal Opportunity Notice to Bidders, Chapter 187 .....	15
Office of Equal Opportunity Clause .....	16
OEO Participation Form .....	17
OEO Schedules Checklist.....	18
OEO Schedules 1-4 .....	19
Subcontracting Participation or Waiver Form.....	20
OEO Submission Schedule .....	21

CITY OF CLEVELAND  
Department of Finance  
Division of Purchases and Supplies  
City Hall, Room 128  
Cleveland, Ohio 44114  
216-664-2620

**§ 181.18 Sale of Products Resulting from Operation of Municipal Departments; Sale of Recyclable Materials**

(a) Subject to division (b) of this section, all products, byproducts, and materials resulting from the operation of municipal departments, including without limitation grease and tankage manufactured by the Division of Waste Collection and Disposal, and rags, waste paper, bottles and scrap metal accumulated by the Division of Streets, shall be sold by the Commissioner of Purchases and Supplies at such times and in such manner as may be directed by the Board of Control.

(b) All materials collected by the City or its contractor pursuant to the City's curbside recycling program may be sold by the Commissioner of Purchases and Supplies to the highest bidder after a full and complete canvass performed by the Director of Public Service. The Director of Public Service shall provide to the Board of Control on a monthly basis a complete listing of all sales agreements entered into pursuant to this division (b).

(c) All contracts for and sales of the products, byproducts, and materials described in division (a) of this section shall be advertised and awarded in the same manner as are purchases of like amount. However, if no satisfactory bids are received following advertisement as herein provided, the director of the department having charge of the products, byproducts or materials is hereby empowered, when so directed by the Board of Control to employ the customarily commercial methods used in private enterprise of a like nature to secure for the City the benefit of a satisfactory contract.

(Ord. No. 934-91. Passed 5-20-91, eff. 5-28-91)

# City of Cleveland

DEPARTMENT OF FINANCE  
PAUL C. BARRETT  
DIRECTOR



DIVISION OF PURCHASES AND SUPPLIES  
TIFFANY JOHNSON  
COMMISSIONER

## BIDDER'S CHECK LIST

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

### CHECK WHEN COMPLETED

#### A. Bid/Schedule of Items

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

#### B. Bid Bond

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

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

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

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

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

#### E. Affidavit

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

#### F. Contract Compliance Certifications for Bid Consideration

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

#### G. Bid Envelope

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

#### H. Performance Bond

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

**I. Federal Tax ID Form**

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

**J. Northern Ireland Fair Employment Practices Disclosure**

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

**K. Project Plan**

- \_\_\_ 1. Is all the required information given?

**L. Contractor Qualifications**

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

**M. Additional Information:**

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

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



## 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**

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

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

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

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>		
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

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

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

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

<b>Social security number</b>	
	-  -
OR	
<b>Employer identification number</b>	
	-

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

**Sign Here**

Signature of  
U.S. person

Date

**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).

**What's New**

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

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

**Purpose of Form**

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

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

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

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

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

**By signing the filled-out form, you:**

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

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

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

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

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

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

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

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

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

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

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

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

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

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

## Backup Withholding

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

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

**Payments you receive will be subject to backup withholding if:**

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



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

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

## What Is FATCA Reporting?

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

## Updating Your Information

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

## Penalties

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

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

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

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

## Specific Instructions

### Line 1

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

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

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

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

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

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

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

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

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

### Line 2

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

### Line 3a

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

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

### Line 3b

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

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

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

### Line 4 Exemptions

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

#### Exempt payee code.

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

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

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

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

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

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <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 Information, 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) entered on the line for a FATCA exemption code.

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

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

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

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

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

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

G—A real estate investment trust.

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

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

J—A bank as defined in section 581.

K—A broker.

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

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

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

## Line 5

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

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

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

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

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

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

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). 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 Form SS-4 mailed to you within 15 business days.

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

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

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

## Part II. Certification

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

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

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

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

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

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

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

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

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <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)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	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 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
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

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

<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.)

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

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

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

## Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

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

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

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

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

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

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

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](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 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.

Go to [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 territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



## 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 filing herewith a bid to the City  
of Cleveland in conformity with the foregoing specifications;

Individual only:

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

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

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

Partnership only:

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

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

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

ITEM 4

C OF C 84-50-A

(OVER)

Corporation only:

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

President

Directors:

Vice President

Secretary

Treasurer

Cleveland Manager or Agent

Attorneys

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

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

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

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

\_\_\_\_\_  
(name of individual, partnership or corporation)

Further affiant said not.

(Sign Here) \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_

20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public



CITY OF CLEVELAND

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we

\_\_\_\_\_  
as Principal, and

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

THE CITY OF CLEVELAND

as Oblige, in the penal sum of \_\_\_\_\_

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

SIGNED, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WHEREAS, the said principal is herewith submitting bid for

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

PRINCIPAL \_\_\_\_\_

BY: \_\_\_\_\_

TITLE \_\_\_\_\_

By \_\_\_\_\_  
Attorney in Fact

CITY OF CLEVELAND

**BID FORM**

☐ STANDARD CONTRACT BID  
☒ REQUIREMENT CONTRACT BID

TO: The Commissioner of Purchases and Supplies:

BID FOR: 2025 Citywide Scrap Metal

FOR: The Department of: Finance

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. Complete: *CORPORATION OR FIRM*  
ERASURES MAY INVALIDATE THIS BID.

Sign Here By \_\_\_\_\_

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

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

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

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

**BID SCHEDULES OF ITEMS - 2025-2027 Citywide Scrap Metal**

Buyer: Lauren Drake 216-664-2627 or email: ldrake@clevelandohio.gov

All quantities are approximate.

DESCRIPTION	Estimated Usage or Content	UNIT PRICE PER LB.	EXTENDED PRICE
FERROUS METAL	600,000		
BRASS	35,000		
COPPER	30,000		
ALUMINUM	75,000		
LEAD	1000		
STREET LIGHTING FIXTURE (MERCURY)	2500		
STAINLESS STEEL	2500		
PAPER-INSULATED LEAD COVER COPPER CABLE	50,000		
COPPER CONTENT	30%		
LEAD CONTENT	45%		
OTHER CONTENT	25%		

Grand Total all items \$ \_\_\_\_\_

Contract agreement, if any shall be for a period of two years, with one an option to renew for one additional year.

\* PER SECTION A-4 A BID BOND WILL BE REQUIRED FOR ALL BID TOTALS OVER \$50,000.00.\*  
ALL OF THIS BOUND INFORMATION MUST BE KEPT INTACT AND, TOGETHER WITH ANY  
CONSIDERED INFORMAL.

PLEASE COMPLETE & SIGN BELOW:

Date \_\_\_\_\_  
Name of Firm \_\_\_\_\_  
Street Address \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

## 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 surely 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. City ordinances require that 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. City policy mandates a waiver or reduction in certain circumstances. For example, 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. Therefore, no Performance Bond will be required on a contract of \$100,000 or less made pursuant to this ITB; a performance bond will be required for any contract over \$100,000. If over \$100,000 but not more than \$250,000 the contract shall require a bond of twenty-five percent of the contract price. If over \$250,000 the contract shall require a bond of fifty percent.

**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 any such contributions or taxes or liability therefore.

**B-20 FREIGHT ON DIRECT SHIPMENTS TO THE CITY.**

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

**B-21 INVOICING AND PAYMENT.**

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

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

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

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

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

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

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

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

#### **B-22 EQUAL OPPORTUNITY.**

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

the Codified Ordinances of Cleveland, Ohio 1876, 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.

## Table of Contents

1. Executive Summary
  - 1.1. ITB Objective
  - 1.2. General Information
  - 1.3. Project of Scope
  - 1.4. Percentage of Revenue
  - 1.5. Reporting Requirements
  - 1.6. Weight Verification
2. ITB Guidelines
  - 2.1. Selection Process
  - 2.2. Process for Entering into Agreement
  - 2.3. ITB Submission
  - 2.4. Bid Format
  - 2.5. Bidder's Notarized Statement
  - 2.6. General Conditions
3. Terms & Conditions
  - 3.1. Term of Contract
  - 3.2. Compliance with Laws and Policies
  - 3.3. Hold Harmless
  - 3.4. Insurance Requirements
  - 3.5. Force Majeure Clause
  - 3.6. Conflict of Interest
  - 3.7. Information and Rights to Audits
  - 3.8. Warranty
  - 3.9. Termination
  - 3.10. Contract Documents
  - 3.11. Independent Contractors
  - 3.12. Waiver
  - 3.13. Governing Law
  - 3.14. Entire Agreement
  - 3.15. Severability
  - 3.16. Additional Requirements

## Appendices

Appendix A – Listings of Scrap Metal

Appendix B – Scrap Metal Procedure, Fastmarkets Price Index, Weigh Ticket & Summary

Appendix C – Reference Form

Appendix D- Qualifications Form



## **1. EXECUTIVE SUMMARY**

The City of Cleveland, Division of Purchases and Supplies, hereinafter referred to as “the City” cordially invites bids from parties, hereinafter referred to as “Bidder” or “Contractor” to this invitation to Bid (ITB), to provide Citywide scrap metal sale services necessary to dispose of scrap metals that are byproducts of the operations of various City departments.

This Invitation to Bid is comprised of an Executive Summary, Invitation to Bid Guidelines, Terms and Conditions, and appendences. This document contains requirements identified by the City at this time.

The Executive Summary defines the 1) ITB Objectives, 2) General Information, 3) Project Scope, 4) Reporting Requirements, and 5) Weight Verification.

### **1.1 ITB OBJECTIVES**

- Communicate the scrap metal sale objectives and requirements
- Receive bids from scrap metal contractors for the sale of scrap metal
- Percentage of Revenue

### **1.2 GENERAL INFORMATION**

The City of Cleveland provides services to its taxpayers and other parties. In the course of providing some of these services, the City generates scrap metal. As illustrated and without limitation, scrap metals generated by City divisions may include: brass water meters, copper tube and cable, aluminum cable, and ferrous metals, including pipe, used vehicle parts, and fire hydrants. A current, comprehensive listing of locations and metal types is included in Appendix A.

### **1.3 PROJECT SCOPE**

The primary intent of this ITB is to enter into one, single agreement with a qualified scrap metal contractor to dispose of scrap metal generated by the various divisions of the City. No spilt awards. The award will be predominately based upon the highest sale revenue of brass, copper, and ferrous metal items. All other items are estimated to be low volume. Although the bid pricing for items other than brass, copper, and ferrous metal will be considered in determining the highest and best bidder, for the purpose of an award, greater consideration must be given to brass, copper, and ferrous metal due to their much greater anticipated volumes. See Section 2.1 for the selection criteria.

Because it is important that all potential bidders fully understand how the proposed solution must satisfy the City’s requirements, please carefully read the general overview of the ITB scope and expectations.

### **1.4 PERCENT OF REVENUE**

Vendor agrees to pay the City of Cleveland for all scrap metal within ten (10) business days from the first calendar day of the month following the date of the pickup(s). The initial pricing for each item shall be the fixed price per pound for each item as bid on the Bid Schedule of Items page. These prices shall be indexed to the Fastmarkets

Daily Newspaper prices. Based on the prices stated for the day of the bid opening, and shall remain for 120 calendar days.

Thereafter, the vendor may adjust the unit price by 50% of the difference between the specified Fastmarkets Daily Newspaper prices (for Cleveland, Ohio) for the day the material is removed, versus the listing on the day of the bid opening. For example, only if "zinc" is \$650.00 per ounce on the date of the bid, and the successful bidder bids \$630.00 per ounce, the successful bidder will pay the City \$630.00 per ounce for all "zinc" removed for the first 120 days. Thereafter, suppose the Fastmarkets Daily Newspaper price removed (as indicated on the date of the weight ticket), and the removal date is 121 or more days following the bid opening, then the vendor must add \$10.00 per ounce to the price it pays the City of that pick-up scrap "zinc". (\$670.00 minus \$650.00) divided by 2 equals \$10.00. Whenever a range of prices is estimated by Fastmarkets, the vendor must use the higher end estimate number in making the calculation on both the day of the bid and thereafter.

Effective 120 days from the date of the bid opening, the vendor must attach the page showing the Fastmarkets Daily Newspaper price for Cleveland, Ohio dated the day the material is removed. In addition to the weight tickets, the settlement statement must show the calculation in each use. Attached to each check provided to the City of Cleveland.

If metals are not clean, vendor will pay the City of Cleveland based on the percentage of metals recovered. A copy of the short page showing percentage of recovery must be attached to the check along with the settlement statement and weight ticket.

The City may assess a penalty charge of \$35.00 for each dishonored check, per Section 127.42 C.O.

### **1.5 REPORTING REQUIREMENTS**

The selected scrap metal contractor must, at a minimum, provide the following reports during the contract term.

1. Contractor shall submit to the Commissioner of the Division of Purchases and Supplies, a report listing all of the scrap metal pick-ups by the contractor, within 10 business days following the close of each calendar month, during the term of the agreement. At a minimum, the report must include the name of the user division, the type of material picked up, the weight of any material that was contained in the receptacle that was not purchased by the scrap metal contractor, and the dollar amount remitted to the City by the scrap metal contractor for each pick-up. The scrap metal contractor must provide copies of electronically printed, certified truck scale tickets to support each pick-up listed on the report, which lists the type of scrap metal that was picked up, the division that accumulated the scrap metal, and the location of pick-up. Along with the report and electronically printed certified truck scale tickets, the selected scrap metal contractor will remit a monthly check for the amount listed on the report. At the time each receptacle is picked up the contractor shall leave a pick-up ticket with the facilities manager at the pick-up site listing, the date of pick-up, the user division name, the user division address, and the type of metal.

The vendor shall provide via e-mail, a copy of the weight ticket and a complete Material Summary Report within 24 hours of scrap delivery. Any discrepancies and the amount of the anticipated payment plus the types of scrap or waste must be listed on the Material Summary Report (i.e., brass, ferrous, copper, etc.). The Weight

Ticket and Material Summary reports must be forwarded to the attention of Lauren Drake, Buyer at [ldrake@clevelandohio.gov](mailto:ldrake@clevelandohio.gov) (email).

2. Contractor shall provide a regular monthly, or weekly report, as requested by the Department/Division within the period of this contract. The vendor must submit a weekly, biweekly or monthly report at the request of each Department/Division and with each payment, or within 30 days of delivery.
3. All checks must include the date of pickup, weight per pound, truck numbers and dumpster, locations for delivery, number of containers, and or type of metal of each delivery or pickup.
4. The City of Cleveland retains its right to audit vendor records pertaining to this contract to validate prices paid to the City are correct and accurate. Vendor agrees to retain auditable files of this contract and to make these records immediately available to the City of Cleveland upon request for the length of the contract and for a period of no less than seven (7) years following the expiration of the contract.

#### **1.6 WEIGHT VERIFICATION**

The City reserves the right to independently verify, at the City's expense, the weight of any scrap metal purchased by a scrap metal contractor at any time during the term of the agreement. Further, the City reserves the right to observe and verify the procedures performed by the scrap metal contractor at City locations and the contractor's location; to obtain copies of the electronically printed weight tickets at the time of delivery to the contractor's location, and to trace them to the monthly reports submitted by the contractor.

## **2. ITB GUIDELINES**

This section explains the 1) Selection Process, 2) Process for Entering into Agreement, 3) Schedule of Events, 4) Contacts and ITB Submission Requirements, 5) Bid Format, 6) Bidder's Affidavit, and 7) General Conditions.

### **2.1 SELECTION PROCESS**

- A. The City's Division of Purchases and Supplies will evaluate all properly submitted bids that are received on or before the deadline. The Commissioner of Purchases and Supplies will then recommend an award to the Board of Control for a contract to be awarded to the highest and best bidder. The Board of Control shall make the award. The City will take into consideration all of the evaluation factors set forth below (there is no significant order listed).
  - a. Content and completeness of submitted bid.
  - b. The ability of the contractor to meet all of the performance requirements set forth in this ITB.
  - c. The price per pound that the contractor is willing to pay for each type of scrap metal, with due consideration of relative estimated volumes.
  - d. Qualifications and evidence of the ability to fulfill the contract.

The quantities given are good faith estimates only, and actual volumes may vary. Because the estimated volumes for brass, copper, and ferrous metal predominate, the City may consider the total for just brass, copper, and ferrous metals, and not consider the total for one or more other non-brass, non-copper, or

non-ferrous items. If the highest total would be reached for all items by means of unbalanced bid, such as when the higher price for one or more "de Minimis" items would cause the total highest bid amount to be on a bid for which that unit price to be the highest and best bid.

- B. Bidder should not contact any City personnel regarding this ITB without receiving the prior written direct consent of the Commissioner, Division of Purchases and Supplies. The contractors will, however, be permitted to communicate with the user divisions when they are permitted to view the scrap metal locations if the bidder has the need to view the locations. However, the bidder is cautioned not to discuss the bid with the City personnel in the user division(s). Direct, written, or oral contact by the bidder or contractors to any City of Cleveland personnel without proper authorization may result in disqualification of the Bidder.

## **2.2 PROCESS FOR ENTERING INTO AGREEMENT**

The bidder who is determined to be the highest and best bidder will be recommended to enter into an agreement with the City. The scope, terms, and conditions of the agreement shall be in substantial conformance with the terms, conditions, and specifications described in this ITB.

The City shall not be liable of any costs a bidder incurs in preparation of the bid, or for claims for the cost of its efforts *[See last paragraph of 2.3 below]*. The City reserves the right to reject any and all bids, to make a partial award, or no award, whichever is the best interest of the City of Cleveland. By returning a signed bid. The bidder agrees to abide by the decision of the City of Cleveland, expressed through the action of its Board of Control, which shall be final.

## **2.3 CONTACTS AND ITB SUBMISSION REQUIREMENTS**

Any bidder finding a discrepancy or omission in the specifications or having any question as to their meaning shall immediately notify the Division of Purchases and Supplies office in writing. The Division of Purchases and Supplies will respond by written notice(s) or instructions to all bidders in a formal addendum. The City will not be responsible for any oral instructions. All questions regarding the terms or meaning of the ITB should be submitted to the Division of Purchases and Supplies, no later than 5 days prior to the bid opening date.

All bids must be time stamped in our office on the date published in the invitation to Bid. Promptly by 11:59 am, or your bid will not be accepted.

Division of Purchases and Supplies  
601 Lakeside Avenue, Room 128  
Cleveland, Ohio 44114  
PH: 216-664-2620  
Fax: 216-664-2217

While each bid will be considered objectively, the City assumes no obligation to accept or take action on any bid.

## **2.4 BID FORM FORMAT**

- a. Every bid must be made upon a 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 or corporation must be clearly signed on said bid. If the bidder is a partnership, the firm's 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 agrees to return all bid specifications, notices, and any addendums complete in a sealed bid envelope. Bidder must state on the envelope; the name of the bid and the file number. The bid must be submitted on or before the scheduled bid opening date.

Any bids received after 12:00 pm on the day the bid is due will be considered late and will not be considered.

## **2.5 BIDDER'S NOTARIZED STATEMENT FORM**

Each bidder shall submit with its bid a notarized affidavit stating that neither the company, 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. In doing so, the bidder shall complete, sign, and cause to have notarized on the enclosed Affidavit form.

## **2.6 GENERAL CONDITIONS**

### **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.

### **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, with 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.

### **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 reserve the right to waive any informality 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, and obscure, contains additions not called for, or irregularities of any kind, may be cause for rejection of the bid.

#### EVIDENCE OF ABILITY TO FULFILL CONTRACT

Bidders must present evidence to the Commissioner of Purchases and Supplies, when required by her 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.

- A. References & Qualification Forms: Each bidder shall complete **Appendix C & D**. A minimum of three (3) references of current, or past customers, at least one of which must be a public sector, if the bidder has ever had a similar public sector contract, for which the bidder performed successfully on a similar contract for the sale of scrap metals. Or similar, private sector customers may be substituted for one reference, but only if public sector references are not available. "Public sector" means federal authorities municipal entities, county, state or special districts.
- B. Banking Reference: Each bidder shall submit one banking reference, including the name of the contact, and shall authorize the contact to speak to a City representative about the financial health of the Bidder. The City shall not request, nor shall the bank representative provide confidential data such as account numbers or balances. However, the City may inquire about general financial health, bounced checks, or other matters directly relevant to the bidder's financial ability to perform on the contract. The bidder expressly consents that the City may consider the results of bank reference checking for the purpose of determining highest and best bidder for the purpose of making an award. Bidder must complete Section **Appendix C & D**.
- C. Cancelled Contracts: Additionally, the bidder shall list in their bid any and all contracts that were cancelled or terminated on them within the last five (5) years , and shall state the reasons given for each termination. The City may consider this information for the purpose of determining highest and best bidder for the purpose of making an award. Failure to divulge such information may be cause for rejection of the bid, or cancellation of any award. Bidder must complete **Appendix C & D**.
- D. Commercial Credit Rating: By returning a selected bid, the Bidder expressly agrees that the City may consider the results of a professional reporting service, such as Dun & Bradstreet, for the purpose of determining highest and best bidder for the purpose of making an award.
- E. Public Records Search: By returning a sealed bid, the bidder expressly agrees that the City may consider the results of a records search of national, state, county, and local records, including civil and criminal records of courts in relevant jurisdiction, for the purpose of determining highest and best bidder for the purpose of making an award. Such record searches may extend to five years previous to the bid opening date.

#### WITHDRAWAL OF BID

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

#### **TIME OF AWARD**

The City of Cleveland shall make an award, or reject all bids, not later than the second week following the opening of bids. Unless further time is required to evaluate bids, to investigate responsibility of any bidder or in the absence of a time limitation for the acceptance set forth in the bid.

#### **AWARD OF CONTRACT**

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

#### **CANCELLATION OF CONTRACT**

The City shall have the right to cancel the contract on five days' written notice if, in the opinion the Commissioner of Purchases and Supplies, the performance of work or services are not in conformance with contract specifications and if 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. Exception where fulfillment of its obligation requires activity over a period of time and it has, within ten (10) days of default notice, commenced such activity. Additionally, the City shall have the right to cancel this contract, without cause, upon fifteen (15) days' written notice.

#### **ASSIGNMENT OF CONTRACT**

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.

#### **FAILURE TO MEET SPECIFICATIONS**

The performances of any work, services, or other obligation, under the contract which does not conform to contract specifications will be rejected and the contractor notified immediately, in writing, of such rejection and the reason. If the time for performance has not expired, and the contractor wishes to remedy the deficient services 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 cure, or replace such *deficient performance of work or services*, the City may obtain the performance of such work, or services of the character required, on the open market or 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.

#### **EQUAL OPPORTUNITY**

This agreement is a “contract”, and the contractor is a “contractor” within meaning of Chapter 187 of the Codified Ordinances of Cleveland, Ohio 1976. During the term of the contract the contractor shall comply with all terms, conditions, and requirements imposed on a “contractor” in the Equal Opportunity Clause, Section 187.22 of the Codified Ordinances of Cleveland, Ohio 1976, attached hereto and made part hereof. A copy of such clause shall be made a part of every subcontract, or agreement entered into, for goods or services and shall be binding on all persons, firms and corporations with whom the contractor may deal.

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 a period specified in Section 3.1 of this Invitation to Bid, unless otherwise indicated.

### **3) TERMS AND CONDITIONS**

The following terms and conditions, substantially in the form contained herein, shall be included in the agreement between the City of Cleveland and the successful bidder. Please review for compliance. No specific response to this section is required.

#### **3.1 TERM OF CONTRACT**

The term of this agreement shall be for a period of two (2) years beginning upon the execution date of the agreement, with an option to renew for one (1) additional year.

#### **3.2 COMPLIANCE WITH LAWS AND POLICIES**

This agreement is subject to, and contractor shall comply with, all statutes, ordinances, regulations, and rules of the Federal Government, the State of Ohio, the County of Cuyahoga, and the City of Cleveland.

The City of Cleveland reserves the rights to cancel the contract with any contractor that violates any federal or state law governing scrap metal collection and disposal practices or antitrust practices. Execution of the agreement shall constitute an agreement by the scrap metal contractor to abide by all federal and state laws governing scrap metal collection, disposal and antitrust practices.

#### **3.3 HOLD HARMLESS**

Contractor shall protect, indemnify, defend and hold harmless the City of Cleveland and its respective officers, agents, and employees from any and all claims, demands, liabilities, loss, suits, causes of action, judgements, costs, and expenses, including attorney fees, occurring, or allegedly arising or occurring from personal injury, including death, property damage, including loss of use, or otherwise, to any party, as a result of negligent or intentional act or omissions by Contractor or its agents, employees, subcontractors or supplies, in performing work or services or furnishings labor and materials under this agreement.

Contractor shall, at its 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, arising out of litigation.



In the event of any damage caused by the contractor to the City property in the course of this contract, contractor further consents to repair or replace damaged property entirely at contractor's own expense, whether or not it is covered by the insurance policy.

### **3.4 INSURANCE REQUIREMENTS SPECIFIC TYPES OF INSURANCE FOR CONTRACTOR**

Purchase and maintain the following types of insurance:

- A. The contractor shall during, the term of the Agreement, keep in full force Commercial General Liability insurance in an amount not less than \$1,000,000, including the City of Cleveland as additional insured.
- B. The contractor shall during the term of the agreement keep in full force Automobile and Truck Liability covering bodily injury and property damage, covering the operation of all motor vehicles and equipment, whether or not owned by the contractor, being operated in connection with the prosecution of the work under this contract. Coverage must explicitly cover all containers and any and all other equipment used in the performance of this agreement.
- C. The contractor listed as primary insured under the insurance policy shall notify the Finance Director, in writing, at least 30 business days before cancelling or reducing coverage immediately upon receipt of notice from their insurance company of cancellation or reduction of the insurance policy coverage. The City shall be included as an additional insured on all required insurance policies. A copy of the endorsement demonstrating additional insured coverage is required to be forwarded to the City's Division of Purchases and Supplies before execution of the contract.
- D. The contractor shall, 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 hereunder and save said City harmless from any and all liability arising from the act. Contractor shall also furnish prior to the time of execution of this agreement, and such other times as may be requested, a copy of the official certificate, or receipt, showing the insurance payments.

### **3.5 FORCE MAJEURE**

The contractor shall not be charged with default nor is the City held liable because of delays in completion of work or payment due to any of the following:

- a) Acts of the Federal Government, including control of materials, equipment, tool or labor essential to completion of the work by reason of war, national defense or any other national emergency.
- b) Causes not reasonably foreseeable by the parties to this agreement at the time of the execution, and beyond the reasonable control of, and through no fault or negligence of, the contractor or the City. This shall include, but not limited to, acts of God or the public enemy, freight embargoes and court actions; acts of another contractor in the performance of some other contract with the City, fires, floods, epidemics, quarantines

and strikes; weather of unusual severity such as hurricanes, tornadoes and cyclones; nuclear radiation or radioactive contamination; and other like factors of unusual severity which directly affect or prohibit work under the contract.

### **3.6 CONFLICT OF INTEREST**

No officer, employee or agent of the City who exercises any functions, or responsibilities, in connection with the planning and carrying out of the program, nor any immediate family member, close business associate or organization which is about to employ any such person, shall have any personal financial interest, direct or indirect, in the contractor or in this agreement, and the contractor shall take appropriate steps to assure compliance.

Contractor agrees that it will not contract with any sub-contractor in which it has any personal financial interest, direct or indirect. The contractor further covenants that in the performance of this agreement, no person having any conflict of interest shall be employed.

### **3.7 INFORMATION AND RIGHTS TO AUDITS**

Contractor, at such times and in such form as the City of Cleveland may require, shall furnish the City of Cleveland such reports as may be requested pertaining to the services undertaken pursuant to this agreement. In addition, reports of the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement. The contractor shall retain all financial and administrative records for a period of seven years after the expiration or termination of this agreement, and shall permit the City of Cleveland or any of its representatives or auditors access to such records. In addition, the City reserves the right to audit all financial and administrative records retained by the contractor.

### **3.8 WARRANTY**

The contractor warrants that its performance of services and obligations of this agreement will be performed in a good, timely workmanlike and professional manner by qualified staff and in accordance with generally accepted standard of the industry.

### **3.9 TERMINATION**

The City may terminate this agreement by giving 30 days' notice, in writing, from the City of Cleveland. If the City terminates the agreement, the contractor shall immediately remove all of its scrap metal collection receptacles from City property and remit payment to the City for all the scrap metal that was accumulated in the receptacles at that time.

In the event that the contractor should materially breach the terms and conditions of this agreement, and such material breaches shall not have been cured within 10 days after the contractor's receipt from the City of written notification specifying such material breach, then the City may either withhold payments due to the contractor, or may terminate this agreement upon written notification, and/or seek any rights of or remedy available by law, or equity. The City shall also have the following rights and remedies, which may be exercised singularly or in combination.

- a) The right to procure other services as substitutes for services procured from the contractor hereunder, or to perform such services itself, and recover direct damages from the contractor incurred in obtaining and/or performing such services.

- b) The right to recover direct damages incurred, in excess of any damages recovered under this section, as a result of the contractor defaulting or failure to perform.

If the City chooses to terminate the contract, the City shall, in writing, notify the contractor of the reasons for such action and of the action necessary to remedy the breach.

Contractor shall have the right to terminate this agreement in the event the City should breach in its terms, conditions, and obligations of this agreement and such default shall not have been cured within 30 days after the City's receipt from contractor of written notification specifying such breach.

In the event that this agreement is terminated by either party, the contractor will provide the City with all work in progress, as is, as of the date of termination.

### **3.10 CONTRACT DOCUMENTS**

Agreement between the City and the successful bidder shall include the complete ITB document, including all addenda, if any, and the contractor's complete bid submission.

In the event of a conflict or variance between any of the documents comprising the contract, such conflicts or variations and interpretations shall be resolved by giving precedence to documents in the following order:

- a. The agreement, scope of terms, and conditions
- b. The ITB
- c. The Bid
- d. Certificate of Insurance
- e. BWC-Certificate
- f. Northern Ireland Fair Employment Practices Discharge
- g. Equal Opportunity Clause

### **3.11 INDEPENDENT CONTRACTOR**

The contractor shall perform all work and services described herein as an independent contractor and not as an officer, agent, servant or employee of the City. Contractor shall have exclusive control of, and the exclusive right to control, the details of the services and work performed hereunder; all persons performing the same shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors and sub-contractors. Nothing herein shall be construed as creating a partnership or joint venture between the City and contractor. No person performing any of the work or services described hereunder shall be considered an officer, agent, or servant or employee of the City of Cleveland, nor shall any such person be entitled to any benefits available or granted to employees of the City of Cleveland.

### **3.12 WAIVER**

Waiver, any default or breach of any provision of this agreement shall not constitute, or operate, as a waiver of any other breach of such provision or any other provisions, nor shall any failure to enforce any provision operate as a waiver of such provision or acquiescence in its breach.

### **3.13 GOVERNING LAW**

The agreement is entered into in and shall be performed in the City of Cleveland, County of Cuyahoga, and State of Ohio.

The City and contractor agree the Charter and Ordinances of the City of Cleveland, and the laws of the State of Ohio shall govern the rights, obligations, duties and liabilities of the parties to this agreement and shall govern the interpretation of this agreement. Any claim or action shall be brought only in courts of competent jurisdiction in Cuyahoga County in the State of Ohio.

### **3.14 ENTIRE AGREEMENT**

This agreement, and the exhibits attached hereto, constitute the entire agreement between the parties as to the subject matter. Oral representations or modifications concerning this agreement shall be of no force and effect.

### **3.15 SEVERABILITY**

This agreement shall be severable. If any part, or parts, of this agreement shall for any reason be held or found unenforceable by a court of competent jurisdiction, all remaining parts shall remain binding and in full force and effect.

### **3.16 ADDITIONAL REQUIREMENTS**

1. Contractor shall provide via fax or e-mail a copy of the weight ticket and a complete Material Summary Report within 24 hours of scrap delivery with pick-up any discrepancies' and the amount of anticipated payment and the types of scrap or wastes must be listed on the Material Summary Report. (i.e. brass, ferrous, copper, etc.). The weight Ticket and material Summary reports must be sent to the Buyer, Lauren Drake at [ldrake@clevelandohio.gov](mailto:ldrake@clevelandohio.gov).
2. The City reserves the right to add or remove pick-up locations with pre-weighted dumpsters and trucks assignments during the term of the agreement.
3. A minimum of three (3) trucks and a minimum of 30 container boxes, with assignment numbers on each box strictly designated for the City of Cleveland only.
4. The contractor must complete and comply with all procedures outlined in Appendix B. Please **sign and return with sealed bid submission**

## Appendix A Listing of Scrap Metal Locations

	DIVISION	LOCATION	TYPE OF METAL	CONTAINERS
1	WATER	955 CLAGUE RD. WESTLAKE	Ferrous Metal	(1) 12 yd (Lugger)
2	WATER	5653 DEERING AVE., PARMA	Ferrous Metal	(1) 30 yd roll off
3	WATER	1245 W. 45TH & DIVISION	Ferrous Metal	(1) 30 yd
4	WATER	11216 STOKES BLVD.	Ferrous Metal	(1) 30 yd roll off
5	WATER	1300 CHARDON RD	Ferrous Metal	(1) 30 yd
6	WATER	4600 HARVARD AVE.	Ferrous Metal, Brass	(1) 20 yd roll off
7	WATER	8021 BAVARIA RD., TWINSBURG	Ferrous Metal	(1) 12 yd
8	WATER	18640 PEARL RD., STRONGSVILLE	Ferrous Metal	(1) 30 yd
9	WATER	4514 W. 130TH ST	Ferrous Metal	(1) 20 yd
10	WATER POLLUTION CONTROL	12302 KIRBY AVE.	Ferrous Metal	(1) 30 yd
11	MOTOR VEHICLE MAINTENANCE	4150 E. 49TH ST.	Ferrous Metal, Aluminum	(1) 20 yd, (1) 10 yd
12	MOTOR VEHICLE MAINTENANCE RIDGE ROAD	3727 RIDGE ROAD	Ferrous Metal	(1) 20 yd
13	MOTOR VEHICLE MAINTENANCE SWEEPS GARAGE	5601 Carnegie Ave.	Ferrous Metal	(1) 20 yd
14	DEPARTMENT OF PUBLIC SERVICE TRAFFIC SIGN SHOP	4150 E. 49TH St.	Ferrous Metal, Aluminum	(1) 20 yd
15	STREETS- BRIDGES & DOCKS	2300 E. 65TH ST	Ferrous Metal	(1) 30 yd
16	STREETS	2301 E. 65TH ST	Ferrous Metal	(1) 30 yd
17	CLEVELAND PUBLIC POWER	743 E. 140th St.	Street Lighting Fixtures (Mercury)	(2) 24 yd (1) 30 yd roll off
18	CLEVELAND PUBLIC POWER	1725 St. Clair	Ferrous Metal, Copper, Aluminum	(1) 15 yd
19	CLEVELAND PUBLIC POWER	2490 W.41st ST.	Ferrous metal, lead, copper, aluminum, street lighting fixtures (mercury)	(1) 30 yd roll off (2) 24 yd
20	HOPKINS AIRPORT	5300 RIVERSIDE DR.	Ferrous and non-ferrous metals	(1) 30 yd

## APPENDIX -B

### Scrap Metal Guidelines Compliance and Procedures

#### **1. Containers (empty):**

All containers must be weighed empty with the truck at designated and approved weigh stations, before the empty container can be placed on City property. Call contractor to schedule dumpster and pickup.

Once the empty container is weighed, the weight ticket must be email to [Purchasing@city.clevelandohio.gov](mailto:Purchasing@city.clevelandohio.gov) or faxed to the Division of Purchases and Supplies 216- 664-2177 Attention: Buyer Lauren Drake to forward a copy to the Division of Waste Collection to be recorded into the Division of Waste Collection Database.

The following information will be entered

- a. Scrap Dealer Truck number
- b. Scrap Dealer Number assigned to the particular container
- c. Size of container
- d. Weight

After the above information is recorded, the Contractor will deliver an empty container to the appropriate location as requested by the authorized City personnel.

Each Division/Department, personnel must make arrangements to witness and document the delivery of the empty container at the designated weigh station before the placement of the container at the specified location.

Each container will be numbered to designate the location where the container will be placed on the City of Cleveland's property. Replacement containers will be identical to the container removed from the location.

#### **2.\*Containers (full):**

Once the container has reached its capacity, a call should be placed to contractor for pick-up.

After the call is received by Contractor(s) facility, they must and will dispense an identical empty container to switch out the full container per procedures set forth in item #1. Contractor will deliver an empty container and stage for transporting from each of the various Divisions.

The representative from City must be present to witness the weighing process and sign off on the scrap metal sale document (material summary report). A City representative must and should witness the weighing at transfer station.

## APPENDIX -B

### Scrap Metal Guidelines Compliance and Procedures

The witnessing is required in order to document the actual weight of the container and to sign-off on the scrap metal sale document.

Once scheduled authorized personnel/witness must follow the truck to the designated transfer station and complete the Material Summary Report. After the weight of the filled container is recorded at weight station, the weight ticket will print out with the gross weight, tare weight, and the net weight. Two copies of the weight ticket are printed. One copy is given to the driver from to take with the filled container and the second copy is given to the City of Cleveland witness (authorized personnel).

City Witness shall forward a copy of the original weight ticket with the material summary report within 24 hours of the pickup to the Division of Purchases & Supplies, 601 Lakeside Avenue, Room 128, to the attention of Lauren Drake. You may email or interoffice the weight tickets and summaries,

The material supply report must indicate the date of service, Fund No., Sub Fund, Org No., Division address of the location, telephone numbers, type scrap materials, and must be signed by City of Cleveland witness. Also, please make sure to provide the weight ticket number, gross weight, tare weight and net weight.

\*If the full container is within 36 hours from the date of pickup and processing of the scrap metal materials, contractor must transport the container to the Division of Motor Vehicle Maintenance, contact person Mr. Kelly Columbus 216-420-8109, between the hours of 9:00am to 3:00pm.

Upon the completion of staging of the containers, contractor and the Division of Motor Vehicle Maintenance shall notify the Division of Purchases and Supplies.

Contractor, shall forward a copy of the original weight ticket with the material summary report within 36 hours of processing and sorting of scrap to the Division of Purchases & Supplies, 601 Lakeside Avenue, Room 128, and City Hall to the attention of Lauren Drake, or email [ldrake@clevelandohio.gov](mailto:ldrake@clevelandohio.gov). All payments are due within 10 business days of date of service. A copy of the material summary a scrap report must be included with payments.

After 120 days of bid opening or date determined by the Division of Purchases and Supplies, Contractor must provide a copy of the Fastmarkets Index Report with payments and noted on the monthly or quarterly reports.

## APPENDIX -B

### Scrap Metal Guidelines Compliance and Procedures

#### **3. Container not on City-Owned Property**

BUSINESS NAME OR FIRM	CONTACT & TELEPHONE NUMBERS	NUMBER CONTAINER/SIZE	LOCATION ADDRESS & ZIP CODES

Contractors must have a minimum of three (3) operating in trucks available to maintain scheduling of each of the various locations.

Contractor shall assign a minimum of three trucks to the City of Cleveland's account Truck must be identified with numbers for roll off containers and truck #s lugger boxes. No other trucks are permitted to deliver or pick up containers for the City of Cleveland. (It must and will always be the same truck number and container size, unless otherwise requested by City).

Contractor shall provide a monthly report listing all weights for each truck and containers assigned to each location and report immediately any switch-outs to the Division of Purchases and Supplies and the Procurement contact for each locations.

#### **4. Scrap Metal Sale (Material Summary Report)**

The scrap metal sale documents should be filled out in its entirety. The scrap metal sale documents must be completed for each weight ticket, NO EXCEPTION.

Once the scrap metal sale document is taken by CITY personnel to the Contractor's weigh station, the following information must be included on the document before sale document can be given to truck driver:

- a. Weight ticket number
- b. Gross weight
- c. Tare weight
- d. Net weight
- e. City of Cleveland witness signature (City personnel)
- f.

There shall be two copies of the scrap metal sales document. One copy is to be given to Contractor's driver after each pickup and weighing. The summary will be retained for final processing by and emailed to the Division of Purchases and Supplies (Lauren Drake) to match with payments and reports submitted from the Contractor.

Another copy (original) is to be kept with the section initiating the scrap pick up, this copy is to be forwarded to City Procurement contact for each location, and the copy is to be forwarded via email to the point of contact assigned to each Division or Department.



## APPENDIX -B

### Scrap Metal Guidelines Compliance and Procedures

This copy along with the copy of the weight ticket is to be forwarded within 24 hours to Procurement Contact and the Division of Purchasing to record and file the receipt of scrap metal sale document and weight ticket from each section. The sale documents (material summary report) and the weight ticket will be forwarded to Lauren Drake, Division of Purchases and Supplies for final processing.

#### **5. Tracking of Scrap Funds**

The Division of Purchases and Supplies, Buyer Lauren Drake, Division of Purchases and Supplies will forward a copy of checks received from the Contractor before processing the Receiving Warrants. The Procurement

Contact will verify that check amount equals to the dollar amount stated on the scrap metal sale document. Any discrepancies will be immediately resolved and reported to all parties involved.

The Contractor will provide a detailed spreadsheet to track the funds received for scrap and reported to all parties involved.

Contractor must forward a copy of the original weight ticket with the scrap metal sale document to the Division of Purchases and Supplies with payments.  
Check made payable to the City of Cleveland and mailed to:

City of Cleveland  
Attention: Lauren Drake  
Division of Purchases and Supplies, Room 128 Cleveland, Ohio 44114

The ticket numbers and locations must be listed on the corresponding check stubs along with the scrap metal sale document (material summary report). It will be mandatory that Contractors provides a report listing all of the scrap metal pick-ups within ten (10) days following the close of each calendar month during the term of the agreement between the City of Cleveland and contractor.

Contractor shall issue a separate check for each location(s) or pickup and Division. Mixed scrap in container-Contractor will make a determination at their facilities which type of material will be paid based on substantial majority of scrap placed in container. The City will inspect and conduct a site visit or audits of the Contractors facilities, and will require the Contractor to re-weigh all trucks and containers periodically.

#### **6. Mathematical Errors**

In the event a bidder (pre-award) or a contractor (post award) makes any mathematical errors in the Schedule of Items, Material Summary Reports, Monthly Statements,

## APPENDIX -B

### Scrap Metal Guidelines Compliance and Procedures

checks/payments, or any other documentation, the City of Cleveland reserves the right to correct such errors and, if necessary, request revised checks/payments.

If the correction of any errors has the effect on the award of a contract, only the directly affected bidders will be notified of the correction(s) and their effect on an award.

Please sign & print your name below acknowledging that you have read and comply with the revised requirements and procedures.

Return to: Lauren Drake: [ldrake@clevelandohioeqgov](mailto:ldrake@clevelandohioeqgov) or via fax 216-664-2177.

Comply \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Exceptions \_\_\_\_\_

Please Sign & Print

Firm or Name \_\_\_\_\_

Date \_\_\_\_\_

Appendix C  
Citywide Scrap Metal Sales  
References  
**Bidder must return with bid.**

As evidence of the bidder's ability to fulfill the contract, the following information is required:

A. References: Each bidder shall submit a minimum of three (3) references of current or past customers for which the bidder performed successfully on a similar contract food supply and services.

Reference No 1:

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

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

Telephone number: \_\_\_\_\_

Nature and approximate dollar amount of the contract: \_\_\_\_\_

Reference No 2:

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

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

Telephone number: \_\_\_\_\_

Nature and approximate dollar amount of the contract: \_\_\_\_\_

Reference No 3:

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

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

Telephone number: \_\_\_\_\_

Nature and approximate dollar amount of the contract: \_\_\_\_\_

B) Banking Reference: Each bidder shall submit one banking reference, including the name of a contact, and shall authorize that contact to speak to a City representative about the financial health of the bidder.

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

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

Telephone number: \_\_\_\_\_

C: Cancelled Contracts: Each bidder shall list in their bid any and all contracts that were cancelled or terminated on them within the last five (5) years, and shall state the reasons given for each termination.

No 1. Customer name: \_\_\_\_\_

Nature of contract and approximate dollar amount: \_\_\_\_\_

Reason for cancellation: \_\_\_\_\_

No 2. Customer name: \_\_\_\_\_

Nature of contract and approximate dollar amount: \_\_\_\_\_

Reason for cancellation: \_\_\_\_\_

Bidder must return with bid.

CITY OF CLEVELAND  
2025-2027 SALES OF SCRAP METAL SERVICES  
VENDOR QUALIFICATION FORM  
APPENDIX -D

*The undersigned must submit the following information relative to its qualifications to fulfill the specifications for the contract. Attach additional sheets to answer the questions, if needed.*

**CORPORATE OWNERSHIP:** If the business is incorporated, enter the names of all shareholders holding more than ten (10) percent of the voting shares in the corporations, with their addresses; or if it's a business association, please identify the nature of the association and identify all business partners; or if a joint venture, identify the parties to the venture:

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**EXPERIENCE:** Provide a brief history of the firm and the experience that it brings to the task:

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**FACILITIES PROPOSED TO BE USED:** The vendor states that it owns or has access to, for immediate use on the proposed work, the following facilities: (Give locations, ownership, and a description of each facility.)

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**RESOURCES/EQUIPMENT:** The vendor states that it owns and has available, for immediate use on the proposed work, the following equipment and other resources:

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CITY OF CLEVELAND  
2025-2027 SALES OF SCRAP METAL SERVICES  
VENDOR QUALIFICATION FORM  
APPENDIX -D  
QUALIFICATIONS OF VENDOR FORM

QUALIFICATIONS OF VENDOR

SUSPENSION OR REVOCATION OF LICENSE OR PERMIT: Please disclose any suspension or revocation of a license or permit related to your business within the three-year period preceding the submission of the proposal. If no suspensions or revocations have occurred, state that in this space

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REFERENCE: List 3 with contact information, name and email addresses:

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NOTE: Upon request of the Director of H.R. you will be expected to amplify the foregoing statements as necessary to demonstrate your ability to successfully perform the work in a satisfactory manner.

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
Printed Name and title if applicable

\_\_\_\_\_  
Date

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.

**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%20Oppportunity>

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.