



WBS #: A1-D115

Pre-Proposal Conference

CLE Parking Redevelopment Program – Phase II

**Ricky D. Smith
Director**

Introductions



- Ren Camacho, P.E. – Chief of Planning and Engineering
- Hugh Holley-Engineering Manager
- Dino Lustri– Program Manager, Design Services
- Kassan Buhhur– Procurement Officer
- Wilfred Luzano – Project Manager
- Ed McDonald – Safety and Risk Management Manager
- Kim McGreal – Environmental Services Manager
- Bob Fischietto – Airport Operations Manager
- Paul Fisk – Security Manager
- Jennifer Wiman - Contract Compliance Officer
- Rosita Turner – Wage Compliance

Pre-Proposal Conference Agenda



Introductions

Scope of Services

Safety Requirements

**Operations and Security
Requirements**

OEO Requirements

Selection Criteria

Submittal Requirements

Questions and Answers

Authorizing Ordinance No. 247-11



June 15, 2011

The City Record

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surface public parking area, demolishing the long-term parking garage and the Bomb Squad Building, converting employees lots into public parking lots, installing canopies over certain lots and areas, and installing landscaping, fencing and other amenities; authorizing the Director of Port Control to enter into one or more contracts for the making of the improvement; authorizing design services, if needed; to enter into various written standard purchase and requirement contracts necessary for the purchase of materials, equipment, supplies, and services to implement the improvement, install a parking guidance system, pay on foot machines, and similar amenities, including installation and testing; and authorizing the Director to employ one or more professional consultants for parking management services, for a period of five years with one five-year option to renew, exercisable through additional legislative authority.

Whereas, the unique design, time, budgetary, or other material elements of this project can benefit from the special care, coordination, and expeditiousness possible by performance of both the professional design services and the construction under a design-build approach contract with a single entity; and

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

Be it ordained by the Council of the City of Cleveland:

Section 1. That, under Section 167 of the Charter of the City of Cleveland, this Council determines to make the public improvement of constructing a new surface public parking area, demolishing the long-term parking garage and the Bomb Squad Building, converting employees lots into public parking lots, installing canopies over certain lots and contiguous pedestrian areas, and installing landscaping, fencing and other amenities (the "Improvement"), for the Division of Cleveland Hopkins International Airport, Department of Port Control, by one or more design-build or engineer-procure-construct contracts duly let to the person, firm, or corporation or combination of them submitting the best proposal, taking into consideration the engineering and design, the construction method, the proposed design and construction costs, the total life-cycle costs, the qualifications of the proposed design professional and construction firm, and the other objectives of the Improvement.

The selection of the person, firm, or corporation to design and construct the Improvement shall be made by the Board of Control on the nomination of the Director of Port Control from a list of qualified and available persons, firms, or corporations, as may be determined by the Director of Port Control after making a full and complete canvass for the purpose of compiling the list. The Board of Control shall fix the total compensation to be paid for all design and construction and procurement necessary for the Improvement. The contract or contracts shall be prepared by the Director of Law, approved by the Director of Port Control, and certified by the Director of Finance.

Section 2. That, alternatively, under Section 167 of the Charter of the City of Cleveland, this Council determines

Ord. No. 247-11.
By Council Members Keane, Cleveland, and Sweeney (by departmental request).

An emergency ordinance determining the method of making the public improvement of constructing a new

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to make the public improvement described in Section 1 of this ordinance, for the Division of Cleveland Hopkins International Airport, Department of Port Control, by one or more contracts duly let to the lowest responsible bidder after competitive bidding upon a unit basis for the Improvement.

That the Director of Port Control is authorized to enter into one or more contracts for the making of the Improvement with the lowest responsible bidder or bidders after competitive bidding on a unit basis for the Improvement, provided, however, that each separate trade and each distinct component part of the improvement, and each, or any combination, of the trades or components may be the subject of a separate contract on a unit basis.

Section 3. That, alternatively, the Director of Port Control is authorized to employ by contract or contracts one or more consultants or one or more firms of consultants for the purpose of supplementing the regularly employed staff of the several departments of the City of Cleveland in order to provide professional services necessary to design the Improvement described in Section 1, to perform related construction management services, to provide any necessary quality control and quality assurance services and regulatory compliance services relating to the Improvement.

The selection of the consultants for the services shall be made by the Board of Control on the nomination of the Director of Port Control from a list of qualified consultants available for employment as may be determined after a full and complete canvass by the Director of Port Control for the purpose of compiling a list. The compensation to be paid for the services shall be fixed by the Board of Control. The contract or contracts authorized shall be prepared by the Director of Law, approved by the Director of Port Control, and certified by the Director of Finance.

Section 4. That the Director of Port Control is authorized to employ by contract or contracts one or more consultants or one or more firms of consultants for the purpose of supplementing the regularly employed staff of the several departments of the City of Cleveland in order to provide professional services necessary to provide parking management services, for a period of five years, with one five-year option to renew, exercisable through additional legislative authority.

The selection of the consultants for the services shall be made by the Board of Control on the nomination of the Director of Port Control from a list of qualified consultants available for employment as may be determined after a full and complete canvass by the Director of Port Control for the purpose of compiling a list. The compensation to be paid for the services shall be fixed by the Board of Control. The contract or contracts authorized shall be prepared by the Director of Law, approved by the Director of Port Control, and certified by the Director of Finance.

Section 5. Reserved.
Section 6. That the Director of Port Control is authorized to apply and pay for permits, licenses, or other authorizations required by any regulatory agency or public authority to permit

performance of the work authorized by this ordinance.

Section 7. That the Director of Port Control is authorized to make one or more written standard purchase contracts and written requirement contracts under the Charter and the Codified Ordinances of Cleveland, Ohio, 1976, for a period of five years with one five-year option to renew, exercisable through additional legislative authority, for the necessary items of materials, equipment, supplies, and services necessary to implement the Improvement, including but not limited to, labor and materials if necessary for installation, to install a parking guidance system, pay on foot machines, and similar amenities, including installation and testing, to be purchased by the Commissioner of Purchases and Supplies on a unit basis for the Department of Port Control. Bids shall be taken in a manner that permits an award to be made for all items as a single contract, or by separate contract for each or any combination of the items as the Board of Control determines.

Section 8. That the costs of the requirement contract shall be charged against the proper appropriation accounts and the Director of Finance shall certify the amount of the initial purchase, which purchase, together with all later purchases, shall be made on order of the Commissioner of Purchases and Supplies under a requisition against the contract or contracts certified by the Director of Finance.

Section 9. That under Section 108(b) of the Charter, the purchases authorized by this ordinance may be made through cooperative arrangements with other governmental agencies. The Director of Port Control may sign all documents that are necessary to make the purchases, and may enter into one or more contracts with the vendors selected through that cooperative process.

Section 10. That the cost of the contracts authorized under this ordinance shall be paid from Fund Nos. 60 SF 104, 60 SF 106, 60 SF 112, 60 SF 115, 20 SF 116, 60 SF 117, 60 SF 119, 60 SF 121, 60 SF 122, 60 SF 128, 60 SF 130, 60 SF 141, and from the fund or funds to which are credited the proceeds of any eligible future airport bonds, RQS 3001, RL 2011-32.

Section 11. That the Director of Port Control shall present the final recommendations of the design-build consultant for the Smart Parking Project authorized under this ordinance to the Committee on Aviation and Transportation before implementation of the recommendations.

Section 12. That the Director of Port Control shall present an overview report every six months addressing the progress of the design-build project authorized in this ordinance to the President of Council, the Chair of the Aviation and Transportation Committee, and the Chair of the Employment, Affirmative Action and Training Committee. Upon project completion, the Director shall provide a full report to the President of Council, the Chair of the Aviation and Transportation Committee, and the Chair of the Employment, Affirmative Action and Training Committee.

Section 13. That this ordinance is declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take

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effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed June 6, 2011.
Effective June 13, 2011.

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Project Location



Cleveland Hopkins International Airport

Scope of Services



Design / Builder's Role:

- Design Services and Related Professional Services
- Construction Services

Scope of Services



Design Services:

- Schematic Design
- Design Development
- Construction Documents
- Construction Administration & Management

Professional Services:

- Architectural Design
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Geotechnical Services
- Environmental Services
- Surveying Services
- Landscape Design

Scope of Services



Construction Services:

- Project & Construction Management
- Integrated schedule for design & Construction
- Extension of Designs
- Permit Preparation & Application
- Cost Control
- Material and Equipment Acquisition
- Construction
- Environmental SWPPP
- Sustainability design and Construction
- LEED Certification
- Inspection and QA/QC
- Value Engineering
- As –built survey
- Training for operation and maintenance
- Turnover, warranty and record (“as-built”) drawings

Construction of canopies

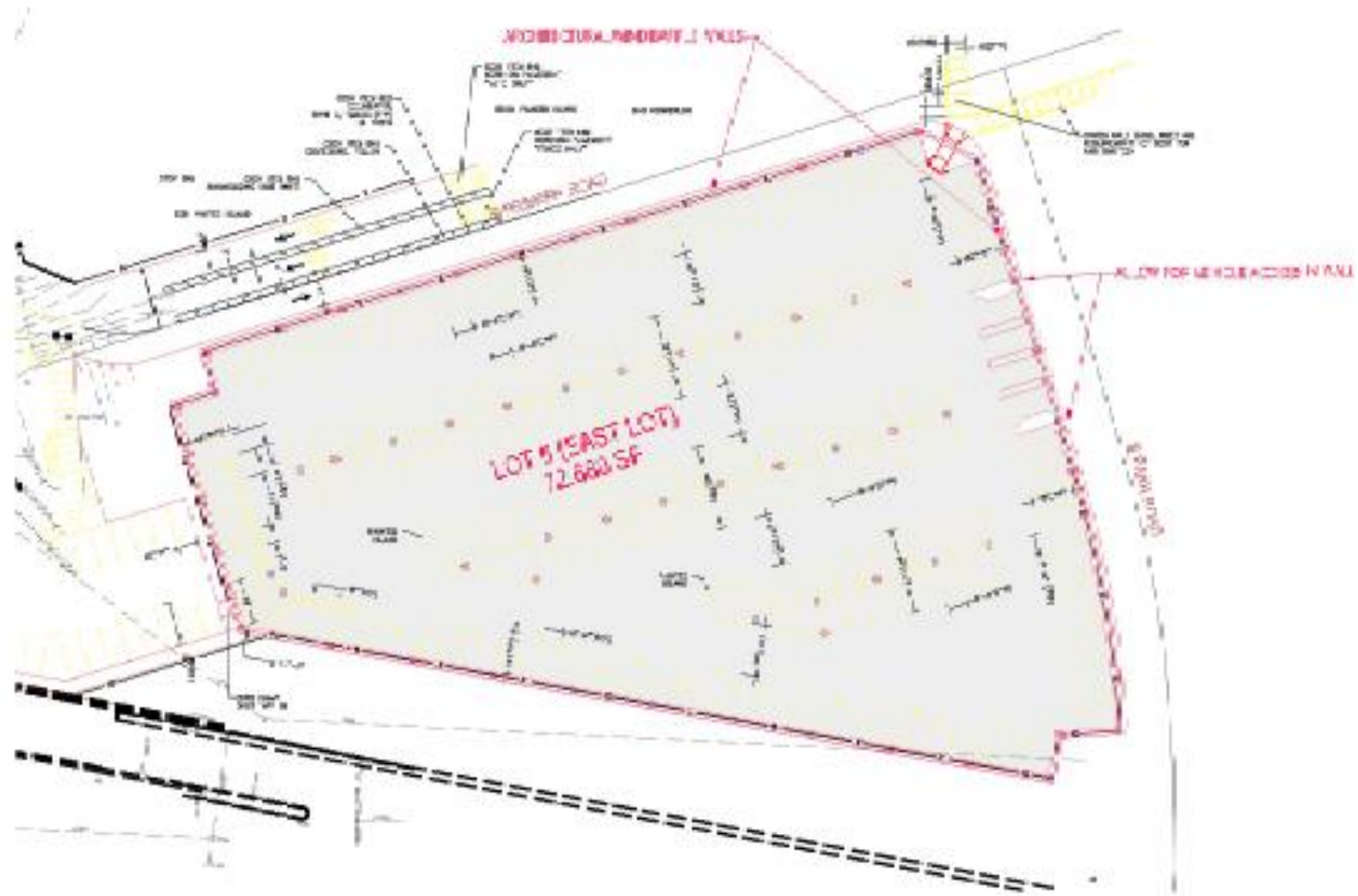
- Over the existing Red Lot, approximately 72,280 sf.,
- Over **a portion** of the Orange Lot, to cover approximately 92,680 sf.
- Any major upgrades, including underground utilities, electrical, mechanical, plumbing, fire protection, architectural fit-out and additional systems as required, including landscaping requirements.

Site Overview



LOCATION MAP
Not To Scale

Canopy over Existing Red Parking Lot



Sustainability Options



- Storm water management
- Reduce heat island effects
- Landscaping
- Preferred parking
- Vehicle charging stations
- Construction waste management
- Pervious pavement

Ed McDonald Safety and Risk Management Manager (216) 265-4901

- **Zero Injury Philosophy**
- **OSHA/FAA/DPC Requirements**
- **Competent Persons (As Defined By OSHA)**
- **Site Specific Safety Plan must be submitted and approved prior to the start of work.**

- “Safety Always” Philosophy
- OSHA/FAA/DPC Requirements
- Competent Persons (As Defined by OSHA)
- Site Specific Health and Safety Plan (HASP)
- Safety Data Sheets required submission
- Insurance Liabilities requirements
- Incident Reporting

DPC Environmental Services

Kim McGreal – Manager
216-265-6615

Beau Williams
216-265-6009
216-857-7036

Environmental



- A comprehensive storm water pollution prevention plan (SWP3) will be required for this project for compliance with CLE NPDES permit, SPCC plan, Industrial SWP3 and the City of Cleveland MS4 NPDES permit.
- SWP3 requirements and guidelines based on State of Ohio General Construction Permit OHC000003 and Ohio Department of Natural Resources Rainwater and Land Development Manual. SWP3 reviews and approvals through DPC Environmental Services and the Department of Building and Housing.
- Design consultant will be required to work with DPC Environmental Services and USDA Wildlife Services to develop post-construction best management practices (PCBMP) that align with CLE's storm water management and sustainability strategies (e.g. rain gardens, rain harvesting, pervious surfaces, green roofs, wildlife and maintenance minimization, retrofitting detention basins, offsite mitigation, etc.).
- The design consultant will need to work with USDA Wildlife Services when developing the canopy to minimize wildlife attractants and DPC for techniques for energy conservation such as sky lights.
- Demolition/Waste Management: All materials will need to be managed in accordance with local, state, and federal laws. Examples: light ballasts, used light bulbs, mercury thermostats, etc. Waste minimization techniques should be considered during design. Examples: recycling concrete and using onsite as pavement base materials.

Environmental



- Specification Section C-55 contains information relating to storm water pollution control among other environmental issues such as unexpected materials (e.g. foundry sand, slag, regulated wastes) and impacted trench water management.
- Be prepared to respond to equipment leaks and fuel spills. Store materials such as equipment batteries, fuel cans, and fluids in manner that prevents storm water contamination. DPC response to contractor spills will be billed directly to the contractor.
- ARFF for confined space entry permits and hot work permits, Cleveland Fire for hazardous materials permit (e.g. temporary fuel storage tanks, etc.)
- Please be aware that all fines resulting from violations of Environmental Specifications will be passed directly to the Contractor. Such violations may be as high as \$25,000 per day. DPC may also levy fines as detailed in C-55.

Environmental Inspections

- Cuyahoga Soil Water Conservation District
- DPC or designated contractor
- Contractor weekly and storm event (increase frequency if needed)
- Ohio EPA

Robert Fischietto

CHIA Operations Manager
(216) 265-6090

Paul Fisk

Airport Security Deputy
Commissioner
(216) 265-3305

Security Requirements

- Emergency Phone contacts of personnel will be delivered to Airport Operations (OPS) for contacts regarding project site and its activities.
- Logos are required on all vehicles entering the AOA. For vehicles remaining on-site, a ramp permit is required and applications are available at Security.
- Fingerprint results will be processed at \$65.00 payable to Transportation Security Clearing House. Payment is required at time of fingerprinting.
- No credentials will be issued until a Notice to Proceed is issued. Please allow 7-14 days for processing after Fingerprint results are received. This will allow time for the TSA to process the Security Threat Assessment.

Operations Requirements

- Activity on the airport must comply with FAA rules & regulations.
- All construction activity must comply with the requirements of the project's construction and safety/phasing plan.
- Cranes and/or obstructions require airspace approval; obtained by filing an FAA form 7460-1 through the Detroit Airports District Office (ADO), 734.229.2900 . (The Airport will be responsible for this. Contractor must allow adequate time for approval).

Jennifer Wiman
OEO Contract Compliance Officer
Phone 216-664-2667 Fax 216-664-3870
JWiman1@city.cleveland.oh.us

OEO Chapter 187 Requirements

Subcontractor Utilization Goals

15% Minority Business Enterprise (MBE) 7% Female Business Enterprise (FBE) and 8% Cleveland Small Business (CSB) Participation

- Contractors will be required to report payments and certified payrolls into the B2Gnow and LCPtracker Compliance Monitoring Systems throughout the duration of the project
- Please visit the Office of Equal Opportunity website for a registry of all certified MBE/FBE and CSB companies

www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity

City of Cleveland - Office of Equal Opportunity
SCHEDULE 1: PROJECT CONTACT INFORMATION FORM



Project Name:	
Bidder/Proposer Name:	

Part I: Bidder Information

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

Signature: _____ Date: _____
 Bidder/Proposer Representative:

 Title:

Schedule 1 - Project Contact Information Form

- Contractor to fill out form with contact information
- Sign and date form



City of Cleveland - Office of Equal Opportunity
SCHEDULE 2: SCHEDULE OF SUBCONTRACTOR PARTICIPATION

Project Name:	
Bidder/Proposer Name:	

List ALL PROSPECTIVE SUBCONTRACTORS (Certified and non-certified) that will be participating on this contract. The Bidder or Proposer is responsible for verifying that each CSB, MBE and FBE Subcontractor listed is certified to perform the particular type of work they are expected to perform for the contract.

Subcontractor:	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
OEO Compliance Contact:			\$
Contact Email Address:			\$
Contact Phone:			\$
Company Type: CSB <input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> Other <input type="checkbox"/> Non-Certified <input type="checkbox"/>			\$
Federal Tax ID#/EIN:	TOTAL		\$

Subcontractor:	Part 1: SPEC ITEM #	Part 2: TYPE OF WORK OR MATERIALS/SUPPLIES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
OEO Compliance Contact:			\$
Contact Email Address:			\$
Contact Phone:			\$
Company Type: CSB <input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> Other <input type="checkbox"/> Non-Certified <input type="checkbox"/>			\$
Federal Tax ID#/EIN:	TOTAL		\$

The prime contractor may not substitute subcontractors between the submission of bids and award of the contract. After the contract is awarded, the prime contractor may not substitute or shift subcontractors without written approval of the Director of OEO. When there are CSB, MBE and/or FBE goals established in the bid specifications, subcontractor substitutions must preserve the original bid participation percentage, unless the Director waives the requirement. The undersigned agrees that if awarded a contract, it will enter into a written agreement with each subcontractor listed above. If the total contract amount increases, the contractor shall use its best efforts to preserve the original CSB, MBE and/or FBE participation percentages for that increased amount.

Authorized Representative:			
Signature:		Date:	

Schedule 2 – Subcontractor Participation

- List all subcontractors that you will use on the project on Schedule 2
 - Name of Company
 - Address
 - Email Address
 - Check the box if the company is certified as a CSB/MBE/FBE
 - Type of work or materials supplied
 - Subcontractor amount

- Sign and date form



City of Cleveland - Office of Equal Opportunity
SCHEDULE 3: STATEMENT OF INTENT TO PERFORM AS A SUBCONTRACTOR

Subcontractor Name:	
Bidder/Proposer Name:	
Project Name:	

Subcontractor is a: CSB MBE FBE
 Have you (subcontractor) been notified by the Office of Equal Opportunity that you have met the annual subcontracting participation maximum for this calendar year? Yes No

The undersigned prospective subcontractor intends to perform work or furnish supplies/materials in connection with the contract as a (check all that apply):
 Individual
 Corporation organized and existing under the laws of the State of _____
 Proprietorship,
 Partnership, or
 Joint Venture consisting of _____

The CSB, MBE or FBE status of the undersigned contractor is confirmed in the Office of Equal Opportunity's registry of certified CSBs, MBEs and FBEs. The contractor is prepared to perform the following work items or parts thereof for the above contract.

Part 1: SPEC ITEM #s	Part 2: TYPE OF WORK OR SUPPLIES/MATERIALS	Part 3: TOTAL SUBCONTRACT AMOUNT IN DOLLARS
		\$

RE-SUBCONTRACTING

The undersigned prospective subcontractor will re-subcontract work on this contract:
 Yes (If Yes, fill out a "Blank" Schedule 2 and indicate the subcontractors being used as 2nd Tier subcontractors.)
 No

The undersigned prospective subcontractor will enter into a written agreement with the Bidder or Proposer for the above work items after the award, but prior to the execution of the contract with the City of Cleveland.

Authorized Subcontractor Representative:	
Signature:	Date:

Schedule 3 - Intent to Perform as a Subcontractor

- Prime to have CSB/MBE/FBE subcontractors fill out
- CSB/MBE/FBE subcontractor should indicate type of work and dollar amount
- CSB/MBE/FBE subcontractor should sign and date form



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

Project Name:	
Bidder/Proposer Name:	

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

Section A:

Please check one of the following:

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

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

Section B:

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

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

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

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

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

Authorized Representative:			
Signature:		Date:	

Schedule 4 – Unavailability/Impracticality

- Prime to document their good faith effort in trying to contract with the CSB/MBE/FBE firms
- Sign and date form

OEO Chapter 188

Fannie M. Lewis Resident Employment Law Requirements

- ❑ 20% of the total work hours to be performed by Cleveland Residents
- ❑ 4% of the 20% to be performed by Cleveland Low Income Residents
 - Cleveland Low Income Employees must be approved by OEO
- Prime Contractors can be penalized if the resident employment requirements are not met



Emerging Business Enterprise Development Team



Contact Information:

**Herlinda Bradley, Manager
(O) 216-265-6791**

E-mail: hbradley@clevelandairport.com

**Rosita Turner, Contract Compliance Officer/Prevailing Wage
(O) 216-265-6606**

E-mail: rturner@clevelandairport.com

**Roman Orinoco, Contract Compliance Monitor/Auditor
(O) 216-265-6197**

E-mail: ro@clevelandairport.com

**Jermaine Brooks, Certification/Outreach Officer
(O) 216-265-3389**

E-mail: jbrooks@clevelandairport.com

PREVAILING WAGE

- **Ohio Prevailing Wage Law.....ORC 4115**

- **Public improvement construction projects:**
 - ✓ New construction/Re-construction
 - ✓ Alteration, enlargement
 - ✓ Repair, remodeling, renovation, or painting

- **Paid to skilled trades employees**

SUBMISSIONS REQUIREMENTS

1. Applicable prevailing wage rate schedule.

2. Certified payroll registers:

Initial: 2 weeks after project had started

Thereafter: Weekly

SUBMISSIONS ARE WEEKLY!

CONTRACT COMPLIANCE

➤ **Monthly submissions of Payments Compliance Reports**

➤ **On-site visit interviews**

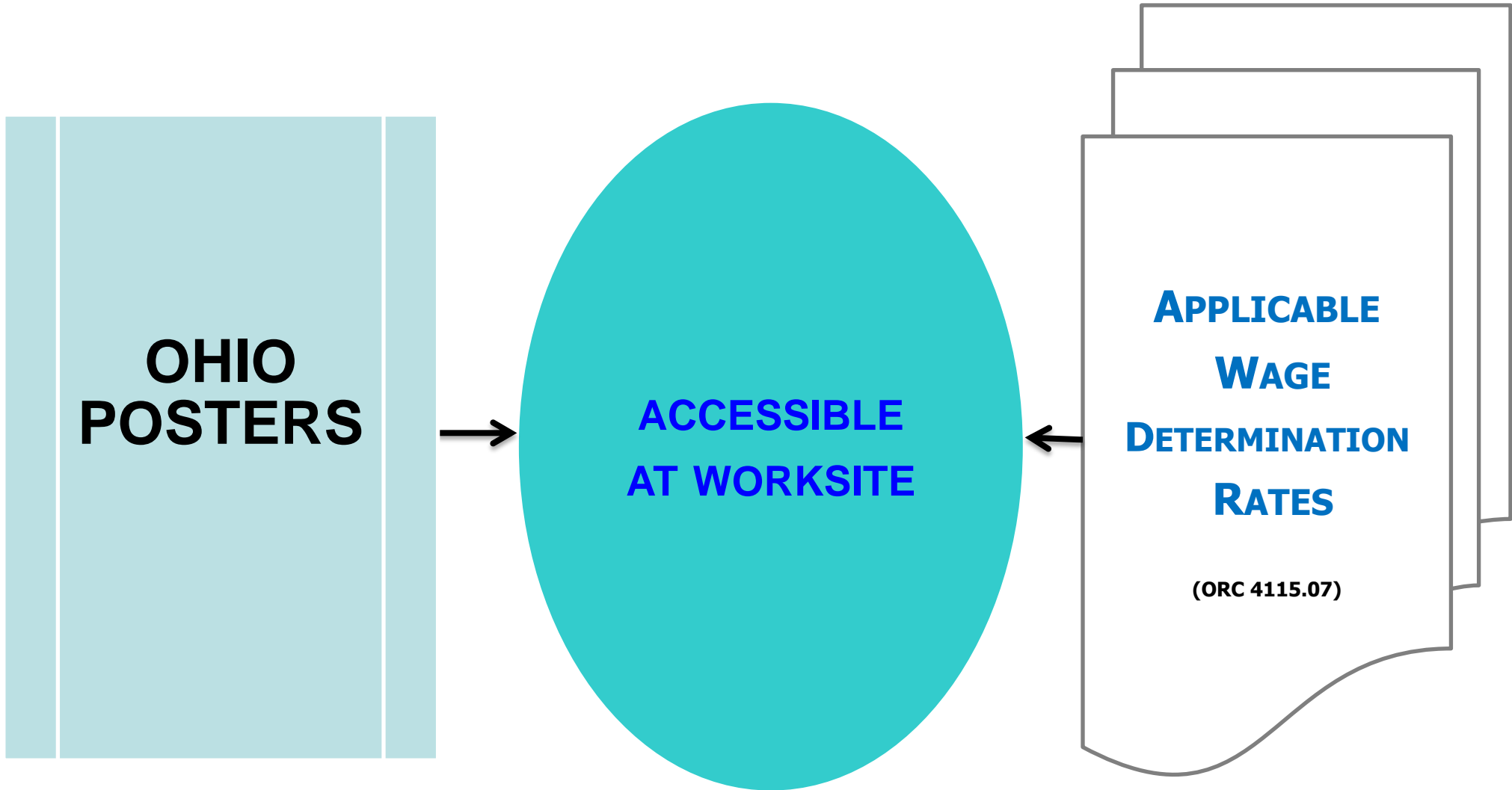
Note: Employees must have the following:

Drivers license

Or State ID

Or Union ID

EBED Requirements





**Written questions - send to
designated Procurement Officer**

Selection Criteria



- Qualifications/Experience – 15 points
- Project Approach – 30 points
- Key Staff – 20 points
- Management Approach – 25 points
- Work Product Sample – 10 points

Proposal Discounts Available

- CSB, MSB, or FBE (or Joint Venture) Credit – 5%
- LPE, SUBE Credit – 4%

Selection Criteria



The technical portions will be reviewed by DPC staff members who will award points as identified previous slide. Summaries of all staff evaluations will be combined and the Proposals will be ranked in order of their score, highest to lowest. The lowest scored Proposal will then be assigned its ranking value of one, the second lowest will be assigned a ranking value of two, etcetera up to the highest technical team.

The Fee Proposals will be opened and verified for accuracy and likewise ranked in order of highest to lowest. The highest fee will be assigned a ranking value of one, the second highest will be assigned a ranking value of two, etcetera up to the lowest fee.

Selection Criteria



The two rankings for each firm will be weighted first by 50% for the Proposal score ranking and then by 50% for the fee ranking. The sum of the two weighted values will be used to determine the overall ranking of the best submittal for award.

The Department of Port Control reserves the right to conduct interviews with the highest rated firms.

Forms to be submitted with SOQ's

Non Competitive Bid Contract Statement



Requested By: _____
(Department/Office)

**NON-COMPETITIVE BID CONTRACT
STATEMENT FOR CALENDAR YEAR 2014
(ALL DEPARTMENTS/OFFICES)**

This statement, properly executed and containing all required information must be completed. IF YOU FAIL TO COMPLY, YOUR PROPOSAL WILL NOT BE CONSIDERED.

Entity Name: _____
Entity's Mailing Address: _____

COMPLETE SECTION I, II, OR III BELOW, WHICHEVER IS APPROPRIATE, AND SECTION IV.

NOTE: For purposes of this Statement, the "Mayor" and "Mayor's Committee" means Frank G. Jackson and the Frank G. Jackson For A Better Cleveland Committee, respectively.

SECTION I. TO BE COMPLETED BY NON-PROFIT CORPORATIONS AND GOVERNMENTAL ENTITIES.

If you are recognized by the IRS as a non-profit corporation or are a governmental entity, mark the appropriate designation below and proceed to the indicated section(s).

- ____ NON-PROFIT CORPORATION GO TO SECTIONS III and IV.
____ GOVERNMENTAL ENTITY GO TO SECTION IV.

SECTION II. TO BE COMPLETED BY INDIVIDUALS, SOLE PROPRIETORSHIPS, PARTNERSHIPS, INCORPORATED PROFESSIONAL ASSOCIATIONS, UNINCORPORATED ASSOCIATIONS, ESTATES AND TRUSTS.

The above-named entity is a (Please mark appropriate designation):

- ____ SOLE PROPRIETORSHIP ____ TRUST
____ INCORPORATED PROFESSIONAL ASSOCIATION ____ ESTATE
____ UNINCORPORATED ASSOCIATION ____ PARTNERSHIP
____ LIMITED LIABILITY COMPANY ____ JOINT VENTURE

For purposes of Section II, a "principal" means an individual, an owner, a partner, a shareholder, a member, an administrator, an executor or trustee connected with the above-named entity, or the spouse of any of them.

PLEASE READ PARAGRAPHS (A) and (B) and mark the appropriate paragraph. If paragraph (B) is checked, the City of Cleveland is prohibited by Section 3517.13 of the Revised Code from awarding a non-competitively bid contract over \$500.00 to the entity during calendar year 2014 unless Council makes a direct award.

- ____ (A) NO ONE PRINCIPAL of the above named entity made one or more contributions to the Mayor or the Mayor's Committee between January 1, 2012 and December 31, 2013 that totaled in excess of \$1,000.00 per individual. (This paragraph also applies if no principal of the above-named entity made any contributions to the Mayor or the Mayor's Committee).
____ (B) ONE OR MORE PRINCIPALS of the above named entity made, as individual(s), one or more contributions to the Mayor or the Mayor's Committee between January 1, 2012 and December 31, 2013 that totaled in excess of \$1,000.00.

Affidavit

NOTE: Sections 181.23 and 185.04 of The Codified Ordinances of Cleveland, Ohio 1978 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 of _____

at _____, 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 the 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: _____

Forms to be submitted with SOQ's

Northern Ireland Fair Employment Practices Disclosure

W-9 Taxpayer ID

W-9 Form (Rev. October 2007) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give form to the requester. Do not send to the IRS.
Name (as shown on your income tax return)				
Business name, if different from above				
<input type="checkbox"/> Check appropriate box: Individual/sole proprietor <input type="checkbox"/> Limited liability company. Enter the tax classification (S-disregarded entity, C-corporation, P-partnership) in <input type="checkbox"/> Other (see instructions) <input type="checkbox"/> Exempt payee				
Address (number, street, and apt. or suite no.)				
City, state, and ZIP code				
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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3. Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.				
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).				
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 this certification, but you must provide your correct TIN. See the instructions on page 4.				
Sign Here		Signature of U.S. person		Date
General Instructions				
Section references are to the Internal Revenue Code unless otherwise noted.				
Purpose of Form				
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.				
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to this person requesting it (the requester) and, when applicable, to:				
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).				
2. Certify that you are not subject to backup withholding, or				
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partner's share of effectively connected income.				
Note: If 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: <ul style="list-style-type: none"> • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). 				
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to file a withholding tax on any foreign partner's share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.				
The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases: <ul style="list-style-type: none"> • The U.S. owner of a disregarded entity and not the entity, 				

NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE

INSTRUCTIONS: Pursuant to Codified Ordinance Sec. 181.36, 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 prior to any contract being awarded by the City of Cleveland. Any contractor or subcontractor who is deemed to have made a false statement shall be declared to have acted in default of its contract and shall be subject to the remedies for default contained in its contract. For failure to cure such a default, the contractor or subcontractor shall be automatically excluded from bidding for the supply of any goods or services for use by the City for a period of two (2) 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 PRINCIPLES 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.

Proposal Submittal



DIRECT ALL QUESTIONS TO:

Kassan Bahhur

VIA FACSIMILE AT (216) 265-6021

OR E-MAIL TO kbahhur2@clevelandairport.com (PREFERRED)

PROPOSAL SUBMITTAL:

A. PLEASE PROVIDE: 7 COPIES (+ 1 UNBOUND) + 1 CD

B. SUBMITTAL DUE DATE: February 6, 2015 at 4:00 PM EST

C. SUBMITTAL LOCATION:

Cleveland Hopkins International Airport

Administration Offices

5300 Riverside Drive

Cleveland, Ohio 44135

Attention: Kassan Bahhur, Procurement Officer

Questions and Answers



Please send all future questions to:

Department of Port Control

Attn: Kassan Bahhur

via fax: (216) 265-6021

via email: kbahhur2@clevelandairport.com (PREFERRED)

Deadline for all question submittals is

January 12, 2015 by 5:00 PM EST

All questions will be answered via website posting

**PLEASE PROVIDE A VALID AND READABLE EMAIL
ADDRESS ON THE SIGN-IN SHEET**