

COLUMBUS METROPOLITAN LIBRARY

Invitation to Bid

SNOW REMOVAL SERVICES FOR THE 2017 – 2018 SEASON

Issue Date: August 18, 2017

ITB Number: CML # 17-020

Issued by:

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

September 8, 2017
No later than 12:00 NOON EST



Dan Jones, Procurement Buyer
 Procurement Department
 Telephone: (614) 849-1028; FAX: (614) 849-1140
 djones@columbuslibrary.org

INVITATION TO BID COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library” or “Owner”) is issuing this Invitation to Bid (“ITB”) *Snow Removal Services for the 2017 – 2018 Season* project (the “Project”). The ITB Identification Number is CML # 17-020.

Bids must be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 **no later than 12:00 Noon on September 8, 2017**. Any bid (“Bid”) arriving after 12:00 Noon will be marked late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted no later than 5:00 p.m. on August 30, 2017 to procurement@columbuslibrary.org.

The bidder (“Bidder”) declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this ITB and agrees to fulfill the requirements of any contract (“Contract”) for which it is selected to provide the specified goods and/or services at the prices proposed.

The Bidder certifies, by signature affixed to this Invitation to Bid Cover Sheet, that the information provided by it in response to the ITB, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing the Bid	(Please print or type)	Title
Bidder Name		
Mailing address		
City	State	ZIP
Telephone		Toll Free Telephone
Contact Person		Fax Number
E-mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE BID.

OVERVIEW

The Columbus Metropolitan Library is seeking competitive bids for *snow removal and related services at all locations, as indicated on the attached locations listing*. This project ("Project") is to provide labor, materials, and supervision to complete the snow removal at Columbus Metropolitan Library's properties.

It is the Library's intention to obtain materials and services, as specified in the ITB, from a Contract between the successful Bidders and CML.

CML may consider multiple awards if it is determined to be in the best interests of the Library.

Bidders must be able to provide all products / services and meet all of the requirements contained in this solicitation and the successful Bidder (the Contractor) shall remain responsible for Contract performance.

DIVERSITY

Because Columbus Metropolitan Library serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE and/or EDGE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

BID REQUIREMENTS

The Bidder is responsible for all information contained in any addenda issued by CML.

All responses to this ITB shall be in the following prescribed format.

Bid Instructions:

Each Bidder must submit its costs in the prescribed format in Attachment 1 – Bid Price Submission Form. Each Bidder must submit one (1) original Bid, completed and signed in blue ink, and four (4) copies for a total of five (5) complete Bid packages.

Bids are due no later than the specified due date, at 12:00 noon. Bids submitted by e-mail or fax are not acceptable and will not be considered. Bids must be submitted to:

Columbus Metropolitan Library
Attn: Dan Jones, Procurement Buyer
96 South Grant Avenue Columbus, OH 43215

Bids will be accepted until the time marked on the legal notice of the ITB. The Library is not responsible for any late mail or special service deliveries

Bid responses are to be organized and submitted in accordance with the instructions in this section. Responses shall be organized into the following marked or tabbed sections:

1. **Cover Letter**

A cover letter, on the Bidder's letterhead, must be submitted and shall include, but need not be limited to, the following information:

- A. The signature of a person authorized to bind the Bidder legally to the extent of work and financial obligation outlined in its Bid.
- B. A statement that the Bid will be valid for 180 days.
- C. Identification of all the material enclosures submitted in response to this ITB.
- D. A summary of the submitted Bid and a brief statement of the Bidder's qualifications to meet the needs as described in this ITB. This information shall include:
 - I. The names of the individuals involved in the preparation of the Proposal and their relationships to the Bidder.
 - II. The name, address and telephone number of the individual to whom inquiries relating to the Bid shall be directed.
- E. A statement that the Bidder agrees to and accepts all terms and conditions contained herein.

2. **Project Overview ("Work Plan")**

The Work Plan should include a detailed description as to how the Bidder will deliver on every aspect of the Project.

3. **Bidder's Qualifications**

Information included in this section shall include, but not be limited to, the following:

- A. A Statement of Affirmation as to Bidder's ability to perform the Work.
- B. A list indicating Bidder's snow removal equipment inventory.
- C. List three (3) local commercial references which the Bidder has performed snow removal services for at less three (3) consecutive years.

4. **Description of Services and Staffing ("Staffing Plan")**

The Staffing Plan will outline who will do the Work, including subcontractors.

5. **Response to Scope of Services Requirements**

- A. A statement as to how snow removal services will be provided.

EVALUATION CRITERIA

1. Bids will be evaluated based on the Total Bid Price where the Total Bid Price will be the sum of the Billable Hourly Rate + Price per Pound of Salt + Price per Pound of Calcium.

ADDITIONAL INFORMATION

1. Addenda to this ITB will be posted on the Columbus Metropolitan Library Web-site: www.columbuslibrary.org/about/doing-business at least five (5) business days prior to the ITB opening. Bidders are responsible for any information provided in any and all issued addenda.
2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date and detail costs and are to be submitted on company letterhead, to the email address on the Library's purchase order.
3. Times referenced herein are Columbus, Ohio local time.
4. Submission of a Bid in response to this ITB is the Bidder's acknowledgement that subjective criteria may be used in the evaluation of Bids. Award shall be made to the responsive and responsible Bidder determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.

Snow Removal Season 2017 -2018 Contract

For the purpose of this document, the Columbus Metropolitan Library’s snow removal season shall run from November 1, 2017 through March 31, 2018

Locations

Sites for the 2017-2018 Snow Season. (Subject to change at any time per CML’s operational needs and the CML construction schedule.)

Branch	Address	City	Region	Deadline for Snow Removal	Deadline during Business Hours
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Region 1

Linden	2223 Cleveland Avenue	Columbus	1	8:00 A.M.	4 hours after snow
Whetstone	3909 N. High Street	Columbus	1	8:00 A.M.	4 hours after snow
Northern Lights	4093 Cleveland Ave	Columbus	1	8:00 A.M.	4 hours after snow
Karl Road	5590 Karl Road	Columbus	1	8:00 A.M.	4 hours after snow

Region 2

Northside	1423 N. High Street	Columbus	2	8:00 A.M.	4 hours after snow
Driving Park	1422 E Livingston Ave	Columbus	2	8:00 A.M.	4 hours after snow
Main	96 S. Grant Avenue	Columbus	2	8:00 A.M.	4 hours after snow
Parsons	1113 Parsons Avenue	Columbus	2	8:00 A.M.	4 hours after snow
Franklinton	1061 W. Town St.	Columbus	2	8:00 A.M.	4 hours after snow

Region 3

Dublin	75 N. High St.	Dublin	3	8:00 A.M.	4 hours after snow
South High	3540 S. High Street	Columbus	3	8:00 A.M.	4 hours after snow
Hilliard	4772 Cemetery Rd.	Hilliard	3	8:00 A.M.	4 hours after snow
Hilltop	511 S. Hague Ave.	Columbus	3	8:00 A.M.	4 hours after snow

Region 4

Gahanna	310 Granville Street	Gahanna	4	8:00 A.M.	4 hours after snow
New Albany	200 Market Street	New Albany	4	8:00 A.M.	4 hours after snow
Operations Center	101 South Stygler Rd.	Gahanna	4	8:00 A.M.	4 hours after snow
Whitehall	4445 East Broad St.	Columbus	4	8:00 A.M.	4 hours after snow

Region 5

Livingston	3434 Livingston Avenue	Columbus	5	8:00 A.M.	4 hours after snow
Marion-Franklin	2740 Lockbourne Rd.	Columbus	5	11:00 A.M.	4 hours after snow
Martin Luther King	1600 E. Long Street	Columbus	5	8:00 A.M.	4 hours after snow
OLD Shepard	790 N. Nelson Road	Columbus	5	11:00 A.M.	6 hours after snow
NEW Shepard	850 N. Nelson Rd	Columbus	5	8:00 A.M.	4 hours after snow

Region 6

Southeast	3980 S. Hamilton Road	Groveport	6	8:00 A.M.	4 hours after snow
Canal Winchester	100 Washington St.	Canal Winchester	6	11:00 A.M.	4 hours after snow
Reynoldsburg	1402 Brice Road	Reynoldsburg	6	8:00 A.M.	4 hours after snow

(For the purpose of the bid, no one company will have the ability to acquire more than 2 Regions. If bidding more than one Region, Bidder must indicate the priority order in which it would wish to have the Regions awarded.)

Pricing

The pricing will be based on an hourly rate of plowing service while the plowing crew is on site only. CML will not pay travel time from branch to branch. The hourly rate is to include all plowing, hand snow shoveling of all walkways and spreading of salt / calcium.

Bidder shall list its billable cost for salt and calcium **per pound** that will be a fixed rate per year for this term. (Refer to the Bid Price Submission Form, Attachment 1 that must be completed, per Region.)

Definitions

1. Walkways are defined as any sidewalk surface extending up to 100 feet in any direction from the main entrance and staff entrance of the location.
2. Deadline for snow removal is defined as the time where all snow and or ice should be removed from the CML Property.
3. Deadline during business hours is defined as the time during business hours after CML has dispatched the snow removal contractors where all snow and or ice in the specific Region should be removed.

Equipment and Supplies

1. Rock salt may be used on parking lots only. Care must be taken to prevent salt distribution to adjacent turf and flower bed areas. Calcium chloride is to be used on walkways. Rock Salt or Calcium chloride will be spread by a hand spreader or walk behind spreader. Truck mounted salt spreaders may be used for the open areas of the parking lots. Over salting of any area is not allowed, CML may ask for a credit if the amount of charged salt cost is excessive.
2. If any parking blocks, signs, or curbing are moved during the plowing process the Contractor will put these items back in place and make necessary repairs. Note: CML has several new buildings with freshly poured concrete curbs and sidewalks. Please take extra care to prevent damage.
3. The Contractor warrants that sufficient equipment in good working order and manpower is/will be available to ensure timely completion of the work. In the event of mechanical breakdown, Contractor will immediately notify CML Management Staff so that another Contractor may be substituted. CML reserves the right to bring in non-listed secondary snow removal service providers to fill these gaps.
4. The Contractor shall use their own employees and vehicles. Subcontracting of CML's snow removal Contract is not allowed.

CML Authorized Personnel

1. CML's authorizing agents for snow removal approval are; Marc Terman, Brien Oliver, Ryan Drake, and Andrew Kistler.
2. Brien Oliver will directly control New Driving Park, Driving Park, Gahanna, Livingston, Main, Martin Luther King, Parsons, Reynoldsburg, Shepard, New Whitehall, Operations Center.
3. Marc Terman will directly control; Dublin, Franklinton, Hilliard, Hilltop, Karl Rd, Linden, New Albany, Brookhaven, North side, South High, South East, Whetstone, Marion Franklin, Northern Lights.

Additional Requirements

1. Contractor must have the following forms of communication, and must take a picture after each plow has been completed at each facility:
 - a) Smart phone with the ability to take pictures to email CML's group email address PMSNOWGROUP@columbuslibrary.org after each facility has been plowed or salted as proof that the work has been completed.

2. For snowfall under one (1) inch, Contractor shall wait for verbal or emailed approval from the Library's authorized personnel prior to dispatching crews to perform snow removal. The Library will NOT pay for snow removal which occurs without authorization.
3. For snowfall above one (1) inch, Contractor shall automatically begin the snow-plowing process, without the need for verbal approval from the Library's authorized personnel. All CML locations must be thoroughly plowed and treated for ice no later than the time indicated on Attachment 2 on the day of the storm, prior to each facility opening to the public.
4. The Library will routinely plow after a 1" snowfall, but reserves the right to alter this minimum on an "as needed" basis. The deadline during business hours is 4 hours after the snow stops to have each Region completed.
5. For preparation of an ice storm pretreating with salt / calcium chloride might be necessary. The Contractor will contact CML's management team for specific branch locations to treat. Expectation during any type of ice storm is that all walkways are reasonably clear of ice to prevent any slips, trips, or falls from our customers or employees. The initial pretreatment needs to be completed prior to the winter storm hitting the area. Pay special attention to not over treat the parking lots and sidewalks.
6. Sidewalks shall be treated with calcium chloride only AFTER clearing all fallen snow. Note: CML has several new buildings with freshly poured concrete curbs and sidewalks. Please take extra care to prevent damage.
7. Damage to irrigation heads, parking blocks, sidewalks, or curbs as a result of plowing activity will be repaired at the Contractor's expense, and per the Library's schedule.
8. Handicap parking spaces and ramps are to be cleared on every trip, regardless of the scope of other activities. At no time is plowed snow to be left in a handicap space.
9. Snow may be stacked in accordance with good plowing practice, where it causes the least disruption of normal traffic flow. If snow is stacked inappropriately, the Contractor may be asked to move the snow at no charge to CML.
10. Contractor will provide real time update as to which sites have been cleared via email PMSNOWGROUP@columbuslibrary.org. One running email from each Contractor stating when each branch is completed. CML will be checking branches off the list as the emails come in.
11. Old Shepard location will still require the sidewalks to be cleared and salted. During heavy storms of more than 2", the parking lot will need to be plowed. This site can be placed at a low priority.

Qualifications

The Bidder shall:

1. List three local commercial references for whom the Bidder has performed snow removal services no less than 3 consecutive years. (The Library can be one of the references.)

2. Provide a single phone number and email address which would be monitored 24/7 during the winter season. This will mainly be used for sending and receiving communication about the plowing status of all branches the Contractor would be responsible for plowing.

Invoicing and Payment

1. Invoicing must be on a “per event” basis. An event is defined as any 24-hour period, commencing at midnight and ending at 11:59 p.m. Invoices must be itemized by location and date.
2. Invoices must be submitted to accountspayable@columbuslibrary.org for payment **no later than 7 calendar days** after the Work is performed. **Invoices received past this timeframe will not be accepted**. At the Library’s discretion, CML can approve and issue payment within 30 calendar days of receipt. Invoices must show actual cost per branch. Invoices can be grouped together under one invoice number.

Columbus Metropolitan Library
Procurement Department
Contract Terms and Conditions

Contract Components. Entirety. Changes Interpretation

Contract Components: This contract consists of the complete Invitation to Bid (ITB), including the Instructions and Interpretations to Bidder, the Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications, and any written addenda to the ITB; the completed sealed written Bid, including proper modifications, clarifications and samples; and applicable, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the "Contract"). The terms solicitation and Invitation to Bid (ITB) have similar meaning and are used interchangeably, where appropriate.

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a Bid submitted to CML in response to an ITB (referred to as the "Supplier" or the "Contractor" in these Terms and Conditions) and Columbus Metropolitan Library (CML). References to "Vendor" in any of the contract components are deemed to refer to the Supplier or Contractor selected to provide the specified equipment, supplies and/or services that are the subject of the Contract.

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order products, supplies or services under this Contract from the Supplier directly. The Supplier may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML.

Subcontracting: The Contractor may not enter into subcontracts for the Work after Contract award without written approval from CML. The Contractor will not need CML's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor, unless expressly stated otherwise in the Contract.

CML's approval of the use of subcontractors does not mean that CML will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold CML harmless for and will indemnify CML against any such claims.

Further, CML will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. The Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.

If the Contractor uses any subcontractors, each subcontractor must have a written

agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide exclusions for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages CML in any way, the Contractor will indemnify CML for the damage.

Standard Invoice and Payment

Invoice: The Contractor shall submit invoices to accountspayable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Supplier noting the areas of discrepancy.

Payment: In consideration for the Supplier's performance, CML will pay the Supplier as invoiced. *Payments will be made by electronic funds transfer (EFT)*. For all transactions, the Supplier must have a valid W9 form on file with the Finance Department. The completed form should be included with the Bid or mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for products, supplies and services it has received and accepted.

Taxes: Columbus Metropolitan Library is exempt from all federal, state and local taxes as CML is part of Franklin County Government and has a 501 nonprofit status.

Term of Contract: This Contract is effective upon the projected beginning date of the ITB Cover Page or upon signature of CML by the Fiscal Officer, whichever comes later in time. This Contract will remain in effect until the Contract is fully performed by both parties or cancelled in accordance with the Terms found herein.

Contract Renewal: This Contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by mutual agreement of both parties, as stated herein. The cumulative time of all renewals may not exceed three (3) years.

Delivery

F.O. B. The Place of Destination: Where applicable, the Supplier must provide the products, supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid and included, unless otherwise stated.

Time of Delivery: [Not required]

Minimum Orders-Transportation Charges: [Not required]

Contract Cancellation: Termination: Remedies

Contract Cancellation: If a Supplier fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Supplier's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Supplier.
- B. **Cancellation by Unremedied Default:** If a Supplier's default may be cured with a reasonable time, CML will provide written notice to the Supplier specifying the default and the time within which the Supplier must correct the default. If Supplier fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Supplier. If CML does not give timely notice of default to Supplier, CML has not waived any of its rights or remedies concerning the default.
- C. **Cancellation by Persistent Default:** CML may cancel this Contract by written notice to Supplier for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Supplier of its third default, CML may cancel this Contract without providing Supplier with an opportunity to cure, if the Supplier defaults a fourth time. CML shall provide written notice of the termination to the Supplier.
- D. **Cancellation for Financial Instability:** To the extent permitted by law, CML may cancel this Contract by written notice to Supplier if a petition in bankruptcy or similar proceedings has been filed by or against the Supplier.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days written notice to the Supplier.

Remedies for Default:

- A. **Actual Damages.** The Supplier is liable to CML for all actual and direct damages caused by the Supplier's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Supplier, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Supplier's default, from the Supplier.
- B. **Deduction of Damages for Contract Price.** CML may deduct all or any part of the damages resulting from Supplier's default from any part of the price still due on the Contract, after CML has provided prior written notice to Supplier of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Supplier is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term "force majeure" means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate. The Supplier may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML's written consent is void.

Indemnification: Supplier will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Supplier's performance under this Contract, including the performance by Supplier's employees and agents and any individual or entity for which the Supplier is responsible.

Confidentiality: Supplier may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Supplier may not disclose any information obtained by it as a result of the Contract without written permission from CML. Supplier must assume that all CML information, documents, data, records or other material are confidential.

Publicity: Supplier and any of its subcontractors may not use or refer to this Contract to promote or solicit Supplier's or subcontractor's supplies or services. Supplier and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Supplier shall carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Supplier, and any agent of the Supplier, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Purchasing Division within seven (7) calendar days after notification by the CML of its selection of the Supplier to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period will result in the Bidder's Bid not being considered. Said certificates are subject to the approval of the CML Manager of Purchasing and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Manager of Purchasing. Failure of the Supplier to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Supplier. Any Supplier, broker, or subcontractor who will be on

CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: The Supplier shall maintain insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of \$2,000,000. If the Supplier uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the Supplier's commercial general liability insurance shall be primary over any other coverage. The Purchasing Division reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Supplier's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Supplier for immediate correction. If the Supplier fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Supplier warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and be in compliance with the contract specifications.

ITB & BID QUESTIONS

Any questions or clarifications regarding this ITB should be sent to purchasing@columbuslibrary.org and reference the ITB Identification Number and title of the ITB no later than 5:00 p.m. on Wednesday, August 30 2017.

Answers to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's Web site at www.columbuslibrary.org/about/doing-business. The Library will make every attempt to respond to questions within 48 hours of receipt. Regardless, answers will be posted no later than noon on Friday, September 1, 2017.

PROJECTED TIMELINE

The projected timeline for this ITB process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

Activity	Target Completion Date
Issuance of ITB Inquiry Period Begins	Friday, August 18, 2017
Inquiry Period Ends	Wednesday, August 30, 2017 at 5:00 p.m.
Final Response to Vendor Questions	Friday, September 1, 2017 by noon
Due Date	Friday, September 8, 2017 by noon
Selection of Successful	TBD

Attachment 1 – Bid Price Submission Form

Region 1

Location	Address	City	Deadline for Snow Removal
Northern Lights	4093 Cleveland Ave	Columbus	8:00 AM
Linden	2223 Cleveland Avenue	Columbus	8:00 AM
Whetstone	3909 N. High Street	Columbus	8:00 AM
Karl Road	5590 Karl Road	Columbus	8:00 AM

	Billable Hourly Rate	Price Per Pound of Salt	Price Per Pound of Calcium
2017-2018	\$	\$	\$
2018-2019	\$	\$	\$
2019-2020	\$	\$	\$

Region 2

Location	Address	City	Deadline for Snow Removal
Driving Park (New)	1422 E. Livingston Ave	Columbus	8:00 AM
Northside	1423 N. High St.	Columbus	8:00 AM
Main	96 S. Grant Ave	Columbus	8:00 AM
Parsons	845 Parsons Ave	Columbus	8:00 AM
Franklinton	1061 W. Town Street	Columbus	8:00 AM

	Billable Hourly Rate	Price Per Pound of Salt	Price Per Pound of Calcium
2017-2018	\$	\$	\$
2018-2019	\$	\$	\$
2019-2020	\$	\$	\$

Region 3

Location	Address	City	Deadline for Snow Removal
Dublin	75 N. High Street	Dublin	8:00 AM
South High	3540 S. High Street	Columbus	8:00 AM
Hilliard	4772 Cemetery Road	Hilliard	8:00 AM
Hilltop	511 S. Hague Avenue	Columbus	8:00 AM

	Billable Hourly Rate	Price Per Pound of Salt	Price Per Pound of Calcium
2017-2018	\$	\$	\$
2018-2019	\$	\$	\$
2019-2020	\$	\$	\$

Region 4

Location	Address	City	Deadline for Snow Removal
Gahanna	310 Granville Street	Gahanna	8:00 AM
New Albany	200 Market Street	New Albany	8:00 AM
Operations Center	101 S. Stygler Road	Gahanna	8:00 AM
Whitehall	4445 E. Broad Street	Columbus	8:00 AM

	Billable Hourly Rate	Price Per Pound of Salt	Price Per Pound of Calcium
2017-2018	\$	\$	\$
2018-2019	\$	\$	\$
2019-2020	\$	\$	\$

Region 5

Location	Address	City	Deadline for Snow Removal
Livingston	3434 Livingston Avenue	Gahanna	8:00 AM
Marion-Franklin	2740 Lockbourne Road	Columbus	11:00 AM
Martin Luther King	1600 E. Long Street	Columbus	8:00 AM
OLD Shepard	790 N. Nelson Road	Columbus	11:00 AM
NEW Shepard	850 N. Nelson Road	Columbus	8:00 AM

	Billable Hourly Rate	Price Per Pound of Salt	Price Per Pound of Calcium
2017-2018	\$	\$	\$
2018-2019	\$	\$	\$
2019-2020	\$	\$	\$

Region 6

Location	Address	City	Deadline for Snow Removal
Southeast	3980 S. Hamilton Road	Columbus	8:00 AM
Canal Winchester	100 Washington Street	Canal Winchester	11:00 AM
Reynoldsburg	1402 Brice Road	Reynoldsburg	8:00 AM

	Billable Hourly Rate	Price Per Pound of Salt	Price Per Pound of Calcium
2017-2018	\$	\$	\$
2018-2019	\$	\$	\$
2019-2020	\$	\$	\$