

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 June 17, 2021
 Learning Commons Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
 Ms. Rodriguez, Mr. Hairston, Mr. Parker

Absent: Ms. Thomas

Ms. Rodriguez called the Regular Board Meeting to order
 at 12:04 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the
 Regular Board Meeting of 05/20/21; and Joint Finance &
 Human Resources Committee Meeting of 05/18/21. Mr.
 Seifullah seconded the motion, which passed unanimously
 by roll call vote.

PUBLIC COMMENTS

Ms. Rodriguez requested public comments be acknowledged
 at the end of the Board Meeting.

**PRESENTATION: The Evolution of CLEVNET's Governance:
 1982-2021**

Timothy R. Diamond, Special Assistant to the Director,
 explained that Trustee Corrigan had met with CLEVNET's
 Executive Panel the day before (June 16, 2021) regarding
 changes to CLEVNET's governance since the implementation
 of CLEVNET's strategic action plan in 2014. Because
 Trustee Corrigan is the only Board member who remembers
 the early years of CLEVNET, Mr. Diamond was asked to
 provide a brief, high-level overview to the other
 trustees of what has changed with CLEVNET since its
 early days in terms of governance.

Mr. Diamond explained that in 1982, when CLEVNET began,
 the business of library automation was in its infancy.

MINUTES OF
 REGULAR BOARD
 MEETING OF
 05/20/21; JOINT
 FINANCE & HUMAN
 RESOURCES
 COMMITTEE
 MEETING OF
 05/18/21
 Approved

CPL had teamed up with a small start-up business in St. Louis, Missouri called DRA. They showed the most promise of developing the technology needed to automate the work of libraries. At that time, there was not a product to purchase per se. CPL was developing the product and the standards hand in hand with DRA.

In those early years, no one was thinking about the governance of CLEVNET beyond how to charge for membership. Those libraries that joined at the beginning were along for the ride. Everyone was learning it together. No one had any training or education in computer or information science. The staff at the other CLEVNET libraries had to put their total trust in the staff at CPL and the folks at DRA. But the staff at CPL were learning too. The whole thing was being run out of CPL's Technical Services Department. Mr. Diamond suggested that one could call those first five years of how CLEVNET was run "the Wild West."

It was not until 1987, when Bob Carterette was brought here from Illinois that CPL began to build a real "automation" department. For the next 12 or so years, the decision-making authority rested with Mr. Carterette. He set the strategic direction and drove CLEVNET forward. At that time, he could not have enlisted the other CLEVNET directors in the governance of CLEVNET, even if he had wanted to. They did not have the experience or the knowledge to assist him. In the 1990s, he was really on his own. Mr. Diamond jokingly said, "Let's call that stretch of governance a benevolent dictatorship."

The year 2000 marked a turning point in CLEVNET's governance. That year, Edrice Ivory, the director of Shaker Heights Public Library convinced Bob Carterette to allow her to convene a small advisory panel of CLEVNET directors to provide him with feedback and guidance. Edrice Ivory was the first chair of this advisory group. She pulled together directors who represented the diversity of libraries in CLEVNET: small/medium-sized, with branches/no branches, urban/suburban/rural, from various counties, and varying budget sizes. While it is not known how Mr. Carterette felt about this advisory panel at the beginning, he had tremendous respect for Director Ivory and relied on her counsel. Mr. Diamond stated that he believes that Mr. Carterette came to appreciate the Panel, over time. And

for 12 years, until he retired, he relied on their guidance.

By 2013, Mr. Carterette had retired and Rod Houpe was hired to replace him as CPL's Chief Technology Officer. For the next five months, Rod Houpe and Ann Palomo (his second-in-command) crisscrossed the CLEVNET service area, gathering input from CLEVNET Directors and staff on the future of CLEVNET at regional strategic planning sessions; they identified governance as the most pressing matter to address.

In August 2014, Mr. Houpe left CPL for a job at the school district, but with everything in place for the strategic planning to continue. That same month, and the following month, the Advisory Panel members held two strategic planning retreats led by Wayne Piper, who was well known to everyone from his years with Ohio Library Council. The retreats focus on governance (vision, fiscal transparency, staffing, and voice). After years of living under a benevolent dictatorship, the CLEVNET directors wanted a voice!

They created an Action Plan of seven steps:

- Create a special revenue fund for CLEVNET to separate from CPL's General Fund;
- Review the pricing model that is nearly 30 years old;
- Schedule an annual meeting of the Advisory Panel Chair with the Director of CPL to discuss CLEVNET's progress on its strategic plan;
- Ask CPL's Board to renew its commitment to CLEVNET;
- Create a new staffing model;
- Conduct a salary study of CLEVNET staff positions;
- Revise staff job descriptions.

Mr. Diamond stated that there's a story behind each of these steps. The Action Plan could be a presentation on its own. There is not time for those details today except to say, each was accomplished thanks to this Board, Felton Thomas, Carrie Krenicky, and most recently, Lynn Sargi, CPL's Chief Talent Officer.

The Advisory Panel soon found out, however, that an eighth action step was needed: revise CLEVNET's bylaws. An ad hoc committee worked on them for two and a half

years, led by Julianne Bedel, then Director of Barberton Public Library and Rick Werner (former CPL trustee), Director of Willoughby-Eastlake Public Library. The revised bylaws/operating procedures are now part of the CLEVNET agreement between CPL's board and the boards of 46 other library systems.

Today, CLEVNET is led by the Executive Panel which is made up of six elected members from three geographic regions, plus one permanent seat for CPL because of its special role in the history and administration of CLEVNET. Member libraries finally have the voice they asked for in their strategic planning retreats of 2014. Mr. Diamond reminded the Board that next year we will celebrate 40 years of CLEVNET. We will remember the early days of the Wild West, followed by the years living under a benevolent dictator, and finally the current state of self-governance.

Mr. Diamond closed his presentation by saying, "As we look back on this history, it is my personal hope that we will tell the story of an unsung hero: Director Edrice Ivory (a former CPL employee by the way). Director Ivory was the first to say that every member library--no matter how small--should have a voice in the strategic direction of CLEVNET, this great experiment in library cooperation."

Trustee Corrigan thanked Mr. Diamond for the presentation and said he was very glad to have met with CLEVNET's leadership the day before. He remarked that Director Ivory was the spirit of how to do this right and he remembered her work to create a leadership voice for the members of CLEVNET. Trustee Corrigan acknowledged the growth in CLEVNET's leadership and how CLEVNET is an example of "process over power, disclosure over secrets, and cooperation over conflict." He stated that CLEVNET is "sui generis" with staff needs that are different from CPL's needs, especially in the areas of pay structure and compensation. As CLEVNET has grown, the ability to attract and retain talent in a very competitive field of information technology had become more difficult. Trustee Corrigan urged his fellow board members to support CLEVNET's strategic direction of greater self-governance and to see the real nature of CPL's relationship with the other member libraries as a collaborative one. Trustee Corrigan stated that the Executive Panel is concerned about Mr. Diamond's

retirement because he has been such a great advocate and ally for CLEVNET. Trustee Corrigan stressed that the CLEVNET Executive Panel should expect the support of CPL's Board of Trustees: "This change to governance and recognizing the staff differences, the staff needs of CLEVNET that are different from our ordinary needs, is a real important step to take and I ask all my fellow board members to support the effort."

Recognizing Mr. Diamond's last appearance at a regular Board meeting after 31 years of service, Director Thomas expressed his appreciation for Mr. Diamond's support, especially when he was first hired. He remarked, "I don't if I would still be here if Tim hadn't been here." Director Thomas asked Mr. Diamond to say a few words.

Mr. Diamond stated, "When I came here 31 years ago, I had no intention of staying. I was hired as a library assistant substitute in the branches. It was not what I planned to do with my library degree. My intention was to work in an academic library. And I only took the job for the money to pay for library school. But once I saw the dedication of the staff here, it changed me. So, I'm still here!"

Trustee Corrigan added that if Director Marilyn Mason or Director Andrew Venable were here, they would say the same things Director Thomas did. "Tim has been one of the most important people in the transition of leadership in this Library. Back when we were building this building, both Marilyn Mason and Deputy Director Holman counted on Tim so much. And he was such a critical part of understanding the way the physical, the emotional, the spiritual, and the cultural of what a library is supposed to be could merge together and be effective. I'm just very grateful for Tim."

PRESENTATION: Ohio Public Libraries State Funding

Update - Timothy Cosgrove, Partner, Squire Patton Boggs

Timothy Cosgrove, Partner, Squire Patton Boggs, thanked the Board for the opportunity to provide an update on what is going on in Columbus particularly on the issues that affect the Library. Mr. Cosgrove expressed his appreciation for Shenise Johnson Thomas, Chief of External Relations & Development, and the work she does on behalf of Cleveland Public Library.

Mr. Cosgrove introduced Nathanael Jonhenry, Principal, and Claire Bennett, Policy Specialist, Squire Patton Boggs, who joined the meeting virtually.

Mr. Cosgrove gave a PowerPoint presentation that included a detailed overview of the following:

OHIO TAX REVENUES- MAY 2021

- State tax revenues are above estimates by about \$1 billion and expenses are below projections by nearly the same
- Revenues have remained strong, particularly from the sales and use tax, which has thrived due to increased consumer spending
- Spending in May was up \$886.8 million, or 32.6%
- Timing of property tax reimbursements accounted for a big negative variance for the month, coming in under \$181.8 million, or 45%
- According to a survey conducted by the Federal Reserve Bank of Cleveland, the region's businesses and economic activity are growing and most companies expect further growth

STATE BUDGET: FY 22-23, HB 110

- February 9 Operating Budget Bill introduced
- April 21 Clears House Chamber 70-27
- June 9 Clears Senate Chamber 25-8
- June 15 Conference Committee negotiations
- July 1 Becomes effective

KEY BUDGET PROVISIONS

- Public Library Fund
- School Funding
- Municipal Income Tax
- Child Care
- Income Tax Cut
- Broadband Expansion
- Medicaid Procurement
- Affordable Housing Taxation
- Open/Electronic Meetings

CONFERENCE COMMITTEE

- Governor, House and Senate will negotiate final terms of the budget (HB 110) over next several days or weeks

- Conferees include (2) House Republicans - Oelslager (R-Canton) Plummer (R-Dayton), (1) House Democrat - Crawley (D-Columbus), (2) Senate Republicans - Dolan (R-Chagrin Falls) Gavarone (R-Bowling Green), (1) Senate Democrat - Sykes (D-Akron)
- Any difference between the House and Senate versions is subject to modification
- If House and Senate come to an agreement on a provision the Governor does not agree with, he has the power to line-item veto that provision

BROADBAND EXPANSION

- \$190 million added by the House for Broadband Expansion efforts was removed by the Senate
- Concerns regarding Senate-added limitations on existing and future government-owned broadband systems
- DeWine Administration has signaled it will continue to push to facilitate broadband expansion

AMERICAN RESCUE PLAN

- On May 10, the U.S. Department of Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for state, local, territorial and Tribal governments
- Treasury also released details on the ways funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among state and local governments, and support the communities and populations hardest hit by COVID-19
- Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs - including support for households, small businesses, impacted industries, and essential workers

ARP FUNDING OPPORTUNITIES

- Institute of Museum and Library Services
- The National Endowments for the Arts and the Humanities
- FCC Emergency Connectivity Fund
- State Library of Ohio Outreach Grant
- Local Government & School Funds

Mr. Cosgrove was available for any questions the Board may have had.

In response to Mr. Corrigan's inquiry, Mr. Cosgrove stated that there are different public policy perspectives regarding Broadband. Some in the private sector view public sector competition as unfair. There are others who think that public entities are not capable of delivering those services and do not have the long term revenues to keep up with the technology. There are many perspectives on that.

Mr. Cosgrove stated that he believed the support to revisit that is in many ways bipartisan. Perspectives are coming from the business community and there is a lot of broad base. Whether in the end it will be enough and how strongly the Senate feels about it is part of what this process will determine.

Director Thomas thanked Mr. Cosgrove and Ms. Johnson Thomas for their hard work to try to get the GRF increased from 1.66% to 1.7%. There was a sense among some in the Senate that the Library was getting some form of money from the Federal government and therefore we would not need any money from the State. Because this was obviously untrue, we had to do a lot of work to get them to understand this.

Mr. Cosgrove thanked Director Thomas for his effective work in "telling the story" that caused people to focus.

After additional discussion, Ms. Rodriguez thanked Mr. Cosgrove for this important update.

COMMUNICATIONS

Director Thomas acknowledged an email from Patricia McGinty, M. Ed., Ohio Master Teacher, Literacy Specialist K-12, St. Mark Catholic School, thanking Library staff for helping to support her school year and curriculum. Ms. McGinty expressed appreciation for the valuable assistance of children's librarians Libby McCuan, Westpark Branch, and Kendra Proctor, Rockport Branch, who were extremely helpful in getting novels into the hands of 48 students, multiple times, throughout this school year.

EMAIL FROM:
PATRICIA
McGINTY, ST.
MARK
CATHOLIC
SCHOOL
Acknowledged

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of May

(See pages 868-869)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Board receives gifts of moneys, library service materials, technology resources and miscellaneous non-monetary gifts from generous citizens from time to time; and

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of May of 2021; now therefore be it

RESOLVED, That the gifts described in the Gift Report for May of 2021 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Sixth Amendment to the Year 2021 Appropriation

(See pages 870-876)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, **Ohio Revised Code** Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

WHEREAS, It is now deemed necessary to amend the Year 2021 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated June 8, 2021; and

WHEREAS, The aggregate of all appropriation classifications does not exceed the total amount submitted to the Cuyahoga County Budget Commission; now therefore be it

**RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF MAY 2021**
Approved

**SIXTH
AMENDMENT TO
THE YEAR 2021
APPROPRIATION**
Approved

RESOLVED, That the sums indicated on the attached Sixth Amendment to the Year 2021 Appropriation Schedule be approved.

Resolution Designating Depositories of Public Moneys

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, Pursuant to a notice requesting the submission of applications to serve as depositories of the public moneys of the Cleveland Public Library Board of Trustees, applications, which are presently on file in the Office of the Fiscal Officer and are incorporated herein by reference, have been received from eligible institutions. It is therefore essential that action be taken on such applications; now therefore be it

RESOLVED, That the applications to serve as depositories of the active moneys of this Board which have been received from the financial institutions referred to below, all of which are hereby determined to be eligible institutions for the deposit of such moneys, are hereby found to be in conformity with law, including Chapter 135 of the Ohio Revised Code, and the following financial institutions are hereby designated as public depositories of the active moneys under the control of this Board for the period from August 23, 2021 to and including August 22, 2026:

KeyBank National Association
PNC Bank, National Association
The Huntington National Bank
Dollar Bank

PROVIDED, HOWEVER, That none of the foregoing institutions shall be permitted to receive and have on deposit at any one time a greater amount of active deposits of moneys of this Board than that specified in its application for the same; be it further

RESOLVED, That the applications to serve as depositories of the interim funds of this Board which have been received from the financial institutions referred to below, all of which are hereby determined to be eligible institutions for the deposit of such moneys, are hereby found to be in conformity with law, including Chapter

**RESOLUTION
DESIGNATING
DEPOSITORIES
OF PUBLIC
MONEYS**
Approved

135, Ohio Revised Code, and the financial institutions referred to below are hereby designated as public depositories of the interim moneys under the control of this Board for the period from August 23, 2021 to and including August 22, 2026:

KeyBank National Association
PNC Bank, National Association
Dollar Bank

The Fiscal Officer of this Board is authorized to determine from time to time the amount of funds available for investment or deposit of such interim moneys, and to select the classifications of obligations for the investment or deposit of such moneys as provided in Section 135.14, Ohio Revised Code, provided that if such moneys are determined to be deposited as interim deposits in accordance with Division (C) of Section 135.14, the same shall be deposited with the financial institution specified above which offered to pay the highest permissible interest rate with respect to certificates of deposit or in case two or more such institutions offered to pay the same highest permissible interest rate, as nearly as practicable in proportion to the respective capital funds as defined in Section 135.01 (C), Ohio Revised Code, taking into account, the amount of funds from time to time to be deposited, the amount required to be deposited to obtain a higher interest rate, and maturity dates and rights of redemption with respect to the respective deposits; and provided further that the Fiscal Officer shall within thirty days after classifying any public moneys as interim moneys notify this Board of such classifications and of the investments or deposits made pursuant to this section; be it further

RESOLVED, That the award of public moneys herein made is subject to the provisions of Chapter 135 of the Ohio Revised Code, including the limitations imposed by, and the variations permitted by Section 135.03 and 135.20 thereof, respectively, and subject to the provisions of such Chapter, deposits of such moneys shall be made pursuant to this resolution from time to time in accordance with the financial requirements of this Board; be it further

RESOLVED, That the Fiscal Officer is hereby directed to keep all such applications on file in his office; and be it further

RESOLVED, That the Fiscal Officer of this Board is hereby authorized and directed to execute on behalf of this Board such memorandum agreements relating to the designation of such institutions as public depositories and the securing of deposits therein as are required, authorized or permitted by law.

Resolution Regarding Library Insurance Renewals

Mr. Seifullah moved approval of the following resolution. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Library's insurance policies for property, general liability, commercial auto, commercial crime, cyber liability, umbrella, excess liability, and public officials and employment practices liability coverage, expire on August 1, 2021; and

WHEREAS, On September 21, 2017, the Board of Library Trustees authorized the renewal of the insurance packages stated within the Resolution for four, one-year renewal periods commencing on August 1, 2018 and with the final renewal period commencing on August 1, 2021, provided that terms, conditions, and pricing remain comparable to the current programs and consistent with then current market conditions; and

WHEREAS, The 2020-2021 expiring premiums for the Library's insurance policies total \$473,561.25, and McGowan Insurance, the Library's insurance broker, estimates that the cost of renewing the Library's insurance policies for one year will cost approximately \$590,000, an increase in the cost of between 10% and 15% over the current premium, which is due primarily to insurance carriers' response to the COVID-19 pandemic; and

WHEREAS, McGowan Insurance is working with underwriters and may be seeking proposals from other carriers, but will not have renewals and proposals in time for the June Board meeting; and

**RESOLUTION
REGARDING
LIBRARY
INSURANCE
RENEWALS**
Approved

WHEREAS, The Library Administration has determined it to be in the best interests of the Library to obtain additional proposals or options for the above-described policies and to select the policy with the most favorable terms to the Library while continuing coverage without interruption; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to make the final determination to accept the insurance package that provides the best coverage for the lowest overall cost, for a total annual premium for all policies not to exceed \$590,000.00, and the coverage purchased will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Resolution to Accept the State Library of Ohio of Ohio Funding for the Ohio Library for the Blind and Physically Disabled (OLBPD)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, Cleveland Public Library began its first organized service to visually disabled patrons as early as 1903; and

WHEREAS, Cleveland Public Library was designated a regional library for the blind for northern Ohio counties under the Federal Pratt-Smoot Act of 1931, and under the direction of the Library of Congress; and

WHEREAS, Cleveland Public Library has provided excellent library service to blind and physically disabled residents needing specialized materials and equipment and where individual libraries cannot provide such services; and

WHEREAS, As of July 1, 2009, the State Library of Ohio mandated Cleveland Public Library's newly renamed Ohio Library for the Blind and Physically Disabled its agency to provide complete statewide services for blind and disabled residents who are eligible for the service and reside in any of the 88 Ohio counties; and

WHEREAS, On May 20, 2021, the State Library Board approved agreement to pay the Cleveland Public Library

**RESOLUTION TO
ACCEPT THE
STATE LIBRARY
OF OHIO
FUNDING FOR
THE OHIO
LIBRARY FOR
THE BLIND AND
PHYSICALLY
DISABLED
(OLPD)
Approved**

for expenses for the period of July 1, 2021 through June 30, 2022 to continue to administer statewide library services to blind and physically disabled residents in an amount not-to-exceed \$1,508,194.00; now therefore be it

RESOLVED, That the Board of Library Trustees accepts the State Library of Ohio funding award of up to \$1,508,194.00 to be paid from the General State Revenue Fund, up to \$150,000.00 to be paid from FFY 2020 LSTA carryover funds and up to \$84,000.00 to be paid from FFY 2021 LSTA funds; and be it further

RESOLVED, That the President of the Board, or the Executive Director, CEO or his designee, is authorized to enter into an agreement with the State Library of Ohio for the funding, and to execute such other agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs; and be it further

RESOLVED, That the Board of Library Trustees expresses its appreciation to the State Library of Ohio.

Resolution Approving Guaranteed Maximum Price Amendments with Gilbane Construction Company for the Jefferson and West Park Branches and Central Distribution Facility

(See pages 877-1048)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On February 20, 2020, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a construction manager at risk master agreement with Gilbane Building Company ("Gilbane") for the Phase 1A projects of the Library's Facilities Master Plan and authorized Gilbane to commence preconstruction services in the amount in an amount not-to-exceed \$242,611. The Library and Gilbane executed the master agreement on September 11, 2020 ("Agreement"); and

**RESOLUTION
APPROVING
GUARANTEED
MAXIMUM PRICE
AMENDMENTS
WITH GILBANE
CONSTRUCTION
COMPANY FOR
THE JEFFERSON
AND WEST PARK
BRANCHES AND
CENTRAL
DISTRIBUTION
FACILITY**

Approved

WHEREAS, Gilbane has completed procurement of subcontractor construction bids for the work the Jefferson and West Park branches and the Central Distribution Facility, and as contemplated by the Agreement, Gilbane has prepared Guaranteed Maximum Price Proposals, which set forth a maximum construction budget for each of these three projects; and

WHEREAS, The Guaranteed Maximum Price ("GMP") for each project is set forth in Exhibit "A" to this Resolution and includes the early E-Rate technology packages for each location as authorized by this Board on March 18, 2021 as well as the early demolition and abatement package for the West Park branch and the early demolition and abatement and steel packages for the Central Distribution Facility that this Board authorized on May 20, 2021; and

WHEREAS, The GMP does not include the costs of professional design services, permitting, and other purchases that the Library will make directly and outside of the GMP, including architecture and design services, permits, environmental assessment services; and

WHEREAS, The Library desires to establish an Owner's Contingency Fund as set forth in Exhibit "A" to cover additional costs outside of the GMP that arise during the course of construction; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designees to accept the Guaranteed Maximum Price proposals and enter into and execute an amendments to the agreement between the Cleveland Public Library and Gilbane Building Company approving the subcontract packages and establishing the Guaranteed Maximum Price for each project as set forth in Exhibit "A," which shall be charged to the Construction Tax Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department; be it further

RESOLVED, That the Executive Director, CEO or his designees, is authorized to establish Owner's Contingency Funds for each project in the amounts set forth in Exhibit "A" to this Resolution and to make expenditures and enter into contracts in excess of \$25,000 to pay the costs resulting from changes and

additions to the Project which may be made in the future by the Library, and which are not included in the GMP. The Library shall report monthly to the Board on expenditures from the Owner's Contingency Funds; be it further

RESOLVED, That this Board hereby ratifies the Early Construction Work Authorization Agreements entered into by the Library on May 18, 2021 for the Jefferson branch and on May 21, 2021 for the West Park branch and Central Distribution Facility for E-Rate technology packages as authorized by this Board on March 18, 2021 in the amounts of \$80,478 (Jefferson), \$57,624 (West Park), and \$85,939 (Central Distribution Facility), which amounts shall be charged to the Construction Tax Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department.

Resolution to Amend Agreement with Peter D. MacEwan, LLC for Consulting Services

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On February 20, 2020, the Board of Library Trustees authorized an agreement with Peter D. MacEwan, LLC for consultant services through July 3, 2020 in the amount of \$65,000, in order to manage the Library's Facilities Master Plan and Martin Luther King, Jr. branch capital projects during the search for a new Chief Operating Officer (COO); and

WHEREAS, On June 18, August 6, and November 19, 2020, and on March 31, 2021 this Board authorized amendments to Mr. MacEwan's contract, increasing Mr. MacEwan's compensation to an amount not-to-exceed \$160,375 and extending services through June 30, 2021; and

WHEREAS, The Library Administration desires to extend Mr. MacEwan's engagement through October 31, 2021 to provide further assistance on the Martin Luther King, Jr. branch project; and

WHEREAS, The increase to Mr. MacEwan's agreement for additional services at the rate of \$125 per hour for approximately 15 hours per week through October 31, 2021

**RESOLUTION
TO AMEND
AGREEMENT
WITH PETER D.
MacEWAN, LLC
FOR
CONSULTING
SERVICES**
Approved

would not exceed \$33,750 (including reimbursables) for a total contract amount of \$194,125; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the agreement with Peter D. MacEwan, LLC, to extend through October 31, 2021 to provide capital projects consulting services, in particular for the Martin Luther King, Jr. branch, at the rate of \$125 per hour for an additional amount of \$33,750 (including reimbursables) bringing the total contract to an amount not-to-exceed \$194,125 to be charged to General Fund Account 11400053-53710 (Professional Services), and which agreement shall be subject to the approval of the Director of Legal Affairs.

Resolution Authorizing Amendment to Agreement with Bostwick Design Partnership, Inc. and Ubiquitous Design LTD for Design Services for the Woodland Branch and Distribution Facility

(See pages 1049-1051)

Mr. Seifullah moved approval of the following resolution. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On September 26, 2019, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into an agreement with Bostwick Design Partnership, Inc. (in partnership with Ubiquitous Design LTD) ("Bostwick") in an amount not-to-exceed \$363,310.00 for the design of the renovation of the Woodland branch and \$586,700.00 for the design of the Central Distribution Facility, and the agreement was executed on November 4, 2019; and

WHEREAS, Due to design and other changes requested by the Library, on February 20, 2020, November 19, 2020, and March 18, 2021 this Board authorized amendments resulting in architect fees for a total contract amount of \$1,277,439 for both the new Woodland branch and the Central Distribution facility; and

WHEREAS, In response to the March 22, 2021 Geotechnical Report prepared by Intertek-PSI and recent supply chain challenges, the Library Administration has determined

**RESOLUTION
AUTHORIZING
AMENDMENT
TO
AGREEMENT
WITH
BOSTWICK
DESIGN
PARTNERSHIP,
INC. AND
UBIQUITOUS
DESIGN LTD
FOR DESIGN
SERVICES FOR
THE
WOODLAND
BRANCH AND
DISTRIBUTION
FACILITY
Approved**

that it is necessary to further amend the agreement to add soil remediation and structural redesign services to Bostwick's scope of work for the Woodland branch and Central Distribution Facility; and

WHEREAS, Bostwick has proposed a fee not-to-exceed \$34,000 for the additional services described in this Resolution, which amount will bring Bostwick's architect fees due which includes the addition of the services described in this Resolution, to a total compensation amount not-to-exceed \$1,311,439; and

WHEREAS, This Board finds that the increase in the fees is fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Bostwick upon such terms and conditions as are approved by the Library's Director of Legal Affairs, increasing the architect fee by \$34,000 for a total contract amount not-to-exceed \$1,311,439, being charged to the Construction - Tax-Exempt fund account 40241105/40279905-55300 (Construction/Improvements); and further authorizes entering into such other documents or instruments as are necessary or appropriate to effectuate the amendment in accordance with this Resolution.

In response to Mr. Corrigan's inquiry regarding Bostwick's architectural fees, John Lang, Chief Operations Officer, stated that there are individual budgets for the Woodland and Central Distribution projects. Because the scope of the two projects can move back and forth, it is difficult to do project to project comparisons. However, with the combined two projects, we are about 10 ½ % of the total and that is the ratio of architectural fees to the total costs. 9-12% is typically considered the industry standard and we are fairly in the middle of that range.

Mr. Lang added as an expression of the existing contract value to the recommended amended contract value this exhibit if approved would represent a 2 ½ % increase in the total fee.

Resolution Authorizing Purchase of Automated Materials Handling System

Mr. Seifullah moved approval of the following resolution. Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

WHEREAS, In order for the Library's new Central Distribution Facility to function as a hub for Technical Services and the distribution of library materials, the Library administration has determined that it is necessary to purchase and install an automated materials handling system at the Central Distribution Facility to aid in sorting and distributing materials; and

WHEREAS, The Library formed a selection committee and, with the assistance of the Library's architects, Bostwick Design Partnership and Ubiquitous Design, and their consultant, Galicia Group, the selection committee sought proposals from various manufacturers of automated materials handling systems and received the following:

1. Bibliotheca, LLC (\$308,052)
2. Lyngsoe Systems, Inc. (\$350,000)
3. TechLogic Corporation (\$1,200,000)

WHEREAS, The selection committee evaluated the functionality, flexibility, and estimated 10-year cost of each of the proposed systems and determined that the automated materials handling system proposed by Lyngsoe was best suited for the Library because of its efficiency, adaptability, and lowest estimated 10-year operating cost; and

WHEREAS, Lyngsoe's proposed price includes the first year's maintenance, and maintenance for years two through ten is available for purchase from Lyngsoe at a cost of \$20,000 per year, or \$180,000 for all nine years; and

WHEREAS, The Chief Operating officer recommends that this Board authorize the Library to purchase the additional maintenance coverage for years two through ten; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into an agreement with

**RESOLUTION
AUTHORIZIN
G PURCHASE
OF
AUTOMATED
MATERIALS
HANDLING
SYSTEM**
Approved

Lyngsoe Systems, Inc. for the purchase and installation of an automated materials handling system at the Central Distribution Facility for a price not-to-exceed \$350,000, subject to approval of the Director of Legal Affairs, with the expenditure being charged to the Construction - Tax-Exempt Fund 402; be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to execute such instruments or agreements, including those in excess of \$25,000, as are necessary to effectuate the purchase of additional maintenance coverage for years two through ten for the automated materials handling system, which agreements shall be subject to the approval of the Director of Legal Affairs.

Mr. Corrigan asked for an explanation of the much higher cost for TechLogic.

John Lang, Chief Operations Officer, stated that TechLogic's proposal assumes a reduction in staff.

Essentially, their position is that this would pay for itself if you laid off staff which is not the intention of our automatic handling program. There are no staff reductions associated with the equipment that CPL intends to purchase.

In response to Mr. Corrigan's inquiry, Bryan Szalewski, Director of Legal Affairs, stated that Bibliotheca and TechLogic are based in Oakdale, Minnesota and Lyngsoe Systems is based in Frederick, Maryland.

Director Thomas noted that TechLogic works with RFID tracking and is very expensive.

In response to Ms. Butts' inquiry, Director Thomas stated that the automated materials handling system does not change the number of staff members. However, it can double the amount of materials you can move at one time. This will also reduce the amount of time that a patron may have to wait on materials that are on hold. It is important to get materials in people's hands much faster.

Director Thomas interrupted and stated that he just read a comment in the online chat expressing a concern that we had selected a company that was specifically looking

to reduce the number of staff as we move toward the automated materials handling system.

In response, Director Thomas stated that we made it very clear that we did not choose that company as we did not see a reduction in staff members as a part of why we were using automated materials handling. The chose the company that we did because it would provide efficiency and allow us to use that staff that we have so that we could increase the amount of productivity and reduce the amount of time for books to move around the system and not because we are reducing staff members.

Mr. Corrigan stated when we built this building and tried to improve materials handling, we found out that if you want to do it right, you do not reduce staff. You simply get more productivity with the technology that is available. For that reason, Mr. Corrigan stated, that he was glad for the company selected.

Mr. Seifullah added that this was made very clear at the Joint Finance & Human Resources Committee Meeting held on Tuesday.

Resolution Authorizing Amendment to Agreement with Professional Service Industries, Inc. d/b/a Intertek-PSI for Surveying, Environmental, Geotechnical, and Ancillary Engineering Services

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On May 21, 2020, this Board authorized the Cleveland Public Library to enter into an Agreement with Professional Service Industries, Inc. in an amount not-to-exceed \$75,000 for surveying, environmental, geotechnical, and other ancillary engineering services in connection with the first phase of the Library's Facilities Master Plan; and

WHEREAS, On October 15, 2020 and February 18, 2021, this Board authorized amendments to the agreement with Professional Service Industries, Inc. to increase the contract by an additional \$110,000, thus bringing the total contract to an amount not-to-exceed \$185,000; and

**RESOLUTION
AUTHORIZING
AMENDMENT TO
AGREEMENT
WITH
PROFESSIONAL
SERVICES
INDUSTRIES, INC.
D/B/A INTERTEK-
PSI FOR
SURVEYING,
ENVIRONMENTAL,
GEOTECHNICAL,
AND ANCILLARY
ENGINEERING
SERVICES**
Approved

WHEREAS, With the Library beginning the construction phase for the Phase 1A branches, the Library Administration determined that construction phase services will be needed from Professional Service Industries, Inc., including construction materials testing and special inspection services at the Jefferson, West Park, Hough, Woodland, Central Distribution, and Walz branches, which the Library Administration estimates will cost approximately \$112,000; and

WHEREAS, The Library Administration recommends that this Board authorize the Library to enter into an amendment to the agreement with Professional Service Industries, Inc. for such construction phase services in an amount not-to-exceed \$112,000 and to establish a contingency allowance of \$16,000, for a total of \$128,000, thus increasing the total contract cost to an amount not-to-exceed \$313,000; now therefore be it

RESOLVED, The Board of Trustees accepts the recommendation of the Library Administration and authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Professional Services Industries, Inc., upon such terms and conditions as are approved by the Library's Director of Legal Affairs, increasing Professional Service Industries, Inc.'s compensation by \$128,000 for a total contract amount not-to-exceed \$313,000, which expenditure shall be charged to the Construction Tax Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department.

Resolution Authorizing License Agreement with City of Cleveland for Access to City Property for the Rockport Branch Project of the Facilities Master Plan

(See pages 1052-1056)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Library Administration has determined that it is necessary to acquire property for the Library's Rockport branch in order to implement the second phase of the Library's Facilities Master Plan; and

**RESOLUTION
AUTHORIZING
LICENSE
AGREEMENT
WITH CITY OF
CLEVELAND
FOR ACCESS TO
CITY PROPERTY
FOR THE
ROCKPORT
BRANCH
PROJECT OF
THE FACILITIES
MASTER PLAN**
Approved

WHEREAS, The Library intends to construct a new library branch adjacent to the existing Rockport branch and desires to acquire the neighboring vacant lot to the east in order to expand the site for the new library branch; and

WHEREAS, The vacant parcel is owned by the City of Cleveland's land bank, and the City requires that the Library enter into a license agreement before the Library may access the property in order to complete such due diligence as surveying and conducting environmental and geotechnical assessments; and

WHEREAS, The Library and the City of Cleveland have negotiated a license agreement in the form attached hereto for the specific parcel (PPN 023-12-002) designated in the attached diagram; now therefore be it resolved

RESOLVED, The Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into a license agreement with the City of Cleveland, substantially in the form attached hereto, for the purpose of allowing the Library and its contractors to access property identified to conduct due diligence in preparation for acquisition for phase 1B of the Library's Facilities Master Plan, which agreement shall be subject to the approval of the Director of Legal Affairs.

Resolution to Accept Grant from FRONT Exhibition Company for Fellowship Position

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, FRONT Exhibition Company d/b/a FRONT International ("FRONT") is a non-profit organization that provides contemporary art commissions, performances, and film exhibitions throughout Northeast Ohio; and

WHEREAS, FRONT and Cleveland Public Library wish to form a partnership to develop an educational program that exposes diverse populations to contemporary art in Library branches during the FRONT Triennial's next area-wide art exhibition; and

**RESOLUTION
TO ACCEPT
GRANT FROM
FRONT
EXHIBITION
COMPANY FOR
FELLOWSHIP
POSITION**
Approved

WHEREAS, FRONT has offered to award the Library a grant in the amount of \$55,000 in order to allow the Library to retain an independent contractor to serve as a Fellow in order to develop such an educational program; and

WHEREAS, Once an independent contractor is selected, the Library will enter into an agreement with him or her, and the Fellow will develop programming and curriculum for the educational program; now therefore be it

RESOLVED, That the Board of Trustees of Cleveland Public Library, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from FRONT Exhibition Company, in the amount of \$55,000 for deposit into the Founders Fund Account 203046-46100-23801 (Restricted Gifts); be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, including those for amounts in excess of \$25,000, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

Resolution Authorizing Amendment to Software Support Agreement with Integrated Precision Solutions, Inc.

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On December 29, 2020, the Library and Integrated Precision Systems, Inc. ("IPS") entered into an agreement for annual support services to the Library's security cameras and access control systems at all locations for a total contract amount not-to-exceed \$25,000; and

WHEREAS, On January 21, 2021, the Board of Library Trustees authorized the Library to amend the agreement with IPS to increase IPS' compensation by \$25,000, thus increasing the total contract price to an amount not-to-exceed \$50,000; and

**RESOLUTION
AUTHORIZING
AMENDMENT
TO SOFTWARE
SUPPORT
AGREEMENT
WITH
INTEGRATED
PRECISION
SOLUTIONS,
INC.**

Approved

WHEREAS, The extent of repairs and maintenance needed for the Library's security cameras and access control systems has proven to be considerably greater than was initially estimated, and accordingly, the Property Management Department recommends increasing the original December 29, 2020 agreement with IPS by an additional \$50,000, thus increasing the total contract price to an amount not-to-exceed \$100,000; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an amendment to the December 29, 2020 agreement with Integrated Precision Systems, Inc. for hardware and software support services for the Library's security cameras and access control systems in an amount not-to-exceed \$50,000, thus increasing the total cost of the agreement to an amount not-to-exceed \$100,000, for the period commencing January 1, 2021 through December 31, 2021, subject to the approval of the Director of Legal Affairs, with the expenditure being charged to the General Fund Account 12930053-53340 (Building Maintenance).

Resolution Authorizing Negotiations for Renewal of OCLC Cataloging, Worldshare ILL, and Access Subscription Services

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, The Cleveland Public Library has purchased OCLC cataloging records for many years from OhioNet, a subsidiary of OCLC; and

WHEREAS, The Cleveland Public Library's Interlibrary Loan and resource sharing services use OCLC software and require access to OCLC's WorldCat database; and

WHEREAS, The Cleveland Public Library acquires OCLC cataloging records and resource sharing services on an annual subscription basis, and OCLC is a sole source provider for OCLC cataloging records and resource sharing services; and

WHEREAS, In 2020, OCLC informed the Library that it would increase the Library's renewal fee whenever a new

**RESOLUTION
AUTHORIZING
NEGOTIATIONS
FOR RENEWAL
OF OCLC
CATALOGING,
WORLDSHARE
ILL, AND
ACCESS
SUBSCRIPTION
SERVICES**
Approved

library joins CLEVNET and cancels its respective subscription with OCLC; and

WHEREAS, In order to ensure continuity of services, on October 15, 2020, this Board authorized the Library to enter into an agreement or agreements for an OCLC Cataloging and Metadata Subscription in the amount of \$262,611.96 and an OCLC WorldShare ILL Subscription in the amount of \$7,182.96, for a total amount not to exceed \$269,794.92 for the period of July 1, 2020 through June 30, 2021; and

WHEREAS, The Library Administration is displeased with OCLC's current approach to pricing as it inconsistent with actual usage of the services by CLEVNET member libraries, and accordingly, the Library Administration desires to renegotiate the agreement with OCLC for the Library's subscription for the period of July 1, 2021 through June 30, 2022; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO, or his designees to negotiate with OCLC for the renewal of the Library's OCLC Cataloging and Metadata Subscription and OCLC WorldShare ILL Subscription for the period of July 1, 2021 through June 30, 2022 and to make the final determination to accept the subscription renewal that provides the Library with the best price, and the subscription renewal will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Resolution Authorizing Agreement for Early Construction Phase Services for the Woodland Branch

(See pages 1057-1090)

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On February 20, 2020, the Board of Library Trustees approved the selection of the Gilbane Building Company as construction manager at risk for Phase 1A of the Library's Facilities Master Plan and authorized Gilbane to proceed with pre-construction services; and

**RESOLUTION
AUTHORIZING
AGREEMENT
FOR EARLY
CONSTRUCTION
PHASE
SERVICES FOR
THE
WOODLAND
BRANCH**

Approved

WHEREAS, As part of the pre-construction services, Gilbane sought bids for a number of long-lead time items and other aspects of the Woodland branch project for which early authorization by the Library will be beneficial from a scheduling standpoint, and Gilbane recommends that the Library authorize early construction phase services for the site work/earthwork and roofing packages for the new Woodland branch; and

WHEREAS, The bids that Gilbane received for the site work/earthwork and roofing packages are summarized in Exhibit "A" to this resolution; and

WHEREAS, The total cost to the Library of the early construction phase services for the new Woodland branch, including Gilbane's contingency, general conditions, and fee, will be \$911,338; and

WHEREAS, Gilbane's charges for contingency, general conditions, and fee are costs that would be included in the GMP were the Library to purchase the early construction phase services after the GMP is set and will not be duplicated in the final GMP; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute such agreements or instruments as are necessary to effectuate the purchase of the early construction phase services as shown in Exhibit "A" for the new Woodland branch library by Gilbane building company in the amount of \$911,338, to be charged to the Construction-Tax-Exempt fund account 40279905-55300 (Construction/Improvements), which agreements or instruments shall be subject to the approval of the Director of Legal Affairs.

Ms. Butts asked for an update regarding energy efficiency included in the Facilities Master Plan.

John Lang, Chief Operations Officer, stated that the Facilities Masterplan Group 1A new buildings (Hough and Woodland Branch), will have Guaranteed Maximum Price amendments brought to the Board at the Special Board Meeting in July, we are pursuing LEED Silver certification on all new buildings, just as we did with the Rice Branch.

Mr. Lang added, for the renovation projects, we did not target LEED Silver. We are, however, going through an energy modeling process with the design teams and we are also implementing energy efficiencies best practices throughout the program. In addition, we are also hiring a commissioning agent for those renovations and part of their task is to model the energy usage. While we are not going to have a LEED certification for those projects, they are still being designed with energy efficiency best practices.

**RESOLUTION
AUTHORIZING
AGREEMENT
FOR EARLY
CONSTRUCTION
PHASE
SERVICES FOR
THE HOUGH
BRANCH**

Approved

Resolution Authorizing Agreement for Early Construction
Phase Services for the Hough Branch

(See pages 1091-1100)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, On February 20, 2020, the Board of Library Trustees approved the selection of the Gilbane Building Company as construction manager at risk for Phase 1A of the Library's Facilities Master Plan and authorized Gilbane to proceed with pre-construction services; and

WHEREAS, Gilbane is in the process of procuring subcontractor construction bids for the work at the new Hough branch in order to prepare a Guaranteed Maximum Price ("GMP") Proposal that will set forth a maximum construction budget for the new Hough branch; and

WHEREAS, Gilbane sought bids from nine suppliers and contractors for the roofing package at the Hough branch and received one formal bid, submitted by Warren Roofing & Insulating Co., in the amount of \$191,800; and

WHEREAS, Warren Roofing & Insulating Co. has indicated that it cannot guarantee its bid price until Gilbane finalizes the full GMP Proposal for the new Hough branch, and accordingly, Gilbane recommends that the Library authorize the purchase of the roofing package at this time in order to hedge against likely price increases; and

WHEREAS, The total cost to the Library of purchasing the roofing package through Gilbane from the low Warren

Roofing, including Gilbane's contingency, general conditions, and fee, will be \$206,868; and

WHEREAS, Gilbane's charges for contingency, general conditions, and fee are costs that would be included in the GMP were the Library to purchase the roofing work after the GMP is set and will not be duplicated in the final GMP; and

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute such agreements or instruments as are necessary to effectuate the purchase of roofing work for the new Hough branch library by Gilbane building company in the amount of \$206,868, to be charged to the Construction-Tax-Exempt fund account 40275205-55300 (Construction/Improvements), which agreements or instruments shall be subject to the approval of the Director of Legal Affairs.

Fiscal Officer's Report

(See pages 1101-1112)

Report on Investments

(See pages 1113-1160)

Report on Conference and Travel Expenditures

(See page 1161)

Report on All Vendor Expenditures

(See pages 1162-1176)

Report on Security Services Expenditures

(See page 1177)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See page 1178)

**FISCAL
OFFICER'S
REPORT**
Submitted

**REPORT ON
INVESTMENTS**
Submitted

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES**
Submitted

**REPORT ON ALL
VENDOR
EXPENDITURES**
Submitted

**REPORT ON
SECURITY
SERVICES
EXPENDITURES**
Submitted

**REGULAR
EMPLOYMENT
REPORT**
Submitted

Mr. Hairston moved approval of the Regular Employee Report. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

Resolution to Revise the Human Resources Manual

(See pages 1179-1180)

After stating that this item was discussed at length at the recent Joint Finance & Human Resources Committee Meeting, Mr. Hairston moved approval of the following resolution. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, The Library's Human Resources Department is in the process of conducting a comprehensive review and revision of the Human Resources Manual to reflect the prevailing practices in today's workplaces; and

WHEREAS, The Library Administration further recommends that the Human Resources Manual be revised to include the corrected Section 422, titled "Health and Welfare Benefits", as set forth in Exhibit "A" to this Resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibit "A" of this Resolution to update Section 422 and to become effective June 19, 2021, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

Retirement Citation Recognition

Mr. Hairston moved approval of the Retirement Citation Recognition. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

A Citation has been issued for the following staff members on the occasion of their retirement:

**RESOLUTION
TO REVISE THE
HUMAN
RESOURCES
MANUAL**
Approved

**RETIREMENT
RECOGNITION
CITATION**
Approved

Thomas Edwards (30 years of service); Map Collection Librarian; Center for Local & Global History; retired 05/16/2021

Joseph Parnell (47 years of service); Library Assistant - Subject Department; Business, Economics & Labor Department; retired 05/01/2021

Anarie Lanton (33 years of service); Technical Services Associate; retired 05/01/2021

Joanne Winters (31 years of service); Shipping Clerk Ohio Library for the Blind & Physically Disabled; retired 05/01/2021

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in appreciation of their faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

John Skrtic, Chief of Special Projects and Collections, shared the following background on each retiree:

Thomas Edwards (30 years of service): Tom started his career in Community Services in 1991. He worked in Government Documents, General Reference, Westpark, Manager of Jefferson Branch, and concluded his career as the Map Collection Librarian in the History Department.

Joseph Parnell (47 years of service): Joe started his career as a Page and then worked his entire career in the Business, Economics and Labor Department. Joe was the emcee for countless CPL events. He was known as the unofficial voice for CPL for the Library and staff members for years.

Anarie Lanton (33 years of service): Anarie started as a Page in Foreign Literature. She worked in Lending, General Reference, South Branch, Business, Economics, and Labor, the South Branch, Lorain Branch and finished her career in the Acquisitions Department.

Joanne Winters (31 years of service): Joanne Winters worked her entire career behind the scenes at OLBPD. She worked hard every day for the Blind and Physically Disabled patrons in Cleveland and all throughout the state of Ohio.

Mr. Hairston thanked Mr. Skrtic for sharing this information.

**REPORT ON
PAID SICK
TIME**

Submitted

Report on Paid Sick Time Used by the Month

(See page 1181)

**EMPLOYEE
DEMOGRAP
HICS (EEO-4)
REPORT**

Submitted

Employee Demographics (EEO-4) Report

(See page 1182)

**INSURANCE
SUMMARY
REPORT**

Submitted

Insurance Summary Report

(See page 1183)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

**MONTHLY
ACTIVITY
REPORT**

Submitted

Monthly Activity Report

(See pages 1184-1187)

Mr. Corrigan stated that this report reflected the year-to-date increase in circulation; electronic media circulation continues to increase; the number of curbside/walk-up services are high as we are still finding people who are not yet comfortable with coming inside of our branches.

Finally, Mr. Corrigan noted that reference questions are up over 2,000% year-to-date and that CLEVNET transactions indicate that we are back almost full-speed with the services we are providing.

**BUILDING
STATUS
UPDATE**

Presented

Building Status Update

John Lang, Chief Operating Officer, stated that the HVAC units which were vandalized at Mt. Pleasant Branch and which the Board approved the replacement in April, were installed last month. The caging that we intend to

place around the new HVAC units in order to enhance security were received today and will be craned to the roof and installed around the new HVAC units. For FMP projects, similar cages are being evaluated for roof-top or ground-mounted installation on a branch by branch basis.

Mr. Lang added that we are working with a new minority business partner for the Eastman Reading Garden landscape beds. We have fountain repair still scheduled for this year. In response to Mr. Corrigan's inquiry, Mr. Lang indicated that we are collecting quotes for maintenance and restoration of the gates and sculptural pieces.

In response to Mr. Corrigan's inquiry, Mr. Lang confirmed that it is time for routine maintenance is needed for the gates and bronze figures in the Eastman Reading Garden.

Mr. Corrigan thanked Mr. Lang for his update.

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that this update was covered during Tim Cosgrove's Ohio Public Libraries State Funding Update.

Mr. Corrigan thanked Ms. Johnson Thomas for making sure that our lobbyists know the facts and are able to effectively present our case.

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that in support of this organization's multi-million dollar investment in the Facilities Master Plan, the Foundation and the Library are partnering on a capital enhancement campaign focused on public art. Our partners at Jaros Strategy are having conversations with funders to see how likely they are to support an investment to have that capital enhancement within our organization. We have assembled a fundraising strategy team that will include Mr. Corrigan. The objective of that team will be to gather information from the funders including reactions,

**ADVOCACY
TASKFORCE
UPDATE**
Presented

**FOUNDATION
UPDATE**
Presented

insights and recommendations for the fundraising team to ensure that we are going in the right direction. At an upcoming Board Meeting, Jaros Strategy will present the Board with a full report on the work with these external stakeholder interviews and the public concepts that have been developed.

Mr. Corrigan thanked Ms. Johnson Thomas for her update.

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that Cleveland Public Library has been recognized throughout the community for what we have done to celebrate freedom around Juneteenth.

Ms. Winlock gave an overview of each of the following events hosted by the Library in celebration of Juneteenth:

Saturday, June 12, 2021

Black America, Owning Your Future

As a part of the Writers & Readers Series, *Owning Your Future*, with author John McWhorter and Coleman Hughes was a productive conversation about Black America owning our future. Ms. Winlock presented the Board with *Nine Nasty Words* by John McWhorter.

Tuesday, June 15, 2021

Controlled Narrative: Telling Our Own Story (Black Glenville)

Shelli Reeves who has developed an app that will help you explore and discuss the importance of owning, controlling, and preserving Black history, with a focus on Cleveland's historic Glenville.

Thursday, June 17

Reparations: A Path to Healing (A Writers & Readers Workshop)

YWCA Greater Cleveland's President & CEO Margaret Mitchell believes that reparations is a key piece of the answer. This discussion is about the long history of reparations, how some communities have already implemented reparations on a smaller scale, the landmark piece of legislation, House Bill 40, which, if passed, would establish a federal commission to study and develop reparations proposals and begin a national reckoning and a path towards restorative justice.

Friday, June 18

Monumental Crossroads - Film Screening and Discussion

Online screening of the documentary film followed by a discussion with the film's director, Tim Van Den Hoff.

Friday, June 18 2:00

America's Second Independence Day Celebration

A gathering in the garden with poet and performer Siaara Freeman.

Saturday, June 19

What is Free?

Cleveland Public Library, TSOPCLE, and invited guests will educate the broader Cleveland community about the origins of Juneteenth and bridge the gap between corporate investors and community members to bring awareness about issues that impact the Black folks living in Cleveland.

In addition, Ms. Winlock stated that the OPS Department is delighted to provide a storyteller to participate Glenville's Juneteenth Celebration on June 19th at the Glenvillage Pavilion and thanked Mr. Seifullah for providing this opportunity for the Library to take part.

Ms. Winlock acknowledged the Marketing Department for their help in getting this information out to the public. The Marketing Department engaged with Ms. Winlock and Twyla Turner, Director of Inclusion & Leadership Education, in developing *Letters To Our Ancestors* around Juneteenth, which was recorded and will be before July 1.

In closing, Ms. Winlock stated that she is very excited about the work we have been doing and partnering to let the community know that we remember these holidays and will continue to do so.

After recommending that we consider ways to keep the Library open on significant holidays such as Jeenteenth, Mr. Corrigan thanked Ms. Winlock for her report.

OLD BUSINESS

There were no items of Old Business to be discussed.

NEW BUSINESS

Ms. Rodriguez presented the following items of New Business.

**PRESIDENT'S
REPORT**

Presented

PRESIDENT' S REPORT

Ms. Rodriguez reminded the Trustees that they have been assigned library branches to identify ways to strengthen connections with the community and encouraged them to complete visits by the next Regular Board Meeting in September 2021. Trustees are invited to submit their observations as well.

Ms. Rodriguez shared with the Board one observation regarding a recent visit to the Lorain Branch. Lorain Branch staff noticed that more lunches and food would be distributed if a staff member was stationed outside of the branch assisting with the distribution rather than on the inside of the branch.

Ms. Rodriguez stated that distributing lunches outside can be considered curbside service which works well for Lorain Branch.

In closing, Ms. Rodriguez noted that each branch library is unique to their own communities that they serve and looks forward to Trustees sharing their observations in September.

**DIRECTOR'S
REPORT**

Presented

DIRECTOR' S REPORT

Before presenting his report, Director Thomas announced the following:

- Maria Estrella was named recipient of the 2021 Dr. Arnulfo D. Trejo Librarian of The Year Award. The award recognizes a Librarian who has distinguished themselves in the field of librarianship, promoted and advocated services to the Spanish-speaking and Latino communities, and made outstanding contributions to REFORMA. Ms. Estrella will be recognized at the REFORMA National Conference VII in November 2021.
- On August 3, 2021, Director Thomas will interview Dr. Carla Hayden, 14th Librarian of Congress, at

Digipalooza '21: Librarian & Educator Virtual Conference by OverDrive.

- Ms. Rodriguez will join Director Thomas at the 2021 Core Forum, October 7-9, 2021, Baltimore, MD. The Core Forum will be the inaugural conference for ALA's newest division, *Core: Leadership, Infrastructure, Futures*, and ALA's first in-person event since the pandemic began. It will bring together decision-makers and practitioners from the ALA division that focuses on: Access & Equity; Assessment; Buildings & Operations; Leadership & Management; Metadata & Collections; and Technology. Director Thomas will participate in a Breakout Session: Renovating and Preserving Historical Buildings with Peter Boleck, President, HBM Architects.

Strategic Plan

Our Mission:

We are "The People's University," the center of learning for a diverse and inclusive community.

Our Strategic Priorities:

1. Form communities of learning
2. Fight community deficits
3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

PUBLIC SERVICES

MAIN LIBRARY SERVICES DURING COVID-19

Due to the public health threat of COVID-19, face coverings and social distancing continue to be required for Library patrons. In addition, time and capacity limits remain in place for TechCentral and branches.

PROGRAMS, SERVICES AND EXHIBITS

Literature and Ohio Center for the Book Manager Don Boozer hosted a conversation with Derf Backderf on his graphic novel *Kent State* on May 3rd. The live event and recording have been viewed 68 times.

Popular Librarian Judy Daniels and Library Assistant Ricardo Jackson assembled hot lists for books and DVDs for patrons to place holds.

Center for Local and Global History Library Assistant Danilo Milich created a May book display, *It Is Time to Travel the USA*. The display includes travel guides for USA, National Parks, and Civil War sites.

Books by Mail Programs

Words on Wheels staff mailed out 21 packages containing 36 items to 11 patrons as of May 17th.

Homebound Services sent 181 packages to 170 patrons during the month of April.

Covid-19 Home Test Distribution

Lending Department staff have distributed 343 BinaxNOW COVID-19 Home Test Kits to patrons as of May 18, 2021 at the Main Library Drive-Up Window. The tests are made possible through a partnership between Ohio's Libraries and the Ohio Department of Health who purchased two million kits.

OUTREACH

Youth Services Manager Annisha Jeffries participated in the Rock Hall Fame Jam on Saturday, May 18th. She read the book *Clarinet and Trumpet* online through the Rock Hall of Fame YouTube page. Over 2,000 people have viewed the program.

International Languages staff continue to promote newly arriving materials by forwarding emails to patrons on the department's listserv database. In addition staff selected and processed Long Loan Requests for three partner agencies. In total, 2,552 items were shipped to fulfil Long Loan orders.

COLLECTION MANAGEMENT

Literature and Ohio Center for the Book Librarian Evonne Jeffries revised and updated the biographies for H.M. Hoover, Daniel Thompson, John Crowe Ransom, and Sherwood Anderson on the Ohio Center for the Book website.

Photograph Collection Librarian Brian Meggitt worked on metadata for the Stereoscopic Views of Cleveland Collection on the Digital Gallery. In May he edited and improved 80 older records and created 170 new records. In addition, Mr. Meggitt continues to work on the item-level inventory of the Cleveland 20/20 Project.

Center for Local and Global History Library Assistant Adam Jaenke photographed the NFL Draft experience for the Neighborhood Photograph Survey, Library Assistant Danilo Milich scanned 20 park plan drawings and updated EAD and drawer folders, and Library Assistant Lisa Sanchez digitized 21 City Hall images.

Literature and Ohio Center for the Book Senior Librarian Nick Durda processed the Mark Waid Papers on Jerry Siegel and Joe Shuster, created a Finding Aid, and submitted it to the Ohio Link Finding Aid Repository.

From January through April, Literature Department staff added 2,111 items to the collection and weeded out 2,329 items.

Shelf Department pages have been shelving in Youth Services, Fine Arts, Science, Social Sciences, and the Popular Department due to the page shortage.

Social Science Department Library Assistant Pete Elwell, Librarian Forrest Kilb, and Senior Librarian Mark Moore have begun processing the Old Erie Bookstore orders from the past few years. Sports photographs have been delivered to the Photograph Collection; posters and broadsides were sent to Preservation for treatment.

Special Collections Librarian Stacie Brisker completed an Ohio LINK EAD finding aid for the items collected from the 2016 Republican Convention and the Schweinfurth Committee meet on May 14th to select architectural items.

The AccessUN Database has been removed from the library's web site and was replaced with the United Nations iLibrary database.

RESEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY

- The Literature Department noted a selection of items requested by patrons this month for which CPL

had the ONLY copy in a public library in Ohio: *John Gielgud Directs Richard Burton in Hamlet* (1967), Richard L. Sterne; *Remember Television* (1971), Ron Lackmann; *Stage Door* (1936, play), Edna Ferber & George S. Kaufman.

- The daughter of a Karamu House actress visited to see the Literature Department holdings of the theater's historic playbills.
- Social Science Department Librarian Helena Travka assisted a musicology PhD candidate at Case Western Reserve University with multiple requests including *The Great Vigil Service of Easter Eve*. CPL is the only library in Ohio to have this 1933 publication.
- General Research Collections Manager Sarah Dobransky is assisting a CWRU physics student and faculty advisor on specialized patent research.
- An out-of-state patron contacted the Library to research the Cleveland Type Foundry and their creation of Chinese and Japanese typefaces, as well as its successor, American Type Founders. Business Subject Department Librarian Zachary Hay conducted the research which included the reference-only microfilm, the Cleveland Corporations File, off-site storage titles. Several of the off-site titles are unique with few copies available at other Libraries. The most unique title requested, *Exhibit of Rare Books, Prints, etc. Relating to Printing, March 8 to 11, 1916* is the only library copy in the world.
- Science and Technology Librarian Rose Mary Hoge assisted a patron planning to become a cardiac nurse who used the book, *Cardiac Surgery in the Adult* (2018). Although the Cleveland Clinic Alumni Library and the Veterans Administration Medical Center library own the book, Cleveland Public Library is the only library in Ohio that any member of the public can use the book.
- Center for Local and Global History Manager Olivia Hoge and Science and Technology Library Assistant

Peter London assisted a college student requested books on the Women's Land Army. One item the student used, *Land Girl* (1942 edition), is the sole copy in Ohio and one of only seven in libraries worldwide, including the University of Oxford and the Library of Congress.

- Staff assisted a researcher from Christie's in London who needed scans from a rare exhibition catalog owned by CPL.
- Staff assisted Musicologist requested a score from a rare 1933 hymnal.
- Staff assisted a patron who requested information about architectural drawings by Cleveland firm Coburn & Barnum est. 1878.
- Popular Library Assistant April Lancaster helped an author do research for his book.
- Photograph Librarian Brian Meggitt assisted a researcher with finding and obtaining images of Louis Wolsey, Rabbi of Anshe Chesed from 1907-1925.
- Center for Local and Global History Library Assistant Lisa Sanchez found a historic photo for a patron who had just purchased a warehouse building on Superior Ave.
- Center for Local and Global History Manager Olivia Hoge assisted a researcher with finding the burial location of a local Vietnam veteran.
- Over a series of weeks, TechCentral staff assisted a couple who needed help with documents and Zoom meetings to obtain a marriage license. This couple eventually got married over Zoom in the LSW LL Lobby outside TechCentral on May 1st. TechCentral staff made them commemorative wedding buttons.

STAFF DEVELOPMENT

Assistant Director of Public Service Robin Wood attended *Census Data for Libraries* on May 11th. This Zoom session was sponsored by the U.S. Census Bureau.

Assistant Shelf Department Manager Cynthia Coccaro, Literature and Ohio Center for the Book Manager Don Boozer, and CLGH Manager Olivia Hoge attended the NEO-RLS webinar; *Escape Rooms at Your Library*. Mr. Boozer and Ms. Hoge are considering hosting an Escape Room in the future.

Shelf Department Manager Demba Diawara and Assistant Shelf Department Cynthia Coccaro attended an NEO training called *Diversity Works: Understanding Discrimination and Harassment* on May 13th.

Assistant Shelf Department Manager Cynthia Coccaro attended OhioNet's seminar titled *Feminist Programming* on May 26th.

Government Documents Senior Clerk Erick Walker viewed the webinar "data.census.gov Today: A Comprehensive Overview" from the United States Census Bureau.

Government Documents Library Assistant Alea Lytle attended the NEO-RLS webinar *Gaming & Esports in Libraries*, presented by Tristan Wheeler from CPL's Outreach and Programming Department.

Social Science Department Librarian Forrest Kilb attended the OCLC WebJunction webinar, *Training New Supervisors for Success: Don't Start from Scratch*.

Social Science Department Librarian Helena Travka took in the Adult Library Marketing Association's (ALMA) *spring 2021 Book Buzz* and attended *Library Journal's Day of Dialog*.

Social Science Department Senior Librarian Mark Moore listened to the particularly outstanding Library Leadership podcast of Adriane Juarez interviewing Lisa Hussey on *Library Management 101*. Mr. Moore also listened to the American Libraries podcast *A Call Number* with an interview of Becky Yoose and *Privacy Concerns* from Peter McCracken.

Business, Economics, and Labor Librarian Susan Mullee attended the Special Library Association's Business & Finance Division online book talk featuring Hal Kirkwood, author of *Strauss's Handbook of Business Information: A Guide for Librarians, Students, and Researchers*.

General Research Collections Manager Sarah Dobransky attended the Government Documents Roundtable of Ohio (GODORT) spring meeting via Zoom.

Center for Local and Global History Manager Olivia Hoge viewed the transcript of the webinar *Finding Valuable Scientific, Technical, and Business Information by Using Technical Reports Databases* which listed numerous free and paid sites to find otherwise elusive information.

Science and Technology Senior Librarian Jim Bettinger attended a webinar from the USPTO on their publication, *The Official Gazette*.

OTHER

Literature and Ohio Center for the Book Manager Don Boozer participated in the annual Library of Congress Center for the Book Idea Exchange Conference with coordinators from around the US & was named to a 3-person sub-committee to categorize the 53 selections for the National Book Festival Great Reads into 10 thematic author interview panels on May 12th & 13th.

The Cleveland Digital Public Library continued to log environmental conditions at Lakeshore & Main

Dr. Pietro Shakarian donated a copy of his 2021 dissertation *An Armenian Reformer in Khrushchev's Kremlin* and gave permission to digitize and post in Digital Gallery.

Main Library Public Service Managers are giving tours of Main Library and the Louis Stokes wing to new employees for the Human Resources Department.

Librarian Terry Metter attended a meeting of the Cuyahoga County Community Remembrance Project Coalition on May 14th.

Library Assistant-Computer Emphasis Matt Sucre joined the CPLFIT committee.

Lending Manager Steve Wohl and Lending Assistant Supervisor Reginald Rudolph worked on updating and revising BookEnds training material. BookEnds training will be provided to new hires throughout the system as a part of their onboarding and new hire orientation.

Ohio 24/7 News interviewed Mr. Boozer about the Superman exhibit.

TechCentral

OUTREACH

Inside Programs-via zoom

Name of Program	Date of Program	Total # of Attendees	# of Adults	# of YA	# of Juveniles
Resume Workshop	5/3	1			
Job Searching Online	5/5	1			
Microsoft Word I	5/6	2			
Microsoft Excel I	5/4	2			
Microsoft Word II	5/13	4			
Microsoft Excel II	5/11	1			
Resume Workshop	5/12	1			
Job Searching	5/14	0			
Microsoft Word III	5/20	2			
Microsoft Excel III	5/18	1			
Microsoft Word IV	5/27	2			
Microsoft Excel IV	5/25	1			
Tinkercad Basics	5/19	1			
Tinkercad Basics	5/24	0			
1-on-1s	May	44			

PROFESSIONAL DEVELOPMENTS AND MEETINGS

Monthly staff meeting held May 20 in Eastman Reading Garden

TechCentral Assistant Manager, Melissa Canan

Date	Topic	Location
5/5/21	Public Services Managers Meeting	Virtual- Teams
5/10/21	Libraries 2.0 brainstorm session	Virtual- Zoom
5/11/21	Digital Ambassadors	Virtual- Zoom
5/11/21	Libraries 2.0 brainstorm session	Virtual- Zoom
5/12/21	DIF Monthly Cohort Meeting	Virtual- Google meet
5/12/21	NDIA webinar/discussion- <i>Why People Say No to "Free Internet" and What to Do About It</i>	Virtual- Zoom
5/19/21	NDIA webinar/discussion- <i>Filling the Gap- Building Subsidized & Affordable Broadband</i>	Virtual- Zoom
5/19/21	Work Session- OMJCC and CPL	Virtual- Zoom
5/25/21	Monthly DIF Check-in with Leana	Virtual- Google Meet
5/26/21	NDIA- <i>Current and Potential Federal Policy and Funding for Digital Inclusion</i>	Virtual- Zoom
	<i>Dealing with Hostile and Potentially Dangerous Library Users' Behaviors</i>	
	<i>Bystander Intervention in the Library</i>	

Library Assistant-Computer Emphasis, Allison Collins

Date	Topic	Location
05/19/21	Reopening Task Force meeting	Teams
05/19/21	SEIU-CPL Chapter leadership monthly meeting	RingCentral

Library Assistant-Computer Emphasis, Denise Williams-Riseng

Date	Topic	Location
5/5	<i>Dealing with Hostile and Potentially Dangerous Library Users</i>	NEO-RLS Webinar
5/5	<i>Virtual Outreach: Social Services and Public Health at the Boston Public Library during the COVID-19 Pandemic</i>	NEO-RLS Webinar
5/22	<i>Assertiveness for the Unassertive</i>	NEO-RLS Webinar

Library Assistant-Computer Emphasis, Alison Guerin

Date	Topic	Location
5/4	CPL Staff Philanthropy Committee Meeting	Zoom
5/13	FIT Meeting	Zoom
5/18	Harvest for Hunger Meeting	Zoom

Library Assistant-Computer Emphasis, Matthew Sucre

Date	Topic	Location
	Linked In Learning: Procurement Fundamentals	Online

TechCentral Manager, Suzi Perez

Date	Topic	Location
5/3	Personal Empowerment - Emotional Intelligence Training Discussion	
5/4	Public Service Managers Meeting; Re-Opening Committee	
5/11	Digital Ambassadors	
5/12	Re-Opening Committee	
5/18	CPL Board Finance Meeting	

5/19	Re-Opening Committee; Main Managers Strategic Planning Meeting	
5/20	CPL Regular Board Meeting	
5/25	WVIZ: TechCentral MakerSpace Recording	

COMPUTER USAGE

There were 1428 computer sessions at Main for May.

SPECIAL PROJECTS

Hotspot Circulation: 153 hotspots; Hotspots from Jefferson, West Park and Woodland will be redistributed to branches with the fewest hotspots in circulation.

Public Service Technicians

Service Calls and Tickets Summary

Service Calls and Tickets Received: 80

- CPL Help Desk Tickets: 71
- CPL TechCentral Tickets: 9

Service Calls and Tickets Resolved: 61

Tickets currently in Progress: 19

Service Ticket and Project Detail

Workstation: 41

Printer: 4

Computer Software: 23

iPad Management: 1

Hotspot Resets: 2

Form 001's: 7

Cleveland Digital Public Library

PUBLIC SERVICES STATISTICS

Library facilities were open to the public this month. Also open were walk-up, and drive through services. CDPL had 34 in-person visitors from May 1 to May 29. We had 7 two-hour scanning appointments. From May 1st to May 29thst, Google Analytics (GA) reports 45,028 sessions for 42,520 users and 189,195 page views. Search engines delivered 5.2% of our accesses (Google). Searching in

ContentDM accounted for 93% of our accesses. Referrals were 1% of our accesses (including 30% from Facebook, 16% from Wikipedia, 5% CPL, and 4% DPLA). A little less than 1% of our sessions came through social media (78% Facebook, 19% Twitter, and a bit from Pinterest and Blogger). This month, 9% of our users accessed our site using desktop computers, and 91% accessed ContentDM through mobile devices (1% tablets and 99% mobile).

OUTREACH

Community partners work in May included the Cleveland Grays (glass plate scanning delivery and prep), Cleveland Architecture Foundation (Established scanning use protocols for CDPL), Cleveland Orchestra (scrapbook project), Soldiers and Sailors Memorial (Ohio Roster Scans), and many others. CDPL scanned items from our Special Collections for transcription projects for community outreach, particularly with seniors.

COLLECTION DEVELOPMENT

As of May 29th, 5165 images were scanned, 1243 were post-processed and QA'd, and 1414 images were uploaded, many of which were included in multiple-image PDFs.

Late in April we spoke with an OCLC Implementation Manager. ClevDPL identified two million records for open-access digitized items in Hathi Trust (500k) and Internet Archive (1.5 million) that could be downloaded into or overlaid or records in the CLEVNET OPAC. This plan will be proposed to the CPL Collection Management team in June with the hope that CPL will seek to enable digital access to items through links in the CLEVNET OPAC. Identifying items digitized might help with collection management and storage decisions regarding moving and storing items from our Lakeshore Facility as part of the library's master plan. Finally, there is another very large set of items described in WorldCat and online at Internet Archive that are available through controlled digital lending. CPL should also consider seeking to download those records into the CLEVNET OPAC.

INTERLIBRARY LOAN

Statistics from OCLC are one month behind and cover April. We had 41 requests from CPL users for materials

from other libraries. Response time by other libraries, likely due to the pandemic, averaged a 20 day and 20 hour turn-around on our patron's requests. Partner libraries made 831 requests through OCLC to borrow from CPL and 33 ILL requests using ALA forms. CPL staff managed a response time of 5 days and 20 hours. We again had numerous ILL requests from incarcerated persons and general researchers using ALA forms. There were 10 copy requests.

PRESERVATION

As of May 29th, preservation received 66 items and returned 38 items. The team produced 6 labels. The team did 46 complex and 7 simple book repairs and completed 25 complex flat paper repairs on difficult oversized maps and plans, including washing and mending. The preservation team continued working on an inventory of artwork in the library system, focusing on branches in phase 1b of the Facilities Master Plan. Moving the first group of 1a branches (Westpark, Woodland, and Jefferson) is complete. Walz and MLK are still in progress. Moving the oversize painting at Lorain will be the challenge for the summer. We completed creating a spreadsheet of the images finding-aid for the OhioLINK Finding Aid Repository.

Ohio Library for the Blind and Physically Disabled

ACTIVITIES

For May 2021, OLBPD circulated 25,662 books and magazines directly to patrons. Approximately 713 BARD patrons among 1,416 active users downloaded 13,879 items.

OLBPD and CPL Financial Services submitted the State Fiscal Year 2022 Program Budget Request to the State Library of Ohio. The State Library of Ohio's Board of Trustees approved the budget requests for OLBPD during their May 20 meeting. During the meeting, OLBPD Manager Will Reed spoke to Board members about OLBPD, COVID-19 activities, and took questions about funding and future service developments.

On May 6, National Library Service (NLS) consultant Pam Davenport conducted a virtual visit with OLBPD. Every two years, NLS sends a consultant to evaluate OLBPD on

how well it provides service according to the Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Print Disabled. Due to COVID-19, the consultant visit scheduled in 2020 was postponed. During her virtual visit, Ms. Davenport met with the OLBPD Manager to discuss organizational changes at NLS, along with changes in administering service for the immediate future.

The NLS Western and Midlands Regional Conferences joined for a virtual conference from May 11th-13th. The conference theme was "Vive La Virtual" and highlighted many of the remote and virtual methods of delivering services that network libraries used during COVID-19 conditions. NLS also provided updates on the status of future service initiatives and operations.

On May 27-28th, Skulski Consulting performed an accessibility assessment of the Main Library and LSW as part of plans to relocate OLBPD per the Facilities Master Plan. Preliminary reports indicated there were no major barriers in either building.

The OLBPD adult book club met remotely on May 13 to discuss *The Women of the Copper Country* by Mary Doria Russell.

Public Administration Library

PROGRAMS AND EXHIBITS

Popular Library shared a selection of titles for display outside of PAL for patrons.

COLLECTIONS

PAL received the *2020 Storefront Renovation* project book and the *2021 Budget Book*.

The Director of Community Development signed the Deed of Gift concerning the Community Development plans. The Community Development plans filed under View from the Lake were transferred and received at Cleveland Digital Public Library.

REFERENCE QUESTIONS UNIQUE TO PAL

- Assisted patrons with information about Cleveland ordinances concerning height of grass and vacant land.
- Emailed patron information concerning dog parks.
- On May 7, PAL transferred reference Rock and Roll Hall of Fame titles to Fine Arts for patron to review. They include:
 - North Coast Harbor: Rock and Roll Hall of Fame and Museum site: urban design guidelines. 0009938919033
 - Strategic plan 2001-2006 / [Rock and Roll Hall of Fame + Museum]. 0009173396426
 - Rock and Roll Hall of Fame and Museum. 0009131340540
 - Rock and Roll Hall of Fame and Museum/City of Cleveland Finance Committee 0009185534998
 - The Rock and Roll Hall of Fame and Museum: building concept presentations to the Design Review Committee September 19, 1991, [and] The City Planning Commission, September 20, 1991. 0009106780373

BRAANCHES**District One**

Eastman - Our featured branch event this month was Community Gardening Day, which was a great success thanks to a group of patrons and many staff including Children's Librarian Cassandra Feliciano, LAYE Nancy Smith, Page Isaiah Real, and Custodian Tony Pujolas. The four city-owned planters in front of the branch were transformed from weed patches to beautiful flower beds. We hope that the neighboring businesses will follow our lead and beautify the streetscape in front of their establishments along Lorain Avenue. The Library moved to Phase 2 in the Pandemic Reopening, which extended patron time in the building to two hours per day and a two-hour limit on public computers. Director Thomas visited the branch and spent time answering staff questions. Ms. Feliciano participated on the Summer Lit League Committee and attended the Youth Services Meeting.

During our monthly Staff Meeting, Eric Herman presented the first draft of the design plans from our architect, Moody-Nolan. Staff feedback on the design was collected and forwarded to Mr. Herman. We have begun the process of weeding the collection, extra furniture, and fixtures in preparation for our Branch Re-imagination. Manager Jamie Lauver attended the Manager's Meeting and Westown Community Development Corporation board meeting. PCs for People pick-ups went smoothly. Our branch Facebook page continues to attract followers; we are using the Facebook page to promote activities and share branch Facilities Master Plan updates. Kid's Café ended this month, Ms. Feliciano and Mr. Lauver participated in Summer Feeding Online training.

Lorain - Lorain hosted the Catalyst for Community Change program in partnership with the Cleveland Rape Crisis Center. Take-and-make crafts were distributed to patrons. Children's Librarian Adela Santana and Library Assistant Youth Emphasis Todd Fagan offered virtual weekly Storytimes to toddlers, preschoolers, and school-aged children from Almira Elementary School and Genesis Childcare Academy. Library Assistant Computer Emphasis Larisse Mondok attended Employee Resource Group meetings as well as the *Leveraging the Global ERG Network for Your ERGs* webinar and *Bystander Intervention Training at the Workplace*. Santana attended the Cuyahoga County Public Library Youth Book Buzz, *Crash Course in TikTok*, and *Beanstack Library Staff Essentials* webinars. All Lorain Branch staff attended the *Ditch the Drama: Strategies for Peak Performance: More Peace, Less Drama* webinar and viewed United Way's 211 video. The majority of staff completed the Summer Feeding Online training. Branch Manager Crystal Tancak attended the Managers Meeting, a Book Ends Customer Service pilot, the Personal Empowerment: Emotional Intelligence Training discussion, and a Transition Planning/Move Management meeting. Tancak also attended the West Side Collaborative and MyCom meetings, and staffed tables at the 78th Street Art Studios and Max Hayes "We Are Family" Literacy Carnival events. An all-staff meeting was also held at the branch.

Rockport - The Rockport Branch continued to be the most heavily trafficked location at Cleveland Public Library. Featured this month were two book displays: One commemorating Asian American Pacific Islander Month and the second consisting of staff picks. Preparations for

Summer Lit League (SLL) continued with Kendra Proctor, Children's Librarian, serving on the planning committee and William Petrucz, Library Assistant Youth Emphasis, watching the 2021 *Children's Summer Reading Program* webinar from NEO-RLS. Additionally, two of the lobby display units were utilized to advertise SLL and youth staff distributed fliers to area schools and daycares. A couple dozen Fossil Dig Grab-and-Go kits were distributed to youth. Collection management activities for the month included weeding of the picture book collection. James Talley, Branch Clerk, attended meetings for CPL Play and all Rockport staff attended the monthly branch staff meeting. The Best Buy Teen Tech Center had a busy month with attendance rising to 95 in person and 64 virtually. Youth finished their Engineer for the Week competition and submitted 3 computer games. Merle Santiago, BBTC Assistant Coordinator, completed a membership spreadsheet, and Jill Pappenhagen, Coordinator, participated in two NEO-RLS webinars and a Clubhouse Network webinar.

Walz - The month of May has been busier than ever at Walz Branch with an increase in patron visits and computer use. The West Park staff that has transferred here has been combined well with Walz staff and its patrons. Children's Librarian Libby McCuan has diligently kept in touch with her West Park schools and daycares as well as making inroads with Walz's schools. Many classes are taking advantage of early sign up for Summer Lit League. This month the branch offered two take and make crafts: Mother's Day flowers, and Butterfly window sun catchers. Thanks to Clerks Ms. Frye and Ms. Trent, their displays have been a huge part of circulating curated materials -- this month featured An AAPI Month display, Memorial Day display and National Pets Month! The Senior Book/Movie club meet on Zoom again, with two new members joining. Manager Jeanmarie Gielly attended a MyCom meeting for Detroit-Shoreway.

West Park - West Park closed to patrons for the FMP last month (in April). Manager Michael Dalby has made several trips to the branch to meet CPL staff and GovDeals buyers in order to clear out old furniture and fixtures. Manager Dalby has been attending move management and groundbreaking meetings in preparation for the construction. Several patrons and community leaders will be invited to the upcoming July ceremony. Dalby has also

been facilitating the system-wide 211 phone soft launch for May 31st.

District Two

Brooklyn - The branch had continued success with virtual and community outreach opportunities, as well as connected with key community members within the Brooklyn Centre neighborhood. LAYE Catherine Hankins continued to provide Take and Make crafts; more than 70 were given to a teacher and another library branch, and prepared a supply of 100 for distribution this month and the summer. Ms. Hankins and Children Librarian Laura McShane also provided virtual Storytimes to HSA Denison school children. Ms. McShane connected with area schools and educators, and with the help of Youth Services Department delivered nearly 80 STEM kits to Denison school. Her community networking continued most notably with MetroHealth family related initiatives while promoting the upcoming Summer Lit League program. The branch collaboration with Connecting for Kids allowed the branch to connect with 10 families picking up their resource kits. Branch Manager Ron Roberts participated in the 2nd District Community Relations meeting, and continued with the Workforce Development Committee preparation for CPL's collaboration with Ohio Means Jobs.

Carnegie West - Children and families are still engaged in the virtual Storytime experience, with over 50 participants this month. Staff have given away 22 snack packs, 42 Grab n' Go lunches, and 11 disaster boxes, courtesy of the Cleveland Food Bank. Branch Manager Angela Guinther is working with Ohio City residents on ideas for a series of outdoor programs in Frank Novak Park, the city park in which the library resides. Residents have expressed a keen interest in positively activating and using the park.

Fulton - Staff continued to offer branch services to patrons, along with GCFB's Grab n' Go lunches, backpack meals and disaster boxes. The branch continued to prepare for the VZ Tech/Innovation Lab. Staff reimaged the children's area to give it a new crisp look. All staff attended the Great Cleveland Food Bank Summer Feeding training. Page Gabby Murray shifted the children's collection, interfiled the series books, and with the help of staff moved holiday material to the

stacks. Clerk Rachel Irizarry updated the jobs board, removed the tax form display, and put up a 211 display. Branch Clerk Lindsay Palma helped discard items out of SIRSI. LACE Justin Smith assisted many patrons with PUA/unemployment and discarded items from the children's collection. LACE Bernadette Lemak and LAYE Jeanna Sauls weeded and reorganized the DVD collection. Children's Librarian Beverly Austin conducted Zoom Storytimes and virtual programs, and created a Grab n' Go craft kit. Children's Librarian Karen Kelly-Grasso attended SLL Committee meetings and assisted in teaching other staff computer shortcuts. Youth Service staff attended Beanstack training in preparation for SLL. Branch Manager Leslie Barrett attended the following workshops/meetings: Public Services Managers, D2/D3 managers meeting, FIT committee, Corporate Challenge meeting, the People with Disabilities ERG, and weekly VZ Tech lab meetings. The branch has a completed computer bar and has had newer computers brought in and installed in the computer bar area. The branch reached capacity once due to the steady flow of patrons.

Jefferson - The Branch has entered its second month of closure for the Facilities Master Plan renovations. Planning is underway for a groundbreaking ceremony that will occur on July 10. While the branch is closed, Jefferson staff continue to serve the Tremont community in a number of ways while assisting at their temporary locations. After COVID restrictions were loosened to allow outdoor programming, Children's Librarian Karen Kelly Grasso, and LAYE Alexander Story have resumed Storytimes and book talks at Tremont Montessori School, of which have provided an opportunity to promote the Summer Lit League (SLL) to teachers and students. Ms. Kelly Grasso had weekly meetings for the SLL planning committee. Branch Manager Steve Capuozzo, continued to run the Tremont Think and Drink book club virtually: *Can't Even: How Millennials Became the Burnout Generation* was discussed. While assisting at the Rockport Branch, Mr. Capuozzo attended numerous meetings: Public Services Managers, D2/D3, Rockport Staff, Transition Planning, Strategic Planning, Foundation/fundraising, Best Buy Teen Tech Center circulating material, and Groundbreaking. As Chair of the Rainbow Readers ERG, he also attended a meeting and two webinars and helped elicit input for a web-based project for Pride Month.

South - The month has been the busiest month so far due to the increase of the capacity limit, and the increase of two hour computer limit. Staff have seen more people visit the branch, especially the children and teens. Virtual Storytimes were held for 1st and 3rd graders from Luis Munoz Marin Dual Language Academy. Director Felton Thomas visited the South Branch on May 20th, 2021. Staff was very excited to perform their first outreach program in partnership with the Tremont West Development Corporation, as part of the Family Group event at the Towpath, and the Towpath integration plan for Tremont.

South Brooklyn - Staff offered curbside, walk up, in-house services, and Saturday hours, as well as GCFB's Grab n' Go lunches, disaster boxes, and backpack foods. The branch continued to be a PCs For the People pick up location. Staff attended a monthly branch meeting. Branch Clerk Grace Wen attended the Multi-cultural ERG. LAYE Raymond Cruz attended the YS meeting, and created Take n' make crafts. Children's Librarian Ronald Palka-Roman attended the YS meeting, Multi-Cultural ERG meeting, and conducted virtual Storytimes with Charles Mooney, William C. Bryant and Horizon Educational Center. Assistant Manager Tammy Houghton attended the following: PS Managers meeting, D2/3 Managers meeting, Bookends meeting, *Customers Without Masks* webinar, and the ALA Black Caucus President's Program about policing in the library. District Manager Luigi Russo participated in the following meetings: 2nd District Police Community Relations, Old Brooklyn CDC MyCom, Old Brooklyn CDC Community, Public Services Team, PS Managers, Reopening Task Force, Transition Planning/Moving Management, Groundbreaking Committee, D2/3 Managers, FUL Jumpstart/Verizon Tech Center, Intro to Emotional Intelligence, Sterling staff mediation, Board meeting, and the *Customers Without Masks* webinar. Mr. Cruz, Mr. Palka-Roman, Ms. Houghton and Mr. Russo attended the second round of Strategic Planning for branch programs.

District Three

Garden Valley - The Youth staff facilitated several virtual Storytimes to Harvest and All-Around Children Daycares. LAYE Leonard Burks conducted the Jazz Art Program, in which several jazz musicians presented music from various timelines of this genre to show how jazz

styles vary; 27 young library patrons participated. Dyad Public Services Manager Maria Estrella received the 2021 recipient of the Dr. Arnulfo D. Trejo Librarian Of The Year Award; the accolade recognizes a Librarian who has distinguished himself or herself in the field of librarianship, promoted and advocated services to the Spanish-speaking and Latino communities, and made outstanding contributions to REFORMA (The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking).

Hough - This month saw some slight changes to our service model: Patrons can now stay in the building for a total of two hours and can come and enter multiple times a day. Patrons are still able to utilize walk-up and curbside services. Kids Cafe, disaster boxes, and the backpack operation have continued. The youth staff continued Storytime with the local daycare, Lexington-Bell, and attended round two of Strategic Planning meetings with Dr. Sadie Winlock and Branch Manager Lexy Kmiecik. Mrs. Kmiecik attended the People with Disabilities ERG meeting, Manager's meeting, virtual Reopening Committee Taskforce meetings, Transition Planning/Move Management meetings, groundbreaking meetings, Staff Philanthropy Committee meeting, District 2 & 3 meeting, and a Bookends run-through.

MLK - The Branch continued its partnership with Fenway Towers, of which 12 Fenway Tower residents participated in a Motown-themed MLK Trivia activity. Cuyahoga County Detention Center youth joined Youth Services Staff for a May "book" discussion which was based on poetry packets that were distributed to each youth in April 2021. CCDC participants wrote, read and discussed their own poetry, discussed their favorite poetry, talked about their daily journaling and lyric writing, and learned about "context clues". Branch Manager Dr. Tonya Briggs attended the following: NEO-RLS DEI Committee Meeting, Urban Libraries Council Edge Coffee Break (Measuring the Digital Divide & Community Data Toolkit), Library Journal Day of Dialog, Policing and Libraries with the Black Caucus of the ALA, University Circle Inc.'s 2021 Spring Meeting, and NEO-RLS DEI Committee Meeting. Various Youth staff attended the following: The University of Southern Mississippi's Virtual 2021 Fay B. Kaigler Children's Book Festival, CCPL's *Youth Book Buzz*, NEO-RLS *Crash Course In Using TikTok*, Literacy Cooperative webinar: *Can We Talk? Bringing Mindfulness*

and *Skill to Difficult Conversations*, BCALA's *Policing & the BLM in Libraries*, and MyCom's performance of *The Group Chat*, a play about substance abuse and diversity for teens.

Sterling - The Branch continued to support Central Neighborhood adults and youth with computers, faxing, emails, and printing/copying. Youth staff Charles Bailey and Sonja McCord distributed 600 boxed lunches through the Kids Cafe snack program, 96 bags of kid-friendly weekend meals through the GCFB backpack program, and 40 disaster boxes. Ms. McCord presented Storytimes via Zoom to area preschools and distributed Grab n' Go craft kits. Mr. Bailey served on the 2021 Summer Lit League committee, and recorded a story for Dial-A-Story and the week 7 SLL session "If I Was a Reptile". Bette Bonder, who is the Central Octavofest organizer, met with Branch Manager Monica Rudzinski regarding summer programming. Ms. Rudzinski toured the Culinary Literacy Center at Lorain County Public Library.

Woodland - The Branch temporarily closed to begin construction of the Woodland Campus, and the Facilities Master Plan team is currently working on the logistics of the Woodland Branch Ground Breaking event on Saturday, June 26, 2021, at 10:30 AM. Dyad Public Services Manager Maria F. Estrella, and Library Assistant-Youth Emphasis Kelli Newson continued to compile discretionary orders for the opening Woodland Branch collection. Mrs. Estrella attended the following meetings: Public Services Managers meeting, D2/3 Managers meeting, Groundbreaking Committee meeting, MyCom Partner meeting, Transition Planning/Move Management, and Family Connections - SPARK meeting. She also attended the following webinars and events: NEO-RLS *Diversity Works: Understanding Discrimination and Harassment in the Workplace*, PLA *Understanding the Role of Public Library Directors*, and Cleveland Central Promise Advisory Council Meeting.

District Four

East 131 - The East 131 Branch kicked off the month of May in celebration of Mothers. Youth Services staff Kelli Minter, Children's Librarian and Rosa Simone, Library Assistant, provided a Tinker Tuesday program along with a Storytime dedicated to honoring mothers. Programs for the month included Library Assistant

Computer Emphasis Carla Carraway's thought-provoking staff picks. The branch hosted the Cuyahoga County Resource Boxes for families with children on the autism spectrum. The East 131st Street Branch participated as a pick-up site for the City of Cleveland's Circular Cleveland Ambassador applications. Ceramicist George Woideck provided the Making Mosaics program for 15 children in the reading garden. The youth staff presented several Tinker Tuesday programs via Facebook, and offered Take and Make kits. Patrons were grateful to Branch Clerk Pat McCoy for creating a New Releases review sheet to accompany the monthly DVD Request Form. East 131 Branch Youth Services staff attended the MyCom meeting. Along with Children's Librarian Mark Tidrick, Ms. Minter attended the Dickens Reads Virtual Parent Night for grades K-5 and promoted Summer Lit League. Youth Services staff Page Kaleah Merritt and Ms. Marquez completed the Greater Cleveland Food Bank's Summer Lunch Training. In partnership with the City of Cleveland's Office of Sustainability, Ms. Marquez coordinated the Rain Barrel program to be hosted over the summer at the following participating branches: Addison, Carnegie-West, East 131, Eastman, Fleet, Memorial-Nottingham, Rice and Rockport. Ms. Marquez attended a virtual planning meeting with the First Street Coalition to finalize the plans and press release for the Annual Street Beautification Day in June. Along with the Volunteens, Ms. Marquez met with the Jewish Federation of Cleveland to discuss relevant topics such as improving literacy through the reading aloud daily challenge, helping grow the tree canopy, and creating jobs by teens and for teens. Ending the month of May, the East 131st Branch enthusiastically prepared for the Annual Street Beautification Day event. Staff also championed and registered students for Summer Lit League: A World of What-Ifs!

Fleet - In May, preparations for Summer Lit League (SLL) were finalized. Youth Librarian Tracie Forfia, in collaboration with LAYE Anna Fullmer planned a weekly schedule of "what if I..." themed activities. Ms. Fullmer also posted information about Fleet's SLL on the Branch's Facebook page. In the adult room, attention was given to the non-fiction collection with heavy weeding of items that have not circulated. Community engagement and partnerships building continues virtually with the P16 Slavic Village Community meetings and Zoom preschool Storytime. Fleet's Cleveland Foodbank Harvest for Hunger

food drive received two boxes of nonperishables from the Fleet branch this year. Internally, Property Management has followed-up confirming the location of the Branch 211 phone. Finally, Royce Guard Spicer was reassigned to Union branch. Due to his reassignment, SPS Officer Curtis Williams has been assigned to Fleet.

Harvard Lee - Throughout May, Youth staff Olivia Morales and Kevin Moore delivered Summer Lit League (SLL) postcards in person and via email to schools and daycares. Staff gave away Take and Make bags to adults and children. Ms. Olivia presented about SLL and other resources at Whitney Young School's "Beat the Summer Slide" meeting. Branch Manager Kristen Schmidt attended the MyCom meeting, CPL Staff Philanthropy Committee meeting, Harvard Community Services Center Collaborative meeting, the webinar *customers without masks*, an LSTA grant meeting, a move management FMP session, and CPL's L&D Steering Committee meeting. As part of the L&D Steering Committee, she drafted a Public Services training survey. Ms. Olivia, Mr. Moore, and Ms. Schmidt participated in a second programming meeting with Dr. Sadie Winlock. LACE staff Stacy Brown and Lisa Held both attended a Remote Assistance refresher class. Page Joe Jones returned from OSU to work at Harvard-Lee for the summer. The branch staff completed the Adult weeding list and revamped the Book Sale truck. Ms. Schmidt learned she was nominated by her staff for the WOW Empowerment award.

Mt. Pleasant - LegalWorks appointments and walk-ins have continued to pick up steam this month. Attendance has increased as word spread throughout the community. Patrons have been traveling from all over the city for assistance with expungements, consumer issues, simple wills, and driving privilege restoration. Youth Librarian Mark Tidrick, Library Assistant Youth Emphasis Renita Carter, and Library Assistant Computer Emphasis Kyra Berzonsky attended the North East Ohio Regional Library Systems webinar called *Dealing With Hostile and Potentially Dangerous Library User Behavior* led by Pat Wagner. Mr. Tidrick attended Beanstack training in preparation for Summer Lit League registration. Manager Shayla Boyce presented about the Library's Legal Services at the monthly live stream, *Legal Aid at the Library: LIVE on Facebook*. LegalWorks representative James Levin presented about LegalWorks services being provided at the branch to the Fourth District Safety

meeting with Commander Brandon Kutz. Mr. Tidrick and the East 131 Branch Youth Librarian Kelli Minter presented the Summer Lit League to the Dickens Reads Committee. Mr. Tidrick co-lead a presentation about Summer Lit League for WYKC's *We the People*. Ms. Boyce and Mr. Tidrick will also be presenting about Summer Lit League at the Ward 2 Councilperson meeting.

Rice - Rice continued to be busy during the Month of May. We started the month by welcoming in Asian American and Pacific Islander Heritage Month and celebrating their culture with a book display. We continued our habit of recycling the material on the book truck with new titles, adding special interest books such a books in recognition of Cinco de Mayo and Mother's Day, and about taxes, and military to name a few. The Rice team applied for a Neighbor Up Community Garden Farmers Market grant to restart the gardening programming for community youth. We also planted seedlings that were started indoors to renew and refresh the branch landscape. Youth librarian Whitney Johnson and Youth LA Kelli Newsom conducted weekly Storytimes for Sunbeam Elementary, and spoke at the Intergenerational School Community Zoom meeting, giving information about the upcoming Summer Lit League and the ease of library use. The Youth team provided a Mother's Day Take and Make craft and vision board supplies for the virtual vision board party. Ms. Johnson participated in a youth book buzz Zoom event to learn about upcoming books and NEORLS's *How to better understand the reach of TikTok*; a crash course for the Youth team in TikTok programming. Assistant Manager Shanell Jones completed the "Individual Excellence" professional development series which focused on career enhancing skills and techniques. Ms. Hutson co-chaired the Public Library Association's membership advisory meeting as well as participated in the following professional development: Personal empowerment - Emotional Intelligence Training, *How to Reduce Police Calls and Keep Everyone Safe in Your Organization*, *Open Your Mind to Grant Writing*, *Salary Negotiations Ins, Outs and In-Betweens*, and *Customers without masks*. She also attended the following CPL events: 2022 Planning Summit, Labor Management Team Training, and a Health and Safety meeting.

Union - For the month of May, staff are welcoming our patrons back inside of the branch as well as continuing to offer walk-up service. Youth staff continue to

provide Storytimes to the community schools and daycares which include Miles Park, Nathan Hale and CEOGC. Youth staff have registered youth for this year's Summer Lit League. Ms. Steward attended Library Journal Day of Dialog, *Youth Book Buzz*, and MyCom meetings/workshops. Ms. Johnson attended 2 virtual field trips with the True2U students. Ms. Johnson attended a how-to webinar for Global ERG Network, Women in Business by PNC. Ms. Williams and Ms. Johnson attended the virtual True2U Year-End Celebration. The keynote speaker for the event was recording artist and motivational speaker DEE-1. Ms. Williams attended virtual workshop *Customers Without Masks* hosted by Ryan Dowd. Ms. Williams also attended CPL-Fit and Bookends team meetings. Ms. Hill attended the virtual webinar *A Conversation on Policing and Libraries with the Black Caucus of the American Library Association* hosted by North East Ohio Regional Library System.

District Five

Addison - During the month of May, staff were busy with assigned professional development and community outreach. Branch Clerk Tyler Guerin completed one hour of professional development inclusive of the Ohio Reference Excellence module six part four, participated in NEORLS' webinar *Mastering Uncomfortable Conversations with Library Visitors*, and attended the People with Disabilities ERG meeting. LAYE, Ron Clark, participated in NEORLS' webinars called *Mastering Uncomfortable Conversations with Library Visitors*. Mrs. Malinoski, attended *Book Buzz*, hosted by CCPL and attended Beanstack training. Branch Manager Ms. Means, attended, *Virtual Veteran's Cafe*, and Cuyahoga Job and Family Services Community Partner Conversation. Ms. Means, LAYE Ron Clark, and Children's Librarian Ms. Malinoski completed Cleveland Foodbank Summer Feeding training. Addison hosted two Zoom events presented by IUIC Columbus.

Collinwood - It's that time of the year again for the Collinwood Branch, spring cleaning and weeding are in the mix for this month with support from our Clerks. Our Seed Catalogue is flourishing with patrons coming for things for their garden. The Youth staff have been regularly engaging the daycares and Learning Pods in the area and are on track to have a good number of Summer Lit League enrollments while also redesigning the

Children's/Youth area of the branch and making progress. Unemployment benefits, tax information and resume building on the computer remains the main focus of our customer service. Training for Summer Kid's Café has been completed by our Youth and LACE staff. LACE Staff also completed refresher courses on remote access for patrons via Tech Central.

Manager Peak and Adam Tully participated in ERG meetings and Manager Peak attended 5th District Safety meeting and Collinwood Community Block Club meetings via Zoom.

Glenville - Youth staff, Peter Roth presented "Good morning, Glenville" Storytime virtually to individuals. He also attended SEIU 1199's delegates, Summer Lit League Committee, ERG Committee, and Youth Service meetings. Manager Sharon Jefferson attended Re-opening Task Force, Public Services Manager's meeting, D4/D5 district meeting, webinar *Policing and BLM Movement in Libraries*, Strategic Planning meeting from OPS, Transition Planning and Move Management, Grant Writing Workshop seminar and LSTA Grant meeting.

Langston Hughes - This month Children's Librarian Christopher Busta-Peck created the Mechanical Wonder Series, beginning with a working model of the solar system. The display will be shown in its various parts before being assembled and will be featured on the branch's Facebook page. Other creations that will be featured are a horse and clock with movable parts. Children's Librarian Christopher Busta-Peck and Library Assistant Ron English both posted virtual Storytimes on the Langston Hughes branch Facebook page. The branch hosted a visit by Director Thomas. Branch LACEs, Isaiah Lewis and Aquene Kimmel both took part in the Remote Assistance Refresher provided by Tech Central. Mr. Bradford hosted three students from Case Western Reserve University who wanted to know information about Langston Hughes, the person, the branch, the Glenville neighborhood, and the city of Cleveland. Mr. Bradford gave them a short history of the origin of the branch and gave them a quick tour of the branch including showing the students the 1920 autographed high school yearbook of the famous poet and author. Mr. Bradford attended the HR Forum for Dress code guidelines, Monthly YS meeting, the Remote Assistance Refresher Session and participated in the following webinars: *How Librarians can engage in Elder Fraud Prevention*, *The Secret to Superior Customer Service*, *Going Virtual: Ways to stay*

Engaged During COVID-19, Caring for the Mind: Providing Mental Health Information at Your Library. Adult fiction, music CDs, and DVDs were weeded.

Memorial-Nottingham - During the month of May, Memorial-Nottingham hosted the first annual MNT Means Job Virtual Career Fair in partnership with Greater Collinwood Development Corporation. Cleveland Clinic and Morrison Products were the featured employers. Many virtual participants attended the fair to meet and interview with potential employers. Branch Manager Mrs. Moncrief Robinson, Library Assistant Ms. Dunn-Childress, and Library Assistant Mr. Braden-Dorsey were the lead staff on this project. To celebrate Garden Vegetable Day, vegetable seeds were given to patrons to plant their own garden. Mrs. Moncrief Robinson attended three community meetings and two professional development workshops. Staff submitted an article to The Collinwood Observer. The article featured branch services, programs, and book recommendations. The Youth Services staff attended the virtual Youth Services meeting. Ms. Rivera hosted eight virtual Storytimes with O.H Perry classes and one Jubilee Academy preschool Storytime. Paper flower Take and Make craft bags were made to give out for the month of May. Over 20 bags were passed out. Children's Librarian Ms. Rivera attended the Philanthropy Committee meeting. Library Assistant Mr. Benton was appointed to co-chair the African-American ERG. Summer Lit League information was given to our school and childcare partners.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In May, the 3E/OPS continued its rollout of spring programming and devoted much of its time and resources to developing its annual summer reading program and enrichment programming in eight CMSC schools.

PARTNERS AND PROGRAMS (Adult)

LegalWorks, a non-profit organization that provides legal consultation and assistance for qualified, low-income youth and adults with the intent of resolving legal issues that are barriers to employment, completed its second month of in-person consultations at the Mt.

Pleasant and Fulton Branches. During May, LegalWorks served a total of 25 clients, 23 of which were new. This service resulted in the filing of 6 motions to seal in Cuyahoga County Court of Common Pleas, Cuyahoga County Probate Court, Berea, Lakewood, Parma, Shaker Heights, South Euclid municipal courts. Cases involved vacating/removing arrest warrants, real estate deed preparation, Powers of Attorney, wills and miscellaneous probate issues, securing driving privileges, civil conflict resolution, and resolution of credit/debtor situations.

On May 25th, The Legal Aid Society of Cleveland and Cleveland Public Library hosted the fourth program of its Facebook LIVE series. This month's program addressed eviction and housing rights issues. Featured speakers from the Cleveland Housing Network (CHN) and Social Sciences Librarian, Mark Moore discussed tenant rights and resources available to patrons.

PARTNERS AND PROGRAMS (Youth)

Sowing Seeds art therapy workshops were offered at two locations serving students grades K-8. Art Therapy studio therapists facilitated workshops that developed skills using different media - drawing, painting, sculpting while encouraging self-expression in each session.

CSU Viking Corps and America Reads tutoring concluded its Spring session on May 6th. Over the last quarter, thirteen CSU students offered after-school tutoring Mondays-Thursdays at six virtual locations. Staff at participating host locations reported that approximately 84 students were served in the last semester.

Facilitated by the Music Settlement, Read to the Beat provided music therapy sessions for preschoolers and families virtually via the Library's Facebook page. Approximately 470 families visited the Cleveland Public Library Facebook page on Wednesdays to engage with a professional music therapist and learn reading and early literacy skills.

The Library's violin program continued online during May. With the relaxing restrictions on indoor programming, the program will transition to in-person programming in July. On May 7th, the program expanded to

include students connected to the Family for Life Foundation.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- **Goal:** *Increase Elected Officials and Key External Stakeholders' Awareness and Understanding of CPL's Community Impact*
 - **Elected Official Engagement**
 - Facilities Master Plan (FMP)
 - Groundbreakings: 1A Branch Groundbreakings
 - Apprised local legislators and CDC's on FMP Phase 1A groundbreaking efforts of the branch(es) in their locale/jurisdiction
 - Advocacy: Public Library Fund (PLF)
 - Participated in various meetings with senators underscoring the value of the PLF and requesting their support to increase the percentage to 1.7% of the general revenue fund

CPL DEVELOPMENT UPDATES:

- **Goal:** *Align fundraising to support CPL's new strategic plan and facilities master plan (FMP)*
 - Fundraising
 - **Strategic Plan Priority: Build 21st Century Resources---**Digital Literacy
 - Submitted request to The Cleveland Foundation in support of a Digital Navigators program
 - **Strategic Plan Priority: Create Opportunities for Conversation that Matter---**Adult Education

- Submitted Open Grant request to LSTA for an empowerment speaker series at MLK Branch

CPL FOUNDATION UPDATES:

- **Goal:** *Reach Financial Targets*
 - **Corporate Sponsorship**
 - Advanced efforts for 2021 corporate giving solicitations
 - Hosted calls with various companies re: corporate sponsorship opportunities
 - Secured sponsorships
 - Benesch Law
 - Cleveland Neighborhood Progress
 - Sisters of Charity Foundation of Cleveland
 - *Capacity Building*
 - Hosted Strategic Business Planning check-in calls
- **Additional CPL Foundation Efforts:**
 - Reopened the Gift Shop
 - Held Staff Philanthropy Committee meeting
 - Preparation for Mid-Year Appeal
 - Distributed MakerBot STEM robots to branches as in-kind donation from AT&T
 - CPLF Board
 - CPL Foundation Executive Committee held its monthly meeting
 - Held CPL Foundation Governance Committee meeting
 - Held CPL Foundation Finance Committee meeting
 - Held CPL Foundation Development Committee meeting

COLLECTION & TECHNICAL SERVICES

Director of Collection and Technical Services Sandy Jelar Elwell worked with Acquisitions Coordinator Alicia Naab, Collection Management Librarian Laura Mommers, and High Demand Librarian Dale Dickerson to temporarily redistribute work assignments until a replacement has been hired for the Collection Manager position. Ms. Jelar Elwell assumed the responsibility for the selection of OverDrive eMedia and adult print materials in addition to overseeing the overall operations of the Collection Management Department.

Ms. Jelar Elwell met with TechCentral Manager Suzi Perez, District Manager Michael Dalby, Jefferson Branch Manager Steve Capuzzo, and Teen Tech Center Coordinator Jill Pappenhagen to discuss the purchasing of hotspots and laptops to lend for the Best Buy Teen Tech Center. She also met with OverDrive Account Manager Todd Warhola and OverDrive Content Specialist Holly Kabat to discuss the selection of OverDrive materials and identify ways to further streamline the handling of titles with holds.

Ms. Jelar Elwell attended a Leadership meeting of the Women's Employee Resource Group (ERG), a meeting of the Urban Libraries Council (ULC) Collection Leaders, the CLEVNET Technical Services & Acquisitions Special Interest Group meeting, and continued to participate in meetings of the Capital Improvement Plan Core Team and Transition Planning/Move Management Team. She also attended an OverDrive webinar on the "Three Must-Have Genres for Your Summer Collection."

Acquisitions: The Acquisitions Department ordered 4,849 titles and 13,466 items (including periodical subscriptions and serial standing orders); received 9,734 items, 1,025 periodicals, and 300 serials; added 301 periodical items, 39 serial items, 186 paperbacks, and 417 comics; and processed 1,458 invoices and 12 gift items.

Acquisitions Coordinator Alicia Naab adjusted her workflows to accommodate for new tasks that she had assumed responsibility for after Pam Matthews resigned from her position as Collection Manager. The majority of these undertakings were through OverDrive Marketplace and have been incorporated into Ms. Naab's own selection responsibilities with that vendor. Ms. Naab has also

been collaborating regularly with Collection Management Librarian Laura Mommers to determine how best to accommodate patron requests in Ms. Matthews absence.

Ms. Naab collaborated with Director of Collection and Technical Services Sandy Jelar Elwell to create an OverDrive collection of The Great Courses materials that had recently become available through new licensing for OverDrive Marketplace. Ms. Naab worked with Materials Handling Supervisor James Clardy to move the processing of YREAD materials to the Shipping and/or Materials Processing staff once the items had been received in Sirsi. Ms. Naab also aided Catalog Manager Andrea Johnson in resolving an Electronic Data Interchange (EDI) error one of the CLEVNET Libraries was encountering.

Catalog: Librarians cataloged 2,774 titles and added 3,220 items for Cleveland Public Library. Librarians also added 983 titles, completed 65 merges and edited 62 records for CLEVNET member libraries. Clerical staff cataloged 535 new titles and added 2,356 items for the Cleveland Public Library, and added 1,388 records for the CLEVNET libraries.

The Librarians attended their first departmental meeting since March 2020. Catalog Manager Andrea Johnson wrote documentation for the CLEVNET Members Site about how item coding in Workflows affects searching and displays in the Public Catalog. She also revised the CLEVNET overlay request guidelines. She presented both topics, as well as an update on Collection and Technical Services, at the CLEVNET Technical Services & Acquisitions Special Interest Group meeting on May 19. Catalog Librarian Perry Huang attended the meeting.

Technical Services Librarian Michael Gabe created an original record for some Hans Christian Anderson fairy tales translated into Russian. Technical Services Librarian Erin Valentine created seven original catalog records for unique items held by Special Collections, including facsimile artwork depicting Emmanuel Church, a handmade book containing photographs of unique interior views and plans of Technical High School, and Charles F. Schweinfurth drawings depicting Trinity Cathedral and Ursuline Academy and Convent. Ms. Valentine also created two name authority records, including one for prominent Cleveland architect and former Superintendent

of Buildings for Cleveland Public Schools Frank Seymour Barnum.

Collection Management: Collection Management selected 472 titles and 3,690 copies in May and spent over \$75,000 on physical materials.

Collection Management Librarian Laura Mommers assumed the responsibility for handling the purchasing of additional copies for titles with holds and patron requests as a result of the Collection Manager position currently being vacant. Ms. Mommers attended the following webinars: Cuyahoga County Public Library (CCPL) Book Buzz, a Booklist webinar on Picture Books for Summer and Beyond, and Baker & Taylor (B&T) TitleTalks on Summer/Fall 2021 Books for Young Adults, Fall 2021 Middle Grade Fiction and Nonfiction, Fall 2021 Middle Grade Graphic Novels, and Fall 2021 Baby/Toddler/Picture Books.

High Demand: The High Demand Department ordered 472 titles and 3,690 items; received and added 6,116 items; processed 412 invoices, and added 668 records for the CLEVNET libraries.

The High Demand Department experienced another reduction in staff during the month of May. Technical Services Associate Summer Salem was selected for the Operations Project Coordinator and her last working day in the High Demand Department was May 21. High Demand Librarian Dale Dickerson assumed the responsibilities for Ms. Summer's position in addition to handling the responsibilities for the Technical Services Associate position that has been vacant since Rosalyn Easley's retirement in March. Mr. Dickerson has also been handling some new tasks due to the temporary redistribution of work assignments for the Collection Management Department.

Materials Processing: The Materials Processing Technicians processed 23,136 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 154 items to the Main Library for requests and 60 items to fill holds. Main Library received 240 telescopes, the Branches received 280 telescopes, CLEVNET received 70 telescopes, CWRU received 3 telescopes, and CSU and Tri-C received 1

telescope each. A total of 595 telescopes were shipped out. The Technicians sent out 673 items of foreign material and in total 11,694 new items were sent to the Acquisitions and High Demand Departments.

Materials Handling Supervisor James Clardy was the recipient of the 2021 WOW! Empowerment Award which is given to a manager who exhibits an empowering attitude in their routine dealings with staff and personnel issues, as well as for their abilities in coaching, mentoring, and developing a more skillful workforce.

MARKETING & COMMUNICATIONS

EXECUTIVE SUMMARY

In May, Cleveland Public Library's promotional efforts focused on [summer meals](#), [Summer Lit League](#), [Juneteenth](#), and the [Facilities Master Plan](#). We have continued to provide the public with information about our visitor restrictions. The Marketing Department also produced materials for the reopening of the Library Gift Shop.

[Funding for public libraries](#) also made the news in May. To demonstrate the importance of libraries, Director Felton Thomas conducted a [virtual discussion](#) on the future of library buildings post COVID-19.

Our marketing efforts included media releases, social media and digital (cpl.org, Off the Shelf, community calendars), and printed materials (post cards, calendar).

Library Programs & Services

Objective: *Remain relevant by promoting programs and services to help Greater Clevelanders thrive.*

SUMMER MEALS PROGRAM: In partnership with The Cleveland Food Bank, Cleveland Public Library branches will serve as a pick-up location for free meals for Cleveland area families this summer. Some branches will also offer "Family Food Boxes" containing over 20lbs of non-perishable food for children and their families.

Marketing Efforts: social and digital (cpl.org and eblasts), media release

MEDIA COVERAGE:

<https://spectrumnews1.com/oh/cleveland/news/2021/06/01/cleveland-area-children-can-receive-free-meals-during-the-summer>

<https://www.news5cleveland.com/news/local-news/oh-cuyahoga/summer-meal-programs-kick-off-as-students-near-end-of-school-year>

<https://newstalkcleveland.com/3103734/local-news-cleveland-public-library-helping-with-free-lunches-for-families/>

<https://www.cleveland19.com/2021/05/31/lunches-food-children-families-will-be-available-cleveland-library-branches-all-summer/>

SUMMER LIT LEAGUE: The summer reading program is open to children (0-18) and adults. This year's theme, *A World of What-ifs*, is a nod to the work of artist **Kameelah Janan Rasheed**. Her work is known to spark conversation and is the inspiration for Summer Lit League activities. Prizes include PS5, Apple iPad, Nintendo Switch, Great Lakes Science Center passes, and more.

Marketing Efforts: radio, television interviews, social and digital (cpl.org and e-blasts), media release, and printed materials (post cards, posters)

MEDIA COVERAGE:

<https://www.wkyc.com/video/entertainment/television/programs/we-the-people/erica-marks-mark-tidrick-what-to-expect-at-the-summer-lit-league-this-year/95-c54a7b07-89c0-49cc-92c9-614c388a1a76>

<http://www.laprensatoledo.com/Stories/2021/051421/cpl.htm>

JUNETEENTH: Cleveland Public Library is celebrating Juneteenth with a week of cultural education programs and activities to honor the day, as well as spark conversation about our history and the future of Black America.

Marketing Efforts: radio, social and digital (cpl.org and e-blasts), media release, and printed materials (post cards, posters)

NEXT 400 ROUNDTABLE: In partnership with WOIO 19 News and its "The Next 400" initiative, Cleveland Public Library hosted a Facebook Live discussion on the topic of [racism as a health crisis](#) on the anniversary of George Floyd's death.

Marketing Efforts: social and digital (cpl.org and e-blasts)

FRONT EXHIBIT: Kameelah Janan Rasheed and FRONT were announced as recipients of the Joyce Foundation's 2021 Joyce Awards. Rasheed has worked with CPL in the past and is the inspiration for this year's Summer Lit League theme. In a program with Cleveland Public Library - with Cleveland area teenagers - she will create a civic mural focused on creating diverse narratives about lived Black experiences.

EASTMAN READING GARDEN PUBLIC ART INSTALLATION: Local artist Darius Steward is also creating a public art installation in the Cleveland Public Library Eastman Reading Garden. The exhibition will be on display July through Fall 2021.

MEDIA COVERAGE:

<https://www.chicagogallerynews.com/news/2021/5/two-chicago-groups-named-as-recipients-of-2021-joyce-awards>

<http://canjournal.org/2021/05/artist-darius-steward-to-unveil-new-public-art-in-the-cleveland-public-librarys-eastman-reading-garden/>

FACILITIES MASTER PLAN: As part of the process to reimagine our neighborhood branches, **Cleveland Public Library gave progress updates to local media outlets.**

MEDIA COVERAGE:

<https://www.onenewspage.us/n/Business/1zn1t8wcwy/Library-branch-loft-apartments-in-Circle-Square-development.htm>

<https://www.crainscleveland.com/real-estate/cleveland-scholar-house-project-near-tri-c-wins-competitive-tax-credits>

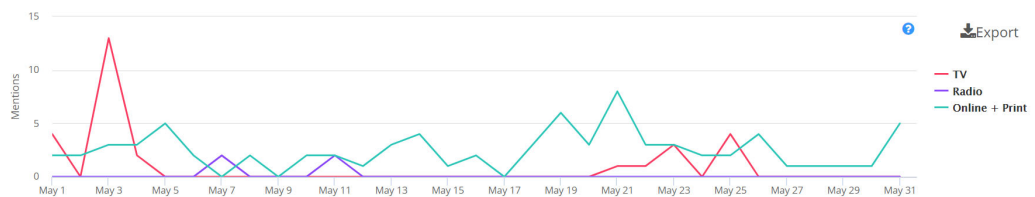
<https://www.cleveland.com/realestate-news/2021/05/affordable-housing-project-for-college-students-with-children-receives-state-tax-credit.html>

<https://www.cleveland.com/cityhall/2021/05/cleveland-city-council-panel-oks-land-donation-for-new-public-library-on-woodland-avenue-in-central.html>

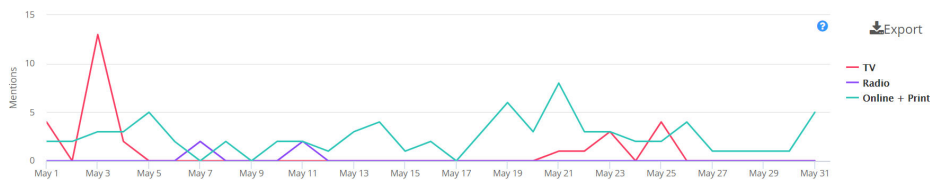
<https://www.cleveland.com/business/2021/05/library-branch-loft-apartments-in-circle-square-development-get-green-light.html>

PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered 109 mentions for the month of May, reaching more than 46 million people in national and local TV news, and online and print.



Mentions 109 Audience 46,397,785 Publicity \$543,186



Mentions 109 Audience 46,397,785 Publicity \$543,186

SOCIAL MEDIA SUMMARY



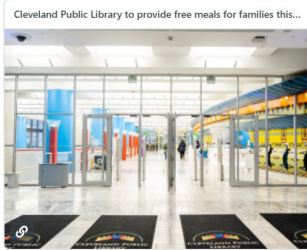
AUDIENCE GROWTH: During the month of May, the Library's total audience growth increased on its social platforms. Twitter was the only platform to experience a decrease in audience, most likely attributed to the platform's periodic removal of inactive accounts. Engagement rate is up 15.3% across platforms compared to April. This growth means that the Library's messaging is resonating more with our audiences and is encouraging engagement and conversation. Some of the most successful posts in May were about timely topics such as the death of the beloved children's author Eric Carle and the FMP and upcoming groundbreaking. #TBT posts continue to be popular.

Broadcasts: Marketing continues to explore streaming opportunities, conversations, and content that promote learning and timely topics. Popular examples include:

- **Read to the Beat:** The Library produced 3 installments of Read to the Beat in partnership with The Music Settlement. The series encourages young readers to explore books and storytelling through music and singing.
- **The Next 400 Digital Round Table:** The Library hosted a conversation with WOIO 19 on the topic of racism as a health crisis on the anniversary of George Floyd's death.

VIDEO CONTENT PRODUCTION: Highlights include: [Voluteens tree](#) planting at East 131st Street Branch, videos to promote the Library's new values, and preparation for upcoming Summer Lit League videos.

Most popular posts by Platform

<p>Cleveland Public Library Wed 5/26/2021 4:31 pm PDT</p> <p>RIP to Eric Carle. Your books brought joy to children and families everywhere. The Hungry Caterpillar even brought joy and inspiration to our librarians at the Cleveland Public Library East 131st Street</p>  <table border="1"> <tr><td>Total Engagements</td><td>324</td></tr> <tr><td>Reactions</td><td>235</td></tr> <tr><td>Comments</td><td>5</td></tr> <tr><td>Shares</td><td>29</td></tr> <tr><td>Post Link Clicks</td><td>-</td></tr> <tr><td>Other Post Clicks</td><td>55</td></tr> </table>	Total Engagements	324	Reactions	235	Comments	5	Shares	29	Post Link Clicks	-	Other Post Clicks	55	<p>Cleveland Public Library Thu 5/13/2021 8:00 am PDT</p> <p>#TBT Holy nostalgia. Batman! This 1982 photo shows a larger-than-life mural of the caped crusader and boy wonder with Publix Book Mart in the foreground. Publix was formerly located at 1310 Huron</p>  <table border="1"> <tr><td>Total Engagements</td><td>211</td></tr> <tr><td>Reactions</td><td>119</td></tr> <tr><td>Comments</td><td>7</td></tr> <tr><td>Shares</td><td>16</td></tr> <tr><td>Post Link Clicks</td><td>1</td></tr> <tr><td>Other Post Clicks</td><td>68</td></tr> </table>	Total Engagements	211	Reactions	119	Comments	7	Shares	16	Post Link Clicks	1	Other Post Clicks	68	<p>Cleveland Public Library Mon 5/31/2021 5:53 pm PDT</p> <p>We're working with Greater Cleveland Food Bank to provide free meals for families this summer.</p> <p>Cleveland Public Library to provide free meals for families this...</p>  <table border="1"> <tr><td>Total Engagements</td><td>170</td></tr> <tr><td>Reactions</td><td>77</td></tr> <tr><td>Comments</td><td>2</td></tr> <tr><td>Shares</td><td>14</td></tr> <tr><td>Post Link Clicks</td><td>34</td></tr> <tr><td>Other Post Clicks</td><td>43</td></tr> </table>	Total Engagements	170	Reactions	77	Comments	2	Shares	14	Post Link Clicks	34	Other Post Clicks	43
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Cleveland_PL
Wed 5/26/2021 11:29 am UTC

RIP to Eric Carle. Your books brought joy to children and families everywhere. The Hungry Caterpillar even brought joy and inspiration to our librarians at the #CPL131 Branch.



2 Items

Total Engagements	1,533
Likes	308
@Replies	0
Retweets	60
Post Link Clicks	2
Other Post Clicks	1,163
Other Engagements	0

Cleveland_PL
Sat 5/29/2021 8:47 pm UTC

The groundbreaking for the brand new #CPLHough Branch is one week from today! Here are photos from the current branch's groundbreaking in 1983 and photos from when it opened in 1984.

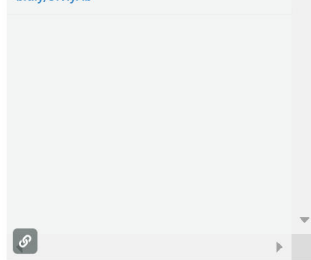


4 Items

Total Engagements	111
Likes	13
@Replies	0
Retweets	4
Post Link Clicks	1
Other Post Clicks	93
Other Engagements	0

Cleveland_PL
Wed 5/19/2021 4:32 pm UTC

Cleveland Public Library Celebrates the Construction of New Neighborhood Branches bit.ly/3fvlyAb




2 Items

Total Engagements	88
Likes	30
@Replies	2
Retweets	9
Post Link Clicks	23
Other Post Clicks	24
Other Engagements	0

clevelandpubliclibrary
Thu 5/13/2021 8:00 am PDT

#TBT Holy nostalgia, Batman! This 1982 photo shows a larger-than-life mural of the caped crusader and boy wonder with Publix Book Mart in the foreground. Publix was formerly located at 1310 Huron Rd. in



1 Item

Total Engagements	186
Likes	172
Comments	5
Saves	9

clevelandpubliclibrary
Mon 5/24/2021 6:00 am PDT

The photograph is a view of menu signage and behind-the-counter storage at Old Fashion Hot Dog, shortly before its closing in March 2020. This photo is part of the Neighborhood Photographic Survey

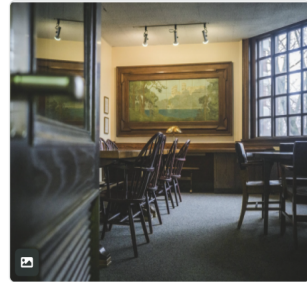


1 Item

Total Engagements	103
Likes	95
Comments	5
Saves	3

clevelandpubliclibrary
Mon 5/17/2021 6:00 am PDT

Cleveland Public Library Carnegie West Branch (#Cleveland, 2020) The Carnegie West Branch is located in the heart of Ohio City in Frank Novak Park. Thanks to a unique relationship with the City of Cleveland



1 Item

Total Engagements	68
Likes	66
Comments	0
Saves	2

PROPERTY MANAGEMENTCarpenters

- FMP phase 1A move from Woodland garage to Lakeshore garage.
- Working on completing new carpenter shop at Lakeshore.
- Installed book drop from phase 1A branch (Jefferson) to M.L.K branch.

Maintenance Mechanics

- Started the ionizer installation project for LSW/Main air handlers.
- Worked with Carrier/Shippers Highway on the Mt. Pleasant HVAC replacement project.
- Installed Ring cameras/spotlights on Mt. Pleasant upper and lower roofs.
- Continued LSW return fan motor/VFD replacement project.
- Continued installation of outdoor air quality sensors for the US Ignite air monitoring collaboration with CWRU, Digital C and CSU.
- Continued replacing pre-filters, secondary box and carbon filters on air handlers in Main building.
- Continuing transition from the old reverse osmosis system to Western Reserve's water filtration equipment for LSW humidifiers.
- LSW/Main lighting work orders - ballast replacement and re-lamping.
- Continued work on relocating the carpenters/painters workshop and garage equipment storage in support of the Woodland/CDF FMP project. Finishing ductwork and ac installation.
- Continuing work on data cabling runs (CAT6) for the branch 211 phones.
- Worked with Robin's Nest on Eastman Garden mulching/landscaping work.
- 24/7 response to building emergencies and critical work orders.

- Continuing work on scheduled preventative maintenance requisitions generated by Hippo CMMS.
- Continuing work on the balance of the security camera project (IPS/Harrington Electric).
Continuing work/meetings with FMP Core Group and the Capital projects team on FMP design, building standards and move management.

SAFETY & PROTECTIVE SERVICES

Safety Services

- Safety & Protective Services participated in the Core team meetings and FMP keying & Key control.
- Safety & Protective Services held interviews to fill open officer positions.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
May 2021	2374	36	25	22	155	32
April 2021	2145	61	37	26	95	36
March 2021	2326	54	12	5	119	28
Feb 2021	1575	34	1	15	51	16
Jan 2021	1819	39	8	2	24	34
Dec 2020	1846	9	12	4	21	8
Nov 2020	2487	52	16	17	73	29
Oct 2020	2303	69	22	43	94	34
Sept 2020	2550	42	29	30	82	87
Aug 2020	2226	27	12	9	20	37
July 2020	1148	12	5	2	10	23
June 2020	802	13	8	1	30	30
May 2020	200	11	2	0	5	14

Special Attention, Special Events, and Significant Incidents

- Video requests filled for Human Resources and information requests' forwarded from CPL Legal.
- Overtime filled for Finance department detail.
- An unattended, unlocked, and running vehicle was stolen from the Memorial Nottingham parking lot. CPD was notified and responded.
- Report of a female pointing a gun to the head of a male in Novak Park (near Carnegie West). CPD responded.

Protective and Fire Systems

- May fire extinguisher checks completed.
- SPS branch patrol officers patrolled the three closed CPL branches (Jefferson, West Park, and Woodland).
- A monitoring service agreement was completed between CPL and Guardian Alarms. Guardian Alarms will monitor all CPL facility burglar and fire alarms.
- The Lake Shore SPS officer put out a fire in an exterior trash can using a fire extinguisher.

Contract Security

- After hours Royce security was used to monitor the newly installed A/C units at Mount Pleasant.
- Three Royce guards were removed from the CPL account.

Administration

- The nine Safety & Protective Services officers that recently completed the OPOTA 124 hour Private Security passed the State OPOTA exam in Columbus, Ohio.
- The Health and Safety Committee were forwarded stats for the May meeting.
- District managers and the Assistant Director of Public Services were added to the 911 alert notifications list.
- NARCAN training will be scheduled for new SPS Officers. Metro Health will facilitate the training.

INFORMATION TECHNOLOGY & CLEVNET

In preparation for the celebration next year of CLEVNET's 40 years of library cooperation, CLEVNET staff spent some time this month reviewing the return-on-investment report released in May 2009.

The report, *Public Libraries' Return from Investment in CLEVNET*, was prepared by Driscoll & Fleeter, a public policy research firm based in Columbus, Ohio. The study examined "the costs assessed as dues in CLEVNET with the benefits of participating in the resource sharing network. The result shows the return on investment in CLEVNET both in terms of benefits for library patrons (Section A) and in terms of improved ability to provide library services (Section B)."

The direct benefits to library patrons (Section A) came from the sharing of circulating collections (interlibrary loans) and access to electronic databases and e-media. Driscoll & Fleeter determined that the "return to patrons specifically from CLEVNET participation equals a return of about 6.2 to 1."

The benefits of CLEVNET participation to assist staff of the member libraries to do library work (Section B) were obtained through economies of scale and higher efficiencies. The researchers concluded: "Therefore, in terms of savings obtained by libraries through the CLEVNET administration, the return for each dollar invested in participation equaled more than \$7 of savings."

Driscoll & Fleeter pointed out that Sections A and B should not be accumulated into a combined total. "Rather, they offer alternative ways to think about and value participation in the resource sharing network."

As staff reviewed the 2009 report, they were struck by how much had changed in terms of what services were offered to member libraries in Section B. At that time, the "major services provided to libraries through CLEVNET" included catalog services (ILS), technical assistance, hardware, and reports.

Since then, the list of services to member libraries has grown to include cybersecurity, telecommunications (VoIP phone system), a mobile app, Office 365 and SharePoint,

public computer management (reservations, etc.), public printer management, event calendar and room/equipment booking software, virtual reference services, a digital marketing platform, data/mapping tools, and credit card transactions.

The other major change for CLEVNET members since the 2009 report was released has been the implementation of a new pricing model that went into effect in February 2019. The three-year project to revise the pricing model was led by Carrie Krenicky, CPL's Chief Financial Officer, and an ad hoc committee of CLEVNET directors and fiscal officers. The consultants on the project were from GFOA (Government Finance Officers Association).

At their regular meeting in June, the CLEVNET Executive Panel will discuss whether or not CLEVNET should update the return-on-investment report for 2022, to align with the fortieth anniversary year.

The CLEVNET directors will hold their next quarterly meeting, using Microsoft Teams, on Friday, July 30, 2021.

PUBLIC COMMENTS

There were no public comments to be acknowledged.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:50 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR MAY 2021

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	812	1,514
Periodicals	21	259
Publishers Gifts	4	10
Non-Print Materials	151	1,298
Total Library Service Materials	988	3,081

TECHNOLOGY RESOURCES

Tech Gifts*	2	99
Total Technology Resources	2	99

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	50
Library Fund	Restricted	100	2,642
Young Fund	Restricted	0	12,892
Founders Fund	Restricted	0	28,100
Judd Fund	Restricted	0	64,264
Lockwood Thompson Fund	Restricted	98,908	98,908
Tech Centers	Restricted	40,100	50,600
Total Money Gifts		\$ 139,108	\$ 257,455

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	27	57	988	3,081
Technology Resources	1	2	2	99
Money Gifts	3	31	4	34
TOTAL GIFTS	31	90	994	3,214

*See attached report for current month's donations

QTY	DATE	Name	Serial	Model	PRICE	DESCRIPTION	TAG #	NOTES
1	4/21/2021	WACOM INTUOS PRO DRAWING TABLET	0EQ00A1012446	PTH660	\$ 379.99	TABLET	0115497	BEST BUY DONATION
1	4/21/2021	8 DOZEN JLAB ALUMINUM EARBUDS			\$ 20.00	EARBUDS	N/A	BEST BUY DONATION
1	5/4/2021	NOVATION LAUNCHPAD MINI			\$ 109.99	SOUND MIXING		BEST BUY DONATION
1	5/4/2021	NOVATION LAUNCHPAD S-MK			\$ 219.99	SOUND MIXING		BEST BUY DONATION

Cleveland Public Library
2021

June 8, 2021

Cuyahoga County Budget Commission
Attention: Bryan Dunn
1219 Ontario Street
Cleveland, Ohio 44113

Dear Bryan,

Cleveland Public Library requests a Certificate of Estimated Resources as noted below for the following funds:

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-21	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 36,550,206.71	\$ 37,339,195.00	\$ 37,339,195.00	\$ 1,235,813.51	\$ 1,235,813.51	\$ -
Special Revenue Funds							
201	Anderson	\$ 394,352.65			\$ -	\$ -	\$ -
202	Endowment for the Blind	\$ 3,021,022.46			\$ -	\$ -	\$ -
203	Founders	\$ 6,013,336.15			\$ 122,221.00	\$ 197,221.00	\$ 75,000.00
204	Kaiser	\$ 84,138.78			\$ -	\$ -	\$ -
205	Kraley	\$ 224,615.95			\$ -	\$ -	\$ -
206	Library	\$ 204,839.02			\$ 3,500.00	\$ 3,500.00	\$ -
207	Pepke	\$ 179,786.70			\$ -	\$ -	\$ -
208	Wickwire	\$ 1,847,965.41			\$ -	\$ -	\$ -
209	Wittke	\$ 114,363.97			\$ -	\$ -	\$ -
210	Young	\$ 5,797,311.25			\$ 50,000.00	\$ 50,000.00	\$ -
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 202,879.08			\$ 252,245.00	\$ 252,245.00	\$ -
228	Lockwood Thompson	\$ 224,813.02			\$ 197,815.00	\$ 197,815.00	\$ -
229	Ohio Center for the Book	\$ -			\$ -	\$ -	\$ -
230	Schweinfurth	\$ 197,762.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,499,844.35			\$ 4,828,376.00	\$ 4,889,063.14	\$ 60,687.14
251	OLBPD	\$ 203,768.33			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (48,901.34)			\$ 198,709.47	\$ 198,901.34	\$ 191.87
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
257	Tech Centers	\$ 64,990.12			\$ 60,500.00	\$ 60,600.00	\$ 100.00
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 470.62			\$ -	\$ -	\$ -
260	Coronavirus Relief Fund	\$ 215,682.27			\$ -	\$ 1,000.00	\$ 1,000.00
		\$ 20,443,041.31	\$ -	\$ -	\$ 7,271,560.47	\$ 7,408,539.48	\$ 136,979.01
Debt Service							
301	Debt Service	\$ 705,397.50	\$ -	\$ -	\$ 2,588,329.59	\$ 2,588,329.59	\$ -
Capital Projects Funds							
401	Building and Repair	\$ 1,802,420.83			\$ 18,000,000.00	\$ 18,000,000.00	\$ -
402	Construction - Tax-Exempt	\$ 46,597,518.14			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,138,482.28			\$ -	\$ -	\$ -
		\$ 57,538,421.25	\$ -	\$ -	\$ 18,000,000.00	\$ 18,000,000.00	\$ -
Permanent Funds							
501	Abel	\$ 300,086.97			\$ -	\$ -	\$ -
502	Ambler	\$ 2,953.44			\$ -	\$ -	\$ -
503	Beard	\$ 56,365.09			\$ -	\$ -	\$ -
504	Klein	\$ 6,955.81			\$ -	\$ -	\$ -
505	Malon/Schroeder	\$ 249,579.98			\$ -	\$ -	\$ -
506	McDonald	\$ 240,288.86			\$ -	\$ -	\$ -
507	Ratner	\$ 121,809.54			\$ -	\$ -	\$ -
508	Root	\$ 48,663.37			\$ -	\$ -	\$ -
509	Sugarman	\$ 92,400.13			\$ -	\$ -	\$ -
510	Thompson	\$ 132,539.58			\$ -	\$ -	\$ -
511	Weidenthal	\$ 8,732.20			\$ -	\$ -	\$ -
512	White	\$ 2,409,531.50			\$ -	\$ -	\$ -
513	Beard Anna Young	\$ 40,849.71			\$ -	\$ -	\$ -
514	Paulson	\$ -			\$ -	\$ -	\$ -
		\$ 3,710,756.18			\$ -	\$ -	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 9,005.09			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,804.82			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$136,979.01 relating to the Founders fund for the receipt of the PLA grant (\$20,000) and the FRONT grant (\$55,000); the CLEVNET fund for the reimbursement for the addition of Stow Munroe Falls Public Library (\$47,824) and the equity received for the vehicle lease settlement (\$12,863.14); the MyCom fund for closing out prior year grants (\$191.87); the Tech Centers fund for the BBTTTC REACH Award (\$100); and the Coronavirus Relief fund for estimated interest income (\$1,000).

Thank You,

Cavie Krenicky

Treasurer/CFO

Cleveland Public Library

Form Prescribed by the Bureau of Inspection and Supervision of Public Offices.
County Auditor's Form No. 139

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 90.99% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

June 8, 2021

To the Board of Library Trustees of the:

Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2021, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$36,550,206.71	\$37,339,195.00	\$23,461,821.97	\$1,235,813.51	\$98,587,037.19
Special Revenue	\$20,443,041.31			\$7,408,539.48	\$27,851,580.79
Debt Service	\$705,397.50			\$2,588,329.59	\$3,293,727.09
Capital	\$57,538,421.25			\$18,000,000.00	\$75,538,421.25
Permanent	\$3,710,756.18			\$0.00	\$3,710,756.18
Agency	\$14,809.91			\$0.00	\$14,809.91
Totals/Subtotals	\$118,962,632.86	\$37,339,195.00	\$23,461,821.97	\$29,232,682.58	\$208,996,332.41

 <hr/>	<p>Budget</p> <p>Commission</p>	 <hr/>
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**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SIXTH AMENDMENT
JUNE 17, 2021**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Unencumbered Cash January 1	36,550,206.71	-	36,550,206.71
Taxes - General Property	34,939,195.00	-	34,939,195.00
Public Library Fund (PLF)	23,461,821.97	-	23,461,821.97
State Rollbacks/CAT	2,400,000.00	-	2,400,000.00
Fines and Fees	132,000.00	-	132,000.00
Earned Interest	343,721.00	-	343,721.00
Restricted Gifts	-	-	-
Unrestricted Gifts	-	-	-
Miscellaneous	845,092.51	-	845,092.51
Return of Advances/(Advances Out)	(85,000.00)	-	(85,000.00)
TOTAL RESOURCES	98,587,037.19	-	98,587,037.19 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	39,317,513.68	-	39,317,513.68
Supplies	848,690.17	-	848,690.17
Purchased/Contracted Services	9,863,710.00	-	9,863,710.00
Library Materials/ Information	6,789,691.00	-	6,789,691.00
Capital Outlay	1,105,724.22	-	1,105,724.22
Other Objects	137,533.26	-	137,533.26
SUBTOTAL OPERATING	58,062,862.33	-	58,062,862.33
Transfers	20,588,329.59	-	20,588,329.59
TOTAL APPROPRIATION	78,651,191.92	-	78,651,191.92

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SIXTH AMENDMENT
JUNE 17, 2021**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	27,714,601.78	136,979.01	27,851,580.79 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	-	-	-
Endowment for the Blind	-	-	-
Founders	1,225,477.37	55,000.00	1,280,477.37
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	-	-	-
Wittke	-	-	-
Young	-	-	-
Friends	-	-	-
Judd	455,124.08	-	455,124.08
Lockwood Thompson	422,628.02	-	422,628.02
Ohio Center for the Book	-	-	-
Schweinfurth	50,000.00	-	50,000.00
CLEVNET	6,328,220.35	60,687.14	6,388,907.49
LSTA-OLBPD	1,711,962.33	-	1,711,962.33
MyCom	75,000.00	-	75,000.00
Learning Centers	-	-	-
Tech Centers	125,490.12	100.00	125,590.12
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	215,682.27	1,000.00	216,682.27
TOTAL APPROPRIATION	10,674,584.54	116,787.14	10,791,371.68

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SIXTH AMENDMENT
JUNE 17, 2021**

DEBT SERVICE FUND

	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
CERTIFIED REVENUE			
	3,293,727.09	-	3,293,727.09
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	3,293,704.00	-	3,293,704.00

CAPITAL PROJECT FUNDS

	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
CERTIFIED REVENUE			
	75,538,421.25	-	75,538,421.25 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	1,802,420.83	-	1,802,420.83
Construction - Tax-Exempt	7,550,079.79	10,476,607.00	18,026,686.79
Construction - Taxable	5,000.00	-	5,000.00
TOTAL APPROPRIATION	9,357,500.62	10,476,607.00	19,834,107.62

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SIXTH AMENDMENT
JUNE 17, 2021**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,710,756.18	-	3,710,756.18 (6)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Abel	-	-	-
Ambler	-	-	-
Beard	8,423.00	-	8,423.00
Klein	-	-	-
Malon/Schroeder	10,000.00	-	10,000.00
McDonald	3,900.00	-	3,900.00
Ratner	-	-	-
Root	-	-	-
Sugarman	-	-	-
Thompson	-	-	-
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	-	-	-
TOTAL APPROPRIATION	72,323.00	-	72,323.00

AGENCY FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	14,809.91	-	14,809.91

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	9,005.09	-	9,005.09
CLEVNET Fines & Fees	5,804.82	-	5,804.82
TOTAL APPROPRIATION	14,809.91	-	14,809.91

**CLEVELAND PUBLIC LIBRARY
2021 APPROPRIATION: SIXTH AMENDMENT
JUNE 17, 2021**

(1) Certificate dated May 11, 2021

(2) Certificate dated June 8, 2021

(3) \$36,465,198.15 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,008.56 and Tech Centers of \$10,000 less advances out to Tech Centers of \$10,000 and MyCom of \$75,000 plus \$62,121,830.48 certified operating revenue produces the balance available for appropriation in 2021 (plus \$7,354,103.65 12/31/20 encumbered cash).

$$(\$36,465,198.15 + \$75,008.56 + \$10,000 - \$10,000 - \$75,000 + \$62,121,830.48 = \$98,587,037.19)$$

(4) \$20,528,049.87 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$7,408,539.48 additional revenue to receive in 2021 produces the certified revenue of \$27,851,580.79.

Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances, but are not available for appropriation.

$$(\$27,714,601.78 - \$2,492,057.50 = \$25,222,544.28 \text{ available for appropriation (plus } \$944,969.42 \text{ 12/31/20 encumbered cash).}$$

(5) \$57,538,421.25 unencumbered cash carried forward plus the transfer in of \$18,000,000 produces the balance available for appropriation in 2021 (plus \$5,180,957.75 12/31/20 encumbered cash).

$$(\$57,538,421.25 + \$18,000,000 = \$75,538,421.25)$$

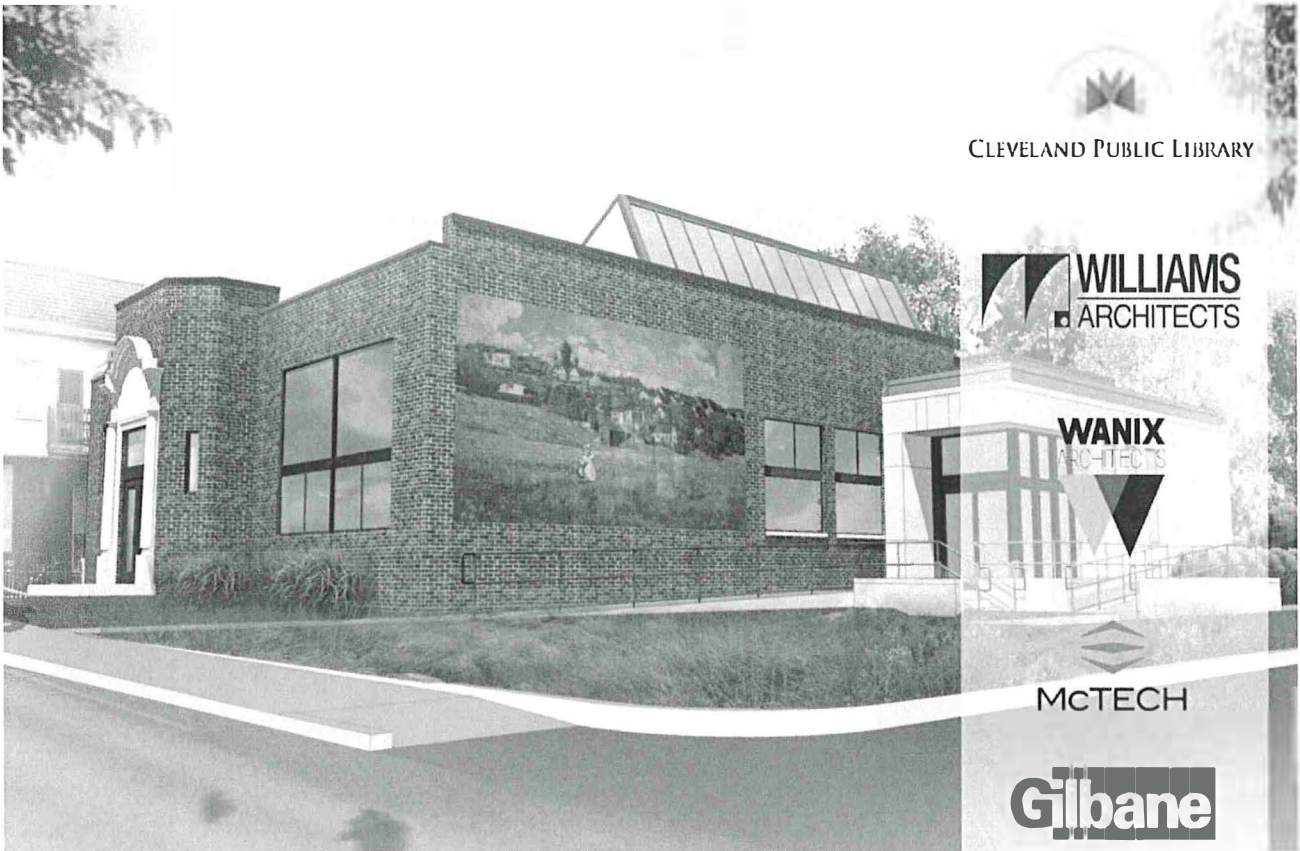
(6) \$4,643,856.96 unencumbered cash carried forward less non-expendable principal amounts of \$933,100.78 produces the balance available for appropriation in 2021 (plus \$45,430.69 12/31/20 encumbered cash).

$$(\$4,643,856.96 - \$933,100.78 = \$3,710,756.18)$$

Non-expendable principal amounts of \$933,100.78 are not included in either the certified fund balances or the appropriated amounts.

EXHIBIT "A"

Branch / Project	Guaranteed Maximum Price	Owner's Construction Contingency
Jefferson Branch	\$1,767,563	\$70,314
West Park Branch	\$4,014,826	\$175,025
Central Distribution Facility	\$5,003,163	\$217,313



Guaranteed Maximum Price Proposal

Jefferson Branch
850 Jefferson Avenue
Cleveland Public Library
Cleveland, Ohio 44113

June 14, 2021

950 Main Ave, Suite 1410, Cleveland, Ohio 44113





6/14/2021

Felton Thomas, Jr.
Cleveland Public Library
850 Jefferson Avenue
Cleveland, Ohio 44113

Re: Jefferson Branch: Guaranteed Maximum Price Proposal

Dear Mr. Thomas,

In accordance with the Agreement, please find attached the Guaranteed Maximum Price Amendment for the Central Distribution Facility. Thank you for the opportunity to collaborate with Cleveland Public Library and Williams Architects in the development of the project. We look forward to building on this relationship as we construct your project. If you have any questions, please do not hesitate to contact us at any time.

Sincerely,

Ed Valentine
Sr. Project Executive
Gilbane Building Company



Cleveland Public Library
Jefferson Branch
June 14, 2021
GMP SUBMISSION

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TAB 06	Fixed Rate Schedule	TAB 13	Market Trends
TAB 07	Allowances		





Cleveland Public Library

Jefferson Branch

June 14, 2021

GMP SUBMISSION

TAB 01 Exhibit A: GMP Amendment



CLEVELAND PUBLIC LIBRARY

**CONSTRUCTION PHASE
WORK AUTHORIZATION AGREEMENT**

effective as of the _____ day of _____ in the year of 202_.

IN SUPPLEMENT TO THE MASTER AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AT-RISK DATED _____ (“Master Agreement”).

BETWEEN the Owner:

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

and the Construction Manager:

Gilbane Building Company
950 Main Avenue, Suite 1410
Cleveland, Ohio 44113

For the following Cleveland Public Library Branch Project (“Project”):

The Owner and the Construction Manager agree as follows:

ARTICLE 1 THE SCOPE OF THIS AGREEMENT

§ 1.1 This Work Authorization Agreement together with the Master Agreement Between Owner and Construction Manager at-Risk and related documents incorporated by reference in Article 5 herein, hereby together constitute a separate, enforceable Agreement between the Owner and Construction Manager for this Project.

ARTICLE 2 THE SCOPE OF CONSTRUCTION MANAGER’S SERVICES

§ 2.1 **PROJECT DESCRIPTION.** The Project is generally described as follows:

[INSERT PROJECT DESCRIPTION]

§ 2.2 The Construction Manager’s Work and Services consist of those described in the Master Agreement, the Work Authorization Agreement for Preconstruction Services as supplemented or amended pursuant to this Work Authorization Agreement incorporating by reference the terms and conditions of the Master Agreement, and the following Work and

Services identified in this Work Authorization Agreement as part of Construction Manager’s Work and Services for the Project.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Construction Manager’s Work and Services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Construction Manager shall attach to this Work Authorization Agreement, for the Owner’s approval, Construction Manager’s Construction Phase Schedule for the performance of the Construction Manager’s Work and Services which may be adjusted by the Owner as the Project proceeds in accordance with the terms and conditions of the Master Agreement Between Owner and Construction Manager at-Risk. This schedule shall include allowances for periods of time required for the Owner’s review and for approval of submissions by authorities having jurisdiction over the Project. The schedule shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause as set forth in the Master Agreement Between Owner and Construction Manager at-Risk, be exceeded by the Construction Manager. The following considerations and Milestone Dates shall be incorporated into the schedule for the performance of the Construction Manager’s Work and Services pursuant to this Work Authorization Agreement for the Construction Phase of the Project:

Construction Phase Commencement Date: _____
Interim Milestone A: [insert description] _____
Interim Milestone B: [insert description] _____
Substantial Completion Date: _____
Final Completion Date: _____

§ 3.2 With respect to the obligations of both the Owner and the Construction Manager, time is of the essence of this Work Authorization Agreement.

§ 3.3 The Owner and Construction Manager agree that if and to the extent that the Completion of any portion of the Work is delayed beyond the relevant Milestone Dates (each, an “Interim Milestone”) or the Substantial Completion of the Work as a whole is delayed beyond the Required Date of Substantial Completion due to the failure of the Construction Manager to perform its obligations under the Contract Documents, the Owner would suffer damages that would be difficult to determine. Consequently, the Owner and Construction Manager hereby agree that if Construction Manager fails to complete the Work on or before the relevant Milestone Dates, or the date of Substantial Completion, as liquidated damages, and not as a penalty, the Construction Manager shall be liable for liquidated damages in the following diem amounts:

§ 3.3.1 The sum of _____ Dollars (\$) per day for each day that the portion of the Work required to be delivered pursuant to any Interim Milestone is delayed beyond the Required Date of the Interim Milestone;

§ 3.3.2 The sum of _____ Dollars (\$) per day for each day up to and including _____ (____) days that the Work required to be delivered on or before Substantial Completion is delayed beyond the Required Date of Substantial Completion; and

§ 3.3.3 The sum of _____ Dollars (\$) per day for each day after the _____ (____) day that the Work required to be delivered on or before Substantial Completion is delayed beyond the Required Date of Substantial Completion.

ARTICLE 4 GUARANTEED MAXIMUM PRICE

§ 4.1 The Construction Manager’s Guaranteed Maximum Price is set forth in the Guaranteed Maximum Price Amendment dated _____, 202_ which is attached hereto and incorporated herein as Exhibit “A.” The Guaranteed Maximum Price Amendment is summarized as follows:

§ 4.1.1 The Construction Manager’s Preconstruction Stage Compensation: \$ _____

§ 4.1.2 The Construction Manager’s Contingency: \$ _____
 § 4.1.4 The Construction Manager’s Construction Phase General Conditions Costs: \$ _____
 § 4.1.4.1 The Construction Manager’s Construction Stage Personnel: \$ _____
 § 4.1.5 The Construction Manager’s Fee: \$ _____
 § 4.1.6 The Owner’s Allowance Amount for Work Orders: \$ _____
 § 4.1.7 The Cost of the Work \$ _____
 § 4.1.8 The Cost of the Bond \$ _____
 § 4.2 The Total Guaranteed Maximum Price: \$ _____

§ 4.3 Construction Manager’s mark-up for approved Change Orders pursuant to the terms of the Master Agreement.
 § 4.3.1 For Work self-performed by Construction Manager’s own forces a _____ percent (_____%) mark up for the Cost of the Work.
 § 4.3.2 For Work performed by Construction Manager’s Subcontractors at whatever tier a _____ percent (_____%) mark up for the Cost of the Work.
 § 4.4 Construction Manager’s adjustment to its Fee for approved Change Orders pursuant to the terms of the Master Agreement.
 § 4.4.1 _____ percent (_____%) of the Cost of the Work.

ARTICLE 5 ENUMERATION OF WORK AUTHORIZATION AGREEMENT DOCUMENTS

§ 5.1 The Work Authorization Agreement Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:
 § 5.1.1 The Master Agreement Between Owner and Construction Manager at-Risk, dated _____, 2020.
 § 5.1.2 The Work Authorization Agreement for Preconstruction Services between Owner and Construction Manager at-Risk dated _____, 2020;
 § 5.1.3 This executed Work Authorization Agreement for the Construction Phase for the Project;
 § 5.1.4 The Guaranteed Maximum Price Amendment, attached hereto and incorporated herein as Exhibit “A.”
 § 5.1.4 The following Modifications to the Master Agreement Between Owner and Construction Manager at-Risk, issued prior to the execution of this Work Authorization Agreement:

Modification	Date
--------------	------

§ 5.1.5 Other Documents, if any, forming part of the Work Authorization Agreement Documents are as follows:

This **Work Authorization Agreement** is entered into as of the day and year first written above.

OWNER:
CLEVELAND PUBLIC LIBRARY

CONSTRUCTION MANAGER:
Gilbane Building Company

(Signature)

(Signature)

By: Director, Chief Executive Officer

Title:



Cleveland Public Library

Jefferson Branch

June 14, 2021

GMP SUBMISSION

TAB 02 Cost Summary and Breakdown



Cleveland Public Library
 Jefferson Branch
 June 14, 2021
 GMP SUBMISSION

GUARANTEED MAXIMUM PRICE (GMP) BREAKDOWN

Bid Package Trade	SUBCONTRACTOR	SBE/MBE/WBE		Price
		% Participation	Certification	
01A General Trades	JWT & Associates, LLC	100	SBE, MBE & FBE	\$ 689,294
01B Temporary Partitions/Safety/GCs - Unbought Scope				\$ 15,151
01C Surveying - Allowance				\$ 6,500
02A Selective Demolition & Abatement	M Rivera Construction Co.	80	SBE, MBE & FBE	\$ 49,400
10A Signage - Allowance				\$ 5,000
22A HVAC / Plumbing / Fire Protection	Diversified Piping & Mechanical, Inc.	16	SBE, MBE & FBE	\$ 241,300
26A Electrical	Legacy Electric, LLC	100	SBE & FBE	\$ 107,900
27A Technology / Data	Einheit Electric	100	SBE & MBE	\$ 82,532
31A Site: Earthwork/Utilities/Landscape	Platform Cement, Inc.	17	SBE, MBE & FBE	\$ 144,600
Subcontractor Bid Subtotal				\$ 1,341,677
Subcontractor Risk Program (P&P Bonds or CDI):		1.20%		\$ 16,100
Owner Allowances (See TAB 07)				\$ 48,500
Subcontractor Bid Subtotal with Owner Allowances				\$ 1,406,277
General Conditions (CM Staffing and Reimbursables):				\$ 221,792
Coronavirus Impact Contingency:				\$ 25,000
Construction Contingency:		2.75%		\$ 38,673
Accepted Alternates (reference alternates tab):				\$ 12,351
Subtotal: Cost of Work				\$ 1,704,093
General Liability Insurance:		1.00%		\$ 17,676
Builder's Risk Insurance: By CPL		0.00%		\$ -
Payment and Performance Bonds:		0.63%		\$ 11,136
CM Fee:		2.00%		\$ 34,658
Total Guaranteed Maximum Price				\$ 1,767,563



Cleveland Public Library

Jefferson Branch

June 14, 2021

GMP SUBMISSION

TAB 03 Economic Inclusion Breakdown



ECONOMIC INCLUSION BREAKDOWN

BID PACKAGE NO. & DESCRIPTION	SUBCONTRACTOR	MBE %	FBE %	SBE %	GMP VALUE	% Participation	Diversity Value
01A General Trades	JWT & Associates, LLC	100%	20%	100%	\$ 689,294	100%	\$ 689,294
02A Selective Demolition & Abatement	M Rivera Construction Co.	80%	80%	80%	\$ 49,400	80%	\$ 39,520
22A HVAC / Plumbing / Fire Protection	Diversified Piping & Mechanical, Inc.	16%	2%	10%	\$ 241,300	28%	\$ 67,564
26A Electrical	Legacy Electric, LLC	0%	100%	100%	\$ 107,900	100%	\$ 107,900
27A Technology / Data	Einheit Electric	0%	20%	80%	\$ 82,532	100%	\$ 82,532
31A Site: Earthwork/Utilities/Landscape	Platform Cement, Inc.	14%	10%	17%	\$ 144,600	41%	\$ 59,286
	Subtotals	35%	51%	65%	\$ 1,341,677	80%	\$ 1,072,747

CPL Economic Inclusion Enterprise Goals 20% 9% 15%



Cleveland Public Library

Jefferson Branch

June 14, 2021

GMP SUBMISSION

TAB 04 Basis Documents



BASIS DOCUMENTS

SPECIFICATIONS

		Revision Number	Issuance Date	Document Date
000100	TABLE OF CONTENTS	0	4/2/2021	4/2/2021
000115	LIST OF DRAWING SHEETS	0	4/2/2021	4/2/2021
002600	PROCUREMENT SUBSTITUTION PROCEDURES	0	4/2/2021	4/2/2021
003119	EXISTING CONDITION INFORMATION	0	4/2/2021	4/2/2021
003126	EXISTING HAZARDOUS MATERIAL INFORMATION	0	4/2/2021	4/2/2021
003132	GEOTECHNICAL DATA	0	4/2/2021	4/2/2021
011000	SUMMARY	0	4/2/2021	4/2/2021
012100	ALLOWANCES	0	4/2/2021	4/2/2021
012300	ALTERNATES	0	4/2/2021	4/2/2021
012500	PAYMENT PROCEDURES	0	4/2/2021	4/2/2021
013100	PROJECT MANAGEMENT AND COORDINATION	0	4/2/2021	4/2/2021
013200	CONSTRUCTION PROGRESS DOCUMENTATION	0	4/2/2021	4/2/2021
013300	SUBMITTAL PROCEDURES	0	4/2/2021	4/2/2021
013310	DISTRIBUTION OF ARCHITECTS ELECTRONIC FILES	0	4/2/2021	4/2/2021
013516	ALTERATION PROJECT PROCEDURES	0	4/2/2021	4/2/2021
014000	QUALITY REQUIREMENTS	0	4/2/2021	4/2/2021
014200	REFERENCES	0	4/2/2021	4/2/2021
015000	TEMPORARY FACILITIES AND CONTROLS	0	4/2/2021	4/2/2021
016000	PRODUCT REQUIREMENTS	0	4/2/2021	4/2/2021
017300	EXECUTION	1	4/2/2021	4/26/2021
017700	CLOSEOUT PROCEDURES	0	4/2/2021	4/2/2021
017823	OPERATION AND MAINTENANCE DATA	0	4/2/2021	4/2/2021
017839	PROJECT RECORD DOCUMENTS	0	4/2/2021	4/2/2021
017900	DEMONSTRATION AND TRAINING	0	4/2/2021	4/2/2021
024119	SELECTIVE DEMOLITION	1	4/2/2021	4/26/2021
033000	CAST IN PLACE CONCRETE	1	4/2/2021	4/26/2021
035416	HYDRAULIC CEMENT UNDERLAYMENT	1	4/2/2021	4/26/2021
040120.64	BRICK MASONRY REPOINTING	0	4/2/2021	4/2/2021
042000	UNIT MASONRY	1	4/2/2021	4/26/2021
042200	REINFORCED UNIT MASONRY	1	4/2/2021	4/26/2021
051200	STRUCTURAL STEEL FRAMING	0	4/2/2021	4/2/2021
053100	STEEL DECKING	0	4/2/2021	4/2/2021
054000	COLD-FORMED METAL FRAMING	0	4/2/2021	4/2/2021
055000	METAL FABRICATIONS	1	4/2/2021	4/26/2021
055213	PIPE AND TUBE RAILINGS	0	4/2/2021	4/2/2021
061053	MISCELLANEOUS ROUGH CARPENTRY	0	4/2/2021	4/2/2021
061600	SHEATHING	0	4/2/2021	4/2/2021
062023	INTERIOR FINISH CARPENTRY	0	4/2/2021	4/2/2021
064116	PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS	0	4/2/2021	4/2/2021
071353	ELASTOMERIC SHEET WATERPROOFING	0	4/2/2021	4/2/2021
072100	THERMAL INSULATION	1	4/2/2021	4/26/2021
072500	WEATHER BARRIERS	0	4/2/2021	4/2/2021
076000	VAPOR RETARDERS	0	4/2/2021	4/2/2021
072729	AIR-BARRIER COATINGS	1	4/2/2021	4/26/2021
074215	STAINLESS STEEL WALL TILES	1	4/2/2021	4/26/2021
074233	PHENOLIC WALL PANELS	1	4/2/2021	4/26/2021
074646	FIBER-CEMENT SIDING	0	4/2/2021	4/2/2021
075419	POLYVINYL-CHLORIDE (PVC) ROOFING	1	4/2/2021	4/26/2021
076200	SHEET METAL FLASHING AND TRIM	0	4/2/2021	4/2/2021
077100	ROOF SPECIALTIES	0	4/2/2021	4/2/2021
078413	PENETRATION FIRESTOPPING	0	4/2/2021	4/2/2021
079200	JOINT SEALANTS	0	4/2/2021	4/2/2021
080671	DOOR HARDWARE SCHEDULE	0	4/26/2021	4/26/2021
081113	HOLLOW METAL DOORS AND FRAMES	0	4/2/2021	4/2/2021



BASIS DOCUMENTS

081416	FLUSH WOOD DOORS	0	4/2/2021	4/2/2021
083113	ACCESS DOORS AND FRAMES	0	4/2/2021	4/2/2021
083220	BOTTOM ROLLER SLIDING GLASS DOORS	0	4/2/2021	4/2/2021
084113	ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS	0	4/2/2021	4/2/2021
087100	DOOR HARDWARE	1	4/2/2021	4/26/2021
088000	GLAZING	0	4/2/2021	4/2/2021
088700	ARCHITECTURAL WINDOW FILMS	0	4/2/2021	4/2/2021
092216	NON-STRUCTURAL METAL FRAMING	0	4/2/2021	4/2/2021
092900	GYPSON BOARD	0	4/2/2021	4/2/2021
093013	CERAMIC TILING	0	4/2/2021	4/2/2021
095113	ACOUSTICAL PANEL CEILINGS	0	4/2/2021	4/2/2021
096513	RESILIENT BASE AND ACCESSORIES	0	4/2/2021	4/2/2021
096543	LINOLEUM FLOORING	0	4/2/2021	4/2/2021
096813	TILE CARPETING	0	4/2/2021	4/2/2021
099100	PAINTING	0	4/26/2021	4/26/2021
099113	EXTERIOR PAINTING - SECTION DELETED PER ADDENDUM NO. 1		not included	
099123	INTERIOR PAINTING - SECTION DELETED PER ADDENDUM NO. 1		not included	
099300	STAINING AND TRANSPARENT FINISHING	0	4/2/2021	4/2/2021
101100	VISUAL DISPLAY UNITS	0	4/2/2021	4/2/2021
102600	WALL AND DOOR PROTECTION	0	4/2/2021	4/2/2021
102800	TOILET AND LAUNDRY ACCESSORIES	0	4/2/2021	4/2/2021
104413	FIRE EXTINGUISHERS AND CABINETS	1	4/2/2021	4/26/2021
105113	METAL LOCKERS	0	4/30/2021	4/30/2021
107316	PRE-MANUFACTURED CANOPIES	0	4/2/2021	4/2/2021
122413	ROLLER WINDOW SHADES	0	4/2/2021	4/2/2021
123661.16	SOLID SURFACING COUNTERTOPS	0	4/2/2021	4/2/2021
220100	PLUMBING GENERAL REQUIREMENTS	0	4/2/2021	4/2/2021
220300	PLUMBING BASIC MATERIALS AND METHODS	0	4/2/2021	4/2/2021
220305	PLUMBING PIPING SPECIALTIES AND SUPPORTS	0	4/2/2021	4/2/2021
220310	PLUMBING PIPE, FITTINGS AND EQUIPMENT INSTALLATION	0	4/2/2021	4/2/2021
220315	PLUMBING VALVES	0	4/2/2021	4/2/2021
220548	PLUMBING VIBRATION ISOLATION	0	4/2/2021	4/2/2021
220700	PLUMBING INSULATION	0	4/2/2021	4/2/2021
224000	PLUMBING	0	4/2/2021	4/2/2021
230100	HVAC GENERAL PROVISIONS	0	4/2/2021	4/2/2021
230300	HVAC BASIC MATERIALS AND METHODS	0	4/2/2021	4/2/2021
230529	HVAC HANGARS AND SUPPORTS	0	4/2/2021	4/2/2021
230548	VIBRATION AND SEISMIC CONTROLS FOR HVAC PIPING AND EQUIPMENT	0	4/2/2021	4/2/2021
230553	IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT	0	4/2/2021	4/2/2021
230593	TESTING, ADJUSTING, AND BALANCING	0	4/2/2021	4/2/2021
230700	HVAC INSULATION	0	4/2/2021	4/2/2021
232300	REFRIGERANT PIPING	0	4/2/2021	4/2/2021
233000	AIR DISTRIBUTION	0	4/2/2021	4/2/2021
233113	METAL DUCTS	0	4/2/2021	4/2/2021
233300	AIR DUCT ACCESSORIES	0	4/2/2021	4/2/2021
234100	PARTICULATE AIR FILTERS	0	4/2/2021	4/2/2021
235000	CENTRAL HEATING EQUIPMENT	0	4/2/2021	4/2/2021
236213	CONDENSER UNITS	0	4/2/2021	4/2/2021
237400	PACKAGED OUTDOOR HVAC EQUIPMENT	0	4/2/2021	4/2/2021
260000	ELECTRICAL GENERAL REQUIREMENTS	0	4/2/2021	4/2/2021
260500	BASIC MATERIALS AND METHODS	0	4/2/2021	4/2/2021
260526	GROUNDING AND BONDING	0	4/2/2021	4/2/2021
260923	LIGHTING CONTROL DEVICES	0	4/2/2021	4/2/2021
260924	LOW-VOLTAGE LIGHTING CONTROL SYSTEM	0	4/2/2021	4/2/2021
262416	PANELBOARDS	0	4/2/2021	4/2/2021
262419	MOTOR CONTROLLERS	0	4/2/2021	4/2/2021
262726	WIRING DEVICES	0	4/2/2021	4/2/2021



BASIS DOCUMENTS

262816	ENCLOSED SWITCHES	0	4/2/2021	4/2/2021
265100	INTERIOR LIGHTING	0	4/2/2021	4/2/2021
283111	FIRE ALARM SYSTEM	0	4/2/2021	4/2/2021
311000	SITE CLEARING	0	4/2/2021	4/2/2021
312000	EARTH MOVING	1	4/2/2021	4/26/2021
312200	GRADING	0	4/2/2021	4/2/2021
312333	TRENCHING AND BACKFILL	0	4/2/2021	4/2/2021
321313	CONCRETE PAVING	0	4/2/2021	4/2/2021
321723	PAVEMENT MARKINGS	0	4/2/2021	4/2/2021
329115	SOIL PREPARATION	0	4/2/2021	4/2/2021
329200	TURF AND GRASSES	0	4/2/2021	4/2/2021
329300	PLANTS	0	4/2/2021	4/2/2021
334000	STORM UTILITY DRAINAGE PIPING	0	4/2/2021	4/2/2021
334100	SUBDRAINAGE PIPING	0	4/2/2021	4/2/2021

DRAWINGS

		Revision Number	Issuance Date	Document Date
G1.1	TITLE SHEET	0	4/2/2021	4/2/2021
G1.2	CODE DATA, WALL TYPES, AND NOTES	0	4/2/2021	4/2/2021
G1.3	ACCESSIBILITY	0	4/2/2021	4/2/2021
1 OF 1	EXISTING CONDITIONS SURVEY	0	4/2/2021	4/2/2021
C0.0	NOTES AND LEGENDS	0	4/2/2021	4/2/2021
C1.0	DEMOLITION PLAN	1	4/2/2021	4/30/2021
C2.0	SITE LAYOUT PLAN	0	4/2/2021	4/2/2021
C3.0	UTILITY PLAN	1	4/2/2021	4/30/2021
C4.0	GRADING PLAN	0	4/2/2021	4/2/2021
C5.0	SWPP PLAN	0	4/2/2021	4/2/2021
C6.0	PAVEMENT DETAILS	0	4/2/2021	4/2/2021
C7.0	DETAILS	0	4/2/2021	4/2/2021
C8.0	SWPP PLAN DETAILS	0	4/2/2021	4/2/2021
C9.0	SWPP PLAN DETAILS	0	4/2/2021	4/2/2021
C10.0	SWPP PLAN DETAILS	0	4/2/2021	4/2/2021
L1.0	LANDSCAPE PLAN	1	4/2/2021	4/30/2021
S0.1	GENERAL NOTES	0	4/2/2021	4/2/2021
S0.2	GENERAL NOTES AND SPECIAL INSPECTIONS	0	4/2/2021	4/2/2021
S0.3	SPECIAL INSPECTIONS	0	4/2/2021	4/2/2021
S1.1	FOUNDATION AND FRAMING PLANS	0	4/2/2021	4/2/2021
S2.1	SECTIONS	0	4/2/2021	4/2/2021
S3.1	TYPICAL DETAILS	0	4/2/2021	4/2/2021
S3.2	TYPICAL DETAILS	0	4/2/2021	4/2/2021
AD1.1	BASEMENT DEMOLITION PLAN	0	4/2/2021	4/2/2021
AD1.2	FIRST FLOOR DEMOLITION PLAN	1	4/2/2021	4/30/2021
AD2.2	FIRST FLOOR DEMOLITION REFLECTED CEILING PLAN	0	4/2/2021	4/2/2021
A1.1	BASEMENT PLAN	1	4/2/2021	4/26/2021
A1.2	FIRST FLOOR PLAN	2	4/2/2021	4/30/2021
A2.1	BASEMENT REFLECTED CEILING PLAN	0	4/2/2021	4/2/2021
A2.2	FIRST FLOOR REFLECTED CEILING PLAN	0	4/2/2021	4/2/2021
A3.1	ROOF PLAN AND DETAILS	0	4/2/2021	4/2/2021
A4.1	EXTERIOR ELEVATIONS	0	4/2/2021	4/2/2021
A4.2	EXTERIOR ELEVATIONS ALTERNATE A-7	1	4/2/2021	4/26/2021
A5.1	SECTIONS AND WALL SECTIONS	0	4/2/2021	4/2/2021
A6.1	DETAILS	1	4/2/2021	4/26/2021
A6.2	DETAILS	0	4/2/2021	4/2/2021
A7.1	ENLARGED PLAN AND SECTIONS	0	4/2/2021	4/2/2021
A8.1	INTERIOR ELEVATIONS	0	4/2/2021	4/2/2021
A8.2	INTERIOR ELEVATIONS AND CASEWORK	0	4/2/2021	4/2/2021



BASIS DOCUMENTS

A8.3	MILLWORK ALTERNATE A-8	0	4/2/2021	4/2/2021
A9.1	DOOR SCHEDULE AND DETAILS	1	4/2/2021	4/26/2021
A9.2	DOOR DETAILS	0	4/2/2021	4/2/2021
ID0.1	INTERIO GENERAL NOTES	1	4/2/2021	4/30/2021
ID1.2	FIRST FLOOR FLOOR FINISH PLAN	1	4/2/2021	4/30/2021
ID2.2	FIRST FLOOR WALL FINISH PLAN	0	4/2/2021	4/2/2021
ID3.2	FIRST FLOOR FLOOR PATTERNING	1	4/2/2021	4/30/2021
M0.1	HVAC LEGENDS	0	4/2/2021	4/2/2021
M0.2	HVAC GENERAL NOTES	0	4/2/2021	4/2/2021
M0.3	HVAC SCHEDULES	1	4/2/2021	4/30/2021
M1.1	BASEMENT HVAC PLAN	0	4/2/2021	4/2/2021
M1.2	FIRST FLOOR HVAC PLAN	0	4/2/2021	4/2/2021
PD1.1	FIRST FLOOR PLUMBING DEMOLITION PLAN	0	4/2/2021	4/2/2021
P0.1	ELECTRICAL LEGEND AND GENREAL NOTES	0	4/2/2021	4/2/2021
P1.1	BASEMENT PLUMBING PLAN	0	4/2/2021	4/2/2021
P1.2	FIRST PLAN PLUMBING PLAN	0	4/2/2021	4/2/2021
E0.1	ELECTRICAL LEGEND AND GENREAL NOTES	0	4/2/2021	4/2/2021
E0.2	LIGHTING FIXTURES SCHEDULE	0	4/2/2021	4/2/2021
E1.1	BASEMENT LIGHTING PLAN	0	4/2/2021	4/2/2021
E1.2	FIRST FLOOR LIGHTING PLAN	0	4/2/2021	4/2/2021
E2.1	BASEMENT ELECTRICAL PLAN	0	4/2/2021	4/2/2021
E2.2	FIRST FLOOR ELECTRICAL PLAN	0	4/2/2021	4/2/2021
E4.1	SCHEMATIC WIRING DIAGRAMS	0	4/2/2021	4/2/2021
E5.1	ELECTRICAL DIAGRAMS AND DETAILS	0	4/2/2021	4/2/2021

OTHER DOCUMENTS

Revision Number Issuance Date Document Date

Document Description

Pre-Bid RFI Log dated 05/19/2021

Addendum #1 dated 04/26/2021

Addendum #2 dated 04/30/2021

Master Schedule w/Data Date 06/01/2021



Cleveland Public Library

Jefferson Branch

June 14, 2021

GMP SUBMISSION

TAB 05 Clarifications and Assumptions



CLARIFICATIONS AND ASSUMPTIONS

GENERAL

1	GMP is based on receiving executed GMP or a pre-GMP change order on or before June 21, 2021.
2	Gilbane Phase 1A staffing is contingent upon the approval of all five (5) GMPs (Woodland Library Branch, Central Distribution Facility, Hough Library Branch, Jefferson Library Branch, and West Park Library Branch).
3	The Coronavirus Impact Contingency is a lump sum value of \$25,000. All cost that exceeds \$25,000 will be an Owner change order. The contingency has been established in accordance with the contract agreement.
4	The costs for the general building permit and trade specific permits, usage and tap fees are excluded from the GMP (by Owner as they are unknown at this time from the City of Cleveland
5	GMP assumes that all work will be completed during normal working hours of 7:00 AM - 4:00 PM. All premium time/overtime has not been included
6	Construction hours are assumed to be 1st shift other than occasional off-hours work to accommodate tie-ins or shut downs / connections of major systems.
7	All pricing is based upon open, competitive bidding by prequalified subcontractors. No single sourcing of materials or equipment shall be required.
8	No accommodations for LEED have been incorporated into this Jefferson Library GMP.
9	GMP assumes that the fixed rates included in Fixed Rates Section shall be applicable to General Conditions and Site Services items included in the project costs. The fixed rates are valid until substantial completion date.
10	The GMP is based upon receiving all document deliverables from the Owner and Architect per the Project Schedule and timeframes indicated in the GMP Basis Documents for Submittals, Requests for Information, Change Order pricing and other deliverables that may have schedule implications. Critical items requiring compressed review timeframes will be identified on the submittal register and discussed during the weekly project team meetings.
11	The GMP is based upon temporary use of some of the building permanent systems such as: heating and cooling equipment and systems, building controls systems, electrical systems, plumbing fixtures and systems, etc. Warranties for the equipment/systems as described above shall commence on the date of Substantial Completion or Owner occupancy, whichever occurs first.
12	Gilbane reserves the right to optimize the sequence of construction at any time. This may include re-arranging construction activities, adjustment of activity durations, and any other changes which will not affect the final delivery dates.
13	It is assumed the GMP Basis Documents issued by the Design Team, were prepared in a manner that put forth reasonable and professional care to comply with all applicable laws, codes (including the latest City, State, or Federal Approved Building Codes), and regulations of various governmental entities having jurisdiction over this project. City, State or other Authorities having Jurisdiction (AHJ) contemplated or pending Code revisions, not indicated in the GMP Basis Documents are excluded from this GMP.
14	GMP approved June 17, 2021 is based on the documents in TAB 04.
15	All extended Subcontractor and manufacturer warranties shall be "pass- through" warranties from the appropriate party; extended warranties by Gilbane are not included in the GMP.
16	The Guaranteed Maximum Price (GMP) is not guaranteed by bid package or estimate line item. The GMP is guaranteed by the total amount. It is assumed that the DESIGN TEAM will work as a Collaborative Team within the allocated budgets for the completion of design. This is not intended to be a "line-item" GMP. All items except Owner allowances will reconcile to the CM Contingency.
17	Acceptance of the GMP constitutes acceptance of the Gilbane recommended lowest responsible bidders listed contained within the GMP. The GMP is based on the listed trade contractors' acceptance and execution of a contract to perform the work. Rejection of a bid of a trade contractor listed within the GMP by the Owner will require an adjustment to the GMP value to accommodate the next responsible bidder.



CLARIFICATIONS AND ASSUMPTIONS

18	This GMP does not currently incorporate all alternates shown in the Alternate section. Approved alternates will be added or deducted to the GMP as noted in the financial summary	
19	In lieu of paper, electronic document control will be utilized on the project for the processing and turnover of all project documents including but not limited to: submittals, requests for information, punch list, AE field reports, time and material slips, drawings, specification, Operating Manuals etc. Project management Software systems include Smartapp, BIM 360 Field, Bluebeam, CMIC and Textura.	
20	No retainage shall be held on Gilbane fee, general conditions, or insurance.	
21	If an owner audit is required it shall be performed and completed within 8 weeks of the Certificate of Occupancy.	
22	Excludes Hazardous waste and/or hazardous soil excavation and disposal. In all cases, it is understood that the Owner shall be deemed as the generator of the hazardous materials. Contractor shall neither take title to or be deemed the generator of the hazardous material or substance at any time during the abatement, removal, transportation or disposal. The Owner or his designated representative will sign all Hazardous Materials disposal manifests for the project.	
23	Excludes costs/fees for environmental permits.	
24	Excludes all cost and schedule impacts resulting from Federal Government proclamations or imposed tariffs enacted after GMP approval.	
25	The GMP is based on the Site Logistics Drawings included Site Logistics section. Any deviations will be a change to the GMP.	
26	The Temporary Certificate of Occupancy (TCO) shall be considered achievement of Substantial Completion. If the TCO cannot be obtained through no fault of the Construction Manager, Substantial Completion shall not be withheld.	
27	This GMP includes achieving enterprise goals of 9% FBE, 20% MBE and 15% SBE on a total project basis. Changes are excluded from the WBE/MBE goals.	
28	The only security provision included in the GMP is the perimeter site fence.	
29	If unit prices are stated in the Agreement or subsequently agreed upon, and if the quantities originally contemplated are so changed in a proposed Change Order or as a result of several Change Orders that application of the agreed unit prices to the quantities of Work proposed will cause substantial inequity to the Owner or the Contractor, the applicable unit prices and Contract Sum shall be equitably adjusted. Additionally, where the price of material, equipment, energy and/or labor increase during the term of the Contract through no fault of the Contractor, including but not limited to the imposition of tariffs or taxes, the Contract Sum shall be equitably adjusted by a Change Order as provided in Article 18. Such price increases shall be documented by vendor quotes, invoices, catalogs, receipts or other documents of commercial use.	
30	Owner Soft Costs and Equipment costs (not shown within the documents) are not included in the Guaranteed Maximum Price.	
31	COVID-19 QUALIFICATION (CORONAVIRUS) - As of the date of this Guaranteed Maximum Price proposal, Gilbane Building Company is unable to assess the impact of the ongoing COVID-19 pandemic and how it may affect the Construction Schedule and Project cost long-term. In light of the wide-ranging and potentially long-lasting effects posed by the COVID-19 pandemic, including, without limitation, disruption of construction supply chains, labor shortages, and governmental actions, Gilbane reserves its right to assess such impact on an ongoing basis and to seek an equitable adjustment in the Guaranteed Maximum Price and an extension of the Contract Time as such adjustments become necessary. This qualification supersedes and takes precedence over all other terms of the Contract Documents, including without limitation Article 13 & 19.	
32	Owner's vendors, contractors, and consultants will be responsible for clean up of their debris and depositing of the debris into their own on site dumpsters.	
33	Review time for Submittals will be no longer than 7 days, some critical submittals will need to be addressed within 3 days. Critical submittals will be identified weekly by the Gilbane project team.	
34	All Request for Information (RFI) will be responded to within 72 hours from submission to the Architect.	



CLARIFICATIONS AND ASSUMPTIONS

35	Unless specified, no samples or product data will be provided for named products, except for color.
36	Benchmarks will be conducted at the first install of material for conformance to the contract requirements in accordance with the Gilbane Quality Plan.
37	Retainage value will be based on a per subcontractor basis. Final retainage shall be released upon 100% completion of an individual Subcontractor's work including punch-list items, and all close-out documentation has been completed and submitted by the Subcontractor, and approved by the Construction Manager, Owner and Architect. Separate requisitions will be submitted by requesting subcontractors.
38	Professional video recording of Owner Training is excluded, however video recording where required by the specifications and allowed by equipment manufactures.
39	Professional photography or webcam for construction progress and completion is excluded.
40	Design Team AutoCAD/ Rev-it files shall be provided to Gilbane and its subcontractors at no cost.
41	Gilbane will coordinate with Owner's vendors and equipment supplier but do not include the management time for the installation.
42	Owner to provide LCP diversity tracking software for utilization by Gilbane and the subcontractors.
43	Assumes the integrity of the existing utilities are adequate for new construction, including new connections and capacities.
44	Gilbane to utilize existing space in the Jefferson Library Branch to establish temporary office space.
45	Deferred maintenance is excluded. The maintenance items previously identified should be incorporated in the construction documents.
46	The following will be provided by Cleveland Public Library: <ol style="list-style-type: none"> 1. Building Permit 2. Land acquisition 3. Off-site improvements (Adjacent Roadway Improvements, Traffic Lights, turn lanes, public utility mains) 4. Professional service fees and reimbursables (Architect, Engineering, Consulting, Owner's Representative) 5. Geotechnical Surveys and testing 6. Material testing 7. Regulatory and permit fees 8. Owner required furniture, fixtures, and equipment – including but not limited to loose equipment, furniture, employee workstations, computers, phones, voice/data/security equipment, indoor plantings and artwork. 9. Builder's Risk Insurance 10. Offsite utility infrastructure and connection fees (power, gas, telephone, data...) 11. 3rd Party Commissioning
Miscellaneous	
1	Builder's Risk Insurance is by Owner. Owner shall provide Builder's Risk "All-Risk" Insurance in the amount of the Contract Sum, plus any subsequent contract modifications. Such insurance shall include the perils of fire, theft, vandalism, collapse, earthquake, flood, named and un-named windstorm, and cover portions of the Work stored off the site and in transit. If the property insurance requires deductibles, the contractor shall be responsible as the Cost of Work for costs not covered due to such deductibles, except that the Owner shall be solely responsible for any costs not covered due to deductible arising out of any loss due to flood, earthquake, named and un-named windstorm, hail, volcanic eruption or terrorism. Owner shall provide a copy of the proposed Builders Risk policy for review by Gilbane. If the policy does not adequately protect Gilbane and our Subcontractors, Gilbane reserves the right to require additional coverage or purchase a Difference in Conditions policy as a Cost of Work.
2	All moving, relocation, and final connection to building utilities of existing Owner or user group possessions and equipment are by the Owner.



CLARIFICATIONS AND ASSUMPTIONS

3	Excludes any blocking for Owner Furniture, Fixtures, and Equipment unless indicated in the documents.
4	Independent 3rd party testing, inspection and Commissioning costs are provided by the Owner. Overtime/fees/charges for Owner Personnel and 3rd Party Inspectors is not included. Support is provided by the relevant subcontractor with appropriate oversight and coordination by Gilbane.
5	Payment for the building permit is the responsibility of Owner, the CM will obtain the permit from the City of Cleveland.
6	Temporary Utility Consumption Costs is by Owner.
7	Excludes all utility company charges associated with connecting, relocating or removing permanent utilities.
8	The owner's vendors and consultants must abide by the Gilbane Site Specific Safety Plan
9	Excludes final keying. All locks to be provided with keyed alike construction cores (except millwork). Final Key cores will be installed by the Owner.
CM Contingency	
1	GMP includes a Construction Manager's Contingency for the Construction Manager's exclusive use to cover those costs considered reimbursable as the Cost of the Work but not included in a Change Order. Refer to Article 13.1.9 of the contract.
Allowances	
1	Owner Allowance costs are reconciled by Owner Change Order with applicable markups. No prior authorization is required for allowance expenditures. Fee will not be reduced for Allowances that are under run. The CM will provide a regular accounting of allowance balances.
Changes in Work (Out of Scope)	
1	Due to the speed of construction and design, select Change Orders will need to be executed on estimated values in order to allow for the payment to Trades for expedited work. These Change Orders will be reconciled upon the acceptance of the final value of the Changes.
2	CM Fee will not be returned on deduct changes.
EXCLUSIONS	
1	Removal of existing furniture
2	Roof replacement of the existing roof
3	Existing structure and/or foundations supplemental work is excluded.
4	Furniture, fixtures and equipment
5	Glass film
6	No standalone mockups
7	Repair to City Streets and existing sidewalks
LOGISTICS AND SCHEDULE	
1	Due to the volatility with the current market, the current project schedule completion date has the potential to be impacted until all contractors are under contract and material procured. Once all contractors are under contract, the project schedule will be reevaluated for impacts due to the volatile market. Contractors will hold their pricing until July 31, 2021.
2	Refer to Tab 11 for the site utilization plan
3	The GMP is based on the Master Plan/GMP Schedule, data date, June 01, 2021 with a run date of June 08, 2021 18:37. The schedule is included in Tab 10. The Owner has accepted the Gilbane deduct alternate. with a substantial completion date of 02/17/2022.



CLARIFICATIONS AND ASSUMPTIONS

- 4 The schedule is based on the following assumptions:
- Utilization of existing power, heat and water including the use of permanent fixtures once installed.
 - We have allowed 30 days prior to substantial completion for Owner vendor and FF&E startup and installation.
 - Gilbane as well as all of its subcontractors and vendors having complete unrestricted access and use of the site and applicable local and state permits in place to commence
 - Use of all public roads including Jefferson Avenue, Tremont Avenue, Professor Avenue, West 7th Street and West 10th Street for construction activities and access to the site.
 - Gilbane is allowed to work 7 days per week and 24 hours a day as needed without restrictions. It is the obligation of the Owner to provide relief from any restrictions.
 - It is anticipated a fully executed Building Permit will be received on July 1, 2021.

TRADE SPECIFIC

Selective Demolition

- | | |
|---|--|
| 1 | Demolition contractor owns all salvage materials, unless specifically called for in the contract documents. |
| 2 | Items designated for salvaged by Owner will be moved one time to an designated location. |
| 3 | Hazardous waste remediation is limited to the scope provided in the Owner's Hazardous Waste Material Report. |
| 4 | Excludes treatment for hazardous or contaminated water from dewatering activities. |
| 5 | Excludes cleaning of existing drainage, structures or utilities. |
| 6 | Removal of one (1) layer of flooring is assumed. |
| 7 | Removal of one (1) layer of ceiling is assumed. |
| 8 | An Owner allowance of \$5,000 is included for additional demolition work associated with Addendum No. 2. |

Sitework / Earthwork / Earth Retention / Site Improvements

- | | |
|---|---|
| 1 | Allowance, alternates and scope information included on the boring location drawing in the geotechnical report prepared by PSI is excluded. |
| 2 | All rock removal and replacement are excluded. |
| 3 | Excludes all remediation, disposal and replacement of hazardous, unsuitable, and regulated materials. |
| 4 | Excludes any third-party monitoring such as vibration, sound, temperature, humidity, etc. |
| 5 | The extent of the property covered under the Stormwater Pollution and Prevention (SWPPP) is defined under the "Limit of Work" as shown on the Civil drawings. There are no costs or provisions in the GMP to address subsurface storm water pollution prevention issues or any issue that is created or observed outside the "Limit of Work". |
| 6 | We exclude unsuitable soils and undercuts. We exclude unforeseen obstructions such as tanks, foundations, etc. |
| 7 | Well points or other overall site dewatering is excluded. Local dewatering is included at work areas. The geotechnical report did not indicate well points would be required. If actual site conditions require site dewatering, this can be performed for additional compensation. |
| 8 | Exploratory digging to locate existing utilities is excluded from this GMP and is assumed to be by Owner. |
| 9 | Topsoil screening is excluded. Topsoil will be respread and rockhounded. Any soil amendments will be surface applied only. |

Foundations

1

Concrete

- | | |
|---|---|
| 1 | Excludes Winter conditions for concrete work as it is not anticipated per the current project schedule. |
| 2 | Curing of concrete shall be with a curing compound. Wet cure is excluded. |
| 3 | FF/FL testing will be performed by the Owners Testing Agency. |



CLARIFICATIONS AND ASSUMPTIONS

4	Concrete honing, grinding, burnishing, and polishing are excluded. It may be purchased from the concrete contractor as a change order when final floor finishes are chosen. Shrinkage and random cracking of slabs are to be expected as an inherent part of concrete construction. Special treatment of concrete slab cracks is excluded.	
Structural Steel and Miscellaneous Metals		
1	Connection design is delegated to the contractor per the construction documents. This includes clip angles, shear tabs, bolts, and welds. Stiffeners, web doublers, and the like are excluded unless shown on the drawings.	
2	Spray on Fireproofing is excluded.	
3	One coat of shop primer is included for steel.	
4	Intumescent paint has been excluded as it is not included in the documents.	
Carpentry and Millwork		
1		
Waterproofing, Roofing, Insulation, Façade and Metal Panels		
1	Only 300 sf ft of chimney tuckpointing is included.	
2	Re-roofing of the existing roof is EXCLUDED.	
3	Use of Manufacturer's standard details supersedes the Contract Documents to maintain warranty.	
4	GMP includes prefabrication of building components. In some circumstances (such as panelized wall systems) additional engineering and verification by the engineer of record will be required. The additional engineering cost from the engineer of record (if any) is excluded. All engineering associated with prefabrication of components is included and will be done by the individual suppliers of such components.	
5	Basic roofing cleaning is included at the completion of the project. This is for the addition only.	
Glass and Glazing		
1		
Finishes		
1	Minor floor prep is included. All major floor preparation prior to flooring is excluded. A \$5,000 allowance was included for floor prep beyond minor floor prep. Anything beyond the \$5,000 allowance will be a change order.	
Accessories		
1		
Special Equipment		
1		
Casework and Residential Items		
1	Library book shelving is not included. Owner provided.	
Plumbing		
1		
HVAC		
1	Excludes duct cleaning.	
2	Temporary heat will be provided in the winter 2021-2022 thru the new heating equipment within the building. All warranties will be extended so they start at Substantial Completion.	



CLARIFICATIONS AND ASSUMPTIONS

3	All commissioning activities are to be performed by the Owner and their 3rd party Commissioning Agent. Excluded from the GMP are any and all travel expenses and/or remobilizations required for the Commissioning Agent. The Substantial Completion Date is based on the Commissioning Agent's ability to perform their work in accordance with the Project Schedule.	
Electrical		
1	All primary cabling, pad-mounted transformers and MV switches are provided by the Utility Company and paid for by the Owner.	
2	Excludes lightning protection or grounding unless specified and designed.	
3	Lighting Controls systems are designed and coordinated by the Designer of Record. Any additional cost associated with cross system device integration will be reconciled through Contract Change Order.	
4	Excludes electrical load bank testing.	
Low Voltage		
1	End devices are being furnished by the Cleveland Public Library and installed by contractor	
2	Scanning of existing floor slabs prior to cutting the floor is excluded.	
3	Excludes any additional structural steel support required for A/V, Tel/Data or Security penetrations through concrete slabs.	
4	Integration of Owner supplied systems (security, AV, Tel/data) to the fire alarm is excluded.	



Cleveland Public Library

Jefferson Branch

June 14, 2021

GMP SUBMISSION

TAB 06 Fixed Rate Schedule



FIXED RATE SHEET

Contract Approved Labor Billing Rates Updated 8/1/2020

Position	Name	Billing Rate
Senior Project Executive	Ed Valentine	\$172.85
Project Manager	Marcellus Byrd	\$123.00
Superintendent	Varies	\$85.00
Chief Estimator - MEPPF	Alice Dean	\$128.00
Scheduler	Jason Ohlson	\$77.00
Safety Manager	Bill Crossley	\$92.00

Site Services Labor at the following fixed rates* **:

Carpenter, Foreman Regular Time \$, Premium Time \$, Double Time \$ 117.63/\$152.43/\$199.13

* Trade Rates include small tools with a market replacement value up to \$500, rates do not include consumables.

** Gilbane Building Company hereby discloses to the Owner the use of G.O. Services, a related-entity, for the performance of Trade Labor and



Cleveland Public Library

Jefferson Branch

June 14, 2021

GMP SUBMISSION

TAB 07 Allowances



OWNER ALLOWANCES

No.	Description	Value
Owner Allowance		
1	Book Lockers	By Owner
2	New Exterior Monument Sign	\$ 15,000
3	New Dedication Plaque & Installation	\$ 500
4	Miscellaneous Information & Wayfinding Signage	\$ 3,000
5	Interior Branding and Graphics for Library	\$ 15,000
6	BP01A Additional Repointing of Exterior Brick	\$ 5,000
7	After completion of design, construct a children's feature	Accepted as an Alternate
8	Temporary Partition Infill After Demolition	\$ 5,000
9	Addendum No. 2 - Additional Demolition	\$ 5,000
	Total	\$ 48,500
Owner Allowance Included in Bid Packages		
1	BP01C Surveying	\$ 6,500
2	BP02A Unforeseen Abatement	\$ 15,000
3	BP10A Building Signage (Life Safety)	\$ 5,000
4	BP27A Miscellaneous Technology System Work	\$ 5,000
	Total	\$ 31,500



Cleveland Public Library

Jefferson Branch

June 14, 2021

GMP SUBMISSION

TAB 08 Alternates



ALTERNATES

No.	Description	Add / Deduct	Value	Accepted / Pending / Rejected	Last Date of Acceptance	Date of Acceptance
1	BP26A - A-1: REPLACE EXISTING 1x4 FIXTURES IN EAST BAY OF LIBRARY (AT LOW CEILING) WITH LIGHT FIXTURE TYPE "C" (ABL-LITHONIA: 2BLT4-60L ADP EZ1 LPB35) AS INDICATED ON DRAWINGS. EXISTING CEILINGS TO REMAIN. REFER TO SECTION 265100 "INTERIOR LIGHTING".	Add	\$5,500		06/30/21	
2	BP26A - A-2: PROVIDE NEW LED WALL MOUNTED FIXTURES, TYPE "J" (MARK ARCHITECTURAL LIGHTING: 52LWID 4FT 1 N 35 EZB SCT 120 WHT) IN MAIN SPACE OF LIBRARY AS INDICATED ON DRAWINGS. REFER TO SECTION 265100 "INTERIOR LIGHTING".	Add	\$25,000	Accepted	06/30/21	06/14/21
3	BP01A - A-3: INSTALL 3'-0 x 10'-0" CANOPY ABOVE EXTERIOR DOOR 115. REFER TO DETAILS 14, 16, AND 20 ON SHEET A6.2 FOR ASSEMBLY AND MOUNTING INFORMATION. REFER TO SECTION 107316 "PRE-MANUFACTURED CANOPIES".	Add	\$19,200		06/30/21	
4	BP01A - A-4: PROVIDE COOLVU DUAL REFLECTIVE OS WINDOW FILM TO APPROXIMATELY 450 SF OF EXISTING SKYLIGHTS. REFER TO SECTION 088700 "ARCHITECTURAL WINDOW FILMS".	Add	\$8,680		06/30/21	
5	BP01A - A-5: PROVIDE WALL PROTECTION (WP-1) IN GROUP STUDY ROOMS (ROOMS 103 AND 105), OFFICE (ROOM 104), AND UNDER READING COUNTER IN LIBRARY (ROOM 102) PER ID SHEETS. WP-1: KOROGARD, KOROSEAL, STYLE: TBD, COLOR: TBD, INSTALL: UP TO 42" AFF. COLOR: TO BE SELECTED FROM MANUFACTURER'S STANDARD COLORS. COORDINATE INSTALLATION HEIGHT WITH HEIGHT OF FURNITURE TO BE SUPPLIED IN THESE AREAS. REFER SECTION 097200 "WALL COVERINGS"	Add	\$3,500		06/30/21	
6	BP01A - A-6: PROVIDE FIBER CEMENT PANELS MOUNTED WITH Z CLIPS ON EXTERIOR OF OFFICE (ROOM 104) AND STUDY ROOMS (ROOMS 103 AND 105). REFER TO WALL TYPE A3 ON DRAWINGS SHEET G1.2. PROVIDE FIBER CEMENT PANELS MOUNTED WITH Z CLIPS OVER NEW 5/8" TYPE 'X' GYP. BOARD AND 1-3/8" METAL STUDS AT (4) COLUMNS IN LIBRARY (ROOM 102). REFER TO WALL TYPE B2 ON DRAWINGS SHEET G1.2. REFER TO FLOOR PLAN, INTERIOR ELEVATIONS, ID SHEETS AND 'E' DRAWINGS. NEW ELECTRICAL CONDUITS AND RECEPTACLE BOXES TO BE CONCEALED WITHIN WALL TYPE. EXISTING ELECTRIC RECEPTACLES, THERMOSTATS AND OTHER DEVICES TO REMAIN TO BE RECONFIGURED/EXTENDED TO NEW FACE OF COLUMNS. ALL CONDUIT IS TO BE CONCEALED. REFER TO SECTION 074646 "FIBER-CEMENT SIDING".	Add	\$4,230		06/30/21	
7	BP01A - A-7: PROVIDE STAINLESS STEEL WALL TILES BY MILLINNUEM TILES IN LIEU OF SOLID PHENOLIC PANELS COLOR-1 AT EXTERIOR AS INDICATED ON SHEET A4.1. CANOPY SOFFIT AND (2) VERTICAL WALLS ADJACENT TO NEW ENTRY (DOOR 117A) TO BE SOLID PHENOLIC PANELS COLOR-2 AS INDICATED ON SHEET A4.2. REFER TO SECTION 74215 "STAINLESS STEEL WALL TILES".	Add	\$31,000		06/30/21	
8	BP01A - A-8: PROVIDE CUSTUM-BUILT CHILD BENCH AND SHELVING FEATURE IN CHILDREN'S AREA. REFER TO SHEET A8.3.	Add	\$27,697	Accepted	06/30/21	06/14/21
9	BP26A - A-9: PROVIDE LUMP SUM TO REALLOCATE EXISTING ELECTRIC/TELE DUCT BANK AT THE NEW BIO-RETENTION CELL AND RETAINING. ASSUME 100LF OF 4" PVC DUCT BANK AND 4" PVC TELECOM FOR BIDDING PURPOSES. REFER TO NOTE 4 ON DRAWING C3.0.	Add	\$5,600		06/30/21	
10	BP22A - AB 55 Linear Grilles	Add	\$33,650		06/30/21	
11	BP26A - E1.2 Type Fixtures in Multi-Purpose 106 Room	Add	\$4,200		06/30/21	
12	BP26A - Upcharge to provide an MBE supplier	Add	\$4,200		06/30/21	
13	The Gilbane Building Company GMP Staffing is based on the Master Plan/GMP schedule. Gilbane offers a proposed deductive alternate to CM Services and revised adjusted schedule that may be implemented. Refer to Schedule Section TAB 10.	Deduct	(\$40,346)	Accepted	06/30/21	06/14/21
14	Convert CM General Conditions and Staff on all Projects to Lump Sum (\$1,000 per job)	Deduct	(\$1,000)	Rejected	06/30/21	06/14/21
			Total Accepted	\$12,351		

Alternate values as presented do not include Gilbane Mark-ups



Cleveland Public Library

Jefferson Branch

June 14, 2021

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TAB 09 Unit Cost



Cleveland Public Library
Jefferson Branch
December 31, 1899
GMP SUBMISSION

UNIT PRICES

No.	Description	Quantity	Unit	Unit Price	Last Date of Acceptance
1	No applicable unit cost				



Cleveland Public Library

Jefferson Branch

June 14, 2021

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TAB 10 Project Schedule



PROJECT SCHEDULE

Masterplan /GMP Schedule with a data date June 1, 2021		
Project released in May 2021 Board Technology		
GMP Approval Date		6/17/2021
Construction Start		7/6/2021 (Gilbane Alternate)
Substantial Completion Date (Certificate of Occupancy)		2/17/2022 (Gilbane Alternate)
In accordance with the contract agreement Article 19.1.7, the Owner and Gilbane agree that time is of the essence in the completion of the work. Should the CM be liable for liquidated damages in accordance with the contract agreement they may be implemented after:		4/6/2022

The Cleveland Public Library Phase 1 A projects Construction Management at Risk Services

6/11/2021

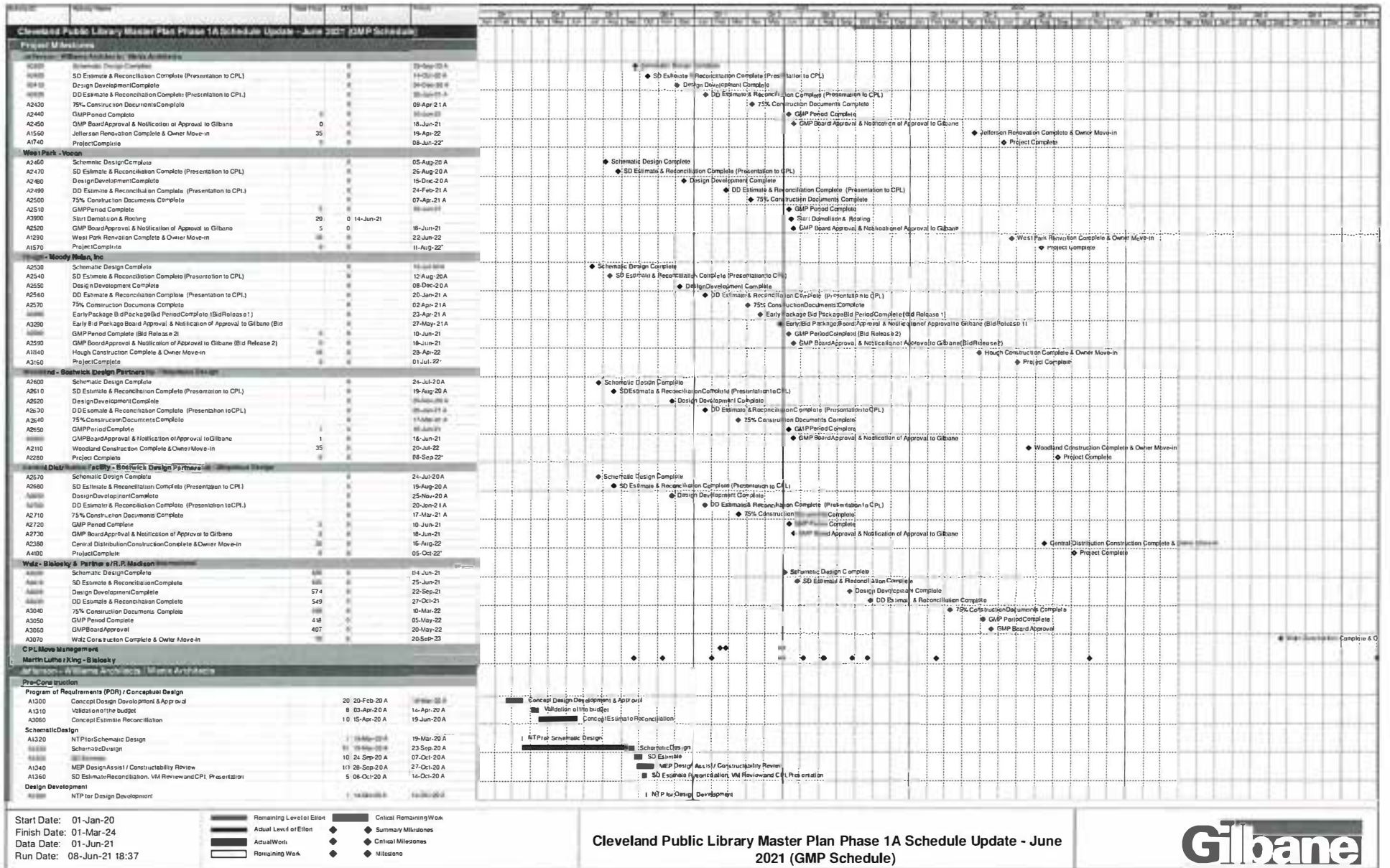
Request for proposal and Schematic Design		2020	2021	2022		
Library Branch		F M A M J J A S O N D	F M A M J J A S O N D	F M A M J J A S O N D	CM Services (Staffing and Gen. Conditions)	
Jefferson		Preconstruction 10 mo		Construction 9 mo	\$	181,558
			Construction Start	1/27/2021		
			Construction Completion	10/31/21		
GMP Schedule June 2021		2020	2021	2022		
Jefferson		F M A M J J A S O N D	F M A M J J A S O N D	F M A M J J A S O N D	CM Services (Staffing and Gen. Conditions)	
		Preconstruction 14 mo		Construction 11 mo	\$	221,792
			Construction Start	7/6/2021		
			Construction Completion	4/5/2022		
Gilbane Proposed Deductive Alternate based on the Bid Schedule		2020	2021	2022		
Jefferson		F M A M J J A S O N D	F M A M J J A S O N D	F M A M J J A S O N D	CM Services (Staffing and Gen. Conditions)	
		Preconstruction 15 mo		Construction 8 mo	\$	(40,346)
			x Staffing Start			CPL Budget 2/25/21 (DD Final)
	Bid Package Schedule		Construction Start	7/6/2021	\$	181,446
			Construction Completion	2/17/2022	\$	181,446
			Credit for Accel. Schedule			

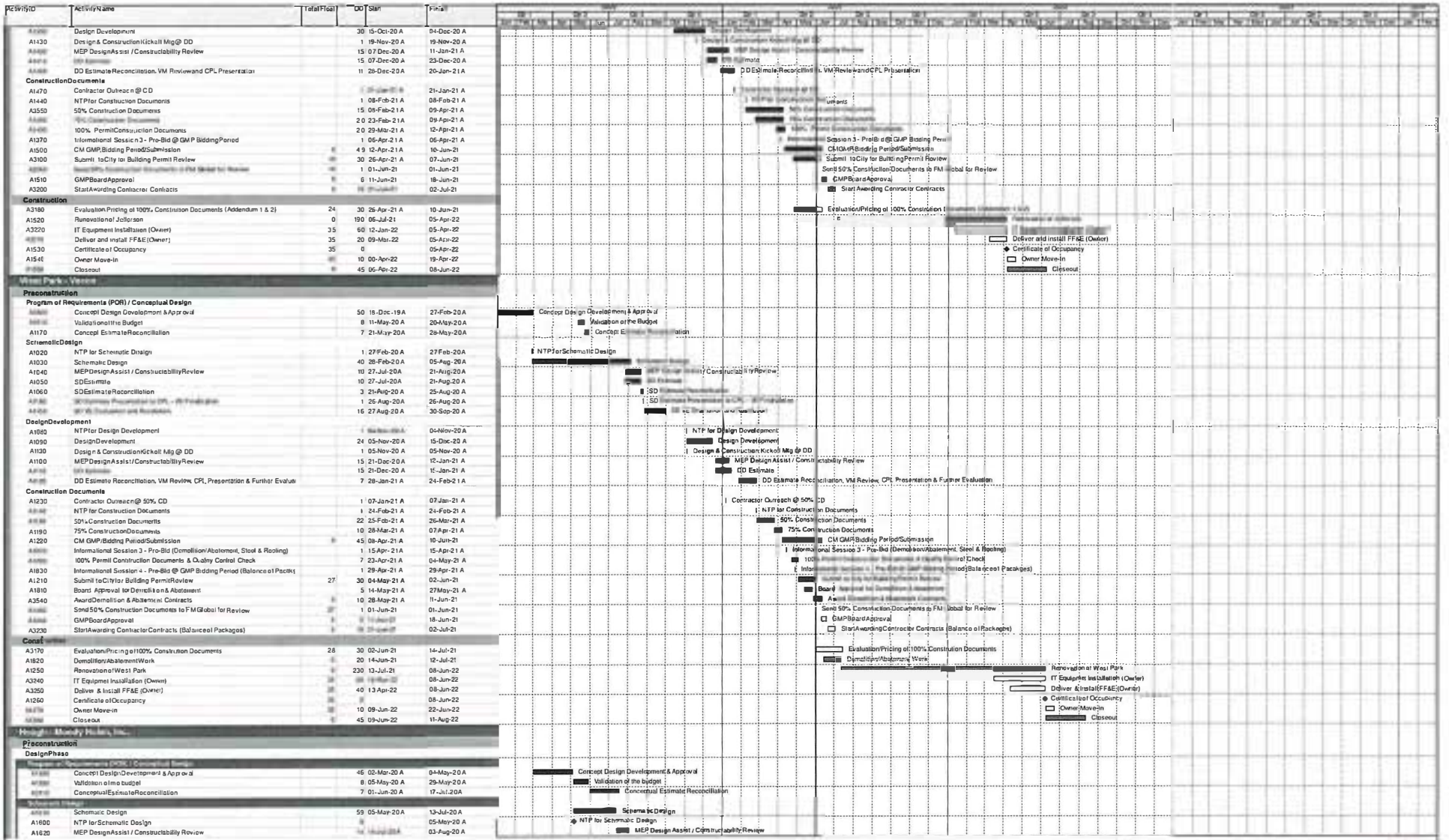
Request for proposal and Schematic Design Schedule

GMP Schedule June 2021

Gilbane Proposed Deductive Alternate based on the Bid Schedule

913



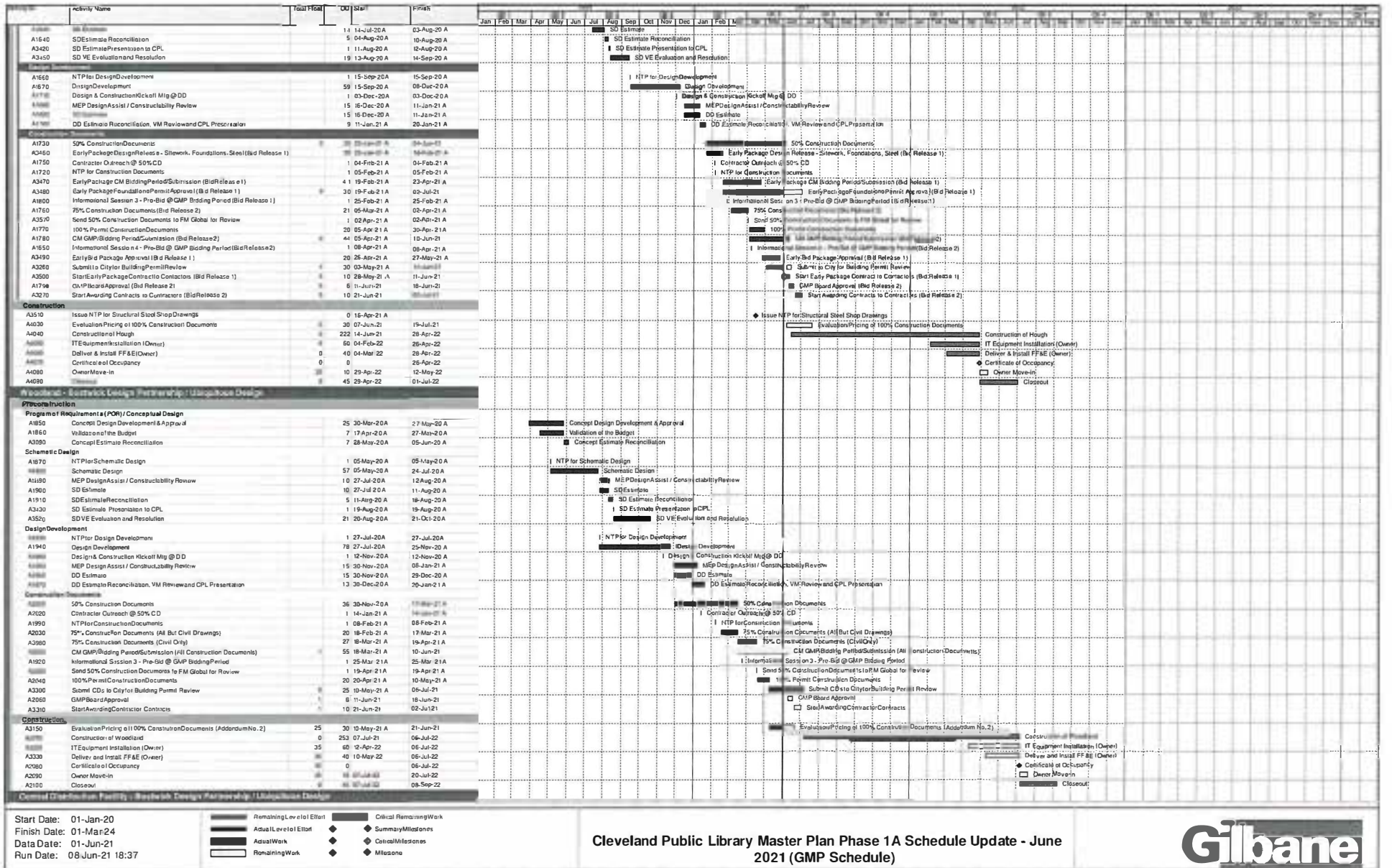


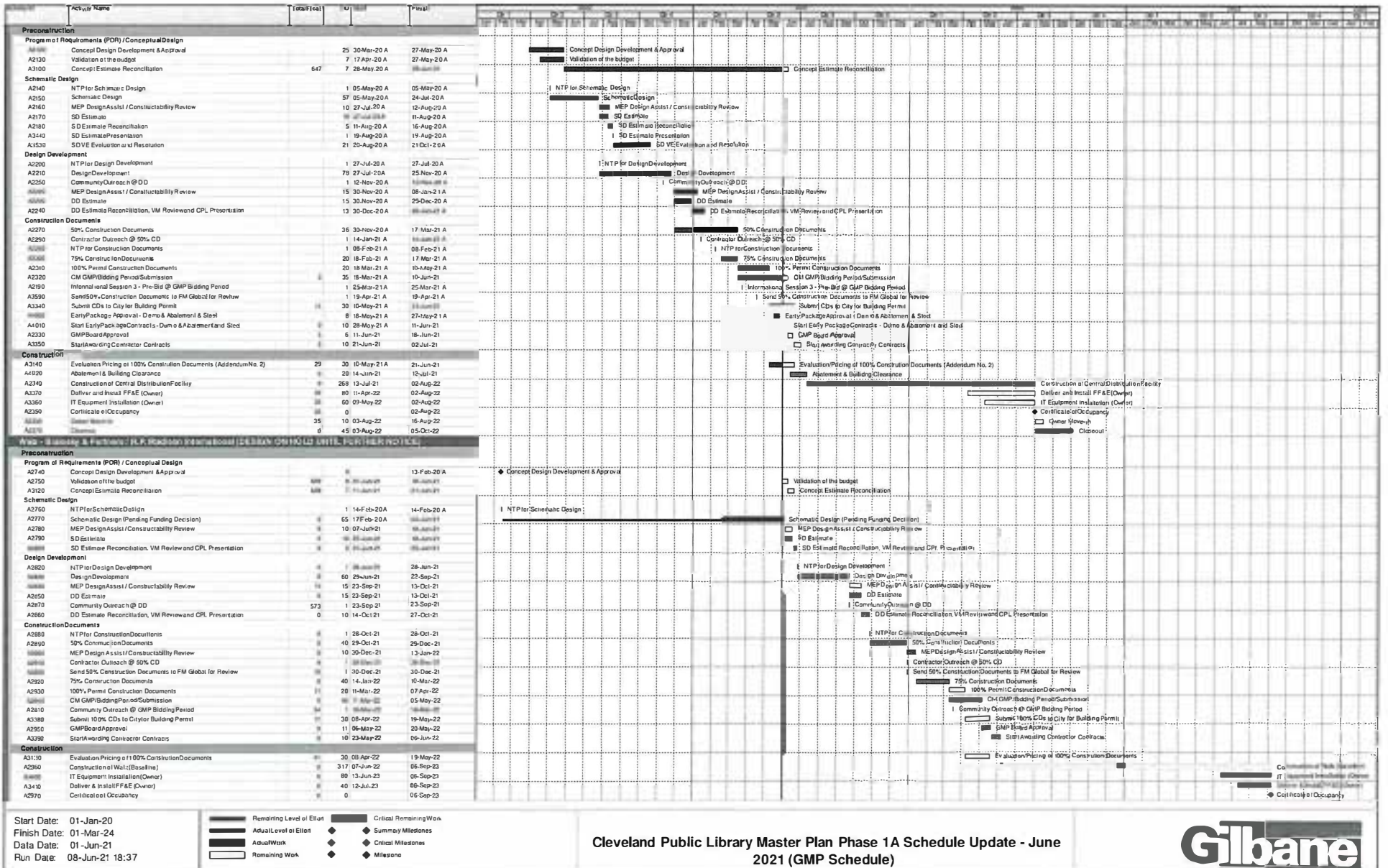
Start Date: 01-Jan-20
 Finish Date: 01-Mar-24
 Data Date: 01-Jun-21
 Run Date: 08-Jun-21 18:37

Remaining Level of Elton	Critical Remaining Work
Actual Level of Elton	Summary Milestones
Actual Work	Critical Milestones
Remaining Work	Milestone

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)







Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)





Cleveland Public Library

Jefferson Branch

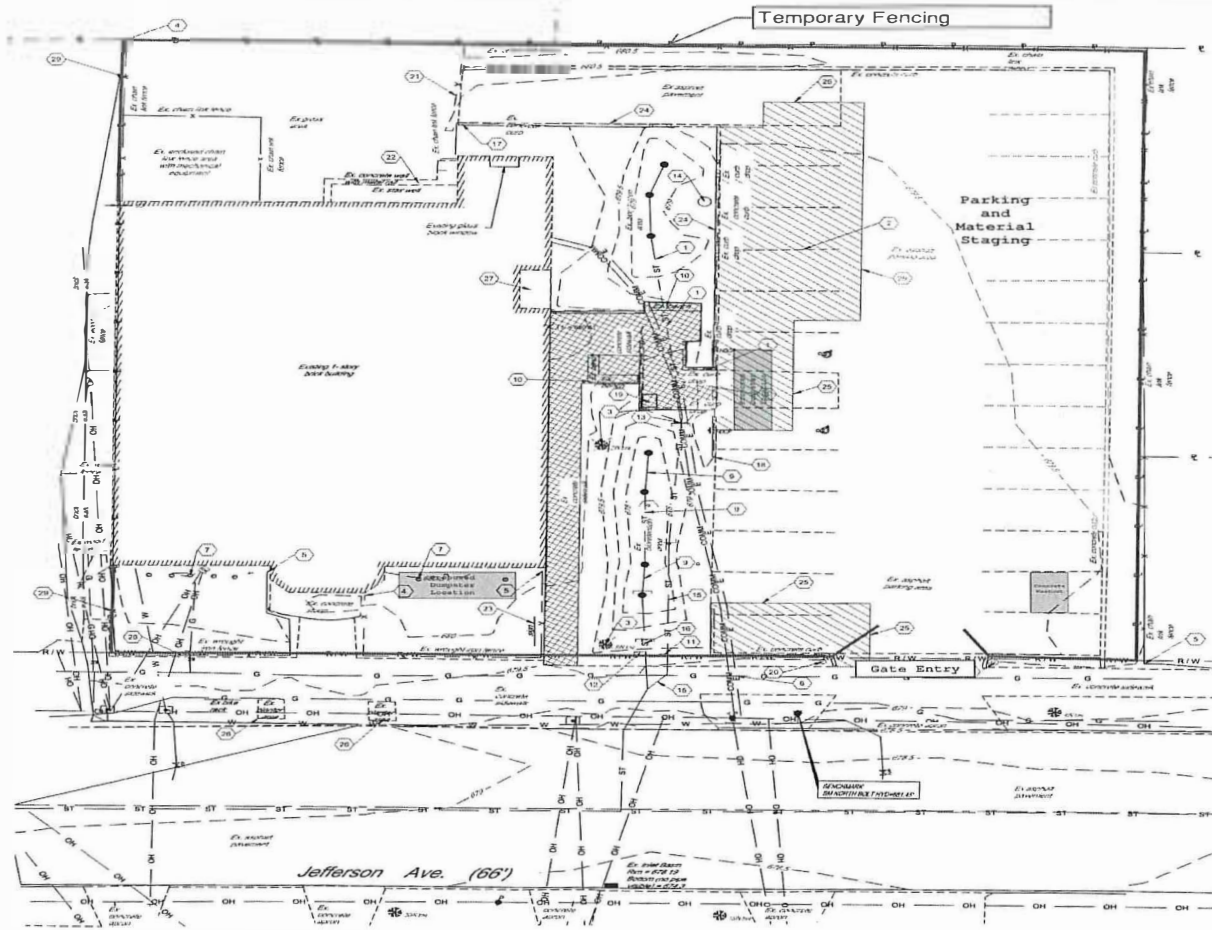
June 14, 2021

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TAB 11 Site Logistics



SITE LOGISTICS





Cleveland Public Library

Jefferson Branch

June 14, 2021

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TAB 12 Site Specific Safety Plan (Cover Page Only)

Safety plan can be provided upon request



Cleveland Public Library

Jefferson Branch

June 14, 2021

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SITE SPECIFIC SAFETY PLAN



PROJECT SAFETY PLAN

J08839.000 - Cleveland Public Library

Cleveland, OH

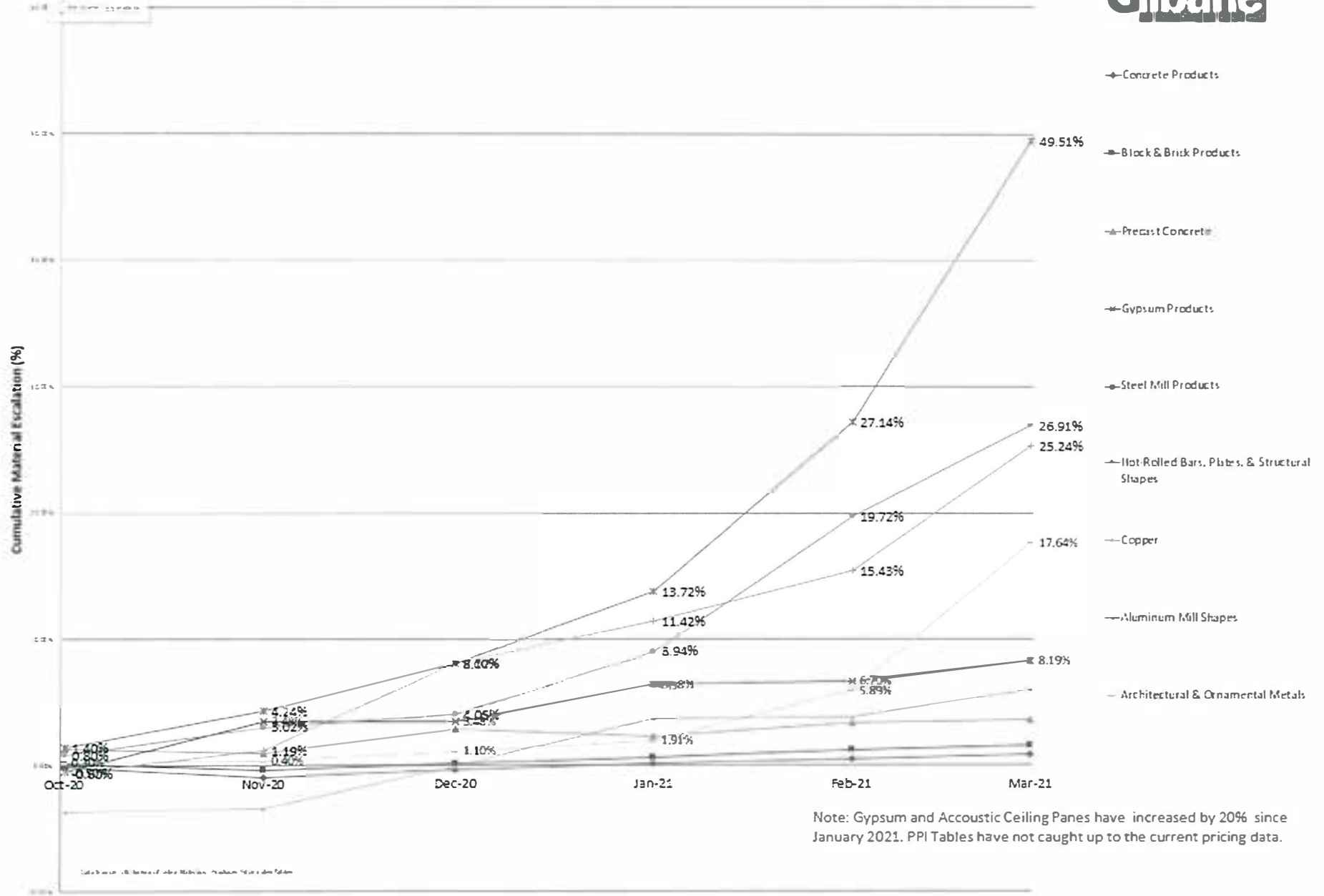
02/16/2021

The safety rules and regulations contained herein are **NOT** all inclusive. All United States Department of Labor, Occupational Safety and Health Administration (OSHA) and other legal standards not specifically referenced in these rules, regulations, and policies shall apply when appropriate. In cases of conflict, the most stringent rule shall apply.

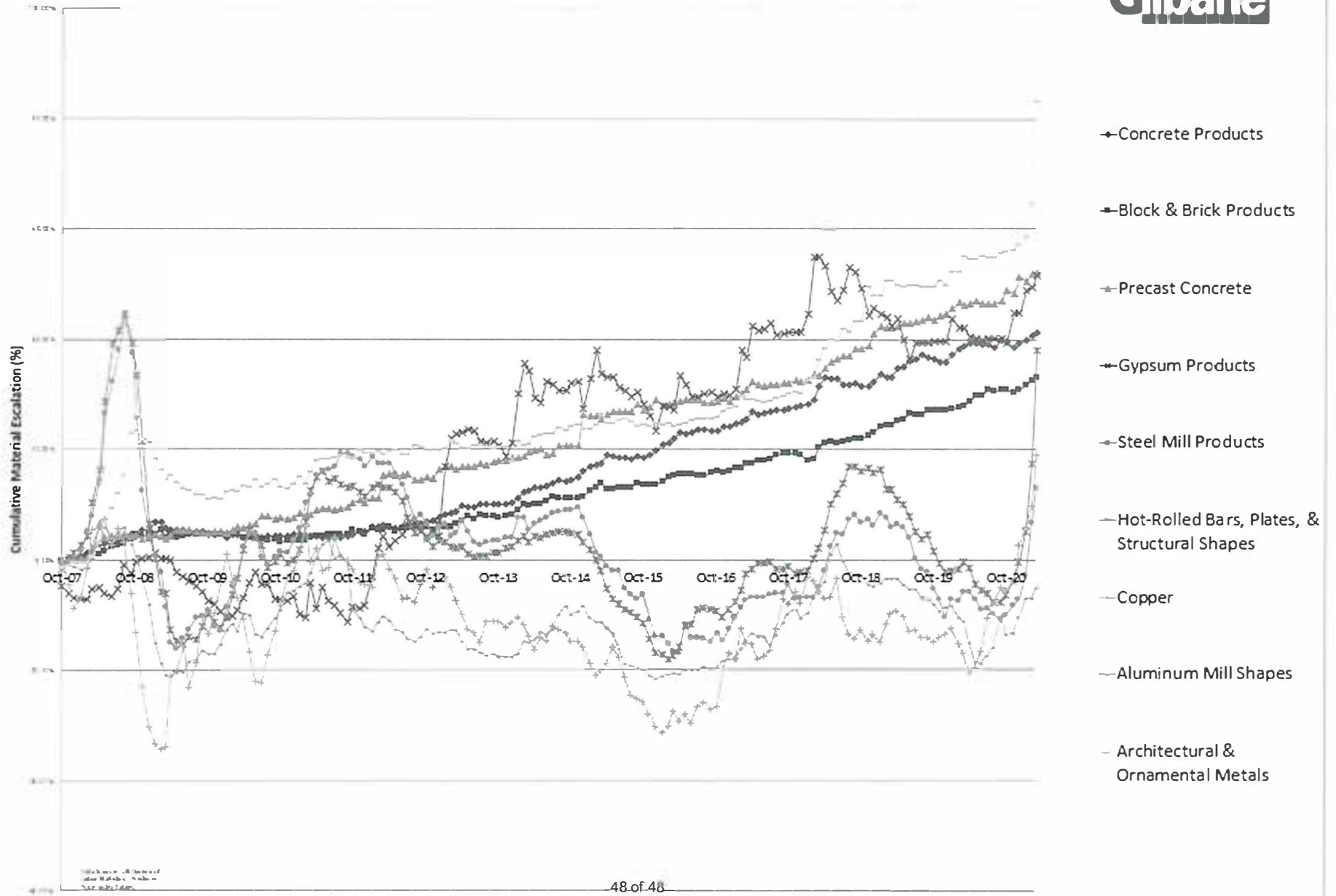


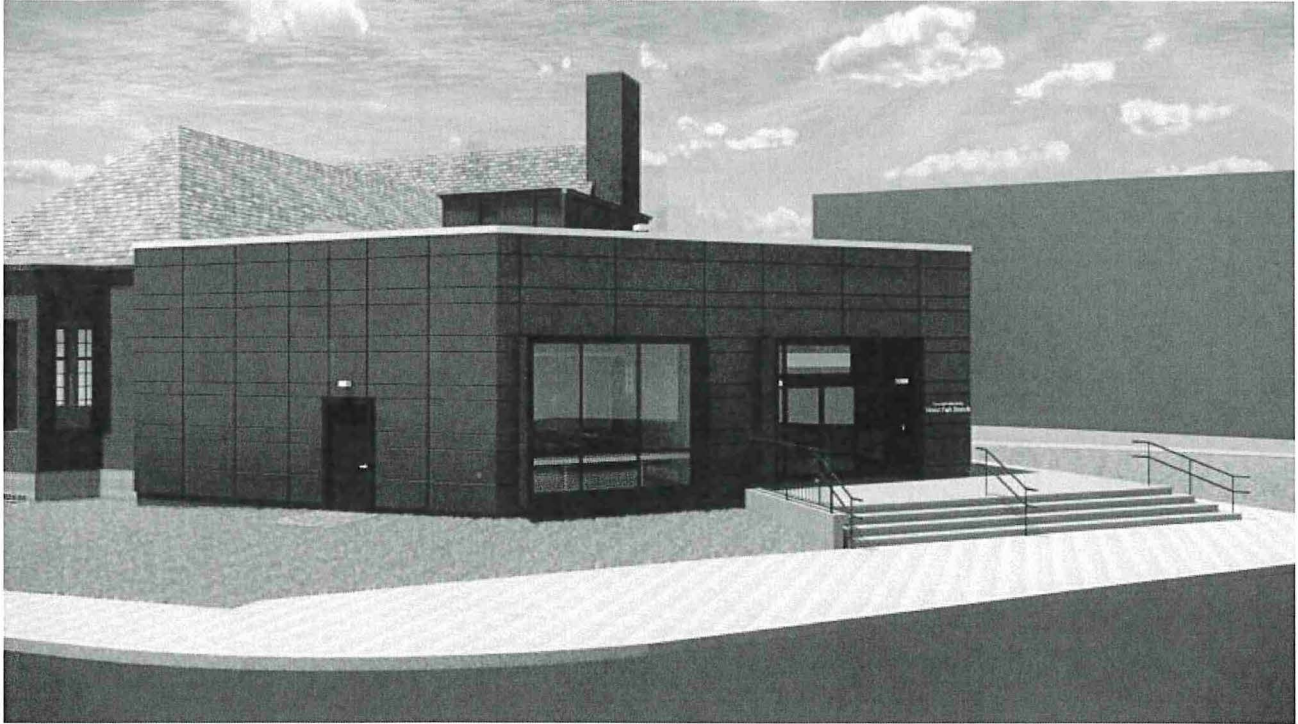
TAB 13 Market Trends

Materials Market Data (Recent Six Months)



Materials Market Data (Monthly 2007 through March 2021)





Guaranteed Maximum Price Proposal

**West Park Branch
Cleveland Public Library
3805 W 157th Street
Cleveland, Ohio 44111**

June 14, 2021

950 Main Ave, Suite 1410, Cleveland, Ohio 44113





6/14/2021

Felton Thomas, Jr.
Cleveland Public Library
3805 W 157th Street
Cleveland, Ohio 44111

Re: West Park Branch: Guaranteed Maximum Price

Dear Mr. Thomas,

In accordance with the Agreement, please find attached the Guaranteed Maximum Price Amendment for the West Park Branch. Thank you for the opportunity to collaborate with the Cleveland Public Library and Vocon Partners in the development of the project. We look forward to building on this relationship as we construct your project. If you have any questions, please do not hesitate to contact us at any time.

Sincerely,

Ed Valentine
Sr. Project Executive
Gilbane Building Company



Cleveland Public Library
West Park Branch
June 14, 2021
GMP SUBMISSION

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TAB 03	Economic Inclusion Breakdown	TAB 10	Project Schedule
TAB 04	Basis Documents	TAB 11	Site Logistics
TAB 05	Clarifications and Assumptions	TAB 12	Site Specific Safety Plan
TAB 06	Fixed Rate Schedule	TAB 13	Market Trends
TAB 07	Allowances		





Cleveland Public Library

West Park Branch

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GMP SUBMISSION

TAB 01 Exhibit A: GMP Amendment



CLEVELAND PUBLIC LIBRARY

**CONSTRUCTION PHASE
WORK AUTHORIZATION AGREEMENT**

effective as of the _____ day of _____ in the year of 202_.

IN SUPPLEMENT TO THE MASTER AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AT-RISK DATED _____ (“Master Agreement”).

BETWEEN the Owner:

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

and the Construction Manager:

Gilbane Building Company
950 Main Avenue, Suite 1410
Cleveland, Ohio 44113

For the following Cleveland Public Library Branch Project (“Project”):

The Owner and the Construction Manager agree as follows:

ARTICLE 1 THE SCOPE OF THIS AGREEMENT

§ 1.1 This Work Authorization Agreement together with the Master Agreement Between Owner and Construction Manager at-Risk and related documents incorporated by reference in Article 5 herein, hereby together constitute a separate, enforceable Agreement between the Owner and Construction Manager for this Project.

ARTICLE 2 THE SCOPE OF CONSTRUCTION MANAGER’S SERVICES

§ 2.1 **PROJECT DESCRIPTION.** The Project is generally described as follows:

[INSERT PROJECT DESCRIPTION]

§ 2.2 The Construction Manager’s Work and Services consist of those described in the Master Agreement, the Work Authorization Agreement for Preconstruction Services as supplemented or amended pursuant to this Work Authorization Agreement incorporating by reference the terms and conditions of the Master Agreement, and the following Work and

Services identified in this Work Authorization Agreement as part of Construction Manager’s Work and Services for the Project.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Construction Manager’s Work and Services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Construction Manager shall attach to this Work Authorization Agreement, for the Owner’s approval, Construction Manager’s Construction Phase Schedule for the performance of the Construction Manager’s Work and Services which may be adjusted by the Owner as the Project proceeds in accordance with the terms and conditions of the Master Agreement Between Owner and Construction Manager at-Risk. This schedule shall include allowances for periods of time required for the Owner’s review and for approval of submissions by authorities having jurisdiction over the Project. The schedule shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause as set forth in the Master Agreement Between Owner and Construction Manager at-Risk, be exceeded by the Construction Manager. The following considerations and Milestone Dates shall be incorporated into the schedule for the performance of the Construction Manager’s Work and Services pursuant to this Work Authorization Agreement for the Construction Phase of the Project:

Construction Phase Commencement Date: _____
Interim Milestone A: [insert description] _____
Interim Milestone B: [insert description] _____
Substantial Completion Date: _____
Final Completion Date: _____

§ 3.2 With respect to the obligations of both the Owner and the Construction Manager, time is of the essence of this Work Authorization Agreement.

§ 3.3 The Owner and Construction Manager agree that if and to the extent that the Completion of any portion of the Work is delayed beyond the relevant Milestone Dates (each, an “Interim Milestone”) or the Substantial Completion of the Work as a whole is delayed beyond the Required Date of Substantial Completion due to the failure of the Construction Manager to perform its obligations under the Contract Documents, the Owner would suffer damages that would be difficult to determine. Consequently, the Owner and Construction Manager hereby agree that if Construction Manager fails to complete the Work on or before the relevant Milestone Dates, or the date of Substantial Completion, as liquidated damages, and not as a penalty, the Construction Manager shall be liable for liquidated damages in the following diem amounts:

§ 3.3.1 The sum of _____ Dollars (\$) per day for each day that the portion of the Work required to be delivered pursuant to any Interim Milestone is delayed beyond the Required Date of the Interim Milestone;

§ 3.3.2 The sum of _____ Dollars (\$) per day for each day up to and including _____ (____) days that the Work required to be delivered on or before Substantial Completion is delayed beyond the Required Date of Substantial Completion; and

§ 3.3.3 The sum of _____ Dollars (\$) per day for each day after the _____ (____) day that the Work required to be delivered on or before Substantial Completion is delayed beyond the Required Date of Substantial Completion.

ARTICLE 4 GUARANTEED MAXIMUM PRICE

§ 4.1 The Construction Manager’s Guaranteed Maximum Price is set forth in the Guaranteed Maximum Price Amendment dated _____, 202_ which is attached hereto and incorporated herein as Exhibit “A.” The Guaranteed Maximum Price Amendment is summarized as follows:

§ 4.1.1 The Construction Manager’s Preconstruction Stage Compensation: \$ _____

- § 4.1.2 The Construction Manager’s Contingency: \$ _____
- § 4.1.4 The Construction Manager’s Construction Phase General Conditions Costs: \$ _____
- § 4.1.4.1 The Construction Manager’s Construction Stage Personnel: \$ _____
- § 4.1.5 The Construction Manager’s Fee: \$ _____
- § 4.1.6 The Owner’s Allowance Amount for Work Orders: \$ _____
- § 4.1.7 The Cost of the Work \$ _____
- § 4.1.8 The Cost of the Bond \$ _____

- § 4.2 The Total Guaranteed Maximum Price: \$ _____

- § 4.3 Construction Manager’s mark-up for approved Change Orders pursuant to the terms of the Master Agreement.
- § 4.3.1 For Work self-performed by Construction Manager’s own forces a _____ percent (____%) mark up for the Cost of the Work.
- § 4.3.2 For Work performed by Construction Manager’s Subcontractors at whatever tier a _____ percent (____%) mark up for the Cost of the Work.

- § 4.4 Construction Manager’s adjustment to its Fee for approved Change Orders pursuant to the terms of the Master Agreement.
- § 4.4.1 _____ percent (____%) of the Cost of the Work.

ARTICLE 5 ENUMERATION OF WORK AUTHORIZATION AGREEMENT DOCUMENTS

- § 5.1 The Work Authorization Agreement Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:
- § 5.1.1 The Master Agreement Between Owner and Construction Manager at-Risk, dated _____, 2020.
- § 5.1.2 The Work Authorization Agreement for Preconstruction Services between Owner and Construction Manager at-Risk dated _____, 2020;
- § 5.1.3 This executed Work Authorization Agreement for the Construction Phase for the Project;
- § 5.1.4 The Guaranteed Maximum Price Amendment, attached hereto and incorporated herein as Exhibit “A.”
- § 5.1.4 The following Modifications to the Master Agreement Between Owner and Construction Manager at-Risk, issued prior to the execution of this Work Authorization Agreement:

Modification	Date
--------------	------

§ 5.1.5 Other Documents, if any, forming part of the Work Authorization Agreement Documents are as follows:

This **Work Authorization Agreement** is entered into as of the day and year first written above.

OWNER:
CLEVELAND PUBLIC LIBRARY

CONSTRUCTION MANAGER:
Gilbane Building Company

(Signature)

 By: Director, Chief Executive Officer

(Signature)

 Title:



Cleveland Public Library

West Park Branch

June 14, 2021

GMP SUBMISSION

TAB 02 Cost Summary and Breakdown



Cleveland Public Library

West Park Branch

June 14, 2021

GMP SUBMISSION

GUARANTEED MAXIMUM PRICE (GMP) BREAKDOWN

BID PACKAGE NO. & DESCRIPTION	SUBCONTRACTOR	SBE/MBE/WBE		GMP VALUE
		% Participation	Certification	
01A General Trades / C&S / Fit-Out	JWT & Associates	100	MBE & FBE	\$ 1,142,528
Temporary Partitions/Safety/(Dumpsters)	Unbought Scope - TBD			\$ 35,884
01B Final Cleaning	incl. in BP01A			\$ -
01C Surveying - Allowance				\$ 5,000
02A Selective Demolition & Abatement	Petty Group	100	MBE & SBE	\$ 188,000
05A Structural & Misc. Steel	incl. in BP01A			\$ -
07A Roofing	Industrial First, Inc.	30	MBE, FBE & SBE	\$ 700,000
Signage - Allowance Signage (Graphics & Exterior Sign)				\$ 29,124
14A Elevator	Schindler Elevator Corporation	0		\$ 67,700
22A Mechanical(HVAC/ Plumb / FP)	Automatic Mechanical Corporation	100	MBE, FBE & SBE	\$ 637,625
26A Electrical	Legacy Electric, LLC	100	FBE & SBE	\$ 325,000
27A Tel / Data	Technology Install Partners	100	FBE	\$ 43,400
31A Site Work - All Components	R.J. Platten Contracting Company	100	MBE, FBE & SBE	\$ 244,216
Subcontractor Bid Subtotal				\$ 3,418,477
Subcontractor Risk Program (P&P Bonds or CDI):		1.20%		\$ 41,022
Owner Allowances				\$ 41,000
Subcontractor Bid Subtotal				\$ 3,500,499
General Conditions (CM Staffing and Reimbursables):				\$ 251,925
Coronavirus Impact Contingency:				\$ 25,000
Construction Contingency:		2.75%		\$ 96,264
Accepted Alternates (reference alternates tab):				\$ (4,600)
Subtotal: Cost of Work				\$ 3,869,088
General Liability Insurance:		1.00%		\$ 40,148
Builder's Risk Insurance: (By CPL)		0.00%		\$ -
Payment and Performance Bonds:		0.63%		\$ 25,293
CM Fee:		2.00%		\$ 80,297
Total Guaranteed Maximum Price				\$ 4,014,826



Cleveland Public Library

West Park Branch

June 14, 2021

GMP SUBMISSION

TAB 03 Economic Inclusion Breakdown



ECONOMIC INCLUSION BREAKDOWN

BID PACKAGE NO. & DESCRIPTION	SUBCONTRACTOR	MBE %	FBE %	SBE %	GMP VALUE	SBE/MBE/WBE	
						% Participation	Diversity Value
01A	General Trades / C&S / Fit-Out						
	JWT & Associates	100%	30%	50%	\$ 1,142,528	100%	\$ 1,142,528
01B	Final Cleaning						
	incl. in BP01A	N/A	N/A	N/A	\$	0%	\$
02A	Selective Demolition & Abatement						
	Petty Group	100%	9%	100%	\$ 188,000	100%	\$ 188,000
05A	Structural & Misc. Steel						
	incl. in BP01A	N/A	N/A	N/A	\$	0%	\$
07A	Roofing						
	Industrial First, Inc.	10%	10%	10%	\$ 700,000	30%	\$ 210,000
10A	Signage - Allowance Signage (Graphics & Exterior Sign)	0	N/A		\$ 29,124	0%	\$
14A	Elevator						
	Schindler Elevator Corporation	0%	0%	0%	\$ 67,700	0%	\$
22A	Mechanical (HVAC / Plumb / FP)						
	Automatic Mechanical Corporation	63%	5%	32%	\$ 637,625	100%	\$ 637,625
26A	Electrical						
	Legacy Electric, LLC	0%	100%	100%	\$ 325,000	100%	\$ 325,000
27A	Tel / Data						
	Technology Install Partners	0%	100%	0%	\$ 43,400	100%	\$ 43,400
31A	Site Work - All Components						
	R.J. Platten Contracting Company	9%	11%	79%	\$ 244,216	100%	\$ 244,216
	Subcontractor Totals	35%	33%	46%	\$ 3,377,593	83%	\$ 2,790,769

CPL Economic Inclusion Enterprise Goals 20% 9% 15%



Cleveland Public Library

West Park Branch

June 14, 2021

GMP SUBMISSION

TAB 04 Basis Documents



BASIS DOCUMENTS

SPECIFICATIONS

		Revision Number	Issuance Date	Document Date
01 10 00	SUMMARY	0	5/4/2021	4/30/2021
01 25 00	SUBSTITUTION PROCEDURES	0	5/4/2021	4/30/2021
01 30 00	ADMINISTRATIVE REQUIREMENTS	0	5/4/2021	4/30/2021
01 40 00	QUALITY REQUIREMENTS	0	5/4/2021	4/30/2021
01 50 00	TEMPORARY FACILITIES AND CONTROLS	0	5/4/2021	4/30/2021
01 60 00	PRODUCT REQUIREMENTS	0	5/4/2021	4/30/2021
01 70 00	EXECUTION AND CLOSEOUT PROCEDURES	0	5/4/2021	4/30/2021
02 25 29	ROOFING ASSESSMENT ATTACHMENT OF ROOFING EVALUATION REPORT	0	5/4/2021	4/30/2021
02 41 00	SELECTIVE DEMOLITION	0	5/4/2021	4/30/2021
03 30 00	CAST IN PLACE CONCRETE	0	5/4/2021	4/30/2021
04 01 00	MAINTENANCE AND REPAIR OF MASONRY	0	5/4/2021	4/30/2021
04 05 11	MORTAR AND MASONRY GROUT	0	5/4/2021	4/30/2021
04 20 00	UNIT MASONRY	0	5/4/2021	4/30/2021
04 43 13	STONE MASONRY VENEER	0	5/4/2021	4/30/2021
05 12 00	STRUCTURAL STEEL FRAMING	0	5/4/2021	4/30/2021
05 31 00	STEEL DECKING	0	5/4/2021	4/30/2021
05 50 00	METAL FABRICATIONS	0	5/4/2021	4/30/2021
05 51 00	METAL PAN STAIRS	0	5/4/2021	4/30/2021
05 51 33	METAL LADDERS	0	5/4/2021	4/30/2021
05 73 10	WET GLAZED GLASS RAILING SYSTEM	0	5/4/2021	4/30/2021
06 10 00	CARPENTRY	0	5/4/2021	4/30/2021
06 20 23	INTERIOR FINISH CARPENTRY	0	5/4/2021	4/30/2021
06 41 13	WOOD VENEER FACED CABINETS	0	5/4/2021	4/30/2021
06 41 16	PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS	0	5/4/2021	4/30/2021
06 41 20	COUNTERTOPS	0	5/4/2021	4/30/2021
06 42 16	FLUSH WOOD PANELING	0	5/4/2021	4/30/2021
06 46 00	WOOD TRIM	0	5/4/2021	4/30/2021
07 14 00	FLUID APPLIED WATERPROOFING	0	5/4/2021	4/30/2021
07 21 00	THERMAL INSULATION	0	5/4/2021	4/30/2021
07 31 26	SLATE SHINGLES	0	5/4/2021	4/30/2021
07 43 13	METAL WALL PANELS	0	5/4/2021	4/30/2021
07 42 33	PHENOLIC WALL PANELS	0	5/4/2021	4/30/2021
07 53 23	EPDM ROOFING	0	5/4/2021	4/30/2021
07 62 00	SHEET METAL FLASHING AND TRIM	0	5/4/2021	4/30/2021
07 71 00	ROOFING SPECIALTIES	0	5/4/2021	4/30/2021
07 72 00	ROOFING ACCESSORIES	0	5/4/2021	4/30/2021
07 84 00	FIRESTOPPING	0	5/4/2021	4/30/2021
07 92 00	JOINT SEALANTS	0	5/4/2021	4/30/2021
08 11 13	HOLLOW METAL DOORS AND FRAMES	0	5/4/2021	4/30/2021
08 14 16	FLUSH WOOD DOORS	0	5/4/2021	4/30/2021
08 31 13	ACCESS DOORS AND FRAMES	0	5/4/2021	4/30/2021
08 42 29	AUTOMATIC ENTRANCES	0	5/4/2021	4/30/2021
08 43 13	ALUMINUM FRAMED ENTRANCES AND STOREFRONTS	0	5/4/2021	4/30/2021
08 06 71	DOOR HARDWARE SCHEDULE	0	5/4/2021	4/30/2021
08 71 00	DOOR HARDWARE	0	5/4/2021	4/30/2021
08 91 00	LOUVERS	0	5/4/2021	4/30/2021
09 22 16	NON-STRUCTURAL METAL FRAMING	0	5/4/2021	4/30/2021
09 29 00	GYP SUM BOARD	0	5/4/2021	4/30/2021
09 30 00	TILING	0	5/4/2021	4/30/2021
09 51 13	ACOUSTICAL PANEL CEILINGS	0	5/4/2021	4/30/2021
09 65 13	RESILIENT BASE AND ACCESSORIES	0	5/4/2021	4/30/2021
09 65 19	RESILIENT TILE FLOORING	0	5/4/2021	4/30/2021
09 68 13	TILE CARPETING	0	5/4/2021	4/30/2021
09 77 13	STRETCHED FABRIC WALL SYSTEMS	0	5/4/2021	4/30/2021



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09 77 23	FABRIC WRAPED PANELS	0	5/4/2021	4/30/2021
09 91 23	INTERIOR PAINTING	0	5/4/2021	4/30/2021
10 28 00	TOILET AND BATH ACCESSORIES	0	5/4/2021	4/30/2021
10 44 15	FIRE EXTINGUISHER CABINETS AND FIRE EXTINGUISHERS	0	5/4/2021	4/30/2021
14 21 00	ELEVATORS	0	5/4/2021	4/30/2021
22 01 00	PLUMBING GENERAL PROVISIONS	0	5/4/2021	4/30/2021
22 02 00	PLUMBING DEMOLITION	0	5/4/2021	4/30/2021
22 03 00	PLUMBING BASIC MATERIALS AND METHODS	0	5/4/2021	4/30/2021
22 040 0	PLUMBING FIRESTOPPING	0	5/4/2021	4/30/2021
22 10 00	PLUMBING SYSTEM COMPONENTS AND DEVICES	0	5/4/2021	4/30/2021
22 13 51	SEWAGE EJECTOR - SUBMERSIBLE, SIMPLEX	0	5/4/2021	4/30/2021
22 14 01	SUMP PUMP - ELEVATOR PIT	0	5/4/2021	4/30/2021
22 33 01	DOMESTIC WATER HEATER - ELECTRIC, POINT-OF-USE INSTANTANEOUS	0	5/4/2021	4/30/2021
22 33 05	DOMESTIC WATER HEATER - ELECTRIC, STORAGE-TYPE	0	5/4/2021	4/30/2021
22 40 00	PLUMBING FIXTURES	0	5/4/2021	4/30/2021
23 01 00	HVAC GENERAL PROVISIONS	0	5/4/2021	4/30/2021
23 01 01	HVAC SUPPLEMENTAL GENERAL PROVISIONS	0	5/4/2021	4/30/2021
23 02 00	HVAC DEMOLITION	0	5/4/2021	4/30/2021
23 03 00	HVAC BASIC MATERIALS AND METHODS	0	5/4/2021	4/30/2021
23 04 00	HVAC FIRESTOPPING	0	5/4/2021	4/30/2021
23 05 05	HVAC EQUIPMENT MOTOR REQUIREMENTS	0	5/4/2021	4/30/2021
23 07 00	HVAC INSULATION	0	5/4/2021	4/30/2021
23 09 00	HVAC INSTRUMENTATION AND CONTROL	0	5/4/2021	4/30/2021
23 20 00	HVAC PIPING AND ACCESSORIES	0	5/4/2021	4/30/2021
23 21 00	HYDRONIC PUMPS	0	5/4/2021	4/30/2021
23 25 01	HEAT TRANSFER FLUID	0	5/4/2021	4/30/2021
23 30 00	AIR DISTRIBUTION	0	5/4/2021	4/30/2021
23 33 00	LIFE SAFETY DAMPERS	0	5/4/2021	4/30/2021
23 34 00	FANS	0	5/4/2021	4/30/2021
23 36 00	AIR TERMINAL UNITS	0	5/4/2021	4/30/2021
23 74 00	PACKAGED ROOFTOP AIR CONDITIONING UNITS	0	5/4/2021	4/30/2021
23 81 26	SPLIT SYSTEM AIR CONDITIONERS	0	5/4/2021	4/30/2021
23 82 01	HYDRONIC HEATING UNITS	0	5/4/2021	4/30/2021
23 82 51	AIR DOOR UNITS	0	5/4/2021	4/30/2021
26 01 00	ELECTRICAL GENERAL PROVISIONS	0	5/4/2021	4/30/2021
26 01 01	ELECTRICAL SUPPLEMENTAL GENERAL PROVISIONS	0	5/4/2021	4/30/2021
26 02 00	ELECTRICAL DEMOLITION	0	5/4/2021	4/30/2021
26 03 00	ELECTRICAL BASIC MATERIALS AND METHODS	0	5/4/2021	4/30/2021
26 03 10	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES	0	5/4/2021	4/30/2021
26 03 20	RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS	0	5/4/2021	4/30/2021
26 03 30	UNDERGROUND DUCTS AND RACEWAYS FOR ELECTRICAL SYSTEMS	0	5/4/2021	4/30/2021
26 03 40	WIRING DEVICES	0	5/4/2021	4/30/2021
26 04 00	ELECTRICAL FIRESTOPPING	0	5/4/2021	4/30/2021
26 08 10	FUNCTIONAL TESTING OF LIGHTING CONTROLS	0	5/4/2021	4/30/2021
26 21 00	POWER DISTRIBUTION EQUIPMENT	0	5/4/2021	4/30/2021
26 21 15	GROUNDING OF ELECTRICAL SYSTEMS	0	5/4/2021	4/30/2021
26 22 35	OVERCURRENT PROTECTION DEVICES	0	5/4/2021	4/30/2021
26 22 60	SURGE PROTECTIVE DEVICES	0	5/4/2021	4/30/2021
26 25 00	POWER DISTRIBUTION SYSTEM STUDIES	0	5/4/2021	4/30/2021
26 31 40	MANUAL TRANSFER SWITCH FOR TEMPORARY GENERATOR	0	5/4/2021	4/30/2021
26 41 10	LIGHTNING PROTECTION SYSTEM (PASSIVE)	0	5/4/2021	4/30/2021
26 51 00	LED LUMINAIRES	0	5/4/2021	4/30/2021
26 52 00	LUMINAIRE CONTROL	0	5/4/2021	4/30/2021
26 52 60	LIGHTING CONTROL SYSTEM	0	5/4/2021	4/30/2021
26 71 00	LOW VOLTAGE SYSTEMS ROUGH-IN	0	5/4/2021	4/30/2021
26 81 40	ADDRESSABLE FIRE ALARM SYSTEM	0	5/4/2021	4/30/2021
28 3111	DIGITAL, ADDRESSABLE FIRE ALARM SYSTEM	0	5/4/2021	4/30/2021



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31 10 00	SITE CLEARING	0	5/4/2021	4/30/2021
31 22 00	GRADING	0	5/4/2021	4/30/2021
31 23 33	TRENCHING AND BACKFILL	0	5/4/2021	4/30/2021
32 12 16	ASPHALT PAVING	0	5/4/2021	4/30/2021
32 13 13	CONCRETE PAVING	0	5/4/2021	4/30/2021
33 30 00	SANITARY SEWERAGE UTILITIES	0	5/4/2021	4/30/2021
33 40 00	STORM WATER DRAINAGE PIPING	0	5/4/2021	4/30/2021
33 41 00	SUBDRAINAGE PIPING	0	5/4/2021	4/30/2021

DRAWINGS

		Revision Number	Issuance Date	Document Date
G100	COVER SHEET, DRAWING INDEX, CODE & INFORMATION	0	5/4/2021	4/30/2021
G200	CODE CHAPTER 34 & GENERAL NOTES	0	5/4/2021	4/30/2021
G201	ABBREVIATIONS & SYMBOLS	0	5/4/2021	4/30/2021
G202	BARRIER-FREE ACCESSIBILITY REQUIREMENTS AND TYPICAL MOUNTING HEIGHTS INFORMATION	0	5/4/2021	4/30/2021
G300	ADA & CODE SIGNAGE	0	5/4/2021	4/30/2021
DC101.00	CIVIL DEMOLITION PLAN	0	5/4/2021	4/30/2021
C000.00	CIVIL GENERAL NOTES & LEGEND	0	5/4/2021	4/30/2021
C400.00	EXISTING SITE PLAN	0	5/4/2021	4/30/2021
C401.00	SITE LAYOUT PLAN	0	5/4/2021	4/30/2021
C402.00	UTILITY PLAN	0	5/4/2021	4/30/2021
C403.00	GRADING PLAN	0	5/4/2021	4/30/2021
C404.00	SWPPP PLAN	0	5/4/2021	4/30/2021
C500.00	CIVIL DETAILS	0	5/4/2021	4/30/2021
C501.00	PAVEMENT DETAILS	0	5/4/2021	4/30/2021
C502.00	WALL & STAIR DETAILS	0	5/4/2021	4/30/2021
C503.00	SWPPP DETAILS	0	5/4/2021	4/30/2021
C504.00	SWPPP DETAILS	0	5/4/2021	4/30/2021
L100	PLANTING PLAN	0	5/4/2021	4/30/2021
S001	GENERAL NOTES	0	5/4/2021	4/30/2021
S002	SPECIAL INSPECTIONS	0	5/4/2021	4/30/2021
S100	FOUNDATION PLAN	0	5/4/2021	4/30/2021
S101	MAIN LEVEL FRAMING PLAN	0	5/4/2021	4/30/2021
S102	ROOF FRAMING PLAN	0	5/4/2021	4/30/2021
S201	SECTIONS	0	5/4/2021	4/30/2021
S301	TYPICAL DETAILS	0	5/4/2021	4/30/2021
DA101	MAIN FLOOR & LOWER LEVEL DEMOLITION PLANS	0	5/4/2021	4/30/2021
DA102	ROOF DEMOLITION PLAN	0	5/4/2021	4/30/2021
DA300	EXTERIOR DEMOLITION ELEVATIONS	0	5/4/2021	4/30/2021
AS100	ARCHITECTURAL SITE PLAN & DETAILS	0	5/4/2021	4/30/2021
A000	PARTITION TYPES & UL RATINGS	0	5/4/2021	4/30/2021
A001	PARTITION TYPES & UL RATINGS	0	5/4/2021	4/30/2021
A010	DOOR & WINDOW SCHEDULES, ELEVATIONS & DETAILS	0	5/4/2021	4/30/2021
A050	FINISH SCHEDULES & DETAILS	0	5/4/2021	4/30/2021
A051	INTERIOR FINISH DETAILS	0	5/4/2021	4/30/2021
A101	LOWER LEVEL & MAIN LEVEL CONSTRUCTION PLANS	0	5/4/2021	4/30/2021
A102	ROOF LEVEL CONSTRUCTION PLAN	0	5/4/2021	4/30/2021
A201	LOWER LEVEL & MAIN LEVEL REFLECTED CEILING PLANS	0	5/4/2021	4/30/2021
A202	ENLARGED RCPS & DETAILS	0	5/4/2021	4/30/2021
A203	ENLARGED RCPS & DETAILS	0	5/4/2021	4/30/2021
A300	ENLARGED RESTROOM PLANS AND ELEVATIONS	0	5/4/2021	4/30/2021
A301	LIBRARY STAFF ROOM, BREAK ROOM, AND WELLNESS ROOM ENLARGED PLANS AND	0	5/4/2021	4/30/2021
A302	ENLARGED PLANS AND ELEVATIONS	0	5/4/2021	4/30/2021
A400	EXTERIOR ELEVATIONS & DETAILS	0	5/4/2021	4/30/2021



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A450	INTERIOR ELEVATIONS & DETAILS	0	5/4/2021	4/30/2021
A500	BUILDING SECTIONS & DETAILS	0	5/4/2021	4/30/2021
A501	EXTERIOR WALL SECTIONS & DETAILS	0	5/4/2021	4/30/2021
A502	EXTERIOR WALL SECTIONS & DETAILS	0	5/4/2021	4/30/2021
A550	EXTERIOR DETAILS	0	5/4/2021	4/30/2021
A551	ROOF DETAILS	0	5/4/2021	4/30/2021
A552	EXTERIOR DETAILS	0	5/4/2021	4/30/2021
A601	LOWER LEVEL & MAIN LEVEL DEVICE LOCATION PLANS	0	5/4/2021	4/30/2021
A701	LOWER LEVEL & MAIN LEVEL FINISH PLANS	0	5/4/2021	4/30/2021
A800	STAIR ENLARGED PLANS & SECTIONS	0	5/4/2021	4/30/2021
A801	ELEVATOR ENLARGED PLANS & SECTIONS	0	5/4/2021	4/30/2021
A960	MILLWORK DETAILS	0	5/4/2021	4/30/2021
A961	MILLWORK DETAILS	0	5/4/2021	4/30/2021
F101	LOWER LEVEL & MAIN LEVEL FURNITURE LOCATION PLAN	0	5/4/2021	4/30/2021
MD101.00	LOWER LEVEL & MAIN LEVEL HVAC DEMOLITION PLAN	0	5/4/2021	4/30/2021
MD102.00	ROOF HVAC DEMOLITION PLAN	0	5/4/2021	4/30/2021
MD201.00	LOWER LEVEL & MAIN LEVEL HVAC DEMOLITION PIPING PLAN	0	5/4/2021	4/30/2021
M000.00	HVAC SYMBOL LEGND & GENERAL NOTES	0	5/4/2021	4/30/2021
M010.00	HVAC SCHEDULES	0	5/4/2021	4/30/2021
M030.00	HVAC DETAILS	0	5/4/2021	4/30/2021
M030.01	HVAC DETAILS	0	5/4/2021	4/30/2021
M030.02	HEATING WATER SYSTEM DIAGRAM	0	5/4/2021	4/30/2021
M040.00	HVAC CONTROLS	0	5/4/2021	4/30/2021
M040.01	HVAC CONTROLS	0	5/4/2021	4/30/2021
M040.02	HVAC CONTROLS	0	5/4/2021	4/30/2021
M040.03	HVAC CONTROLS	0	5/4/2021	4/30/2021
M101.00	LOWER LEVEL & MAIN LEVEL HVAC PLAN	0	5/4/2021	4/30/2021
M102.00	ROOF HVAC PLAN	0	5/4/2021	4/30/2021
M201.00	LOWER LEVEL & MAIN LEVEL PIPING PLAN	0	5/4/2021	4/30/2021
M202.00	ROOF HVAC PIPING PLAN	0	5/4/2021	4/30/2021
PD101.00	LOWER LEVEL & MAIN LEVEL PLUMBING DEMOLITION PLAN	0	5/4/2021	4/30/2021
PD102.00	ROOF PLUMBING DEMOLITION PLAN	0	5/4/2021	4/30/2021
P000.00	PLUMBING SYMBOL LEGEND & GENERAL NOTES	0	5/4/2021	4/30/2021
P010.00	PLUMBING SCHEDULES	0	5/4/2021	4/30/2021
P030.00	PLUMBING DETAILS & DIAGRAMS	0	5/4/2021	4/30/2021
P101.00	PLUMBING SYMBOL LEGEND AND GENERAL NOTES	0	5/4/2021	4/30/2021
P102.00	ROOF PLUMBING PLAN	0	5/4/2021	4/30/2021
DE101.00	LOWER LEVEL & MAIN LEVEL DEMOLITION PLAN	0	5/4/2021	4/30/2021
DE102.00	ROOF ELECTRICAL DEMOLITION PLAN	0	5/4/2021	4/30/2021
E000.00	ELECTRICAL SYMBOL LEGEND AND GENERAL NOTES	0	5/4/2021	4/30/2021
E010.00	LUMINAIRE SCHEDULE	0	5/4/2021	4/30/2021
E020.00	MECHANICAL EQUIPMENT SCHEDULE	0	5/4/2021	4/30/2021
E030.00	ELECTRICAL DETAILS AND DIAGRAMS	0	5/4/2021	4/30/2021
E040.00	ELECTRICAL DETAILS AND DIAGRAMS	0	5/4/2021	4/30/2021
ES100.00	ELECTRICAL SITE PLAN	0	5/4/2021	4/30/2021
E101.00	ELECTRICAL SYMBOL LEGEND AND GENERAL NOTES	0	5/4/2021	4/30/2021
E101.01	MAIN LEVEL LIGHTING PLAN - ALTERNATE	0	5/4/2021	4/30/2021
E201.00	LOWER LEVEL & MAIN LEVEL POWER & FIRE ALARM PANELS	0	5/4/2021	4/30/2021
E202.00	ROOF ELECTRICAL PLAN	0	5/4/2021	4/30/2021
E501.00	LIGHTING CONTROL DETAILS	0	5/4/2021	4/30/2021
E601.00	GROUNDING DIAGRAM	0	5/4/2021	4/30/2021
E601.01	GROUNDING DIAGRAM OPTIONS	0	5/4/2021	4/30/2021
E603.00	FIRE ALARM RISER	0	5/4/2021	4/30/2021
E701.00	ONE LINE DIAGRAM	0	5/4/2021	4/30/2021
E801.00	PANEL SCHEDULES	0	5/4/2021	4/30/2021
AV-01	A/V LOCATION PLANS	0	5/4/2021	4/30/2021
AV-RCP-01	A/V LOCATION REFLECTED CEILING PLANS	0	5/4/2021	4/30/2021



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AVR-01	A/V RACK ELEVATIONS	0	5/4/2021	4/30/2021
AVD-01	FACEPLATE DETAILS	0	5/4/2021	4/30/2021

OTHER DOCUMENTS

Document Description	Revision Number	Issuance Date	Document Date
Master Schedule w/Data Date 06/01/2021			



Cleveland Public Library

West Park Branch

June 14, 2021

GMP SUBMISSION

TAB 05 Clarifications & Assumptions



CLARIFICATIONS AND ASSUMPTIONS

GENERAL

1	GMP is based on receiving executed GMP or a pre-GMP change order on or before June 21, 2021.
2	Phase 1A staffing is contingent upon the approval of all five (5) GMPs (Woodland Library Branch, Central Distribution Facility, Hough Library Branch, Jefferson Library Branch, and West Park Library Branch).
3	The Coronavirus Impact Contingency is a lump sum value of \$25,000. All cost that exceeds \$25,000 will be an Owner change order. The contingency has been established in accordance with the contract agreement.
4	The costs for the general building permit and trade specific permits, usage and tap fees are excluded from the GMP (by Owner) as they are unknown at this time from the City of Cleveland.
5	GMP assumes that all work will be completed during normal working hours of 7:00 AM - 4:00 PM. All premium time/overtime has not been included.
6	Construction hours are assumed to be 1st shift other than occasional off-hours work to accommodate tie-ins or shut downs / connections of major systems.
7	All pricing is based upon open, competitive bidding by prequalified subcontractors. No single sourcing of materials or equipment shall be required.
8	Material testing shall be by a 3rd party selected and paid by the Owner and is not included in this GMP.
9	No accommodations for LEED have been incorporated into the West Park GMP. However, the A/E will incorporate sustainability practices in the design.
10	GMP assumes that the fixed rates included in Fixed Rates Section shall be applicable to General Conditions and Site Services items included in the project costs. The fixed rates are valid until the substantial completion date.
11	The GMP is based upon receiving all document deliverables from the Owner and Architect per the Project Schedule and timeframes indicated in the GMP Basis Documents for Submittals, Requests for Information, Change Order pricing and other deliverables that may have schedule implications. Critical items requiring compressed review timeframes will be identified on the submittal register and discussed during the weekly project team meetings.
12	The GMP is based upon temporary use of some of the building permanent systems such as: heating and cooling equipment and systems, building controls systems, electrical systems, plumbing fixtures and systems, etc. Warranties for the equipment/systems as described above shall commence on the date of Contract Completion or Owner occupancy, whichever occurs first.
13	Gilbane reserves the right to optimize the sequence of construction at any time. This may include re-arranging construction activities, adjustment of activity durations, and any other changes which will not affect the final delivery dates.
14	It is assumed the GMP Basis Documents issued by the Design Team, were prepared in a manner that put forth reasonable and professional care to comply with all applicable laws, codes (including the latest City, State, or Federal Approved Building Codes), and regulations of various governmental entities having jurisdiction over this project. City, State or other Authorities having Jurisdiction (AHJ) contemplated or pending Code revisions, not indicated in the GMP Basis Documents are excluded from this GMP.
15	The GMP approved on June 17, 2021 are based on the documents referenced in TAB 04.
16	All extended Subcontractor and manufacturer warranties shall be "pass-through" warranties from the appropriate party; extended warranties by Gilbane are not included in the GMP.
17	The Guaranteed Maximum Price (GMP) is not guaranteed by bid package or estimate line item. The GMP is guaranteed by the total amount. It is assumed that the DESIGN TEAM will work as a Collaborative Team within the allocated budgets for the completion of design. This is not intended to be a "line-item" GMP. All items except Owner allowances will reconcile to the CM Contingency.
18	Acceptance of the GMP constitutes acceptance of the Gilbane recommended lowest responsible bidders listed contained within the GMP. The GMP is based on the listed trade contractors' acceptance and execution of a contract to perform the work. Rejection of a bid of a trade contractor listed within the GMP by the Owner will require an adjustment to the GMP value to accommodate the next lowest responsible bidder.
19	This GMP does not currently include the alternates shown in the Alternate section. These alternate will be an add to the GMP.



CLARIFICATIONS AND ASSUMPTIONS

20	In lieu of paper, electronic document control will be utilized on the project for the processing and turnover of all project documents including but not limited to: submittals, requests for information, punch list, AE field reports, time and material slips, drawings, specification, Operating Manuals etc. Project management Software systems include Smartapp, BIM 360 Field, Bluebeam, CMIC and Textura.
21	No retainage shall be held on Gilbane fee, general conditions, or insurance.
22	If an owner audit is required it shall be performed and completed within 8 weeks of the Certificated of Occupancy.
23	Excludes Hazardous waste and/or hazardous soil excavation and disposal. In all cases, it is understood that the Owner shall be deemed as the generator of the hazardous materials. Contractor shall neither take title to or be deemed the generator of the hazardous material or substance at any time during the abatement, removal, transportation or disposal. The Owner or his designated representative will sign all Hazardous Materials disposal manifests for the project.
24	Excludes costs/fees for environmental permits.
25	Excludes all cost and schedule impacts resulting from Federal Government proclamations or imposed tariffs enacted after GMP approval.
26	The GMP is based on the Site Logistics Drawings included Site Logistics section. Any deviations will be a change to the GMP.
27	The Temporary Certificate of Occupancy (TCO) shall be considered achievement of Substantial Completion. If the TCO cannot be obtained through no fault of the Construction Manager, Substantial Completion shall not be withheld.
28	This GMP includes achieving enterprise goals of 9% FBE, 20% MBE and 15% SBE. Changes are excluded from the WBE/MBE goals.
29	The only security provision included in the GMP is the perimeter site fence.
30	If unit prices are stated in the Agreement or subsequently agreed upon, and if the quantities originally contemplated are so changed in a proposed Change Order or as a result of several Change Orders that application of the agreed unit prices to the quantities of Work proposed will cause substantial inequity to the Owner or the Contractor, the applicable unit prices and Contract Sum shall be equitably adjusted. Additionally, where the price of material, equipment, energy and/or labor increase during the term of the Contract through no fault of the Contractor, including but not limited to the imposition of tariffs or taxes, the Contract Sum shall be equitably adjusted by a Change Order as provided in Article 18. Such price increases shall be documented by vendor quotes, invoices, catalogs, receipts or other documents of commercial use. (From AIA A 201 document)
31	Owner Soft Costs and Equipment costs(Not shown within the documents) are not included in the Guaranteed Maximum Price.
32	COVID-19 QUALIFICATION (CORONAVIRUS) - As of the date of this Guaranteed Maximum Price proposal, Gilbane Building Company is unable to assess the impact of the ongoing COVID-19 pandemic and how it may affect the Construction Schedule and Project cost long-term. In light of the wide-ranging and potentially long-lasting effects posed by the COVID-19 pandemic, including, without limitation, disruption of construction supply chains, labor shortages, and governmental actions, Gilbane reserves its right to assess such impact on an ongoing basis and to seek an equitable adjustment in the Guaranteed Maximum Price and an extension of the Contract Time as such adjustments become necessary. This qualification supersedes and takes precedence over all other terms of the Contract Documents, including without limitation Section 13 & 19.
33	Owner's vendors, contractors, and consultants will be responsible for clean up of their debris and depositing of the debris into their own on site dumpsters.
34	Review time for Submittals will be no longer than 7 days, some critical submittals will need to be addressed within 3 days. Critical submittals will be identified weekly by the Gilbane project team.
35	All Request for Information (RFI) will be responded to within 72 hours from submission to the Architect.
36	Unless specified, no samples or product data will be provided for named products, except for color.
37	Benchmarks will be conducted at the first install of material for conformance to the contract requirement in accordance with the Gilbane Quality Plan.



CLARIFICATIONS AND ASSUMPTIONS

38	Retainage value will be based on a per subcontractor basis. Final retainage shall be released upon 100% completion of an individual Subcontractor's work including punch-list items, and all close-out documentation has been completed and submitted by the Subcontractor, and approved by the Construction Manager, Owner and Architect. Separate requisitions will be submitted by requesting subcontractors.	
39	The project is not a LEED project and no costs have been carried as it relates to this certification process or meeting any requirements.	
40	Professional video recording of Owner Training is excluded, however video recording where required by the specifications and allowed by equipment manufactures.	
41	Professional photography or webcam for construction progress and completion is excluded.	
42	Design Team AutoCAD/ Rev-it files shall be provided to Gilbane and its trade contractors at no cost.	
43	Gilbane will coordinate with the Owner's vendors and equipment suppliers but do not include the management time for the installation.	
44	Owner to provide LCP diversity tracking software for utilization by Gilbane and the subcontractors.	
45	Assumes the integrity of the existing utilities are adequate for new construction, including new connections and capacities.	
46	Deferred maintenance costs have been excluded. The maintenance items previously identified should be incorporated with in the construction documents.	
47	Gilbane to use existing space in the West Park Library Branch to establish temporary office space.	
48	<p>The following will be provided by Cleveland Public Library:</p> <ol style="list-style-type: none"> 1. Building Permit 2. Land acquisition 3. Off-site improvements (Adjacent Roadway Improvements, Traffic Lights, turn lanes, public utility mains) 4. Professional service fees and reimbursables (Architect, Engineering, Consulting, Owner's Representative) 5. Geotechnical Surveys and testing 6. Material testing 7. Regulatory and permit fees 8. Owner required furniture, fixtures, and equipment – including but not limited to loose equipment, furniture, employee workstations, computers, phones, voice/data/security equipment, indoor plantings and artwork 9. Builder's Risk Insurance 10. Offsite utility infrastructure and connection fees (power, gas, telephone, data...) 11. 3rd Party Commissioning 12. Owner transition Moves 	
Miscellaneous		
1	Builder's Risk Insurance is by the owner. Owner shall provide Builder's Risk "All-Risk" Insurance in the amount of the Contract Sum, plus any subsequent contract modifications. Such insurance shall include the perils of fire, theft, vandalism, collapse, earthquake, flood, named and un-named windstorm, and cover portions of the Work stored off the site and in transit. If the property insurance requires deductibles, the contractor shall be responsible as the Cost of Work for costs not covered due to such deductibles, except that the Owner shall be solely responsible for any costs not covered due to deductible arising out of any loss due to flood, earthquake, named and un-named windstorm, hail, volcanic eruption or terrorism. Owner shall provide a copy of the proposed Builders Risk policy for review by Gilbane. If the policy does not adequately protect Gilbane and our Subcontractors, Gilbane reserves the right to require additional coverage or purchase a Difference in Conditions policy as a Cost of Work.	
2	All moving, relocation, and final connection to building utilities of existing Owner or user group possessions and equipment are by the Owner.	



CLARIFICATIONS AND ASSUMPTIONS

3	Excludes any blocking for Owner Furniture, Fixtures, and Equipment unless indicated in the documents.	
4	Independent 3rd party testing, inspection and Commissioning costs are provided by the Owner. Overtime/fees/charges for Owner Personnel and 3rd Party Inspectors is not included. Support is provided by the relevant subcontractor with appropriate oversight and coordination by Gilbane.	
5	Payment for the building permit is the responsibility of the Owner, the CM will obtain the permit from the City of Cleveland.	
6	Temporary utility consumption costs is by owner.	
7	Excludes all utility company charges associated with connecting, relocating or removing permanent utilities.	
8	The owner's vendors and consultants must abide by the Gilbane site specific safety plan.	
9	Excludes costs for Temporary elevator use for Owner's vendors.	
10	Excludes final keying. All locks to be provided with keyed alike construction cores (except millwork). Final Keying to be performed by the Owner.	
CM Contingency		
1	GMP includes a Construction Manager's Contingency for the Construction Manager's exclusive use to cover those costs considered reimbursable as the Cost of the Work but not included in a Change Order. Refer to Article 13.1.9 of the contract.	
Allowances		
1	Owner Allowance costs are reconciled by Owner Change Order with applicable markups. Fee will not be reduced for Allowances that are under run. The CM will provide a regular accounting of allowance balances.	
Changes in Work (Out of Scope)		
1	Due to the speed of construction and design, select Change Orders will need to be executed on estimated values in order to allow for the payment to Trades for expedited work. These Change Orders will be reconciled upon the acceptance of the final value of the Changes.	
2	Fee will not be returned on deduct changes.	
EXCLUSIONS		
1	Removal of existing furniture	
2	Existing structure and/or foundations supplemental work is excluded.	
3	FF&E is excluded.	
4	Furniture fixtures and equipment	
5	No standalone mockups	
6	PSI Asbestos Abatement report dated, 04/27/2021 is excluded.	
7	Repair to City Streets and existing sidewalks	
LOGISTICS AND SCHEDULE		
1	Due to the volatility with the current market, the current project schedule completion date has the potential to be impacted until all contractors are under contract and material procured. Once all contractors are under contract, the project schedule will be reevaluated for impacts due to the volatile market. Contractors will hold their pricing until July 31, 2021.	
2	Refer to Tab 11 for the site utilization plan	
3	The GMP is based on the Master Plan/GMP Schedule, data date, June 1, 2021 with a run date of June 8, 2021 18:37. The schedule is included in TAB 10. The owner has accepted the Gilbane deduct alternate, with substantial completion date of 05/11/2022.	

CLARIFICATIONS AND ASSUMPTIONS

- The schedule is based on the following assumptions:
- Utilization of existing power, heat and water including the use of permanent fixtures once installed.
 - We have allowed 30 days prior to substantial completion for Owner vendor and FF&E startup and installation.
 - Gilbane as well as all of its subcontractors and vendors having complete unrestricted access and use of the site and applicable local and state permits in place to commence
 - Use of all public roads (Lorain road, and roads adjacent to the project site)
 - Gilbane is allowed to work 7 days per week and 24 hours a day as needed without restrictions. It is the obligation of the Owner to provide relief from any restrictions.
 - Fully executed Building Permit will be received on July 1, 2021.

TRADE SPECIFIC
Selective Demolition

- 1 Demolition contractor owns all salvage materials, unless specifically called for in the contract documents.
- 2 Items designated for salvaged by Owner will be moved one time to an designated location.
- 3 Hazardous waste remediation is limited to the scope provided in the Owner's Hazardous Waste Material Report. The report is based on PSI's Task Order No. 1 Asbestos Pre-Renovation Survey dated August 18, 2020.
- 4 PSI Asbestos Abatement report dated, 04/27/2021 is excluded.
- 5 Excludes treatment for hazardous or contaminated water from dewatering activities.
- 6 Excludes cleaning of existing drainage, structures or utilities.
- 7 Removal of one (1) layer of flooring is assumed.
- 8 Removal of one (1) layer of ceiling is assumed.
- 9 Only two (2) locations assumed for creating beam pockets where new steel attached to existing structure.
- 10 Wall paper removal is not included.
- 11 MEP hangar system removal is not included.

Sitework / Earthwork / Earth Retention / Site Improvements

- 1 All rock removal and replacement are excluded.
- 2 Excludes all remediation, disposal and replacement of hazardous, unsuitable, and regulated materials.
- 3 Excludes any third-party monitoring such as vibration, sound, temperature, humidity, etc.
- 4 The extent of the property covered under the Stormwater Pollution and Prevention (SWPPP) is defined under the "Limit of Work" as shown on the Civil drawings. There are no costs or provisions in the GMP to address subsurface storm water pollution prevention issues or any issue that is created or observed outside the "Limit of Work".
- 5 We exclude unsuitable soils and undercuts. We exclude unforeseen obstructions such as tanks, foundations, etc.
- 6 Well points or other overall site dewatering is excluded. Local dewatering is included at work areas. The geotechnical report did not indicate well points would be required. If actual site conditions require site dewatering, this can be performed for additional compensation.
- 7 Exploratory digging to locate existing utilities is excluded from this GMP and is assumed to be by Owner.
- 8 Topsoil screening is excluded. Topsoil will be respread and rockhounded. Any soil amendments will be surface applied only.

Foundations

- 1 Excludes below grade shoring, stabilization or underpinning not specifically designed and indicated on documents.

Concrete & Masonry

- 1 Excludes Winter conditions for concrete work as it is not anticipated per the current project schedule.
- 2 Curing of concrete shall be with a curing compound. Wet cure is excluded.
- 3 FF/FL testing will be performed by the Owners Testing Agency.


CLARIFICATIONS AND ASSUMPTIONS

4	Concrete honing, grinding, burnishing, and polishing are excluded. It may be purchased from the concrete contractor as a change order when final floor finishes are chosen. Shrinkage and random cracking of slabs are to be expected as an inherent part of concrete construction. Special treatment of concrete slab cracks is excluded.
Structural Steel and Miscellaneous Metals	
1	Connection design is delegated to the contractor per the construction documents. This includes clip angles, shear tabs, bolts, and welds. Stiffeners, web doublers, and the like are excluded unless shown on the drawings.
2	Spray on Fireproofing is excluded.
3	One coat of shop primer is included for steel.
4	Intumescent paint has been excluded as it is not included in the documents.
Carpentry and Millwork	
1	
Waterproofing, Roofing, Insulation, and Metal Panels	
1	Use of Manufacturer's standard details supersedes the Contract Documents to maintain warranty.
2	GMP includes prefabrication of building components. In some circumstances (such as panelized wall systems) additional engineering and verification by the engineer of record will be required. The additional engineering cost from the engineer of record (if any) is excluded. All engineering associated with prefabrication of components is included and will be done by the individual suppliers of such components.
3	Basic roofing cleaning is included at the completion of the project.
Glass and Glazing	
1	
Finishes	
1	Minor floor prep is included. All major floor preparation prior to flooring is excluded. A \$5,000 allowance was included for floor prep beyond minor floor prep. Anything beyond the \$5,000 allowance will be a change order.
Accessories	
1	
Special Equipment	
1	
Casework and Residential Items	
1	Library book shelving is not included. Owner provided.
Conveying	
1	Elevator will be furnished as a pre-engineered Schindler 3100 Traction Passenger Elevator.
2	The elevator speed is 100fpm in lieu of 150fpm with slightly less acceleration than specified.
3	Handrails will be furnished as aluminum.
4	Cleveland regulations require secondary power and lighting disconnects to be in their own closet. A/E to confirm location with needed clearances.
5	No consequential or liquidated damages.
6	Refer to Schlindler Elevator's proposal with list of clarifications and assumptions.
Fire Protection	
1	N/A
Plumbing	
1	Sewer ejector pump is excluded
HVAC	
1	Excludes duct cleaning.



CLARIFICATIONS AND ASSUMPTIONS

2	Temporary heat will be provided in the winter 2021-2022 thru the new heating equipment within the building. All warranties will be extended so they start at Substantial Completion.	
3	All commissioning activities are to be performed by the Owner and their 3rd party Commissioning Agent. Excluded from the GMP are any and all travel expenses and/or remobilizations required for the Commissioning Agent. The Substantial Completion Date is based on the Commissioning Agent's ability to perform their work in accordance with the Project Schedule.	
Electrical		
1	All primary cabling, pad-mounted transformers are provided by the Utility Company and paid for by the Owner.	
2	Excludes lightning protection or grounding unless specified and designed.	
3	Lighting Controls systems are designed and coordinated by the Designer of Record. Any additional cost associated with cross system device integration will be reconciled through Contract Change Order.	
4	Excludes electrical load bank testing.	
Low Voltage		
1	Excludes any additional structural steel support required for A/V, Tel/Data or Security penetrations through concrete slabs.	
2	Integration of Owner supplied systems (security, AV, Tel/data) to the fire alarm is excluded.	
3	End devices are being furnished by the Cleveland Public Library and installed by contractor	
4	Scanning of existing floor slabs prior to cutting the floor is excluded.	

Schindler Elevator Corporation
 18013 Cleveland Parkway
 Suite 140
 Cleveland, OH 44135



Proposal

Derick Johannsen
 216.406.6268
 Derick.johannsen@schindler.com

May 5, 2021

Customer Information

Gilbane
 950 Main Ave #1410
 Cleveland, OH 44113

Project Information

CPL West Park Branch
 3805 W157th
 Cleveland, OH 44111

Offer #: 0201956781

Schindler Elevator Corporation is pleased to submit our proposal to furnish and install the following for the CPL West Park Project:

E01:

One pre-engineered Schindler 3100 Traction Passenger Elevator, 2500 LBS Capacity @ 100 FPM serving two stops in line and 10' 8" of travel. Schindler 3100 cab with stainless steel #4 panels, aluminum base frieze reveals 42" X 84" right hand opening entrances finished in stainless steel #4. Schindler downlight stainless steel #4 ceiling, aluminum threshold, straight aluminum handrails. One set of pads and hooks, and 12 months of warranty and contract maintenance with 8-hour call backs for the sum of.....**\$67,700.**

Specification Summary:

Qty	Product	Load	Openings	Speed	Stops
1	3100 MRL	3500	2 F	100	2

Project Specific Qualifications and Clarifications

1. Proposal is based on a Schindler 3100 Machine room-less traction elevator system with standard components, features, and finishes
2. The Schindler 3100 does not require the construction of an elevator machine room and the advantages of this application over a machine room Less Hydraulic are;
 - a. Fire rated secondary access into the hoist way not required
 - b. Less power consumption/smaller generator load
 - c. Superior Ride quality
 - d. Less noise
 - e. No hydraulic fluid
 - i. Resulting in no odor from the hoist way or machine room
 - ii. Removing the requirement for an oil separator in the sump pump
 - f. Hoist way ventilation not code required
 - g. Sprinkling of the hoist way not code required
3. Code requires machine room-less elevators to have second disconnect outside of the shaft. It is assumed a small disconnect closet will be provided. Disconnects by others
4. Proposal includes standard Schindler Stainless Steel #4 fixtures
5. Proposal includes standard 3/8" flooring recess, and assumes no more than 150 lbs of flooring weight.
6. Proposal does not include tax
7. Proposal does not include bond
8. Proposal includes one set of pads and hooks for each car, no other temporary protection measures are included.
9. Proposal assumes pit ladder is by others
10. Proposal includes battery operated rescue feature
11. Proposal does not include meeting any workforce requirements/goals, such as local, female, minority, low income ect.

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12. Proposal does not include meeting any business enterprise requirements/goals, such as SBE, FBE, MBE, ect.
13. Proposal is based on the current OBC 2015 and ASME 2016 code.
14. Spec 1.02H – Proposal includes 100FPM speed as at only 10' of travel 100FPM will be adequate.
15. Spec 1.03B3 – Proposal includes an acceleration of .5M/S3
16. Spec 2.04E5 – Proposal includes aluminum handrails
17. Spec 2.05A1 – Proposal includes Schindler standard flush mount car operating panel
18. General Scope Item 33 – Proposal assumes that mutually agreeable logistic will be established and material will be permanently stored onsite.
19. General Scope Item 34 – Storage not included. Elevators are ordered to be just in time deliveries. If the hoistways are not site ready to begin elevator installation, the elevators will be sent to a 3rd party warehouse where they will be stored at an additional cost of \$2,000 a month per elevator.
20. General Scope Item 69 – Proposal includes fires stopping of penetrations made by SEC only. No other firestopping or caulking included.
21. Elevator Scope Item 1 – Proposal assumes the site will be confirmed site ready inclusive of clean dry pit, dry storage, permanent lighting, permanent power, permanent disconnects, and OSHA barricades.
22. Elevator Scope Item 3 – Proposal includes temporary pads and hooks and laser tape. General dust control by others.
23. Elevator Scope Item 10 – Proposal includes furnishing of screening to be installed by others during the install of the OSHA barricades
24. Elevator Scope Item 13 - Proposal assumes that mutually agreeable logistic will be established and material will be permanently stored onsite. Dry secure storage by others. Rollable access or use of a lull by others required for unloading.
25. Elevator Scope Item 14 – Use of elevator for other trades not included. Spotting of the car, within reason, is included.
26. Elevator Scope item 20 – Proposal includes 12 months of new product service and warranty starting upon turnover.
27. Proposal assumes mutually agreeable contract terms will be agreed to between SEC and Gilbane inclusive of a 35% down payment/engineering invoice.
28. Proposal does not include acceptance of liquidated or consequential damages.
29. Proposal assumes retention will be released in accordance with the turnover and completion of individual elevators and will not be held past 60 days of first beneficial use.
30. Proposal includes Schindler Standard insurance. See Sample COI.

Other Clarifications

1. Below are the current lead times for this project, this may fluctuate by time of award.
 - a. Shop Drawings / Submittal: 2 – 3 weeks (Letter of Intent/Contract required)
 - b. Manufacturing: Approximately 12 – 14 weeks per elevator (Note: The following items are required before elevator fabrication can commence: Fully executed contract, initial payment, approved shop drawings including ALL finish selections, release waiver)
 - c. Installation: 2 - 3 weeks per elevator (Upon verification of job site readiness per our preinstallation checklist and manpower mobilization)
 - d. Adjusting: 1 – 2 weeks per elevator (Payment up to retainage is a condition precedent to elevator turnover)
2. Proposal includes 12 months of new product service and warranty starting upon turnover/final acceptance
3. Price is based on material cost and labor rates for project completion by 3/31/2022.
4. Barricades, screening, hoistbeam, and temporary platform are by others, and must be installed prior to delivery.
5. Elevator Power Data sheet detailing elevator electrical requirements provided with this proposal. *Verification of the correct power supply characteristics is by others. SEC must be notified of any deviations from the provided power data sheet prior to fabrication.*
6. Proposal includes one mobilization per bank. If additional mobilizations are required add \$3,500 per mobilization.
7. Proposal assumes adequate ingress/egress into the building with rollable access and an adequate staging area adjacent or with 50' of the elevator shaft.
8. No costs for cutting, patching, core-drilling, fire stopping of penetrations, or similar related work are included in this proposal.
9. Proposal includes one pretest at the end of installation. If a pretest cannot be performed prior to demobilization or if additional pretests are required add: \$1,500 per pretest. (Completed fire alarm and active phone line required for pretest)
10. This proposal includes one final inspection per elevator during normal working hours. If the inspection fails due to the sole responsibility of Schindler, SEC shall incur the cost for the reinspection. Should the failure be due to work by others, you will be responsible for the costs of the reinspection. All other testing requirements will be provided at the billing rates outlined below. Minimum of two weeks' notice is required to schedule and inspection.

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11. We include just in time delivery. The site needs to be ready to receive our elevator per the pre-installation checklist prior to delivery and the scheduling of manpower. In the event the site is not ready, the elevator will be sent to a 3rd party storage facility where storage charges of \$2,000 per elevator per month will apply, and crews will be rescheduled for mobilization 4-8 weeks later.
12. Proposal assumes that liquidated or consequential damages are not applicable
13. The Schindler 3300NA is non-proprietary and while best serviced or maintained by Schindler, it is technically serviceable by others. Every 3300NA is turned over to the client with a personalized owner's manual (watermarked w job name/#), wiring diagrams, keys, and other miscellaneous components. These items along with any technically astute mechanic can trouble shoot, service, and test the 3300NA.
14. Any schedules and/or lead times are subject to change based upon permitted and safe access to the site; the availability of items such as personal protective equipment; labor and material for Schindler and its suppliers and subcontractors, as a result of shutdowns and interruptions caused by the response to the Covid-19 outbreak.

Unit Costs

Description	Unit Costs
Hourly Rates	\$218 per man hour, straight time, \$381 per man hour, overtime \$436 per team hour, straight time, \$762 per team hour, overtime
Operator Time	\$2,180 per day (10 straight time hours, half day minimum)
Storage	\$2,000 per month per unit (no prorate)
Remobilization	\$3,500 per occurrence
Failed Inspection by Others (not by Schindler)	\$3,500 per each failed inspection
Pretest	\$1,500 per each pretest

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Contract Requirements:

This proposal is based on furnishing our standard equipment as defined by the specification summary, in accordance with our attached standard terms and conditions. This proposal will become part of our agreement with you for this work.

We will require receipt of this fully executed proposal, including any attached amendments, final approved drawings, along with payment for pre-production and engineering costs equal to 50% of the above price prior to the release of the elevator equipment for fabrication.

You may indicate your acceptance of our proposal by signing below and returning this document to me. Upon execution this will become the final contract and will be binding to all parties.

Attached terms and conditions are fully incorporated.

Please note our proposal is valid for 45 days.

Respectfully submitted,

Derick Johannsen

ACKNOWLEDGED AND ACCEPTED BY

Gilbane

Schindler Elevator Corporation

By _____

By _____

Title _____

Title _____

Date _____

Date _____

Schindler Elevator Corporation
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TERMS AND CONDITIONS

This Proposal is made subject to the following conditions:

1. A mutually agreeable form of contract (fully executed before a manufacturing date can be established in our factory) which includes the following provisions.
2. Our indemnity obligation will be limited to the extent of our negligence.
3. We will not be liable in any event for direct damages, whether in contract or in tort, nor in any event for special, indirect, consequential or liquidated damages of default or delay.
4. The purchaser agrees to accept in satisfaction of insurance requirements for the project a standard Schindler Certificate of Insurance with "per occurrence" limits not to exceed \$2 million. Schindler will not name additional insureds.
5. Schindler will participate as an insured in an OCIP/CCIP (Owner's / Contractor's Insurance Program), provided it is at no cost to Schindler, and under such circumstances we will provide additional insured coverage for offsite operations and auto liability only.
6. Partial waivers of lien for payments received by Schindler will be issued on a mutually agreeable form if the Purchaser so requests in writing. Schindler shall issue a full waiver of lien on a mutually agreeable form after the receipt of all monies to which it is entitled under this Agreement if the Purchaser so requests in writing.
7. Payment of the subcontract price will be made as follows: 50% of the subcontract price due upon contract execution. Payment of this invoice is a prerequisite to scheduling the manufacture of materials. In the event the initial payment is not received within ninety (90) days of execution, Schindler reserves the right to adjust the price based upon labor and material increases. Additional 30%, less 5% retention, due upon production of material and prior to delivery of material on or off site. Payment of this invoice is a prerequisite to scheduling of on-site work. Additional 20%, less 5% retention, due upon commencement of on-site installation. Payment of not less than 95% of the subcontract price, inclusive of all change orders, is a condition precedent to scheduling of elevator inspection. All invoices, including final invoice are payable within 30 days of application. Change orders will be invoiced immediately upon execution and payable per standard 30 day terms. Notwithstanding anything to the contrary in the Agreement or the other contract documents, payment to you by Owner or any other source will not be a condition precedent to payment to us of any amounts due hereunder.
8. Work shall be performed by Schindler during regular working hours on regular working days, and overtime by Schindler will be compensated at Schindler's standard rates.
9. You will have the hoistway/wellway in a safe and proper condition and in conformance to the dimensions contained in the final approval drawings.
10. Should storage be required, Schindler will store your elevator or escalator in a bonded 3rd party storage facility for you at a cost of \$2,000 per month per equipment and will release equipment upon the site meeting the conditions of our prestart checklist. A formal change notice must be processed for all storage fees prior to delivery to the project site. You agree to pay any other increase in cost resulting from delays in construction.
11. If an inground borehole is required to accommodate the jack unit, our bid shall be based on the assumption that the hole is drilled in normal uncontaminated soil, sand or gravel, using a truck mounted drilling rig. Adequate access will be provided for this rig. Should latent or concealed conditions be encountered in the performance of the work below the surface of the ground or should concealed or unknown conditions in an existing structure be at variance with conditions indicated by the contract documents, or differ materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract be encountered, we will be compensated for all additional costs for labor and material to overcome such obstacles. The additional costs shall be the difference between our estimate for the bid and our actual cost incurred and shall be billed at our standard billing rate. The time to complete the Installation shall be extended to include the additional time required to overcome these obstacles while drilling the hole.
12. Satisfactory reference as to credit must be furnished including bank and bonding company references.
13. You agree to pay, as an addition to the price stated herein, the amount of any federal excise tax, state and local sales, use or transaction tax, or increase of any tax, or similar charges based upon the sale, use, ownership or possession of materials and/or equipment imposed by any law enacted after the date of this proposal, or imposed upon you by any existing law. In the event of legislative change to the applicable tax rates, including but not limited to sales tax, use tax, excise tax, privilege tax, transaction

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tax and similar charges. Supplier reserves the right to adjust the contract price accordingly.

14. In the event the customer claims an exemption from sales and/or use tax, the customer shall provide a valid executed exemption certificate.
15. In the event you claim an exemption which Supplier accepts in good faith and it is later determined by a taxing authority that such exemption does not apply, Schindler reserves the right to adjust the contract price to reflect the change.
16. Customer shall pay any penalty, interest, additional tax, or other charge that may be levied or assessed as a result of the delay or failure, caused by the Customer, to pay any tax or file any return or information required by law, rule or regulation or by this Agreement to be paid or filed by Supplier.
17. If either Party is audited by a taxing authority or other governmental entity in connection with taxes under this Taxes Section, the other Party shall reasonably cooperate with the Party being audited in order to respond to any audit inquiries in an appropriate and timely manner, so that the audit and any resulting controversy may be resolved expeditiously.
18. In the event of governmental changes to applicable tariffs, Schindler reserves the rights to adjust the contract price accordingly to account for all additional cost impacts.
19. If the work for the above project does not proceed for any reason, we will be paid for costs incurred plus a reasonable mark-up for overhead and profit.
20. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.
21. Should latent or concealed conditions be encountered in the performance of the work below the surface of the ground or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the Purchaser, or should unknown physical conditions below the surface of the ground or should concealed or unknown conditions in an existing structure of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the work of the character provided for in this contract be encountered the contract price and time shall be equitably adjusted by change order upon claim by either party made within **20** days after the first observance of the conditions.
22. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, epidemics, pandemics, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
23. Risk of loss of materials and equipment shall pass to Purchaser upon delivery of materials to the site. Title to materials and equipment shall pass to Purchaser upon payment by Purchaser to Schindler.
24. The amount set forth in Article 2 of the section titled "Project Specific Qualifications and Clarifications" of the Agreement is based upon Schindler's work being performed during regular working hours of regular working days. Purchaser may require overtime subject to Schindler's ability to comply, and Schindler shall be compensated for such work at its standard billing rates. Changes in the scope of work must be agreed upon in writing and the schedule and contract amount adjusted accordingly.
25. Notwithstanding anything to the contrary set forth herein, Schindler warrants that the work supplied hereunder will comply with the specifications and that there will be no defects in materials and workmanship for one year after completion of the work or acceptance thereof by beneficial use, whichever is earlier. The equipment furnished and installed under our Agreement requires maintenance service, such as periodic examinations, lubrication and adjustment by competent mechanics, specially trained to service said equipment. Our guarantee is not intended to take the place of this normal servicing of the equipment and it is not to be construed that we will provide maintenance service of this type, without charge, except as may be provided in our contract, or that we will correct, without charge, breakage, maladjustment or other issues arising out of maintenance provided by others. Schindler's sole duty under the warranty is to correct the nonconformance or defect at Schindler's expense within a reasonable time after the receipt of notice. The express warranties contained herein are in lieu of all other warranties, express or implied,

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including any warranties of merchantability or fitness for a particular purpose, purchaser's remedies hereunder are exclusive.

26. If either party shall default in the performance of its obligations hereunder, the non-defaulting party may send written notice reasonably describing the default. If the defaulting party does not commence to take reasonable steps to cure the default, within **10** days of the date of such notice, the non-defaulting party may terminate upon **10** days further notice.
27. Schindler shall be responsible for maintaining job progress in accordance with a schedule of performance mutually agreed upon by Schindler and Purchaser. Any change to the schedule of work shall require Schindler's consent.
28. Change Notices must be received and fully executed prior to Schindler Elevator Company performing any additional work outside the scope of the base contract. Written or verbal notices will not be accepted as a substitute for a fully executed change notice.
29. Schindler's offer is in accordance with the applicable ANSI A17.1 code version on the date of this proposal. If there is a subsequent change to the code following the date of this proposal, re-pricing may be required. Schindler shall be entitled to compensation for any cost and/or time increase that results from the code change.

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SCHINDLER BID CLARIFICATIONS PREPARATORY WORK BY OTHERS FOR ELEVATORS.

For delivery and installation dates please look at the specifications summary.

Installation work shall be performed during regular working hours of regular working days after hoistway(s) and machine/control room(s)/spaces have been properly prepared as described in the following items. All items must be performed or furnished at no cost to Schindler Elevator Corporation ("Schindler") by the Owner or General Contractor or their agents in accordance with all governing codes. The price and installation schedule of Schindler is based on these job-site conditions existing at the beginning and during the installation of the elevator equipment.

All work must be performed per the latest applicable edition of the national (ASME A17.1 or CSA B44) and/or local codes.

1.0 Job Conditions

1.1 Acceptable material unloading area within 25ft of hoistway with "rollable" access (planked or paved) or uninterrupted use of a crane or forklift and operator at no cost to Schindler. Dry and enclosed storage area of adequate size for elevator materials near hoistway. Any warranties provided by Schindler for elevator equipment are null and void if equipment is stored in a manner that does not comply with the requirements as defined above.

1.2 Power for construction adjacent to hoistways and machine/control rooms/spaces (110/220 volt, single phase, for welders and hoists) and sufficient 3-phase power to run elevator(s) at the same time. Refer to section 2.0 electrical and "Schindler Power Data" sheet. The power for construction and permanent 3-phase power must be installed and available prior to the start of elevator installation.

1.3 All work areas, including hoistway, machine/control room and pit, clear of debris. Maintain minimum temperature of 55°F (13°C). Adequate work area in front of ground floor entrance required. Proper lighting of work areas.

1.4 Freestanding and removable construction barricades (per OSHA requirements) either outside of elevator hoistway(s), open hoistway top or between elevators inside of hoistway(s) as required. Barricades located 24" (0.61m) in front of the hoistway openings (refer to the "hoistway preparation" sheet). Openings include landing accesses, open hoistway top (if slab not built) and in general any other opening which may create falling hazard into the hoistway. Barricades shall be erected, maintained, and removed by others.

- a) Protection from Falls - As required by the (OSHA) 1926.502 B) (1-3) a freestanding removable barricade at each hoistway opening at each floor. Barricades shall be 42" high, with mid-rail and kick board, and withstand 200 lbs. of vertical and horizontal pressure
- b) Protection from Falling Objects - As required by the (OSHA) OSHA 1926.502(j) hoistway protection from falling debris and other trades materials by either:
 1. 8 foot screening/mesh in front of all elevator entrances or
 2. Secured/controlled access to all elevator lobbies (lock and Key) with posted Notice "only elevator personnel beyond this protection"

1.5 A temporary work platform is required for installation of the elevator. It is to be constructed at the top floor of each traction elevator. It must comply with applicable governing codes & regulations. The platform shall be securely fastened to the building structure. Erection, maintenance, and removal are by others. (refer to Schindler layout "Hoistway Preparation")

1.6 A crane, provided and paid for by others, may be requested to place the machine, controller, and machine supports (where applicable) into the machine/control room or hoistway overhead prior to enclosing these areas. Coordinate with Schindler field supervisor

1.7 Furnish adequate on-site refuse containers for the proper disposal of elevator packaging material. If adequate containers are not furnished, disposal of packaging material shall become the responsibility of the owner.

2.0 Electrical

2.1 Provide suitable feeder and branch wiring circuits from the building service to the controller, including main line switch, for signal systems, power operated doors, elevator lighting and receptacles. Refer to "Schindler Power Data" sheets and this section.

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Schindler

2.2 A permanent lighting fixture shall be provided and conform to A17.1-2.2.5. It shall provide illumination of 100lx at the pit floor and the pit platform, when provided. The light bulb should be externally guarded against breakage. Light switch to be provided that is accessible to pit access door. In addition to a light in the pit a GFCI convenience outlet shall be installed in the pit (NEC (NFPA 70 Rules 620-85) or (CSA C22.1-03 Section 38-085)).

- a) Pit - A permanent lighting fixture shall be provided and conform to A17.1-2.2.5. It shall provide illumination of 100lx at the pit floor and the pit platform, when provided. The light bulb should be externally guarded against breakage. Pit light located as defined on sheet 3 of 8, no less than 32" [0.81m] below bottom landing. Light switch to be provided that is accessible to pit access door. In addition to a light in the pit a GFCI convenience outlet shall be installed in the pit (NEC (NFPA 70 Rules 620-85) or (CSA C22.1-03 Section 38-085))
- b) Machine / Control Space (if provided) - A permanent lighting fixture shall be provided for machine spaces, machine rooms, control spaces, and control rooms and conform to A17.1 2.7.9.1. It shall provide illumination of 200lx at floor level, standing surface of working platform or at the level of the standing surface when the elevator is in the blocked position. Light bulb should be externally guarded against breakage. Light switch to be provided that is accessible at the point of entry
- c) Floor Landings - A permanent lighting fixture should be provided for illumination at the landing sill conforming to A17.1 2010 2.11.10.2. It shall provide illumination of 100lx at the landing sill. Refer to "Schindler Power Data" sheets and this section.

2.3 Provide emergency power generator and automatic transfer switch(es) with feeders from ATS contacts to elevator controls. Conduit with fish tape, between control rooms/spaces where sequenced elevator operation is required due to generator capacity.

2.4 Provide emergency power transfer switch and power change pending signals as required to master control in machine/control room.

2.5 Follow Schindler Power data provided with construction layouts. Where specified include main and auxiliary disconnects (JH and JH1) in code-approved location as directed.

2.6 Where appropriate, provide a lockable 13.5" x 15.5" x 3.5" (minimum) metal cabinet with group-1 key to house required electrical schematics and maintenance history documents, wall (by others) at the top landing. The supplier, location, and mounting of the cabinet shall be coordinated with Schindler.

2.7 NFPA 72 (Fire Alarm Code) requires the fire control panel relays that provide the dry contacts to the controller not be located more than 3 feet from the inspection and test panel jamb (where provided).

3.0 Hoistway

3.1 Hoistway dimensions are always nominal without building tolerance. Clear, plumb, hoistway with variations not to exceed

- a) Only for a Schindler 3300: +1in – 0in (25mm – 0mm) up to first 100ft (30.5m); Tolerance may increase +1/32in (0.8mm) for each additional 10ft (3.05m) up to a maximum of + 2in (50mm)
- b) Only for a Schindler 5500 / Other: +/-1in (+/-25mm) for the first 262ft (80m) rise. Above 262' (80m), a tolerance +/- 1-3/4in (+/- 45mm) is specified. The tolerance of the shaft hoistway is split evenly between front/rear and left/right from the clear hoistway as defined

3.2 Hoistway enclosure to be fire rated per national code requirements (Section 2.1) and applicable building codes. Hoistway, pit, and overhead dimensions to be as specified on Schindler final layout drawings.

3.3 Where there is a single blind hoistway, an emergency door shall be installed at every third floor, but not more than 36ft (11m) from sill to sill. The clear opening must be at least 28" (700mm) wide and 80" (2030mm) high (Section 2.11)

3.4 75° bevel guards on all projections, recesses or setbacks over 4" (100mm), except on side used for loading/unloading.

3.5 Provide venting/pressurization of the hoistway per national code requirements (Section 2.1) and applicable building codes.

3.6 Dried-in hoistway(s) and machine/control room(s)/spaces.

3.7 If machine room less (MRL) elevator with rear counterweight: Hoistway top open, to allow installation of overhead beams and machine with crane.

3.8 Firefighter Service Access elevators are not permitted to have sprinklers in the hoistway or machine room per IBC. Means to prevent water from entering must be installed e.g. lobby construction. A permanent light fixture should be provided to illuminate the entire hoistway, not less than 1 foot-candle (11lx) when a fire protection device is activated per IBC. Emergency power must be provided and protected to maintain a 2-hour fire rating. The building mains and other wiring critical to phase 2 must maintain the 2-hour fire rating.

3.9 Where there is a blind hoistway, an emergency door shall be installed at every third floor, but not more than 36' (11m) from sill to sill. The

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clear opening must be at least 28" (700mm) wide and 80" (2030 mm) high (Rule 2.11.1.2).

3.10 Clear, flat, vertical or horizontal surfaces for mounting rail brackets at each floor, in overhead, and intermediate levels (if required) in the same vertical plane as the clear hoistway line. This includes divider beams between elevators for multiple elevators in a common hoistway. Rail bracket supports shall not intrude into the clear hoistway line. If applicable, intermediate bracket supports between floor(s) and in the overhead area may be required. Refer to Schindler final layout drawings for maximum bracket spacing and actual support locations.

3.11 For masonry block hoistway construction, Schindler will provide rail bracket inserts for installation by others, located in accordance with the Schindler final layout drawings. Where inserts are not used, hollow masonry blocks are not acceptable for bracket fastening: a concrete belt around hoistway or other acceptable support at each floor, in overhead and intermediate levels (if required) has to be provided. Minimum slab thickness ranges from 8 1/4" (210mm) to 18 1/8" (460mm) depending on bracket characteristics.

3.12 For jurisdictions NYC that require access to the governor (MRL applications) from outside the hoistway provide a governor access door for each elevator. It shall be self-closing, self-locking and operable from inside without a key. It must be located in such a way to allow authorized elevator personnel to access the governor accordingly. Consult final layout drawings for required door sizes and locations.

4.0 Hoistway Front

4.1 Blockout/cutout through wall as required, to accommodate hall button boxes, signal fixtures, and hoistway wireway/raceway duct. Provide for any repairs such as grouting, patching, painting, or fire proofing. Coordinate blockout/cutout with Schindler field supervisor.

4.2 If machine room less (MRL) application, hoistway front wall on overhead area has to support the weight of the electrical components fixed to this wall. GC to provide structural reinforcements where necessary (e.g. drywall construction) certain configurations may require a pocket recess above the top landing door. Refer to Schindler layout "Hoistway Preparation" for details.

4.3 Installation of door frames and sills, for masonry hoistway walls at entrances, provide rough opening of 8" (203mm) on each side, and 8" (203mm) on top of clear opening, referenced from the final floor level, for drywall hoistway walls at entrances: If floor height exceeds the clear door height + 28" (+ 700mm), additional structural support at CDH + 28" (+ 700mm) to be installed for entrance strut angle attachment. Walls are to be built after doorframes and sills are set in place.

For sill support fixation: An 8" (203mm) flat vertical surface is required below each landing level to fasten the sill support.

4.4 Entrance wall at the hoisting floor should be open the clear width of the hoistway. The hoisting floor is the floor designated to bring elevator equipment into the hoistway for installation.

4.5 Grouting around entrance frames and finished floor and grout to sill line after installation of entrance.

4.6 If applicable, for vertical bi-parting freight entrances, provide channel frames and sills at all openings along with separate disconnect switch and feeder to door control panel. Channel frames to be plumb within 3.2mm (1/8") for every 2.4m (8ft).

5.0 Machine/Control Room

5.1 Machine/Control rooms shall have clear headroom of not less than 95 3/4" (2.4m). Access to the machine/control room and machinery space (Rule 2.7.3). Door(s) shall be self-closing, self-locking and operable from inside without a key. For machine room less (MRL) with control space, a means will be provided to keep the control space door(s) open when required for installation and/or service. Minimum door size 30" x 80" (0.75m x 2.03m) (Rule 2.7.3.4). Consult Schindler final layout drawings for required door sizes.

5.2 Where machine/control room(s) are remote from the hoistway, electrical duct runs will be in the overhead/ceiling area. No provisions are made for underground installation.

5.3 GFCI protected duplex receptacle and telephone outlet located in machine/control room for each elevator (National Electrical Code (NFPA 70 Rule 620-85) or (CSA C22.1-02 Section 38-085)). Dedicated means of two-way communication capable of outgoing or incoming calls for emergency phone system (Section 2.27) or Schindler Ahead features ("SA").

5.4 Lighting, ventilation, and heating of machine/control room, control space and machinery space (Section 2.7) and applicable local codes

- a) Minimum lighting to be 200 lux (20fc) measured at the floor level
- b) The ambient temperature at the Landing Door Unit (LDU) / inspection and test panel, or remote control space must be maintained between 32 and 104 Fahrenheit (0 to 40 Celsius)
- c) The ambient temperature at the machine location must be maintained between 41 and 104 Fahrenheit (5 to 40 Celsius)
- d) Heating and/or cooling may be required to maintain the required temperatures
- e) Acceptable humidity level shall be maintained at 95% or less non-condensing
- f) For machine room less (MRL) application, a cutout in rear wall of control space closet for ventilation is required. Coordinate size and location with Schindler field supervisor

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g) Refer to section 2.0 electrical and "Schindler power data" sheets for heat emissions.

5.5 For machine room less (MRL) with control space applications, a 42" (1050mm) clear space must be provided in front of control space closet for service barriers. Corridor width must accommodate this requirement as well as any additional requirements imposed by ADAAG or other codes.

5.6 Reinforced concrete machine room floor slab or grating must not be placed until elevator machinery is set in position (Rule 2.1.3). Level machine room floor: differences in levels of machine room and machinery-space floors shall be avoided where practical (Rule 2.1.3.6). Where there is a difference in level in such floors exceeding 16" (0.4m), a standard railing conforming to Rule 2.10.2 shall be provided. Machine/control rooms shall have clear headroom of not less than 84" (2.13m) (Rule 2.7.4.1).

5.7 Hoisting beam(s), trap doors and other means of access to machinery space of adequate size for maintenance and equipment removal (Sections 2.7 and 2.9). Hoisting beam(s) in each shaft located and load rated per Schindler final layout drawings. Lifting points or beam(s) shall be visibly marked with the safe working load.

5.8 Adequate supports for machine beams where required, including wall pockets and patching after beams are set in place (Rules 2.9.1 to 2.9.6). Building interface and mounting of beams to be per Schindler requirements as indicated on final layout drawings.

5.9 The allowable deflections of machinery and sheave beams and their immediate supports under static load shall not exceed 1/1666 of the span (Rule 2.9.5).

5.10 When structural concrete slab mounting for machines is specified, the structural engineer (g.c.) must confirm that structural concrete slab (typically 12 inches (0.3m) thick with re-bar) is designed in accordance with ASME A17.1 safety code for elevators and escalators (Section 2.9 Machinery and Sheave Beam, Supports and Foundations). Stress requirements and deflection requirements must meet ASME A17.1 code (Rules 2.9.4 to 2.9.6). Slab blockouts, coordinated with Schindler, to be provided in the structural slab by G.C. to accommodate elevator & governor rope drops, wire raceway, target holes, and rail stacks (where applicable). Schindler will provide a template indicating where blockouts are to be located in the slab, which must be precisely followed.

5.11 In jurisdictions not enforcing the NBCC, Class "ABC" fire extinguisher shall be provided in elevator electrical machine rooms, control rooms, and control spaces outside the hoistway intended for full body entry (Section 8.6).

6.0 Pit

6.1 Dry pit reinforced to sustain vertical forces from rails and impact loads on buffers (Section 2). Elevator and counterweight buffer impact loads as calculated (Section 8.2). Refer to Schindler final layout drawings.

6.2 Adequate sealing and waterproofing of pit. Effective prevention of pit exposure to storm water or ground water.

6.3 A pit access door must be provided if the access to the pits is other than the bottom terminal floor. The pit access door provided must be in accordance with A17.1 2010 Section 2.2.4.5 and 2.2.4.6.

6.4 Where there is a difference in level between the floors of adjacent pits, a metal guard shall be installed not less than 79" (2m) above the level of the higher pit floor (Section 2.2). Where the difference in level is 24" (0.6m) or less a standard railing conforming to National Code (Section 2.10) shall be permitted (Section 2.2).

6.5 Drains & sumps in elevator pits, where provided, shall comply with the applicable plumbing code and they shall be provided with a positive means to prevent water, gases and odors from entering the hoistway. Sumps and sump pumps in pits, where provided, shall be covered. The cover shall be secured and level with the pit floor (Section 2.2) and should be located to clear elevator equipment (cannot be connected directly to storm drain or sewer).

6.6 GFCI type duplex receptacle and light fixture with guard in pit. (National Electrical Code (NFPA 70 Rules 620-85) or (CSA C22.1-02 section 38-085)) Minimum illumination level to be 100 lux (10fc) measured at the floor (Section 2.2)

6.7 Pit ladder to be provided by general contractor for each elevator in compliance with (Section 2.2). Locate per Schindler final layout drawings. If the distance between the lone elevator rail and clear hoistway (sf) is less 3.5" (90mm) then a pocket must be provided for pit ladder. All walk-in pits must follow the requirements of Rule 2.2.4.4. The minimum distance from the pit ladder top rung, cleat or stop to the top of the pit ladder or handhold shall not be less than 48" (1.2m) above first landing.

6.8 In elevators equipped with Firefighter's Emergency Operation, a drain or sump shall be provided, located in a pit floor area free from elevator equipment. The sump pump/drain shall have the capacity to remove a minimum of 50 GPM (11.36m /hr) per elevator (Section 2.2) and has to be covered. The cover shall be secured and level with the pit floor.

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7.0 Provisional Handover and Turnover Requirement

7.1 Temporary Service: Schindler shall be reimbursed for any labor and material that is not part of the permanent elevator installation and that is required to provide temporary elevator service. Schindler's temporary acceptance form shall be executed and the elevator inspected before being placed into temporary service. The costs associated with the power, operation, maintenance, and rehabilitation of the equipment and any construction permits or fees required by governing authorities shall be paid for By Others.

7.2 In addition to the above, the following work must be completed before elevator(s) are placed into automatic operation. (Prior to code required municipal authority inspection, refer to Schindler acceptance inspection standard form).

- a) Finished cab flooring and if applicable, fitting of interior cab walls and/or ceiling.
- b) Machine/control room to comply with code and to suit Schindler standard equipment. Proper machine/control room dimensions and safety clearances to be provided as indicated on Schindler final layout drawings with recesses and ducts to be covered as required. Proper stairways or steps and guardrails to be provided. Proper lockable fire rated door, self-closing and self-locking with label to be provided (Rules 2.7.3 & 2.11.14).
- c) If applicable, smoke and/or heat detectors with signals to elevator controller(s) (See NFPA 72).
- d) If applicable, emergency power generator and automatic transfer switch with capacity to run at least one elevator at a time.
- e) Seal all penetrations through 2-hour (or greater) rated walls with code approved material. Drywall liner behind all wall mounted hall fixtures. Penetration permitted by IBC 2012 Section 713.8.1 must be protected according to Section 713. Any penetration due to formed or poured concrete (e.g. block out) must be backfilled according to IBC.
- f) Cab light circuits and all receptacles installed in machine/control rooms, machinery spaces located outside the hoistway must have ground fault circuit interrupter protection (GFCI) (NEC 620 or CSA 38). All receptacles installed in the hoistway and pit and in and on the car shall be the GFCI type.
- g) If applicable, conduit and wire runs from elevator(s) to remote status panel.
- h) If applicable, conduit and wiring for fire alarm system to each elevator control in machine/control room.
- i) If applicable, conduit and wire runs for emergency/rescue communications in central alarm & control facility, fire control room, security desk, etc.
- j) If applicable, conduit and wire runs for remote alarm bell from machine/control room to remote location.
- k) Adequate lighting of building corridors so that illumination at the landing sill is minimum 100 lux (10FC) (Section 2.11).
- l) Guarding of counterweights in multi-elevator hoistways: when a counterweight is located between elevators, the counterweight runway shall be guarded on the side next to the adjacent elevator (Rule 2.3.2.3).

You agree to indemnify and save Schindler harmless against any and all liability and costs arising out of your failure to carry out any of the foregoing requirements.

Schindler Elevator Corporation
Traction Elevator Specification Summary

CPL Westpark Branch
 3805 W 157th St
 Cleveland, OH 44111

Project Information:
Opportunity ID: 0201988334-D-A
Unit(s) in Estimate: 01
Units in Bank: 01
Product Code: 460
Sales Office: 9641
Installation Office: 9641

Sales Rep Information:
 Derick Johannsen
 18013 Cleveland Parkway
 Suite 140
 Cleveland, OH 44135

Product:	Schindler 3100	Opening Size:	3 Ft. 6.00 In. X 7 Ft. 0.00 In.
Application:	3100 MRL	Cab Height:	7 Ft. 9 In.
Capacity:	2500 lbs General Purpose	Cab Type:	3300
Speed:	100 FP	Pit Depth:	5 Ft. 0 In.
Travel:	10 Ft. 8.00 In.	Overhead:	12 Ft. 8 In.
Cwt Location:	Side	Inside Cab Width:	6' 9 5/16"
Stops:	2 (2 Front / 0 Rear)	Inside Cab Depth:	4' 4 13/16"
Power Supply:	208 Volts 60 Hz 3 Phase	Hoistway Width:	8 Ft. 8.00 In.
Sprinklers In Hoistway:	N	Hoistway Depth:	6 Ft. 11.00 In.
Doors:	Two Speed Side Opening	Seismic Equipment:	N
	01 RH	NFPA Code Year	2016

Cab:	Features:	Entrances:
Cab Walls LH Side: 441 #4 Stainless Steel	Follow IBC - 2015	Emergency Escutcheons
Cab Walls RH Side: 441 #4 Stainless Steel	Audible Gong (Std)	Doors:
Cab Walls Rear: 441 #4 Stainless Steel	Infrared Door Protection (Std)	(2) 441 #4 Stainless Steel
Base, Frieze, Reveal: Aluminum	Phase Monitor Relay (Std)	Frames:
Front Return, Transom: 441 #4 Stainless Steel	Independent Service/HES (Std)	(2) 441 #4 Stainless Steel
Cab Doors: 441 #4 Stainless Steel	Top Exit Lock	Sills:
Canopy: Schindler	FER Door Operator	(2) Aluminum
Ceiling Type: LED Down Light - Round Spots	T127 Rails	Sill Mounting:
Ceiling Finish: Stainless Steel 441	Keyed Emergency Stop Switch	(2) Easy Match
Cab Sill Type: Aluminum	Top Exit Switch	
Sill Extensions:	ADA Compliant Phone	
Handrail Type: Straight Rectangular	Sliding Guide Shoes	
Handrail Finish: Brushed Aluminum	1 Speed Fan	
Handrail Location: Sides & Rear	2 Hoistway Access Switches	
Handrail Row Qty: 1	Firefighter's Service Phase 2	
Platform Recess: 0.375	Class B Fire Rating For Cab	
Protective Pads: 1 Set(s)	Top Exit Guard	
Protective Pads Source: Schindler	Smoke Detector Provisions	
Cab Finished Floor: Vinyl Tile By Others	Automatic Evacuation	Hall Fixtures:
	Pit Ladder Source: GC	Hall Fixtures Type:
	STM - With Fire Retardant	Jamb Mounted
Cab Fixtures:		Hall Fixtures Finish:
Type: Standard		(2) Stainless steel 301 Push Buttons
Finish: Stainless steel 301		(1) Separate FER Switch
(1) L.E.D. Car Position Indicator		
1 Main COP		
(1) Car Lantern(s)		
Certificate Frame		

New Product Service:

12 Months, 8 Hours Callback

This bid is subject to change after forty-five (45) days.

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05/20/2021
 Schindler Elevator Corporation
 Elevator Power Data

Job Name: CPL Westpark Branch	Unit(s): 01
3805 W 157th St	Capacity: 2500 lbs
Cleveland, OH 44111	Speed: 100 fpm
	Building Voltage: 208 VAC
Sales Office: 9641	Product Code: 460
Installing Office: 9641	Travel: 10 ft8 in

Coordination: All electrical equipment placement and installation shall be coordinated with the Local Schindler Superintendent prior to Schindler manning the jobsite.

Elevator Equipment Power

(JH): The Elevator Disconnecting means:

- Shall be an enclosed, externally operable, motor circuit switch, shall be listed and lockable in the open position in accordance with NFPA 70.
- Shall be supplied and located in a building utility space outside the hoistway due to the Motor Controller being located in the Elevator Hoistway. One disconnect is required for each elevator. A label on the disconnect is required stating location of the supply side (feeder) overcurrent protection device in accordance with NFPA 70.

208 Volts; 3 Phase; 60 Hz

Balanced Wye line to line, 3 wire & a Ground (no neutral)

Must be within +/- 10% of the specified voltage.

3% maximum phase to phase fluctuation.

Cannot be a Delta wiring scheme

SCCR rating of equipment 5000 Amps. Refer to SCCR section in Appendix

SCCR rating label required NFPA 70. Refer to SCCR section in Appendix

Current Consumption by System

- Accelerating (non-continuous) <3.5 Secs: 21 Amps
- Running (non-continuous) < 0 Sec Max. Run Time: 16 Amps

Elevator Motor Controller Horsepower Demand

- 7.6

Current Regeneration back to the Building

- Decelerating (non-continuous) <3.5 Sec: -0.3 Amps
- Running (non-continuous) < 0Sec Max. Run Time: 3.3 Amps

Fuse Size: Sized by GC

- System Running Current at Constant Speed 16 Amps

- Recommended Receptacle Rating based on fuse size
- Dual element time delay characteristic recommended

Feeder size based on Secondary Fusing (reference Autotransformer Section above if present) of Transformer or Building Fuse Size (3 ungrounded conductors & an equipment grounding conductor) in accordance with NFPA 70.

Auxiliary dry contact for Evacuation in accordance with NFPA 70.

- Dry contact closes when Switch turns circuit ON
- Wiring, in separate conduit, to terminals located in Test and Inspection Panel on Floor 2 located in Controller (LDU) or RCC cabinet in Machine Room/Closet

Note: Shunt Trip Circuit Breaker Required When Sprinklers are Present: The Electrical contractor shall provide a shunt trip circuit breaker for the elevator main line power conductors in order to remove power from elevator controls upon or prior to the application of water from any sprinkler located in any elevator machine room/space, control room/space and hoistway overhead in accordance with ASME A17.1. The shunt trip circuit breaker shall be installed in accordance with NFPA 70 and local regulations.

- Shunt trip shall also have an auxiliary dry contact for Auto-Evacuation when provided as required by NFPA 70.
- Refer to diagram at end of document

(JH1) Non-Fused Disconnect:

- The additional enclosed, externally operable, non-fused motor circuit switch: Shall be listed and lockable open in accordance with NFPA 70
- Shall be supplied and located at the top of the Elevator Hoistway in the space designated on the Layout Drawings and within sight of the motor controller. One switch is required for each elevator. A label on the disconnect is required stating location of (JH) the branch circuit overcurrent protection device: In accordance with NFPA 70 and local regulations.

208 Volts; 3 Phase; 60 Hz

Feeder size based on fusing size of Elevator Disconnecting Means (JH) (3 ungrounded conductors & an equipment grounding conductor) in accordance with NFPA 70 and local regulations.

Wire from Motor Circuit Switch to Schindler Equipment

Wire from Motor Circuit Switch to TSU (TSU provided by Schindler in Hoistway)

Feeder size to match incoming feeders to motor circuit switch

Auxiliary dry contact for Auto-Evacuation (when provided) in accordance with NFPA 70.

Dry contact closes when Switch turns circuit ON

Wiring, in separate conduit, to terminals located in the Test and Inspection Panel located on Floor 2

, the Controller (LDU) Floor.

Receptacles:

GFCI (Ground-Fault Circuit Interrupter) type receptacles shall be provided in all elevator pits and machinery/control spaces inside the hoistway. All receptacles in elevator machine rooms, machinery spaces, control rooms and control spaces outside the hoistway shall be provided with ground-fault circuit interrupter protection in accordance with NFPA 70.

Lighting:

Elevator Machine Rooms, control spaces, and test and inspection panel locations Requiring Lighting: ASME A17.1. requires the minimum level of illumination measured at the floor to be 19fc.

- See layouts for details of size and location requiring lighting.

Elevator Pits Required Lighting: ASME A17.1 requires the minimum level of illumination measured at the pit floor to be 10fc. The location shall be determined after coordination with the elevator contractor so that the light fixture(s) are located out of the way of all elevator equipment.

- See layouts for details of size and location requiring lighting.

Receptacles and Switches:

Sump Pump Receptacles: A receptacle for a sump pump shall be required in all elevator pits for the elevator pit if provided with a sump pump. A single receptacle supplying a permanently installed sump pump shall not require ground-fault circuit-interrupter protection in accordance with NFPA 70.

Elevator Machine and Control Rooms Light Switch Requirement: Light switches shall be required in all elevator machine and control rooms adjacent to the jamb side of the machine room entry door; where practicable in accordance with NFPA 70 and ASME A17.1.

Elevator Machinery Space Light Switch Requirement:

- (overhead) at the point of entry in accordance with NFPA 70 and ASME A17.1
- Provided at point of entry on strike side (lock-jamb) of door at top floor.
- See layouts for location detail.

Elevator Pit Light Switch Requirement: The pit switch shall be a minimum of 18 inches above the elevator lowest landing doorsill and adjacent to (not behind) the pit access ladder in accordance with NFPA 70 and ASME A17.1.

- See layouts for location detail.

Grounding:

An equipment grounding conductor shall be supplied from the elevator main line disconnecting means and controller to the MCC and building ground-in accordance with NFPA 70 Article 250.

Additional Disconnects:**(JA) Hoistway Alarm**

- A lockable disconnect is required per NFPA 70.
- Alarm Bell draw is 0.065A
- Can be combined with disconnect for other auxiliary equipment, such as security systems, independent in-car information display,

Branch Circuits:**Car Lighting Disconnect:**

A separate branch circuit shall supply the car lights, receptacle(s), auxiliary lighting power source, and ventilation on each elevator car. The disconnecting means shall be an enclosed, externally operable, fused switch or circuit breaker that is lockable open and shall be located in the machine room or control room for that elevator car. Where there is no machine room or control room, the disconnecting means shall be located in the building utility space outside the hoistway that is readily accessible to only qualified persons.

- Wiring from Car Lighting Disconnect to the Test and Inspection Panel (LDU).

2 Separate Circuits for Elevator Pit:

The elevator pit shall have a separate branch circuit supplying pit lighting and receptacle(s) and shall be permitted to have another for the pit sump pump when one is provided in accordance with NFPA 70 (Does not interface with Schindler equipment).

- See layouts for location detail.

2 Separate Branch Circuits for Machinery Space Lighting and Outlets in the Elevator Overhead:

The overhead machinery space shall have separate branch circuits supplying the machinery space lighting and receptacles in accordance with NFPA 70 (Does not interface with Schindler equipment).

- A. **Inspection and Test panel:** where provided shall be lit by permanently installed electric lighting with a level of illumination of at least 200 lx (19 fc) at the floor level. A switch placed inside or close to the enclosure shall control lighting of the enclosure in accordance with ASME A17.1 and NFPA 70.

GFCI type receptacles, light fixtures and light switches:

1. Are required in elevator overhead machinery spaces located in the hoistway that requires "full body entry" (as defined by elevator code).
2. Are required in machinery spaces outside the hoistway.
 - See layouts for location detail.

Electrical Component NFPA Clearances: Clearances around all electrical equipment in the elevator machine room shall comply with NFPA 70 electrical clearances requirements. The electrician's work and equipment placement shall be coordinated with the elevator contractor's equipment placement.

Electrical Piping Runs: All electrical piping runs provided by the electrical contractor and elevator contractor to the elevator equipment shall be run overhead or in a manner which does not restrict access to and around any equipment.

Emergency Phone and Data Line: Conduit shall be provided by electrical contractor in all elevator machine rooms to the elevator controller. Electrical contractor shall provide electrical conduit for both the emergency elevator phone and required data line to the elevator machine room, to the elevator controller, and terminated on the elevator controller with coordination from the elevator contractor. The building shall provide:

Wiring of Phoneline to the Test and Inspection Panel (LDU) or RCC cabinet

Fire Control Panel Smoke Detector relays:

(Primary, Secondary & Fire Hat) mounted within 3 ft. of Inspection and Test Panel (LDU) or control cabinet (RCC). Additional Smoke Detector relays in addition to the three (3) mentioned may be necessary depending on job site conditions. To be coordinated with Schindler.

- Wiring from Smoke Detector Relays to Inspection & Test Panel (LDU)
- NC, dry contacts required

Heat Detector (if applicable):

Located within 2 ft of hoistway sprinkler head

Wiring from Heat Detector to Shunt Trip Breaker (if applicable; does not interface with Schindler equipment unless in Detroit)

Installation Power:

Temporary power supply for installation work. (220 V, 1 phase, 50/60 Hz, 20 Amp power supply, GFCI protected w/Time-Delay fuse);

This requires coordination with Schindler to determine which is applicable

Heat Emissions:

Hoistway – 1906 BTU/Hr

Hallway – (LDU – Inspection & Test panel only) – 600 BTU/Hr

Appendix

SCCR Information to include in this document

The SCCR rating of elevator equipment is 5000 Amps, contractor to ensure that the available fault current of the building supply at the service switch does not exceed this value (Per NFPA 70). Contractor to include a label

(Please see figure 2-Sample Label Example) that identifies the Max Available Fault Current onto Disconnect: ** See note 1 of Figure 1-SCCR Diagram. In addition, we require a hard copy of the manufacturers Fuse Chart and rating verifying the SCCR meets requirements. Per NFPA 70, the service switch should be legibly marked with Apparent RMS Symmetrical fault current supplying the Elevator Equipment. ** See note 3 of Figure 1-SCCR Diagram. Local Electrical Contractor must provide building SCCR Current calculations as well as Fuse Chart and rating to prove compliance with 5KA elevator equipment rating for the supplied fuse. ** See note 2 of Figure 1-SCCR Diagram.

From Building Electrical Distribution Panel

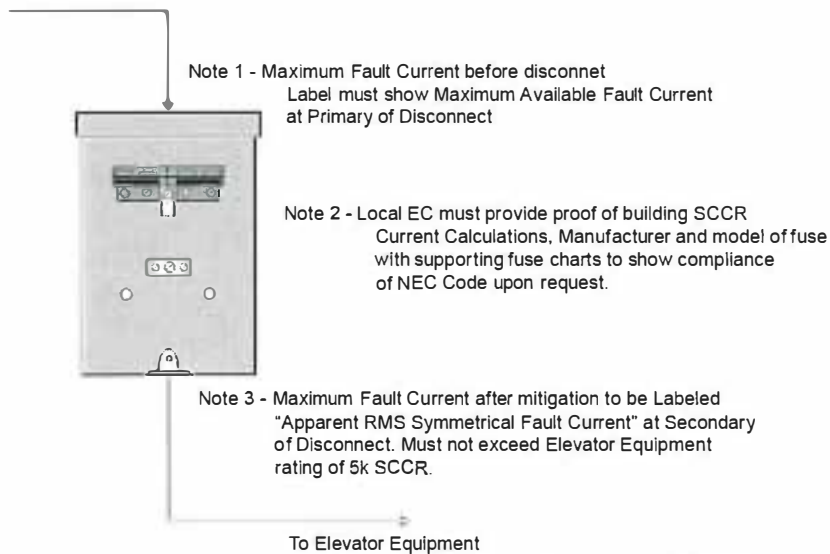


Figure 1- SCCR Labelling Diagram

Figure 2: Sample Label

SHUNT TRIP CONTROL WIRING DIAGRAM

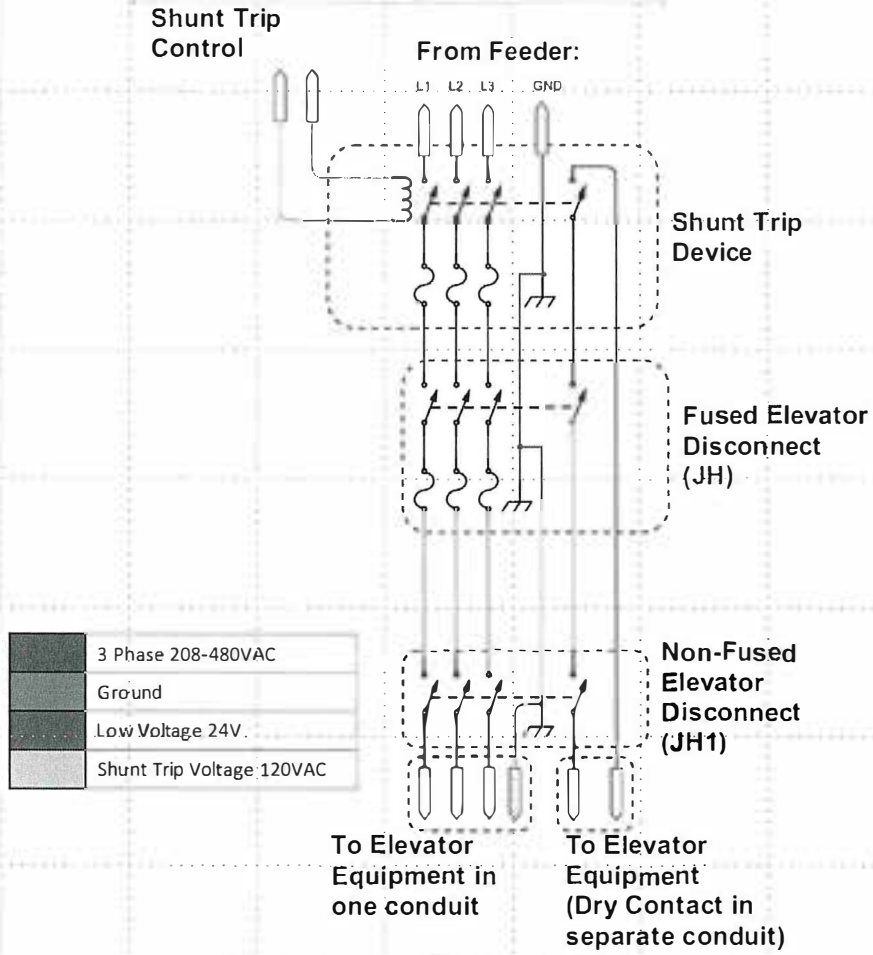


Figure 3: Shunt Trip Wiring

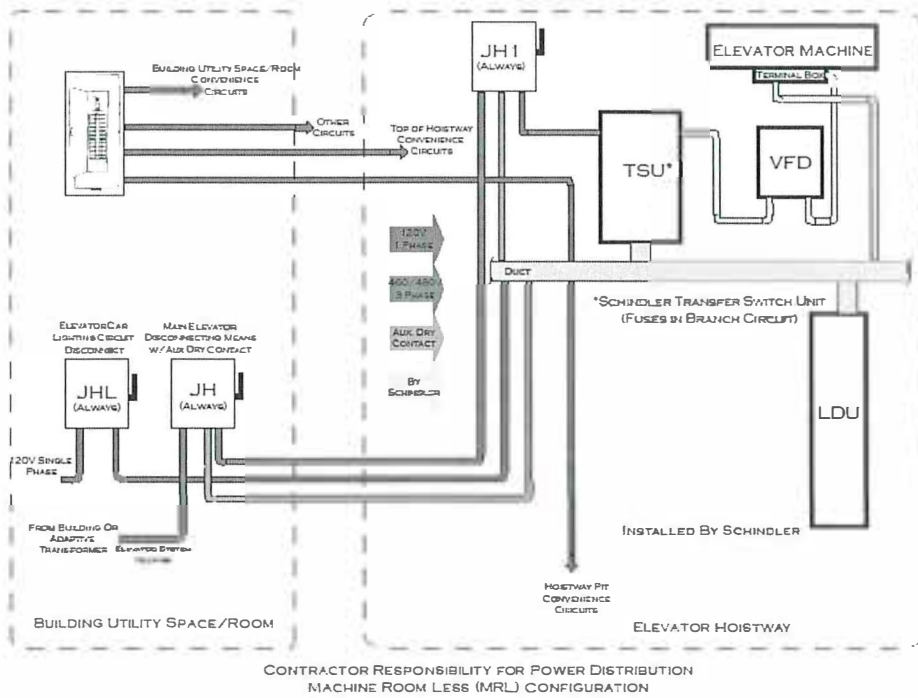


Figure 5.
See Layouts for exact location of equipment in Overhead and pit.



Cleveland Public Library

West Park Branch

June 14, 2021

GMP SUBMISSION

TAB 06 Fixed Rates



FIXED RATE SHEET

Contract Approved Labor Billing Rates Updated 8/1/2020

Position	Name	Billing Rate
Senior Project Executive	Ed Valentine	\$172.85
Project Manager	Marcellus Byrd	\$123.00
Project Engineer	Leo Torres	\$66.00
Superintendent	Varies	\$85.00
Preconstruction Executive	Ed Valentine	\$93.00
Chief Estimator	Jeff Long	\$128.00
Chief Estimator - MEPFP	Alice Dean	\$128.00
Purchasing Manager	Travis Okel	\$107.00
Safety Manager	Bill Crossley	\$92.00
Controller	Michael Bishop	\$113.00
Project Accountant	TBD	\$52.29

Site Services Labor at the following fixed rates* **:

Trade Classification	2020 Fixed Billing Rate (\$)*
Carpenter, Foreman	(4% Annual Adjustment For Inflation January 1, 2021, 2022, 2023 Allowed by Agreement) Regular Time \$, Premium Time \$, Double Time \$ 117.63/\$152.43/\$199.13

* Trade Rates include small tools with a market replacement value up to \$500, rates do not include consumables.

** Gilbane Building Company hereby discloses to the Owner the use of G.O. Services, a related-entity, for the performance of Trade Labor and Small Tools, Equipment, Consumables, Work Items – Dumpsters, Toilets, Trailers, Fencing, etc.) in connection with the Project.



Cleveland Public Library

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TAB 07 Allowances



ALLOWANCES

No.	Description		Value
Owner Allowances			
1	BP02A - Removal of bulbs and ballast		\$ 5,000
2	BP02A - Electrical make safe work		\$ 1,000
3	BP26A - Payment of power, utility service installation charges.		\$ 20,000
4	BP26A - Installation of additional Fire Alarm initiation and notification appliances.		\$ 10,000
5	Additional Floor Prep		\$ 5,000
		Total	\$41,000
Owner Allowance Included in Bid Packages			
1	BP01A - Millwork. Reference Note 2 on A101.		\$ 5,000
2	BP01A - Room signage not yet scheduled		\$ 5,000
3	BP01A - Additional misc. steel not identified.		\$ 5,000
4	BP01C - Surveying		\$ 5,000
5	BP10A - Signage (Graphics & Exterior Sign)		\$ 29,124
6	BP27A Miscellaneous Technology System Work		\$ 5,000
		Total	\$ 54,124



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TAB 08 Alternates



ALTERNATES

No.	Description	Add / Deduct	Value	Accepted / Pending / Rejected	Last Date of Acceptance	Date of Acceptance
1	BP31A: A1 - Add walks from Lorain and 157th, Lorain Ave bus stop and 157th St; and addition of concrete stairs and patio at 157th entrance.	Add	\$17,000	Rejected	06/30/21	06/14/21
2	BP31A: A2 - Mill and resurface parking lot.	Add	\$19,240	Rejected	06/30/21	06/14/21
3	BP01A: A3 - Interior Vestibule - Storefront, framing, doors and hardware, and power operator.	Add	\$20,000	Accepted as an allowance	06/30/21	06/14/21
	BP02A: A3 - Interior Vestibule - Storefront, framing, doors and hardware, and power operator.	Add	\$1,200	Incl in \$20k allowance	06/30/21	06/14/21
	BP01A: A4 - Add west facing window well into children's library	Add	\$12,075	Rejected	06/30/21	06/14/21
	BP02A: A4 - Add west facing window well into children's library	Add	\$2,500	Rejected	06/30/21	06/14/21
4	BP31A: A4 - Add west facing window well into children's library	Add	\$3,700	Rejected	06/30/21	06/14/21
5	BP01A: A5 - Add frosted window film per WF-01.	Add	\$1,897	Rejected	06/30/21	06/14/21
6	BP01A: A6 - Install Falkbuilt interior glazed partitions and doors at interior glazing areas in lieu of Dhive.	Add	\$25,979	Rejected	06/30/21	06/14/21
7	BP01A: A7 - Removal of after hours function for community room.	Deduct	TBD	Rejected	06/30/21	06/14/21
8	A8 - Furnish and install surge protection divides (SPDS) on the main distribution panel MDP.	Add	\$3,150	Rejected	06/30/21	06/14/21
9	BP01A: A9 - Add window W-2 and 2" white aluminum blinds between corridor and 115A.	Add	\$250	Rejected	06/30/21	06/14/21
10	BP01A: A10 - Provide Stas Cliprail picture hanging system.	Add	\$4,100	Rejected	06/30/21	06/14/21
11	A11 - Not used.			Rejected	06/30/21	06/14/21
12	BP01A: A12 - Additional changing stations at restrooms B02 and 107 for (4) total.	Add	\$3,704	Rejected	06/30/21	06/14/21
13	BP01A: A13 - Add direct applied acoustic panels to angled portions of existing reading room ceiling.	Add	\$14,892	Rejected	06/30/21	06/14/21
14	BP31A: A14 - Add textured concrete or printed text/works/poetry at face of stair treads and/or new pavement.	Add	\$2,500	Rejected	06/30/21	06/14/21
15	A15 - Add P3ALT direct/indirect pendant fixture at (24) indicated locations.	Add	\$9,000	Rejected	06/30/21	06/14/21
16	BP01A: A16 - Eliminate pendant light fixture P1 and decorative acoustic hangings AD-1 and associated blocking and supports, wiring and controls	Deduct	(\$7,100)	Accepted	06/30/21	06/14/21
17	BP26A: A16 - Eliminate pendant light fixture P1 and decorative acoustic hangings AD-1 and associated blocking and supports, wiring and controls	Deduct	(\$3,500)	Accepted	06/30/21	06/14/21
18	BP31A: A17 - Add landing and stone stairs in lawn at 157th street entrance.	Add	\$7,000	Accepted	06/30/21	06/14/21
19	In lieu of Legacy Electric, contract with Einheit Electric	Add	\$90,002	Rejected	06/30/21	06/14/21
20	Convert CM General Conditions and Staff on all Projects to Lump Sum (\$1,000 per job)	Deduct	(\$1,000)	Rejected	06/30/21	06/14/21
21	The Gilbane Building Company GMP Staffing is based on the Master Plan/GMP schedule. Gilbane offers a proposed deductive alternate to CM Services and revised adjusted schedule that may be implemented. Refer to Schedule Section TAB 10.	Deduct	(\$21,000)	Accepted	06/30/21	06/14/21
			Total Accepted	(\$4,600)		

Alternate values as presented do not include Gilbane Mark-ups



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TAB 09 Unit Cost



Cleveland Public Library
 West Park Branch
 June 14, 2021
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UNIT PRICES

No.	Description	Quantity	Unit	Unit Price	Last Date of Acceptance
1	Exterior WAP Rough-in (WAP device provided by Owner for Contractor Install)		EA	\$500	06/30/21
2	Rough-in Requirements for Technology Faceplate		EA	\$300	06/30/21



Cleveland Public Library

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June 14, 2021

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TAB 10 Project Schedule



PROJECT SCHEDULE - GMP DATES

Masterplan /GMP Schedule with a data date June 1, 2021

	Project released in May 2021 Board Demolition and Abatement Technology		
	GMP Approval Date for the balance of the Construction Start	6/17/2021	
		7/20/2021	(Gilbane Alternate)
	Substantial Completion Date	5/11/2022	(Gilbane Alternate)
	In accordance with the contract agreement Article 19.1.7, the Owner and Gilbane agree that time is of the essence in the completion of the work. Should the CM be liable for liquidated damages in accordance with the contract agreement they may be implemented after:	6/8/2022	

The Cleveland Public Library Phase 1 A projects Construction Management at Risk Services

6/8/2021

Request for proposal and Schematic Design Schedule	2020	2021	2022	CM Services (Staffing and Gen. Conditions)
	F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N D	
Library Branch				
West Park	Preconstruction 10 mo	Construction 11 mo		\$ 231,678
		Construction Start	1/27/2021	
		Construction Completion	1/12/2022	

Request for proposal and Schematic Design Schedule

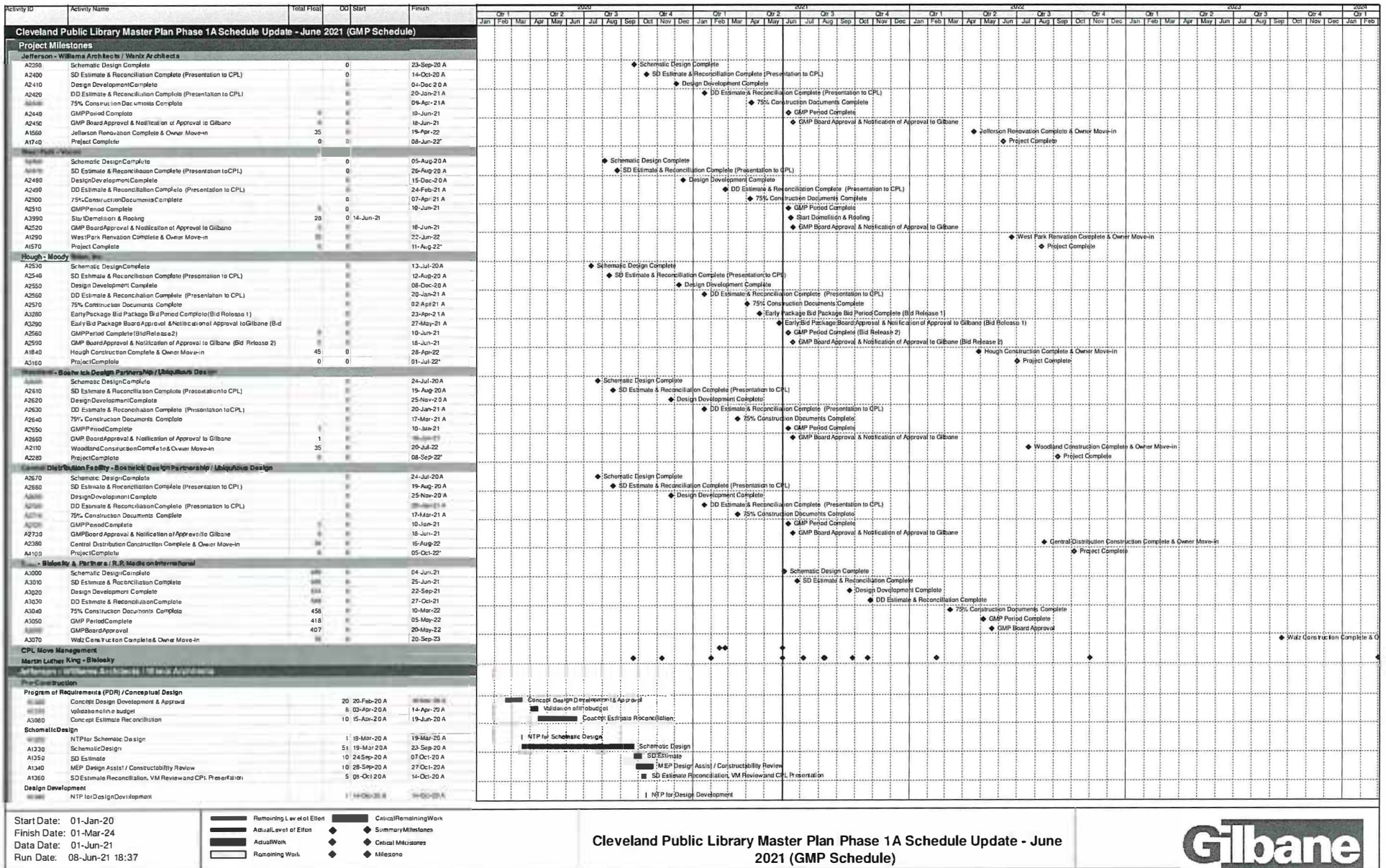
GMP Schedule June 2021	2020	2021	2022	CM Services (Staffing and Gen. Conditions)
	F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N D	
West Park	Preconstruction 14 mo	Construction 11 mo		\$ 251,925
		Construction Start	6/14/2021	
		Construction Completion	6/8/2022	

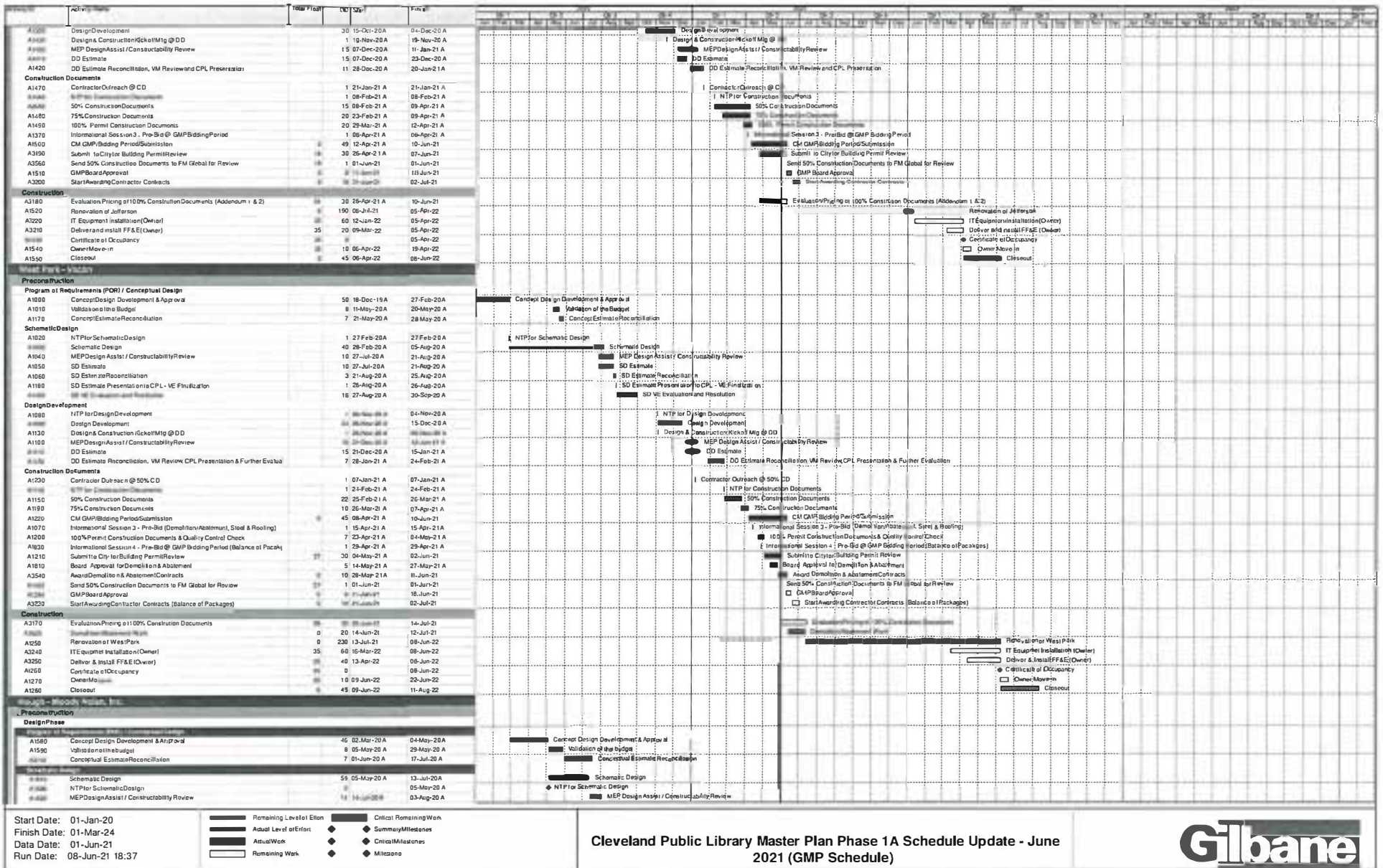
GMP Schedule June 2021

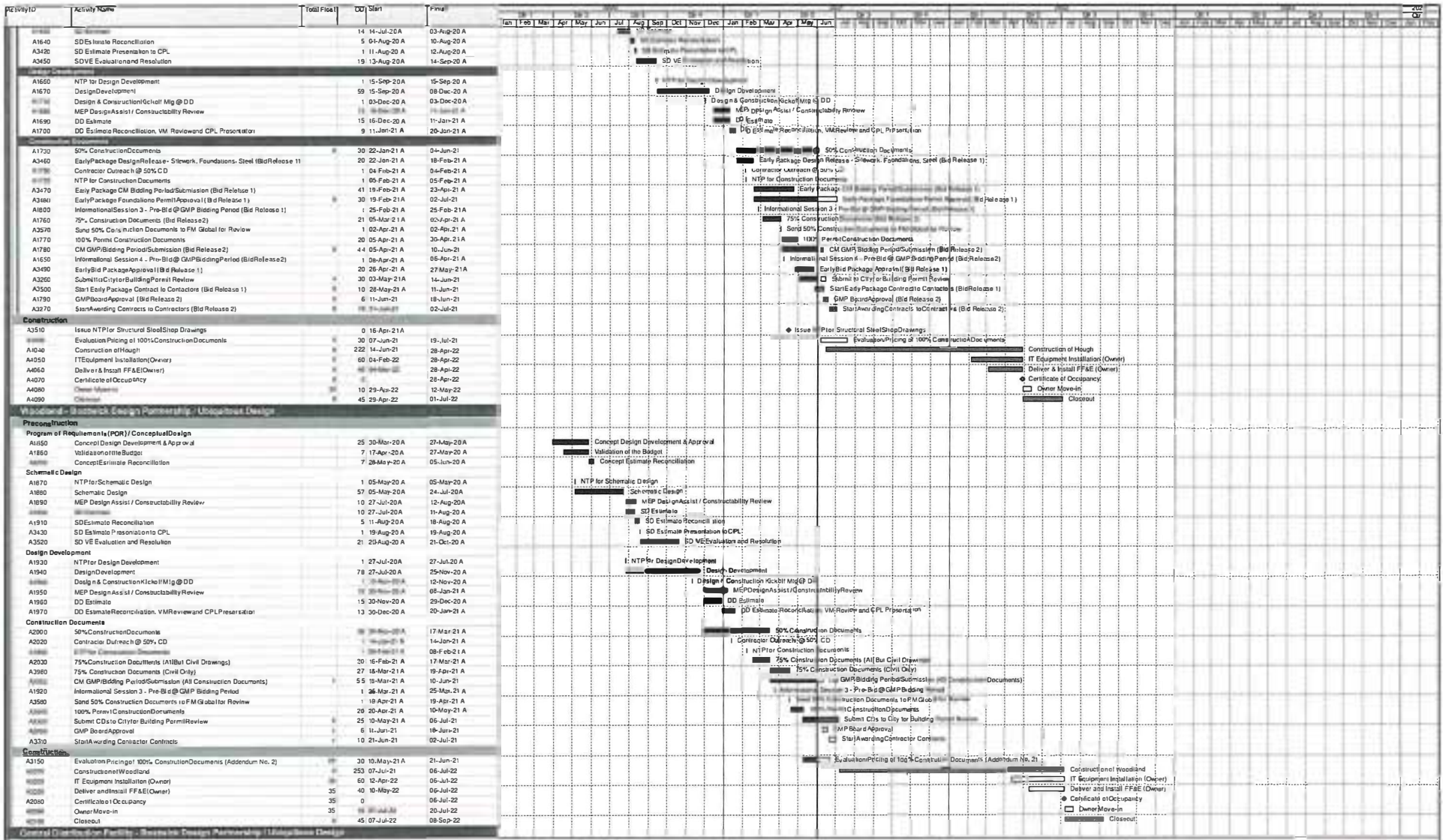
Gilbane Proposed Alternate based on the Bid Schedule	2020	2021	2022	CM Services (Staffing and Gen. Conditions)	Credit for Accel. Schedule	CPL Budget 2/25/21 (DD Final)
	F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O N D			
West Park	Preconstruction 16 mo	Construction 10 mo		\$ (21,000)	\$ 230,925	\$ 230,925
	Bid Package Schedule	x Staffing Start	7/20/2021			
		Construction Start	5/11/2022			
		Construction Completion				

Gilbane Proposed Alternate based on the Bid Schedule

903





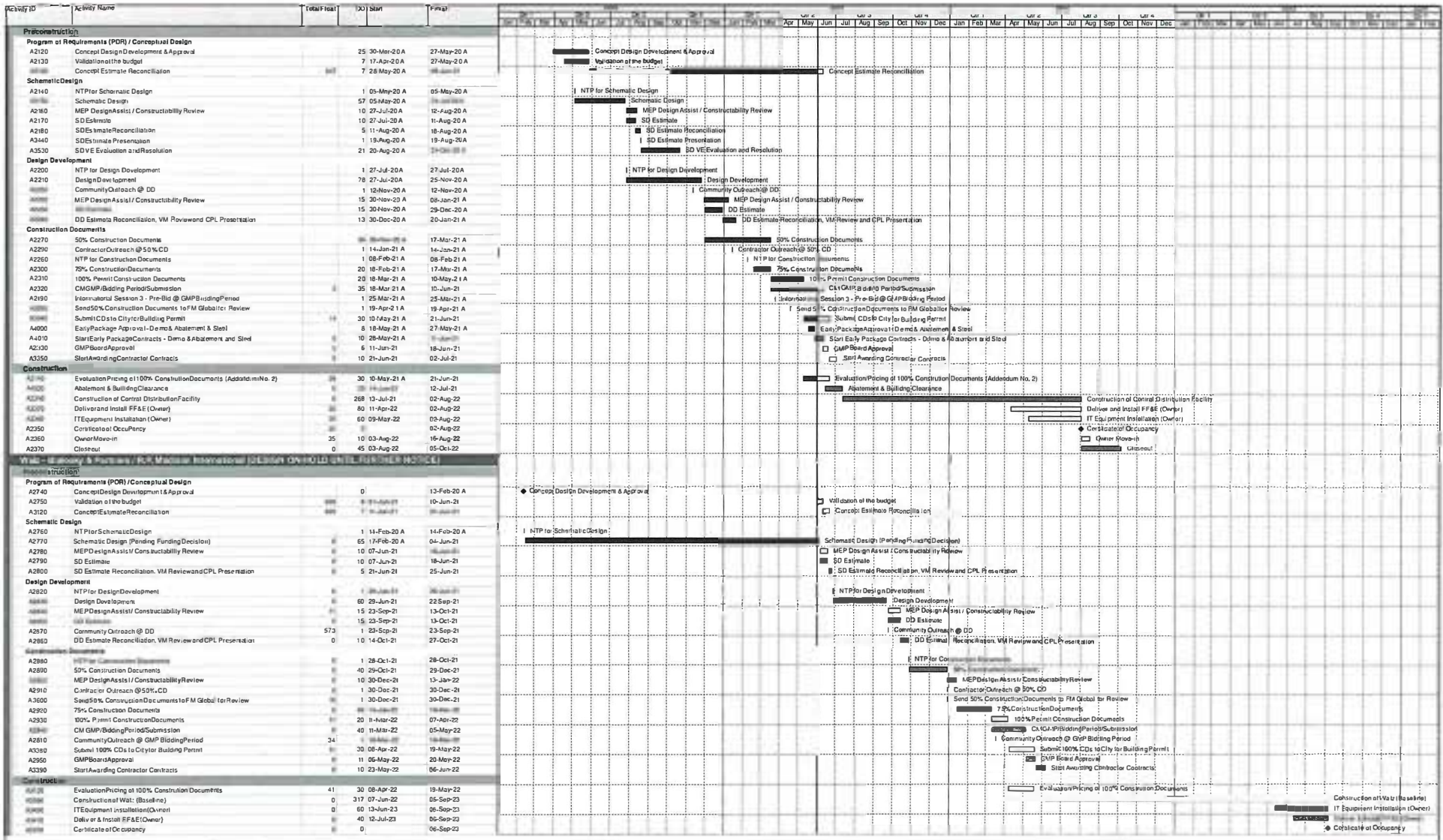


Start Date: 01-Jan-20
 Finish Date: 01-Mar-24
 Data Date: 01-Jun-21
 Run Date: 08-Jun-21 18:37

	Remaining Level of Effort		Critical Remaining Work
	Actual Level of Effort		Summary Milestones
	Actual Work		Control Milestones
	Remaining Work		Milestones

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)





Start Date: 01-Jan-20
 Finish Date: 01-Mar-24
 Data Date: 01-Jun-21
 Run Date: 08-Jun-21 18:37

Remaining Level of Effort
 Critical Remaining Work
 Actual Level of Effort
 Summary Milestones
 Actual Work
 Critical Milestones
 Remaining Work
 Milestone

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)



Activity ID	Activity Name	Total Float	OD	Start		2022												2023																									
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb															
A2980	Owner Move-in	0	10	07-Sep-23	23-Sep-23																																						
A2990	Closeout	35	45	07-Sep-23	08-Nov-23																																						



Start Date: 01-Jan-20
 Finish Date: 01-Mar-24
 Data Date: 01-Jun-21
 Run Date: 08-Jun-21 18:37

Remaining Level of Effort (light blue bar)

 Actual Level of Effort (dark blue bar)

 Actual Work (red bar)

 Remaining Work (white bar)

 Critical Remaining Work (yellow bar)

 Summary Milestones (black diamond)

 Critical Milestones (green diamond)

 Milestone (black diamond)

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)





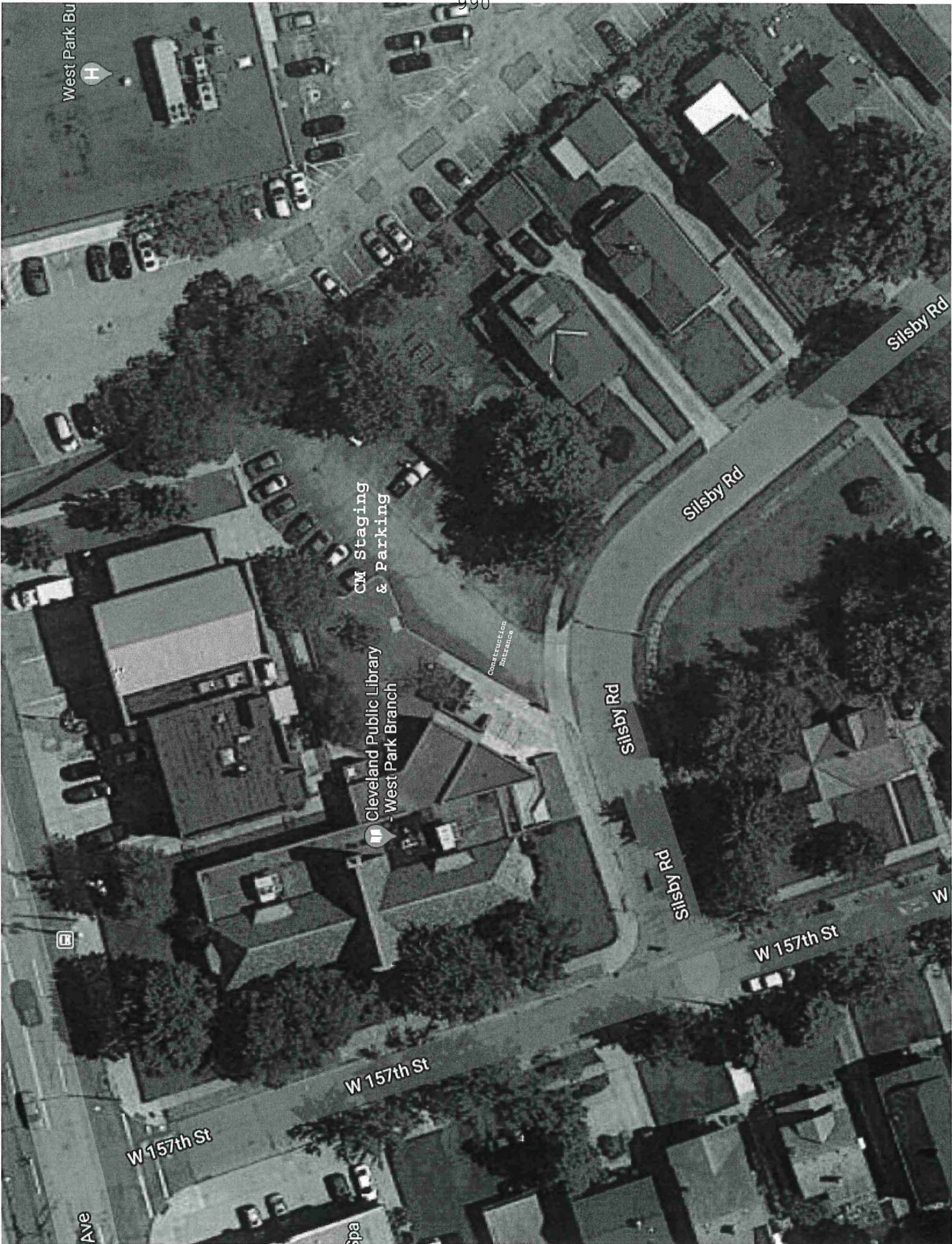
Cleveland Public Library

West Park Branch

June 14, 2021

GMP SUBMISSION

TAB 11 Site Logistics



West Park Bu



CM Staging & Parking

Cleveland Public Library - West Park Branch



Construction Entrance

Silsby Rd

Silsby Rd

Silsby Rd

Silsby Rd

W 157th St

W 157th St

W 157th St

Ave

pa



Cleveland Public Library

West Park Branch

June 14, 2021

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TAB 12 Site Specific Safety Plan (Cover Page Only)

Safety plan can be provided upon request



Cleveland Public Library
West Park Branch
June 14, 2021
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SITE SPECIFIC SAFETY PLAN



PROJECT SAFETY PLAN

J08839.000 - Cleveland Public Library

Cleveland, OH

02/16/2021

The safety rules and regulations contained herein are **NOT** all inclusive. All United States Department of Labor, Occupational Safety and Health Administration (OSHA) and other legal standards not specifically referenced in these rules, regulations, and policies shall apply when appropriate. In cases of conflict, the most stringent rule shall apply.



Cleveland Public Library

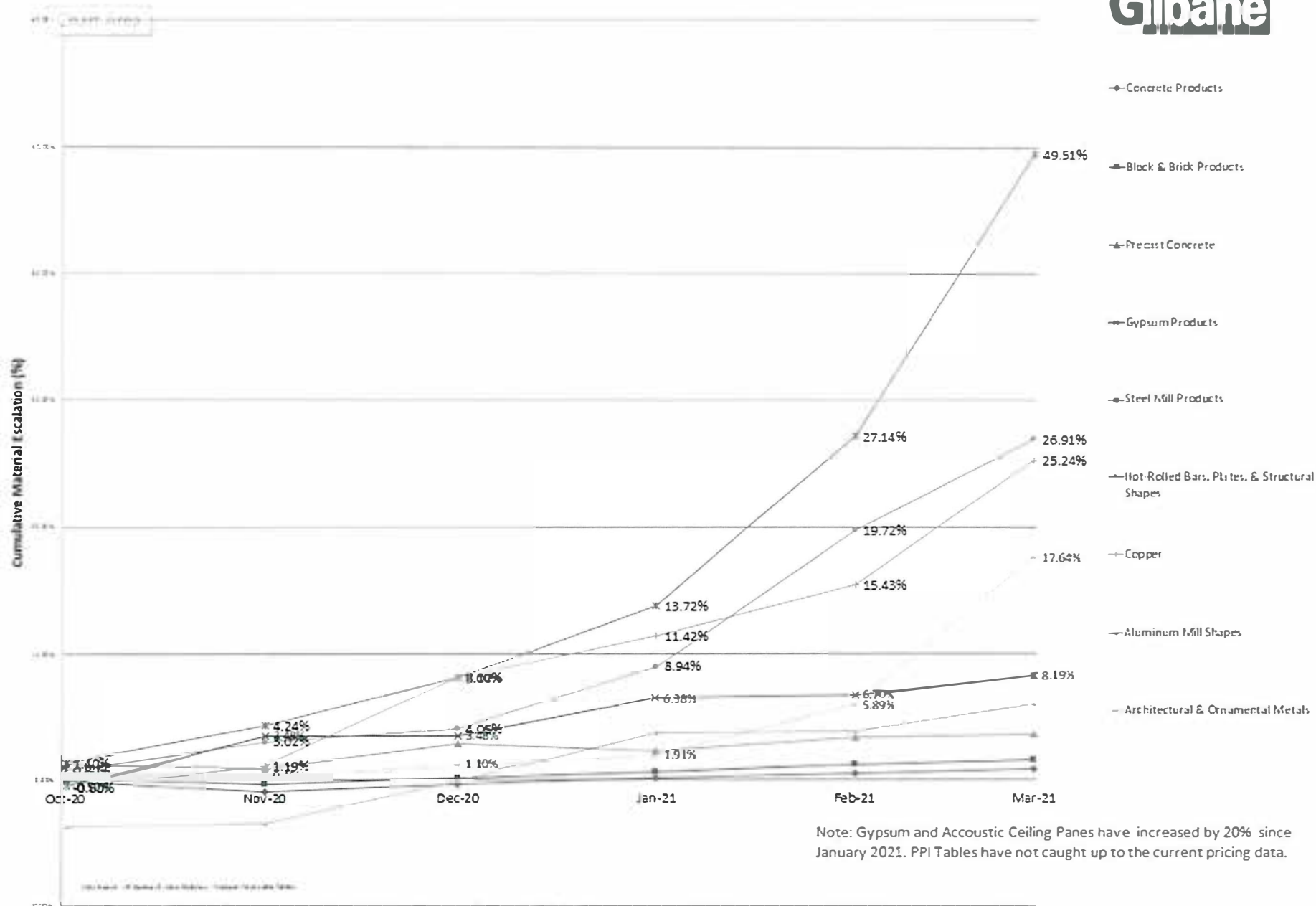
West Park Branch

June 14, 2021

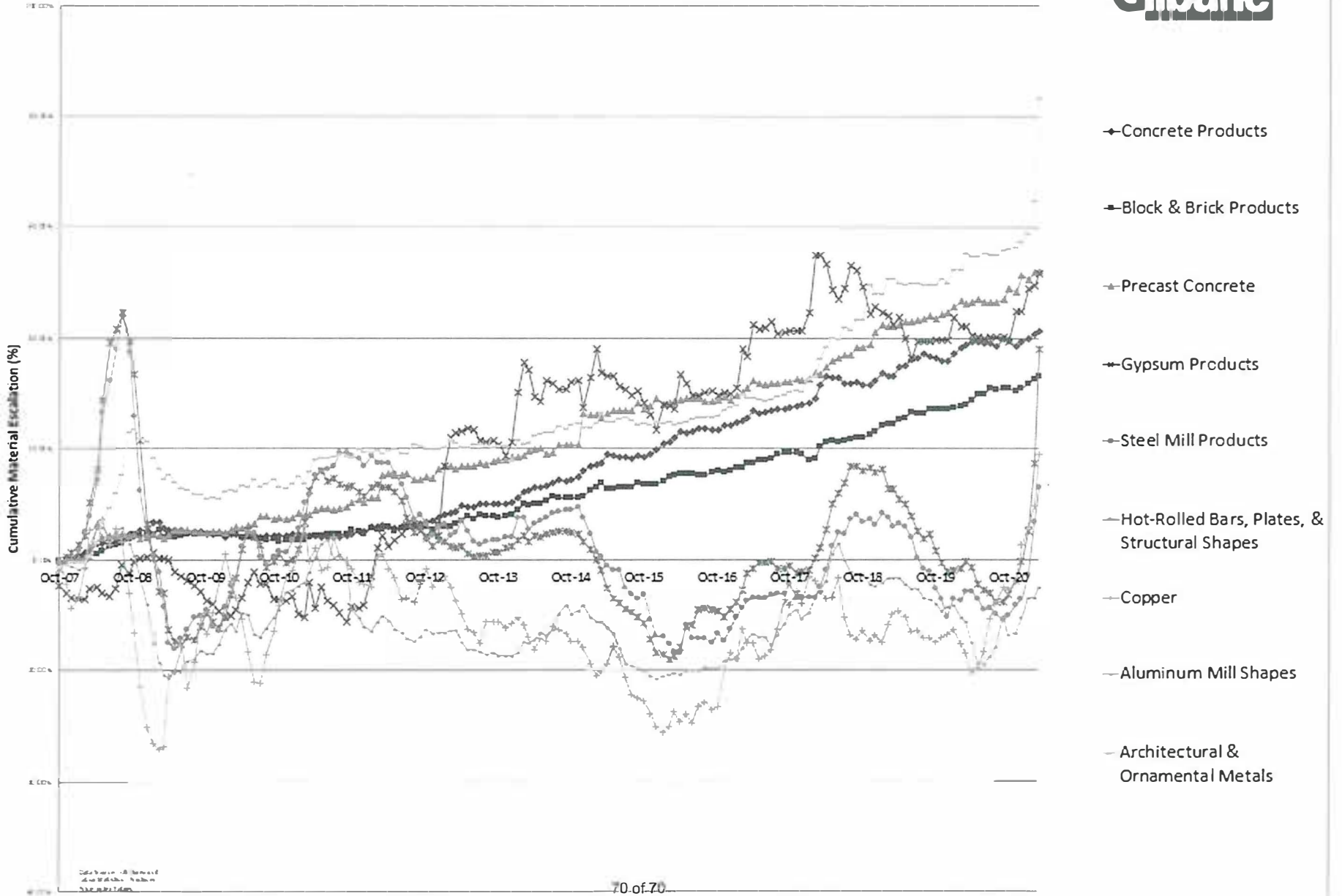
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TAB 13 Market Trends

Materials Market Data (Recent Six Months)



Materials Market Data (Monthly 2007 through March 2021)





Guaranteed Maximum Price Proposal

Central Distribution Facility

Cleveland Public Library
5806 Woodland Avenue

June 14, 2021

950 Main Ave, Suite 1410, Cleveland, Ohio 44113





6/14/2021

Felton Thomas, Jr
Cleveland Public Library
325 Superior Avenue
5806 Woodland Avenue

Re: Central Distribution Facility: Guaranteed Maximum Price

Dear Mr. Thomas,

In accordance with the Agreement, please find attached the Guaranteed Maximum Price Amendment for the Central Distribution Facility. Thank you for the opportunity to collaborate with the Cleveland Public Library, Bostwick Design Partnership and Ubiquitous Design in the development of the project. We look forward to building on this relationship as we construct your project. If you have any questions, please do not hesitate to contact us at any time.

Sincerely,

Ed Valentine
Project Executive
Gilbane Building Company

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TAB 03	Economic Inclusion Breakdown	TAB 10	Project Schedule
TAB 04	Basis Documents	TAB 11	Site Logistics
TAB 05	Clarifications and Assumptions	TAB 12	Site Specific Safety Plan
TAB 06	Fixed Rate Schedule	TAB 13	Cost variances when comparing the Design Development documents to the Construction Documents
TAB 07	Allowances		





Cleveland Public Library
Central Distribution Facility
June 14, 2021
GMP SUBMISSION

TAB 01 Exhibit A: GMP Amendment



CLEVELAND PUBLIC LIBRARY

**CONSTRUCTION PHASE
WORK AUTHORIZATION AGREEMENT**

effective as of the _____ day of _____ in the year of 202_.

IN SUPPLEMENT TO THE MASTER AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AT-RISK DATED _____ (“Master Agreement”).

BETWEEN the Owner:

Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

and the Construction Manager:

Gilbane Building Company
950 Main Avenue, Suite 1410
Cleveland, Ohio 44113

For the following Cleveland Public Library Branch Project (“Project”):

The Owner and the Construction Manager agree as follows:

ARTICLE 1 THE SCOPE OF THIS AGREEMENT

§ 1.1 This Work Authorization Agreement together with the Master Agreement Between Owner and Construction Manager at-Risk and related documents incorporated by reference in Article 5 herein, hereby together constitute a separate, enforceable Agreement between the Owner and Construction Manager for this Project.

ARTICLE 2 THE SCOPE OF CONSTRUCTION MANAGER’S SERVICES

§ 2.1 **PROJECT DESCRIPTION.** The Project is generally described as follows:

[INSERT PROJECT DESCRIPTION]

§ 2.2 The Construction Manager’s Work and Services consist of those described in the Master Agreement, the Work Authorization Agreement for Preconstruction Services as supplemented or amended pursuant to this Work Authorization Agreement incorporating by reference the terms and conditions of the Master Agreement, and the following Work and

Services identified in this Work Authorization Agreement as part of Construction Manager's Work and Services for the Project.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Construction Manager's Work and Services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Construction Manager shall attach to this Work Authorization Agreement, for the Owner's approval, Construction Manager's Construction Phase Schedule for the performance of the Construction Manager's Work and Services which may be adjusted by the Owner as the Project proceeds in accordance with the terms and conditions of the Master Agreement Between Owner and Construction Manager at-Risk. This schedule shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. The schedule shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause as set forth in the Master Agreement Between Owner and Construction Manager at-Risk, be exceeded by the Construction Manager. The following considerations and Milestone Dates shall be incorporated into the schedule for the performance of the Construction Manager's Work and Services pursuant to this Work Authorization Agreement for the Construction Phase of the Project:

Construction Phase Commencement Date: _____
Interim Milestone A: [insert description] _____
Interim Milestone B: [insert description] _____
Substantial Completion Date: _____
Final Completion Date: _____

§ 3.2 With respect to the obligations of both the Owner and the Construction Manager, time is of the essence of this Work Authorization Agreement.

§ 3.3 The Owner and Construction Manager agree that if and to the extent that the Completion of any portion of the Work is delayed beyond the relevant Milestone Dates (each, an "Interim Milestone") or the Substantial Completion of the Work as a whole is delayed beyond the Required Date of Substantial Completion due to the failure of the Construction Manager to perform its obligations under the Contract Documents, the Owner would suffer damages that would be difficult to determine. Consequently, the Owner and Construction Manager hereby agree that if Construction Manager fails to complete the Work on or before the relevant Milestone Dates, or the date of Substantial Completion, as liquidated damages, and not as a penalty, the Construction Manager shall be liable for liquidated damages in the following diem amounts:

§ 3.3.1 The sum of _____ Dollars (\$ _____) per day for each day that the portion of the Work required to be delivered pursuant to any Interim Milestone is delayed beyond the Required Date of the Interim Milestone;

§ 3.3.2 The sum of _____ Dollars (\$ _____) per day for each day up to and including _____ (____) days that the Work required to be delivered on or before Substantial Completion is delayed beyond the Required Date of Substantial Completion; and

§ 3.3.3 The sum of _____ Dollars (\$ _____) per day for each day after the _____ (____) day that the Work required to be delivered on or before Substantial Completion is delayed beyond the Required Date of Substantial Completion.

ARTICLE 4 GUARANTEED MAXIMUM PRICE

§ 4.1 The Construction Manager's Guaranteed Maximum Price is set forth in the Guaranteed Maximum Price Amendment dated _____, 202_ which is attached hereto and incorporated herein as Exhibit "A." The Guaranteed Maximum Price Amendment is summarized as follows:

§ 4.1.1 The Construction Manager's Preconstruction Stage Compensation: \$ _____

§ 4.1.2 The Construction Manager’s Contingency: \$ _____
 § 4.1.4 The Construction Manager’s Construction Phase General Conditions Costs: \$ _____
 § 4.1.4.1 The Construction Manager’s Construction Stage Personnel: \$ _____
 § 4.1.5 The Construction Manager’s Fee: \$ _____
 § 4.1.6 The Owner’s Allowance Amount for Work Orders: \$ _____
 § 4.1.7 The Cost of the Work \$ _____
 § 4.1.8 The Cost of the Bond \$ _____

§ 4.2 The Total Guaranteed Maximum Price: \$ _____

§ 4.3 Construction Manager’s mark-up for approved Change Orders pursuant to the terms of the Master Agreement.
 § 4.3.1 For Work self-performed by Construction Manager’s own forces a _____ percent (_____%) mark up for the Cost of the Work.
 § 4.3.2 For Work performed by Construction Manager’s Subcontractors at whatever tier a _____ percent (_____%) mark up for the Cost of the Work.

§ 4.4 Construction Manager’s adjustment to its Fee for approved Change Orders pursuant to the terms of the Master Agreement.
 § 4.4.1 _____ percent (_____%) of the Cost of the Work.

ARTICLE 5 ENUMERATION OF WORK AUTHORIZATION AGREEMENT DOCUMENTS

§ 5.1 The Work Authorization Agreement Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

§ 5.1.1 The Master Agreement Between Owner and Construction Manager at-Risk, dated _____, 2020.

§ 5.1.2 The Work Authorization Agreement for Preconstruction Services between Owner and Construction Manager at-Risk dated _____, 2020;

§ 5.1.3 This executed Work Authorization Agreement for the Construction Phase for the Project;

§ 5.1.4 The Guaranteed Maximum Price Amendment, attached hereto and incorporated herein as Exhibit “A.”

§ 5.1.4 The following Modifications to the Master Agreement Between Owner and Construction Manager at-Risk, issued prior to the execution of this Work Authorization Agreement:

Modification	Date
---------------------	-------------

§ 5.1.5 Other Documents, if any, forming part of the Work Authorization Agreement Documents are as follows:

This **Work Authorization Agreement** is entered into as of the day and year first written above.

OWNER:
CLEVELAND PUBLIC LIBRARY

CONSTRUCTION MANAGER:
Gilbane Building Company

(Signature)

 By: Director, Chief Executive Officer

(Signature)

 Title:



Cleveland Public Library
Central Distribution Facility
June 14, 2021
GMP SUBMISSION

TAB 02 GMP Cost Summary and Breakdown



GUARANTEED MAXIMUM PRICE (GMP) BREAKDOWN

BID PACKAGE NO. & DESCRIPTION	SUBCONTRACTOR	SBE/MBE/WBE		GMP VALUE
		% Participation	Certification	
01A General Conditions	The AKA Team	100	MBE & FBE	\$ 109,400
01A Temporary Partition & Safety				\$ 11,779
01B Final Cleaning - Allowance				\$ 20,892
01C Surveying - Allowance				\$ 7,834
02A Selective Demolition & Abatement	Petty Group	100	MBE & SBE	\$ 199,000
03A Building Concrete Foundations & Slabs	Platform Cement	44	MBE, FBE & SBE	\$ 171,600
04A Masonry	Lou Ritenour	2	MBE	\$ 104,000
05A Structural Steel & Misc. Steel	Aztec Steel	73	FBE	\$ 152,600
06A Finish Carpentry, Cabinetry, Shelving, Specialties	Next Generation	100	MBE & SBE	\$ 139,000
07A Roofing	Warren Roofing	44	MBE, FBE & SBE	\$ 196,500
08A Exterior Façade (Curtainwall & Storefront)	Allied Glass (Prism Glass)	100	FBE & SBE	\$ 94,900
08B Interior Glass/Glazing	Infinium Wall Systems	0		\$ 34,516
08C Exterior Façade (studs, insulation, wall panels)	Marous	44	MBE, FBE & SBE	\$ 145,284
09A Interiors (Int Studs, Drywall, Ceilings, Doors & H&H)	Marous	44	MBE, FBE & SBE	\$ 500,495
09B Painting	Popowski	100	FBE & SBE	\$ 79,800
09C Flooring & Ceramic Tile	Frank Novak	100	FBE & SBE	\$ 119,800
10A Signage - Allowance				\$ 28,321
14A Elevator (Bid Alternate) - Excluded				Excluded
21A Fire Protection	Diversified Piping & Mechanical	31.8	SBE	\$ 157,500
22A Plumbing	E.B. Katz	100	SBE	\$ 326,400
23A HVAC/Controls	E.B. Katz	100	SBE	\$ 886,700
26A Electrical	Legacy Electric	100	FBE & SBE	\$ 553,000
27A Tele/Data	Technology Install Partners			\$ 69,640
Subcontractor Bid Subtotal				\$ 4,108,961
Subcontractor Risk Program (SDI):		1.20%		\$ 49,308
Owner Allowances	(See TAB 07 for explanation)			\$ 188,000
Subcontractor Bid Subtotal with Allowances				\$ 4,346,269
General Conditions (CM Staffing and Reimbursables):				\$ 362,500
Coronavirus Impact Contingency:				\$ 35,000
Construction Contingency:		2.75%		\$ 119,522
Accepted Alternates (reference alternates tab 07):				\$ (49,342)
Subtotal				\$ 4,813,949
General Liability Insurance:		1.00%		\$ 50,032
Builder's Risk Insurance: (By CPL)		0.00%		\$ -
Payment and Performance Bonds:		0.63%		\$ 31,520
CM Fee:		2.00%		\$ 97,910
Additional Preconstruction Services (Increased Building Scope- refer to Qualifications section)				\$ 9,752
Total Guaranteed Maximum Price				\$ 5,003,163



Cleveland Public Library
Central Distribution Facility
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TAB 03 Economic Inclusion Breakdown



ECONOMIC INCLUSION BREAKDOWN

BID PACKAGE NO. & DESCRIPTION	SUBCONTRACTOR	MBE %	FBE %	SBE %	GMP VALUE	MBE/FBE/SBE	
						% Participation	Diversity Value
01A General Conditions	The AKA Team	100%	100%	100%	\$ 109,400	100%	\$ 109,400
02A Selective Demolition & Abatement	Petty Group	100%	9%	100%	\$ 199,000	100%	\$ 199,000
03A Building Concrete Foundations & Slabs	Platform Cement	20%	9%	15%	\$ 171,600	44%	\$ 75,504
04A Masonry	Lou Ritenour	2%	0%	0%	\$ 104,000	2%	\$ 2,080
05A Structural Steel & Misc. Steel	Aztec Steel	0%	73%	0%	\$ 152,600	73%	\$ 111,398
06A Finish Carpentry, Cabinetry, Shelving, Specialties & Equip	Next Generation	100%	0%	100%	\$ 139,000	100%	\$ 139,000
07A Roofing	Warren Roofing	20%	9%	15%	\$ 196,500	44%	\$ 86,460
08A Exterior Façade (Curtainwall & Storefront)	Allied Glass (Prism Glass)	0%	100%	100%	\$ 94,900	100%	\$ 94,900
08B Interior Glass/Glazing	Infinium Wall Systems	0%	0%	0%	\$ 34,516	0%	\$ -
08C Exterior Façade (studs, insulation, wall panels)	Marous	20%	9%	15%	\$ 145,284	44%	\$ 63,925
09A Interiors (Int Studs, Drywall, Ceilings, Doors & Hardware)	Marous	20%	9%	15%	\$ 500,495	44%	\$ 220,218
09B Painting	Popowski	0%	100%	100%	\$ 79,800	100%	\$ 79,800
09C Flooring & Ceramic Tile	Frank Novak	20%	60%	20%	\$ 119,800	100%	\$ 119,800
21A Fire Protection	Diversified Piping & Mechanical	0%	0%	32%	\$ 157,500	32%	\$ 50,085
22A Plumbing	E.B. Katz	0%	2%	100%	\$ 326,400	100%	\$ 326,400
23A HVAC/Controls	E.B. Katz	0%	0%	100%	\$ 886,700	100%	\$ 886,700
26A Electrical	Legacy Electric	20%	100%	100%	\$ 553,000	100%	\$ 553,000
27A Tele/Data	Technology Install Partners	0%	100%	0%	\$ 69,640	100%	\$ 69,640
Subcontractor Totals		23%	38%	51%	\$ 4,040,135	79%	\$ 3,187,310

CPL Economic Inclusion Enterprise Goals

20%

9%

15%

1007



Cleveland Public Library
Central Distribution Facility
June 14, 2021
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TAB 04 Basis Documents



BASIS DOCUMENTS - GMP is based on documents through Addendum No. 1

SPECIFICATIONS

		Revision Number	Issuance Date	Document Date
00 00 02	Table of Contents	2	3/17/2021	4/16/2021
00 31 24	PH 1 Environmental Report	0	4/16/2021	4/16/2021
00 31 26.23	Existing Asbestos Information	0	4/16/2021	4/16/2021
00 31 26.26	Existing Lead Information	0	4/16/2021	4/16/2021
00 31 32.1	Geotechnical Data	0	4/16/2021	4/16/2021
00 54 32	Digital Data Licensing Agreement	1	3/17/2021	4/16/2021
00 54 33	AIA Document C106-2013 "Digital Data Licensing Agreement"	1	3/17/2021	4/16/2021
00 72 00	General Conditions	1	3/17/2021	4/16/2021
00 72 01	AIA Document A201-2017 "General Conditions of the Contract for Construction"	1	3/17/2021	4/16/2021
01 10 00	Summary	1	3/17/2021	4/16/2021
01 21 00	Allowances	1	3/17/2021	4/16/2021
01 22 00	Unit Prices	1	3/17/2021	4/16/2021
01 23 00	Alternates	1	3/17/2021	4/16/2021
01 25 00	Substitution Procedures CSI Forms	1	3/17/2021	4/16/2021
01 25 01	CSI Form 13-1A - Substitution Request (After the Bidding)	0	4/16/2021	4/16/2021
01 26 00	Contract Modification Procedures CSI Forms	0	3/17/2021	3/17/2021
01 26 01	CSI Form 13-6D - Proposal Worksheet Summary	0	4/16/2021	4/16/2021
01 26 02	CSI Form 13-6C - Proposal Worksheet Detail	0	4/16/2021	4/16/2021
01 26 03	CSI Form 13-6A - Change Order Request (Proposal)	0	4/16/2021	4/16/2021
01 31 00	Project Management and Coordination (GBC) CSI Forms	0	3/17/2021	3/17/2021
01 31 01	CSI Form 01-5A - Subcontractors and Major Material Suppliers	0	4/16/2021	4/16/2021
01 31 02	CSI Form 13-2B Request for Information Log	0	4/16/2021	4/16/2021
01 32 00	Construction Progress Documentation (GBC)	0	3/17/2021	3/17/2021
01 33 00	Submittal Procedures	1	3/17/2021	4/16/2021
01 35 16	Alteration Project Procedures	1	3/17/2021	4/16/2021
01 40 00	Quality Requirements	1	3/17/2021	4/16/2021
01 42 00	References	1	3/17/2021	4/16/2021
01 42 13	Abbreviations	1	3/17/2021	4/16/2021
01 45 33	Code-Required Special Inspections and Procedures	1	3/17/2021	4/16/2021
01 45 33.1	Statement of Special Inspections	0	4/16/2021	4/16/2021
01 50 00	Temporary Facilities and Controls (GBC)	1	3/17/2021	4/16/2021
01 60 00	Product Requirements	1	3/17/2021	4/16/2021
01 64 00	Owner-Furnished Products	1	3/17/2021	4/16/2021
01 73 00	Execution	1	3/17/2021	4/16/2021
01 74 19	Construction Waste Management and Disposal	0	3/17/2021	3/17/2021
01 77 00	Closeout Procedures CSI Forms	1	3/17/2021	4/16/2021
01 77 01	CSI Form 14-1A Punch List	0	4/16/2021	4/16/2021
01 78 23	Operation and Maintenance Data	1	3/17/2021	4/16/2021
01 78 39	Project Record Documents	1	3/17/2021	4/16/2021
01 79 00	Demonstration and Training (GBC)	1	3/17/2021	4/16/2021
01 81 13.14	Sustainable Design Requirements - LEEDV4 BD+C (CGT)	1	3/17/2021	4/16/2021
01 81 13.14.1	Project Checklist - LEED for [Insert type] (CGT)	0	4/16/2021	4/16/2021
01 83 17	Air Barrier System	1	3/17/2021	4/16/2021
01 91 00	Commissioning of Building Systems (OE)	1	4/13/2021	4/16/2021
01 91 00.1	CPL Woodland Pre-Functional Test	1	4/13/2021	4/16/2021
01 91 10	Commissioning Scope (OFCC)	1	3/17/2021	4/16/2021
01 91 13	General Commissioning Requirements	1	3/17/2021	4/16/2021
02 41 19	Selective Demolition	1	3/17/2021	4/16/2021
03 05 10	Concrete Moisture Vapor Reduction Admixture	1	3/17/2021	4/16/2021
03 30 00	Cast-In-Place Concrete (BH)	1	3/17/2021	4/16/2021
03 54 16	Hydraulic Cement Underlayment	1	3/17/2021	4/16/2021
04 01 20.63	Brick Masonry Repair	1	3/17/2021	4/16/2021
04 01 20.64	Brick Masonry Repointing	1	3/17/2021	4/16/2021
04 20 00	Unit Masonry	1	3/17/2021	4/16/2021



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05 12 00	Structural Steel Framing (BH)	1	3/17/2021	4/16/2021
05 21 00	Steel Joist Framing (BH)	1	3/17/2021	4/16/2021
05 31 00	Steel Decking (BH)	1	3/17/2021	4/16/2021
05 40 00	Cold-Formed Metal Framing (BH)	1	3/17/2021	4/16/2021
05 50 00	Metal Fabrications	1	3/17/2021	4/16/2021
05 51 13	Metal Pan Stairs	1	3/17/2021	4/16/2021
05 51 19	Metal Grating Stairs	1	3/17/2021	4/16/2021
05 52 13	Pipe and Tube Railings	1	3/17/2021	4/16/2021
06 10 00	Rough Carpentry	1	3/17/2021	4/16/2021
06 16 00	Sheathing	0	4/16/2021	4/16/2021
06 20 23	Interior Finish Carpentry	1	3/17/2021	4/16/2021
06 40 23	Common Work Results for Interior Architectural Woodwork	1	3/17/2021	4/16/2021
06 41 16	Plastic-Laminate-Faced Architectural Cabinets	1	3/17/2021	4/16/2021
07 14 16	Cold Fluid-Applied Waterproofing	1	3/17/2021	4/16/2021
07 21 00	Thermal Insulation	1	3/17/2021	4/16/2021
07 21 19	Foamed-In-Place Insulation	1	3/17/2021	4/16/2021
07 24 23	Direct-Applied Finish System (DAFS)	1	3/17/2021	4/16/2021
07 25 00	Weather Barriers	0	4/16/2021	4/16/2021
07 26 16	Below-Grade Vapor Retarders	1	3/17/2021	4/16/2021
07 27 26	Fluid-Applied Membrane Air Barriers	0	4/16/2021	4/16/2021
07 42 13.23	Metal Composite Material Wall Panels	1	3/17/2021	4/16/2021
07 42 34	Solid Phenolic Wall Panels	1	3/17/2021	4/16/2021
07 42 93	Soffit Panels	1	3/17/2021	4/16/2021
07 44 00	Concrete Faced Panels	1	3/17/2021	4/16/2021
07 52 16	SBS Modified Bituminous Membrane Roofing	1	3/17/2021	4/16/2021
07 54 19	Polyvinyl-Chloride (PVC) Roofing	1	3/17/2021	4/16/2021
07 56 00	Fluid Applied Membrane Roofing	0	4/16/2021	4/16/2021
07 62 00	Sheet Metal Flashing and Trim	1	3/17/2021	4/16/2021
07 72 00	Roof Accessories	1	3/17/2021	4/16/2021
07 84 13	Penetration Firestopping	1	3/17/2021	4/16/2021
07 84 43	Joint Firestopping	1	3/17/2021	4/16/2021
07 92 00	Joint Sealants	1	3/17/2021	4/16/2021
08 11 13	Hollow Metal Doors and Frames	1	3/17/2021	4/16/2021
08 14 16	Flush Wood Doors	1	3/17/2021	4/16/2021
08 31 13	Access Doors and Frames	1	3/17/2021	4/16/2021
08 33 00	Side Coiling Self-Opening Grilles	1	3/17/2021	4/16/2021
08 33 23	Overhead Coiling Doors	1	3/17/2021	4/16/2021
08 33 26	Overhead Coiling Grilles	0	4/16/2021	4/16/2021
08 41 13	Aluminum-Framed Entrances and Storefronts	1	3/17/2021	4/16/2021
08 42 29.23	Sliding Automatic Entrances	1	3/17/2021	4/16/2021
08 44 13	Glazed Aluminum Curtain Walls	1	3/17/2021	4/16/2021
08 71 00	Door Hardware	1	3/17/2021	4/16/2021
08 71 01	Door Hardware Schedule	0	4/16/2021	4/16/2021
08 80 00	Glazing	1	3/17/2021	4/16/2021
08 88 13	Fire-Resistant Glazing	0	4/16/2021	4/16/2021
08 91 19	Fixed Louvers	0	4/16/2021	4/16/2021
09 05 61	Common Work Results for Flooring Preparation	1	3/17/2021	4/16/2021
09 21 16.23	Gypsum Board Shaft Wall Assemblies	1	3/17/2021	4/16/2021
09 22 16	Non-Structural Metal Framing	1	3/17/2021	4/16/2021
09 29 00	Gypsum Board	1	3/17/2021	4/16/2021
09 30 00	Common Work Results for Tiling	1	3/17/2021	4/16/2021
09 30 13	Ceramic Tiling	1	3/17/2021	4/16/2021
09 51 13	Acoustical Panel Ceilings	1	3/17/2021	4/16/2021
09 54 11	Decorative Metal Ceilings	1	3/17/2021	4/16/2021
09 54 16	Integrated Ceiling Assemblies	0	4/16/2021	4/16/2021
09 61 17	Concrete Flooring Finish and Sealers	1	3/17/2021	4/16/2021
09 65 13	Resilient Base and Accessories	1	3/17/2021	4/16/2021



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09 65 19	Resilient Tile Flooring	1	3/17/2021	4/16/2021
09 65 43	Linoleum Flooring	0	4/16/2021	4/16/2021
09 68 13	Tile Carpeting	1	3/17/2021	4/16/2021
09 84 53	Sound Barrier Mullion Trim Cap	0	4/16/2021	4/16/2021
09 91 13	Exterior Painting	1	3/17/2021	4/16/2021
09 91 23	Interior Painting	1	3/17/2021	4/16/2021
10 11 00	Visual Display Units	1	3/17/2021	4/16/2021
10 14 23.16	Room Identification Panel Signage	0	4/16/2021	4/16/2021
10 26 00	Wall and Door Protection	0	4/16/2021	4/16/2021
10 28 00	Toilet, Bath, and Laundry Accessories	1	3/17/2021	4/16/2021
10 44 13	Fire Protection Cabinets	1	3/17/2021	4/16/2021
10 44 16	Fire Extinguishers	1	3/17/2021	4/16/2021
10 51 13	Metal Lockers	1	3/17/2021	4/16/2021
11 11 36	Vehicle Charging Equipment (ALG)	1	3/17/2021	4/16/2021
11 13 19	Stationary Loading Dock Equipment	2	3/17/2021	5/4/2021
11 30 13	Residential Appliances	1	3/17/2021	4/16/2021
11 51 00	Library Equipment	1	3/17/2021	4/16/2021
12 24 13	Roller Window Shades	1	3/17/2021	4/16/2021
12 36 61.16	Solid Surfacing Countertops	1	3/17/2021	4/16/2021
12 48 13	Entrance Floor Mats and Frames	1	3/17/2021	4/16/2021
14 21 23.16	Machine-Room-Less Electric Traction Passenger Elevators	1	3/17/2021	4/16/2021
20 00 01	Cover Vol. 2 of 2	0	4/16/2021	4/16/2021
20 00 02	Table of Contents	1	3/17/2021	4/16/2021
21 05 00	Common Work Results for Fire Suppression (ALG)	1	3/17/2021	4/16/2021
21 05 23	General-Duty Valves for Water-Based Fire-Suppression Piping (ALG)	1	3/17/2021	4/16/2021
21 05 53	Identification for Fire-Suppression Piping and Equipment (ALG)	1	3/17/2021	4/16/2021
21 11 00	Facility Fire-Suppression Water-Service Piping (ALG)	1	3/17/2021	4/16/2021
21 12 00	Fire-Suppression Standpipes (ALG)	1	3/17/2021	4/16/2021
21 13 00	Fire-Suppression Sprinkler Systems (ALG)	1	3/17/2021	4/16/2021
22 05 13	Common Motor Requirements for Plumbing Equipment (ALG)	1	3/17/2021	4/16/2021
22 05 16	Expansion Fittings and Loops for Plumbing Piping (ALG)	1	3/17/2021	4/16/2021
22 05 17	Sleeves and Sleeve Seals for Plumbing Piping (ALG)	1	3/17/2021	4/16/2021
22 05 19	Meters and Gages for Plumbing Piping (ALG)	1	3/17/2021	4/16/2021
22 05 23	General-Duty Valves for Plumbing Piping (ALG)	1	3/17/2021	4/16/2021
22 05 29	Hangers and Supports for Plumbing Piping and Equipment (ALG)	1	3/17/2021	4/16/2021
22 05 48	Vibration and Seismic Controls for Plumbing Piping and Equipment (ALG)	1	3/17/2021	4/16/2021
22 05 53	Identification for Plumbing Piping and Equipment (ALG)	1	3/17/2021	4/16/2021
22 07 16	Plumbing Equipment Insulation (ALG)	1	3/17/2021	4/16/2021
22 07 19	Plumbing Piping Insulation (ALG)	1	3/17/2021	4/16/2021
22 08 00	Plumbing Systems Commissioning (OE)	1	4/13/2021	4/16/2021
22 10 05	Plumbing Piping (ALG)	1	3/17/2021	4/16/2021
22 10 06	Plumbing Piping Specialties (ALG)	1	3/17/2021	4/16/2021
22 30 00	Plumbing Equipment (ALG)	1	3/17/2021	4/16/2021
22 40 00	Plumbing Fixtures (ALG)	1	3/17/2021	4/16/2021
23 05 13	Common Motor Requirements for HVAC Equipment (ALG)	1	3/17/2021	4/16/2021
23 05 16	Expansion Fittings and Loops for HVAC Piping (ALG)	1	3/17/2021	4/16/2021
23 05 17	Sleeves and Sleeve Seals for HVAC Piping (ALG)	1	3/17/2021	4/16/2021
23 05 19	Meters and Gauges for HVAC Piping (ALG)	1	3/17/2021	4/16/2021
23 05 23	General-Duty Valves for HVAC Piping (ALG)	1	3/17/2021	4/16/2021
23 05 29	Hangers and Supports for HVAC Piping and Equipment (ALG)	1	3/17/2021	4/16/2021
23 05 48	Vibration and Seismic Controls for HVAC (ALG)	1	3/17/2021	4/16/2021
23 05 53	Identification for HVAC Piping and Equipment (ALG)	1	3/17/2021	4/16/2021
23 05 93	Testing, Adjusting, and Balancing for HVAC (ALG)	1	3/17/2021	4/16/2021
23 07 13	Duct Insulation (ALG)	1	4/13/2021	4/16/2021
23 07 16	HVAC Equipment Insulation (ALG)	1	4/13/2021	4/16/2021
23 07 19	HVAC Piping Insulation (ALG)	1	4/13/2021	4/16/2021
23 08 00	Mechanical Systems Commissioning (OE)	1	4/13/2021	4/16/2021



BASIS DOCUMENTS - GMP is based on documents through Addendum No. 1

23 09 00	Building Automation System (ALG)	1	4/13/2021	4/16/2021
23 11 23	Facility Natural Gas Piping (ALG)	1	4/13/2021	4/16/2021
23 21 13	Hydronic Piping (ALG)	1	4/13/2021	4/16/2021
23 21 14	Hydronic Specialties (ALG)	1	4/13/2021	4/16/2021
23 21 23	Hydronic Pumps (ALG)	1	4/13/2021	4/16/2021
23 23 00	Refrigerant Piping (ALG)	1	4/13/2021	4/16/2021
23 25 00	HVAC Water Treatment (ALG)	1	4/13/2021	4/16/2021
23 31 00	HVAC Ducts and Casings (ALG)	1	4/13/2021	4/16/2021
23 33 00	Air Duct Accessories (ALG)	1	4/13/2021	4/16/2021
23 34 16	Centrifugal HVAC Fans (ALG)	1	4/13/2021	4/16/2021
23 36 00	Air Terminal Units (ALG)	1	4/13/2021	4/16/2021
23 37 00	Air Outlets and Inlets (ALG)	1	4/13/2021	4/16/2021
23 52 16	Condensing Boilers (ALG)	1	4/13/2021	4/16/2021
23 73 13	Modular Central Station Air Handling Units AHU-1 (ALG)	1	4/13/2021	4/16/2021
23 74 13	Packaged Outdoor Central Station Air Handling Units RTU-2 (ALG)	1	4/13/2021	4/16/2021
26 05 05	Selective Demolition for Electrical (ALG)	1	3/17/2021	4/16/2021
26 05 19	Low-Voltage Electrical Power Conductors and Cables (ALG)	1	3/17/2021	4/16/2021
26 05 26	Grounding and Bonding for Electrical Systems (ALG)	1	3/17/2021	4/16/2021
26 05 29	Hangers and Supports for Electrical Systems (ALG)	1	3/17/2021	4/16/2021
26 05 33.13	Conduit for Electrical Systems (ALG)	1	3/17/2021	4/16/2021
26 05 33.16	Boxes for Electrical Systems (ALG)	1	3/17/2021	4/16/2021
26 05 39	Underfloor Raceways for Electrical Systems (ALG)	1	3/17/2021	4/16/2021
26 05 53	Identification for Electrical Systems (ALG)	1	3/17/2021	4/16/2021
26 05 83	Wiring Connections (ALG)	1	3/17/2021	4/16/2021
26 08 00	Electrical Systems Commissioning (OE)	1	4/13/2021	4/16/2021
26 09 16	Electric Controls and Relays (ALG)	1	3/17/2021	4/16/2021
26 09 18	Remote Control Switching Devices (ALG)	1	3/17/2021	4/16/2021
26 09 23	Lighting Control Devices (ALG)	1	3/17/2021	4/16/2021
26 21 00	Low-Voltage Electrical Service Entrance (ALG)	1	3/17/2021	4/16/2021
26 22 00	Low-Voltage Transformers (ALG)	1	3/17/2021	4/16/2021
26 23 00	Low-Voltage Switchgear (ALG)	1	3/17/2021	4/16/2021
26 24 13	Switchboards (ALG)	1	3/17/2021	4/16/2021
26 24 16	Panelboards (ALG)	1	3/17/2021	4/16/2021
26 27 13	Electricity Metering (ALG)	1	3/17/2021	4/16/2021
26 27 26	Wiring Devices (ALG)	1	3/17/2021	4/16/2021
26 28 13	Fuses (ALG)	1	3/17/2021	4/16/2021
26 28 16.16	Enclosed Switches (ALG)	1	3/17/2021	4/16/2021
26 29 13	Enclosed Controllers (ALG)	1	3/17/2021	4/16/2021
26 29 23	Variable-Frequency Motor Controllers (ALG)	1	3/17/2021	4/16/2021
26 36 00	Transfer Switches (ALG)	1	3/17/2021	4/16/2021
26 41 13	Lightning Protection for Structures (ALG)	1	3/17/2021	4/16/2021
26 51 00	Interior Lighting (ALG)	1	3/17/2021	4/16/2021
26 56 00	Exterior Lighting (ALG)	0	4/16/2021	4/16/2021
27 05 00	Common Work Results for Communications (ALG)	1	3/17/2021	4/16/2021
27 10 00	Structured Cabling (ALG)	1	3/17/2021	4/16/2021
27 70 00	Wireless Services (ALG)	1	3/17/2021	4/16/2021
28 10 00	Access Control (ALG)	1	3/17/2021	4/16/2021
28 15 00	Integrated Access Control Hardware Devices	0	4/16/2021	4/16/2021
28 20 00	Video Surveillance (ALG)	1	3/17/2021	4/16/2021
28 31 11	Building Intrusion Detection (ALG)	1	3/17/2021	4/16/2021
28 46 00	Fire Detection and Alarm (ALG)	1	3/17/2021	4/16/2021
31 20 00	Earth Moving	0	4/16/2021	4/16/2021
31 20 10	Survey Layout	0	4/16/2021	4/16/2021
31 20 20	Erosion and Sedimentation Control	0	4/16/2021	4/16/2021
31 20 30	Site Clearing	0	4/16/2021	4/16/2021
31 20 40	Unforeseen Conditions	0	4/16/2021	4/16/2021
31 20 50	Soil Export	0	4/16/2021	4/16/2021



BASIS DOCUMENTS - GMP is based on documents through Addendum No. 1

31 20 60	Soil Import	0	4/16/2021	4/16/2021
31 20 70	Unsuitable Soil	0	4/16/2021	4/16/2021
31 23 19	Site Dewatering	0	4/16/2021	4/16/2021
31 66 00	Special Foundations	0	5/4/2021	5/4/2021
32 12 16	Asphalt Paving	0	4/16/2021	4/16/2021
32 13 13	Concrete Paving, Curb, and Walk	0	4/16/2021	4/16/2021
32 13 73	Concrete Paving Joint Seal	0	4/16/2021	4/16/2021
32 17 13	Parking Bumpers	0	4/16/2021	4/16/2021
32 17 23	Pavement Markings and Signage	0	4/16/2021	4/16/2021
32 31 13.53	High-Security Chain Link Fences and Gates	1	3/17/2021	4/16/2021
32 92 00	Turf and Grasses	0	4/16/2021	4/16/2021
32 93 00	Planting	0	4/16/2021	4/16/2021
33 05 00-A	Site Natural Gas Service	0	4/16/2021	4/16/2021
33 05 00-B	Site Communication Service	0	4/16/2021	4/16/2021
33 05 00-C	Stormwater Conveyance and Underdrain	0	4/16/2021	4/16/2021
33 05 00-D	Site Water Distribution Piping	0	4/16/2021	4/16/2021
33 05 00-E	Site Sanitary Sewers	0	4/16/2021	4/16/2021
33 05 00-F	Site Electrical Service	0	4/16/2021	4/16/2021
33 46 00	Subdrainage	1	3/17/2021	4/16/2021

DRAWINGS

		Revision Number	Issuance Date	Document Date
CS-101	COVER SHEET - VOLUME 1	1	3/17/2021	4/16/2021
ID-101	INDEX OF DRAWINGS	1	3/17/2021	4/16/2021
G-110	REFERENCE PLAN	1	3/17/2021	4/16/2021
G-150	REFERENCE VIEWS	1	3/17/2021	4/16/2021
G-300	CODE DATA BASEMENT PLAN - CDF	1	3/17/2021	4/16/2021
G-301	CODE DATA FIRST FLOOR PLAN - CDF	1	3/17/2021	4/16/2021
AS-101	ARCHITECTURAL SITE PLAN	1	3/17/2021	4/16/2021
AD-100	BASEMENT DEMOLITION PLAN - CDF	1	3/17/2021	4/16/2021
AD-101A	FIRST FLOOR DEMOLITION PLAN - CDF	1	3/17/2021	4/16/2021
AD-101B	FIRST FLOOR DEMOLITION PLAN - CDF	1	3/17/2021	4/16/2021
AD-102	DEMOLITION ROOF PLAN - CDF	1	3/17/2021	4/16/2021
AD-201	FIRST FLOOR DEMOLITION RCP - CDF	1	3/17/2021	4/16/2021
A0-001	GENERAL NOTES & LEGEND	1	3/17/2021	4/16/2021
A0-002	TYPICAL DETAILS	1	3/17/2021	4/16/2021
A0-003	PARTITION TYPES	1	3/17/2021	4/16/2021
A0-010	OPENING SCHEDULE	1	3/17/2021	4/16/2021
A0-011	DOOR & FRAME TYPES & DETAILS	1	3/17/2021	4/16/2021
A0-021	MATERIAL FINISH & PRODUCT LEGEND	1	3/17/2021	4/16/2021
A0-040	EQUIPMENT SCHEDULE	1	3/17/2021	4/16/2021
A1-100	BASEMENT FLOOR PLAN - CDF	1	3/17/2021	4/16/2021
A1-101	FIRST FLOOR PLAN - CDF	1	3/17/2021	4/16/2021
A1-102	ROOF PLAN - CDF	1	3/17/2021	4/16/2021
A1-200	BASEMENT REFLECTED CEILING PLAN - CDF	1	3/17/2021	4/16/2021
A1-201	FIRST FLOOR REFLECTED CEILING PLAN - CDF	1	3/17/2021	4/16/2021
A1-301	EXTERIOR ELEVATIONS - CDF	1	3/17/2021	4/16/2021
A1-302	EXTERIOR ELEVATIONS - CDF	1	3/17/2021	4/16/2021
A1-401	BUILDING SECTIONS - CDF	1	3/17/2021	4/16/2021
A1-501	ENLARGED PARTIAL PLANS - CDF	1	3/17/2021	4/16/2021
A1-502	PARTIAL PLANS - CDF DRIVES	2	3/17/2021	5/4/2021
A1-510	STAIR PLANS & SECTIONS - CDF	2	3/17/2021	5/4/2021
A1-511	STAIR DETAILS - CDF	1	3/17/2021	4/16/2021
A1-601	WALL SECTIONS - CDF	1	3/17/2021	4/16/2021
A1-701	INTERIOR ELEVATIONS - CDF	1	3/17/2021	4/16/2021



BASIS DOCUMENTS - GMP is based on documents through Addendum No. 1

A1-702	INTERIOR ELEVATIONS - CDF	1	3/17/2021	4/16/2021
A1-703	INTERIOR ELEVATIONS - CDF	1	3/17/2021	4/16/2021
A1-704	INTERIOR ELEVATIONS - CDF	1	3/17/2021	4/16/2021
A1-705	INTERIOR ELEVATIONS - CDF	0	4/16/2021	4/16/2021
A1-801	SECTION DETAILS - EXTERIOR	1	3/17/2021	4/16/2021
A1-802	SECTION DETAILS - EXTERIOR	1	3/17/2021	4/16/2021
A1-803	SECTION DETAILS - EXTERIOR	2	3/17/2021	5/4/2021
A1-805	PLAN DETAILS - EXTERIOR	1	3/17/2021	4/16/2021
A1-811	SECTION DETAILS - INTERIOR	0	4/16/2021	4/16/2021
A1-812	PLAN DETAILS - INTERIOR	0	4/16/2021	4/16/2021
A1-821	DETAILS - MILLWORK & CEILINGS	1	3/17/2021	4/16/2021
A1-900	BASEMENT FLOOR FINISH PLAN - CDF	1	3/17/2021	4/16/2021
A1-901	FIRST FLOOR FINISH PLAN - CDF	1	3/17/2021	4/16/2021
A1-911	FIRST FLOOR EQUIPMENT PLAN - CDF	1	3/17/2021	4/16/2021
A1-921	FIRST FLOOR FURNITURE PLAN - CDF	1	3/17/2021	4/16/2021
S0-001	GENERAL NOTES	1	3/17/2021	4/16/2021
S0-002	SPECIAL INSPECTIONS	1	3/17/2021	4/16/2021
S1-100	FOUNDATION PLAN - CDF	1	3/17/2021	4/16/2021
S1-101	FIRST FLOOR FRAMING PLAN - CDF	1	3/17/2021	4/16/2021
S1-101A	PARTIAL FIRST FLOOR FRAMING PLAN - CDF	2	3/17/2021	5/4/2021
S1-102	ROOF FRAMING PLAN - CDF	1	3/17/2021	4/16/2021
S3-101	SECTIONS	1	3/17/2021	4/16/2021
S3-102	SECTIONS	1	3/17/2021	4/16/2021
S3-103	SECTIONS	1	3/17/2021	4/16/2021
S4-101	FOUNDATION TYPICAL DETAILS	1	3/17/2021	4/16/2021
S4-102	FRAMING TYPICAL DETAILS	1	3/17/2021	4/16/2021
GE-001	GENERAL ENGINEERING COVER SHEET	1	3/17/2021	4/16/2021
FP1-101A	FIRE PROTECTION PLAN - CDF NORTH	1	3/17/2021	4/16/2021
FP1-101B	FIRE PROTECTION PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
FP1-501	FIRE PROTECTION DETAILS	1	3/17/2021	4/16/2021
PD1-101A	PLUMBING DEMOLITION PLAN - CDF NORTH	1	3/17/2021	4/16/2021
PD1-101B	PLUMBING DEMOLITION PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
PD1-102	PLUMBING DEMOLITION ROOF PLAN - CDF	0	4/16/2021	4/16/2021
P1-101A	PLUMBING PLAN - CDF NORTH	1	3/17/2021	4/16/2021
P1-101B	PLUMBING PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
P1-102B	PLUMBING ROOF PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
P1-401	PLUMBING ENLARGED PLANS - CDF	1	3/17/2021	4/16/2021
P1-601	PLUMBING SCHEDULES - CDF	2	3/17/2021	4/16/2021
P4-501	PLUMBING DETAILS	1	3/17/2021	4/16/2021
P4-502	PLUMBING DETAILS	1	3/17/2021	4/16/2021
MD1-101A	HVAC DEMOLITION PLAN - CDF NORTH	0	3/17/2021	3/17/2021
MD1-101B	HVAC DEMOLITION PLAN - CDF SOUTH	0	3/17/2021	3/17/2021
MD1-102	HVAC DEMOLITION ROOF PLAN - CDF	0	4/16/2021	4/16/2021
M1-101A	HVAC PLAN - CDF NORTH	1	3/17/2021	4/16/2021
M1-101B	HVAC PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
M1-102B	HVAC ROOF PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
M1-201	HVAC HYDRONIC PLAN - CDF	1	3/17/2021	4/16/2021
M1-401	HVAC ENLARGED PLANS - CDF	1	3/17/2021	4/16/2021
M1-601	MECHANICAL SCHEDULES - CDF	1	3/17/2021	4/16/2021
M4-501	MECHANICAL DETAILS	1	3/17/2021	4/16/2021
M4-502	MECHANICAL DETAILS	1	3/17/2021	4/16/2021
M4-503	MECHANICAL DETAILS	1	3/17/2021	4/16/2021
M4-504	MECHANICAL DETAILS	1	3/17/2021	4/16/2021
M4-505	MECHANICAL DETAILS	1	3/17/2021	4/16/2021
M4-508	MECHANICAL DETAILS	0	4/16/2021	4/16/2021
M4-701	MECHANICAL CONTROLS	0	4/16/2021	4/16/2021
M4-702	MECHANICAL CONTROLS	0	4/16/2021	4/16/2021



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ED1-101A	OWER DEMOLITION PLAN - CDF NORTH	1	3/17/2021	4/16/2021
ED1-101B	POWER DEMOLITION PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
E1-101A	POWER PLAN - CDF NORTH	1	3/17/2021	4/16/2021
E1-101B	POWER PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
E1-102B	ELECTRICAL ROOF PLAN - CDF SOUTH	0	4/16/2021	4/16/2021
E1-201A	REFLECTED CEILING PLAN - CDF NORTH	1	3/17/2021	4/16/2021
E1-201B	REFLECTED CEILING PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
E1-401	ELECTRICAL ENLARGED PLANS - CDF	1	3/17/2021	4/16/2021
E1-601	ELECTRICAL SCHEDULES - CDF	1	3/17/2021	4/16/2021
E1-602	ELECTRICAL SCHEDULES - CDF	0	4/16/2021	4/16/2021
E3-101	ELECTRICAL SITE PLAN	0	4/16/2021	4/16/2021
E3-201	ELECTRICAL SITE PHOTOMETRICS	0	4/16/2021	4/16/2021
E3-202	ELECTRICAL SITE PHOTOMETRICS COLOR	0	4/16/2021	4/16/2021
E3-501	ELECTRICAL DETAILS	0	4/16/2021	4/16/2021
E4-501	ELECTRICAL DETAILS	0	4/16/2021	4/16/2021
E4-502	ELECTRICAL DETAILS	0	4/16/2021	4/16/2021
E4-503	ELECTRICAL DETAILS	0	4/16/2021	4/16/2021
E4-601	ELECTRICAL RISER DIAGRAM	1	3/17/2021	4/16/2021
TD1-101A	TECHNOLOGY DEMOLITION PLAN - CDF NORTH	0	4/16/2021	4/16/2021
TD1-101B	TECHNOLOGY DEMOLITION PLAN - CDF SOUTH	0	4/16/2021	4/16/2021
TD1-501	TECHNOLOGY DEMOLITION DETAILS	0	4/16/2021	4/16/2021
T1-101A	TECHNOLOGY PLAN - CDF NORTH	0	4/16/2021	4/16/2021
T1-101B	TECHNOLOGY PLAN - CDF SOUTH	0	4/16/2021	4/16/2021
T4-501	TECHNOLOGY DETAILS	0	4/16/2021	4/16/2021
T4-502	TECHNOLOGY DETAILS	0	4/16/2021	4/16/2021
FA1-100	FIRE ALARM PLAN - CDF NORTH	1	3/17/2021	4/16/2021
FA1-101	FIRE ALARM PLAN - CDF SOUTH	1	3/17/2021	4/16/2021
FA4-501	FIRE ALARM DETAILS	0	4/16/2021	4/16/2021

OTHER DOCUMENTS

Revision Number Issuance Date Document Date

Document Description

Pre-bid RFI log dated 04/13/2021

Addendum # 1 dated 5/04/2021

Master Schedule w/Data Date 06/01/2021



Cleveland Public Library
Central Distribution Facility
June 14, 2021

GMP SUBMISSION

TAB 05 Clarifications & Assumptions



CLARIFICATIONS AND ASSUMPTIONS

GENERAL	
1	GMP is based on receiving executed GMP or a pre-GMP change order on or before June 21, 2021.
2	Gilbane Phase 1A staffing is contingent upon the approval of all five (5) GMPs (Woodland Library Branch, Central Distribution Facility, Hough Library Branch, Jefferson Library Branch, and West Park Library Branch).
3	The Coronavirus Impact Contingency is a lump sum value of \$35,000. All cost that exceeds \$35,000 will be an Owner change order. The contingency has been established in accordance with the contract agreement.
4	GMP for Central Distribution Facility is contingent on the approval of the Woodland Library Branch as Trade Contractor pricing for sitework and other packages included in this GMP are based on combination pricing with the Woodland Library Branch.
5	The costs for the general building permit and trade specific permits, usage and tap fees are excluded from the GMP (by Owner) as the information from the City of Cleveland is unknown at this time.
6	GMP assumes that all work will be completed during normal working hours of 7:00 AM - 4:00 PM. Premium time/Overtime costs have not been included in the GMP.
7	Construction hours are assumed to be 1st shift other than occasional off-hours work to accommodate tie-ins or shut downs / connections of major systems.
8	All pricing is based upon open, competitive bidding by prequalified subcontractors. No single sourcing of materials or equipment shall be required.
9	No accommodations for LEED have been incorporated into this Central Distribution Facility GMP.
10	GMP assumes that the fixed rates included in Fixed Rates Section shall be applicable to General Conditions and Site Services items included in the project costs. The fixed rates are valid until substantial completion date.
11	The GMP is based upon receiving all document deliverables from the Owner and Architect per the Project Schedule and timeframes indicated in the GMP Basis Documents for Submittals, Requests for Information, Change Order pricing and other deliverables that may have schedule implications. Critical items requiring compressed review timeframes will be identified on the submittal register and discussed during the weekly project team meetings.
12	The GMP is based upon temporary use of some of the building permanent systems such as: heating and cooling equipment and systems, building controls systems, electrical systems, plumbing fixtures and systems, etc. Warranties for the equipment/systems as described above shall commence on the date of Substantial Completion or Owner occupancy, whichever occurs first.
13	Gilbane reserves the right to optimize the sequence of construction at any time. This may include re-arranging construction activities, adjustment of activity durations, and any other changes which will not affect the final delivery dates.
14	It is assumed the GMP Basis Documents issued by the Design Team, were prepared in a manner that put forth reasonable and professional care to comply with all applicable laws, codes (including the latest City, State, or Federal Approved Building Codes), and regulations of various governmental entities having jurisdiction over this project. City, State or other Authorities having Jurisdiction (AHJ) contemplated or pending Code revisions, not indicated in the GMP Basis Documents are excluded from this GMP.
15	GMP approved June 17, 2021 is based on the design documents included in TAB 04.
16	All extended Subcontractor and manufacturer warranties shall be "pass-through" warranties from the appropriate party; extended warranties by Gilbane are not included in the GMP.
17	The Guaranteed Maximum Price (GMP) is not guaranteed by bid package or estimate line item. The GMP is guaranteed by the total amount. It is assumed that the DESIGN TEAM will work as a Collaborative Team within the allocated budgets for the completion of design. This is not intended to be a "line-item" GMP. All items except Owner allowances will reconcile to the CM Contingency.



CLARIFICATIONS AND ASSUMPTIONS

18	Acceptance of the GMP constitutes acceptance of the Gilbane recommended bidders listed contained within the GMP. The GMP is based on the listed subcontractors' acceptance and execution of a contract to perform the work. Rejection of a bid of a subcontractor listed within the GMP by the Owner will require an adjustment to the GMP value to accommodate the next responsible bidder.	
19	This GMP does not currently incorporate all alternates shown in the Alternate section. Approved alternates will be added or deducted to the GMP as noted in the financial summary	
20	In lieu of paper, electronic document control will be utilized on the project for the processing and turnover of all project documents including but not limited to: submittals, requests for information, punch list, AE field reports, time and material slips, drawings, specification, Operating Manuals etc. Project management Software systems include Procore, BIM 360 Field, Bluebeam, CMIC and Textura.	
21	No retainage shall be held on Gilbane fee, general conditions, or insurance.	
22	If an owner audit is required it shall be performed and completed within 8 weeks of the Certificate of Occupancy.	
23	Excludes Hazardous waste and/or hazardous soil excavation and disposal at the new CDF addition and the New CDF loading dock area. In all cases, it is understood that the Owner shall be deemed as the generator of the hazardous materials. Contractor shall neither take title to or be deemed the generator of the hazardous material or substance at any time during the abatement, removal, transportation or disposal. The Owner or his designated representative will sign all Hazardous Materials disposal manifests for the project.	
24	Excludes costs/fees for environmental permits.	
25	Excludes all cost and schedule impacts resulting from Federal Government proclamations or imposed tariffs enacted after GMP approval.	
26	The GMP is based on the Site Logistics Drawings included Site Logistics section. Any deviations will be a change to the GMP.	
27	The Temporary Certificate of Occupancy (TCO) shall be considered achievement of Substantial Completion. If the TCO cannot be obtained through no fault of the Construction Manager, Substantial Completion shall not be withheld.	
28	This GMP includes achieving enterprise goals of 9% FBE, 20% MBE and 15% SBE on a total project basis. Changes are excluded from the WBE/MBE goals.	
29	The only security provision included in the GMP is the perimeter site fence.	
30	If unit prices are stated in the Agreement or subsequently agreed upon, and if the quantities originally contemplated are so changed in a proposed Change Order or as a result of several Change Orders that application of the agreed unit prices to the quantities of Work proposed will cause substantial inequity to the Owner or the Contractor, the applicable unit prices and Contract Sum shall be equitably adjusted. Additionally, where the price of material, equipment, energy and/or labor increase during the term of the Contract through no fault of the Contractor, including but not limited to the imposition of tariffs or taxes, the Contract Sum shall be equitably adjusted by a Change Order as provided in Article 18. Such price increases shall be documented by vendor quotes, invoices, catalogs, receipts or other documents of commercial use.	
31	Owner Soft Costs and Equipment costs (not shown within the documents) are not included in the Guaranteed Maximum Price.	
32	COVID-19 QUALIFICATION (CORONAVIRUS) - As of the date of this Guaranteed Maximum Price proposal, Gilbane Building Company is unable to assess the impact of the ongoing COVID-19 pandemic and how it may affect the Construction Schedule and Project cost long-term. In light of the wide-ranging and potentially long-lasting effects posed by the COVID-19 pandemic, including, without limitation, disruption of construction supply chains, labor shortages, and governmental actions, Gilbane reserves its right to assess such impact on an ongoing basis and to seek an equitable adjustment in the Guaranteed Maximum Price and an extension of the Contract Time as such adjustments become necessary. This qualification supersedes and takes precedence over all other terms of the Contract Documents, including without limitation Article 13 & 19.	
33	Owner's vendors, contractors, and consultants will be responsible for clean up of their debris and depositing of the debris into their own on site dumpsters.	



CLARIFICATIONS AND ASSUMPTIONS

34	Review time for Submittals will be no longer than 7 days, some critical submittals will need to be addressed within 3 days. Critical submittals will be identified weekly by the Gilbane project team.	
35	All Request for Information (RFI) will be responded to within 72 hours from submission to the Architect.	
36	Unless specified, no samples or product data will be provided for named products, except for color.	
37	Benchmarks will be conducted at the first install of material for conformance to the contract requirements.	
38	Retainage value will be based on a per subcontractor basis. Final retainage shall be released upon 100% completion of an individual Subcontractor's work including punch-list items, and all close-out documentation has been completed and submitted by the Subcontractor, and approved by the Construction Manager, Owner and Architect. Separate requisitions will be submitted by requesting subcontractors.	
39	Professional video recording of Owner Training is excluded, however video recording where required by the specifications and allowed by equipment manufactures.	
40	Professional photography or webcam for construction progress and completion is excluded.	
41	Design Team AutoCAD/ Rev-it files shall be provided to Gilbane and its subcontractors at no cost.	
42	Gilbane will coordinate with Owner's vendors and equipment supplier but do not include the management time for the installation.	
43	Owner to provide LCP diversity tracking software for utilization by Gilbane and the subcontractors.	
44	Assumes the integrity of the existing utilities are adequate for new construction, including new connections and capacities.	
45	Gilbane to utilize existing space in Central Distribution to establish temporary office space.	
46	Per GMP TAB 2 There is an increase in the Central Distribution Facility Preconstruction Stage Total of \$9,752 due to the increase in building square footage. The Woodland and Central Distribution Facility projects officially changed from one renovated facility to two projects. This was CPL Board approved 3/11/2020 after the issuance of the CM services original request for proposal.	
47	No allowance dollars are included for deferred maintenance scope. The only deferred maintenance included is as shown on the drawings.	



CLARIFICATIONS AND ASSUMPTIONS

48	<p>The following will be provided by Cleveland Public Library:</p> <ol style="list-style-type: none"> 1. Building Permit 2. Land acquisition 3. Off-site improvements (Adjacent Roadway Improvements, Traffic Lights, turn lanes, public utility mains) 4. Professional service fees and reimbursables (Architect, Engineering, Consulting, Owner’s Representative) 5. Geotechnical Surveys and testing 6. Material testing 7. Regulatory and permit fees 8. Owner required furniture, fixtures, and equipment – including but not limited to loose equipment, furniture, employee workstations, computers, phones, voice/data/security equipment, indoor plantings and artwork. 9. Builder’s Risk Insurance 10. Offsite utility infrastructure and connection fees (power, gas, telephone, data...) 11. 3rd Party Commissioning 12. Owner transition Moves 	
49	<p>Power lines on the south and west side of the project are to be removed by Owner in prior to the start of construction.</p>	
Miscellaneous		
1	<p>Builder’s Risk Insurance is by Owner. Owner shall provide Builders Risk "All-Risk" Insurance in the amount of the Contract Sum, plus any subsequent Contract Modifications. Such insurance shall include the perils of fire, theft, vandalism, collapse, earthquake, flood, named and un-named windstorm, and cover portions of the Work stored off the site and in transit. If the property insurance requires deductibles, the Contractor shall be responsible as a Cost of Work for costs not covered due to such deductibles, except that Owner shall be solely responsible for any costs not covered due to deductibles arising out of any loss due to flood, earthquake, named and un-named windstorm, hail, volcanic eruption or terrorism. Owner shall provide a copy of the proposed Builders Risk policy for review by Gilbane. If the policy does not adequately protect Gilbane and our subcontractors, Gilbane reserves the right to require additional coverage or purchase a Difference in Conditions policy as a Cost of Work.</p>	
2	<p>All moving, relocation, and final connection to building utilities of existing Owner or user group possessions and equipment are by the Owner.</p>	
3	<p>Excludes any blocking for Fixtures, Furniture and Equipment unless indicated in the documents.</p>	
4	<p>Independent 3rd party testing, inspection and Commissioning costs are provided by the Owner. Overtime/fees/charges for Owner Personnel and 3rd Party Inspectors is not included. Support is provided by the relevant subcontractor with appropriate oversight and coordination by Gilbane.</p>	
5	<p>Payment for the building permit is the responsibility of Owner, the CM will obtain the permit from the City of Cleveland.</p>	
6	<p>Temporary Utility Consumption Costs is by Owner.</p>	
7	<p>Excludes all utility company charges associated with connecting, removing or relocating permanent utilities.</p>	
8	<p>Excludes costs for Temporary elevator use for Owner’s vendors. This exclusion only applies if the elevator alternate is accepted by the Owner.</p>	
9	<p>The owner’s vendors and consultants must abide by the Gilbane Site Specific Safety Plan</p>	
10	<p>Excludes final keying. All locks to be provided with keyed alike construction cores (except millwork). Final Key cores will be installed by the Owner.</p>	
CM Contingency		



CLARIFICATIONS AND ASSUMPTIONS

1	GMP includes a Construction Manager's Contingency for the Construction Manager's exclusive use to cover those costs considered reimbursable as the Cost of the Work but not included in a Change Order. Refer to Article 13.1.9 of the contract.	
Allowances		
1	Owner Allowance costs are reconciled by Owner Change Order with applicable markups. Fee will not be reduced for Allowances that are under run. The CM will provide a regular accounting of allowance balances.	
Changes in Work (Out of Scope)		
1	Due to the speed of construction and design, select Change Orders will need to be executed on estimated values in order to allow for the payment to Trades for expedited work. These Change Orders will be reconciled upon the acceptance of the final value of the Changes.	
2	CM Fee will not be returned on deduct changes.	
EXCLUSIONS		
1	Removal of existing furniture	
2	Roof replacement of the existing roof	
3	Existing structure and/or existing building foundations supplemental work is excluded.	
4	Addendum No. 2 issued by Bostwick Design Team is excluded except for BP26A - Electrical. BP 26A - Electrical includes Addendum No. 2.	
5	Furniture fixtures and equipment	
6	Glass film	
7	No standalone mockups	
8	No painting of concrete faced panels	
9	Repair to City Streets and existing sidewalks	
LOGISTICS AND SCHEDULE		
1	Due to the volatility with the current market, the current project schedule completion date has the potential to be impacted until all contractors are under contract and material procured. Once all contractors are under contract, the project schedule will be reevaluated for impacts due to the volatile market. Contractors will hold their pricing until July 31, 2021.	
2	Refer to Tab 11 for the site utilization plan	
3	The GMP is based on the Master Plan/GMP Schedule, data date, June 01, 2021 with a run date of June 08, 2021 18:37. The schedule is included in Tab 10. The Owner has accepted the Gilbane deduct alternate. with a substantial completion date of 06/23/2022.	
4	The schedule is based on the following assumptions: <ul style="list-style-type: none"> - Utilization of existing power, heat and water including the use of permanent fixtures once installed. - We have allowed 30 days prior to substantial completion for Owner vendor and FF&E startup and installation. - Gilbane as well as all of its subcontractors and vendors having complete unrestricted access and use of the site and applicable local and state permits in place to commence - Use of all public roads including Woodland Avenue, East 61st Street, Griswold Avenue and Kinsman Road for construction activities and access to the site. - Gilbane is allowed to work 7 days per week and 24 hours a day as needed without restrictions. It is the obligation of the Owner to provide relief from any restrictions. - It is anticipated a fully executed Building Permit will be received on July 1, 2021. 	
TRADE SPECIFIC		
Selective Demolition		
1	Demolition contractor owns all salvage materials, unless specifically called for in the contract documents.	
2	Items designated for salvaged by Owner will be moved one time to an designated location.	


CLARIFICATIONS AND ASSUMPTIONS

3	Hazardous waste remediation is limited to the scope provided in the Owner's Hazardous Waste Material Report.	
4	Excludes treatment for hazardous or contaminated water from dewatering activities.	
5	Excludes cleaning of existing drainage, structures or utilities.	
6	Includes the removal of 2,500 bulbs and 1,250 ballast.	
7	Removal of one (1) layer of flooring is assumed.	
8	Removal of one (1) layer of ceiling is assumed.	
9	Will salvage lighting for the owner prior to ceiling demo.	
Sitework / Earthwork / Earth Retention / Site Improvements		
1	Included with Woodland Library Branch	
Foundations		
1		
Concrete & Masonry		
1	Excludes Winter conditions for concrete work as it is not anticipated per the current project schedule.	
2	Under slab waterproofing has been excluded as it is not shown within the documents.	
3	Curing of concrete shall be with a curing compound. Wet cure is excluded.	
4	FF/FL testing will be performed by the Owners Testing Agency.	
5	Concrete honing, grinding, burnishing, and polishing are excluded. It may be purchased from the concrete contractor as a change order when final floor finishes are chosen. Shrinkage and random cracking of slabs are to be expected as an inherent part of concrete construction. Special treatment of concrete slab cracks is excluded.	
6	Interior I-Beams are not Infilled. Will remain exposed.	
7	Masonry Infill above the new storefront system at garage doors is excluded as there is no new steel lintels being installed in order to support the new phenolic panels. Panels are being attached to the existing masonry. Refer to 6/A1-401, 5/A1-601 and 5/A1-801	
8	No painting of concrete faced panels has been included.	
Structural Steel and Miscellaneous Metals		
1	Connection design is delegated to the contractor per the construction documents. This includes clip angles, shear tabs, bolts, and welds. Stiffeners, web doublers, and the like are excluded unless shown on the drawings.	
2	Spray on Fireproofing is excluded.	
3	One coat of shop primer is included for steel	
4	Intumescent paint has been excluded as it is not included in the documents.	
Carpentry and Millwork		
1		
Waterproofing, Roofing, Insulation, and Metal Panels		
1	Re-roofing of the existing roof is EXCLUDED.	
2	Use of Manufacturer's standard details supersedes the Contract Documents to maintain warranty.	
3	Tapered insulation will be provided where specifically shown on the drawing. The remainder of roofs have sloped steel that will provide the necessary slope for the roof with no tapered insulation (minimum thicknesses of insulation as specified with crickets as needed will be provided).	
4	GMP includes prefabrication of building components. In some circumstances (such as panelized wall systems) additional engineering and verification by the engineer of record will be required. The additional engineering cost from the engineer of record (if any) is excluded. All engineering associated with prefabrication of components is included and will be done by the individual suppliers of such components.	
5	Basic roofing cleaning is included at the completion of the project. This is for the addition only.	
6	Only one (1) roof curb is included at the existing roof as shown on the documents	



CLARIFICATIONS AND ASSUMPTIONS

Glass and Glazing

- 1 Interior storefront doors has a 10" bottom rail and Infinium Standard Stiles. Color finish bronze.
- 2 Existing windows are not to be removed per the abatement report. ACM caulk is to be removed at the existing windows and new caulk installed.

Finishes

- 1 Minor floor prep is included. All major floor preparation prior to flooring is excluded. A \$5,000 allowance was included for floor prep beyond minor floor prep. Anything beyond the \$5,000 allowance will be a change order.

Accessories

- 1 Pass through window, bins, mailbox unit and projector is excluded as these were removed from the project.
- 2 Library equipment (i.e. book return, aluminum carts) are excluded
- 3 Baby changing station only included in restroom 109

Special Equipment

- 1

Casework and Residential Items

- 1 Roller shades are included as a single manual shades.

Conveying

- 1 All work associated with the elevator has been excluded in its entirety (i.e. elevator, concrete, masonry, etc.)

Fire Protection

- 1 Fire Pump is excluded
- 2 Seismic bracing is excluded

Plumbing

- 1 Type L (not K) copper is included.
- 2 Gas piping from existing line to the gas meter is provided by others (utility company).
- 3 A sump pump for the elevator pit will be provided if the elevator alternate is accepted.

HVAC

- 1 Type L (not K) copper is included.
- 2 Roof curbs and equipment attachment's and tie downs are as per local codes and practices
- 3 Excludes duct cleaning.
- 4 Temporary heat will be provided in the winter 2021-2022 thru the new heating equipment within the building. All warranties will be extended so they start at Substantial Completion.
- 5 All commissioning activities are to be performed by the Owner and their 3rd party Commissioning Agent. Excluded from the GMP are any and all travel expenses and/or remobilizations required for the Commissioning Agent. The Substantial Completion Date is based on the Commissioning Agent's ability to perform their work in accordance with the Project Schedule.
- 6 Air Handler Unit No. 3 has been excluded.

Electrical

- 1 All primary cabling, pad-mounted transformers are provided by the Utility Company and paid for by the Owner.
- 2 Excludes power feeds for all signage
- 3 Excludes lightning protection or grounding unless specified and designed.



CLARIFICATIONS AND ASSUMPTIONS

4	Lighting Controls systems are designed and coordinated by the Designer of Record. Any additional cost associated with cross system device integration will be reconciled through Contract Change Order.	
5	Excludes electrical load bank testing.	
6	Air Handler Unit No. 3 has been excluded.	
7	Alternate No. 3 (Power to Snow Melt) - Alternate not quoted due to lack of electrical information.	
8	Alternate No. 4 (Power to Motorized Shades) - Alternate not quoted due to lack of electrical information.	
9	Alternate No. 5 (Power Modification Due to Change from Standard Radiation System to Runtal Radiation System) - Alternate not quoted due to lack of electrical information .	
Low Voltage		
1	End devices are being furnished by the Cleveland Public Library and installed by contractor	
2	Scanning of existing floor slabs prior to cutting the floor is excluded.	
3	Excludes any additional structural steel support required for A/V, Tel/Data or Security penetrations through concrete slabs.	
4	Integration of Owner supplied systems (security, AV, Tel/data) to the fire alarm is excluded.	



Cleveland Public Library
Central Distribution Facility
June 14, 2021
GMP SUBMISSION

TAB 06 Fixed Rate Schedule



FIXED RATE SHEET

Contract Approved Labor Fixed Billing Rates

Position	Name	Fixed Billing Rate
Senior Project Executive	Ed Valentine	\$172.85
Project Manager	Marcellus Byrd	\$123.00
Project Engineer	Leo Torres	\$66.00
Superintendent	Varies	\$80.00
Intern	TBD	\$45.00
Preconstruction Executive	Ed Valentine	\$93.00
Chief Estimator	Jeff Long	\$128.00
Chief Estimator - MEPFP	Alice Dean	\$128.00
Purchasing Manager	Travis Okel	\$107.00
Scheduler	Jason Ohlson	\$77.00
Safety Manager	Bill Crossley	\$92.00
Controller	Michael Bishop	\$113.00
Project Accountant	TBD	\$52.29

Site Services Labor at the following fixed rates* **:

Trade Classification	2020 Fixed Billing Rate (\$)*
Carpenter, Foreman	(4% Annual Adjustment For Inflation January 1, 2021, 2022, 2023 Allowed by Agreement) Regular Time \$, Premium Time \$, Double Time \$ 117.63/\$152.43/\$199.13

* Trade Rates include small tools with a market replacement value up to \$500, rates do not include consumables.

** Gilbane Building Company hereby discloses to the Owner the use of G.O. Services, a related-entity, for the performance of Trade Labor and Small Tools, Equipment, Consumables, Work Items – Dumpsters, Toilets, Trailers, Fencing, etc.) in connection with the Project.



Cleveland Public Library
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TAB 07 Allowances



ALLOWANCES

No.	Description	Value
Owner Allowances		
1	Utility Consumption - By Owner	By Owner
2	Mechanical Roof screenwall	\$30,000
3	Addendum No. 2 (Bostwick Design Partnership/Ubiquitous)	\$143,000
4	Repair Existing Roof Penetrations and Undefined Roofing Scope	\$15,000
	Total	\$188,000
Owner Allowance Included in Bid Packages		
1	BP27A - Miscellaneous Technology System Work	\$10,000
2	BP01B - Final cleaning	\$21,000
3	BP01C - Surveying	\$8,000
4	BP10A - Signage	\$29,000
5	BP04A Additional Tuckpointing & Misc. Masonry	\$15,000
6	BP06A Built-in Shelving	\$5,000
7	Three (3) chandeliers at Main Lobby	Excluded
8	Unforeseen Abatement	\$25,000
9	Additional Selective Demolition	\$10,000
10	Additional Architectural Patch Work	\$15,000
	Total	\$138,000



Cleveland Public Library
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TAB 08 Alternates



ALTERNATES

No.	Description	Add / Deduct	Value	Accept / Reject / Hold	Last Date of Acceptance	Date of Acceptance
1	BP02A - Demolition for Elevator	Add	\$12,000		06/30/21	
2	BP03A - Concrete for Elevator Pit Slab	Add	\$30,000		06/30/21	
3	BP04A - Masonry work for Elevator	Add	\$28,000		06/30/21	
4	BP05A - Deck angle supports, elevator hoist beam, roof decking at elevator shaft	Add	\$5,000		06/30/21	
5	BP06A - Motorized Roller Window Shades	Add	\$8,500		06/30/21	
6	BP06A - Remove Perimeter Benches	Deduct	(\$9,500)		06/30/21	
7	BP07A - Modify and Re-Roof at New Elevator Shaft	Add	\$9,000		06/30/21	
8	BP09B - Sealant at all elevator frames	Add	\$650		06/30/21	
9	BP09C - Elevator Flooring & Base	Add	\$1,700		06/30/21	
10	BP14A - 2-Stop Elevator	Add	\$84,000		06/30/21	
11	BP21A - Sprinkler Head in Elevator Shaft	Add	\$1,600		06/30/21	
12	BP22A - Sump Pit at Elevator	Add	\$2,500		06/30/21	
13	BP23A - HVAC Serving Automated Material Handling Room - AHU 3	Add	\$4,000		06/30/21	
14	BP26A - Provide Power for HVAC AHU3	N/A	Not quoted			
15	BP26A - Elevator Temporary Power	Add	\$8,000		06/30/21	
16	In lieu of Legacy Electric, contract with Lakeland Electric (Excludes Addendum Nos. 1 & 2)	Add	\$66,000	Rejected	06/30/21	06/14/21
17	Convert CM General Conditions and Staff on all Projects to Lump Sum (\$1,000 per job)	Deduct	(\$1,000)	Rejected	06/30/21	06/14/21
18	The Gilbane Building Company GMP Staffing is based on the Master Plan/GMP schedule. Gilbane offers a proposed deductive alternate to CM Services and revised adjusted schedule that may be implemented. Refer to Schedule Section TAB 10.	Deduct	(\$49,342)	Accepted	06/30/21	06/14/21
			Total Accepted	(\$49,342)		
Alternate values as presented do not include Gilbane Mark-ups						



Cleveland Public Library
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TAB 09 Unit Cost



Cleveland Public Library
 Central Distribution Facility
 June 14, 2021
 GMP SUBMISSION

UNIT PRICES

No.	Description	Quantity	Unit	Unit Price	Last Date of Acceptance
1	Exterior WAP Rough-in (WAP device provided by Owner for Contractor Install)		EA	\$500	06/30/21
2	Rough-in Requirements for Technology Faceplate		EA	\$300	06/30/21



Cleveland Public Library
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TAB 10 Project Schedule



PROJECT SCHEDULE- GMP DATES

Masterplan /GMP Schedule with a data date June 1, 2021

Project released in May 2021 Board Demolition and Abatement Technology Structural steel for CDF		
GMP Approval Date for the balance of the subcontracts		6/17/2021
Construction Start		6/21/2021 (Gilbane Alternate)
Substantial Completion Date		6/23/2022 (Gilbane Alternate)
In accordance with the contract agreement Article 19.1.7, the Owner and Gilbane agree that time is of the essence in the completion of the work. Should the CM be liable for liquidated damages in accordance with the contract agreement they may be implemented after:		8/3/2022

The Cleveland Public Library Phase 1 A projects Construction Management at Risk Services

6/8/2021

Request for proposal and Schematic Design Schedule		2020	2021	2022			
Library Branch		F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S O N D					
Central Distribution Facility		Preconstruction 12mo		Construction 14mo			
		Construction Start		3/22/2021			
		Construction Completion		5/31/2022			
						CM Services (Staffing and Gen. Conditions)	
						\$ 345,395	

GMP Schedule June 2021		2020	2021	2022			
Central Distribution Facility		F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S O N D					
		Preconstruction 15 mo		Construction 14 mo			
		Construction Start		7/13/2021			
		Construction Completion		8/2/2022			
						CM Services (Staffing and Gen. Conditions)	
						\$ 362,500	

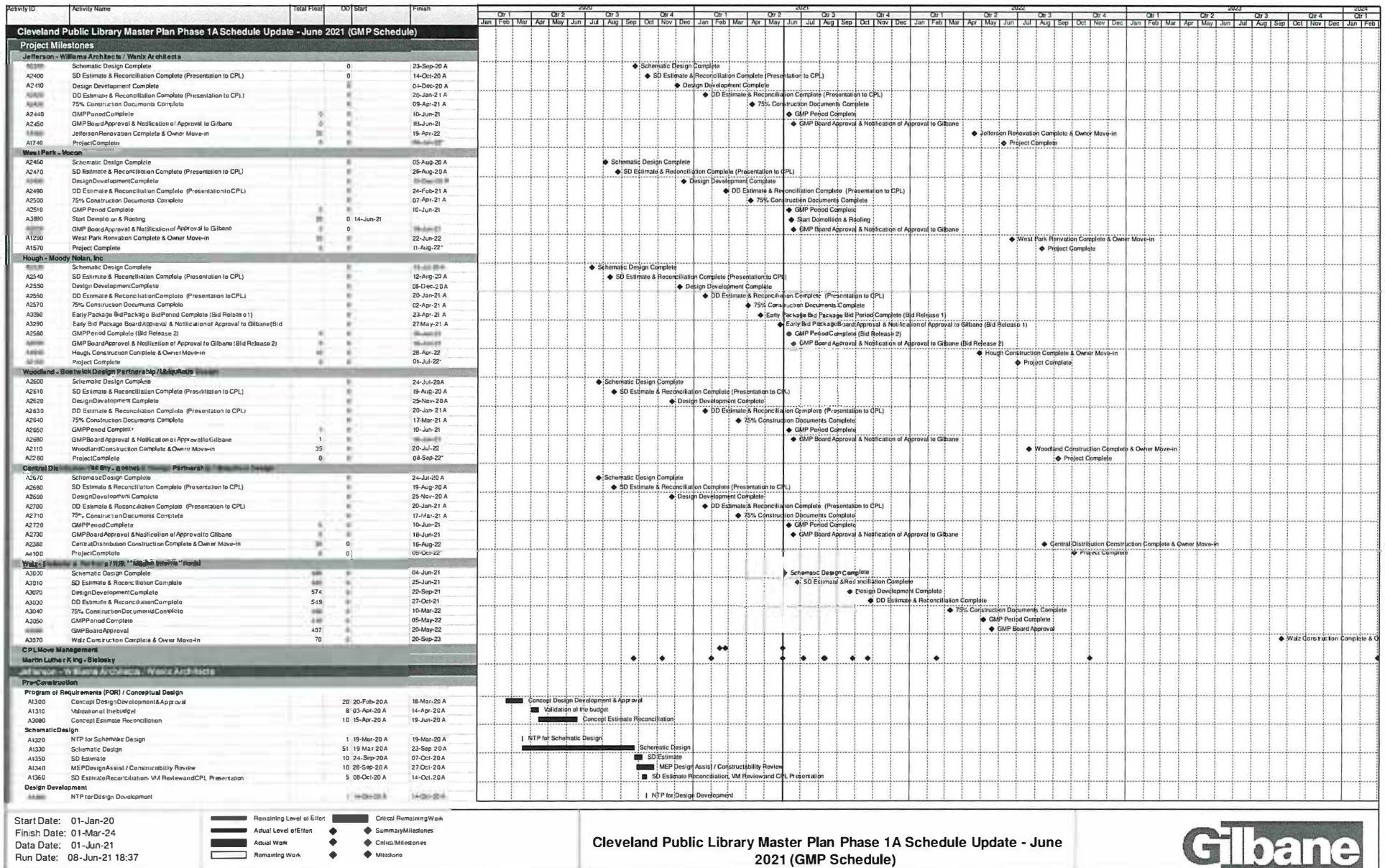
Gilbane Proposed Alternate based on the Bid Schedule		2020	2021	2022			
Central Distribution Facility		F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S O N D					
		Preconstruction 15 mo		Construction 12 mo			
		Construction Start		6/17/2021			
		Construction Completion		6/23/2022			
						CM Services (Staffing and Gen. Conditions)	
						Credit for Accel. Schedule	
						\$ (49,342) <small>CPL Budget 2/25/21 (DD Final)</small>	
						\$ 313,158 \$ 313,158	

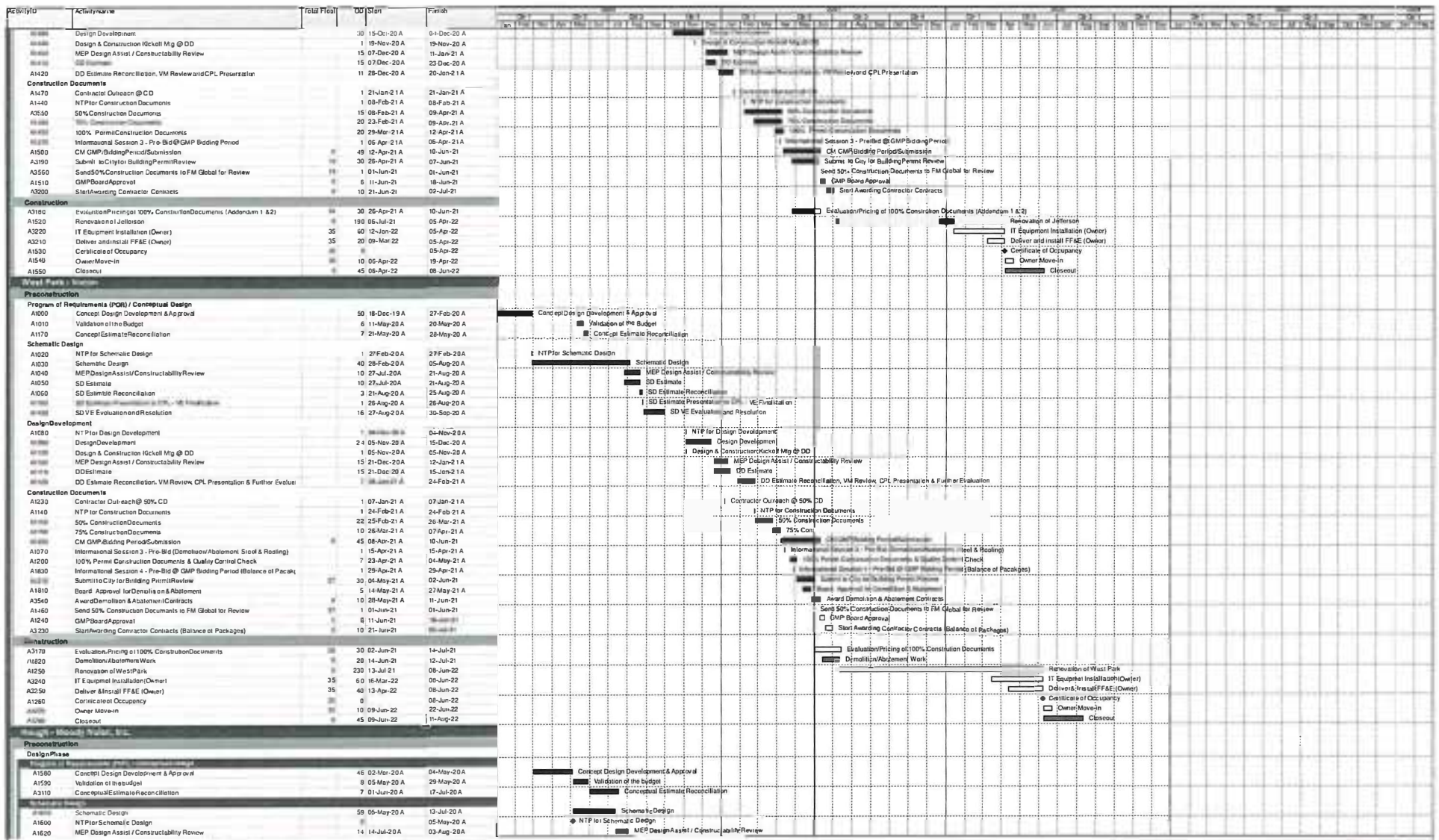
Request for proposal and Schematic Design Schedule

GMP Schedule June 2021

Gilbane Proposed Deductive Alternate based on the Bid Schedule

1035



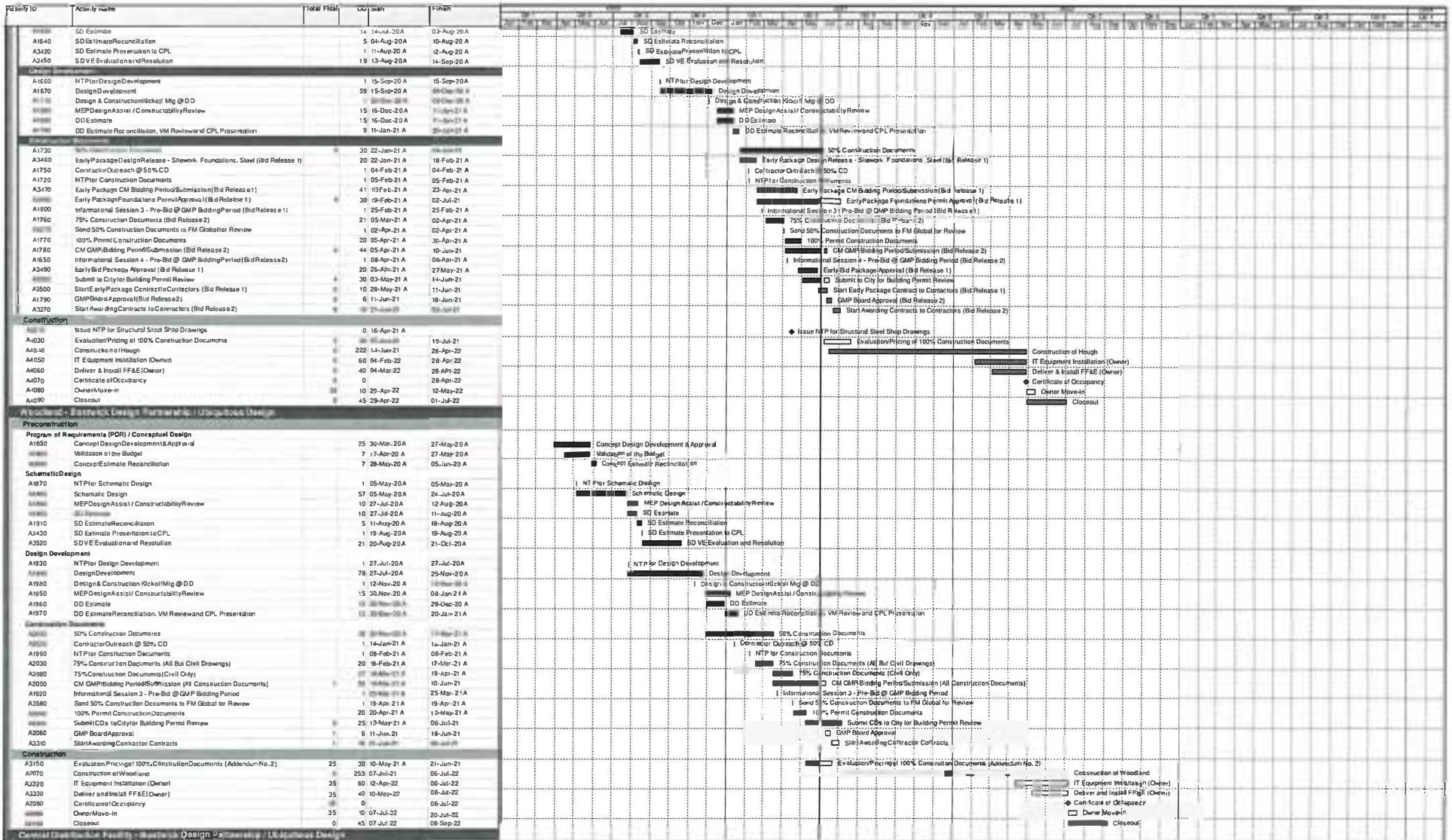


Start Date: 01-Jan-20
 Finish Date: 01-Mar-24
 Data Date: 01-Jun-21
 Run Date: 08-Jun-21 18:37

	Remaining Level of Effort		Critical Remaining Work
	Actual Level of Effort		Summary Milestones
	Actual Work		Critical Milestones
	Remaining Work		Milestones

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)



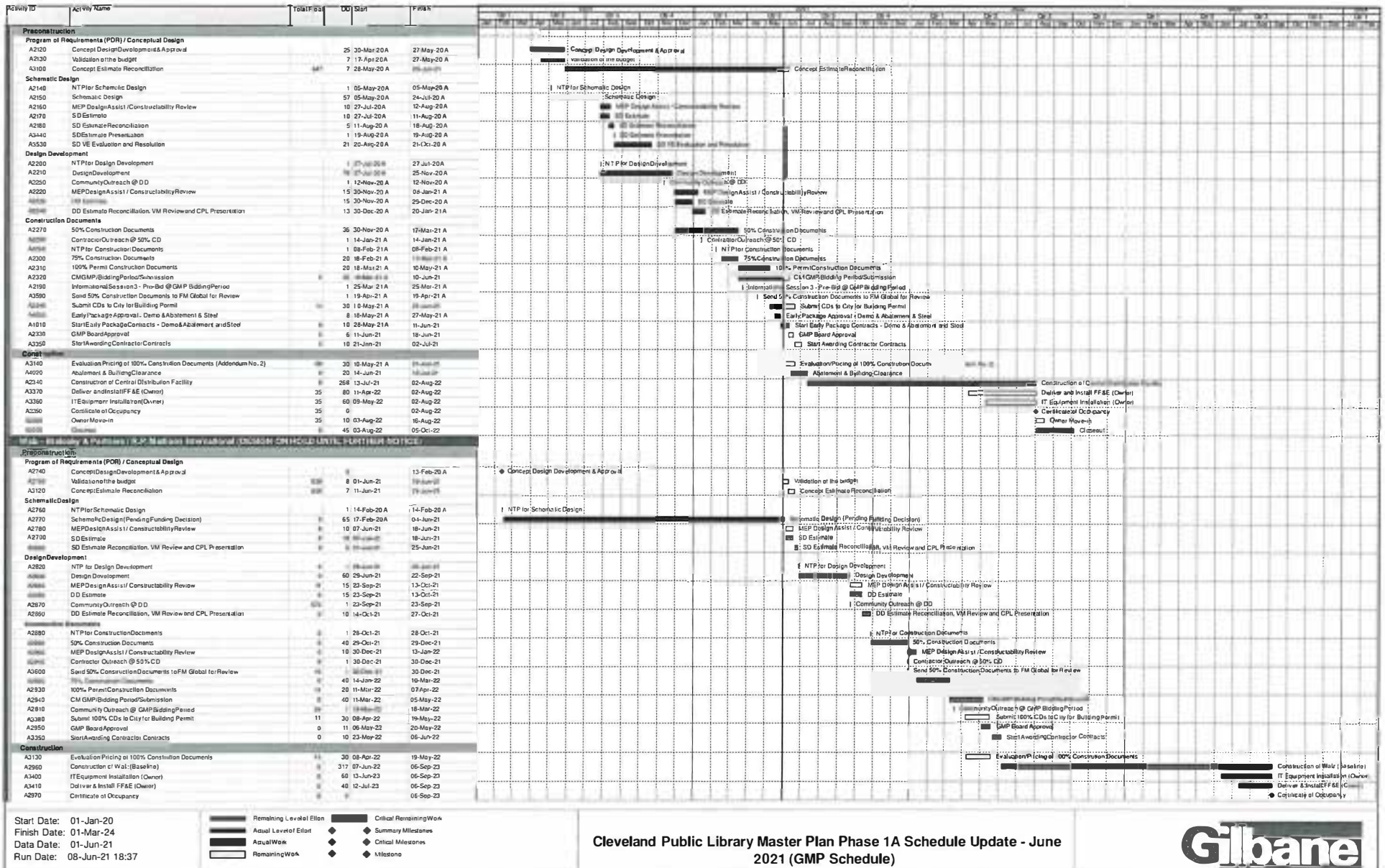


Start Date: 01-Jan-20	Remaining Level of Effort	Critical Remaining Work
Finish Date: 01-Mar-24	Actual Level of Effort	Summary Milestones
Data Date: 01-Jun-21	Actual Work	Critical Milestones
Run Date: 08-Jun-21 18:37	Remaining Work	Milestones

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)



1038



1039

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)



Activity ID	Activity Name	Total Float	DD Start	2021				2022				2023				DD End												
				Mar	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
A2580	Owner Move-in	0	10-07-Sep-23																									
A2990	Closeout	35	45-07-Sep-23																									



Start Date: 01-Jan-20
 Finish Date: 01-Mar-24
 Data Date: 01-Jun-21
 Run Date: 08-Jun-21 18:37

- Remaining Level of Effort
- Actual Level of Effort
- Actual Work
- Remaining Work
- Critical Remaining Work
- Summary Milestones
- Critical Milestones
- Milestones

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)

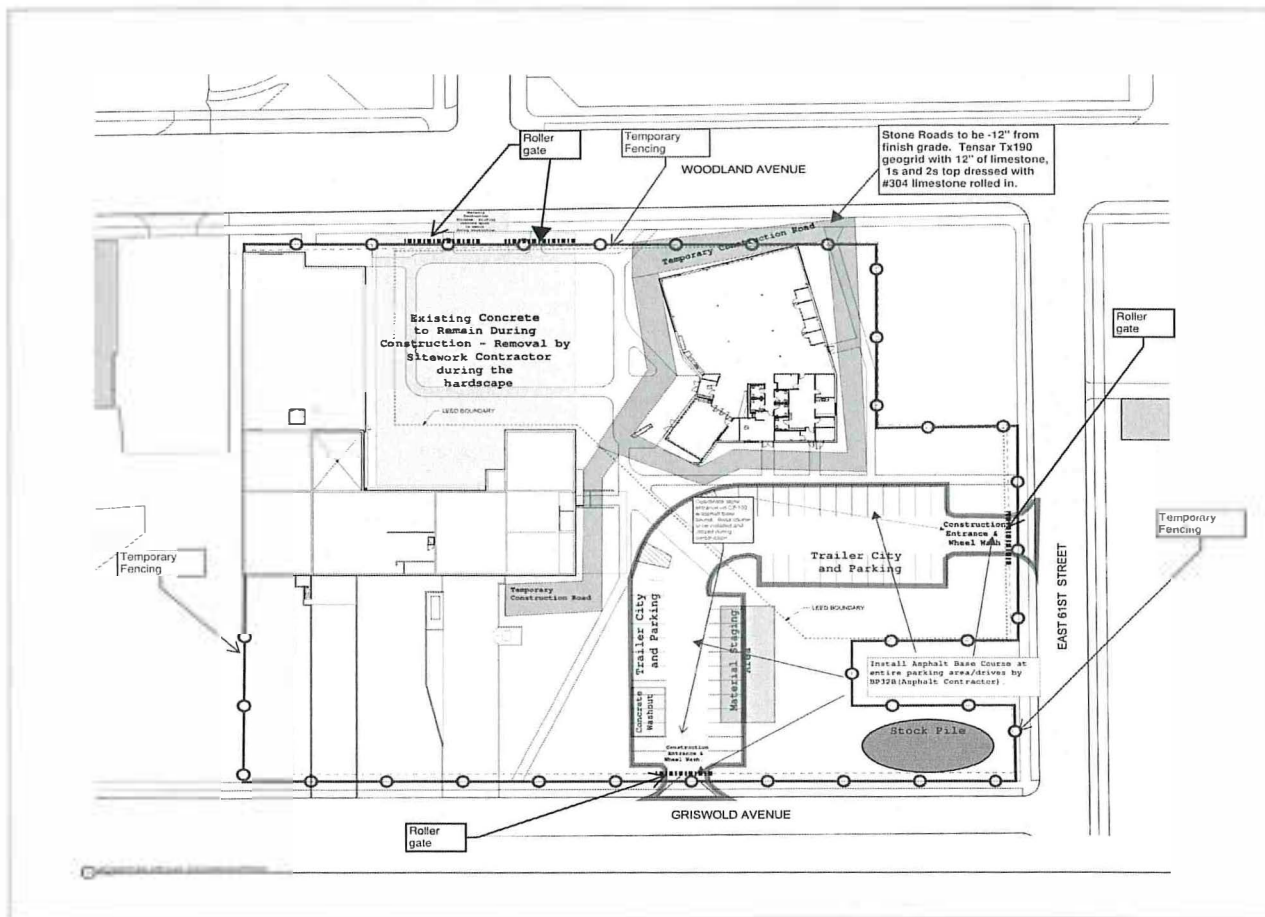




Cleveland Public Library
Central Distribution Facility
June 14, 2021
GMP SUBMISSION

TAB 11 Site Logistics

SITE LOGISTICS





Cleveland Public Library
Central Distribution Facility
June 14, 2021
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TAB 12 Site Specific Safety Plan (Cover Page Only)

Safety plan can be provided upon request



Cleveland Public Library
Central Distribution Facility
June 14, 2021
GMP SUBMISSION

SITE SPECIFIC SAFETY PLAN



PROJECT SAFETY PLAN

J08839.000 - Cleveland Public Library

Cleveland, OH

02/16/2021

The safety rules and regulations contained herein are **NOT** all inclusive. All United States Department of Labor, Occupational Safety and Health Administration (OSHA) and other legal standards not specifically referenced in these rules, regulations, and policies shall apply when appropriate. In cases of conflict, the most stringent rule shall apply.



Cleveland Public Library
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June 14, 2021
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TAB 13 Cost Variances from Design Development Documents as Compared to Construction Documents

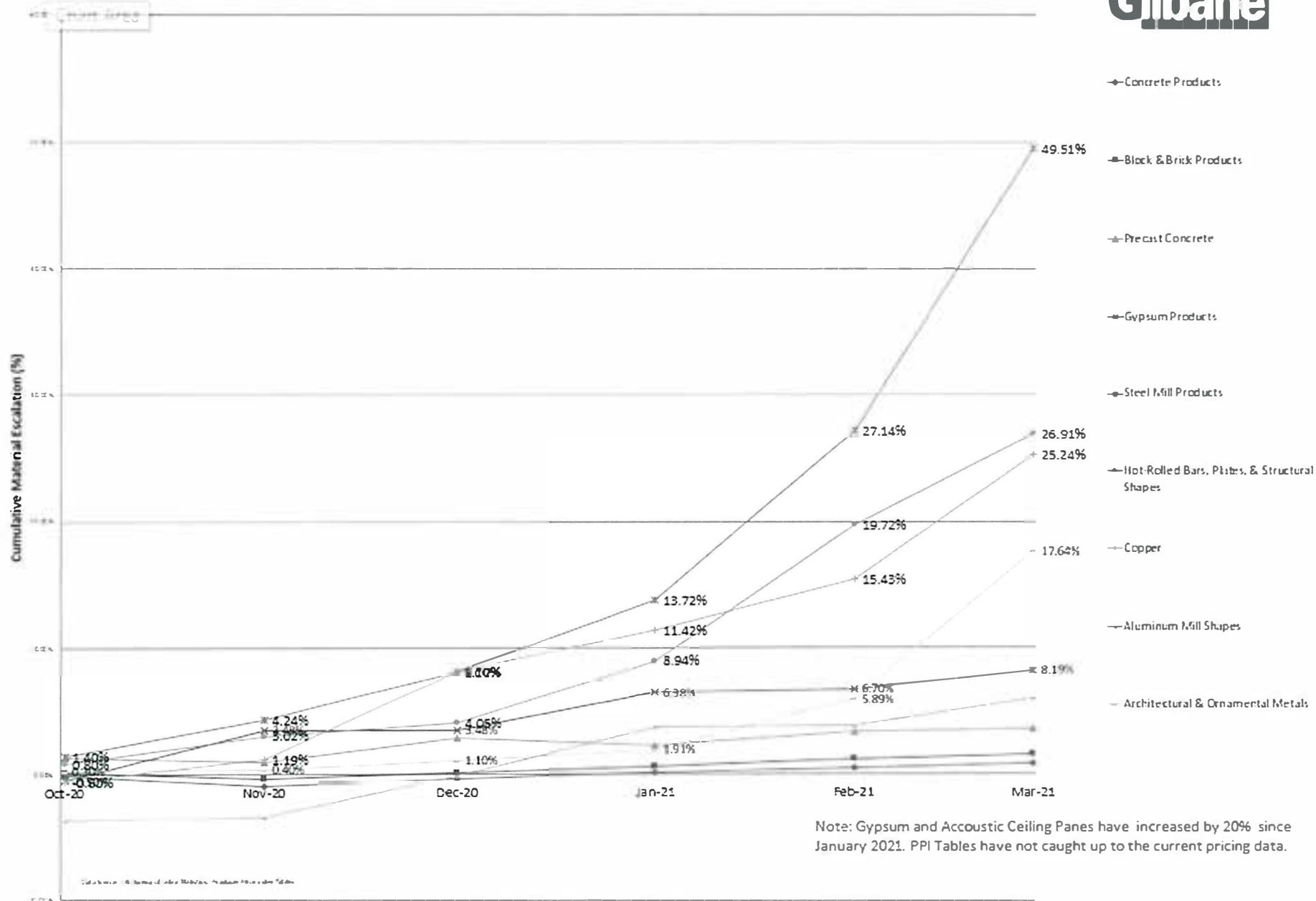
Value Engineering Options



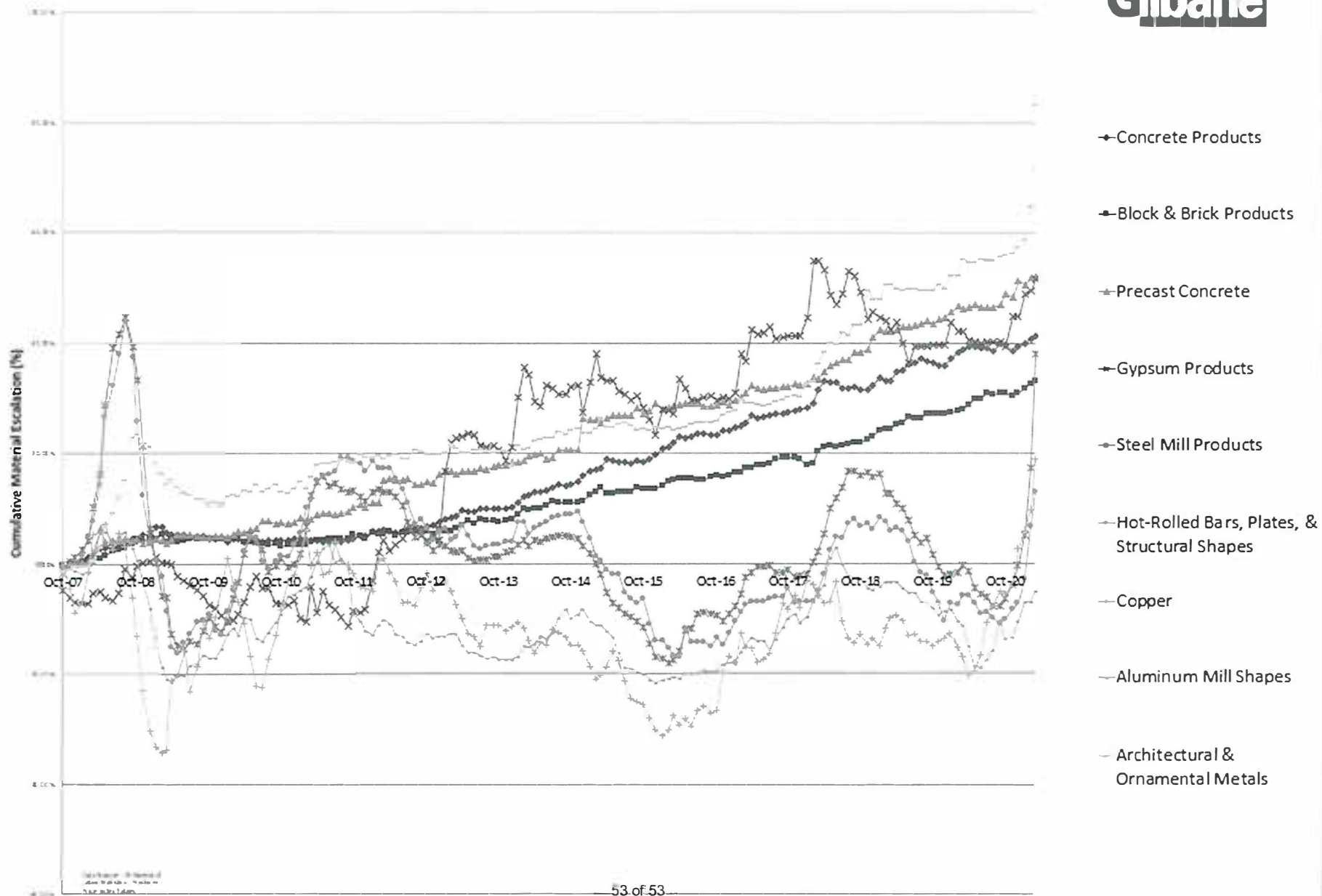
Comparison of the Design Development Estimates and Scope Adjustment to the Construction Documents

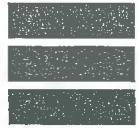
1	Interior Specialty Doors - Doors we not previously shown	\$9,500
2	Roof top Screen Walls	TBD
3	Roofing Changes - Parapet Coping, Penetrations, Flashing Etc.	\$7,100
4	Increased Interior Partitions	\$7,100
5	Exterior Wall - Phenolic Wall Panels on Existing Brick Veneer - Excavation, Stone, Gravel Strips, Panels, Insulation AVB - North Façade	\$34,400
6	Exterior Wall - Storefront Changes	TBD
7	Masonry Restoration/Cleaning - Added Additional Scope	TBD
8	Loading Dock Area - Raised Loading Dock Area	\$43,762
9	Compactor - Security Fence & Brick Veneer	\$28,200
10	Dumpster Enclosure	\$33,400
	Subtotal	\$163,462
Potential Value Engineering Items		
1	Remove new loading dock	(\$97,900)
2	Remove compactor masonry and replace with chain-link fence	(\$10,600)
3	Remove added dumpster enclosure	(\$33,000)
4	Remove Phenolic Panels & Clean Existing Brick - North Elevation	(\$8,500)
5	Remove replacing aluminum soffits at existing canopy	(\$13,400)
6	Remove east side canopy	(\$3,000)
7	Office- Substitute Doors w/lite ILO Storefront	(\$7,000)
8	Eliminate 2 RR's- Only 1 Eliminated	(\$8,000)
9	BAS Controls Savings	(\$8,728)
10	Reduce Fin Tube	(\$60,000)
11	Flex Heads ILO Standard heads	(\$7,300)
12	E-Rate Technology Savings (80% of Construction Cost)	(\$55,712)
	Subtotal	(\$313,140)

Materials Market Data (Recent Six Months)



Materials Market Data (Monthly 2007 through March 2021)





4 June 2021

Kathleen Sonnhalter, LEED AP BD+C
Capital Projects Manager
Cleveland Public Library
325 Superior Avenue
Cleveland OH 44114

RE: Woodland Branch and Central Distribution Facility
Bostwick Design Partnership Project No: 19047
Additional Services Request #06: Soil Remediation and Structural Redesign

Dear Kath:

Please accept this letter as formal request to amend our fees for additional services related to engineering services and accelerated technology bid package for the Woodland Branch and Central Distribution Facility (CDF). Details are outlined below:

ASR 06.1 Soil Remediation Documentation

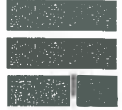
\$3,500.00

Bostwick received a Geotechnical Report for the project on 22 March 2021. The report recommended remediation which added scope to our civil engineering documents plus coordination. Scope of work included:

Added a "Soil Remediation Plan" (Sheet C1-103) to the Civil Plan Set, including:

- Show proposed pavement, sidewalks, and building limits
- Freeze all Demolition objects
- Show existing topography and proposed grading
- Show existing to remain & proposed utility pipe/structure locations
- Show a hatched area 2-ft beyond the limits (item 1.a above) for the required 12" of subgrade undercut and replacement under pavements, walks, and building slabs
- Add appropriate general and coded notes for this scope and referencing the RAP specifications prepared by Geotechnical and/or Structural Engineer
- Add a "Soil Remediation" Section to Specifications for 12" undercut and replacement.
- Add reference to the RAP specifications prepared by Geotechnical and/or Structural Engineer

Kath Sonnhalter
 CPL Woodland Branch + CDF – Additional Services Request #06
 4 June 2021
 Page 2



ASR 06.2 Structural Redesign

\$19,000.00

During the bidding phase, the CMR Gilbane shared that supply chain challenges limited access to both bidders and materials, with a specific challenge regarding structural steel.

On June 2nd, CPL confirmed the recommendation to change the structural system as designed (1.5” roof deck and joists) to be 4” Epicdeck and steel beams. The scope of services to redesign the steel roof structure includes the following

Structural:

- Diaphragm analysis
- Lateral design
- Additional detailing
- Design, drafting, coordination, review

Architectural:

- Re-modeling affected areas in Revit
- Coordination with engineering disciplines
- Adjusting parapet details for revised coping
- Reflected ceiling plan, sections, attachment details for ceiling features

MEPT:

- Evaluation of weights and attachment systems for MEPT items
- Shift and coordinate piping routing based on structural dimension changes
- Evaluation of roof drainage for change in deck elevation and structural

ASR 06.3 Structural Engineering Scope Increases

\$11,500.00

The structural engineering scope as initially anticipated for the CDF was limited to the new construction infill, new lower-level stair, RTU support and miscellaneous openings in existing walls. The following items were required either for lack of existing documentation or added to the original design scope, for which additional structural engineering and investigation was necessary:

- Field survey to verify existing framing for lack of documents
- New canopy at east-facing entrance
- Truck dock entrance and retaining walls
- Dumpster enclosures and retaining wall

Grand Total of all ASR 06 line items above

\$34,000.00

This request exceeds our current project fee contingency, and will require an amendment to our current Purchase Order and contract. We recognize this request and corresponding fee amendment will therefore require board approval. We look forward to working with you to expedite approval in any way we can. Note the attached Project Cost Attachment A for ASR 06

Kath Sonnhalter
CPL Woodland Branch + CDF – Additional Services Request #06
4 June 2021
Page 3



includes highlighted line items that identify the new fees associated with ASR 06, and all affected subtotals are highlighted in red text for ease of reference.

If you have any questions on the above, please do not hesitate to call me.

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

Rick Ortmeier AIA, LEED AP
Principal

Kath Sonnhalter Date
Cleveland Public Library

Attachments: Design Services Fees and Project Cost Attachment A – 6/4/2021 ASR 06

CC: John Lang, CPL
Dan Bickerstaff, UD
Megan Dibner-Dunlap, Bostwick
Dave Miano, Bostwick
Jeff Kessler, Bostwick

L I C E N S E FOR USE OF CITY PROPERTY

THIS LICENSE AGREEMENT ("Agreement") is entered into **June 18, 2021** ("Effective Date") by and between the City of Cleveland, a municipal corporation and political subdivision duly organized and validly existing under the Constitution and laws of the State of Ohio ("City"), and **Cleveland Public Library, 325 Superior Avenue, Cleveland, Ohio 44114**, its employees, agents, contractors, successors and assigns, (collectively hereinafter referred to as the 'Licensee').

RECITALS:

A. Section 183.16 of the Codified Ordinances of Cleveland, Ohio, 1976 authorizes the Director of the Department of Community Development to issue a license to enter upon and to perform limited activities on certain City-owned property under the Director's management and control.

B. Licensee has requested the City to issue a license for the use of the property described in Section 1 below for the purpose of conducting **due diligence activities in connection with the potential acquisition and redevelopment of the site** (hereafter, the "Project").

NOW, THEREFORE, and subject to the terms and conditions below, the City hereby grants to Licensee the non-exclusive use of the City property described and defined below and, in consideration of the license granted to Licensee herein, Licensee agrees to the following:

1. Licensed Property. The licensed property consists of that property located at 13928 Puritas Avenue, and highlighted on the map attached as Exhibit A, and further known as Cuyahoga County **Permanent Parcel Number 023-12-002** (the "Licensed Property").

2. Purposes. Licensee may use the Licensed Property for activities related to the Project. The Licensee shall utilize and maintain said property in a decent, safe and sanitary manner. All cost associated therewith shall be borne by the Licensee.

3. Term of License. This License shall expire on **June 17, 2022** unless earlier revoked by the City at its sole discretion.

4. Qualifications of Licensee and Its Contractors. Licensee shall be qualified to perform all activities described in Section 2, and shall perform all activities in compliance with applicable laws and regulations. Licensee must require that any and all contractors performing activities permitted under this Agreement be qualified, licensed, and bonded by the appropriate regulatory agencies and in accordance with the laws and regulations of the City of Cleveland and the State of Ohio.

5. Indemnification and Insurance. Licensee shall repair or cause to be repaired any damage to property caused by Licensee's use of, construction on, or maintenance of the Licensed Property during the term of this License by Licensee, its employees, agents, contractors and subcontractors, licensees or invitees or the exercise by Licensee of any of its rights or the performance by Licensee of any of its obligations. Licensee shall not interfere with or damage existing utility facilities on, off, under, or near the Licensed Property, and shall repair or cause to be repaired any damage resulting from Licensee's damage or interference therewith. The obligation contained in this Section shall survive the expiration or earlier termination of this License. In no event, however, shall

the foregoing obligation be deemed to extend to any liability for any environmental condition of the Licensed Property disclosed by Licensee's activities under Section 2 of this License.

Licensee shall, at its own expense, take out and maintain during the term of this License, Comprehensive General Liability insurance, wherein the City is named as an additional insured party, and shall protect itself, the City, and any entity performing work covered by this License from claims for damage for personal injury, disease, illness or death, including accidental death, as well as from claims for property damages which may arise from operations under this License, whether such operations be by itself or by any entity or by anyone directly or indirectly employed by either of them. The Comprehensive General Liability insurance policy shall have limits of liability of not less than One Million Dollars (\$1,000,000.00) applicable to the liability assumed by Licensee under this Section. Licensee shall provide the Director of Law with a copy of its Certificate of Insurance at the time of execution of this License.

6.1 Events of Default. Each of the following, without limitation, shall constitute an event of default:

- a. Licensee fails to keep, perform and observe any promise or agreement contained in this License; or
- b. Any lien is filed against the Licensed Premises because of any act or omission of Licensee.
- c. City may, upon reasonable advanced notice to Licensee, revoke this Agreement in its sole discretion at any time and for any reason without penalty.

6.2 Upon the occurrence of any of items (a) through (b) of Article 6.1, the City may, at its option, exercise any one or more of the following rights and remedies:

- a. deny access to the Licensed Property; or
- b. terminate this License Agreement; or
- c. Exercise any and all additional rights and remedies that the City may have at law or in equity.

6.3 No waiver by the City or Licensee at any time of any of the terms or conditions of this License Agreement shall be deemed or taken as a waiver at any time thereafter of the same or any other terms or condition herein or of the strict and prompt performance thereof. No delay, failure or omission of the City or Licensee to take or to exercise any right, power, privilege or option arising from any default, or subsequent acceptance of any fee then or thereafter accrued shall impair or be construed to impair any such right, power, privilege or option to waive any such default or relinquish thereof, or acquiescence therein and no notice by the City or Licensee shall be required to restore or revive any option, right, power, remedy or privilege after waiver by the City of default in one or more instances. No waiver shall be valid against the City or Licensee unless reduced to writing and signed by an officer of the City or Licensee duly empowered to execute same.

6.4 Except as otherwise provided herein, neither the City nor Licensee shall be deemed to be in default or breach of this License Agreement by reason of failure to perform any one or more of its obligations hereunder if, while and to the extent that such failure is due to strikes, boycotts, labor disputes, embargoes, acts of God, acts of the public enemy, acts of government authority, floods, riots, rebellion, sabotage or any other circumstances for which it is not responsible and which are not within its control; provided that Licensee's obligation to pay fees, additional fees, charges or other money payments required by this License Agreement which have been incurred prior to the force majeure event or following its cessation shall continue.

7. Compliance with Laws. Licensee shall comply with local, state, and federal laws, regulations, ordinances and orders governing the Licensed Property and the activities authorized hereunder, and shall obtain all necessary permits from the City prior to commencement of the activities authorized hereunder. The use authorized herein shall be allowed in accordance with and pursuant to City specifications.

8. Maintenance and Security of Licensed Property. Licensee shall fence, barricade or take such other measures as are reasonably necessary or appropriate to protect the general public from any danger posed by Licensee's activities under this License. Licensee shall pay for all expenses associated with its use of the Licensed Property. If Licensee does not acquire the Licensed Property, Licensee herein agrees that any damage to the Licensed Property shall be repaired, remedied or abrogated prior to termination of the License. However, if the Director determines that the damage creates a situation that is a threat to health and safety at any time prior to termination of the License and upon receipt of written notice from the Director, Licensee shall repair, remedy or abrogate the untenable situation to the extent legally possible within twenty-four (24) hours. If Licensee does not acquire the Licensed Property, at cessation of this License, Licensee shall provide to the City a photograph of the Licensed Property to document compliance with this Section.

9. Taxes and Other Charges. Licensee agrees to timely pay all taxes, if applicable, and any other charges or expenses attributable to Licensee's activities.

10. Surrender of Premises and Title to Improvements. If Licensee does not acquire the Licensed Property, Licensee shall yield and deliver peaceably to the City possession of the Licensed Property at the conclusion of its activities but no later than the date of cessation of this License, whether such cessation be by revocation, termination, expiration or otherwise, promptly and in good condition. If Licensee does not acquire the Licensed Property, prior to such surrender of the Licensed Property, Licensee shall restore and repair any and all damage to the Licensed Property caused by, related to or resulting from Licensee's operations thereon, normal wear and tear excepted. Licensee shall pay for all expenses associated with regrading and resodding of property, and repair of sidewalks and curbs, as needed, to the extent Licensee's activities have caused damage to these aspects of the Licensed Property and only if Licensee does not acquire the Licensed Property.

11. Entire Agreement. This License constitutes the entire agreement between the parties as of the date hereof. Any provisions of prior licenses, agreements or documents which conflict in any manner with the provisions of this License are hereby specifically declared void and of no effect.

12. City's Right of Entry. The City of Cleveland, its officers and employees, shall be entitled to enter the Licensed Property at any time for all reasonable purposes, including, without limitation, inspection of the Licensee's activities hereunder.

13. Licensing Fee. Licensee shall pay a one-time licensing fee of \$1.00.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Director has caused this License to be executed as of the date stated below.

CITY OF CLEVELAND

By: _____

Michiel Wackers, Director
Department of Community Development

Date: _____

The undersigned hereby agrees and consents to the terms and conditions of this License, and further states that s/he has authority to sign on behalf of the Licensee.

CLEVELAND PUBLIC LIBRARY

Signature: _____

Print Name: _____

Title: _____

Date: _____

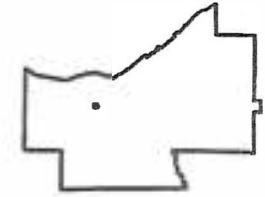
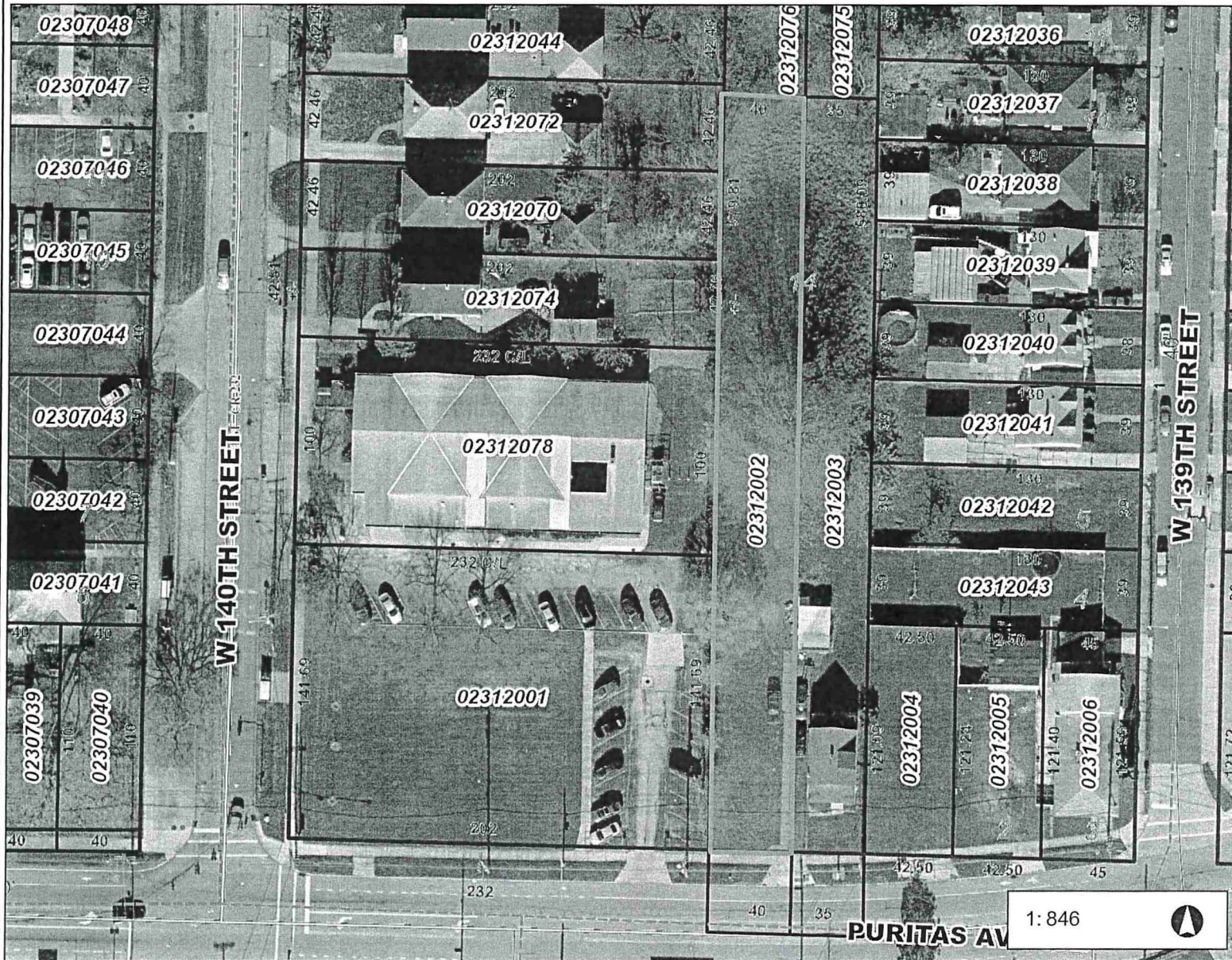
The form and correctness of
This instrument was approved by:

Barbara A. Langhenry
Director of Law
City of Cleveland

By: _____
Richard Bertovich
Chief Assistant Director of Law



Rockport Branch Parcel



Date Created: 5/19/2021

Legend

- Municipalities
- Right Of Way
- Platted Centerline
- Parcel

141 0 70 141 Feet

Projection:
WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

— Cuyahoga County —
Enterprise GIS
 PUTTING CUYAHOGA COUNTY ON THE MAP

EXHIBIT "A"**Woodland Branch Early Bid Packages**

	Site Work / Earthwork	Roofing	Subtotal	Total with Contingency, General Conditions, & CM Fee
Bid #1	Precision Engineering & Contracting, Inc. (\$597,459)	Warren Roofing & Insulating Co. (\$247,500)	\$844,959	\$911,338
Bid #2	Mr. Excavator, Inc. (\$730,000)			
Bid #3	Platform Cement, Inc. (\$743,700)			
Bid #4	Sitotech, Inc. (\$835,170)			



14 June 2021

John Lang
Chief Operating Officer
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

**Re: Woodland Library Branch
Recommendation to Award – Bid Package 07A: Roofing**

Mr. Lang:

Gilbane solicited proposals for Bid Packages 07A Roofing for the Cleveland Public Library's Woodland Library Branch Project. Nine suppliers and contractors were solicited for bids; one firm submitted formal bids. Gilbane and the project team conducted a thorough scope review meeting for the above-referenced bid package from the apparent low bidder. As a result of these scope review meetings, Gilbane recommends awarding **Warren Roofing & Insulating Co.** for the BP07A work based on the following criteria:

- Lowest and responsible bidder
- Commitment to Economic Inclusion Plan
- Safety metrics

Gilbane recommends a contract award to Warren Roofing & Insulating Co., Inc. in the amount of \$247,500 (Two Hundred Forty-Seven Thousand Five Hundred Dollars and No Cents) for Bid Package 07A Roofing. The above values do not include the Gilbane markups. Refer to the markups below.

The award amount is based on GMP Documents issued by Bostwick Design Partnership, dated 03/17/2021, Pre-Bid Supplements No. 1, dated 04/13/2021, and the following clarifications:

1. Includes commitment to enterprise participation of 20% MBE, 7% FBE/WBE, 15% SBE
2. Prevailing Wage is included
3. Minor Roof Cleaning

The list above is not a full list of assumptions and clarifications. A complete assumptions and clarifications list and CM staffing cost will be included in the Guaranteed Maximum Price Proposal. The budget for the Roofing work established from our preconstruction estimate is \$258,808. The total award value including Gilbane markups (Construction Contingency, Insurance, and Fee) is **\$266,943 (Two Hundred Sixty-Six Thousand Nine Hundred Forty-Three Dollars and No Cents)**. The markup breakdown is outlined below:



- Base w/o Markup: \$247,500
- Construction Contingency: \$6,888
- Insurance: \$7,321
- Fee: \$5,234

Respectfully,

I Concur

Travis Okel
Purchasing Manager
Gilbane Building Company

John Lang
Cleveland Public Library

Date

Enclosures: Gilbane Bid Package 07A Bid Comparison & Trade Contractor Proposal

Bid Comp Report
CPL Woodward Branch-8839300.07A-Roofing
 Tuesday, April 20, 2021 2:05 PM

Warren Roofing & Insulating Co.
Hold

COMPANY CONTACT INFORMATION

COMPANY NAME Warren Roofing & Insulating Co.
 CONTACT PERSON John Vetrovsky
 PHONE NUMBER 4404394404

LUMP SUM BID

All work Required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \$250,000.00
 Combination Bid (Woodland & Central Distribution): All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of: \$445,000.00

ACKNOWLEDGEMENT OF SUPPLEMENTS SUB-SUBCONTRACTORS

Pre-Bid Supplement 1 YES
 Sub-Subcontractor: . Current EMR Rate
 Sub-Subcontractor: . Manhours
 Sub-Subcontractor: . Value of Anticipated Subcontract
 Sub-Subcontractor: . Current EMR Rate
 Sub-Subcontractor: . Manhours
 Sub-Subcontractor: . Value of Anticipated Subcontract
 Sub-Subcontractor: . Current EMR Rate
 Sub-Subcontractor: . Manhours
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 Sub-Subcontractor: . Value of Anticipated Subcontract
 Sub-Subcontractor: . Current EMR Rate
 Sub-Subcontractor: . Manhours
 Sub-Subcontractor: . Value of Anticipated Subcontract

PROJECT DIVERSITY WORKFORCE AND DIVERSITY

SBE 15
 MBE 20
 FBE 7

UNIT PRICES

Item Description: . Unit Price
 Item Description: . Unit Price
 Item Description: . Unit Price

COST AND QUANTITY BREAKDOWN

Total Material \$133,000.00

VOLUNTARY ALTERNATES

Bidders may upload additional information at the end of the proposal form if

BIDDER IDENTIFICATION

Bidder: Warren Roofing & Insulating
 Current Experience Modification Rating .47
 OSHA Incident Recordable Rate: 4

CONTRACT AND INSURANCE AFFIRMATION

The person named below represents that he has reviewed the Trade Contract YES
 The person named below represents that he has reviewed the insurance YES
 YES

BIDDER CLARIFICATIONS

BIDDER ATTACHMENTS (optional)

One document may be attached here.
 One document may be attached here.
 One document may be attached here.

1060

Warren Roofing & Insulating Co. Walton Hills, Ohio
Branch-8839300.07A-Roofing

: Proposal Form - Bid Package CPL Woodward

Project: CPL Woodland Branch
Bid: Warren Roofing & Insulating Co. - CPL Woodward Branch-8839300.07A-Roofing
BidID: 8839300.07A
Due: 04/20/2021 02:00 PM Eastern Daylight Time
Last Updated: 04/20/2021 10:38 AM Eastern Daylight Time

SECTION 1 : COMPANY CONTACT INFORMATION

COMPANY NAME
Warren Roofing & Insulating Co.

*

CONTACT PERSON
John Vetrovsky

*

STREET ADDRESS
7015 Krick Road

*

CITY STATE ZIP
Walton Hills, OH 44146

*

PHONE NUMBER
4404394404

*

CONTACT EMAIL
john@warrenroofing.com

*

Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all Roofing Work, herein described as Bid Package No. 07A - CPL Woodland Branch project all in accordance with the Drawings and Specifications as prepared by Bostwick Design Partnership/Ubiquitous Design, LTD, and their Consultants, the Contract Documents, Project Manual (Refer to Attachments), this Proposal Form, and all documents incorporated by reference.

SECTION 2 : LUMP SUM BID

The undersigned, having become thoroughly familiar with the requirements, conditions, and intent of the Bid Documents and with all conditions affecting the performance and cost of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully provide the Work within the time stated and in accordance with the Bid Documents, including furnishing any and all labor, materials and equipment and supervision, and do all things required to provide said Work, without claims for additional time or compensation.

All work Required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:
250,000.00

*

Amount In Writing:
Two Hundred Fifty Thousand Dollars

*

Combination Bid (Woodland & Central Distribution): All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:
445,000.00

*

Combination Bid Amount in Writing:
Four Hundred Forty Five Thousand Dollars

*

The Lump Sum Bid Price above includes all applicable sales and/or use taxes (NOTE THAT THE PROJECT IS TAX-EXEMPT IN ACCORDANCE WITH THE LAWS OF THE STATE OF OHIO); INCLUDES all insurance premiums required by the Contract Documents; and EXCLUDES all premiums for 100% Performance Bond and a Labor and Material Payment Bond unless deemed necessary by the Construction Manager.

SECTION 3 : CONTRACT EXECUTION

Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within ninety (90) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet representatives of Gilbane Building Company at Gilbane Building Company's office or at a mutually agreed upon location to execute the contract or electronically execute the Contract. A Performance Bond and Labor & Material Payment Bond (If Required) will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of written Notice of Award of its bid may be considered a default under the obligation of the bid. Insurance certificates shall be provided before starting on-site activities if such activities occur before the Contract is signed.

By submitting its bid, the Bidder hereby agrees that the Owner may, in its sole discretion, decide which combination of base bid plus alternates, (if any) would provide the Owner with the most efficient expenditure of the Owner's funds with respect to any particular bidder. Owner's selection and determination

of which combinations of base bid plus alternates (if any) shall form the basis of awarding the contract. By submitting its bid, Bidder further agrees that the sum total of the base bid plus alternates (if any) as so determined by the Owner separately for each bidder shall be deemed to be such bidder's bid for purposes of determining the lowest responsible bidder for such portion of the work or for such bid package. Such determination by the Owner shall not be subject to challenge by the Bidder.

SECTION 4 : ACKNOWLEDGEMENT OF SUPPLEMENTS

The above price includes all stipulations and requirements of the following Supplements, which have been received and accepted by the undersigned.

Pre-Bid Supplement 1
YES
*

SECTION 5 : MILESTONE SCHEDULE DATES

It is expressly understood that this Project is not based upon a five (5) day, forty (40) hour per week schedule. The Work shall be scheduled such that inclement weather days can be recovered without affecting the established Milestone Schedule Dates. The Trade Contractor has included sufficient tools, equipment, labor and supervisions, including necessary shift-work or overtime, required to meet the milestone dates. This Subcontractor shall also participate in comprehensive scheduling sessions with the Construction Manager and other Subcontractors as required to further develop the detailed construction schedule.

All work shall be completed within the milestone dates and project schedule in the Project Manual (Refer to Attachments). Dates and durations given are for reference only and are subject to change. Each bidder shall provide with their proposal a bar chart schedule to the Construction Manager defining scope of work items, items requiring fabrication, etc.; each with their respective anticipated start dates, end dates and durations.

Reference Front End Documents for the proposed milestone project schedule.

SECTION 6 : SUB-SUBCONTRACTORS

Sub-Subcontractors

The following sub-subcontractors are proposed for the item of work listed. Sub-subcontractors are subject to review per the General Conditions. List only firms that will supply labor at the site. All trade subcontractors must have a EMR of 1.0 or less.

Sub-Subcontractor	Current EMR Rate	Item of Work	Manhours	Value of Anticipated Subcontract
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$

SECTION 7 : PROJECT DIVERSITY WORKFORCE AND DIVERSITY PARTICIPATION

This section is to be filled out completely and submitted at time of bid.

PROJECT DIVERSITY

1. Gilbane Building Company and the Owner encourage participation of certified diverse firms/worforce:

Enterprise
20% MBE
9% FBE
15% SBE

Workforce
18% Minority
7% Female
20% City of Cleveland Residents
40% Cuyahoga County Residents

2. All on-site Subcontractors and Sub-Subcontractors must undertake a good faith effort to meet diversity participation, and provide substantiation if necessary why the requirements are not achievable.

3. The Lump Sum Base Bid amount includes utilization of certified CBE as indicated below:

Enterprise Participation	Commitment
SBE	15 % *
MBE	20 % *
FBE	7 % *

Description of Work	Business Name	Address	Business Classification - MBE	Anticipated Contract Value
				\$
				\$
				\$

SECTION 8 : UNIT PRICES

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. ALL Unit Prices submitted shall be complete in-place prices and include all costs for overhead, profit, parking, bond costs, labor, materials, taxes, equipment, Engineering, shop drawings and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Deductive unit prices will be calculated at no less than 90% of the additive unit price.

UNIT PRICES

Item Description	Unit Price

LABOR RATES

Provide labor rates to be used in pricing any extra work that may be required. Rates are complete billing rates and include wages, taxes, fringes, insurance, small tools and incidentals and 10% overhead and 5% profit. List all rates below and complete the attached Wage Form for each classification of worker anticipated. Rates are to be for the duration of the project.

Provide current Labor Rate Breakdown Sheets:

File Upload

File Upload

File Upload

File Upload

File Upload

File Upload

SECTION 9 : ALTERNATE PRICES

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable there from. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds, if required, associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

N/A

SECTION 10 : ALLOWANCES:

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. The following allowance amounts shall not be used without prior written approval from the Construction Manager, and include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, and applicable taxes. All other costs associated with completing the work described in the allowance are included in the base bid but outside of the allowance amount.

The Trade Contractor's costs for unloading, handling, installation, overhead and profit shall be included in the base bid, but outside the Allowance. Work charged to an allowance shall be at the Trade Contractor's cost without markup for overhead and profit up to the amount of the allowance. Costs incurred in excess of the allowance shall include contractual markup for overhead and profit.

Allowances are to be used only as directed by the Construction Manager and are not to be used for work currently described in these bid documents.

This Subcontractor shall include Allowance(s) which affect the work of this Contract. Indicate applicable Allowances on Proposal.

ALLOWANCES:

N/A

SECTION 11 : COST AND QUANTITY BREAKDOWN

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

DO NOT include the cost of any alternates in base bid.

(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work. Total of all items will NOT equal bid price.)

1. COST BREAKDOWN

Total Material	133,000.00	*
Total Allowances	0	*
Total Installation Cost	117,000.00	
Total Bid	250,000.00	*
Total Estimated On-Site Manhours	1024	*

2. QUANTITY BREAKDOWN

(Note: the items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work. Total of all items will NOT equal bid price.)

Item	Quantity	Material Cost	Installation Cost	Total Cost
Expansion Joint				
Roofing Installation Complete				
Trim/Flashing and Roof Curbs				
Coping/Metal Work				

Overhead & Supervision

SECTION 12 : SCOPE OF WORK

DESCRIPTION OF WORK INCLUDED:

Except for those items (if any) specifically excluded, the work of this Bid Package shall INCLUDE, but is not necessarily limited to, all of the following:

- a. All Sections of the Project Manual, and (iBidPro attachments)
- b. All items of work required by, and/or specified in, those sections of the Specifications which are listed in the Scopes of Work document.
- c. All items of work related to the Scope of Work, which are shown on the Drawings and Specifications listed in the List of Specifications and Drawings.
- d. All Scope Items general to all bid packages provided within the 'General Requirements of the Scope of Work'; for all Trade contractors, and as listed in the Specific Scope of Work within the Scopes of Work document.
- e. Requirements of this Scope of Work may exceed requirements of the specifications (all Divisions apply). Thus, this Scope of Work shall prevail. When the specification requirements exceed this Scope of Work the specifications shall prevail.
- f. The 'Specific Requirements of the Proposal'; section of this Scope of Work document is related to those required by the referenced documents and are to be provided under, and hereby form a part of the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written Scope of Work and any scope items implied by the referenced documents, this Scope of Work shall govern.
- g. The Scopes of Work document is not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely to highlight major items of work. It is not intended to limit any portion of the scope of this bid package.
- h. The intention of this Summary Scope of Work and all associated contract documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the work. It is intended that the work not specifically enumerated under any division, head section, branch, or class of specifications shall be supplied if it is reasonably inferable as being necessary to produce the intended results. In summary, all work of this bid package is to be complete and totally functional (without gaps) for the purpose for which they are designed for a total project, whether or not all components are described in the contract documents.

GENERAL REQUIREMENTS OF THE SCOPE OF WORK

Refer to Project Manual for General Requirements for Trade Contractors.

SPECIFIC REQUIREMENTS OF THE PROPOSAL

Refer to Project Manual for Specific Scope of Work Requirements for Trade Contractors.

DESCRIPTION OF THE WORK EXCLUDED

Refer to Project Manual for Work Excluded for Trade Contractors.

SECTION 13 : SPECIFICATIONS

- Refer to Project Manual for Specification assignments for Trade Contractors.
- See Attachments tab for Scope of Work and Specification/Drawing Log.

SECTION 14 : CONTRACT DRAWINGS

- Refer to Project Manual for Drawing assignments for Trade Contractors.
- See Attachments tab for Scope of Work and Specification/Drawing Log.

Trade contractor shall interface and coordinate with all Drawings and Specifications included in the Specifications and Drawings Log. The Scope of Work is based on the entire set of documents, and is not limited to any subset of the documents

SECTION 15 : VOLUNTARY ALTERNATES

The Bidder proposes the following Voluntary Alternates listed and described below. Should the Owner accept any of these Voluntary Alternates, the Subcontract Amount will be adjusted by the amount indicated below. Attach a detailed description, if required, for each option. Identify specifically when value engineering options cannot be accepted in combination with other options or alternates that deal with similar scope or products.

Bidders may upload additional information at the end of the proposal form if needed.

Proposed Voluntary Alternate	Voluntary Alternate Cost

SECTION 16 : BIDDER IDENTIFICATION

The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

Bidder:
Warren Roofing & Insulating Co.

Current Experience Modification Rating
.47

OSHA Incident Recordable Rate:
4

License Title	License Number

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

Name	Address	Telephone Number
John Vetrovsky	7015 Krick Rd., Walton Hills, OH 44146	440-439-4404

NOTE: When submitted, this Proposal is assumed to bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

SECTION 17 : CONTRACT AND INSURANCE AFFIRMATION

The person named below represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents agrees that if selected for award by Gilbane will execute the Trade Contract Agreement without exceptions exclusions qualifications clarifications and/or alterations and is authorized to make such representation on behalf of the Bidder.

YES
*
Name
John Vetrovsky
Title
Senior VP

The person named below represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement has included all costs to fully comply with same and is authorized to make this representation on behalf of the Bidder.

YES
*
Name
John Vetrovsky
Title
Senior VP

SECTION 18 : BIDDER CLARIFICATIONS

YES
*

We do not include fluid applied waterproofing at canopy. We include Sarnafil to keep the warranty all the same. We carry no cost for patching damaged roof. This will be T&M. We do not include final cleaning. We do not include allowances We do not include steel decking highlighted in orange in post bid supplement. We do not include phased construction.

SECTION 19 : BIDDER ATTACHMENTS (OPTIONAL)

One document may be attached here.

One document may be attached here.

One document may be attached here.



14 June 2021

John Lang
Chief Operating Officer
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

**Re: Woodland Library Branch
Recommendation to Award – Bid Package 31A: Sitework/Earthwork
& Site Utilities**

Mr. Lang:

Gilbane solicited proposals for Bid Packages 31A Sitework/Earthwork & Site Utilities for the Cleveland Public Library's Woodland Library Branch Project. Eleven suppliers and contractors were solicited for bids; four firms submitted formal bids. Gilbane and the project team conducted a thorough scope review meeting for the above-referenced bid package from the apparent low bidder. As a result of these scope review meetings, Gilbane recommends awarding **Precision Engineering & Contracting, Inc.** for the BP31A work based on the following criteria:

- Lowest and responsible bidder
- Commitment to Economic Inclusion Plan
- Safety metrics

Gilbane recommends a contract award to Precision Engineering & Contracting, Inc. in the amount of \$597,459.00 (Five Hundred Ninety-Seven Thousand Four Hundred Fifty-Nine Dollars and No Cents) for Bid Package 31A Sitework/Earthwork and Site Utilities. The above values do not include the Gilbane markups. Refer to the markups below.

The award amount is based on Volume 3 of the GMP Documents issued by Bostwick Design Partnership, dated 04/16/2021, Pre-Bid Supplements No. 1, dated 05/18/2021, and the following clarifications:

1. Includes commitment to enterprise participation of 100% MBE, 0% FBE/WBE, 100% SBE
2. Prevailing Wage is included.

The list above is not a full list of assumptions and clarifications. A complete assumptions and clarifications list and CM staffing cost will be included in the Guaranteed Maximum Price Proposal. The budget for the Sitework/Earthwork & Site Utilities work established from our preconstruction estimate is \$423,052. The total award value including Gilbane markups (Construction Contingency, Insurance, and Fee) is **\$644,395 (Six Hundred Forty-Four Thousand Three**



Hundred Ninety-Five Dollars and No Cents). The markup breakdown is outlined below:

- Base w/o Markup: \$597,459
- Construction Contingency: \$16,627
- Insurance: \$17,674
- Fee: \$12,635

Respectfully,

I Concur

Travis Okel
Purchasing Manager
Gilbane Building Company

John Lang
Cleveland Public Library

Date

Enclosures: Gilbane Bid Package 31A Bid Comparison, Trade Contractor Proposal & Scope Review Checklist

Bid Comp Report
CPL Woodlark Branch-8839300.31A-Sitework/Earthwork
 Thursday, May 20, 2021 2:02 PM

	Mr. Excavator,Inc.	Platform Cement,Inc.	Precision Engineering & Contracting,Inc.	Sitetech,Inc.
--	--------------------	----------------------	--	---------------

		Hold	Hold	Hold	Hold
COMPANY CONTACT INFORMATION	COMPANY NAME	Mr Excavator Inc	Platform Cement, Inc.	Precision Engineering & Contracting, Inc.	Sitetech Inc.
	CONTACT PERSON	Thomas Flesher	Jason Klar	Chandrasekhar Narendrula	Frank Jaram
	PHONE NUMBER	4402562008	440-602-9750	4407730080	4407487483
	All work Required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:	\$730,000.00	\$743,700.00	\$597,459.00	\$835,170.00
LUMP SUM BID	Pre-Bid Supplement #1	YES	YES	YES	YES
ACKNOWLEDGEMENT OF SUPPLEMENTS SUB-SUBCONTRACTORS	Sub-Subcontractor: Sub-Subcontractor	Petty Group	TBD		
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work	Temp Fence	Fencing	Tree Clearing	
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract			\$9,000.00	
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work			Temporary Fencing	
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract			\$40,000.00	
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
	Sub-Subcontractor: Sub-Subcontractor				
	Sub-Subcontractor: Current EMR Rate				
	Sub-Subcontractor: Item of Work				
	Sub-Subcontractor: Manhours				
	Sub-Subcontractor: Value of Anticipated Subcontract				
PROJECT DIVERSITY WORKFORCE AND DIVERSITY PARTICIPATION	SBE				
	SBE	15	15	100	10
	MBE				

Thursday, May 20, 2021 2:02 PM

	Mr. Excavator, Inc.	Platform Cement, Inc.	Precision Engineering & Contracting, Inc.	Sitetech, Inc.
MBE	20	20	200	5
FBE				
FBE	0	0	0	10
Description of Work: . Description of Work	Temp Fence	Trucking and Aggregate Supply RL Cole	Prime	
Description of Work: . Business Name			Precision Engineering & Contracting, Inc. 31340 Solon Road	
Description of Work: . Address			Suites 25 & 26 MBE/SBE/CSB	
Description of Work: . Business Classification - MBE/FBE/SBE	MBE/SBE/CBE	MBE/FBE/SBE		
Description of Work: . Anticipated Contract Value	\$54,000.00	\$148,740.00	100%	
Description of Work: . Description of Work	Sewers Road Repairs			
Description of Work: . Business Name				
Description of Work: . Address				
Description of Work: . Business Classification - MBE/FBE/SBE	MBE/SBE/CBE			
Description of Work: . Anticipated Contract Value	\$24,000.00			
Description of Work: . Description of Work				
Description of Work: . Business Name				
Description of Work: . Address				
Description of Work: . Business Classification - MBE/FBE/SBE				
Description of Work: . Anticipated Contract Value				
UNIT PRICES				
Item Description: Earthwork Excavation Unsuitable Soil (Dispose Onsite). Unit Price	\$6.00	\$15.00	\$6.00	\$12.00
Item Description: Earthwork Excavation Unsuitable Soil (Dispose Offsite). Unit Price	\$20.00	\$35.00	\$15.00	\$24.00
Item Description: Compacted Backfill. Unit Price	\$65.00	\$35.00	\$20.00	\$18.00
Item Description: Flowable Fill. Unit Price	\$125.00	\$135.00	\$100.00	\$175.00
Item Description: Fine Grading & Seeding. Unit Price	\$0.25	\$1.00	2.0/SY	\$0.75
Item Description: Topsoil Spreading. Unit Price	\$27.00	\$35.00	10/CY	\$44.00
ALTERNATE PRICES				
COST AND QUANTITY BREAKDOWN				
n/a		\$0.00		N/A
Total Material	\$230,000.00	\$398,700.00	\$120,000.00	\$309,150.00
Total Allowances	\$70,000.00	\$70,000.00	\$70,000.00	\$95,000.00
Total Installation Cost		\$275,000.00	\$407,459.00	\$431,020.00
Total Bid	\$730,000.00	\$743,700.00	\$597,459.00	\$835,170.00
Total Estimated On-Site Manhours	\$3,000.00	\$3,000.00	\$2,000.00	\$5,150.00
Item: Erosion Control (SWPPP) / Maintenance. Quantity			1	
Item: Erosion Control (SWPPP) / Maintenance. Material Cost				
Item: Erosion Control (SWPPP) / Maintenance. Installation Cost				
Item: Erosion Control (SWPPP) / Maintenance. Total Cost			\$15,000.00	
Item: Demolition & Hauling. Quantity			1	
Item: Demolition & Hauling. Material Cost				
Item: Demolition & Hauling. Installation Cost				
Item: Demolition & Hauling. Total Cost			\$53,000.00	
Item: Site Clearing. Quantity			1	
Item: Site Clearing. Material Cost				
Item: Site Clearing. Installation Cost				
Item: Site Clearing. Total Cost			\$7,000.00	
Item: Mass Grading. Quantity			1	
Item: Mass Grading. Material Cost				
Item: Mass Grading. Installation Cost				
Item: Mass Grading. Total Cost		\$236,000.00		

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Mr. Excavator, Inc. Platform Cement, Inc. Precision Engineering & Contracting, Inc. Sitetech, Inc.

Item: Temporary Roads / Maintenance. Quantity	
Item: Temporary Roads / Maintenance. Material Cost	
Item: Temporary Roads / Maintenance. Installation Cost	
Item: Temporary Roads / Maintenance. Total Cost	\$46,000.00
Item: Sanitary Sewer. Quantity	
Item: Sanitary Sewer. Material Cost	
Item: Sanitary Sewer. Installation Cost	
Item: Sanitary Sewer. Total Cost	\$18,500.00
Item: Storm Drainage. Quantity	
Item: Storm Drainage. Material Cost	
Item: Storm Drainage. Installation Cost	
Item: Storm Drainage. Total Cost	\$118,000.00
Item: Bio-Retention. Quantity	
Item: Bio-Retention. Material Cost	
Item: Bio-Retention. Installation Cost	
Item: Bio-Retention. Total Cost	\$12,000.00
Item: Overhead & Supervision. Quantity	
Item: Overhead & Supervision. Material Cost	
Item: Overhead & Supervision. Installation Cost	
Item: Overhead & Supervision. Total Cost	\$5,000.00

VOLUNTARY ALTERNATES

Bidders may upload additional information at the end of the proposal form if needed.

Proposed Voluntary Alternate: . Proposed Voluntary Alternate
 Proposed Voluntary Alternate: . Voluntary Alternate Cost
 Proposed Voluntary Alternate: . Proposed Voluntary Alternate
 Proposed Voluntary Alternate: . Voluntary Alternate Cost
 Proposed Voluntary Alternate: . Proposed Voluntary Alternate
 Proposed Voluntary Alternate: . Voluntary Alternate Cost
 Proposed Voluntary Alternate: . Proposed Voluntary Alternate
 Proposed Voluntary Alternate: . Voluntary Alternate Cost
 Proposed Voluntary Alternate: . Proposed Voluntary Alternate
 Proposed Voluntary Alternate: . Voluntary Alternate Cost

BIDDER IDENTIFICATION

Bidder:	Mr. Excavator, Inc	Platform Cement, Inc.	Chandrasekhar Narendrula	Sitetech Inc.
Current Experience Modification Rating	.57	0.99	0.62	.86
OSHA Incident Recordable Rate:	0.0	2.054		0

CONTRACT AND INSURANCE AFFIRMATION

The person named below represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents agrees that if selected for award by Gilbane will execute the Trade Contract Agreement without exceptions exclusions qualifications clarifications and/or alterations and is authorized to make such representation on behalf of the Bidder.	YES	YES	YES	YES
The person named below represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement has included all costs to fully comply with same and is authorized to make this representation on behalf of the Bidder.	YES	YES	YES	YES

BIDDER CLARIFICATIONS

NO YES YES

BIDDER ATTACHMENTS (optional)

One document may be attached here.

See Attached
 \ProposalAttachments\198809
 \235d1af3-4463-4794-bbb6-
 c83b2ba93d6f.pdf\Sitetech
 Proposal - CPL Woodland
 Branch.pdf

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Thursday, May 20, 2021 2:02 PM

Mr. Excavator, Inc.

Platform Cement, Inc.

Precision Engineering
& Contracting, Inc.

Sitetech, Inc.

One document may be attached here.
One document may be attached here.

Precision Engineering & Contracting, Inc. Solon, Ohio
Branch-8839300.31A-Sitework/Earthwork & Site Utilities

: Proposal Form - Bid Package CPL Woodlard

Project: CPL Woodland Branch
Bid: Precision Engineering & Contracting, Inc. - CPL Woodward Branch-8839300.31A-Sitework/Earthwork & Site Utilities
BidID: 8839300.31A
Due: 05/20/2021 02:00 PM Eastern Daylight Time
Last Updated: 05/20/2021 12:28 PM Eastern Daylight Time

SECTION 1 : COMPANY CONTACT INFORMATION

COMPANY NAME

Precision Engineering & Contracting, Inc.

*

CONTACT PERSON

Chandrasekhar Narendrula

*

STREET ADDRESS

31340 Solon Road

*

CITY STATE ZIP

Solon

*

PHONE NUMBER

4407730080

*

CONTACT EMAIL

cnarendrula@precisioneng.us

*

Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all Sitework/Earthwork & Site Utilities Work, herein described as Bid Package No. 31A - CPL Woodland Library Branch project all in accordance with the Drawings and Specifications as prepared by Bostwick Design Partnership, and their Consultants, the Contract Documents, Project Manual (Refer to Attachments), this Proposal Form, and all documents incorporated by reference

SECTION 2 : LUMP SUM BID

The undersigned, having become thoroughly familiar with the requirements, conditions, and intent of the Bid Documents and with all conditions affecting the performance and cost of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully provide the Work within the time stated and in accordance with the Bid Documents, including furnishing any and all labor, materials and equipment and supervision, and do all things required to provide said Work, without claims for additional time or compensation.

All work Required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:

597,459

*

Amount In Writing:

Five Hundred Ninety Seven Thousands Four Hundred Fifty Nine Dollars

*

The Lump Sum Bid Price above includes all applicable sales and/or use taxes (NOTE THAT THE PROJECT IS TAX-EXEMPT IN ACCORDANCE WITH THE LAWS OF THE STATE OF OHIO); INCLUDES all insurance premiums required by the Contract Documents; and EXCLUDES all premiums for 100% Performance Bond and a Labor and Material Payment Bond unless deemed necessary by the Construction Manager.

SECTION 3 : CONTRACT EXECUTION

Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within ninety (90) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet representatives of Gilbane Building Company at Gilbane Building Company's office or at a mutually agreed upon location to execute the contract or electronically execute the Contract. A Performance Bond and Labor & Material Payment Bond (If Required) will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of written Notice of Award of its bid may be considered a default under the obligation of the bid. Insurance certificates shall be provided before starting on-site activities if such activities occur before the Contract is signed.

By submitting its bid, the Bidder hereby agrees that the Owner may, in its sole discretion, decide which combination of base bid plus alternates, (if any) would provide the Owner with the most efficient expenditure of the Owner's funds with respect to any particular bidder. Owner's selection and determination of which combinations of base bid plus alternates (if any) shall form the basis of awarding the contract. By submitting its bid, Bidder further agrees that the sum total of the base bid plus alternates (if any) as so determined by the Owner separately for each bidder shall be deemed to be such bidder's bid for purposes of determining the lowest responsible bidder for such portion of the work or for such bid package. Such determination by the Owner shall not be subject to challenge by the Bidder.

SECTION 4 : ACKNOWLEDGEMENT OF SUPPLEMENTS

The above price includes all stipulations and requirements of the following Supplements, which have been received and accepted by the undersigned.

Pre-Bid Supplement #1
 YES
 *

SECTION 5 : MILESTONE SCHEDULE DATES

It is expressly understood that this Project is not based upon a five (5) day, forty (40) hour per week schedule. The Work shall be scheduled such that inclement weather days can be recovered without affecting the established Milestone Schedule Dates. The Trade Contractor has included sufficient tools, equipment, labor and supervisions, including necessary shift-work or overtime, required to meet the milestone dates. This Subcontractor shall also participate in comprehensive scheduling sessions with the Construction Manager and other Subcontractors as required to further develop the detailed construction schedule.

All work shall be completed within the milestone dates and project schedule in the Project Manual (Refer to Attachments). Dates and durations given are for reference only and are subject to change. Each bidder shall provide with their proposal a bar chart schedule to the Construction Manager defining scope of work items, items requiring fabrication, etc.; each with their respective anticipated start dates, end dates and durations.

Reference Front End Documents for the proposed milestone project schedule.

SECTION 6 : SUB-SUBCONTRACTORS

Sub-Subcontractors

The following sub-subcontractors are proposed for the item of work listed. Sub-subcontractors are subject to review per the General Conditions. List only firms that will supply labor at the site. All trade subcontractors must have a EMR of 1.0 or less.

Sub-Subcontractor	Current EMR Rate	Item of Work	Manhours	Value of Anticipated Subcontract
	EMR	Tree Clearing	Mhrs. 9,000	\$
	EMR	Temporary Fencing	Mhrs. 40,000	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$

SECTION 7 : PROJECT DIVERSITY WORKFORCE AND DIVERSITY PARTICIPATION

This section is to be filled out completely and submitted at time of bid.

PROJECT DIVERSITY

1. Gilbane Building Company and the Owner encourage participation of certified diverse firms/worforce:

Enterprise
 20% MBE
 9% FBE
 15% SBE

Workforce
 18% Minority
 7% Female
 20% City of Cleveland Residents
 40% Cuyahoga County Residents

2. All on-site Subcontractors and Sub-Subcontractors must undertake a good faith effort to meet diversity participation, and provide substantiation if necessary why the requirements are not achievable.

3. The Lump Sum Base Bid amount includes utilization of certified CBE as indicated below:

Enterprise Participation	Commitment
100%	100%

SBE	100	% *
MBE	200	% *
FBE	0	% *

Description of Work	Business Name	Address	Business Classification - MBE/FBE/SBE	Anticipated Contract Value
Prime	Precision Engineering & Contracting, Inc.	31340 Solon Road Suites 25 & 26	MBE/SBE/CSB	100% \$
				\$
				\$

SECTION 8 : UNIT PRICES

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. ALL Unit Prices submitted shall be complete in-place prices and include all costs for overhead, profit, parking, bond costs, labor, materials, taxes, equipment, Engineering, shop drawings and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Deductive unit prices will be calculated at no less than 90% of the additive unit price.

UNIT PRICES

Item Description	Unit Price
Earthwork Excavation Unsuitable Soil (Dispose Onsite)	6.00
Earthwork Excavation Unsuitable Soil (Dispose Offsite)	15.00
Compacted Backfill	20.00
Flowable Fill	100.00
Fine Grading & Seeding	2.0/SY
Topsoil Spreading	10/CY

LABOR RATES

Provide labor rates to be used in pricing any extra work that may be required. Rates are complete billing rates and include wages, taxes, fringes, insurance, small tools and incidentals and 10% overhead and 5% profit. List all rates below and complete the attached Wage Form for each classification of worker anticipated. Rates are to be for the duration of the project.

Provide current Labor Rate Breakdown Sheets:

File Upload

remove - [LABOR EQUIPMENT Hourly Rates 050121R.pdf](#)

File Upload

File Upload

File Upload

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SECTION 9 : ALTERNATE PRICES

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable there from. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds, if required, associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

n/a

SECTION 10 : ALLOWANCES:

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. The following allowance amounts shall not be used without prior written approval from the Construction Manager, and include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, and applicable taxes. All other costs associated with completing the work described in the allowance are included in the base bid but outside of the allowance amount.

The Trade Contractor's costs for unloading, handling, installation, overhead and profit shall be included in the base bid, but outside the Allowance. Work charged to an allowance shall be at the Trade Contractor's cost without markup for overhead and profit up to the amount of the allowance. Costs incurred in excess of the allowance shall include contractual markup for overhead and profit.

Allowances are to be used only as directed by the Construction Manager and are not to be used for work currently described in these bid documents.

This Subcontractor shall include Allowance(s) which affect the work of this Contract. Indicate applicable Allowances on Proposal.

ALLOWANCES:

Allowance No. 1: \$5,000 allowance for additional temporary chain link fencing. All unused allowance dollars shall be returned to the Owner.

Allowance No. 2: \$10,000 allowance for additional temporary stone road maintenance. All unused allowance dollars shall be returned to the Owner.

Allowance No. 3: \$5,000 allowance for additional street sweeping. All unused allowance dollars shall be returned to the Owner.

Allowance No. 4: Include \$50,000 allowance for removal of unsuitable soil. All unused allowance dollars shall be returned to the Owner.

SECTION 11 : COST AND QUANTITY BREAKDOWN

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

DO NOT include the cost of any alternates in base bid.

(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work. Total of all items will NOT equal bid price.)

1. COST BREAKDOWN

Total Material	120,000	*
Total Allowances	70,000	*
Total Installation Cost	407,459	
Total Bid	597,459	*

Total Estimated On-Site Manhours | 2,000

2. QUANTITY BREAKDOWN

(Note: the items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work. Total of all items will NOT equal bid price.)

Item	Quantity	Material Cost	Installation Cost	Total Cost
Erosion Control (SWPPP) / Maintenance				
Demolition & Hauling				
Site Clearing				
Mass Grading				
Temporary Roads / Maintenance				
Sanitary Sewer				
Storm Drainage				
Bio-Retention				
Overhead & Supervision				

SECTION 12 : SCOPE OF WORK

DESCRIPTION OF WORK INCLUDED:

Except for those items (if any) specifically excluded, the work of this Bid Package shall INCLUDE, but is not necessarily limited to, all of the following:

- a. All Sections of the Project Manual, and (iBidPro attachments)
- b. All items of work required by, and/or specified in, those sections of the Specifications which are listed in the Scopes of Work document.
- c. All items of work related to the Scope of Work, which are shown on the Drawings and Specifications listed in the List of Specifications and Drawings.
- d. All Scope Items general to all bid packages provided within the 'General Requirements of the Scope of Work'; for all Trade contractors, and as listed in the Specific Scope of Work within the Scopes of Work document.
- e. Requirements of this Scope of Work may exceed requirements of the specifications (all Divisions apply). Thus, this Scope of Work shall prevail. When the specification requirements exceed this Scope of Work the specifications shall prevail.
- f. The 'Specific Requirements of the Proposal'; section of this Scope of Work document is related to those required by the referenced documents and are to be provided under, and hereby form a part of the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written Scope of Work and any scope items implied by the referenced documents, this Scope of Work shall govern.
- g. The Scopes of Work document is not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely to highlight major items of work. It is not intended to limit any portion of the scope of this bid package.
- h. The intention of this Summary Scope of Work and all associated contract documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the work. It is intended that the work not specifically enumerated under any division, head section, branch, or class of specifications shall be supplied if it is reasonably inferable as being necessary to produce the intended results. In summary, all work of this bid package is to be complete and totally functional (without gaps) for the purpose for which they are designed for a total project, whether or not all components are described in the contract documents.

GENERAL REQUIREMENTS OF THE SCOPE OF WORK

Refer to Project Manual for General Requirements for Trade Contractors.

SPECIFIC REQUIREMENTS OF THE PROPOSAL

Refer to Project Manual for Specific Scope of Work Requirements for Trade Contractors.

DESCRIPTION OF THE WORK EXCLUDED

Refer to Project Manual for Work Excluded for Trade Contractors.

SECTION 13 : SPECIFICATIONS

Refer to Project Manual for Specification assignments for Trade Contractors.

See Attachments tab for Scope of Work and Specification/Drawing Log.

SECTION 14 : CONTRACT DRAWINGS

Refer to Project Manual for Drawing assignments for Trade Contractors.

See Attachments tab for Scope of Work and Specification/Drawing Log.

Trade contractor shall interface and coordinate with all Drawings and Specifications included in the Specifications and Drawings Log. The Scope of Work is based on the entire set of documents, and is not limited to any subset of the documents

SECTION 15 : VOLUNTARY ALTERNATES

The Bidder proposes the following Voluntary Alternates listed and described below. Should the Owner accept any of these Voluntary Alternates, the Subcontract Amount will be adjusted by the amount indicated below. Attach a detailed description, if required, for each option. Identify specifically when value engineering options cannot be accepted in combination with other options or alternates that deal with similar scope or products.

Bidders may upload additional information at the end of the proposal form if needed.

Proposed Voluntary Alternate	Voluntary Alternate Cost

SECTION 16 : BIDDER IDENTIFICATION

The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

Bidder:
Chandrasekhar Narendrula

Current Experience Modification Rating
0.62

OSHA Incident Recordable Rate:

License Title	License Number

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

Name	Address	Telephone Number

NOTE: When submitted, this Proposal is assumed to bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

SECTION 17 : CONTRACT AND INSURANCE AFFIRMATION

The person named below represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents agrees that if selected for award by Gilbane will execute the Trade Contract Agreement without exceptions exclusions qualifications clarifications and/or alterations and is authorized to make such representation on behalf of the Bidder.

YES

Name
Chandrasekhar Narendrula
Title
President

The person named below represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement has included all costs to fully comply with same and is authorized to make this representation on behalf of the Bidder.

YES
Name
Chandrasekhar Narendrula
Title
President

SECTION 18 : BIDDER CLARIFICATIONS

YES
*

SECTION 19 : BIDDER ATTACHMENTS (OPTIONAL)

One document may be attached here.

One document may be attached here.

One document may be attached here.



Cleveland Public Library/ Woodland
SCOPE REVIEW CHECKLIST
8839300.031A Sitework & Utilities

Please confirm all items have been accounted for in your bid by indicating an "x" in the agree column. If you have any disagreements please mark "x" for the appropriate item and provide any comments.

Please return the completed checklist before you arrive.

		Price (\$)	Agree	Disagree	Comments
001	Lump Sum Bid of:	\$ 597,459.00	x		
Construction Services					
Gilbane Project Manual					
002	1 General Instructions To Bidders		X		
003	2 Sample Trade Contract Agreement		X		
004	a. Contract between Construction Manager & Trade Contractor		X		
005	b. Trade Contractor Conditions		X		
006	c. Owner Contract Agreement (REDACTED)		X		
007	3 Economic Inclusion Plan		X		
008	4 Gilbane Project Safety Plan		X		
009	a. Gilbane Non-Negotiables		X		
010	b. Go Contractor User Set-up and Learners Guide		X		
011	c. COVID-19 Gilbane Policy		X		
012	5 Business Credentialing Services (BCS) Insurance Tracking Procedures		X		
013	a. Sample Certificate of Insurance		X		
014	6 Billing Instructions		X		
015	a. Textura-CPM Subcontractor Overview		X		
016	b. Tax Exempt Certificate		X		
017	7 Project Schedule		X		
018	a. Bid / Milestone Schedule		X		
019	b. Advanced Planning & Scheduling Procedures		X		
020	8 Site Logistics & Site Utilization Plan		X		
021	9 Drawing Log		X		
022	10 Specification Log		X		
023	11 BIM Standards & Specifications		X		
024	12 Technology Usage		X		
025	13 Scopes of Work		X		
026	a. Scope Detail Clarification		X		
027	14 Subcontractor Diversity List		X		
028	15 Payment Requisition Circle		X		
General					
029	1 The following 'Significant Items of Work' are related to those required by the Specifications and Drawings and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.		X		
030	2 This section defines in summary, without limitations by the descriptions, significant items of the scope of work to be performed by the Trade Contractor and any special provisions related to the Trade Contractor's execution of the work and the Project. The items listed within this scope of work are listed only to highlight certain aspects of the work and is not meant to limit the overall Scope of Work. The details of the scope of work are further defined in Drawings, Specifications, Project Manual and other provisions contained within the Contract Documents. The bid shall be inclusive of all required work for a complete, integrated and whole systems.		X		
031	3 Diversity Goals for the project are: 1. Enterprise Goals a. Small Business Enterprise (SBE): 15% b. Minority-Owned Business Enterprise (MBE): 20% c. Woman-Owner Business Enterprises (WBE): 9% 2. Workforce a. Minority Workforce: 18% b. Female Workforce: 7% c. City of Cleveland: 20% d. Cuyahoga County: 40%		X		
Safety					
032	4 The following items are highlights from the safety plan. These are meant to emphasize key components and does not absolve responsibility to the remainder of the safety plan. The awarded Trade Contractor is responsible for the compliance of their contractor's and subcontractor's for all aspects of the safety plan: - Helmets must be worn at all times. Helmets are to be Kask, Zenith or Superplasma HD, or* equivalent, in compliance with ANSI Z89.1-2014/CSA Z94.1-2015 and certified to EN 12492. (Helmets shall be worn in accordance with manufactures recommendations); Helmets must display company logo with individual's name on the front and back. Helmets must face forward and have a chin strap. - Standard stepladders are not permitted on the job site. If required, podium or platform ladders are to be used. Mobile scaffolds, aerial or scissor lifts are preferred. - All contractors and their subcontractors employees must complete online orientation utilizing "GoContractor" online software application prior to coming to the site. The cost of the GoContractor program is \$25 per person.		X		
033	5 Comply with The Project Safety Plan and all OSHA safety rules and regulations. Mandatory use of appropriate safety equipment such as hard hats (with chin strap), eye protection, hand protection, high visibility vests, and tie off protection to comply with the six (6) ft. fall rule, to be strictly enforced. The Trade Contractor shall at all times conduct his operations and confine equipment and personnel to areas within the limits of the Work, taking care to protect all persons working and accessing the Project. The Trade Contractor shall maintain and protect the perimeter fall protection installed and provide any additional protection, including temporary fall protection as required, to accomplish the Work.		X		
034	6 Each individual working onsite must attend a 1-hour safety orientation meeting held at the Construction Manager's jobsite office prior to performing any work onsite.		X		

035	7 Drug Testing: Each individual working onsite must be in compliance with the Project's Substance Abuse Policy. The Trade Contractor is responsible for pre-screening each of their employees who will be working on site immediately prior to assignment and all cost associated with this screening. Any employee failing this drug test will not be permitted on the jobsite.	X		
036	8 Commencement of work onsite will not proceed until a Job Hazard Analysis has been submitted and reviewed with the Construction Manager for the specific work tasks to be performed. Refer to the Project Safety Plan.	X		
037	9 In accordance with the Safety Plan, all prime contractors are required to have a full-time, dedicated safety person on site at all times once their manpower has reached 20 persons (including subcontractor personnel) or as the Construction Manager sees fit. This full-time safety person must submit a resume and be qualified with over 1 year of specific safety training. This person must be fully dedicated to safety (i.e. not someone who will be performing other tasks on the project).	X		
038	10 Conduct weekly Trade Contractor Safety Meetings attended by all of its employees and subcontractors. Submit a sign-in sheet and subject matter to CM on weekly basis.	X		
039	11 All Trade Contractors shall take extreme care and necessary precautions to prevent the infiltration of objectionable fumes and odors into the adjacent occupied homes, occupied building, existing air intakes or publicly occupied areas.	X		
040	12 No keys shall be left in un-attended onsite equipment. If keys are left in the equipment, it is the Construction Manager's and/or Owner's right to confiscate the keys and/or equipment for security reasons.	X		
041	13 The use of all wireless communications devices (i.e. mobile phones, etc.) while operating a motor vehicle or motorized equipment on the project site is PROHIBITED	X		
042	14 Any barricade, fencing, handrail, guardrail or other safety device removed or damaged by a Trade Contractor's employee shall immediately be repaired or reinstalled by the Trade Contractor, or the Construction Manager may erect and/or repair same, without notice, and backcharge the responsible Subcontractor. Removal of any safety device may also result in a safety fine per the Project Safety Plan.	X		
Supervision				
043	15 The Trade Contractor shall provide full-time on-site supervision during all phases of the Work including; completion of all punch list items, all inspections, and the final acceptance by the Construction Manager/Architect/Owner. The supervisor/superintendent shall be equipped with a cellular phone with voicemail, text, and email capability. This requirement also applies to all sub-tier subcontractor supervision as well as any on-site safety representatives.	X		
044	16 The on-site supervision, including sub-tier's supervision and on-site safety representative, will be required to attend daily and weekly coordination and scheduling meetings and other meetings intended to assure proper work sequencing and coordination between trades to the benefit of all. Failure to attend these required meetings on a regular basis could impact monthly deliverables required for prompt payment. Meeting dates and times will be coordinated after Contract Award.	X		
045	17 Each Trade Contractor shall have a "qualified representative" in attendance at all weekly Subcontractor Coordination Meetings. A "qualified representative" is defined as an employee of the Trade Contractor who has the authority to make commitments on behalf of the Trade Contractor with regard to cost, scheduling, and manpower issues.	X		
Quality				
046	18 The Trade Contractor shall participate and conform to the requirements of the Quality In Construction Program and shall designate a responsible member of its field organization to enforce all quality control and quality assurance programs. Benchmarks and pre-construction review will be required to establish quality standards for the remaining work installations.	X		
047	19 The Trade Contractor shall cooperate with any testing/inspection agency with inspections and gathering of samples and assistance in access to the specific locations of any tests/inspections, balancing or demonstrations. Subcontractor shall also make any and all corrections as required by the Testing Agency. Cooperate with and demonstrate system operation and safety compliance with the local building and fire inspectors as needed and as required for building occupancy.	X		
048	20 Each Trade Contractor shall comply with all LEED requirements outlined in the contract documents.	X		
Site Utilization / Logistics (Use of Site)				
049	21 The Trade Contractor is responsible to review existing site conditions and state of construction progress and coordinate such adaptation of process and work as required to fully integrate the work of this Package to the existing site conditions and construction. Advise the Construction Manager of any conditions which prevents performance of the work per the Contract Documents or prevents its satisfactory completion. This Trade Contractor shall examine substrates, areas, and conditions to which the work of this Trade Contractor will be applied for compliance with requirements. Advise the Construction Manager of any unacceptable conditions, otherwise the condition of the substrate is accepted by this Trade Contractor	X		
050	22 No smoking or use of tobacco products is permitted on the Owner's property. Any individual found to be using tobacco products on the Owner's property will be permanently removed from the project site.	X		
051	23 No personal radios, portable televisions, cd players, mp3 players, iPods, etc. will be permitted on the Project jobsite.	X		
052	24 It is the responsibility of all Trade Contractors and Subcontractors to maintain access to and egress from all work areas, to protect and marshal areas that cause a threat to the safety of others and to protect access to and from, as well as protection of the job site and roadways. Any and all expenses that the Construction Manager incurs to maintain access, or for repairs to utilities, properties, temporary roadways or to clean existing roadways of debris will be reimbursable via back charge to those Subcontractors responsible or equally shared by all Subcontractors utilizing the job site as deemed appropriate.	X		

053	25 Provide traffic control and permits for delivery and trucking activities and whenever an activity alters pedestrian or vehicular access, or poses any safety threat. This may include cones, barrels, signage, flagmen, etc. as deemed necessary to maintain a safe environment. Extended trucking activities may require off duty police officers, of which the coordination and cost will be the responsibility of the Trade Contractor requiring the service. A minimum of (2) flagmen are required for every street delivery to ensure the safety of the public and all personnel.	X		
054	26 Each Trade Contractor is responsible for lines, grades, its own field engineering and layout required for the execution of the Work. Perform field verification and measurements as required for proper integration of the Work. Each Trade Contractor is cautioned that layout for construction must be taken from survey control lines established by surveyor not from column centerlines or other building elements. All work, specifically slab edges, perimeter studs, openings, penetrations, walls, etc. must utilize the control lines established or theoretical centerlines. Report any discrepancies which will affect construction tolerances to the Construction Manager immediately. Protect and maintain permanent horizontal and vertical layout controls installed by the surveyor. The cost to re-establish control lines disturbed or destroyed by Trade Contractor or its sub-tier subcontractor will be the Trade Contractor's responsibility. The same surveying company shall be used by all Contractors.	X		If applicable for this scope of work.
055	27 Fuel storage on site and fueling procedures must comply with applicable regulations and receive Construction Manager's approval. No gasoline or diesel powered equipment will be permitted to be operated inside enclosed building areas. This also applies to all oxygen, acetylene, propane tanks onsite.	X		
056	28 Review the "Site Utilization Plan." Each Trade Contractor may have comeback work, out of sequence work and limitations to the Trade Contractor's ability to access the area with certain equipment. Your bid is to include all costs to accommodate these restrictions. No contract modifications will be made for existing conditions that were reasonably foreseeable during the bidding period.	X		
057	29 Temporary access roadways or staging areas have been provided on the site utilization plan. These roads are to be maintained by the installing Trade Contractor. Any additional roads, grading, and or staging areas required and approved by the Construction Manager beyond what is shown on the site utilization plan will be the responsibility of the Trade Contractor requiring it and all costs included in the proposal amount. Trade Contractors utilizing these roadways and staging areas are required to repair any damage caused during the performance of their work. This includes, but is not limited to mud removal, re-grading, additional stone, or other requirements as determined by the Construction Manager. Any roadway or staging area installed must be removed by the installing Trade Contractor when the work is complete after approval of the construction manager.	X		
058	30 Each Trade Contractor shall provide its own field office, if necessary, telephones, fax machine, copy machine and any other office equipment required to complete their work. The Construction Manager's jobsite office shall not be used by the Contractors for these purposes. Trade Contractors shall not send, or have sent to the project, packages, payroll checks, faxes, etc. addressed "in care of Gibbane". The Construction Manager will not be responsible for any items sent to the project site addressed in this manner. The Trade Contractor may be required to relocate or remove its job trailers as job conditions change. Any work associated with this shall be at no additional cost to the Project.	X		
059	31 No lulls or other types of fork lifts are permitted off the haul/temporary roads without written permission from Construction Manager. The intent is to minimize mud on the established haul/temporary roads.	x		
060	32 All trucks, vehicles and equipment are required to use the wheel wash station before leaving the site. Manpower shall be provided by each Trade Contractor to clean their own vehicles including their delivery trucks. If a Trade Contractor fails to properly wash their vehicle or equipment, the offending Trade Contractor will be responsible for cleaning the streets/drives via a professional street cleaning company.	x		
061	33 Storage trailers must be pre-approved by the Construction Manager and will be based upon contract size and availability of space. Construction Manager will not guarantee a trailer or storage trailer will be granted on site and reserves the right to deny requests. If trailer and/or storage trailer is granted it may have to be relocated and/or removed from site at anytime due to changing site conditions or requirement, which will be done at no additional cost. No electrical or plumbing service to be provided to said trailers by the Construction Manager. It is the Trade Contractor's responsibility to coordinate and pay for MEP service.	x		
062	34 Due to limited laydown area at the jobsite, the Trade Contractor shall schedule deliveries to minimize space and time requirements for storage of materials and equipment onsite. Materials stored onsite must be installed within a two (2) week period, unless otherwise approved by the Construction Manager prior to delivering materials to the project site. The Trade Contractor shall move any stored products under the Contractor's control which interferes with the operations of the Project or the Owner, as directed by the Construction Manager at no additional cost. All staging and material storage areas must be approved by the Construction Manager a minimum of one (1) week prior to material delivery. All materials determined to no longer be necessary due to design revisions, etc. will not be allowed to accumulate. These materials will be promptly identified and addressed by the Trade Contractor as directed by the Construction Manager and removed from site if necessary.	x		
063	35 The Trade Contractor shall include any costs for off-site storage. The Owner and/or Construction Manager will not be responsible for any storage costs, regardless of the reason for the need to store materials.	x		
064	36 Onsite parking is limited. All Trade Contractor Employees, Subcontractor Employees, Vendor Employees, Visitors, etc. will park in the designated Contractor Parking Areas as directed by Construction Manager. Contractor parking is restricted to areas within the construction limits as directed by the Construction Manager.	x		
065	37 Due to the surrounding properties immediately adjacent to the Project, any activity that produces excessive noise shall be in compliance with the City of Cleveland noise ordinance. Each Trade Contractor shall take additional measures to minimize the noise to a level which is acceptable to the Owner and Construction Manager.	x		
066	38 All Trade Contractors and suppliers are to become familiar with traffic and parking regulations. Be aware that some streets and routes may be inaccessible at times. Coordinate all deliveries with the Construction Manager.	x		
067	39 The snow and ice removal of the main drive lanes, access to the building and main public spaces will be provided by BP01A General Conditions Package. All other snow and ice removal required to access and complete the Trade Contractors work shall be provided by that Trade Contractor.	x		
068	40 Safe egress must be maintained at all building exits.	x		

069	41 The Trade Contractor shall obtain the Construction Manager approval prior to utilizing mechanical lifts or equipment on concrete slabs. All lifts are to be electric. The Trade Contractor shall submit the lift or equipment specifications (i.e. weight, point loads, etc.) to the Construction Manager a minimum of ten (10) days prior to using on the Project. Any equipment without prior approval by the Construction Manager shall be removed from the Project at the Trade Contractor's expense.	x		
070	42 Trade Contractors will be required to provide their own rigging and hoisting as necessary to lift their material or equipment into the building. In addition to the requirement set forth in the safety plan and in this scope of work any contractor mobilizing a crane on site, regardless of size shall thoroughly review all underground utilities as shown on the Civil document that will be in place prior to use of the crane. Include engineering and any steel plating, crane mats, required to protect underground structures from damage. Also provide dunnage, plates, and/or mats for any truck deliveries on site and also for any materials that will be temporarily stored on site in preparation for the crane lift. Hazard analysis forms for all hoisting and rigging activities are required.	x		
071	43 All labor and equipment required for receiving deliveries or relocating materials are to be provided by each Trade Contractor. No on-site equipment will be furnished/maintained by the Construction Manager.	x		
072	44 Trade Contractor shall obtain and provide all utility locates (public and private) applicable to this Trade Contractor's work.	x		
073	45 Trade Contractor shall review all means of building access and make provisions to ensure that equipment will fit through permanent doorways and/or structure. Coordination with other parties and modifications to the building or façade will be the responsibility of this Trade Contractor, including all associated cost.	x		
074	46 The Trade Contractor shall protect existing construction and the work of other contractors from damage during the performance of its work. Any work damaged by this Trade Contractor, or its employees or agents, shall be the responsibility of this Trade Contractor to replace, at no additional cost.	x		
075	47 The Trade Contractor will be responsible for the security of his own stored material, trailers, work, equipment, tools, etc.	x		
076	48 If required fireproofing is required, the Trade Contractors shall exercise care when working around spray-on fireproofing previously applied to the structure. Trade Contractors shall be responsible for patching fireproofing damaged during the installation of its work, through the onsite Fireproofing Contractor. If arrangements are not made to repair the damage, the Construction Manager will make arrangements and back charge the responsible Trade Contractors as determined by the Construction Manager.	x		
077	49 Trade Contractors requiring access to roof must provide any required fall protection equipment and take measures to protect roofing systems. Damage to roofing systems as a result of work of this package will be the responsibility of this Trade Contractor to correct. Damage that cannot be identified and assigned to a particular subcontractor will result in the costs of repairs to be proportioned and assigned to the Trade Contractors working on the roof as deemed appropriate by the Construction Manager.	x		
078	50 No food or drinks are permitted within the building footprint. With prior approval from the Construction Manager, each contractor may provide a Break / Change trailer for their personnel. The Construction Manager will NOT be providing a trailer for break or changing areas.	x		
079	51 The Trade Contractor shall assume full responsibility and liability for the compliance with all Federal, State, and local regulations pertaining to demolition work practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying areas adjacent to the work area and site.	x		
Temporary Services				
080	52 Each Trade Contractor shall provide temporary power as required for their work until temporary power is established for the Project. Each Trade Contractor shall provide additional task lighting required for the work of their package, including portable generators.	x		
081	53 Potable water for the project will be made available from the existing facility. In the event, water service is interrupted, water will be made available from a near by fire hydrant. Usage shall be coordinated with the City of Cleveland by the Trade Contractor. Any hoses or distribution through the site is the responsibility of each Trade Contractor utilizing the water. All usage must be metered by the appropriate means by the Trade Contractor using the water source. All cost shall be paid by the Trade Contractors using the water source.	x		
082	54 Temporary enclosures will not be provided and shall be the responsibility of the Trade Contractor requiring them.	x		
083	55 Once the building is enclosed, the MEP Trade Contractors will provide temporary utilities and climate control for the building.	x		
084	56 Temporary toilet facilities will be provided by the BP01A General Conditions Package.	x		
085	57 Dumpster will be provided by BP01A General Conditions Package. Each Trade Contractor shall complete with the 75% recycling requirement for the project.	x		
Schedule				
086	58 The Trade Contractor acknowledges that they fully understand the complexity of a project of this size and scope, recognizes that multiple mobilizations/demobilizations and/or multiple crews, out of sequence and come back work is necessary to accommodate the general flow of the work and to coordinate with the sequences described in the project schedule and has included in his bid price all costs of same. No additional cost will be considered for multiple mobilizations/demobilizations and/or multiple crews. They further agree to fully cooperate and coordinate their work with that of the other trades.	x		

087	<p>59 The occurrence of weather-related delays in excess of fifty-two (52) Work days per twelve (12)-month period as follows: six (6) Work days in January and February; five (5) Work days in March, May, November and December; four (4) Work days in April, August, September and October; and two (2) Work days in June and July which occur prior to enclosure of the Work computed as follows:</p> <p>The monthly anticipated adverse weather delays is based on National Oceanic and Atmospheric Administration (NOAA) or similar data for the project location and will constitute the baseline monthly weather time evaluations. Baseline" is defined as the normal number of calendar days for each month during which construction activity exposed to weather conditions is expected to be prevented and suspended by cause of adverse weather. "Adverse Weather" is defined as the occurrence of one or more of the following conditions within a twenty-four (24) hour day that prevents construction activity exposed to the weather conditions or access to the Site:</p> <p>a. Precipitation (rain, snow, or ice) in excess of 2/10 inch liquid measure.</p> <p>b. Temperatures that did not rise above that required for the day's construction activity, if such temperature requirement is specified or accepted as standard industry practice. Sustained wind of in excess of 15 mph.</p> <p>Extensions for adverse weather conditions will be for time only and the Trade Contractor shall not be entitled to additional compensation if Owner granted.</p>	x		
088	60 The Trade Contractor shall provide Construction Manager with a monthly Material Status Report, including status of shop drawings and material deliveries to ensure that materials are on schedule to maintain the Project Milestones. This report is a condition precedent to approval of the monthly application for payment.	x		
089	61 The Trade Contractor shall submit a weekly schedule update to the Construction Manager which shall include the following information: work activities started or completed during the previous week including actual start and finish dates and actual man-hours expended, days remaining for work activities currently in progress, a look-ahead projection of all activities to be started or finished in the upcoming three (3) weeks and crew size and resource hours associated with upcoming activities. The Trade Contractor's weekly update shall be submitted thirty-six (36) hours prior to the weekly coordination meeting.	x		
090	62 The Trade Contractor shall participate in the Advance Schedule Planning Sessions to enhance the bid/milestone schedule and participate in the weekly Pull Plan Sessions in order to coordinate the work and maintain schedule.	x		
Coordination				
091	63 The Trade Contractor is required to cooperate fully with all other Trade Contractors on the project to allow for the proper sequencing and installation of work, and avoid interfering with or delaying work under this or any other Contract, and further agrees to coordinate his shop drawings, details, and submittals with those of other trades to ensure proper installation of all materials in accordance with the Project Schedule. Each Trade Contractor is required to provide additional approved copies of shop drawings to other trades as required for complete coordination. If hardcopies are provided, the Trade Contractor receiving the drawings will bear any reproducing costs.	x		
092	64 Bid packages are separate contracts that represent significant construction activities performed concurrently with and closely coordinated with the construction activities performed on the project under other Bid Packages.	x		
093	65 The work in individual bid packages will require remobilizations to allow the work in other bid packages to be performed in a logical sequence to meet the overall schedule.	x		
094	66 All correspondence, submissions, etc., shall be routed through the Construction Manager's field office. There shall be no deviation without prior approval by the Construction Manager.	x		
095	67 Provide all necessary fasteners, supports, and attachments as necessary for the proper installation of your Work. This Trade Contractor shall be responsible for the paint/primer touch-up of all materials or patching of any work installed by others which are damaged as a result of this Trade Contractor's fasteners, clips, hangers, supports, and/or other attachments installed during the performance of its Work.	x		
096	68 The Trade Contractor shall coordinate penetrations required for your work with the work of others. Coordinate locations and provide all required sleeves and/or miscellaneous metal prior to the installation of the wall, floor, ceiling or other system that will be penetrated by your work. All costs for saw cutting, coring, patching and/or repairs due to a lack of coordination shall be the responsibility of the Trade Contractor that requires the penetration.	x		
097	69 This Trade Contractor shall provide all applicable sealants, caulking, flashing, trim pieces, or other expansion joint material when this Trade Contractor's work abuts or penetrates the work of another Contractor. All materials shall make for a weather tight or fire rated assembly as required; be in compliance with the specifications and codes; and be compatible in color to the installed assemblies or as directed by the Architect, Owner, or Construction Manager.	x		
098	70 Provide fire stopping system at all penetrations required for your work as required to maintain the fire rating of walls, floors, ceilings, or other rated assemblies in accordance with the Drawings and Specifications and to the satisfaction of the governing authority. Prior to installation of the fire stopping, proper documentation must be submitted for review by the A/E.	x		
Payment				
099	71 This Trade Contractor acknowledges that this project is a prevailing wage project, and thus this Trade Contractor must comply with all provisions, established by the authorities having jurisdiction, for each trade and occupation employed in the performance of this work. This compliance includes, but is not limited to, paying the correct prevailing wage rates, submitting certified payrolls, and filing a notarized affidavit at the completion of the project. Prevailing wage documents to be sent to the Construction Manager during submission of the pencil copy bill each month. If prevailing wage documents are not received, payment will be held until these documents are received complete and approved by the Construction Manager. For information regarding prevailing wage rates, refer to the State of Ohio's Department of Commerce website: https://wagehour.com.ohio.gov/w3/webwh.nsf/wrlogin/?openform	x		
100	72 A schedule of rental rates for machinery and/or equipment of the Trade Contractor shall be provided to the Construction Manager for review and approval by the Construction Manager/Owner prior to the commencement of work on the site.	x		

101	73 All time and material tickets must be submitted daily, on the day the work was performed, to the Construction Manager using the appropriate form. All tickets must show the date, description of work performed, the authorized potential change item (PCI) number, materials and equipment used, hours worked, names and trade classifications of the workers, and be sequentially numbered. Payment will not be made for tickets that are submitted and do not adhere to the requirements above. Verbal direction for T&M work is not allowed and costs will not be approved without written approval with an authorized PCI number. Each Trade Contractor shall notify the Construction Manager in advance of performing any Time and Material work and receive approval from the Construction Manager to do so.	x		
102	74 Potential Change Item Proposals: The RFQ form issued by the Construction Manager must be completed and returned with every proposal, along with all sub/supplier documentation as well as a copy of the applicable equipment rate sheets.	x		
103	75 This project will utilize the Textura electronic payment application system. Include all costs associated with the use of Textura in the base bid.	x		
Housekeeping				
104	76 Each Trade Contractor shall provide dust control to minimize dust around the project site as required for its work.	x		
105	77 Perform daily cleanup of waste and debris resulting from this Trade Contractor's work. This includes placing all debris and trash in the dumpsters provided, neatly stacking all materials, and leaving the building in a broom clean condition daily. Failure by any Contractor to keep the facility clean on a daily basis will not be tolerated, as it is a direct hazard to a safe working environment. Failure to keep the building and site in an acceptable state of cleanliness will result in a formal 24-hour notification to the Trade Contractors responsible, and performance of the required cleanup work by a third party cleaning service. The costs for this service will be suitably apportioned to the Trade Contractors responsible.	x		
106	78 All Trade Contractors must clean all work areas once their scope of work is complete and as directed by Gilbane. This includes but is not limited to wiping down all work, vacuuming and sweeping adjacent areas and removal of all stickers/tags/debris. All construction cleans are to be reviewed and approved by the construction manager.	x		
107	79 Use of permanent fixtures, drain lines or sewer systems for disposal of waste and clean-up of tools is strictly prohibited. If used, the offending Trade Contractor will be responsible for the expense of cleaning/replacement of sinks, pipes and traps as needed to return them to proper function.	x		
108	80 Each Trade Contractor is responsible for exporting/haul off their own dirt spoils off site.	x		
Work Hours				
109	81 Normal working hours for the Project are Monday through Friday, 7:00 AM to 4:00 PM. Any Trade Contractor needing to perform work outside of these normal hours will require prior approval from the Construction Manager.	x		
110	82 Cost for all "after normal working hours", including all trade related over time expenses, operator expenses and inspection(s) by any AE/consultant or governmental inspection agency shall be included with this bid proposal.	x		
Closeout				
111	83 Punchlist: Contract must include working every affected trade on all Saturdays when there are outstanding punch list items, if directed by the Construction Manager, at no additional cost.	x		
112	84 Throughout the Project, maintain a marked up set of as-built drawings, specifications and shop drawings for the Construction Manager's review during construction of the Project. As-built drawings shall be a line item on the Schedule of Values and will be checked monthly by the Construction Manager prior to approving the current month's Application for Payment. Electronic copies of As-builts shall be provided on CD/DVD (three (3) copies of each).	x		
113	85 All contractual warranties will commence on the date of Substantial Completion. Provide all necessary extended warranties to account for the time period from completion of your work through this date. This Trade Contractor shall provide temporary maintenance and extended warranties as applicable for all equipment operated prior to final acceptance by the Owner. All warranties shall begin upon Owner Acceptance of the Project. This Trade Contractor shall be responsible for supervision and monitoring of systems and equipment during start-up, testing, commissioning, temporary usage until substantial completion and acceptance by the owner.	x		
Miscellaneous				
114	86 The Trade Contractor shall include all necessary means, methods, equipment, tools and services required to accomplish the Work of their Bid Package, per the schedule including all required services, engineering, layout, hoisting, staging, scaffolds/personnel lifts, communications, portable electric power for welding, task lighting, localized dewatering, snow removal, temporary heat and weather protection.	x		
115	87 The Trade Contractor for this Bid Package shall execute, perform and accomplish all Work necessary to achieve the intent of the Contract Documents and shall have no claims against the Cleveland Public Library, Moody Nolan, Gilbane Building Company, or any of their Agents for additional costs except for Additional Work which is authorized by Change Order and signed by all parties to the Contract. a. In the case of a Work Order or Change Order for Work performed by Trade Contractors, the Trade Contractor will receive a ten percent (10%) markup.	x		
116	88 Include all costs for permits, fees, bonds, tap-in fees, waste removal fees, assessments and inspections (exclusive of the general building permit) as applicable to your Work as levied or required by public authorities having jurisdiction. Include all re-inspection costs, as necessary, to complete the Work of this project.	x		
117	89 Submittals: The Subcontractor's first submittal is to be the Submittal Schedule showing a list of all specification sections with subsections and the specified descriptions of each submittal to be provided. No mobilization to be paid without it. The second submittal is to be the Schedule of Values which will not be reviewed until the first submittal is APPROVED.	x		
118	90 All submittals, catalog cuts, etc. are to be original copies (PDF format). Faxed copies scanned to PDF are unacceptable. Submittals shall be submitted and reviewed electronically.	x		
119	91 Project controls and reporting will be performed utilizing Procure/SmartApp, the project specific web based application for electronic submittal and processing of RFIs, submittals, meeting minutes, daily manpower and field activity reports. The Construction Manager will provide initial training to the Trade Contractor.	x		
120	92 Provide welding certificates for any individual performing welding prior to commencing work.	x		

121	93 This bid package will not be officially award until May/June 2021. All bids shall remain valid until July 31, 2021. All applicable cost shall be included.	x	
122	94 This project is tax exempt but certain elements of construction items are taxable per the guidelines of the State of Ohio. This Trade Contractor shall comply with all State of Ohio taxable guidelines.	x	
123	95 The Owner/Gilbane contract is part of the project manual and is a flow down to the Trade Contractor Contract Agreement for the work of their bid package. Pay special attention to the liquidated damages clause and the consequential damages clause.	x	
124	96 Each Trade Contractor must include Cleveland Public Library, Gilbane Building Company, Bostwick Design Partnership, Ubiquitous Design LTD and their agents as additional insured on the Trade Contractor's insurance policy.	x	
125	97 Each Trade Contractor shall comply with all ADA requirements.	x	
126	98 NO GAPS - This is a no gaps contract between this Trade Contractor and the other Trade Contractors. Any item of labor, material, coordination, supervision, and equipment reasonably inferred by the contract documents customarily furnished by this Trade Contractor, including all matters necessary or appropriate to ensure that no gaps exist. In summary, all systems are to be complete and fully functional (without gaps) for the purpose for which they are designated for a total project.	x	
127	99 In the event of conflicts between the drawings and Specifications, the higher quantity and degree of finish shall prevail. Advise the Construction Manager of conflicts or deficiencies immediately.	x	
128	100 Each Trade Contractor shall comply with all mockup/benchmark requirements as required per the contract documents.	x	
129	101 This Trade Contractor shall provide all blocking for the work of their bid package.	x	
130	102 Reference "Scope Detail Clarifications" attachment for additional scope of work assignments.	x	
WORK INCLUDED (included in their entirety unless otherwise clarified)			
131	Include all work as required by and in accordance with the Conditions of Contract, all Contract Documents, Drawings, Specifications and elaborations below and related items necessary to complete all of the work defined in the following sections.	x	
132	The Scopes of Work attachment is not intended to be an all inclusive listing of the specified Contract Scope of Work, but merely to highlight the major items of work. This subcontractor shall provide (furnish and install) the following work:	x	
SPECIFICATIONS INCLUDED (included in their entirety unless otherwise clarified)			
133	Division 00 - Procurement and Contracting Requirements (Include all specifications in their entirety)	x	
134	Division 01 - General Requirements (Include all specifications in their entirety)	x	
135	024119 Selective Demolition	x	
136	312000 Earthmoving	x	
137	312010 Survey Layout	x	
138	312020 Erosion and Sedimentation Control	x	
139	312030 Site Clearing	x	
140	312040 Unforeseen Conditions	x	
141	312050 Soil Export	x	
142	312060 Soil Import	x	
143	312070 Unsuitable Soils	x	
144	312319 Site Dewatering	x	
145	330500B Site Communications Service (as it relates to this bid package)	x	
146	330500C Stormwater Conveyance and Underdrains	x	
147	330500D Site Water Distribution Piping	x	
148	330500E Site Sanitary Sewers	x	
149	330500F Site Electrical Service	x	
150	334600 Subdrainage	x	
151	Cutting and patching as required	x	
152	All specifications are a requirement of all bid packages for a complete set of contract documents. The above merely highlights certain specification sections.	x	
SPECIFIC WORK INCLUDED			
153	Provide all labor, supervision, material, tools, equipment, engineering, bracing, shoring, permits, inspections, shipping, storage, rigging, layout, portable electric power, task lighting, localized dewatering, weather protection, compliance with all agencies (City, County, State and Federal) and coordination to complete the scope of work for this Bid Package and as shown in the contract documents including but not limited to Drawings, Specifications, the Gilbane Project Manual, Schedules, Quality Plan, Safety Plan and as reasonably inferable for a complete scope. This scope applies to the site for both the Woodland Branch and the Central Distribution Facility.	x	
154	This Trade Contractor shall videotape/photograph (Site Survey) existing conditions on the project site prior to mobilization including adjacent properties. Provide a copy of these photographs and video recording to the Construction Manager for record. Ensure the conditions of curbs, sidewalks, fences, buildings & houses, roads near the property, and adjacent/surrounding properties are photographed and videotaped. The Trade Contractor is responsible for repairing as applicable damaged driveways, curbs, sidewalks, yards, roads etc. on and off site to their original condition due to this Trade Contractor's construction activities, heavy equipment, and trucks.	x	

155	This Trade Contractor shall include all demolition of existing conditions within the building and site footprint including but not limited to trees, foundations, asphalt pavements, curb and gutter, storm structures, utilities, utility poles and bases, underground items, electrical equipment, concrete pavements, concrete walks, fencing and posts, bollards, etc. as outlined in the contract documents including all geotechnical report requirements. This includes removal from the site, hauling and proper disposal at an approved recycling facility in order to comply with all LEED requirements. Provide the necessary documentation for LEED requirements for project record. For items requiring disposal at an authorized EPA landfill, this Trade Contractor shall comply with all requirements for proper disposal. Contractor shall replace Excavated soil with Engineered Fill Per 3.3 of the Geotechnical Investigation Report	x		
156	This Trade Contractor shall provide clearing and grubbing of the site of trees, bushes, shrubs, roots, stumps, and other vegetation not designated to remain as indicated in the Contract Documents.	x		
157	This Trade Contractor is responsible for the complete installation and removal of all items noted on the site utilization plan including but not limited to all SWPPP measures, temporary fencing, stone access roads, etc. This shall include routine maintenance of the temporary roads and stoned areas or as deemed necessary by the Construction Manager. Refer to the allowance section temporary road maintenance and temporary fencing. Complete removal of the SWPPP at the completion of the project is the responsibility of this Trade Contractor.	x		
158	This Trade Contractor shall include all erosion control (SWPPP) requirements as indicated within the contract documents and as required to prevent sediment from leaving the site. This shall include all installation measures and complete removal once the site has been established and as directed by the Construction Manager. Also, this Trade Contractor shall perform all inspections, maintenance and other required work to maintain the erosion control plans and meet all EPA and other requirements from Authority Having Jurisdiction.	x		
159	This Trade Contractor shall provide inlet protection at all storm structures.	x		
160	This Trade Contractor shall perform weekly inspections and after each rain event. Inspection logs are to be maintained onsite and copies submitted to the Construction Manager. All inspections are to be performed by a third party who specializes in erosion control or an authorized member of the Trade Contractor who is certified to perform such inspections.	x		
161	This Trade Contractor will provide and maintain one (1) wheel wash stations at location identified by construction manager and provide the source of water for the wheel wash stations. The wheel wash station shall be equipped with water fireman hose and fireman pressure spray nozzles, other supplemental scrapers, brushes, drainage, etc. in order to satisfactorily clean the vehicles. The wheel station shall be with a frost proof temporary hose hydrant connection. The fireman hoses shall be 50 ft. in length and 3/4" thick. All necessary manpower shall be included for vehicle cleaning for the work of this bid package only.	x		
162	The Construction Manager shall approve the final location of all stockpiles, lay down areas, storage areas, field offices, barricades, and equipment staging areas.	x		
163	This Trade Contractor shall provide temporary chain link fencing & gates - 8' tall with top and bottom wire and red wind screen. Provide with four (4) heavy duty chains and locks (Frostproof) with locks keyed alike with 40 keys to Gilbane. All fence post are to be driven into ground for sturdy installation. Fence post at gate entrances to be encased in concrete. Gates are to be 20' wide. Refer to the site utilization. Repair/maintenance is the responsibility of this Trade Contractor for the duration of the project.	x		
164	This Trade Contractor is responsible for all dust control related to their scope of work. The work is occurring in a residential area. Any dust which migrates to the neighboring homes and/or businesses, which results in a need to power wash homes, wash cars and/or wash windows will be the responsibility of this Trade Contractor.	x		
165	This Trade Contractor shall provide a streetsweeper as needed for the work of this bid package.	x		
166	Stone all temporary roads, construction entrances, parking and laydown areas as outlined in the Site Utilization Plan contained in the Project Manual. This would include Sawcutting the curbs and Providing 304 crushed stone entrances two (2) at the new branch. Existing concrete to be used at CDF. The removal of the existing pavement at the CDF by this Trade Contractor shall be completed prior to the start of Hardscape. The removal of the existing pavements is to be completed by March 31, 2022. This Trade Contractor shall establish all subgrade requirements in preparation for hardscape and landscape work commencing.	x		
167	This Trade Contractor shall include all Division 31 work per the contract documents. This includes, but not limited to site clearing, earthmoving, rough grading, dewatering, backfill, compaction, Exterior waterlines, Exterior Storm lines, Exterior Sanitary etc. This Trade contractor shall be responsible for any and all materials to be hauled in and/or offsite as required to balance the site. This Trade contractor is responsible for complete management of the onsite stockpile including but not limited to protection. Upon completion of this work this Trade Contractor shall remove from site or disburse the stockpile material over the site as required and as allowed per the contract documents.	x		
168	This Trade Contractor shall include stripping and stockpiling of topsoil. All topsoil spreading at the end of the project or at a time as deemed necessary by the Construction Manager. Use of existing topsoil shall comply with all requirements of the contract documents. This includes stripping all existing topsoil, stockpiling and spreading where and how indicated in the contract documents. This shall include removing all roots or foreign objects prior to or after placement.	x		
169	This Trade Contractor is responsible for proper temporary site drainage at all times. At a time designated by the Construction Manager, this Trade Contractor shall adjust the rims to final elevations as outlined in the contract documents.	x		
170	This Trade Contractor is responsible for the removal/haul off of all unused spoils including but not limited to unsuitable soils generated from this Trade Contractor. Refer to all geotechnical report information and comply with all requirements.	x		
171	The base bid shall include all cost to comply with all Geotechnical Report requirements. Removal of unsuitable soils shall comply with the limits define in the contract documents.	x		

172	This Trade Contractor shall include all Division 33 work per the contract documents with exception of new site gas and new site electric. This includes, but not limited to all storm structures & piping, catch basins, sanitary structures & piping, underdrains, sub-drainage, water service to the building, fire service to the building, fire hydrants, relocation of existing fire hydrant, tapping sleeves & box, water vault, water meter, fire department connections, post indicator valve, storm headwalls, bio-retention areas, sanitary lines, cleanouts, rip-rate stone, all accessories, etc. as required by the contract documents.	x		
173	Bio-retention area includes all elements including but not limited to piping, No. 57 washed stone gravel layer, pea gravel filter layer, sand filter layer catch basin, etc. The Landscaping Trade Contractor is responsible for the planting soil, mulch and all associated planting. Reference the bio-retention detail on drawing C4-002.	x		
174	Additional comeback work for the bio-retention areas because of washouts and excessive rain will not be cause for change order.	x		
175	Water service includes water vault and associated accessories including but not limited to backflow preventer, valves, piping, meter setting, coordination with the city water department, etc. Flush, chlorinate, and cap water service line 5ft outside of building. Sanitary service line shall be capped 5 ft. outside of building.	x		
176	This Trade Contractor shall provide sub drainage system for roadways and parking areas as required by the contract documents.	x		
177	This Trade Contractor shall coordinate with the city and tie-in to all existing systems. Provide street opening and closing repairs as required. Comply with all tap-in requirements including cost.	x		
178	This Trade Contractor shall make the final connections of all foundation drains and under slab drainage lines to the storm water management system.	x		
179	This Trade Contractor shall provide complete site grading to established grades pursuant to the Contract Documents. This shall include compaction requirements and all fine grading.	x		
180	Provide 304 crushed stone entrances two (2) at the new branch. Existing concrete to be used at CDF.	x		
181	This Trade Contractor shall provide to other Trade Contractors acceptable subgrade conditions for the continuation of work by others (i.e. building pad, etc.). This Trade Contractor shall establish the building pad to -9" from FF.	x		
182	This Trade Contractor shall provide all temporary power, task lighting, temporary water, etc. for the work of this bid package. All consumption fees at to be paid by this Trade Contractor. No utility service may be available at the site at time of this work.	x		
183	This Trade Contractor shall coordinate removal/routing of all overhead wires designated to be relocated per the contract documents.	x		
184	This Trade Contractor shall provide tree protection to protect all existing to remain trees as outlined in the contract documents.	x		
185	This Trade Contractor shall provide landscape maintenance every two (2) weeks as weather permits. Maintenance shall include, but not limited to weedwack, grass cutting, etc. This shall be required through November 15, 2021.	x		
186	This Trade Contractor shall reestablish the building pad after the work of the Aggregate Piers Trade Contractor.	x		
WORK NOT INCLUDED				
187	Concrete washout pit by concrete contractor	x		
188	Site Gas	x		
189	Site Electric	x		
190	Aggregate Piers	x		
Unit Prices				
191	1 See estimate template form	x		
ALTERNATES/VE Suggestion				
192	1 See estimate template form	x		
ALLOWANCES				
193	\$5,000 Additional Temporary Chain Link Fencing	x		
194	\$10,000 Temporary Maintenance	x		
195	\$5,000 Additional Street Sweeping Allowance	x		
196	\$50,000 Unsuitable Soil Allowance	x		
Contract				
197	Will you sign the trade contract agreement without exception?	x		
Bidder Clarifications/Attachments				

198 None

Agreed and acknowledged by:

Precision Engineering & Contracting, Inc.

Gilbane Building Company

Cleveland Public Library

Chandrasekhar Narendrula
Chandrasekhar Narendrula
Narendrula

Signature

Signature

Signature

Chandrasekhar Narendrula Print Name

Print Name

Print Name

06/14/21 Date

Date

Date



14 June 2021

John Lang
 Chief Operating Officer
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

**Re: Hough Library Branch
 Recommendation to Award – Bid Package 07A: Roofing**

Mr. Lang:

Gilbane solicited proposals for Bid Packages 07A Roofing for the Cleveland Public Library's Hough Library Branch Project. Nine suppliers and contractors were solicited for bids; one firm submitted formal bids. Gilbane and the project team conducted a thorough scope review meeting for the above-referenced bid package from the apparent low bidder. As a result of these scope review meetings, Gilbane recommends awarding **Warren Roofing & Insulating Co.** for the BP07A work based on the following criteria:

- Lowest and responsible bidder
- Commitment to Economic Inclusion Plan
- Safety metrics

Gilbane recommends a contract award to Warren Roofing & Insulating Co. in the amount of \$191,800.00 (One Hundred Ninety-One Thousand Eight Hundred Dollars and No Cents) for Bid Package 07A Roofing. The above values do not include the Gilbane markups. Refer to the markups below.

The award amount is based on GMP Documents issued by Moody Nolan, dated 04/30/2021, Pre-Bid Supplement No. 1, dated 05/14/2021, and the following clarifications:

1. Includes commitment to enterprise participation of 20% MBE, 20% FBE/WBE, 20% SBE
2. Prevailing Wage is included.

The list above is not a full list of assumptions and clarifications. A complete assumptions and clarifications list and CM staffing cost will be included in the Guaranteed Maximum Price Proposal. The budget for the Roofing work established from our preconstruction estimate is \$227,050. The total award value including Gilbane markups (Construction Contingency, Insurance, and Fee) is **\$206,868 (Two Hundred Six Thousand Eight Hundred Sixty-Eight Dollars and No Cents)**. The markup breakdown is outlined below:

- Base w/o Markup: \$191,800



- Construction Contingency: \$5,338
- Insurance: \$5,674
- Fee: \$4,056

Respectfully,

I Concur

Travis Okel
Purchasing Manager
Gilbane Building Company

John Lang
Cleveland Public Library

Date

Enclosures: Gilbane Bid Package 07A Bid Comparison & Trade Contractor Proposal

CPA - Health Reform - 4822608.077-Reading
Attachment: 11-2012-21129

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PROFESSOR WORKFORCE AND SOCIETY
PARTICIPATION

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Project: CPL Hough Branch
Bid: Warren Roofing & Insulating Co. - CPL Hough Branch-8839500.07A-Roofing
BidID: 8839500.07A
Due: 05/18/2021 02:00 PM Eastern Daylight Time
Last Updated: 05/18/2021 12:48 PM Eastern Daylight Time

SECTION 1 : COMPANY CONTACT INFORMATION

COMPANY NAME
 Warren Roofing

*

CONTACT PERSON
 John Arsena

*

STREET ADDRESS
 7015 Krick road

*

CITY STATE ZIP
 Walton hills, Ohio 44146

*

PHONE NUMBER
 4404394404

*

CONTACT EMAIL
 johna@warrenroofing.com

*

Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all Roofing Work, herein described as Bid Package No. 07A - CPL Hough Branch project all in accordance with the Drawings and Specifications as prepared by Moody Nolan, and their Consultants, the Contract Documents, Project Manual (Refer to Attachments), this Proposal Form, and all documents incorporated by reference.

SECTION 2 : LUMP SUM BID

The undersigned, having become thoroughly familiar with the requirements, conditions, and intent of the Bid Documents and with all conditions affecting the performance and cost of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully provide the Work within the time stated and in accordance with the Bid Documents, including furnishing any and all labor, materials and equipment and supervision, and do all things required to provide said Work, without claims for additional time or compensation.

All work Required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:
 191,800

*

Amount In Writing:
 One hundred ninety-one thousand eight hundred dollars

*

The Lump Sum Bid Price above includes all applicable sales and/or use taxes (NOTE THAT THE PROJECT IS TAX-EXEMPT IN ACCORDANCE WITH THE LAWS OF THE STATE OF OHIO); INCLUDES all insurance premiums required by the Contract Documents; and EXCLUDES all premiums for 100% Performance Bond and a Labor and Material Payment Bond unless deemed necessary by the Construction Manager.

SECTION 3 : CONTRACT EXECUTION

Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within ninety (90) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet representatives of Gilbane Building Company at Gilbane Building Company's office or at a mutually agreed upon location to execute the contract or electronically execute the Contract. A Performance Bond and Labor & Material Payment Bond (If Required) will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of written Notice of Award of its bid may be considered a default under the obligation of the bid. Insurance certificates shall be provided before starting on-site activities if such activities occur before the Contract is signed.

By submitting its bid, the Bidder hereby agrees that the Owner may, in its sole discretion, decide which combination of base bid plus alternates, (if any) would provide the Owner with the most efficient expenditure of the Owner's funds with respect to any particular bidder. Owner's selection and determination of which combinations of base bid plus alternates (if any) shall form the basis of awarding the contract. By submitting its bid, Bidder further agrees that the sum total of the base bid plus alternates (if any) as so determined by the Owner separately for each bidder shall be deemed to be such bidder's bid for purposes of determining the lowest responsible bidder for such portion of the work or for such bid package. Such determination by the Owner shall not be subject to challenge by the Bidder.

SECTION 4 : ACKNOWLEDGEMENT OF SUPPLEMENTS

The above price includes all stipulations and requirements of the following Supplements, which have been received and accepted by the undersigned.

Pre-Bid Supplement #1
 YES
 *

SECTION 5 : MILESTONE SCHEDULE DATES

It is expressly understood that this Project is not based upon a five (5) day, forty (40) hour per week schedule. The Work shall be scheduled such that inclement weather days can be recovered without affecting the established Milestone Schedule Dates. The Trade Contractor has included sufficient tools, equipment, labor and supervisions, including necessary shift-work or overtime, required to meet the milestone dates. This Subcontractor shall also participate in comprehensive scheduling sessions with the Construction Manager and other Subcontractors as required to further develop the detailed construction schedule.

All work shall be completed within the milestone dates and project schedule in the Project Manual (Refer to Attachments). Dates and durations given are for reference only and are subject to change. Each bidder shall provide with their proposal a bar chart schedule to the Construction Manager defining scope of work items, items requiring fabrication, etc.; each with their respective anticipated start dates, end dates and durations.

Reference Front End Documents for the proposed milestone project schedule.

SECTION 6 : SUB-SUBCONTRACTORS

Sub-Subcontractors

The following sub-subcontractors are proposed for the item of work listed. Sub-subcontractors are subject to review per the General Conditions. List only firms that will supply labor at the site. All trade subcontractors must have a EMR of 1.0 or less.

Sub-Subcontractor	Current EMR Rate	Item of Work	Man hours	Value of Anticipated Subcontract
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$
	EMR		Mhrs.	\$

SECTION 7 : PROJECT DIVERSITY WORKFORCE AND DIVERSITY PARTICIPATION

This section is to be filled out completely and submitted at time of bid.

PROJECT DIVERSITY

1. Gilbane Building Company and the Owner encourage participation of certified diverse firms/worforce:

- Enterprise
- 20% MBE
- 9% FBE
- 15% SBE
- Workforce
- 18% Minority
- 7% Female
- 20% City of Cleveland Residents
- 40% Cuyahoga County Residents

2. All on-site Subcontractors and Sub-Subcontractors must undertake a good faith effort to meet diversity participation, and provide substantiation if necessary why the requirements are not achievable.

3. The Lump Sum Base Bid amount includes utilization of certified CBE as indicated below:

Enterprise Participation	Commitment
SBE	20 % *

MBE	20	% *
FBE	20	% *

Description of Work	Business Name	Address	Business Classification - MBE/FBE/SBE	Anticipated Contract Value
				\$
				\$
				\$

SECTION 8 : UNIT PRICES

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. ALL Unit Prices submitted shall be complete in-place prices and include all costs for overhead, profit, parking, bond costs, labor, materials, taxes, equipment, Engineering, shop drawings and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Deductive unit prices will be calculated at no less than 90% of the additive unit price.

UNIT PRICES

Item Description	Unit Price

LABOR RATES

Provide labor rates to be used in pricing any extra work that may be required. Rates are complete billing rates and include wages, taxes, fringes, insurance, small tools and incidentals and 10% overhead and 5% profit. List all rates below and complete the attached Wage Form for each classification of worker anticipated. Rates are to be for the duration of the project.

Provide current Labor Rate Breakdown Sheets:

File Upload

File Upload

File Upload

File Upload

File Upload

File Upload

SECTION 9 : ALTERNATE PRICES

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable there from. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds, if required, associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

n/a

SECTION 10 : ALLOWANCES:

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. The following allowance amounts shall not be used without prior written approval from the Construction Manager, and include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, and applicable taxes. All other costs associated with completing the work described in the allowance are included in the base bid but outside of the allowance amount.

The Trade Contractor's costs for unloading, handling, installation, overhead and profit shall be included in the base bid, but outside the Allowance. Work charged to an allowance shall be at the Trade Contractor's cost without markup for overhead and profit up to the amount of the allowance. Costs incurred in excess of the allowance shall include contractual markup for overhead and profit.

Allowances are to be used only as directed by the Construction Manager and are not to be used for work currently described in these bid documents.

This Subcontractor shall include Allowance(s) which affect the work of this Contract. Indicate applicable Allowances on Proposal.

ALLOWANCES:

Allowance #1 - n/a

SECTION 11 : COST AND QUANTITY BREAKDOWN

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

DO NOT include the cost of any alternates in base bid.

(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work. Total of all items will NOT equal bid price.)

1. COST BREAKDOWN

Total Material	85000	*
Total Allowances	0	
Total Installation Cost		
Total Bid	106800	*
Total Estimated On-Site Manhours	832	*

2. QUANTITY BREAKDOWN

(Note: the items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work. Total of all items will NOT equal bid price.)

Item	Quantity	Material Cost	Installation Cost	Total Cost

SECTION 12 : SCOPE OF WORK

DESCRIPTION OF WORK INCLUDED:

Except for those items (if any) specifically excluded, the work of this Bid Package shall INCLUDE, but is not necessarily limited to, all of the following:

- a. All Sections of the Project Manual, and (iBidPro attachments)
- b. All items of work required by, and/or specified in, those sections of the Specifications which are listed in the Scopes of Work document.

- c. All items of work related to the Scope of Work, which are shown on the Drawings and Specifications listed in the List of Specifications and Drawings.
- d. All Scope Items general to all bid packages provided within the 'General Requirements of the Scope of Work'; for all Trade contractors, and as listed in the Specific Scope of Work within the Scopes of Work document.
- e. Requirements of this Scope of Work may exceed requirements of the specifications (all Divisions apply). Thus, this Scope of Work shall prevail. When the specification requirements exceed this Scope of Work the specifications shall prevail.
- f. The 'Specific Requirements of the Proposal'; section of this Scope of Work document is related to those required by the referenced documents and are to be provided under, and hereby form a part of the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written Scope of Work and any scope items implied by the referenced documents, this Scope of Work shall govern.
- g. The Scopes of Work document is not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely to highlight major items of work. It is not intended to limit any portion of the scope of this bid package.
- h. The intention of this Summary Scope of Work and all associated contract documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the work. It is intended that the work not specifically enumerated under any division, head section, branch, or class of specifications shall be supplied if it is reasonably inferable as being necessary to produce the intended results. In summary, all work of this bid package is to be complete and totally functional (without gaps) for the purpose for which they are designed for a total project, whether or not all components are described in the contract documents.

GENERAL REQUIREMENTS OF THE SCOPE OF WORK

Refer to Project Manual for General Requirements for Trade Contractors.

SPECIFIC REQUIREMENTS OF THE PROPOSAL

Refer to Project Manual for Specific Scope of Work Requirements for Trade Contractors.

DESCRIPTION OF THE WORK EXCLUDED

Refer to Project Manual for Work Excluded for Trade Contractors.

SECTION 13 : SPECIFICATIONS

Refer to Project Manual for Specification assignments for Trade Contractors.

See Attachments tab for Scope of Work and Specification/Drawing Log.

SECTION 14 : CONTRACT DRAWINGS

Refer to Project Manual for Drawing assignments for Trade Contractors.

See Attachments tab for Scope of Work and Specification/Drawing Log.

Trade contractor shall interface and coordinate with all Drawings and Specifications included in the Specifications and Drawings Log. The Scope of Work is based on the entire set of documents, and is not limited to any subset of the documents

SECTION 15 : VOLUNTARY ALTERNATES

The Bidder proposes the following Voluntary Alternates listed and described below. Should the Owner accept any of these Voluntary Alternates, the Subcontract Amount will be adjusted by the amount indicated below. Attach a detailed description, if required, for each option. Identify specifically when value engineering options cannot be accepted in combination with other options or alternates that deal with similar scope or products.

Bidders may upload additional information at the end of the proposal form if needed.

Proposed Voluntary Alternate	Voluntary Alternate Cost

SECTION 16 : BIDDER IDENTIFICATION

The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has

any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

Bidder:
warren roofing

Current Experience Modification Rating
.47

OSHA Incident Recordable Rate:
4

License Title	License Number

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

Name	Address	Telephone Number

NOTE: When submitted, this Proposal is assumed to bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

SECTION 17 : CONTRACT AND INSURANCE AFFIRMATION

The person named below represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents agrees that if selected for award by Gilbane will execute the Trade Contract Agreement without exceptions exclusions qualifications clarifications and/or alterations and is authorized to make such representation on behalf of the Bidder.

YES
*

Name
John Arsena

Title
VP

The person named below represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement has included all costs to fully comply with same and is authorized to make this representation on behalf of the Bidder.

YES
*

Name
John Arsena

Title
VP

SECTION 18 : BIDDER CLARIFICATIONS

YES
*

SECTION 19 : BIDDER ATTACHMENTS (OPTIONAL)

One document may be attached here.



remove - [Hough library Clarifications.pdf](#)

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CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MAY 1 – MAY 31, 2021

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending May 31, 2021

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	19,573,833.38	0.00	0.00	0.00	0.00	0.00	19,573,833.38
42 Intergovernmental	11,256,083.95	677,124.47	0.00	0.00	0.00	0.00	11,933,208.42
43 Fines & Fees	40,698.69	0.00	0.00	0.00	0.00	0.00	40,698.69
44 Investment Earnings	176,954.99	141,322.20	98.05	272,213.42	13,795.26	0.00	604,383.92
45 Charges for Services	0.00	2,858,393.47	0.00	0.00	0.00	0.00	2,858,393.47
46 Contributions & Donations	50.00	257,404.78	0.00	0.00	0.00	0.00	257,454.78
48 Miscellaneous Revenue	86,800.17	13,055.01	0.00	0.00	0.00	32,281.19	132,136.37
Total Revenues	\$ 31,134,421.18	\$ 3,947,299.93	\$ 98.05	\$ 272,213.42	\$ 13,795.26	\$ 32,281.19	\$ 35,400,109.03
51 Salaries/Benefits	15,900,858.34	1,321,846.62	0.00	0.00	0.00	0.00	17,222,704.96
52 Supplies	358,572.15	73,195.95	0.00	0.00	0.00	0.00	431,768.10
53 Purchased/Contracted Services	4,211,682.99	1,567,133.85	0.00	24,957.50	4,274.90	0.00	5,808,049.24
54 Library Materials	2,284,877.36	474,532.60	0.00	0.00	5,525.19	0.00	2,764,935.15
55 Capital Outlay	204,343.19	409,148.14	0.00	1,439,328.50	0.00	0.00	2,052,819.83
56 Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57 Miscellaneous Expenses	56,969.68	10,864.35	0.00	0.00	0.00	32,778.81	100,612.84
Total Expenditures	\$ 23,017,303.71	\$ 3,856,721.51	\$ 0.00	\$ 1,464,286.00	\$ 9,800.09	\$ 32,778.81	\$ 28,380,890.12
Revenue Over/(Under) Expenditures	\$ 8,117,117.47	\$ 90,578.42	\$ 98.05	\$(1,192,072.58)	\$ 3,995.17	\$(497.62)	\$ 7,019,218.91
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	8.56	(8.56)	0.00	0.00	0.00	0.00	0.00
99 Transfers	(20,588,329.59)	0.00	2,588,329.59	18,000,000.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(20,588,321.03)	\$(8.56)	\$ 2,588,329.59	\$ 18,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$(12,471,203.56)	\$ 90,569.86	\$ 2,588,427.64	\$ 16,807,927.42	\$ 3,995.17	\$(497.62)	\$ 7,019,218.91
Beginning Year Cash Balance	\$ 43,819,301.80	\$ 21,473,019.29	\$ 0.00	\$ 62,719,379.00	\$ 4,689,287.65	\$ 14,809.91	\$ 133,421,195.15
Current Cash Balance	\$ 31,348,124.77	\$ 21,563,589.15	\$ 3,293,825.14	\$ 79,527,306.42	\$ 4,693,282.82	\$ 14,312.29	\$ 140,440,440.59

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending May 31, 2021

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	23,461,822	9,963,441	13,498,381	42%	37%
General Property Tax	34,939,195	19,573,833	15,365,362	56%	61%
Rollback, Homestead, CAT	2,400,000	1,292,643	1,107,357	54%	53%
Fines & Fees	132,000	40,699	91,301	31%	22%
Investment Earnings	343,721	176,955	166,766	51%	46%
Contributions	0	50	(50)	100%	21%
Miscellaneous	845,093	86,800	758,292	10%	12%
Return of Advances Out	0	85,009	(85,009)		
Total	\$ 62,121,830	\$ 31,219,430	\$ 30,902,401	50%	50%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	40,721,849	15,982,965	24,738,884	39%	41%
Supplies	1,112,346	489,895	622,451	44%	46%
Purchased Services	11,617,964	7,633,392	3,984,571	66%	71%
Library Materials	10,432,203	5,097,924	5,334,280	49%	38%
Capital Outlay	1,381,981	474,387	907,593	34%	26%
Other	150,623	108,420	42,203	72%	76%
Subtotal	\$ 65,416,966	\$ 29,786,983	\$ 35,629,983	46%	45%
Advances Out	0	85,000	(85,000)		
Transfers Out	20,588,330	20,588,330	0	100%	100%
Total	\$ 86,005,296	\$ 50,460,312	\$ 35,544,983	59%	46%

Note (1): Certificate from Cuyahoga County Budget Commission dated May 11, 2021.

Note (2): Total Amended Appropriation of \$78,651,191.92 plus carried forward encumbrance of \$7,354,103.65.

Note (3): Subtotal includes 35.2% expended and 10.3% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2021

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	11,731,474.81	12,108,952.22	4,924,708.80	0.00	7,184,243.42
51120	Clerical Salaries	10,511,536.81	10,838,871.05	4,106,042.64	0.00	6,732,828.41
51130	Non-Clerical Salaries	890,526.80	918,998.14	323,202.59	0.00	595,795.55
51140	Buildings Salaries	5,211,405.24	5,369,108.68	2,072,326.61	0.00	3,296,782.07
51150	Other Salaries	417,092.96	428,750.20	149,793.30	0.00	278,956.90
51180	Severance Pay	0.00	209,471.09	192,417.67	50,000.00	(32,946.58)
51190	Non-Base Pay	361,992.37	446,324.88	270,503.64	0.00	175,821.24
51400	OPERS	4,236,321.13	4,374,061.72	1,668,295.45	0.00	2,705,766.27
51610	Health Insurance	5,130,053.75	5,130,053.75	1,900,722.97	0.00	3,229,330.78
51611	Dental Insurance	222,620.71	222,620.71	84,150.38	0.00	138,470.33
51612	Vision Insurance	17,328.90	17,328.90	6,427.39	0.00	10,901.51
51620	Life Insurance	14,236.20	14,236.20	6,038.88	0.00	8,197.32
51625	Short Term Disability Insuranc	51,883.21	51,883.21	22,257.01	0.00	29,626.20
51630	Workers Compensation	65,481.18	65,481.18	(17,794.16)	0.00	83,275.34
51640	Unemployment Compensation	25,000.00	67,545.14	16,145.98	24,094.34	27,304.82
51650	Medicare - ER	408,439.77	426,096.42	162,552.54	994.70	262,549.18
51900	Other Benefits	22,119.84	32,065.47	13,066.65	7,017.28	11,981.54
	Salaries/Benefits	\$39,317,513.68	\$ 40,721,848.96	\$ 15,900,858.34	\$ 82,106.32	\$ 24,738,884.30
52110	Office Supplies	41,233.00	43,496.78	5,294.58	851.99	37,350.21
52120	Stationery	27,475.00	33,794.49	9,622.43	1,773.48	22,398.58
52130	Duplication Supplies	17,700.00	17,700.00	517.59	4,318.40	12,864.01
52140	Hand Tools	500.00	1,430.13	930.13	0.00	500.00
52150	Book Repair Supplies	56,000.00	66,676.29	21,420.41	5,590.45	39,665.43
52210	Janitorial Supplies	108,994.00	124,241.76	18,294.54	22,797.03	83,150.19

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2021

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
52220	Electrical Supplies	42,988.00	46,004.21	17,348.65	3,386.03	25,269.53
52230	Maintenance Supplies	293,500.00	478,665.58	218,383.92	49,498.66	210,783.00
52240	Uniforms	40,000.00	50,429.22	10,273.02	16,425.70	23,730.50
52300	Motor Vehicle Supplies	56,585.00	61,066.01	16,434.06	15,772.36	28,859.59
52900	Other Supplies	163,715.17	188,842.02	40,052.82	10,908.85	137,880.35
	Supplies	\$848,690.17	\$ 1,112,346.49	\$ 358,572.15	\$ 131,322.95	\$ 622,451.39
53100	Travel/Meetings	25,000.00	25,557.00	669.00	1,305.00	23,583.00
53210	Telecommunications	273,000.00	291,793.63	123,815.57	151,420.88	16,557.18
53230	Postage/Freight	55,600.00	80,435.61	10,029.65	59,532.60	10,873.36
53240	PR/Other Communications	186,790.00	247,234.08	24,326.98	64,939.96	157,967.14
53310	Building Repairs	275,000.00	394,189.65	170,485.76	122,315.99	101,387.90
53320	Machine Repairs	11,000.00	30,978.06	13,767.26	16,207.80	1,003.00
53340	Building Maintenance	425,225.00	664,724.29	186,386.25	182,035.31	296,302.73
53350	Machine Maintenance	156,734.09	217,755.44	36,844.99	40,017.35	140,893.10
53360	Computer Maintenance	460,159.00	561,924.39	229,073.18	14,030.27	318,820.94
53370	Motor Vehicle Repairs/Maint	27,000.00	35,265.93	11,364.21	17,872.44	6,029.28
53380	Contract Security	815,000.00	868,620.50	252,482.74	293,977.76	322,160.00
53390	Landscaping	26,000.00	26,000.00	4,800.00	10,525.00	10,675.00
53400	Insurance	506,230.00	506,230.00	346.00	0.00	505,884.00
53510	Rent/Leases	83,837.00	201,061.58	60,844.62	74,010.13	66,206.83
53520	Equipment Rental	28,884.00	30,045.74	10,215.27	13,456.19	6,374.28
53610	Electricity	1,779,000.00	1,963,547.05	691,569.60	1,105,849.90	166,127.55
53620	Gas	148,000.00	175,901.32	104,206.10	57,640.13	14,055.09
53630	Chilled Water	667,118.00	719,565.70	103,858.57	576,616.11	39,091.02

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2021

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	162,000.00	205,790.67	37,693.47	129,061.04	39,036.16
53710	Professional Services	1,113,132.91	1,631,244.82	254,297.07	403,203.25	973,744.50
53720	Auditors Fees	840,000.00	865,562.00	389,243.85	16,503.50	459,814.65
53730	Bank Service Charges	11,000.00	11,000.00	2,711.66	0.00	8,288.34
53800	Library Material Control	279,500.00	436,890.37	91,416.64	67,458.73	278,015.00
53900	Other Purchased Services	1,508,500.00	1,426,645.81	1,401,234.55	3,730.00	21,681.26
	Purchased/Contracted Services	\$9,863,710.00	\$ 11,617,963.64	\$ 4,211,682.99	\$ 3,421,709.34	\$ 3,984,571.31
54110	Books	1,811,541.00	2,482,878.21	585,134.07	760,247.96	1,137,496.18
54120	Continuations	337,750.00	592,395.05	150,970.00	191,726.28	249,698.77
54210	Periodicals	745,500.00	1,066,300.23	159,790.57	155,324.84	751,184.82
54220	Microforms	29,100.00	50,313.00	14,366.44	7,475.00	28,471.56
54310	Video Media	1,050,000.00	1,397,042.30	263,333.39	386,229.17	747,479.74
54320	Audio Media - Spoken	55,150.00	82,999.27	15,010.63	20,532.37	47,456.27
54325	Audio Media - Music	122,650.00	177,908.26	32,092.64	57,920.39	87,895.23
54500	Database Services	795,000.00	1,454,716.64	439,886.15	200,970.97	813,859.52
54530	eMedia	1,650,000.00	2,823,335.85	606,569.33	912,779.33	1,303,987.19
54600	Interlibrary Loan	3,000.00	3,705.10	958.50	2,270.00	476.60
54710	Bookbinding	20,000.00	25,279.28	13,710.42	11,568.86	0.00
54720	Preservation Services	20,000.00	22,406.00	1,842.74	1,991.71	18,571.55
54730	Preservation Boxing	5,000.00	5,228.98	1,212.48	1,294.23	2,722.27
54790	Preservation Reformatting	25,000.00	25,000.00	0.00	19.98	24,980.02
54905	Other LM-Hotspots	120,000.00	222,695.05	0.00	102,695.05	120,000.00
	Library Materials	\$6,789,691.00	\$ 10,432,203.22	\$ 2,284,877.36	\$ 2,813,046.14	\$ 5,334,279.72

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending May 31, 2021

	<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
55300 Construction/Improvements	1,596.78	27,613.67	8,516.78	19,096.89	0.00
55510 Furniture	126,274.22	142,138.81	15,063.98	15,707.36	111,367.47
55520 Equipment	396,853.42	551,941.02	119,656.63	139,600.70	292,683.69
55530 Computer Hardware	240,000.00	287,784.72	36,092.62	67,496.85	184,195.25
55540 Software	254,000.00	279,652.53	8,248.74	22,292.50	249,111.29
55700 Motor Vehicles	87,000.00	92,850.00	16,764.44	5,850.00	70,235.56
Capital Outlay	\$1,105,724.42	\$ 1,381,980.75	\$ 204,343.19	\$ 270,044.30	\$ 907,593.26
57100 Memberships	99,533.26	103,183.26	55,171.85	28,164.59	19,846.82
57200 Taxes	15,000.00	24,258.69	877.76	21,890.93	1,490.00
57500 Refunds/Reimbursements	23,000.00	23,180.97	920.07	1,394.42	20,866.48
Miscellaneous Expenses	\$137,533.26	\$ 150,622.92	\$ 56,969.68	\$ 51,449.94	\$ 42,203.30
59810 Advances Out	0.00	0.00	85,000.00	0.00	(85,000.00)
Advances	\$0.00	\$ 0.00	\$ 85,000.00	\$ 0.00	\$(85,000.00)
59900 Transfers Out	2,588,329.59	20,588,329.59	20,588,329.59	0.00	0.00
Transfers	\$2,588,329.59	\$ 20,588,329.59	\$ 20,588,329.59	\$ 0.00	\$ 0.00
TOTAL	\$60,651,192.12	\$ 86,005,295.57	\$ 43,690,633.30	\$ 6,769,678.99	\$ 35,544,983.28

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2021

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	43,819,301.80	31,219,429.74	43,690,633.30	6,769,678.99	24,578,419.25
Total General Fund	\$ 43,819,301.80	\$ 31,219,429.74	\$ 43,690,633.30	\$ 6,769,678.99	\$ 24,578,419.25
201 Anderson	394,469.40	(3,760.56)	116.75	0.00	390,592.09
202 Endowment for the Blind	3,021,022.46	(2,575.11)	0.00	0.00	3,018,447.35
203 Founders	6,190,967.47	197,839.18	255,637.39	281,817.35	5,851,351.91
204 Kaiser	84,138.78	0.00	0.00	0.00	84,138.78
205 Kralej	224,615.95	268.63	0.00	0.00	224,884.58
206 Library	204,839.02	779.79	0.00	0.00	205,618.81
207 Pepke	179,786.70	0.00	0.00	0.00	179,786.70
208 Wickwire	1,848,989.50	(5,745.15)	0.00	1,024.09	1,842,220.26
209 Wittke	114,363.97	0.00	0.00	0.00	114,363.97
210 Young	5,797,311.25	(2,677.89)	0.00	0.00	5,794,633.36
226 Judd	224,246.90	64,263.50	76,337.10	16,139.67	196,033.63
228 Lockwood Thompson Memorial	271,737.53	98,907.50	136,376.14	42,480.50	191,788.39
230 Schweinfurth	206,337.52	0.00	29,583.00	7,290.00	169,464.52
231 CLEVNET	1,932,645.39	2,871,256.61	2,506,759.11	1,038,823.48	1,258,319.41
251 OLBPD-Library for the Blind	259,592.12	628,415.00	567,174.28	40,055.12	280,777.72
254 MyCom	26,107.22	123,901.34	75,008.56	0.00	75,000.00
256 Learning Centers	8,042.05	0.00	0.00	0.00	8,042.05
257 Tech Centers	75,643.97	60,600.00	19,124.22	1,482.85	115,636.90
259 Rice Solar Panel System	114,476.85	4.67	2,927.00	111,079.23	475.29
260 Coronavirus Relief Fund	293,685.24	822.42	272,686.52	14,558.83	7,262.31
Total Special Revenue Funds	\$ 21,473,019.29	\$ 4,032,299.93	\$ 3,941,730.07	\$ 1,554,751.12	\$ 20,008,838.03
301 Debt Service	705,397.50	2,588,427.64	0.00	0.00	3,293,825.14
Total Debt Service Fund	\$ 705,397.50	\$ 2,588,427.64	\$ 0.00	\$ 0.00	\$ 3,293,825.14

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2021

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
401 Building & Repair	1,961,766.25	18,000,000.00	113,699.17	45,646.25	19,802,420.83
402 Construction - Tax-Exempt	51,618,170.56	229,184.85	1,348,793.96	4,445,530.05	46,053,031.40
403 Construction - Taxable	9,139,442.19	43,028.57	1,792.87	2,586.69	9,178,091.20
Total Capital Project Funds	\$ 62,719,379.00	\$ 18,272,213.42	\$ 1,464,286.00	\$ 4,493,762.99	\$ 75,033,543.43
501 Abel	310,086.97	(1,346.25)	0.00	0.00	308,740.72
502 Ambler	3,153.44	0.00	0.00	0.00	3,153.44
503 Beard	66,204.46	2,261.53	2,290.00	5,159.44	61,016.55
504 Klein	7,455.81	0.00	0.00	0.00	7,455.81
505 Malon/Schroeder	359,579.98	2,145.71	149.90	149.90	361,425.89
506 McDonald	249,530.46	1,132.30	1,550.00	2,480.00	246,632.76
507 Ratner	126,809.54	0.00	0.00	0.00	126,809.54
508 Root	54,663.37	0.00	0.00	0.00	54,663.37
509 Sugarman	241,027.57	0.00	250.00	0.00	240,777.57
510 Thompson	176,293.33	(2,499.42)	0.00	0.00	173,793.91
511 Weidenthal	9,232.20	0.00	0.00	0.00	9,232.20
512 White	2,828,335.38	12,101.39	5,560.19	44,927.36	2,789,949.22
513 Beard Anna Young	108,130.72	0.00	0.00	0.00	108,130.72
514 Paulson	148,784.42	0.00	0.00	0.00	148,784.42
Total Permanent Funds	\$ 4,689,287.65	\$ 13,795.26	\$ 9,800.09	\$ 52,716.70	\$ 4,640,566.12
901 Unclaimed Funds	9,005.09	150.00	170.00	0.00	8,985.09
905 CLEVNET Fines & Fees	5,804.82	32,131.19	32,608.81	0.00	5,327.20
Total Agency Funds	\$ 14,809.91	\$ 32,281.19	\$ 32,778.81	\$ 0.00	\$ 14,312.29
Total All Funds	\$ 133,421,195.15	\$ 56,158,447.18	\$ 49,139,228.27	\$ 12,870,909.80	\$ 127,569,504.26

**Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending May 31, 2021**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>YTD Actual</u>	<u>Encumbered and Unpaid</u>	<u>Available Balance</u>
44400 Investment Earnings (Capital)	0.00	0.00	-229,184.85	0.00	229,184.85
Investment Earnings	0.00	0.00	-229,184.85	0.00	229,184.85
52900 Other Supplies	0.00	291.71	0.00	291.71	0.00
Supplies	0.00	291.71	0.00	291.71	0.00
53710 Professional Services	20,000.00	50,735.85	23,164.63	24,969.37	2,601.85
Purchased/Contracted Services	20,000.00	50,735.85	23,164.63	24,969.37	2,601.85
55300 Construction/Improvements	0.00	12,519,704.65	1,325,629.33	4,420,268.97	6,773,806.35
Capital Outlay	0.00	12,519,704.65	1,325,629.33	4,420,268.97	6,773,806.35
TOTAL Revenues	0.00	0.00	-229,184.85		229,184.85
TOTAL Expenditures	20,000.00	12,570,732.21	1,348,793.96	4,445,530.05	6,776,408.20
			Prior Fund Balance		51,618,170.56
			Change in Fund Balance		(1,119,609.11)
			Current Fund Balance		50,498,561.45

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending May 31, 2021

		Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400	Investment Earnings (Capital)	0.00	0.00	-43,028.57	0.00	43,028.57
	Investment Earnings	0.00	0.00	-43,028.57	0.00	43,028.57
53710	Professional Services	5,000.00	5,959.91	1,792.87	2,586.69	1,580.35
	Purchased/Contracted Services	5,000.00	5,959.91	1,792.87	2,586.69	1,580.35
	TOTAL Revenues	0.00	0.00	-43,028.57		43,028.57
	TOTAL Expenditures	5,000.00	5,959.91	1,792.87	2,586.69	1,580.35
Prior Fund Balance				9,139,442.19		
Change in Fund Balance				41,235.70		
Current Fund Balance				9,180,677.89		

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending May 31, 2021**

Balance of All Funds	<u>\$ 140,440,440.59</u>
Huntington - Checking	14,228.67
KeyBank - Checking (ZBA)	(420,406.81)
KeyBank - FSA Account	5,206.19
Petty Cash	270.00
Change Fund	1,490.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u>\$(398,956.43)</u>
Huntington Escrow Account	111,554.52
U.S. Bank - 2019A-Money Market	6,640,772.60
U.S. Bank - 2019B-Money Market	200,529.96
U.S. Bank - Investments	44,437,501.85
U.S. Bank - Inv - Money Market	864,756.02
U.S. Bank - Series 2019A Notes	47,502,271.65
U.S. Bank - Series 2019B Notes	8,984,711.93
Huntington Trust -Money Market	1,697,555.30
STAR Ohio Investment	9,242,981.31
STAR Plus Program	0.00
Investments	<u>\$ 119,682,635.14</u>
PNC- Endowment Account	21,156,761.88
Endowment Account	<u>\$ 21,156,761.88</u>
Cash in Banks and On Hand	<u>\$ 140,440,440.59</u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – May 2021

1. INTERIM DEPOSITS

In accordance with *Ohio Revised Code* Section 135.14, funds that become available periodically throughout the fiscal year are invested in short-term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, agency issues, municipal bonds, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period May 1, 2021 through May 31, 2021.

OPERATING FUND:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
05/01/21 - 05/31/21	31	Various	STAR Ohio	Various	681.33	Investment Pool
05/01/21 - 05/31/21	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
05/01/21 - 05/31/21	31	Various	U.S. Bank	Various	41.33	Sweep Money Market
08/28/20 - 05/24/21	270	500,000	MUFG Bank LTD/NY	0.240%	896.67	Commercial Paper
11/06/20 - 05/06/21	182	1,000,000	Federal National Mortgage Assn.	1.250%	28,830.00	Federal Agency
11/08/20 - 05/08/21	182	500,000	Federal Farm Credit Bank	1.625%	4,062.50	Federal Agency
11/13/20 - 05/13/21	182	500,000	Federal Home Loan Mortgage Corp.	0.300%	750.00	Federal Agency
11/17/20 - 05/17/21	182	525,000	Federal National Mortgage Assn.	0.560%	1,470.00	Federal Agency
11/22/20 - 05/22/21	182	425,000	Federal Home Loan Bank	1.250%	4,250.00	Federal Agency
11/24/20 - 05/24/21	182	1,425,000	Federal Farm Credit Bank	1.670%	14,255.70	Federal Agency
11/28/20 - 05/28/21	182	125,000	Federal Home Loan Mortgage Corp.	1.950%	2,312.50	Federal Agency
04/01/21 - 05/01/21	31	100,000	Live Oak Banking Co.	1.800%	147.95	Negotiable CD
11/07/20 - 05/07/21	182	248,000	HSBC Bank USA NA	1.300%	1,598.75	Negotiable CD
11/07/20 - 05/07/21	182	248,000	Pinnacle Bank	0.900%	1,106.83	Negotiable CD
04/11/21 - 05/11/21	31	249,000	UBS Bank USA	1.000%	204.66	Negotiable CD
04/11/21 - 05/11/21	31	249,000	First Internet Bank of Indiana	0.850%	173.96	Negotiable CD
04/13/21 - 05/13/21	31	249,000	Enerbank USA	1.800%	368.38	Negotiable CD
04/17/21 - 05/17/21	31	249,000	Wells Fargo National Bank West	1.900%	388.85	Negotiable CD
04/18/21 - 05/18/21	31	225,000	Wells Fargo Bank NA	1.950%	360.62	Negotiable CD
04/18/21 - 05/18/21	31	249,000	Congressional Bank	0.200%	40.93	Negotiable CD
04/20/21 - 05/20/21	31	249,000	Texas Exchange Bank SSB	0.850%	173.96	Negotiable CD

04/20/21 - 05/20/21	31	210,000	Merrick Bank	2.350%	405.62	Negotiable CD
11/21/20 - 05/21/21	182	249,000	Third Federal Savings and Loan	0.750%	926.08	Negotiable CD
04/21/21 - 05/21/21	31	249,000	SeviFirst Bank	1.600%	327.45	Negotiable CD
11/22/20 - 05/22/21	182	246,000	Capital One Bank USA NA	2.650%	3,232.71	Negotiable CD
11/22/20 - 05/22/21	182	246,000	Capital One NA	2.650%	3,232.71	Negotiable CD
04/26/21 - 05/26/21	31	249,000	Axos Bank	1.650%	337.68	Negotiable CD
04/27/21 - 05/27/21	31	249,000	Comenity Capital Bank	2.500%	511.64	Negotiable CD

Earned Interest May 2021 \$ 71,088.81
 Earned Interest Year To Date \$ 177,777.41

SERIES 2019A TAX-EXEMPT NOTES:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
05/01/21 - 05/31/21	31	Various	U.S. Bank	Various	113.73	Sweep Money Market
08/28/20 - 05/24/21	270	2,000,000	MUFG Bank LTD/NY	0.240%	3,586.68	Commercial Paper
11/18/20 - 05/18/21	182	2,685,000	Federal Farm Credit Bank	0.160%	2,148.00	Federal Agency
11/24/20 - 05/24/21	182	3,000,000	Federal Farm Credit Bank	1.670%	25,800.00	Federal Agency

Earned Interest May 2021 \$ 31,648.41
 Earned Interest Year To Date \$ 229,184.85

SERIES 2019B TAXABLE NOTES:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
05/01/21 - 05/31/21	31	Various	U.S. Bank	Various	4.55	Sweep Money Market

Earned Interest May 2021 \$ 4.55
 Earned Interest Year To Date \$ 43,028.57

NOTE RETIREMENT FUND:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
05/01/21 - 05/31/21	31	Various	Huntington National Bank	Various	42.00	Sweep Money Market

Earned Interest May 2021 \$ 42.00
 Earned Interest Year To Date \$ 98.05

ESCROW ACCOUNT:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
05/01/21 - 05/31/21	31	Various	Huntington National Bank	Various	0.95	Money Market
				Earned Interest May 2021	\$ 0.95	
				Earned Interest Year To Date	\$ 4.67	
				Earned Interest May 2021--All Funds	\$ 102,784.72	
				Earned Interest Year To Date--All Funds	\$ 450,093.55	



MEEDER
INVESTMENT MANAGEMENT



Cleveland Public Library Operating Account

Monthly Investment Report
May 31, 2021

Your Investment Representative:

Jim McCourt

(614) 923-1151

jmccourt@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com

Dublin, Ohio | Lansing, Michigan | Long Beach, California | 866-633-3371 | www.meederpublicfunds.com

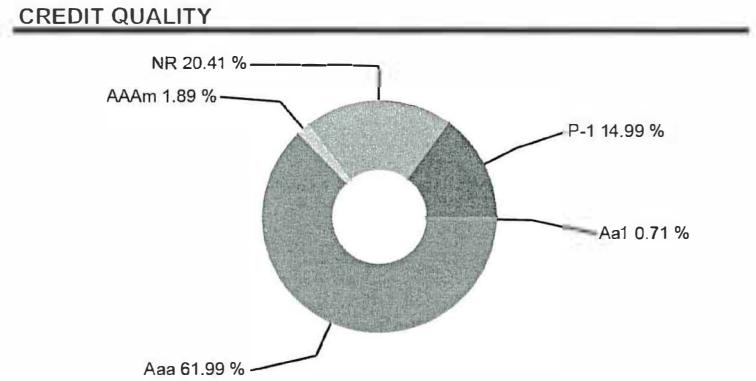
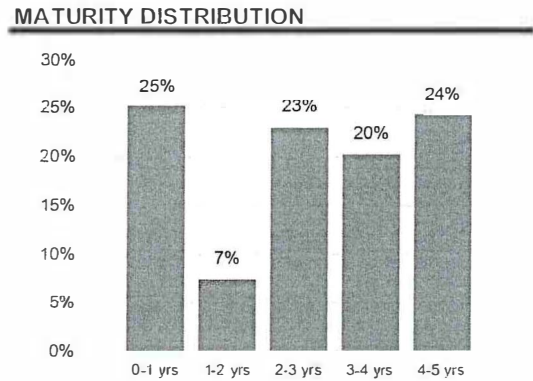
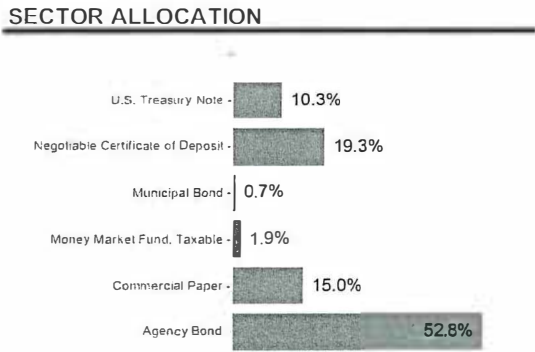
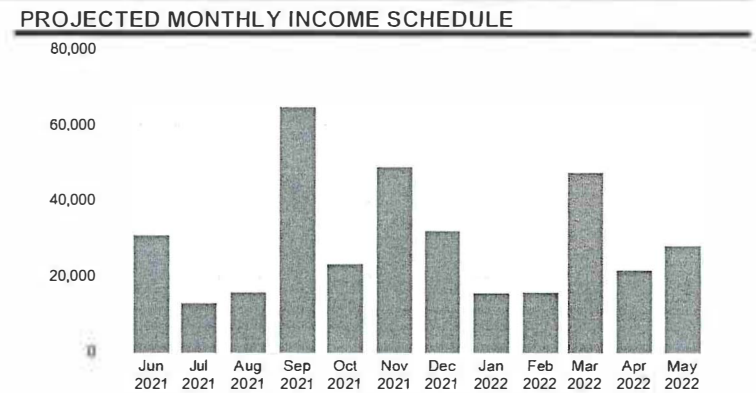
PORTFOLIO SUMMARY

As of May 31, 2021



MONTHLY RECONCILIATION	
Beginning Book Value	45,228,383.99
Contributions	
Withdrawals	
Prior Month Custodian Fees	(379.98)
Realized Gains/Losses	26,927.37
Purchased Interest	(57.49)
Gross Interest Earnings	43,480.11
Ending Book Value	45,298,354.00

PORTFOLIO CHARACTERISTICS	
Portfolio Yield to Maturity	0.83%
Portfolio Effective Duration	1.88 yrs
Weighted Average Maturity	2.64 yrs



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Cleveland Public Library Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
02007GKC6	Ally Bank 2.500% 06/06/2022	3,067						3,083					
02589AB50	American Express National Bank 1.450% 03/31/2023				1,813						1,783		
05465DAK4	Axos Bank 1.650% 03/26/2024	349	338	349	349	338	349	338	349	349	315	349	338
05580ATH7	BMW Bank of North America 1.800% 11/29/2022						2,241						2,205
06251A2E9	Bank Hapoalim B.M. 0.300% 09/14/2023				377						370		
06366GT41	Bank of Montreal 06/04/2021	1,144											
12556LBU9	CIT Bank, National Association 1.050% 03/28/2022				1,313						1,306		
14042RLP4	Capital One, National Association 2.650% 05/22/2024						3,286						3,233
14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024						3,286						3,233
15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	391	379	391	391	379	391	379	391	366	379	391	379
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022				1,250						1,237		
20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	529	512	529	529	512	529	512	529	529	478	529	512
20726ACE6	Congressional Bank 0.200% 09/19/2022	42	41	42	42	41	42	41	42	42	38	42	41
22533UAR4	Credit Agricole Corporate and Investment Bank 01/25/2022								3,375				
2254EAVA8	Credit Suisse Securities (USA) LLC 08/10/2021			998									
2254EAX16	Credit Suisse Holdings (USA), Inc. 10/01/2021					897							
29278TLF5	EnerBank USA 1.800% 09/13/2023	381	368	381	381	368	381	368	381	381	344	381	368
3130A9VM0	FHLB 2.000% 11/22/2021						18,148						

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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
3130AB3H7	FHLB 2.375% 03/08/2024				5,938						5,938		
3130AK6G6	FHLB 0.390% 09/23/2024				1,580						1,580		
3130AKVV5	FHLB 0.500% 02/18/2026			2,500						2,500			
3130ALKA1	FHLB 1.000% 03/17/2026				2,500						2,500		
3130ALSX3	FHLB 1.020% 03/30/2026				2,550						2,550		
3130ALZ23	FHLB 0.800% 04/28/2025					1,100						1,100	
3130AMKH4	FHLB 0.750% 05/27/2025						3,750						3,750
3130AMNX6	FHLB 1.020% 06/10/2026							3,494					
313380GJ0	FHLB 2.000% 09/09/2022				8,000						8,000		
3133EHWM1	FFCB 1.700% 09/01/2021				4,158								
3133EK6J0	FFCB 1.625% 11/08/2024						4,063						4,063
3133ELH80	FFCB 0.680% 06/10/2025	2,550						2,550					
3133ELTZ7	FFCB 0.625% 03/18/2022				3,125						5,205		
3133EMBD3	FFCB 0.360% 09/24/2024				1,800						1,800		
3133EMNG3	FFCB 0.230% 01/19/2024		661						661				
3133EMQX3	FFCB 0.590% 02/17/2026			1,475						1,475			
3133EMWV0	FFCB 0.350% 04/22/2024					2,625						2,625	
3133EMXS6	FFCB 0.720% 04/28/2025					6,300						6,300	
3133EMZW5	FFCB 0.730% 05/19/2025						1,150						1,150
3134G45T1	FMCC 2.000% 12/10/2021	5,000						7,130					
3134GV7E2	FMCC 0.500% 01/27/2025		1,250						1,250				
3134GW4B9	FMCC 0.500% 10/29/2025					1,250						1,250	
3134GWAK2	FMCC 0.410% 07/20/2023		1,538						1,538				
3134GWH33	FMCC 0.320% 09/01/2023				1,360						1,360		
3134GWH90	FMCC 0.400% 03/08/2024				1,000						1,000		

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Cleveland Public Library Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
3134GWUS3	FMCC 0.400% 09/24/2024				2,000						2,000		
3134GWXC5	FMCC 0.350% 03/29/2024				1,750						1,750		
3134GWZG4	FMCC 0.600% 10/20/2025					1,950						1,950	
3134GXAY0	FMCC 0.300% 11/13/2023						750						750
3134GXFV1	FMCC 0.625% 12/17/2025	1,563						1,563					
3135GA2Z3	FNMA 0.560% 11/17/2025						1,470						1,470
3136G45C3	FNMA 0.540% 10/27/2025					1,350						1,350	
3136G4J95	FNMA 0.550% 08/25/2025			1,375						1,375			
3137EAES4	FMCC 0.250% 06/26/2023	625						625					
3137EAEV7	FMCC 0.250% 08/24/2023			625						625			
31422XBN1	AGM 0.690% 02/25/2026			1,725						1,725			
32056GDH0	First Internet Bancorp 0.850% 05/13/2024	180	174	180	180	174	180	174	180	180	162	180	174
33847E2Q9	Flagstar Bank, FSB 2.400% 12/28/2021	2,944						3,083					
38149MAZ6	Goldman Sachs Bank USA Holdings LLC 2.700% 06/05/2024	3,312						3,330					
44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025						1,625						1,599
46640PXV0	J.P. Morgan Securities LLC 10/29/2021					635							
538036HC1	Live Oak Banking Company 1.800% 12/11/2023	153	148	153	153	148	153	148	153	153	138	153	148
59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	419	406	419	419	406	419	406	419	419	379	419	406
61690UGU8	Morgan Stanley Bank, National Association 2.550% 06/06/2022	3,128						3,145					
61760AE88	Morgan Stanley Private Bank, National Association 2.700% 06/06/2024	3,312						3,330					

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Cleveland Public Library Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
62479LWD3	MUFG Bank, Ltd. 09/13/2021				604								
62479MB44	MUFG Bank, Ltd. 02/04/2022									975			
654062JR0	Nicolet National Bank 1.150% 03/28/2024	235	243	243	235	243	235	243	243	220	243	235	
6775228B3	Ohio, State of 0.350% 05/01/2023						708						569
70212VAA6	Partners Bank 0.350% 06/30/2023	73	70	73	73	70	73	70	73	68	70	73	70
72345SKS9	Pinnacle Bank 0.900% 05/09/2022						1,125						1,367
75472RAD3	Raymond James Bank, National Association 1.950% 08/23/2023			2,388						2,428			
7954502H7	Sallie Mae Bank 2.800% 04/17/2024					1,544						1,536	
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	338	327	338	338	327	338	327	338	338	306	338	327
856285SN2	State Bank of India 1.900% 01/22/2025		2,347						2,347				
87165E2M8	Synchrony Bank 1.250% 04/24/2025					1,554						1,546	
87270LDK6	TIAA, FSB 0.200% 02/12/2024			247						251			
88224PLY3	Texas Capital Bank, National Association 0.300% 02/07/2023			370						377			
88241THF0	Texas Exchange Bank, SSB 0.850% 05/20/2024	180	174	180	180	174	180	174	180	180	162	180	174
88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024						941						926
89233GUP9	Toyota Motor Credit Corporation 07/23/2021		934										
90348JSW1	UBS Bank USA 1.000% 03/11/2022	211	205	211	211	205	211	205	211	211	689		
912828T34	UST 1.125% 09/30/2021				14,453								
912828ZT0	UST 0.250% 05/31/2025						2,188						

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Cleveland Public Library Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
91282CBH3	UST 0.375% 01/31/2026		2,344						2,344				
91282CBT7	UST 0.750% 03/31/2026				4,688						4,688		
949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	402	389	402	402	389	402	389	402	402	363	402	389
949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	373	361	373	373	361	373	361	373	373	337	373	361
TOTAL		30,899	13,207	15,967	64,512	23,339	48,987	35,467	15,778	15,941	47,468	21,701	27,999

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Cleveland Public Library Operating Account
POSITION STATEMENT
 As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	5/28/2021 5/28/2021	\$864,756.02	\$864,756.02	\$864,756.02	0.02%	0.003 0.003	\$1.00 \$864,756.02	\$0.00	1.57%	AAAm
STAROHIO	STAR Ohio XX688	5/28/2021 5/28/2021	\$9,242,981.31	\$9,242,981.31	\$9,242,981.31	0.08%	0.003 0.003	\$1.00 \$9,242,981.31	\$0.00	16.83%	AAAm
SubTotal			\$10,107,737.33	\$10,107,737.33	\$10,107,737.33	0.07%		\$10,107,737.33	\$0.00	18.41%	
Agency Bond											
3133EHWM1	FFCB 1.700% 09/01/2021	6/20/2018 6/21/2018	\$100,000.00	\$96,692.00	\$96,692.00	2.79%	0.263 0.266	\$100.44 \$100,435.00	\$3,743.00	0.18%	Aaa AA+
3130A9VM0	FHLB 2.000% 11/22/2021	4/5/2018 4/6/2018	\$425,000.00	\$411,102.50	\$411,102.50	2.71%	0.488 0.490	\$100.94 \$429,007.75	\$17,905.25	0.78%	Aaa AA+
3134G45T1	FMCC 2.000% 12/10/2021	3/17/2017 3/20/2017	\$500,000.00	\$497,870.00	\$497,870.00	2.09%	0.537 0.534	\$101.06 \$505,280.00	\$7,410.00	0.92%	Aaa AA+
3133ELTZ7	FFCB 0.625% 03/18/2022	3/13/2020 3/18/2020	\$1,000,000.00	\$997,920.00	\$997,920.00	0.73%	0.805 0.806	\$100.45 \$1,004,530.00	\$6,610.00	1.83%	Aaa AA+
313380GJ0	FHLB 2.000% 09/09/2022	5/22/2019 5/24/2019	\$800,000.00	\$794,032.00	\$794,032.00	2.24%	1.285 1.271	\$102.44 \$819,488.00	\$25,456.00	1.49%	Aaa AA+
3137EAES4	FMCC 0.250% 06/26/2023	8/26/2020 8/28/2020	\$500,000.00	\$499,565.00	\$499,565.00	0.28%	2.079 2.071	\$100.18 \$500,895.00	\$1,330.00	0.91%	Aaa AA+
3134GWAK2	FMCC 0.410% 07/20/2023	7/20/2020 7/21/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.41%	2.145 0.546	\$100.04 \$750,322.50	\$322.50	1.37%	Aaa AA+
3137EAEV7	FMCC 0.250% 08/24/2023	8/19/2020 8/21/2020	\$500,000.00	\$499,490.00	\$499,490.00	0.28%	2.241 2.232	\$100.07 \$500,355.00	\$865.00	0.91%	Aaa AA+
3134GWH33	FMCC 0.320% 09/01/2023	9/2/2020 9/3/2020	\$850,000.00	\$849,787.50	\$849,787.50	0.33%	2.263 0.707	\$100.03 \$850,238.00	\$450.50	1.55%	Aaa AA+
3134GXAY0	FMCC 0.300% 11/13/2023	11/12/2020 11/13/2020	\$500,000.00	\$499,625.00	\$499,625.00	0.33%	2.463 1.737	\$100.01 \$500,055.00	\$430.00	0.91%	Aaa AA+
3133EMNG3	FFCB 0.230% 01/19/2024	2/18/2021 2/19/2021	\$575,000.00	\$575,316.25 \$110.21	\$575,426.46	0.21%	2.647 2.632	\$99.80 \$573,873.00	(\$1,443.25)	1.05%	Aaa AA+
3134GWH90	FMCC 0.400% 03/08/2024	9/10/2020 9/11/2020	\$500,000.00	\$499,900.00	\$499,900.00	0.41%	2.781 1.091	\$100.00 \$500,005.00	\$105.00	0.91%	Aaa AA+
3130AB3H7	FHLB 2.375% 03/08/2024	4/25/2019 4/29/2019	\$500,000.00	\$499,765.00	\$499,765.00	2.38%	2.781 2.693	\$105.96 \$529,815.00	\$30,050.00	0.96%	Aaa AA+

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Cleveland Public Library Operating Account
POSITION STATEMENT
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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3134GWXC5	FMCC 0.350% 03/29/2024	10/21/2020 10/23/2020	\$1,000,000.00	\$999,500.00	\$999,500.00	0.36%	2.838 1.292	\$100.00 \$999,950.00	\$450.00	1.82%	Aaa AA+
3133EMWV0	FFCB 0.350% 04/22/2024	4/26/2021 4/27/2021	\$1,500,000.00	\$1,500,000.00 \$72.92	\$1,500,072.92	0.35%	2.904 2.884	\$100.00 \$1,499,940.00	(\$60.00)	2.73%	Aaa AA+
3130AK6G6	FHLB 0.390% 09/23/2024	9/29/2020 9/30/2020	\$810,000.00	\$809,068.50	\$809,068.50	0.42%	3.326 1.299	\$99.98 \$809,870.40	\$801.90	1.47%	Aaa AA+
3134GWUS3	FMCC 0.400% 09/24/2024	9/17/2020 9/24/2020	\$1,000,000.00	\$999,950.00	\$999,950.00	0.40%	3.329 1.560	\$99.81 \$998,110.00	(\$1,840.00)	1.82%	Aaa AA+
3133EMBD3	FFCB 0.360% 09/24/2024	9/24/2020 9/29/2020	\$1,000,000.00	\$998,750.00	\$998,750.00	0.39%	3.329 1.450	\$99.61 \$996,100.00	(\$2,650.00)	1.81%	Aaa AA+
3133EK6J0	FFCB 1.625% 11/08/2024	11/1/2019 11/8/2019	\$500,000.00	\$499,615.00	\$499,615.00	1.64%	3.452 3.359	\$104.19 \$520,925.00	\$21,310.00	0.95%	Aaa AA+
3134GV7E2	FMCC 0.500% 01/27/2025	7/8/2020 7/27/2020	\$500,000.00	\$498,600.00	\$498,600.00	0.56%	3.671 1.555	\$99.83 \$499,170.00	\$570.00	0.91%	Aaa AA+
3130ALZ23	FHLB 0.800% 04/28/2025	4/7/2021 4/28/2021	\$275,000.00	\$275,000.00	\$275,000.00	0.80%	3.921 1.598	\$99.99 \$274,964.25	(\$35.75)	0.50%	Aaa AA+
3133EMXS6	FFCB 0.720% 04/28/2025	4/26/2021 4/28/2021	\$1,750,000.00	\$1,748,632.81	\$1,748,632.81	0.74%	3.921 1.461	\$100.01 \$1,750,122.50	\$1,489.69	3.19%	Aaa AA+
3133EMZW5	FFCB 0.730% 05/19/2025	5/25/2021 5/28/2021	\$315,000.00	\$315,000.00 \$57.49	\$315,057.49	0.73%	3.978 1.489	\$99.90 \$314,694.45	(\$305.55)	0.57%	Aaa AA+
3130AMKH4	FHLB 0.750% 05/27/2025	5/13/2021 5/27/2021	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.75%	4.000 1.666	\$99.88 \$998,780.00	(\$1,220.00)	1.82%	Aaa AA+
3133ELH80	FFCB 0.680% 06/10/2025	6/24/2020 6/26/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.68%	4.038 2.422	\$99.78 \$748,312.50	(\$1,687.50)	1.36%	Aaa AA+
3136G4J95	FNMA 0.550% 08/25/2025	8/19/2020 8/25/2020	\$500,000.00	\$499,375.00	\$499,375.00	0.58%	4.247 2.242	\$99.44 \$497,175.00	(\$2,200.00)	0.91%	Aaa AA+
3134GWZG4	FMCC 0.600% 10/20/2025	10/6/2020 10/20/2020	\$650,000.00	\$650,000.00	\$650,000.00	0.60%	4.400 1.931	\$99.60 \$647,426.00	(\$2,574.00)	1.18%	Aaa AA+
3136G45C3	FNMA 0.540% 10/27/2025	10/21/2020 10/27/2020	\$500,000.00	\$499,500.00	\$499,500.00	0.56%	4.419 3.314	\$99.04 \$495,220.00	(\$4,280.00)	0.90%	Aaa AA+
3134GW4B9	FMCC 0.500% 10/29/2025	10/9/2020 10/29/2020	\$500,000.00	\$499,000.00	\$499,000.00	0.54%	4.425 3.158	\$98.44 \$492,190.00	(\$6,810.00)	0.90%	Aaa AA+
3135GA2Z3	FNMA 0.560% 11/17/2025	11/12/2020 11/17/2020	\$525,000.00	\$523,818.75	\$523,818.75	0.61%	4.477 3.360	\$99.03 \$519,918.00	(\$3,900.75)	0.95%	Aaa AA+
3134GXFV1	FMCC 0.625% 12/17/2025	12/3/2020 12/17/2020	\$500,000.00	\$499,750.00	\$499,750.00	0.64%	4.559 2.144	\$99.50 \$497,520.00	(\$2,230.00)	0.91%	Aaa AA+

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Cleveland Public Library Operating Account
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 As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3133EMQX3	FFCB 0.590% 02/17/2026	2/18/2021 2/25/2021	\$500,000.00	\$498,045.00 \$65.56	\$498,110.56	0.67%	4.729 2.719	\$99.07 \$495,360.00	(\$2,685.00)	0.90%	Aaa AA+
3130AKVV5	FHLB 0.500% 02/18/2026	1/28/2021 2/18/2021	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.50%	4.732 3.263	\$98.61 \$986,110.00	(\$13,890.00)	1.80%	Aaa AA+
31422XBN1	AGM 0.690% 02/25/2026	2/18/2021 2/25/2021	\$500,000.00	\$499,850.00	\$499,850.00	0.70%	4.751 3.095	\$98.93 \$494,665.00	(\$5,185.00)	0.90%	
3130ALKA1	FHLB 1.000% 03/17/2026	3/1/2021 3/17/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.00%	4.805 1.914	\$99.72 \$498,605.00	(\$1,395.00)	0.91%	Aaa AA+
3130ALSX3	FHLB 1.020% 03/30/2026	3/22/2021 3/30/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.02%	4.841 1.906	\$100.01 \$500,040.00	\$40.00	0.91%	Aaa AA+
SubTotal			\$24,075,000.00	\$24,034,520.31 \$306.18	\$24,034,826.49	0.74%		\$24,099,467.35	\$64,947.04	43.89%	

Commercial Paper

06366GT41	Bank of Montreal 06/04/2021	12/4/2020 12/7/2020	\$1,000,000.00	\$998,856.39	\$998,856.39	0.23%	0.019 0.022	\$100.00 \$999,990.00	\$1,133.61	1.82%	P-1 A-1
89233GUP9	Toyota Motor Credit Corporation 07/23/2021	10/26/2020 10/27/2020	\$500,000.00	\$499,065.97	\$499,065.97	0.25%	0.153 0.156	\$99.99 \$499,945.00	\$879.03	0.91%	P-1 A-1+
2254EAVA8	Credit Suisse Securities (USA) LLC 08/10/2021	11/13/2020 11/17/2020	\$500,000.00	\$499,002.50	\$499,002.50	0.27%	0.203 0.205	\$99.98 \$499,920.00	\$917.50	0.91%	P-1 A-1
62479LWD3	MUFG Bank, Ltd. 09/13/2021	12/16/2020 12/17/2020	\$350,000.00	\$349,396.25	\$349,396.25	0.23%	0.296 0.298	\$99.97 \$349,905.50	\$509.25	0.64%	P-1 A-1
2254EAX16	Credit Suisse Holdings (USA), Inc. 10/01/2021	1/4/2021 1/5/2021	\$500,000.00	\$499,103.33	\$499,103.33	0.24%	0.345 0.348	\$99.97 \$499,825.00	\$721.67	0.91%	P-1 A-1
46640PXV0	J.P. Morgan Securities LLC 10/29/2021	2/1/2021 2/2/2021	\$500,000.00	\$499,364.86	\$499,364.86	0.17%	0.422 0.424	\$99.95 \$499,745.00	\$380.14	0.91%	P-1 A-1
22533UAR4	Credit Agricole Corporate and Investment Bank 01/25/2022	4/30/2021 4/30/2021	\$2,500,000.00	\$2,496,625.00	\$2,496,625.00	0.18%	0.663 0.665	\$99.90 \$2,497,475.00	\$850.00	4.55%	P-1 A-1
62479MB44	MUFG Bank, Ltd. 02/04/2022	5/10/2021 5/10/2021	\$1,000,000.00	\$999,025.00	\$999,025.00	0.13%	0.690 0.692	\$99.90 \$998,950.00	(\$75.00)	1.82%	P-1 A-1
SubTotal			\$6,850,000.00	\$6,840,439.30	\$6,840,439.30	0.20%		\$6,845,755.50	\$5,316.20	12.47%	

POSITION STATEMENT

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Municipal Bond											
6775228B3	Ohio, State of 0.350% 05/01/2023	3/8/2021 3/17/2021	\$325,000.00	\$325,000.00	\$325,000.00	0.35%	1.926 1.918	\$100.25 \$325,796.25	\$796.25	0.59%	Aa1 AA+
SubTotal			\$325,000.00	\$325,000.00	\$325,000.00	0.35%		\$325,796.25	\$796.25	0.59%	
Negotiable Certificate of Deposit											
33847E2Q9	Flagstar Bank, FSB 2.400% 12/28/2021	6/19/2019 6/28/2019	\$246,000.00	\$245,877.00	\$245,877.00	2.42%	0.586 0.583	\$101.39 \$249,409.56	\$3,532.56	0.45%	
90348JSW1	UBS Bank USA 1.000% 03/11/2022	3/3/2020 3/11/2020	\$249,000.00	\$248,502.00	\$248,502.00	1.10%	0.786 0.785	\$100.75 \$250,872.48	\$2,370.48	0.46%	
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022	3/9/2020 3/20/2020	\$248,000.00	\$248,000.00	\$248,000.00	1.00%	0.814 0.813	\$100.78 \$249,934.40	\$1,934.40	0.46%	
12556LBU9	CIT Bank, National Association 1.050% 03/28/2022	3/9/2020 3/26/2020	\$248,000.00	\$248,000.00	\$248,000.00	1.05%	0.833 0.832	\$100.84 \$250,075.76	\$2,075.76	0.46%	
72345SKS9	Pinnacle Bank 0.900% 05/09/2022	4/24/2020 5/7/2020	\$248,000.00	\$247,752.00	\$247,752.00	0.95%	0.948 0.947	\$100.79 \$249,951.76	\$2,199.76	0.46%	
02007GKC6	Ally Bank 2.500% 06/06/2022	6/3/2019 6/6/2019	\$246,000.00	\$245,262.00	\$245,262.00	2.61%	1.025 1.008	\$102.47 \$252,086.04	\$6,824.04	0.46%	
61690UGU8	Morgan Stanley Bank, National Association 2.550% 06/06/2022	6/3/2019 6/6/2019	\$246,000.00	\$245,139.00	\$245,139.00	2.67%	1.025 1.008	\$102.53 \$252,211.50	\$7,072.50	0.46%	
59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	6/11/2019 6/20/2019	\$210,000.00	\$209,559.00	\$209,559.00	2.42%	1.063 1.052	\$102.41 \$215,050.50	\$5,491.50	0.39%	
20726ACE6	Congressional Bank 0.200% 09/19/2022	9/11/2020 9/18/2020	\$249,000.00	\$248,875.50	\$248,875.50	0.22%	1.312 1.311	\$100.12 \$249,298.80	\$423.30	0.45%	
05580ATH7	BMW Bank of North America 1.800% 11/29/2022	12/17/2019 12/19/2019	\$247,000.00	\$246,644.32	\$246,644.32	1.85%	1.507 1.481	\$102.53 \$253,236.75	\$6,592.43	0.46%	
949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	1/8/2020 1/17/2020	\$249,000.00	\$248,564.25	\$248,564.25	1.96%	1.641 1.617	\$102.91 \$256,233.45	\$7,669.20	0.47%	

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POSITION STATEMENT

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
88224PLY3	Texas Capital Bank, National Association 0.300% 02/07/2023	8/7/2020 8/11/2020	\$249,000.00	\$248,626.50	\$248,626.50	0.36%	1.699 1.694	\$100.29 \$249,709.65	\$1,083.15	0.45%	
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	2/12/2020 2/21/2020	\$249,000.00	\$248,502.00	\$248,502.00	1.67%	1.737 1.714	\$102.54 \$255,327.09	\$6,825.09	0.46%	
02589AB50	American Express National Bank 1.450% 03/31/2023	3/24/2020 3/31/2020	\$248,000.00	\$247,132.00	\$247,132.00	1.57%	1.841 1.819	\$102.42 \$253,996.64	\$6,864.64	0.46%	
70212VAA6	Partners Bank 0.350% 06/30/2023	6/24/2020 6/30/2020	\$245,000.00	\$244,448.75	\$244,448.75	0.43%	2.090 2.081	\$100.40 \$245,980.00	\$1,531.25	0.45%	
75472RAD3	Raymond James Bank, National Association 1.950% 08/23/2023	8/14/2019 8/26/2019	\$247,000.00	\$246,506.00	\$246,506.00	2.00%	2.238 2.190	\$103.98 \$256,833.07	\$10,327.07	0.47%	
29278TLF5	EnerBank USA 1.800% 09/13/2023	9/5/2019 9/16/2019	\$249,000.00	\$248,751.00	\$248,751.00	1.83%	2.296 2.248	\$103.72 \$258,260.31	\$9,509.31	0.47%	
06251A2E9	Bank Hapoalim B.M. 0.300% 09/14/2023	9/4/2020 9/14/2020	\$249,000.00	\$248,502.00	\$248,502.00	0.37%	2.299 2.289	\$100.28 \$249,699.69	\$1,197.69	0.45%	
538036HC1	Live Oak Banking Company 1.800% 12/11/2023	12/6/2019 12/11/2019	\$100,000.00	\$99,700.00	\$99,700.00	1.88%	2.540 2.479	\$104.06 \$104,056.00	\$4,356.00	0.19%	
87270LDK6	TIAA, FSB 0.200% 02/12/2024	2/18/2021 2/22/2021	\$249,000.00	\$248,253.00 \$13.64	\$248,266.64	0.30%	2.712 2.700	\$99.96 \$248,892.93	\$639.93	0.45%	
05465DAK4	Axos Bank 1.650% 03/26/2024	2/27/2020 3/26/2020	\$249,000.00	\$248,564.25	\$248,564.25	1.70%	2.830 2.763	\$104.02 \$259,009.80	\$10,445.55	0.47%	
654062JRO	Nicolet National Bank 1.150% 03/28/2024	3/25/2020 3/31/2020	\$249,000.00	\$245,265.00	\$245,265.00	1.54%	2.836 2.784	\$102.61 \$255,498.90	\$10,233.90	0.47%	
7954502H7	Sallie Mae Bank 2.800% 04/17/2024	4/9/2019 4/17/2019	\$110,000.00	\$109,505.00	\$109,505.00	2.90%	2.890 2.788	\$107.41 \$118,152.10	\$8,647.10	0.22%	
32056GDH0	First Internet Bancorp 0.850% 05/13/2024	5/6/2020 5/11/2020	\$249,000.00	\$248,751.00	\$248,751.00	0.88%	2.962 2.919	\$101.81 \$253,496.94	\$4,745.94	0.46%	
88241THF0	Texas Exchange Bank, SSB 0.850% 05/20/2024	5/13/2020 5/20/2020	\$249,000.00	\$248,253.00	\$248,253.00	0.93%	2.981 0.609	\$100.05 \$249,129.48	\$876.48	0.45%	

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POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024	5/6/2020 5/22/2020	\$249,000.00	\$248,751.00	\$248,751.00	0.78%	2.984 2.950	\$101.52 \$252,782.31	\$4,031.31	0.46%	
14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024	5/15/2019 5/30/2019	\$246,000.00	\$244,524.00	\$244,524.00	2.78%	2.986 2.888	\$107.19 \$263,689.86	\$19,165.86	0.48%	
14042RLP4	Capital One, National Association 2.650% 05/22/2024	5/15/2019 5/30/2019	\$246,000.00	\$244,524.00	\$244,524.00	2.78%	2.986 2.888	\$107.19 \$263,689.86	\$19,165.86	0.48%	
38149MAZ6	Goldman Sachs Bank USA Holdings LLC 2.700% 06/05/2024	6/3/2019 6/5/2019	\$246,000.00	\$245,200.50	\$245,200.50	2.77%	3.025 2.888	\$107.40 \$264,196.62	\$18,996.12	0.48%	
61760AE88	Morgan Stanley Private Bank, National Association 2.700% 06/06/2024	6/3/2019 6/6/2019	\$246,000.00	\$245,139.00	\$245,139.00	2.78%	3.027 2.891	\$107.40 \$264,211.38	\$19,072.38	0.48%	
20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	6/25/2019 6/27/2019	\$249,000.00	\$249,000.00	\$249,000.00	2.50%	3.085 2.970	\$106.92 \$266,223.33	\$17,223.33	0.48%	
15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	8/16/2019 8/30/2019	\$249,000.00	\$248,285.37	\$248,285.37	1.91%	3.260 3.157	\$105.14 \$261,803.58	\$13,518.21	0.48%	
949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	10/25/2019 10/29/2019	\$225,000.00	\$224,437.50	\$224,437.50	2.00%	3.395 3.279	\$105.31 \$236,936.25	\$12,498.75	0.43%	
856285SN2	State Bank of India 1.900% 01/22/2025	1/8/2020 1/22/2020	\$247,000.00	\$244,777.00	\$244,777.00	2.09%	3.658 3.522	\$105.80 \$261,328.47	\$16,551.47	0.48%	
87165E2M8	Synchrony Bank 1.250% 04/24/2025	4/20/2020 4/24/2020	\$248,000.00	\$246,326.00	\$246,326.00	1.39%	3.910 3.813	\$103.59 \$256,905.68	\$10,579.68	0.47%	
44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025	4/24/2020 5/7/2020	\$248,000.00	\$247,132.00	\$247,132.00	1.37%	3.945 1.116	\$100.55 \$249,371.44	\$2,239.44	0.45%	
SubTotal			\$8,576,000.00	\$8,551,030.94 \$13.64	\$8,551,044.58	1.65%		\$8,827,542.38	\$276,511.44	16.08%	

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POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
U.S. Treasury Note											
912828T34	UST 1.125% 09/30/2021	8/2/2017 8/3/2017	\$500,000.00	\$488,359.38	\$488,359.38	1.71%	0.342 0.345	\$100.37 \$501,860.00	\$13,500.62	0.91%	Aaa AA+
912828ZT0	UST 0.250% 05/31/2025	4/26/2021 4/27/2021	\$1,750,000.00	\$1,723,544.92 \$1,778.85	\$1,725,323.77	0.62%	4.011 3.971	\$98.72 \$1,727,582.50	\$4,037.58	3.15%	Aaa AA+
91282CBH3	UST 0.375% 01/31/2026	4/26/2021 4/27/2021	\$1,250,000.00	\$1,225,048.83 \$1,113.60	\$1,226,162.43	0.80%	4.682 4.613	\$98.30 \$1,228,762.50	\$3,713.67	2.24%	Aaa AA+
91282CBT7	UST 0.750% 03/31/2026	4/26/2021 4/27/2021	\$1,250,000.00	\$1,245,654.30 \$691.60	\$1,246,345.90	0.82%	4.844 4.731	\$99.87 \$1,248,337.50	\$2,683.20	2.27%	Aaa AA+
	SubTotal		\$4,750,000.00	\$4,682,607.43 \$3,584.05	\$4,686,191.48	0.84%		\$4,706,542.50	\$23,935.07	8.57%	
Grand Total			\$54,683,737.33	\$54,541,335.31 \$3,903.87	\$54,545,239.18	0.70%		\$54,912,841.31	\$371,506.00	100.00%	

TRANSACTION STATEMENT

As of May 31, 2021



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Pending Purchase									
Pending Purchase	5/26/2021	6/10/2021	3130AMNX6	FHLB 1.020% 06/10/2026	685,000.00	685,000.00		685,000.00	1.02%
Total					685,000.00	685,000.00		685,000.00	

Purchase									
Purchase	5/10/2021	5/10/2021	62479MB44	MUFG Bank, Ltd. 02/04/2022	1,000,000.00	999,025.00		999,025.00	0.13%
Purchase	5/13/2021	5/27/2021	3130AMKH4	FHLB 0.750% 05/27/2025	1,000,000.00	1,000,000.00		1,000,000.00	0.75%
Purchase	5/25/2021	5/28/2021	3133EMZW5	FFCB 0.730% 05/19/2025	315,000.00	315,000.00	57.49	315,057.49	0.73%
Total					2,315,000.00	2,314,025.00	57.49	2,314,082.49	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	5/6/2021	5/6/2021	3135G0K69	FNMA 1.250% 05/06/2021	1,000,000.00	977,420.00	1,000,000.00	22,580.00
Maturity	5/24/2021	5/24/2021	3133EHKK8	FFCB 1.670% 05/24/2021	1,425,000.00	1,422,643.05	1,425,000.00	2,356.95
Maturity	5/24/2021	5/24/2021	62479LSQ9	MUFG Bank, Ltd. 05/24/2021	500,000.00	499,103.33	500,000.00	896.67
Maturity	5/28/2021	5/28/2021	3134GB2S0	FMCC 1.950% 05/28/2021	125,000.00	123,906.25	125,000.00	1,093.75
Total					3,050,000.00	3,023,072.63	3,050,000.00	26,927.37

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	5/3/2021	5/3/2021	538036HC1	Live Oak Banking Company 1.800% 12/11/2023	147.95

TRANSACTION STATEMENT

As of May 31, 2021



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	5/3/2021	5/3/2021	31846V567	First American Funds, Inc.	41.33
Interest/Dividends	5/6/2021	5/6/2021	3135G0K69	FNMA 1.250% 05/06/2021	6,250.00
Interest/Dividends	5/7/2021	5/7/2021	72345SKS9	Pinnacle Bank 0.900% 05/09/2022	1,106.83
Interest/Dividends	5/7/2021	5/7/2021	44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025	1,598.75
Interest/Dividends	5/10/2021	5/10/2021	3133EK6J0	FFCB 1.625% 11/08/2024	4,062.50
Interest/Dividends	5/11/2021	5/11/2021	90348JSW1	UBS Bank USA 1.000% 03/11/2022	204.66
Interest/Dividends	5/11/2021	5/11/2021	32056GDH0	First Internet Bancorp 0.850% 05/13/2024	173.96
Interest/Dividends	5/13/2021	5/13/2021	29278TLF5	EnerBank USA 1.800% 09/13/2023	368.38
Interest/Dividends	5/13/2021	5/13/2021	3134GXAY0	FMCC 0.300% 11/13/2023	750.00
Interest/Dividends	5/17/2021	5/17/2021	949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	388.85
Interest/Dividends	5/17/2021	5/17/2021	3135GA2Z3	FNMA 0.560% 11/17/2025	1,470.00
Interest/Dividends	5/18/2021	5/18/2021	949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	360.62
Interest/Dividends	5/18/2021	5/18/2021	20726ACE6	Congressional Bank 0.200% 09/19/2022	40.93
Interest/Dividends	5/20/2021	5/20/2021	59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	405.62
Interest/Dividends	5/20/2021	5/20/2021	88241THF0	Texas Exchange Bank, SSB 0.850% 05/20/2024	173.96
Interest/Dividends	5/21/2021	5/21/2021	81768PAF3	ServisFirst Bank 1.600% 02/21/2023	327.45
Interest/Dividends	5/21/2021	5/21/2021	88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024	926.08
Interest/Dividends	5/24/2021	5/24/2021	3133EHKK8	FFCB 1.670% 05/24/2021	11,898.75
Interest/Dividends	5/24/2021	5/24/2021	14042RLP4	Capital One, National Association 2.650% 05/22/2024	3,232.71

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TRANSACTION STATEMENT

As of May 31, 2021



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	5/24/2021	5/24/2021	14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024	3,232.71
Interest/Dividends	5/24/2021	5/24/2021	3130A9VM0	FHLB 2.000% 11/22/2021	4,250.00
Interest/Dividends	5/26/2021	5/26/2021	05465DAK4	Axos Bank 1.650% 03/26/2024	337.68
Interest/Dividends	5/27/2021	5/27/2021	20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	511.64
Interest/Dividends	5/28/2021	5/28/2021	3134GB2S0	FMCC 1.950% 05/28/2021	1,218.75
Total					43,480.11

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	5/25/2021	5/25/2021	Cash Out	(379.98)
Total				(379.98)

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MEEDER
INVESTMENT MANAGEMENT



Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

Monthly Investment Report
May 31, 2021

Your Investment Representative:

Jim McCourt
(614) 923-1151
jmccourt@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com

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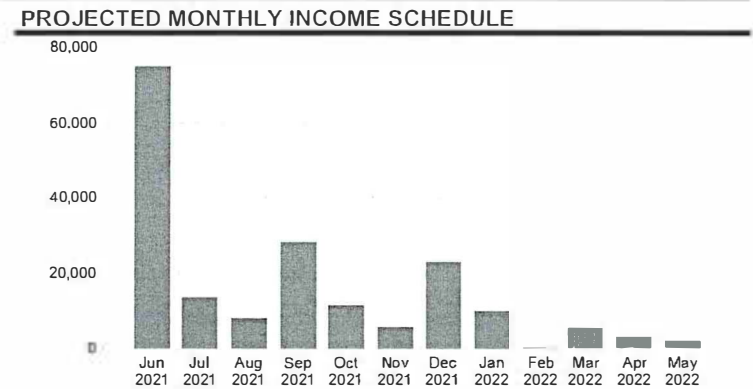
PORTFOLIO SUMMARY

As of May 31, 2021

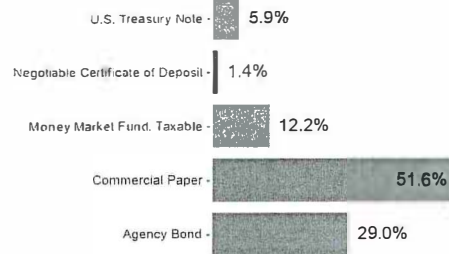


MONTHLY RECONCILIATION	
Beginning Book Value	54,111,848.02
Contributions	
Withdrawals	
Prior Month Custodian Fees	(452.18)
Realized Gains/Losses	4,336.68
Gross Interest Earnings	27,311.73
Ending Book Value	54,143,044.25

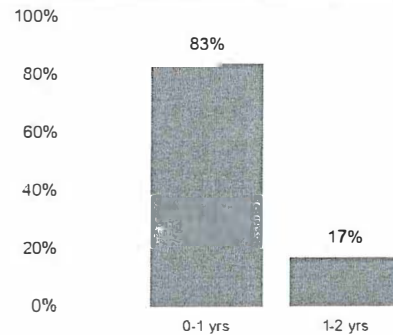
PORTFOLIO CHARACTERISTICS	
Portfolio Yield to Maturity	0.44%
Portfolio Effective Duration	0.40 yrs
Weighted Average Maturity	0.47 yrs



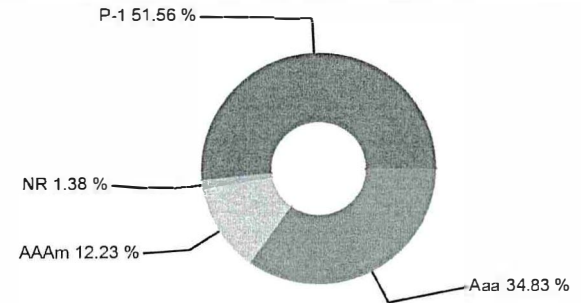
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

PROJECTED INCOME SCHEDULE

As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
06366GT41	Bank of Montreal 06/04/2021	2,859											
084601XB4	Legacy Banks 1.250% 04/21/2022					1,554						1,929	
22533UAR4	Credit Agricole Corporate and Investment Bank 01/25/2022								4,050				
2254EAVA8	Credit Suisse Securities (USA) LLC 08/10/2021			4,988									
2254EAVT7	Credit Suisse Securities (USA) LLC 08/27/2021			2,914									
30229ATJ8	Exxon Mobil Corporation 06/18/2021	2,818											
30229AU98	Exxon Mobil Corporation 07/09/2021		3,894										
3130AKJD9	FHLB 0.140% 12/29/2022	1,400						1,400					
3133EA4C9	FFCB 1.680% 10/12/2021					8,600							
3133EKP67	FFCB 1.625% 09/17/2021				22,950								
3133EKZY5	FFCB 1.550% 06/01/2022	11,625						11,625					
3133ELTZ7	FFCB 0.625% 03/18/2022				3,125					4,985			
3133ELW67	FFCB 0.220% 07/21/2022		2,750						2,750				
3133ELZN7	FFCB 0.160% 05/18/2022						2,148						2,175
3133EMCH3	FFCB 0.160% 10/13/2022					1,200						1,200	
3134GVF78	FMCC 0.300% 06/08/2022	2,250						2,250					
33651NAF9	First State Bank of The Southeast, Inc 1.350% 03/31/2022	276	285	285	276	285	276	285	285	258	534		
46640PZG1	J.P. Morgan Securities LLC 12/16/2021							1,016					
62479LWD3	MUFG Bank, Ltd. 09/13/2021				2,156								
62479LZD0	MUFG Bank, Ltd. 12/13/2021							960					
63873JYF1	Natixis 11/15/2021						3,375						

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Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

PROJECTED INCOME SCHEDULE

As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
63873JZD5	Natixis 12/13/2021							3,766					
63873KA72	Natixis 01/07/2022								1,563				
89233GU95	Toyota Motor Credit Corporation 07/09/2021		2,326										
89233GUP9	Toyota Motor Credit Corporation 07/23/2021		3,736										
89233HA79	Toyota Motor Credit Corporation 01/07/2022								1,489				
8923A0ZH9	Toyota Credit de Puerto Rico Corp. 12/17/2021							1,898					
912828S27	UST 1.125% 06/30/2021	53,826											
92937CKB3	Wex Bank 1.250% 07/09/2021		835										
TOTAL		75,055	13,827	8,187	28,508	11,640	5,799	23,200	10,138	258	5,519	3,129	2,175

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Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	5/28/2021 5/28/2021	\$6,640,772.60	\$6,640,772.60	\$6,640,772.60	0.02%	0.003 0.003	\$1.00 \$6,640,772.60	\$0.00	12.23%	AAAm
SubTotal			\$6,640,772.60	\$6,640,772.60	\$6,640,772.60	0.02%		\$6,640,772.60	\$0.00	12.23%	
Agency Bond											
3133EKP67	FFCB 1.625% 09/17/2021	9/13/2019 9/17/2019	\$2,000,000.00	\$1,993,300.00	\$1,993,300.00	1.80%	0.307 0.309	\$100.48 \$2,009,580.00	\$16,280.00	3.70%	Aaa AA+
3133EA4C9	FFCB 1.680% 10/12/2021	9/10/2019 9/11/2019	\$1,000,000.00	\$999,800.00	\$999,800.00	1.69%	0.375 0.378	\$100.62 \$1,006,220.00	\$6,420.00	1.85%	Aaa AA+
3133ELTZ7	FFCB 0.625% 03/18/2022	3/17/2020 3/18/2020	\$1,000,000.00	\$998,140.00	\$998,140.00	0.72%	0.805 0.806	\$100.45 \$1,004,530.00	\$6,390.00	1.85%	Aaa AA+
3133ELZN7	FFCB 0.160% 05/18/2022	10/8/2020 10/9/2020	\$2,685,000.00	\$2,684,973.15	\$2,684,973.15	0.16%	0.973 0.974	\$100.09 \$2,687,389.65	\$2,416.50	4.95%	Aaa AA+
3133EKZY5	FFCB 1.550% 06/01/2022	9/19/2019 9/20/2019	\$1,500,000.00	\$1,493,130.00	\$1,493,130.00	1.72%	1.011 1.001	\$101.50 \$1,522,425.00	\$29,295.00	2.80%	Aaa AA+
3134GVF78	FMCC 0.300% 06/08/2022	6/10/2020 6/12/2020	\$1,500,000.00	\$1,499,062.50	\$1,499,062.50	0.33%	1.030 1.028	\$100.01 \$1,500,075.00	\$1,012.50	2.76%	Aaa AA+
3133ELW67	FFCB 0.220% 07/21/2022	7/21/2020 7/22/2020	\$2,500,000.00	\$2,498,125.00	\$2,498,125.00	0.26%	1.148 0.405	\$100.01 \$2,500,250.00	\$2,125.00	4.61%	Aaa AA+
3133EMCH3	FFCB 0.160% 10/13/2022	10/6/2020 10/13/2020	\$1,500,000.00	\$1,498,500.00	\$1,498,500.00	0.21%	1.378 0.783	\$100.01 \$1,500,165.00	\$1,665.00	2.76%	Aaa AA+
3130AKJD9	FHLB 0.140% 12/29/2022	12/9/2020 12/29/2020	\$2,000,000.00	\$1,997,600.00	\$1,997,600.00	0.20%	1.589 1.085	\$99.90 \$1,998,060.00	\$460.00	3.68%	Aaa AA+
SubTotal			\$15,685,000.00	\$15,662,630.65	\$15,662,630.65	0.70%		\$15,728,694.65	\$66,064.00	28.97%	
Commercial Paper											
06366GT41	Bank of Montreal 06/04/2021	12/4/2020 12/7/2020	\$2,500,000.00	\$2,497,140.98	\$2,497,140.98	0.23%	0.019 0.022	\$100.00 \$2,499,975.00	\$2,834.02	4.61%	P-1 A-1
30229ATJ8	Exxon Mobil Corporation 06/18/2021	9/23/2020 9/24/2020	\$2,000,000.00	\$1,997,181.66	\$1,997,181.66	0.19%	0.058 0.060	\$100.00 \$1,999,940.00	\$2,758.34	3.68%	P-1 A-1+
30229AU98	Exxon Mobil Corporation 07/09/2021	10/14/2020 10/15/2020	\$2,500,000.00	\$2,496,106.25	\$2,496,106.25	0.21%	0.115 0.118	\$99.99 \$2,499,800.00	\$3,693.75	4.60%	P-1 A-1+

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Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
89233GU95	Toyota Motor Credit Corporation 07/09/2021	10/13/2020 10/14/2020	\$1,250,000.00	\$1,247,673.61	\$1,247,673.61	0.25%	0.115 0.118	\$99.99 \$1,249,900.00	\$2,226.39	2.30%	P-1 A-1+
89233GUP9	Toyota Motor Credit Corporation 07/23/2021	10/26/2020 10/27/2020	\$2,000,000.00	\$1,996,263.89	\$1,996,263.89	0.25%	0.153 0.156	\$99.99 \$1,999,780.00	\$3,516.11	3.68%	P-1 A-1+
2254EAVA8	Credit Suisse Securities (USA) LLC 08/10/2021	11/13/2020 11/17/2020	\$2,500,000.00	\$2,495,012.50	\$2,495,012.50	0.27%	0.203 0.205	\$99.98 \$2,499,600.00	\$4,587.50	4.60%	P-1 A-1
2254EAVT7	Credit Suisse Securities (USA) LLC 08/27/2021	11/30/2020 12/1/2020	\$1,500,000.00	\$1,497,085.83	\$1,497,085.83	0.26%	0.249 0.252	\$99.98 \$1,499,655.00	\$2,569.17	2.76%	P-1 A-1
62479LWD3	MUFG Bank, Ltd. 09/13/2021	12/16/2020 12/17/2020	\$1,250,000.00	\$1,247,843.75	\$1,247,843.75	0.23%	0.296 0.298	\$99.97 \$1,249,662.50	\$1,818.75	2.30%	P-1 A-1
63873JYF1	Natixis 11/15/2021	2/17/2021 2/18/2021	\$2,500,000.00	\$2,496,625.00	\$2,496,625.00	0.18%	0.468 0.471	\$99.94 \$2,498,575.00	\$1,950.00	4.60%	P-1 A-1
63873JZD5	Natixis 12/13/2021	3/18/2021 3/19/2021	\$2,400,000.00	\$2,396,234.00	\$2,396,234.00	0.21%	0.545 0.547	\$99.93 \$2,398,272.00	\$2,038.00	4.42%	P-1 A-1
62479LZD0	MUFG Bank, Ltd. 12/13/2021	3/18/2021 3/18/2021	\$800,000.00	\$799,040.00	\$799,040.00	0.16%	0.545 0.547	\$99.93 \$799,424.00	\$384.00	1.47%	P-1 A-1
46640PZG1	J.P. Morgan Securities LLC 12/16/2021	3/22/2021 3/23/2021	\$650,000.00	\$648,983.83	\$648,983.83	0.21%	0.553 0.555	\$99.93 \$649,525.50	\$541.67	1.20%	P-1 A-1
8923A0ZH9	Toyota Credit de Puerto Rico Corp. 12/17/2021	3/19/2021 3/22/2021	\$1,150,000.00	\$1,148,102.50	\$1,148,102.50	0.22%	0.556 0.558	\$99.93 \$1,149,160.50	\$1,058.00	2.12%	P-1 A-1+
89233HA79	Toyota Motor Credit Corporation 01/07/2022	4/12/2021 4/14/2021	\$1,000,000.00	\$998,511.11	\$998,511.11	0.20%	0.614 0.616	\$99.91 \$999,070.00	\$558.89	1.84%	P-1 A-1+
63873KA72	Natixis 01/07/2022	4/13/2021 4/14/2021	\$1,000,000.00	\$998,436.67	\$998,436.67	0.21%	0.614 0.616	\$99.91 \$999,070.00	\$633.33	1.84%	P-1 A-1
22533UAR4	Credit Agricole Corporate and Investment Bank 01/25/2022	4/30/2021 4/30/2021	\$3,000,000.00	\$2,995,950.00	\$2,995,950.00	0.18%	0.663 0.665	\$99.90 \$2,996,970.00	\$1,020.00	5.52%	P-1 A-1
SubTotal			\$28,000,000.00	\$27,956,191.58	\$27,956,191.58	0.22%		\$27,988,379.50	\$32,187.92	51.56%	

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Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Negotiable Certificate of Deposit											
92937CKB3	Wex Bank 1.250% 07/09/2021	4/2/2020 4/9/2020	\$248,000.00	\$247,938.00	\$247,938.00	1.27%	0.115 0.118	\$100.15 \$248,359.60	\$421.60	0.46%	
33651NAF9	First State Bank of The Southeast, Inc 1.350% 03/31/2022	3/26/2020 3/31/2020	\$249,000.00	\$248,751.00	\$248,751.00	1.40%	0.841 0.838	\$101.09 \$251,711.61	\$2,960.61	0.46%	
084601XB4	Legacy Banks 1.250% 04/21/2022	4/2/2020 4/8/2020	\$248,000.00	\$247,727.20	\$247,727.20	1.31%	0.899 0.897	\$101.07 \$250,653.60	\$2,926.40	0.46%	
	SubTotal		\$745,000.00	\$744,416.20	\$744,416.20	1.33%		\$750,724.81	\$6,308.61	1.38%	
U.S. Treasury Note											
912828S27	UST 1.125% 06/30/2021	9/20/2019 9/23/2019	\$3,175,000.00	\$3,139,033.22	\$3,139,033.22	1.78%	0.090 0.093	\$100.10 \$3,178,175.00	\$39,141.78	5.85%	Aaa AA+
	SubTotal		\$3,175,000.00	\$3,139,033.22	\$3,139,033.22	1.78%		\$3,178,175.00	\$39,141.78	5.85%	
Grand Total			\$54,245,772.60	\$54,143,044.25	\$54,143,044.25	0.44%		\$54,286,746.56	\$143,702.31	100.00%	

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TRANSACTION STATEMENT

As of May 31, 2021



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	5/24/2021	5/24/2021	3133EHKK8	FFCB 1.670% 05/24/2021	3,000,000.00	2,999,250.00	3,000,000.00	750.00
Maturity	5/24/2021	5/24/2021	62479LSQ9	MUFG Bank, Ltd. 05/24/2021	2,000,000.00	1,996,413.32	2,000,000.00	3,586.68
Total					5,000,000.00	4,995,663.32	5,000,000.00	4,336.68

Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends					
Interest/Dividends	5/3/2021	5/3/2021	31846V567	First American Funds, Inc.	113.73
Interest/Dividends	5/18/2021	5/18/2021	3133ELZN7	FFCB 0.160% 05/18/2022	2,148.00
Interest/Dividends	5/24/2021	5/24/2021	3133EHKK8	FFCB 1.670% 05/24/2021	25,050.00
Total					27,311.73

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	5/25/2021	5/25/2021	Cash Out	(452.18)
Total				(452.18)

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STATEMENT DISCLOSURE

As of May 31, 2021



Meeder provides monthly statements for its investment management clients to provide information about the investment portfolio. The information should not be used for audit or confirmation purposes. Please review your custodial statements and report any inaccuracies or discrepancies.

Certain information and data has been supplied by unaffiliated third parties. Although Meeder believes the information is reliable, it cannot warrant the accuracy of information offered by third parties. Market value may reflect prices received from pricing vendors when current market quotations are not available. Prices may not reflect firm bids or offers and may differ from the value at which the security can be sold.

Statements may include positions from unmanaged accounts provided for reporting purposes. Unmanaged accounts are managed directly by the client and are not included in the accounts managed by the investment adviser. This information is provided as a client convenience and the investment adviser assumes no responsibility for performance of these accounts or the accuracy of the data reported.

Investing involves risk. Past performance is no guarantee of future results. Debt and fixed income securities are subject to credit and interest rate risk. The investment return and principal value of an investment will fluctuate so that an investors shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data quoted.

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MEEDER
INVESTMENT MANAGEMENT



Cleveland Public Library Operating Account

Monthly Investment Report
May 31, 2021

Your Investment Representative:

Jim McCourt

(614) 923-1151

jmccourt@meederinvestment.com

For questions about your account please contact your investment representative or contact publicfundsoperations@meederinvestment.com

Dublin, Ohio | Lansing, Michigan | Long Beach, California | 866-633-3371 | www.meederpublicfunds.com

PORTFOLIO SUMMARY

As of May 31, 2021



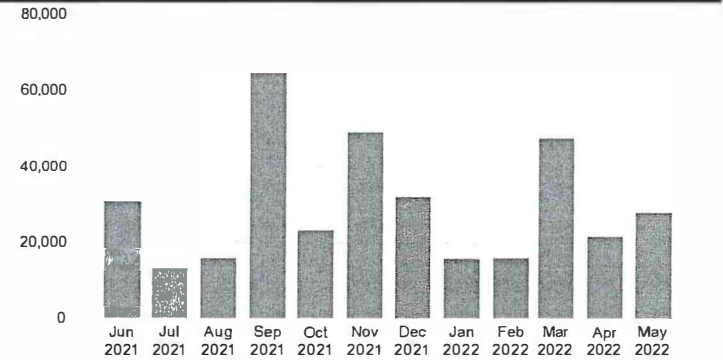
MONTHLY RECONCILIATION

Beginning Book Value	45,228,383.99
Contributions	
Withdrawals	
Prior Month Custodian Fees	(379.98)
Realized Gains/Losses	26,927.37
Purchased Interest	(57.49)
Gross Interest Earnings	43,480.11
Ending Book Value	45,298,354.00

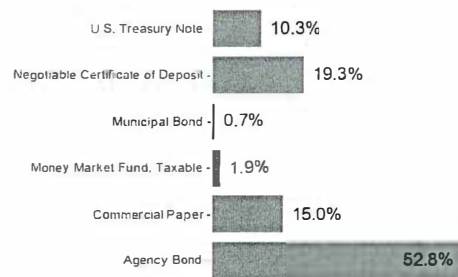
PORTFOLIO CHARACTERISTICS

Portfolio Yield to Maturity	0.83%
Portfolio Effective Duration	1.88 yrs
Weighted Average Maturity	2.64 yrs

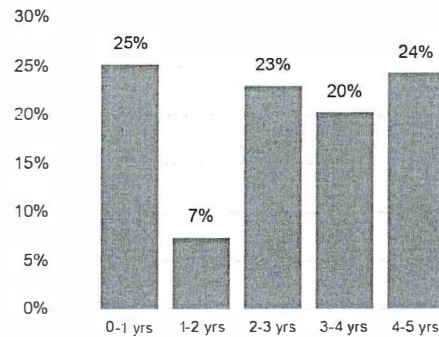
PROJECTED MONTHLY INCOME SCHEDULE



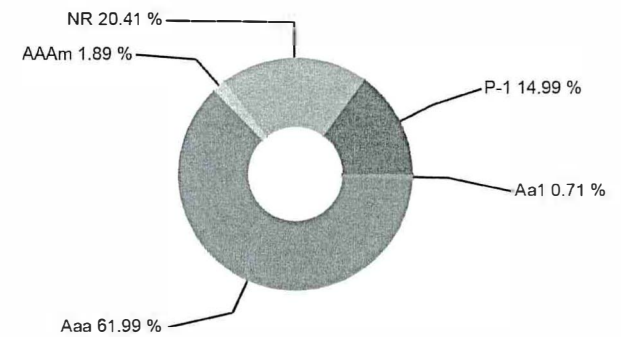
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY



Cleveland Public Library Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
02007GKC6	Ally Bank 2.500% 06/06/2022	3,067						3,083					
02589AB50	American Express National Bank 1.450% 03/31/2023				1,813						1,783		
05465DAK4	Axos Bank 1.650% 03/26/2024	349	338	349	349	338	349	338	349	349	315	349	338
05580ATH7	BMW Bank of North America 1.800% 11/29/2022						2,241						2,205
06251A2E9	Bank Hapoalim B.M. 0.300% 09/14/2023				377						370		
06366GT41	Bank of Montreal 06/04/2021	1,144											
12556LBU9	CIT Bank, National Association 1.050% 03/28/2022				1,313						1,306		
14042RPL4	Capital One, National Association 2.650% 05/22/2024						3,286						3,233
14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024						3,286						3,233
15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	391	379	391	391	379	391	379	391	366	379	391	379
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022				1,250						1,237		
20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	529	512	529	529	512	529	512	529	529	478	529	512
20726ACE6	Congressional Bank 0.200% 09/19/2022	42	41	42	42	41	42	41	42	42	38	42	41
22533UAR4	Credit Agricole Corporate and Investment Bank 01/25/2022								3,375				
2254EAVA8	Credit Suisse Securities (USA) LLC 08/10/2021			998									
2254EAX16	Credit Suisse Holdings (USA), Inc. 10/01/2021					897							
29278TLF5	EnerBank USA 1.800% 09/13/2023	381	368	381	381	368	381	368	381	381	344	381	368
3130A9VM0	FHLB 2.000% 11/22/2021						18,148						

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Cleveland Public Library Operating Account
PROJECTED INCOME SCHEDULE
 As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
3130AB3H7	FHLB 2.375% 03/08/2024				5,938						5,938		
3130AK6G6	FHLB 0.390% 09/23/2024				1,580						1,580		
3130AKVV5	FHLB 0.500% 02/18/2026			2,500						2,500			
3130ALKA1	FHLB 1.000% 03/17/2026				2,500						2,500		
3130ALSX3	FHLB 1.020% 03/30/2026				2,550						2,550		
3130ALZ23	FHLB 0.800% 04/28/2025					1,100						1,100	
3130AMKH4	FHLB 0.750% 05/27/2025						3,750						3,750
3130AMNX6	FHLB 1.020% 06/10/2026							3,494					
313380GJ0	FHLB 2.000% 09/09/2022				8,000						8,000		
3133EHWM1	FFCB 1.700% 09/01/2021				4,158								
3133EK6J0	FFCB 1.625% 11/08/2024						4,063						4,063
3133ELH80	FFCB 0.680% 06/10/2025	2,550						2,550					
3133ELTZ7	FFCB 0.625% 03/18/2022				3,125						5,205		
3133EMBD3	FFCB 0.360% 09/24/2024				1,800						1,800		
3133EMNG3	FFCB 0.230% 01/19/2024		661						661				
3133EMQX3	FFCB 0.590% 02/17/2026			1,475						1,475			
3133EMWV0	FFCB 0.350% 04/22/2024					2,625						2,625	
3133EMXS6	FFCB 0.720% 04/28/2025					6,300						6,300	
3133EMZW5	FFCB 0.730% 05/19/2025						1,150						1,150
3134G45T1	FMCC 2.000% 12/10/2021	5,000						7,130					
3134GV7E2	FMCC 0.500% 01/27/2025		1,250						1,250				
3134GW4B9	FMCC 0.500% 10/29/2025					1,250						1,250	
3134GWAK2	FMCC 0.410% 07/20/2023		1,538						1,538				
3134GWH33	FMCC 0.320% 09/01/2023				1,360						1,360		
3134GWH90	FMCC 0.400% 03/08/2024				1,000						1,000		

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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
3134GWUS3	FMCC 0.400% 09/24/2024				2,000						2,000		
3134GWXC5	FMCC 0.350% 03/29/2024				1,750						1,750		
3134GWZG4	FMCC 0.600% 10/20/2025					1,950						1,950	
3134GXAY0	FMCC 0.300% 11/13/2023						750						750
3134GXFV1	FMCC 0.625% 12/17/2025	1,563						1,563					
3135GA2Z3	FNMA 0.560% 11/17/2025						1,470						1,470
3136G45C3	FNMA 0.540% 10/27/2025					1,350						1,350	
3136G4J95	FNMA 0.550% 08/25/2025			1,375						1,375			
3137EAES4	FMCC 0.250% 06/26/2023	625						625					
3137EAEV7	FMCC 0.250% 08/24/2023			625						625			
31422XBN1	AGM 0.690% 02/25/2026			1,725						1,725			
32056GDH0	First Internet Bancorp 0.850% 05/13/2024	180	174	180	180	174	180	174	180	180	162	180	174
33847E2Q9	Flagstar Bank, FSB 2.400% 12/28/2021	2,944						3,083					
38149MAZ6	Goldman Sachs Bank USA Holdings LLC 2.700% 06/05/2024	3,312						3,330					
44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025						1,625						1,599
46640PXV0	J.P. Morgan Securities LLC 10/29/2021					635							
538036HC1	Live Oak Banking Company 1.800% 12/11/2023	153	148	153	153	148	153	148	153	153	138	153	148
59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	419	406	419	419	406	419	406	419	419	379	419	406
61690UGU8	Morgan Stanley Bank, National Association 2.550% 06/06/2022	3,128						3,145					
61760AE88	Morgan Stanley Private Bank, National Association 2.700% 06/06/2024	3,312						3,330					

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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
62479LWD3	MUFG Bank, Ltd. 09/13/2021				604								
62479MB44	MUFG Bank, Ltd. 02/04/2022									975			
654062JR0	Nicolet National Bank 1.150% 03/28/2024	235	243	243	235	243	235	243	243	220	243	235	
6775228B3	Ohio, State of 0.350% 05/01/2023						708						569
70212VAA6	Partners Bank 0.350% 06/30/2023	73	70	73	73	70	73	70	73	68	70	73	70
72345SKS9	Pinnacle Bank 0.900% 05/09/2022						1,125						1,367
75472RAD3	Raymond James Bank, National Association 1.950% 08/23/2023			2,388						2,428			
7954502H7	Sallie Mae Bank 2.800% 04/17/2024					1,544						1,536	
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	338	327	338	338	327	338	327	338	338	306	338	327
856285SN2	State Bank of India 1.900% 01/22/2025		2,347						2,347				
87165E2M8	Synchrony Bank 1.250% 04/24/2025					1,554						1,546	
87270LDK6	TIAA, FSB 0.200% 02/12/2024			247						251			
88224PLY3	Texas Capital Bank, National Association 0.300% 02/07/2023			370						377			
88241THF0	Texas Exchange Bank, SSB 0.850% 05/20/2024	180	174	180	180	174	180	174	180	180	162	180	174
88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024						941						926
89233GUP9	Toyota Motor Credit Corporation 07/23/2021		934										
90348JSW1	UBS Bank USA 1.000% 03/11/2022	211	205	211	211	205	211	205	211	211	689		
912828T34	UST 1.125% 09/30/2021				14,453								
912828ZT0	UST 0.250% 05/31/2025						2,188						

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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE

As of May 31, 2021



CUSIP	SECURITY DESCRIPTION	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
91282CBH3	UST 0.375% 01/31/2026		2,344						2,344				
91282CBT7	UST 0.750% 03/31/2026				4,688						4,688		
949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	402	389	402	402	389	402	389	402	402	363	402	389
949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	373	361	373	373	361	373	361	373	373	337	373	361
TOTAL		30,899	13,207	15,967	64,512	23,339	48,987	35,467	15,778	15,941	47,468	21,701	27,999

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POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Cash and Cash Equivalents											
31846V567	First American Funds, Inc.	5/28/2021 5/28/2021	\$864,756.02	\$864,756.02	\$864,756.02	0.02%	0.003 0.003	\$1.00 \$864,756.02	\$0.00	1.57%	AAAm
STAROHIO	STAR Ohio XX688	5/28/2021 5/28/2021	\$9,242,981.31	\$9,242,981.31	\$9,242,981.31	0.08%	0.003 0.003	\$1.00 \$9,242,981.31	\$0.00	16.83%	AAAm
SubTotal			\$10,107,737.33	\$10,107,737.33	\$10,107,737.33	0.07%		\$10,107,737.33	\$0.00	18.41%	
Agency Bond											
3133EHWM1	FFCB 1.700% 09/01/2021	6/20/2018 6/21/2018	\$100,000.00	\$96,692.00	\$96,692.00	2.79%	0.263 0.266	\$100.44 \$100,435.00	\$3,743.00	0.18%	Aaa AA+
3130A9VM0	FHLB 2.000% 11/22/2021	4/5/2018 4/6/2018	\$425,000.00	\$411,102.50	\$411,102.50	2.71%	0.488 0.490	\$100.94 \$429,007.75	\$17,905.25	0.78%	Aaa AA+
3134G45T1	FMCC 2.000% 12/10/2021	3/17/2017 3/20/2017	\$500,000.00	\$497,870.00	\$497,870.00	2.09%	0.537 0.534	\$101.06 \$505,280.00	\$7,410.00	0.92%	Aaa AA+
3133ELTZ7	FFCB 0.625% 03/18/2022	3/13/2020 3/18/2020	\$1,000,000.00	\$997,920.00	\$997,920.00	0.73%	0.805 0.806	\$100.45 \$1,004,530.00	\$6,610.00	1.83%	Aaa AA+
313380GJ0	FHLB 2.000% 09/09/2022	5/22/2019 5/24/2019	\$800,000.00	\$794,032.00	\$794,032.00	2.24%	1.285 1.271	\$102.44 \$819,488.00	\$25,456.00	1.49%	Aaa AA+
3137EAES4	FMCC 0.250% 06/26/2023	8/26/2020 8/28/2020	\$500,000.00	\$499,565.00	\$499,565.00	0.28%	2.079 2.071	\$100.18 \$500,895.00	\$1,330.00	0.91%	Aaa AA+
3134GWAK2	FMCC 0.410% 07/20/2023	7/20/2020 7/21/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.41%	2.145 0.546	\$100.04 \$750,322.50	\$322.50	1.37%	Aaa AA+
3137EAEV7	FMCC 0.250% 08/24/2023	8/19/2020 8/21/2020	\$500,000.00	\$499,490.00	\$499,490.00	0.28%	2.241 2.232	\$100.07 \$500,355.00	\$865.00	0.91%	Aaa AA+
3134GWH33	FMCC 0.320% 09/01/2023	9/2/2020 9/3/2020	\$850,000.00	\$849,787.50	\$849,787.50	0.33%	2.263 0.707	\$100.03 \$850,238.00	\$450.50	1.55%	Aaa AA+
3134GXAY0	FMCC 0.300% 11/13/2023	11/12/2020 11/13/2020	\$500,000.00	\$499,625.00	\$499,625.00	0.33%	2.463 1.737	\$100.01 \$500,055.00	\$430.00	0.91%	Aaa AA+
3133EMNG3	FFCB 0.230% 01/19/2024	2/18/2021 2/19/2021	\$575,000.00	\$575,316.25 \$110.21	\$575,426.46	0.21%	2.647 2.632	\$99.80 \$573,873.00	(\$1,443.25)	1.05%	Aaa AA+
3134GWH90	FMCC 0.400% 03/08/2024	9/10/2020 9/11/2020	\$500,000.00	\$499,900.00	\$499,900.00	0.41%	2.781 1.091	\$100.00 \$500,005.00	\$105.00	0.91%	Aaa AA+
3130AB3H7	FHLB 2.375% 03/08/2024	4/25/2019 4/29/2019	\$500,000.00	\$499,765.00	\$499,765.00	2.38%	2.781 2.693	\$105.96 \$529,815.00	\$30,050.00	0.96%	Aaa AA+

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POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3134GWXC5	FMCC 0.350% 03/29/2024	10/21/2020 10/23/2020	\$1,000,000.00	\$999,500.00	\$999,500.00	0.36%	2.838 1.292	\$100.00 \$999,950.00	\$450.00	1.82%	Aaa AA+
3133EMWV0	FFCB 0.350% 04/22/2024	4/26/2021 4/27/2021	\$1,500,000.00	\$1,500,000.00 \$72.92	\$1,500,072.92	0.35%	2.904 2.884	\$100.00 \$1,499,940.00	(\$60.00)	2.73%	Aaa AA+
3130AK6G6	FHLB 0.390% 09/23/2024	9/29/2020 9/30/2020	\$810,000.00	\$809,068.50	\$809,068.50	0.42%	3.326 1.299	\$99.98 \$809,870.40	\$801.90	1.47%	Aaa AA+
3134GWUS3	FMCC 0.400% 09/24/2024	9/17/2020 9/24/2020	\$1,000,000.00	\$999,950.00	\$999,950.00	0.40%	3.329 1.560	\$99.81 \$998,110.00	(\$1,840.00)	1.82%	Aaa AA+
3133EMBD3	FFCB 0.360% 09/24/2024	9/24/2020 9/29/2020	\$1,000,000.00	\$998,750.00	\$998,750.00	0.39%	3.329 1.450	\$99.61 \$996,100.00	(\$2,650.00)	1.81%	Aaa AA+
3133EK6J0	FFCB 1.625% 11/08/2024	11/1/2019 11/8/2019	\$500,000.00	\$499,615.00	\$499,615.00	1.64%	3.452 3.359	\$104.19 \$520,925.00	\$21,310.00	0.95%	Aaa AA+
3134GV7E2	FMCC 0.500% 01/27/2025	7/8/2020 7/27/2020	\$500,000.00	\$498,600.00	\$498,600.00	0.56%	3.671 1.555	\$99.83 \$499,170.00	\$570.00	0.91%	Aaa AA+
3130ALZ23	FHLB 0.800% 04/28/2025	4/7/2021 4/28/2021	\$275,000.00	\$275,000.00	\$275,000.00	0.80%	3.921 1.598	\$99.99 \$274,964.25	(\$35.75)	0.50%	Aaa AA+
3133EMXS6	FFCB 0.720% 04/28/2025	4/26/2021 4/28/2021	\$1,750,000.00	\$1,748,632.81	\$1,748,632.81	0.74%	3.921 1.461	\$100.01 \$1,750,122.50	\$1,489.69	3.19%	Aaa AA+
3133EMZW5	FFCB 0.730% 05/19/2025	5/25/2021 5/28/2021	\$315,000.00	\$315,000.00 \$57.49	\$315,057.49	0.73%	3.978 1.489	\$99.90 \$314,694.45	(\$305.55)	0.57%	Aaa AA+
3130AMKH4	FHLB 0.750% 05/27/2025	5/13/2021 5/27/2021	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.75%	4.000 1.666	\$99.88 \$998,780.00	(\$1,220.00)	1.82%	Aaa AA+
3133ELH80	FFCB 0.680% 06/10/2025	6/24/2020 6/26/2020	\$750,000.00	\$750,000.00	\$750,000.00	0.68%	4.038 2.422	\$99.78 \$748,312.50	(\$1,687.50)	1.36%	Aaa AA+
3136G4J95	FNMA 0.550% 08/25/2025	8/19/2020 8/25/2020	\$500,000.00	\$499,375.00	\$499,375.00	0.58%	4.247 2.242	\$99.44 \$497,175.00	(\$2,200.00)	0.91%	Aaa AA+
3134GWZG4	FMCC 0.600% 10/20/2025	10/6/2020 10/20/2020	\$650,000.00	\$650,000.00	\$650,000.00	0.60%	4.400 1.931	\$99.60 \$647,426.00	(\$2,574.00)	1.18%	Aaa AA+
3136G45C3	FNMA 0.540% 10/27/2025	10/21/2020 10/27/2020	\$500,000.00	\$499,500.00	\$499,500.00	0.56%	4.419 3.314	\$99.04 \$495,220.00	(\$4,280.00)	0.90%	Aaa AA+
3134GW4B9	FMCC 0.500% 10/29/2025	10/9/2020 10/29/2020	\$500,000.00	\$499,000.00	\$499,000.00	0.54%	4.425 3.158	\$98.44 \$492,190.00	(\$6,810.00)	0.90%	Aaa AA+
3135GA2Z3	FNMA 0.560% 11/17/2025	11/12/2020 11/17/2020	\$525,000.00	\$523,818.75	\$523,818.75	0.61%	4.477 3.360	\$99.03 \$519,918.00	(\$3,900.75)	0.95%	Aaa AA+
3134GXFV1	FMCC 0.625% 12/17/2025	12/3/2020 12/17/2020	\$500,000.00	\$499,750.00	\$499,750.00	0.64%	4.559 2.144	\$99.50 \$497,520.00	(\$2,230.00)	0.91%	Aaa AA+

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POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
3133EMQX3	FFCB 0.590% 02/17/2026	2/18/2021 2/25/2021	\$500,000.00	\$498,045.00 \$65.56	\$498,110.56	0.67%	4.729 2.719	\$99.07 \$495,360.00	(\$2,685.00)	0.90%	Aaa AA+
3130AKVV5	FHLB 0.500% 02/18/2026	1/28/2021 2/18/2021	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	0.50%	4.732 3.263	\$98.61 \$986,110.00	(\$13,890.00)	1.80%	Aaa AA+
31422XBN1	AGM 0.690% 02/25/2026	2/18/2021 2/25/2021	\$500,000.00	\$499,850.00	\$499,850.00	0.70%	4.751 3.095	\$98.93 \$494,665.00	(\$5,185.00)	0.90%	
3130ALKA1	FHLB 1.000% 03/17/2026	3/1/2021 3/17/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.00%	4.805 1.914	\$99.72 \$498,605.00	(\$1,395.00)	0.91%	Aaa AA+
3130ALSX3	FHLB 1.020% 03/30/2026	3/22/2021 3/30/2021	\$500,000.00	\$500,000.00	\$500,000.00	1.02%	4.841 1.906	\$100.01 \$500,040.00	\$40.00	0.91%	Aaa AA+
SubTotal			\$24,075,000.00	\$24,034,520.31 \$306.18	\$24,034,826.49	0.74%		\$24,099,467.35	\$64,947.04	43.89%	

Commercial Paper

06366GT41	Bank of Montreal 06/04/2021	12/4/2020 12/7/2020	\$1,000,000.00	\$998,856.39	\$998,856.39	0.23%	0.019 0.022	\$100.00 \$999,990.00	\$1,133.61	1.82%	P-1 A-1
89233GUP9	Toyota Motor Credit Corporation 07/23/2021	10/26/2020 10/27/2020	\$500,000.00	\$499,065.97	\$499,065.97	0.25%	0.153 0.156	\$99.99 \$499,945.00	\$879.03	0.91%	P-1 A-1+
2254EAVA8	Credit Suisse Securities (USA) LLC 08/10/2021	11/13/2020 11/17/2020	\$500,000.00	\$499,002.50	\$499,002.50	0.27%	0.203 0.205	\$99.98 \$499,920.00	\$917.50	0.91%	P-1 A-1
62479LWD3	MUFG Bank, Ltd. 09/13/2021	12/16/2020 12/17/2020	\$350,000.00	\$349,396.25	\$349,396.25	0.23%	0.296 0.298	\$99.97 \$349,905.50	\$509.25	0.64%	P-1 A-1
2254EAX16	Credit Suisse Holdings (USA), Inc. 10/01/2021	1/4/2021 1/5/2021	\$500,000.00	\$499,103.33	\$499,103.33	0.24%	0.345 0.348	\$99.97 \$499,825.00	\$721.67	0.91%	P-1 A-1
46640PXV0	J.P. Morgan Securities LLC 10/29/2021	2/1/2021 2/2/2021	\$500,000.00	\$499,364.86	\$499,364.86	0.17%	0.422 0.424	\$99.95 \$499,745.00	\$380.14	0.91%	P-1 A-1
22533UAR4	Credit Agricole Corporate and Investment Bank 01/25/2022	4/30/2021 4/30/2021	\$2,500,000.00	\$2,496,625.00	\$2,496,625.00	0.18%	0.663 0.665	\$99.90 \$2,497,475.00	\$850.00	4.55%	P-1 A-1
62479MB44	MUFG Bank, Ltd. 02/04/2022	5/10/2021 5/10/2021	\$1,000,000.00	\$999,025.00	\$999,025.00	0.13%	0.690 0.692	\$99.90 \$998,950.00	(\$75.00)	1.82%	P-1 A-1
SubTotal			\$6,850,000.00	\$6,840,439.30	\$6,840,439.30	0.20%		\$6,845,755.50	\$5,316.20	12.47%	

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
Municipal Bond											
6775228B3	Ohio, State of 0.350% 05/01/2023	3/8/2021 3/17/2021	\$325,000.00	\$325,000.00	\$325,000.00	0.35%	1.926 1.918	\$100.25 \$325,796.25	\$796.25	0.59%	Aa1 AA+
SubTotal			\$325,000.00	\$325,000.00	\$325,000.00	0.35%		\$325,796.25	\$796.25	0.59%	
Negotiable Certificate of Deposit											
33847E2Q9	Flagstar Bank, FSB 2.400% 12/28/2021	6/19/2019 6/28/2019	\$246,000.00	\$245,877.00	\$245,877.00	2.42%	0.586 0.583	\$101.39 \$249,409.56	\$3,532.56	0.45%	
90348JSW1	UBS Bank USA 1.000% 03/11/2022	3/3/2020 3/11/2020	\$249,000.00	\$248,502.00	\$248,502.00	1.10%	0.786 0.785	\$100.75 \$250,872.48	\$2,370.48	0.46%	
15201QCD7	Centerstate Bank Corporation 1.000% 03/21/2022	3/9/2020 3/20/2020	\$248,000.00	\$248,000.00	\$248,000.00	1.00%	0.814 0.813	\$100.78 \$249,934.40	\$1,934.40	0.46%	
12556LBU9	CIT Bank, National Association 1.050% 03/28/2022	3/9/2020 3/26/2020	\$248,000.00	\$248,000.00	\$248,000.00	1.05%	0.833 0.832	\$100.84 \$250,075.76	\$2,075.76	0.46%	
72345SKS9	Pinnacle Bank 0.900% 05/09/2022	4/24/2020 5/7/2020	\$248,000.00	\$247,752.00	\$247,752.00	0.95%	0.948 0.947	\$100.79 \$249,951.76	\$2,199.76	0.46%	
02007GKC6	Ally Bank 2.500% 06/06/2022	6/3/2019 6/6/2019	\$246,000.00	\$245,262.00	\$245,262.00	2.61%	1.025 1.008	\$102.47 \$252,086.04	\$6,824.04	0.46%	
61690UGU8	Morgan Stanley Bank, National Association 2.550% 06/06/2022	6/3/2019 6/6/2019	\$246,000.00	\$245,139.00	\$245,139.00	2.67%	1.025 1.008	\$102.53 \$252,211.50	\$7,072.50	0.46%	
59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	6/11/2019 6/20/2019	\$210,000.00	\$209,559.00	\$209,559.00	2.42%	1.063 1.052	\$102.41 \$215,050.50	\$5,491.50	0.39%	
20726ACE6	Congressional Bank 0.200% 09/19/2022	9/11/2020 9/18/2020	\$249,000.00	\$248,875.50	\$248,875.50	0.22%	1.312 1.311	\$100.12 \$249,298.80	\$423.30	0.45%	
05580ATH7	BMW Bank of North America 1.800% 11/29/2022	12/17/2019 12/19/2019	\$247,000.00	\$246,644.32	\$246,644.32	1.85%	1.507 1.481	\$102.53 \$253,236.75	\$6,592.43	0.46%	
949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	1/8/2020 1/17/2020	\$249,000.00	\$248,564.25	\$248,564.25	1.96%	1.641 1.617	\$102.91 \$256,233.45	\$7,669.20	0.47%	

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POSITION STATEMENT

As of May 31, 2021



CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
88224PLY3	Texas Capital Bank, National Association 0.300% 02/07/2023	8/7/2020 8/11/2020	\$249,000.00	\$248,626.50	\$248,626.50	0.36%	1.699 1.694	\$100.29 \$249,709.65	\$1,083.15	0.45%	
81768PAF3	ServisFirst Bank 1.600% 02/21/2023	2/12/2020 2/21/2020	\$249,000.00	\$248,502.00	\$248,502.00	1.67%	1.737 1.714	\$102.54 \$255,327.09	\$6,825.09	0.46%	
02589AB50	American Express National Bank 1.450% 03/31/2023	3/24/2020 3/31/2020	\$248,000.00	\$247,132.00	\$247,132.00	1.57%	1.841 1.819	\$102.42 \$253,996.64	\$6,864.64	0.46%	
70212VAA6	Partners Bank 0.350% 06/30/2023	6/24/2020 6/30/2020	\$245,000.00	\$244,448.75	\$244,448.75	0.43%	2.090 2.081	\$100.40 \$245,980.00	\$1,531.25	0.45%	
75472RAD3	Raymond James Bank, National Association 1.950% 08/23/2023	8/14/2019 8/26/2019	\$247,000.00	\$246,506.00	\$246,506.00	2.00%	2.238 2.190	\$103.98 \$256,833.07	\$10,327.07	0.47%	
29278TLF5	EnerBank USA 1.800% 09/13/2023	9/5/2019 9/16/2019	\$249,000.00	\$248,751.00	\$248,751.00	1.83%	2.296 2.248	\$103.72 \$258,260.31	\$9,509.31	0.47%	
06251A2E9	Bank Hapoalim B.M. 0.300% 09/14/2023	9/4/2020 9/14/2020	\$249,000.00	\$248,502.00	\$248,502.00	0.37%	2.299 2.289	\$100.28 \$249,699.69	\$1,197.69	0.45%	
538036HC1	Live Oak Banking Company 1.800% 12/11/2023	12/6/2019 12/11/2019	\$100,000.00	\$99,700.00	\$99,700.00	1.88%	2.540 2.479	\$104.06 \$104,056.00	\$4,356.00	0.19%	
87270LDK6	TIAA, FSB 0.200% 02/12/2024	2/18/2021 2/22/2021	\$249,000.00	\$248,253.00 \$13.64	\$248,266.64	0.30%	2.712 2.700	\$99.96 \$248,892.93	\$639.93	0.45%	
05465DAK4	Axos Bank 1.650% 03/26/2024	2/27/2020 3/26/2020	\$249,000.00	\$248,564.25	\$248,564.25	1.70%	2.830 2.763	\$104.02 \$259,009.80	\$10,445.55	0.47%	
654062JRO	Nicolet National Bank 1.150% 03/28/2024	3/25/2020 3/31/2020	\$249,000.00	\$245,265.00	\$245,265.00	1.54%	2.836 2.784	\$102.61 \$255,498.90	\$10,233.90	0.47%	
7954502H7	Sallie Mae Bank 2.800% 04/17/2024	4/9/2019 4/17/2019	\$110,000.00	\$109,505.00	\$109,505.00	2.90%	2.890 2.788	\$107.41 \$118,152.10	\$8,647.10	0.22%	
32056GDH0	First Internet Bancorp 0.850% 05/13/2024	5/6/2020 5/11/2020	\$249,000.00	\$248,751.00	\$248,751.00	0.88%	2.962 2.919	\$101.81 \$253,496.94	\$4,745.94	0.46%	
88241THF0	Texas Exchange Bank, SSB 0.850% 05/20/2024	5/13/2020 5/20/2020	\$249,000.00	\$248,253.00	\$248,253.00	0.93%	2.981 0.609	\$100.05 \$249,129.48	\$876.48	0.45%	

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Cleveland Public Library Operating Account

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024	5/6/2020 5/22/2020	\$249,000.00	\$248,751.00	\$248,751.00	0.78%	2.984 2.950	\$101.52 \$252,782.31	\$4,031.31	0.46%	
14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024	5/15/2019 5/30/2019	\$246,000.00	\$244,524.00	\$244,524.00	2.78%	2.986 2.888	\$107.19 \$263,689.86	\$19,165.86	0.48%	
14042RLP4	Capital One, National Association 2.650% 05/22/2024	5/15/2019 5/30/2019	\$246,000.00	\$244,524.00	\$244,524.00	2.78%	2.986 2.888	\$107.19 \$263,689.86	\$19,165.86	0.48%	
38149MAZ6	Goldman Sachs Bank USA Holdings LLC 2.700% 06/05/2024	6/3/2019 6/5/2019	\$246,000.00	\$245,200.50	\$245,200.50	2.77%	3.025 2.888	\$107.40 \$264,196.62	\$18,996.12	0.48%	
61760AE88	Morgan Stanley Private Bank, National Association 2.700% 06/06/2024	6/3/2019 6/6/2019	\$246,000.00	\$245,139.00	\$245,139.00	2.78%	3.027 2.891	\$107.40 \$264,211.38	\$19,072.38	0.48%	
20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	6/25/2019 6/27/2019	\$249,000.00	\$249,000.00	\$249,000.00	2.50%	3.085 2.970	\$106.92 \$266,223.33	\$17,223.33	0.48%	
15118RRH2	Celtic Bank Corporation 1.850% 08/30/2024	8/16/2019 8/30/2019	\$249,000.00	\$248,285.37	\$248,285.37	1.91%	3.260 3.157	\$105.14 \$261,803.58	\$13,518.21	0.48%	
949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	10/25/2019 10/29/2019	\$225,000.00	\$224,437.50	\$224,437.50	2.00%	3.395 3.279	\$105.31 \$236,936.25	\$12,498.75	0.43%	
856285SN2	State Bank of India 1.900% 01/22/2025	1/8/2020 1/22/2020	\$247,000.00	\$244,777.00	\$244,777.00	2.09%	3.658 3.522	\$105.80 \$261,328.47	\$16,551.47	0.48%	
87165E2M8	Synchrony Bank 1.250% 04/24/2025	4/20/2020 4/24/2020	\$248,000.00	\$246,326.00	\$246,326.00	1.39%	3.910 3.813	\$103.59 \$256,905.68	\$10,579.68	0.47%	
44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025	4/24/2020 5/7/2020	\$248,000.00	\$247,132.00	\$247,132.00	1.37%	3.945 1.116	\$100.55 \$249,371.44	\$2,239.44	0.45%	
	SubTotal		\$8,576,000.00	\$8,551,030.94 \$13.64	\$8,551,044.58	1.65%		\$8,827,542.38	\$276,511.44	16.08%	

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CUSIP	Security Description	Trade Date/ Settlement Date	Par Value	Principal Cost/ Purchased Interest	Total Cost	Yield at Cost	Maturity/ Duration	Market Price/ Market Value	Unrealized Gain/ (Loss)	% of Assets	Moody's/ S&P Rating
U.S. Treasury Note											
912828T34	UST 1.125% 09/30/2021	8/2/2017 8/3/2017	\$500,000.00	\$488,359.38	\$488,359.38	1.71%	0.342 0.345	\$100.37 \$501,860.00	\$13,500.62	0.91%	Aaa AA+
912828ZT0	UST 0.250% 05/31/2025	4/26/2021 4/27/2021	\$1,750,000.00	\$1,723,544.92 \$1,778.85	\$1,725,323.77	0.62%	4.011 3.971	\$98.72 \$1,727,582.50	\$4,037.58	3.15%	Aaa AA+
91282CBH3	UST 0.375% 01/31/2026	4/26/2021 4/27/2021	\$1,250,000.00	\$1,225,048.83 \$1,113.60	\$1,226,162.43	0.80%	4.682 4.613	\$98.30 \$1,228,762.50	\$3,713.67	2.24%	Aaa AA+
91282CBT7	UST 0.750% 03/31/2026	4/26/2021 4/27/2021	\$1,250,000.00	\$1,245,654.30 \$691.60	\$1,246,345.90	0.82%	4.844 4.731	\$99.87 \$1,248,337.50	\$2,683.20	2.27%	Aaa AA+
	SubTotal		\$4,750,000.00	\$4,682,607.43 \$3,584.05	\$4,686,191.48	0.84%		\$4,706,542.50	\$23,935.07	8.57%	
Grand Total			\$54,683,737.33	\$54,541,335.31 \$3,903.87	\$54,545,239.18	0.70%		\$54,912,841.31	\$371,506.00	100.00%	



Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Amount	Purchased Interest	Total Cost	Yield at Cost
Pending Purchase									
Pending Purchase	5/26/2021	6/10/2021	3130AMNX6	FHLB 1.020% 06/10/2026	685,000.00	685,000.00		685,000.00	1.02%
Total					685,000.00	685,000.00		685,000.00	

Purchase									
Purchase	5/10/2021	5/10/2021	62479MB44	MUFG Bank, Ltd. 02/04/2022	1,000,000.00	999,025.00		999,025.00	0.13%
Purchase	5/13/2021	5/27/2021	3130AMKH4	FHLB 0.750% 05/27/2025	1,000,000.00	1,000,000.00		1,000,000.00	0.75%
Purchase	5/25/2021	5/28/2021	3133EMZW5	FFCB 0.730% 05/19/2025	315,000.00	315,000.00	57.49	315,057.49	0.73%
Total					2,315,000.00	2,314,025.00	57.49	2,314,082.49	

Transaction Type	Trade Date	Settlement Date	CUSIP	Security Description	Par Value	Principal Cost	Total Proceeds	Realized Gain/Loss
Maturity								
Maturity	5/6/2021	5/6/2021	3135G0K69	FNMA 1.250% 05/06/2021	1,000,000.00	977,420.00	1,000,000.00	22,580.00
Maturity	5/24/2021	5/24/2021	3133EHKK8	FFCB 1.670% 05/24/2021	1,425,000.00	1,422,643.05	1,425,000.00	2,356.95
Maturity	5/24/2021	5/24/2021	62479LSQ9	MUFG Bank, Ltd. 05/24/2021	500,000.00	499,103.33	500,000.00	896.67
Maturity	5/28/2021	5/28/2021	3134GB2S0	FMCC 1.950% 05/28/2021	125,000.00	123,906.25	125,000.00	1,093.75
Total					3,050,000.00	3,023,072.63	3,050,000.00	26,927.37

Transaction Type	Payment Date	Settlement Date	CUSIP	Security	Yield
Interest/Dividends					
Interest/Dividends	5/3/2021	5/3/2021	538036HC1	Live Oak Banking Company 1.800% 12/11/2023	147.95

TRANSACTION STATEMENT

As of May 31, 2021



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	5/3/2021	5/3/2021	31846V567	First American Funds, Inc.	41.33
Interest/Dividends	5/6/2021	5/6/2021	3135G0K69	FNMA 1.250% 05/06/2021	6,250.00
Interest/Dividends	5/7/2021	5/7/2021	72345SKS9	Pinnacle Bank 0.900% 05/09/2022	1,106.83
Interest/Dividends	5/7/2021	5/7/2021	44329ME33	HSBC Bank USA, National Association 1.300% 05/07/2025	1,598.75
Interest/Dividends	5/10/2021	5/10/2021	3133EK6J0	FFCB 1.625% 11/08/2024	4,062.50
Interest/Dividends	5/11/2021	5/11/2021	90348JSW1	UBS Bank USA 1.000% 03/11/2022	204.66
Interest/Dividends	5/11/2021	5/11/2021	32056GDH0	First Internet Bancorp 0.850% 05/13/2024	173.96
Interest/Dividends	5/13/2021	5/13/2021	29278TLF5	EnerBank USA 1.800% 09/13/2023	368.38
Interest/Dividends	5/13/2021	5/13/2021	3134GXAY0	FMCC 0.300% 11/13/2023	750.00
Interest/Dividends	5/17/2021	5/17/2021	949495AQ8	Wells Fargo National Bank West 1.900% 01/17/2023	388.85
Interest/Dividends	5/17/2021	5/17/2021	3135GA2Z3	FNMA 0.560% 11/17/2025	1,470.00
Interest/Dividends	5/18/2021	5/18/2021	949763M78	Wells Fargo Bank, National Association 1.950% 10/18/2024	360.62
Interest/Dividends	5/18/2021	5/18/2021	20726ACE6	Congressional Bank 0.200% 09/19/2022	40.93
Interest/Dividends	5/20/2021	5/20/2021	59013KAS5	Merrick Bank Corporation 2.350% 06/20/2022	405.62
Interest/Dividends	5/20/2021	5/20/2021	88241THF0	Texas Exchange Bank, SSB 0.850% 05/20/2024	173.96
Interest/Dividends	5/21/2021	5/21/2021	81768PAF3	ServisFirst Bank 1.600% 02/21/2023	327.45
Interest/Dividends	5/21/2021	5/21/2021	88413QCN6	Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024	926.08
Interest/Dividends	5/24/2021	5/24/2021	3133EHKK8	FFCB 1.670% 05/24/2021	11,898.75
Interest/Dividends	5/24/2021	5/24/2021	14042RLP4	Capital One, National Association 2.650% 05/22/2024	3,232.71

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TRANSACTION STATEMENT

As of May 31, 2021



Transaction Type	Payment Date	Settlement Date	CUSIP	Security Description	Interest Received
Interest/Dividends	5/24/2021	5/24/2021	14042TAP2	Capital One Bank (Usa), National Association 2.650% 05/22/2024	3,232.71
Interest/Dividends	5/24/2021	5/24/2021	3130A9VM0	FHLB 2.000% 11/22/2021	4,250.00
Interest/Dividends	5/26/2021	5/26/2021	05465DAK4	Axos Bank 1.650% 03/26/2024	337.68
Interest/Dividends	5/27/2021	5/27/2021	20033AZ58	Comenity Capital Bank 2.500% 06/27/2024	511.64
Interest/Dividends	5/28/2021	5/28/2021	3134GB2S0	FMCC 1.950% 05/28/2021	1,218.75
Total					43,480.11

Transaction Type	Trade Date	Settlement Date	Transaction Description	Amount
Custodian Fee				
Custodian Fee	5/25/2021	5/25/2021	Cash Out	(379.98)
Total				(379.98)

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STATEMENT DISCLOSURE

As of May 31, 2021



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Investing involves risk. Past performance is no guarantee of future results. Debt and fixed income securities are subject to credit and interest rate risk. The investment return and principal value of an investment will fluctuate so that an investors shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data quoted.

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CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting

June 17, 2021

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MAY 2021

In accordance with Board Policy adopted by resolution on November 29, 1972,
a description of Conference and Travel Expenditures is submitted.

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Customers of SirsiDynix Users Group (COSUGI) Annual Conference (Virtual) Cleveland, Ohio	4/27/2021 - 4/29/2021	James Benson	100.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference (Virtual) Cleveland, Ohio	4/27/2021 - 4/29/2021	Brian Leszcz	100.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference (Virtual) Cleveland, Ohio	4/27/2021 - 4/29/2021	Hilary Prisbylla	100.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference (Virtual) Cleveland, Ohio	4/27/2021 - 4/29/2021	Caitlin Ryan	100.00
Customers of SirsiDynix Users Group (COSUGI) Annual Conference (Virtual) Cleveland, Ohio	4/27/2021 - 4/29/2021	Megan Trifiletti	100.00
TOTAL			\$500.00

SUMMARY

FUND	MAY	YEAR TO DATE
General	\$0.00	\$669.00
Lockwood Thompson	0.00	13,335.00
CLEVNET	500.00	500.00
TOTAL	\$500.00	\$14,504.00

Cleveland Public Library

Board Meeting
June 17, 2021

REPORT ON ALL VENDOR EXPENDITURES

In accordance with the Board Policy on Supplier Diversity adopted by resolution on April 15, 2021, the Fiscal Officer is hereby submitting a monthly report on all expenditures for the period:
5/1/2021 through 5/31/2021

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	4IMPRINT	CHICAGO SUMMER LIT LEAGUE - DRAW STRIN	IL	05/14/2021	8,976.47 \$8,976.47
	ACTION DOOR	BROOKLYN HTS. REPLACE DOORS AT LAKESHORE GAR	OH	05/21/2021	4,125.00 \$4,125.00
	ACTRACE	IRVINE	CA	05/21/2021	809.00 \$809.00
	ADVANCE OHIO MEDIA INC.	DETROIT DIGITAL ADVERTISING 2/19/21 -	MI	05/07/2021	1,200.00 \$1,200.00
	AIRGAS GREAT LAKES	CHICAGO PROPANE FOR LAKESHORE TOW MOTO	IL	05/14/2021	134.60 \$134.60
	ALL SEASON ROOF SOLUTIONS, INC	OLMSTED FALLS EMER- ROOF LEAKS AT LAKESHORE	OH	05/28/2021	112.50 \$112.50
	AMA LIVRE	PARIS		05/21/2021	289.14 \$289.14
	AMAZON	ATLANTA	GA	05/07/2021 05/14/2021 05/21/2021 05/28/2021	1,005.40 1,024.08 787.49 2,389.19 \$5,206.16
	AMERICAN LEGAL PUBLISHING CORPORATION	CINCINNATI	OH	05/21/2021	150.00 \$150.00
	AMERICAN MERCHANDISING SERVICES	CLEVELAND STOCK	OH	05/07/2021	78.15 \$78.15
	ANTHONY J RUSSO, JUDGE	CLEVELAND	OH		

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
		JOHN G WHITE PROBATE FILING TH		05/28/2021	35.00
					<u>\$35.00</u>
	APLPD HOLDCO, INC. & SUBSIDIARY	BALTIMORE	MD		
		FMP MOVE - STORAGE PODS		05/07/2021	114.99
		FMP MOVE - STORAGE PODS		05/14/2021	214.99
		FMP MOVE - STORAGE PODS		05/21/2021	114.99
					<u>\$444.97</u>
	ARC DOCUMENT SOLUTIONS LLC	CLEVELAND	OH		
		SKYSITE TECHNOLOGY FOR FMP PRO		05/07/2021	810.00
		COVID-19 - PRINT & MAIL FMP PL		05/14/2021	298.76
					<u>\$1,108.76</u>
	ASTM INTERNATIONAL	EST CONSHOCKEN	PA		
				05/21/2021	134.75
					<u>\$134.75</u>
	AT & T	CLEVELAND	OH		
		CPL MEASURED BUSINESS LINES		05/07/2021	474.66
		CPL MEASURED BUSINESS LINES		05/14/2021	209.56
		PRINT DIRECTORY ADVERTISING		05/14/2021	135.00
		CPL MEASURED BUSINESS LINES		05/21/2021	2,076.95
		ASE ETHERNET SERVICE		05/21/2021	14,058.08
		CPL MEASURED BUSINESS LINES		05/28/2021	2,564.58
		POTS LINES NOT ON IP FLEX		05/28/2021	3,274.87
					<u>\$22,793.70</u>
	BAKER & TAYLOR BOOKS	ATLANTA	GA		
				05/07/2021	13,651.65
				05/14/2021	9,593.37
				05/21/2021	13,634.54
				05/28/2021	11,642.19
					<u>\$48,521.75</u>
	BARBERTON PUBLIC LIBRARY	BARBERTON	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	253.93
					<u>\$253.93</u>
	BELLEVUE PUBLIC LIBRARY	BELLEVUE	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	42.24
					<u>\$42.24</u>
FBE	BEREA MOVING & STORAGE COMPANY, INC.	CLEVELAND	OH		
		MOVING SERVICES JEFFERSON TO S		05/07/2021	1,320.00
		MOVE MOBILE SERVICES DEPT. - F		05/14/2021	1,890.00
					<u>\$3,210.00</u>
	BERNETT PENKA RARE BOOKS LLC	BOSTON	MA		
				05/28/2021	2,760.00
					<u>\$2,760.00</u>
	BEST BUY TIRE & SERVICE	CLEVELAND	OH		
		VEHICLE REPAIRS		05/07/2021	2,264.48

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
		VEHICLE REPAIRS		05/14/2021	111.95
					<u>\$2,376.43</u>
	BIRCHARD PUBLIC LIBRARY	FREMONT ONLINE BILL PAYMENT DIST.	OH	05/07/2021	75.61
					<u>\$75.61</u>
	BLUE LINE TRAINING & CONSULTING	MCDONALD Phazzer & instructor certifica	PA	05/07/2021	26,075.85
					<u>\$26,075.85</u>
	BOSTWICK DESIGN PARTNERSHIP	CLEVELAND PHASE 1 DESIGN CONTRACT WOODLA	OH	05/21/2021	109,408.59
					<u>\$109,408.59</u>
	BP	CHARLOTTE GAS FOR VEHICLES #NH318	NC	05/14/2021	4,712.12
					<u>\$4,712.12</u>
	BRIANS MOM AND POP SHOP, LLC	LAKEWOOD	OH	05/07/2021	131.96
					<u>\$131.96</u>
	BRICKER & ECKLER ATTORNEYS AT LAW	COLUMBUS LEGAL SERVICES FOR FMP	OH	05/21/2021	3,060.00
					<u>\$3,060.00</u>
	BRIDGEPORT PLACE LLC	CLEVELAND GARDEN VALLEY RENT	OH	05/07/2021	5,769.82
					<u>\$5,769.82</u>
	BRILL	NEW MILFORD	CT	05/07/2021	819.50
				05/28/2021	269.50
					<u>\$1,089.00</u>
	BRISTOL PUBLIC LIBRARY	BRISTOLVILLE ONLINE BILL PAYMENT DIST.	OH	05/07/2021	15.69
					<u>\$15.69</u>
	BRODART COMPANY	WILLIAMSPORT	PA	05/21/2021	69.59
					<u>\$69.59</u>
	BSL - APPLIED LASER TECHNOLOGIES LLC	SCRANTON EGOLDFAX CLOUD FAX SERVICE	PA	05/07/2021	1,103.30
		YR 2-OF-3 PAY STATION MAINTENA		05/14/2021	4,782.42
					<u>\$5,885.72</u>
	BURTON PUBLIC LIBRARY	BURTON ONLINE BILL PAYMENT DIST.	OH	05/07/2021	172.95
					<u>\$172.95</u>
	CAGE IT UP, INC.	ATLANTA MT.PLEASANT HVAC CAGE	GA	05/07/2021	6,920.00

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
					\$6,920.00
	CANON SOLUTIONS AMERICA, INC	CHICAGO	IL		
		COPIER MAINTENANCE, COPIES, CO		05/07/2021	78.21
		COPIER MAINTENANCE, COPIES, CO		05/14/2021	60.65
					\$138.86
	CASALINI LIBRI S.P.A.	FIESOLE			
				05/21/2021	834.94
					\$834.94
	CBLH DESIGN, INC.	CLEVELAND	OH		
		FMP - ARCHITECTURAL/ENGINEERIN		05/21/2021	13,058.31
					\$13,058.31
	CDW GOVERNMENT, INC	VERNON HILLS	IL		
		CPL HARDWARE S/WARE AND COMP M		05/14/2021	1,421.96
					\$1,421.96
	CHEMTREAT, INC	GLEN ALLEN	VA		
		QUARTERLY TESTING CLOSED LOOPS		05/21/2021	4,200.00
					\$4,200.00
	CINTAS CORPORATION #011	STRONGSVILLE	OH		
		RESTOCK FIRST AID KITS		05/14/2021	191.11
					\$191.11
	CITY OF CLEV DIV OF WATER	CLEVELAND	OH		
		WATER WEST PARK ACCT#578651000		05/07/2021	178.32
		WATER ADDISON ACCT#7024610000		05/14/2021	1,785.91
		WATER LAKESHORE ACCT#976261000		05/21/2021	920.13
		WATER EASTMAN ACCT#4968564613		05/28/2021	110.77
					\$2,995.13
	CLEVELAND ARTS EDUCATION CONSORTIUM	CLEVELAND	OH		
		VISIONARY LEADERSHIP PARTNER D		05/21/2021	1,500.00
					\$1,500.00
	CLEVELAND HEIGHTS - UNIVERSITY HEIGHTS	CLEVELAND HEIGHTS	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	318.02
					\$318.02
	CLEVELAND PUBLIC POWER	CLEVELAND	OH		
		ELECTRICITY ADDISON ACCT#68713		05/14/2021	1,695.80
		ELECTRICITY COLLINWOOD ACCT#71		05/21/2021	51,693.29
					\$53,389.09
	CLEVELAND THERMAL, LLC	CLEVELAND	OH		
		YR 1-OF-10 YR AGMT FOR CHILLED		05/14/2021	36,349.78
					\$36,349.78
	CLYDE PUBLIC LIBRARY	CLYDE	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	42.85
					\$42.85

Cart	Vendor	City/Description	State	Check Date	Amount/Total
	COACH SAMS INNER CIRCLE FOUNDATION	CLEVELAND	OH		
	YOUTH PROGRAM - COACH SAM			05/21/2021	2,560.00
					<u>\$2,560.00</u>
	CONNEAUT PUBLIC LIBRARY	CONNEAUT	OH		
	ONLINE BILL PAYMENT DIST.			05/07/2021	28.90
					<u>\$28.90</u>
	D&Z HOUSE OF BOOKS	CHICAGO	IL		
				05/21/2021	356.80
					<u>\$356.80</u>
	DELTA INDUSTRIAL SERVICES, INC	CLEVELAND	OH		
	E.131 BRANCH DUCTWORK CLEANING			05/21/2021	2,675.00
					<u>\$2,675.00</u>
	DIFRANCO PLUMBING COMPANY	CLEVELAND	OH		
	EMER- GLENVILLE BRANCH PARKING			05/21/2021	1,290.00
					<u>\$1,290.00</u>
	DIRECT LINE II USA, INC	BROOKLYN	NY		
				05/21/2021	4,146.82
					<u>\$4,146.82</u>
	DOMINION EAST OHIO GAS COMPANY	RICHMOND	VA		
	GAS ADDISON ACCT#9500033259589			05/07/2021	2,188.61
	GAS GARDEN VALLEY ACCT#5500035			05/14/2021	1,763.54
	GAS COLLINWOOD ACCT#5440100134			05/21/2021	4,509.65
	NATURAL GAS STOKES WING ACCT#1			05/28/2021	419.70
					<u>\$8,881.50</u>
	DOWNTOWN CLEVELAND ALLIANCE	CLEVELAND	OH		
	DCA POLE BANNERS			05/14/2021	5,992.00
					<u>\$5,992.00</u>
	EASE AT WORK EAP LLC	WILKES-BARRE	PA		
	EMPLOYEE ASSISTANCE PROGRAM Y			05/28/2021	11,000.00
					<u>\$11,000.00</u>
	EAST CLEVELAND PUBLIC LIBRARY	EAST CLEVELAND	OH		
	ONLINE BILL PAY DIST.			05/07/2021	47.19
					<u>\$47.19</u>
	EBSCO SUBSCRIPTION SERVICES	DALLAS	TX		
				05/14/2021	16.43
				05/28/2021	604.43
					<u>\$620.86</u>
	ELYRIA PUBLIC LIBRARY	ELYRIA	OH		
	ONLINE BILL PAYMENT DIST.			05/07/2021	69.83
					<u>\$69.83</u>
	ENTERPRISE FLEET MANAGEMENT INC	STRONGSVILLE	OH		
	FLAT TIRE REPAIR/MAINTENANCE/R			05/07/2021	260.95
	YEAR 5-OF-5 YR LEASE MOBILE SE			05/21/2021	4,972.27

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					<u>\$5,233.22</u>
	EUCLID PUBLIC LIBRARY	EUCLID	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	206.07
					<u>\$206.07</u>
	EXPERT OF CANTON INC.	BOARDMAN	OH		
		PEST MANAGEMENT SERVICES		05/07/2021	240.00
		PEST MANAGEMENT SERVICES WALZ		05/14/2021	330.00
		PEST MANAGEMENT SERVICES STE		05/21/2021	290.00
		PEST MANAGEMENT SERVICES MLK		05/28/2021	320.00
					<u>\$1,180.00</u>
	FAIRPORT HARBOR PUBLIC LIBRARY	FAIRPORT HARBOR	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	0.30
					<u>\$0.30</u>
	FEDERAL EXPRESS CORP	PITTSBURGH	PA		
		FEDERAL EXPRESS CHARGES		05/07/2021	55.57
		FEDERAL EXPRESS CHARGES		05/28/2021	54.74
					<u>\$110.31</u>
	GARDINER SERVICE CO LLC	OLON	OH		
		COVID-19 - IONIZATION AIR FILT		05/14/2021	57,640.33
					<u>\$57,640.33</u>
	GEAUGA COUNTY PUBLIC LIBRARY	CHARDON	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	259.91
					<u>\$259.91</u>
	GIRARD FREE LIBRARY	GIRARD	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	46.29
					<u>\$46.29</u>
	GRAINGER	CLEVELAND	OH		
		CUSTODIAL SUPPLIES		05/07/2021	2,190.89
		STOCK		05/14/2021	871.91
		SHIPPING SUPPLIES		05/28/2021	1,196.69
					<u>\$4,259.49</u>
	GRAPHCO	OLON	OH		
		SERVICE AGREEMENT FOR PROCUT		05/07/2021	2,920.00
					<u>\$2,920.00</u>
	GRAYBAR	CLEVELAND	OH		
		EMER- LSW VAULT LIGHTING		05/14/2021	1,255.80
					<u>\$1,255.80</u>
	HENDERSON MEMORIAL PUBLIC LIBRARY	JEFFERSON	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	9.30
					<u>\$9.30</u>
	HF GROUP, LLC	NORTH MANCHESTER	IN		
		DIGICOVERS, BINDING, AND KASEB		05/14/2021	2,957.19

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$2,957.19
	HOLZHEIMER BOLEK + MEEHAN ARCHITECTS LLC	CLEVELAND	OH		
	FMP PHASE 1B - LORAIN BRANCH			05/28/2021	26,229.56
					\$26,229.56
	HOPIN	SHOREDITCH LONDON			
		HOPIN SUBSCRIPTION		05/07/2021	370.00
					\$370.00
	HUBBARD PUBLIC LIBRARY	HUBBARD	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	47.00
					\$47.00
	HUDSON LIBRARY & HISTORICAL SOCIETY	HUDSON	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	254.81
					\$254.81
	HUNTINGTON NATIONAL BANK	PITTSBURGH	PA		
		MAY P-CARD STATEMENT PAYMENT		05/18/2021	15,397.80
					\$15,397.80
	HURON PUBLIC LIBRARY	HURON	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	35.10
					\$35.10
	IDEASTREAM DBA 90.3 WCPN IDEA CENTER	CLEVELAND	OH		
		FOUNDERS DAY AND WRITERS & REA		05/14/2021	6,042.00
					\$6,042.00
	IHS GLOBAL INC	BERKSHIRE			
				05/07/2021	144.00
				05/21/2021	793.00
					\$937.00
	INDEPENDENCE BUSINESS SUPPLY	CLEVELAND	OH		
		STOCK		05/28/2021	672.05
					\$672.05
	INGRAM LIBRARY SERVICES	ST. LOUIS	MO		
				05/07/2021	13,699.97
				05/14/2021	24,843.37
				05/21/2021	7,043.09
				05/28/2021	17,105.05
					\$62,691.48
	INTERMUSEUM CONSERVATION ASSN	CLEVELAND	OH		
		CONSULTING SERVICES - MOLD RE		05/21/2021	665.00
					\$665.00
	IRON MOUNTAIN RECORDS MANAGEMENT	STRONGSVILLE	OH		
		MICROFILM STORAGE FOR CPL 4/01		05/07/2021	5,255.28
					\$5,255.28
	ISMAK PETROLEUM CO INC	CLEVELAND	OH		

<u>Cert</u>	<u>Vendor</u>	<u>City/Description</u>	<u>State</u>	<u>Check Date</u>	<u>Amount/Total</u>
				05/21/2021	98.65
					<u>\$98.65</u>
	KAPCO	KENT STOCK	OH	05/21/2021	2,460.00
					<u>\$2,460.00</u>
	KETCHUM & WALTON CO	COLUMBUS EMER - MAIN/LSW & LAKESHORE A	OH	05/21/2021	2,066.69
					<u>\$2,066.69</u>
	KEYSTONE SYSTEMS INC	RALEIGH KEYSTONE SYSTEMS OPERATION, SU	NC	05/14/2021	6,633.00
					<u>\$6,633.00</u>
	KIMBLE COMPANY	DOVER YR 2 OF 3 - TRASH/RECYCLING WO	OH	05/14/2021	3,179.14
					<u>\$3,179.14</u>
	KINSMAN FREE PUBLIC LIBRARY	KINSMAN ONLINE BILL PAYMENT DIST.	OH	05/07/2021	29.00
					<u>\$29.00</u>
	KIRTLAND PUBLIC LIBRARY	KIRTLAND ONLINE BILL PAYMENT DIST.	OH	05/07/2021	50.00
					<u>\$50.00</u>
	KONE INC	PHILADELPHIA M.L.K ELEVATOR REPAIR	PA	05/07/2021	222.73
					<u>\$222.73</u>
	LATIN AMERICAN PERIODICALS	NOGALES	AZ	05/21/2021	2,469.17
				05/28/2021	1,439.38
					<u>\$3,908.55</u>
	LC INDUSTRIES	CHARLOTTE DIGITAL BOOK SHIPPING CONTAINERS	NC	05/14/2021	10,125.00
					<u>\$10,125.00</u>
	LCPTRACKER, INC.	ORANGE FMP MASTER SOFTWARE SERVICES S	CA	05/21/2021	23,450.00
					<u>\$23,450.00</u>
	LEPPO INC.	TALLMADGE SAFETY TRAINING MATERIALS	OH	05/14/2021	814.79
					<u>\$814.79</u>
	LORAIN PUBLIC LIBRARY	LORAIN ONLINE BILL PAYMENT DIST.	OH	05/07/2021	182.49
					<u>\$182.49</u>
	MADISON PUBLIC LIBRARY	MADISON ONLINE BILL PAYMENT DIST.	OH	05/07/2021	143.88
					<u>\$143.88</u>

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	MCKINLEY MEMORIAL LIBRARY	MILES	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	75.40
					<u>\$75.40</u>
	MEDINA CNTY DISTRICT LIBRARY	MEDINA	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	737.67
					<u>\$737.67</u>
	MENTOR PUBLIC LIBRARY	MENTOR	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	841.86
					<u>\$841.86</u>
	MICRO CENTER AVR	MAYFIELD HEIGHTS	OH		
		3D PRINTER FILAMENT		05/21/2021	1,448.24
					<u>\$1,448.24</u>
	MIDLAND HARDWARE COMPANY	CLEVELAND	OH		
		CARNEGIE WEST DOOR TO ELEVATOR		05/21/2021	206.25
					<u>\$206.25</u>
	MIDWEST TAPE	HOLLAND	OH		
				05/07/2021	12,355.07
				05/14/2021	17,146.13
				05/21/2021	17,308.55
				05/28/2021	21,045.01
					<u>\$67,854.76</u>
	MIKE'S BASEBALL BOOKS	CHULA VISTA	CA		
				05/14/2021	170.50
					<u>\$170.50</u>
	MIPP INTL INC	BROOKLYN	NY		
				05/21/2021	920.40
					<u>\$920.40</u>
	MISCELLANEOUS VENDORS				
		PATRON REIMBURSEMENTS		05/07/2021	16.95
					<u>\$16.95</u>
	MORLEY LIBRARY	PAINESVILLE	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	216.19
					<u>\$216.19</u>
	MUSIC SETTLEMENT	CLEVELAND	OH		
		READ TO THE BEAT - VIRTUAL PR		05/14/2021	385.31
					<u>\$385.31</u>
	NAYAX	HUNT VALLEY	MD		
		SERVICE AGREEMENT FOR CASHLESS		05/14/2021	254.40
					<u>\$254.40</u>
	NEOTHINK, LLC	WILLOUGHBY	OH		
		MICROSOFT OFFICE 365 A3 LICENS		05/14/2021	1,950.00
					<u>\$1,950.00</u>

Cert	Vendor	City/Description	State	Check Date	Amount/Total
MBE	NEW VISIONS GROUP, LLC	COLUMBUS GOVERNMENT RELATIONS & ADVOCAC	OH	05/07/2021	1,007.50 \$1,007.50
	NEW YORK TIMES	PITTSBURGH	PA	05/21/2021	12,881.60 \$12,881.60
	NEWTON FALLS PUBLIC LIBRARY	NEWTON FALLS ONLINE BILL PAYMENT DIST.	OH	05/07/2021	19.20 \$19.20
	NORTH COAST ADMINISTRATORS, INC.	WESTLAKE COBRA ADMINISTRATION SERVICES	OH	05/07/2021	1,143.50 \$1,143.50
	NORTHEAST OHIO REG SEWER DISTRICT	CLEVELAND SEWER FLEET ACCT#7909850001 SEWER E131 ACCT#1856650002 SEWER CARNEGIE WEST ACCT#10601 SEWER EASTMAN ACCT#5881898864	OH	05/07/2021 05/14/2021 05/21/2021 05/28/2021	182.90 155.50 4,042.71 219.30 \$4,600.41
	NORWALK PUBLIC LIBRARY	NORWALK ONLINE BILL PAYMENT DIST.	OH	05/07/2021	14.59 \$14.59
	OARNET/OSC	COLUMBUS OARNET VMWARE ANNUAL MAINTENAN	OH	05/14/2021	25,971.40 \$25,971.40
	OHIONET	COLUMBUS STOCK	OH	05/14/2021	7,373.27 \$7,373.27
	ORRVILLE PUBLIC LIBRARY	ORRVILLE ONLINE BILL PAYMENT DIST.	OH	05/07/2021	53.95 \$53.95
	OTTO HARRASSOWITZ	WIESBADEN		05/28/2021	569.45 \$569.45
	OVERDRIVE INC	CLEVELAND CLEVNET - OVERDRIVE VIRTUAL L	OH	05/07/2021 05/14/2021 05/21/2021 05/28/2021	12,724.11 25,339.70 73,904.54 29,609.58 \$141,577.93
	PACIFIC TELEMAGEMENT SERVICES	PASADENA COIN PHONES	CA	05/07/2021	153.00 \$153.00
	PENINSULA LIBRARY AND HISTORICAL SOCIETY	PENINSULA	OH		

Cert	Vendor	City/Description	State	Check Date	Amount/Total
		ONLINE BILL PAYMENT DIST.		05/07/2021	12.60
					<u>\$12.60</u>
	PERRY PUBLIC LIBRARY	PERRY	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	84.10
					<u>\$84.10</u>
	PETER MAC EWAN	LYNDHURST	OH		
		CONSULTING SERVICES		05/07/2021	7,000.00
					<u>\$7,000.00</u>
	PLANTSCAPING, INC.	CLEVELAND	OH		
		LSWINDOOR PLANT MAINTENANCE		05/14/2021	458.00
					<u>\$458.00</u>
	PROFESSIONAL SERVICE INDUSTRIES	CLEVELAND	OH		
		ENGINEERING SERVICES FOR FMP P		05/14/2021	6,875.00
		ENGINEERING SERVICES FOR FMP P		05/21/2021	13,900.00
		ENGINEERING SERVICES FOR FMP P		05/28/2021	8,050.00
					<u>\$28,825.00</u>
MBE	RADIO ONE	CHARLOTTE	NC		
		RADIO ADS: WRITERS & READERS G		05/07/2021	1,220.00
		RADIO ADS: WRITERS & READERS G		05/07/2021	970.00
		RADIO ADS: WRITERS & READERS G		05/07/2021	310.00
		COVID--RADIO ADS FOR WORDS ON		05/21/2021	600.00
					<u>\$3,100.00</u>
FBE	REGENCY CONSTRUCTION	BROOKPARK	OH		
		CONSULTING SERVICES FOR CAPITA		05/14/2021	1,102.50
					<u>\$1,102.50</u>
	RENTWEAR INC.	NORTH CANTON	OH		
		UNIFORM RENTAL SERVICES YR 2 O		05/14/2021	1,832.48
		UNIFORM RENTAL SERVICES YR 2 O		05/21/2021	1,202.20
		UNIFORM RENTAL SERVICES YR 2 O		05/28/2021	626.22
					<u>\$3,660.90</u>
	REPUBLIC SERVICES #224	LOUISVILLE	KY		
		MAIN TRASH PICKUP - YR 2 OF 3		05/14/2021	1,205.03
					<u>\$1,205.03</u>
	RICH'S TOWING & SERVICE	MIDDLEBURG HEIGHTS	OH		
		TOWING SERVICES		05/14/2021	150.00
		TOWING SERVICES		05/21/2021	1,025.00
		TOWING SERVICES		05/28/2021	382.00
					<u>\$1,557.00</u>
	RITTER PUBLIC LIBRARY	VERMILION	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	90.89
					<u>\$90.89</u>
MBE	ROBIN'S NEST PROPERTY MANAGEMENT & LANDSCAPE	CLEVELAND	OH		
		EASTMAN READING GARDEN MULCH/D		05/21/2021	3,000.00

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					<u>\$3,000.00</u>
	ROCK CREEK PUBLIC LIBRARY	ROCK CREEK ONLINE BILL PAYMENT DIST.	OH	05/07/2021	1.40
					<u>\$1.40</u>
	ROCKY RIVER PUBLIC LIBRARY	ROCKY RIVER ONLINE BILL PAYMENT DIST.	OH	05/07/2021	236.27
					<u>\$236.27</u>
	ROYCE SECURITY, LLC	CLEVELAND BRANCH SECURITY GUARD SERVICES	OH	05/07/2021	50,413.51
		BRANCH SECURITY GUARD SERVICES		05/28/2021	41,252.07
					<u>\$91,665.58</u>
	S A COMUNALE CO INC	BARBERTON MAIN/LSW ANNUAL/QUARTERLY/SEMI	OH	05/14/2021	1,605.00
					<u>\$1,605.00</u>
	SAFETY CONTROL TECHNOLOGY	MIDDLEBURG HEIGHTS 2021 SAFETY & HEALTH CONSULTAT	OH	05/28/2021	154.00
					<u>\$154.00</u>
	SANDUSKY LIBRARY ASSOCIATION	SANDUSKY ONLINE BILL PAYMENT DIST.	OH	05/07/2021	53.98
					<u>\$53.98</u>
	SEDGWICK CLAIMS MANAGEMENT SERVICES INC.	COLUMBUS FMLA SERVICE	OH	05/14/2021	1,856.25
					<u>\$1,856.25</u>
	SHAKER HEIGHTS PUBLIC LIBRARY	SHAKER HTS ONLINE BILL PAYMENT DIST.	OH	05/07/2021	244.36
					<u>\$244.36</u>
	SHERWIN WILLIAMS CO	CLEVELAND PAINT SPRAYER REPAIR	OH	05/14/2021	198.76
					<u>\$198.76</u>
	SIEMENS INDUSTRY INC	GARFIELD HEIGHTS EMER- RICE BRANCH HVAC DAMPERS	OH	05/07/2021	609.00
		YR 2-OF-3 YR SERVICE AGMT FOR		05/21/2021	26,300.00
					<u>\$26,909.00</u>
	SIMPLIFY COMPLIANCE LLC	BRENTWOOD WORKPLACE SAFETY ONLINE TRAINI	TN	05/21/2021	5,317.00
					<u>\$5,317.00</u>
	SIRSIDYNIX	CHICAGO CLEVNET - E-RESOURCE CONNECTOR	IL	05/21/2021	4,668.00
					<u>\$4,668.00</u>
	SPOT COOLERS	CHICAGO EMER - TEMPORARY COOLING UNITS	IL	05/14/2021	1,550.00
					<u>\$1,550.00</u>

<u>Cert</u>	Vendor	City/Description	State	Check Date	Amount/Total
	SQUIRE PATTON BOGGS (US) LLP	CLEVELAND MONTHLY RETAINER FOR 2021	OH	05/14/2021	4,000.00 <u>\$4,000.00</u>
	ST. VINCENT CHARITY MEDICAL CENTER-OCC MED	CLEVELAND 2021 PRE-EMPLOYMENT TESTING	OH	05/14/2021	256.00 <u>\$256.00</u>
	STAPLES ADVANTAGE	DALLAS CORK BULLETIN BOARD	TX	05/14/2021	110.99 <u>\$110.99</u>
	T H MARTIN INC	CLEVELAND EMER - REPAIR SOUTH BROOKLYN H	OH	05/14/2021	8,011.19 <u>\$8,011.19</u>
	TALAS	BROOKLYN METHYL CELLULOSE AND HINGING T	NY	05/28/2021	77.14 <u>\$77.14</u>
	THE FISH BUTLER AQUARIUM SERVICES	ELYRIA AQUARIUM MAINTENANCE SERVICES	OH	05/07/2021	310.00 <u>\$310.00</u>
	THE ILLUMINATING CO	AKRON ELECTRICITY ROCKPORT ACCT#1100 ELECTRICITY LANGSTON HUGHES AC ELECTRICITY LANGSTON HUGHES AC ELECTRICITY SOUTH BROOKLYN ACC	OH	05/07/2021 05/14/2021 05/21/2021 05/28/2021	1,301.99 20,291.88 7,002.50 1,189.16 <u>\$29,785.53</u>
	THE WALTER H DRANE CO	CINCINNATI	OH	05/21/2021	1,039.46 <u>\$1,039.46</u>
	TREASURER OF STATE	COLUMBUS SALES TAX	OH	05/24/2021	371.38 <u>\$371.38</u>
	TREASURER OF STATE OF OHIO	CINCINNATI AUDIT LGS SERVICES FOR 2020	OH	05/07/2021	7,856.50 <u>\$7,856.50</u>
	TROMBOLD EQUIPMENT COMPANY	GARFIELD HEIGHTS REPAIR LSW FIRE PUMP	OH	05/07/2021	1,375.00 <u>\$1,375.00</u>
	TRUCK EQUIPMENT SALES, LLC	WALTON HILLS DELIVERY TRUCKS 5,12 AND 15	OH	05/21/2021	515.48 <u>\$515.48</u>
	TSAI FONG BOOKS INC	HOUSTON	TX	05/21/2021	85.66 <u>\$85.66</u>

Cert	Vendor	City/Description	State	Check Date	Amount/Total
	TWINSBURG PUBLIC LIBRARY	TWINSBURG	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	270.60
					<u>\$270.60</u>
	ULINE	WAUKEGAN	IL		
		BROTHER LABEL MAKER PC CONNECT		05/14/2021	326.12
		SIGN VINYL ENVELOPES		05/28/2021	215.56
					<u>\$541.68</u>
	UNIQUE MANAGEMENT SERVICES, INC.	JEFFERSONVILLE	IN		
		CLEVNET NOTICE PRINTING SERVIC		05/21/2021	2,644.12
					<u>\$2,644.12</u>
	UNITED PARCEL SERVICE	CHICAGO	IL		
		ACCT# 479584- BKS BY MAIL		05/07/2021	658.84
		ACCT 493-688 SHIPPING		05/07/2021	244.11
		ACCT# 479584- BKS BY MAIL		05/14/2021	679.78
		ACCT 493-688 SHIPPING		05/14/2021	176.40
		ACCT# 479584- BKS BY MAIL		05/21/2021	410.80
		ACCT 493-688 SHIPPING		05/21/2021	197.87
		ACCT# 479584- BKS BY MAIL		05/28/2021	451.36
		ACCT 493-688 SHIPPING		05/28/2021	94.91
					<u>\$2,914.07</u>
	UNIVERSITY CIRCLE INCORPORATED	CLEVELAND	OH		
		MEMBERSHIP FEE		05/21/2021	1,489.37
					<u>\$1,489.37</u>
	UNIVERSITY PRODUCTS INC	HOLYOKE	MA		
		NILFISK GM80 DELUXE VACUUM AND		05/21/2021	618.00
					<u>\$618.00</u>
	URBAN LIBRARIES COUNCIL	CHICAGO	IL		
		EDGE ULC NATIONAL COLLABORATIV		05/21/2021	7,500.00
					<u>\$7,500.00</u>
	VERIZON WIRELESS	NEWARK	NJ		
		CELL PHONES		05/14/2021	216.32
		NETWORK FLEET MANAGEMENT		05/14/2021	547.27
		CELL PHONES		05/28/2021	5,370.29
					<u>\$6,133.88</u>
ODB	VOCON PARTNERS, LLC	CLEVELAND	OH		
		PHASE 1 DESIGN CONTRACT FOR WE		05/21/2021	63,183.97
		FMP - EXPERIENTIAL & ARCHITECT		05/28/2021	7,095.00
					<u>\$70,278.97</u>
	W B MASON CO INC	BOSTON	MA		
		STOCK		05/07/2021	599.90
					<u>\$599.90</u>
	WAYNE COUNTY PUBLIC LIBRARY	WOOSTER	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	260.60

Cert	Vendor	City/Description	State	Check Date	Amount/Total
					\$260.60
	WEST PUBLISHING PAYMENT CENTER	CAROL STREAM	IL		
				05/14/2021	6,315.00
				05/14/2021	1,595.90
				05/21/2021	8,431.00
				05/28/2021	9,837.35
					\$26,179.25
	WICKLIFFE PUBLIC LIBRARY	WICKLIFFE	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	99.58
					\$99.58
	WILLIAM S HEIN CO INC	GETZVILLE	NY		
				05/14/2021	495.03
					\$495.03
	WILLIAMS ASSOCIATES ARCHITECTS, LTD	COLUMBUS	OH		
		PHASE 1 DESIGN CONTRACT FOR JE		05/14/2021	23,600.86
		PHASE 1 DESIGN CONTRACT FOR JE		05/21/2021	11,322.20
					\$34,923.06
	WILLOUGHBY EASTLAKE PUBLIC LIBRARY	WILLOWICK	OH		
		ONLINE BILL PAYMENT DIST.		05/07/2021	215.52
					\$215.52
MBE	WORLD JOURNAL/WORLD JOURNAL BOOKSTORE	CLEVELAND	OH		
				05/21/2021	456.11
					\$456.11
	YBP LIBRARY SERVICES	ATLANTA	GA		
				05/07/2021	343.86
				05/14/2021	1,554.79
				05/28/2021	30.88
					\$1,929.53
	ZAREMBA'S HORTICULTURAL SERVICES	STREETSBORO	OH		
		2021 OLBPD SENSORY GARDEN CARE		05/07/2021	675.00
					\$675.00
Grand Total for Checks Issued from 5/1/2021 through 5/31/2021:					\$1,333,315.56

If known, vendors were classed:

DOE = Disabled-Owned Enterprise

FBE = Female Business Enterprise

LGBT = LGBTQ Business Enterprise

MBE = Minority Business Enterprise

ODB = Other Diverse Business

VOE = Veteran-Owned Enterprise

REPORT ECLEVELAND PUBLIC LIBRARY

Board Meeting
June 17, 2021

REPORT ON SECURITY SERVICES EXPENDITURES

In accordance with the Board resolution adopted on March 18, 2021 authorizing the seventh amendment to the agreement with Royce Security, fees paid to **Royce Security Services, LLC** to provide supplemental security services at the Library's branches on an as-needed basis for the month of **May, 2021** are hereby submitted:

<u>INVOICE</u>	<u>INVOICE DATE</u>	<u>INVOICE AMOUNT</u>	<u>CHECK DATE</u>
401272	04/23/2021	15,222.00	05/07/2021
401300	04/30/2021	16,040.63	05/07/2021
401244	04/16/2021	13,960.88	05/07/2021
401347	05/07/2021	13,491.83	05/28/2021
401376	05/14/2021	13,695.38	05/28/2021
401404	05/21/2021	14,064.86	05/28/2021
Total for May, 2021		<u>\$ 86,475.58</u>	

Total paid on PO# 200333 since Board authorized original agreement on January 21, 2020 through May 31, 2021:

\$ 739,287.24

EXHIBIT 15

CLEVELAND PUBLIC LIBRARY EMPLOYMENT REPORT Period: May 1 - May 31, 2021					
Name	Title	Department/Branch	Effective Date	Compensation Rate	Reason
New Hires					
Tali, Havic	SPS Officer	SPS Department	5/12/2021	\$ 38,376.00	
Resignations					
Allen, Calise	Page	Jefferson Branch	5/1/2021		
Carter, Yvette	Branch Clerk	Addison Branch	5/1/2021		
Cartier, James	Page	Shelf Dept	5/6/2021		
Garrett, Quinica	Page	Union Branch	5/4/2021		
Matthews, Pamela	Collection Manager	Technical Services	5/1/2021		
Guilamo, Magdaleno	Custodian	Prop Management Dept	5/26/2021		
Terminations					
Strickland, Jonah	Page	Shelf Department	5/24/2021		
Austin, Christopher	Page	Garden Valley Branch	5/14/2021		
Retirements					
Edwards, Thomas	Map Collection Librarian	Ctr for Local & Global Hist	5/16/2021		
Lanton, Anarie	Technical Svc Associate	Acquisitions Dept	5/1/2021		
Parnell, Joseph	Library Asst (Subj Dept)	Buisness, Economics	5/1/2021		
Winters, Joanne	Shipping Clerk	OLBPD	5/1/2021		
Compensation Changes					
Salem, Summer	Operations Project Coord	Prop Management Dept	5/23/2021	\$ 55,754.40	Promotion
Trifiletti, Megan	Library Sys & App Analyst	Automation Dept	5/9/2021	\$ 78,015.34	Promotion

Exhibit "A"

STAFF WELFARE AND ECONOMIC BENEFITS – 400

HEALTH AND WELFARE BENEFITS – 422

The Library will offer medical, dental, vision, group life insurance, short-term disability and flexible spending accounts to eligible employees. The Library may offer other ancillary benefits.

Benefit eligibility is determined by your job classification, how many hours you are scheduled to work, and may be influenced by a collective bargaining agreement. In general, full-time employees and part-time regular employees are eligible to participate in the benefits program. Part-time regular employees are only eligible to participate in the single option of the medical insurance program. Pages, substitutes, and employees hired for a temporary role are not eligible to participate in the benefits program.

Benefit enrollment begins the first of the month after eligibility. Benefit elections must be made within 30 days of hire. Benefit coverage terminates effective at the end of the month of an employee's termination or ineligibility date.

Open enrollment will occur once annually. You may revoke a waiver of insurance or change coverage during open enrollment.

After you enroll in a group health plan, you must immediately inform the Payroll Department if you marry, have a child, have a child who becomes independent or turns age 26, divorce, or any other family change that will impact your insurance coverage. If you fail to report additions to your coverage within 31 days, you must wait for an open enrollment period. Under certain circumstances, family members may be dropped from coverage.

Benefit programs are designed to comply with all government regulations and will be integrated with related statutory plans such as the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Public Law 99-272.

COBRA provides continuation of applicable health benefits to eligible employees and their family members. COBRA qualifying events include:

- Voluntary or involuntary termination of the covered employee's employment for reasons other than gross misconduct.
- Reduced hours of work for the covered employee.
- Covered employee becoming entitled to Medicare and voluntarily choosing to cancel group coverage.
- Divorce or legal separation of a covered employee.
- Death of a covered employee.
- Loss of status as a dependent child under plan rules.

An employee on an approved paid leave is not subject to COBRA.

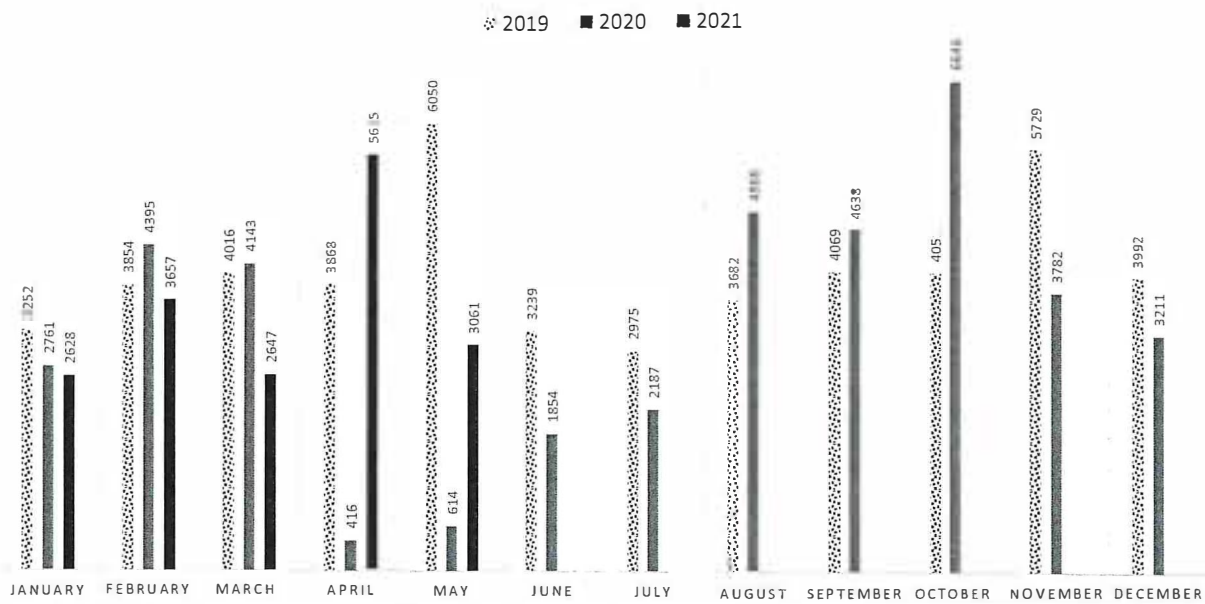
An FMLA leave is not subject to COBRA. An employee on an FMLA leave may remain a participant in the Library's employee benefit plan throughout the duration of the leave, as if actively employed. The employee is required to continue to pay his or her portion of any insurance premiums normally

Exhibit "A"

deducted from the employee's paycheck either through payroll deduction during the leave or, if all or a portion of the FMLA leave is unpaid, promptly upon return.

Revised May 20, 2021

CLEVELAND PUBLIC LIBRARY
SICK LEAVE UTILIZATION



	2019	2020	2021
January	3252	2761	2628
February	3854	4395	3657
March	4016	4143	2647
April	3868	416	5615
May	6050	614	3061
June	3239	1854	
July	2975	2187	
August	3682	4866	
September	4069	4638	
October	4051	6646	
November	5729	3782	
December	3992	3211	

*3 pay periods

2020 Notations:

April and May - Library closed due to COVID 19; June and July - Most employees worked 50% as part of SharedWork Ohio program. CARES Act provided for Emergency Paid Sick Leave and Expanded FMLA (EPSL and EFMLA).

2020 EPSL/EFMLA hours included in total hours: April - 64; May - 160; June - 463.50; July - 828; August - 1030.5; September - 1190.75; October - 2666.5; November - 2296.25; December - 1694.84

2021 EPSL/EFMLA hours included in total hours: January-1159.39; February-698.25; March-392; April 409.5; May 0



REV EEO-4 1995

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CLEVELAND PUBLIC LIBRARY
STATE AND LOCAL GOVERNMENT INFORMATION
2021 EEO-4 REPORT

CLEVELAND PUBLIC LIBRARY
LYNN SARGI
325 Superior Avenue
Cleveland, OH 44114

CONTROL NUMBER 12345

FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

JOB CATEGORY	HISPANIC / LATINO		*****MALE*****					*****FEMALE*****					TOTAL	
	M	F	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+		
OFFICIALS/ADM	1	3	22	14			1	24	18				3	86
PROFESSIONALS		7	19	1				28	10	3			1	69
TECHNICIANS	1	1	12	2				2	2					20
PROTECT/SERV	3		7	19				1	7					37
PARA-PROFESS	3	7	21	23	1			36	20	2			1	115
ADMIN SUPPORT	3	10	26	29	2			33	64	2			2	172
SKILLED CRAFT	1		5	3				1	2					12
SERV/MAINT	2	2	8	30				2	5					49
GRAND TOTAL	14	30	120	121	3	1	2	127	128	7		7	560	

Insurance Report for the Month of May 2021

REPORT H

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Networ	239	137	376
MMO - CleCare Networl	48	20	68
Cobra	1	1	2
Total MMO			446
Dental Insurance	285	176	461
Vision Employee			257
Vision Children			45
Vision Spouse			51
Vision Family			72
Total Vision			425
Workers' Compensation Lost Time Report			
			<i>Total days missed during report month</i>
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	
			0

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2021**

CIRCULATION ACTIVITY*	Monthly Total		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	
Main Library	89,562	14,734	442,337	351,829	26%
Branches	104,761	11,587	486,543	625,331	-22%
Mobile Units	83	16	644	945	-32%
Library for the Blind	25,662	2,970	143,462	94,732	51%
OLBPD BARD	13,879	13,024	77,114	60,305	28%
eMedia	69,250	66,632	336,859	305,664	10%
TOTAL CIRCULATION	303,197	108,963	1,486,959	1,438,806	3%

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	
eBook	34,280	34,711	168,249	154,338	9%
eAudiobook	23,596	19,663	112,274	99,549	13%
eMusic	4,830	4,924	23,500	23,545	0%
eVideo	4,821	5,768	24,157	20,725	17%
eMagazines	1,723	1,566	8,679	7,507	16%
TOTAL eCIRCULATION	69,250	66,632	336,859	305,664	10%

	Month	YTD
eCARDS ISSUED	374	2,215
eMEDIA NEW USERS	581	4,023
CURBSIDE SERVICES	21,357	90,947

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2021	2020	2021	2020	
TOTAL SESSIONS	17,952	11,029	63,394	147,418	-57%

VIRTUAL REFERENCE	Month	YTD
	3,302	17,409

COVID Closures

Open with no restrictions: 1/1/2020-3/13/2020

No services offered: 3/14/2020-6/7/2020

Curbside/walk-up services only: 6/8/2020-8/23/2020; 11/21/2020-2/21/2021

Open with occupancy restrictions/time limits: 8/24/2020-11/20/2020; 2/22/2021-present

Facilities Master Plan Closures

Jefferson, West Park, and Woodland Branches closed for construction as of 4/5/2021

REPORT

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MAY 2021

	a	b	c	d	e	f	g
BRANCH	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total Circulation (e+f)
Addison	1,374	766	407	603	3,150	229	3,379
Brooklyn	1,258	484	334	217	2,293	297	2,590
Carnegie West	2,488	925	1,204	1,179	5,796	1,013	6,809
Collinwood	978	339	195	688	2,200	353	2,553
East 131st	928	318	70	151	1,467	222	1,689
Eastman	3,262	745	832	1,225	6,064	1,631	7,695
Fleet	1,766	636	577	693	3,672	360	4,032
Fulton	1,398	690	379	336	2,803	457	3,260
Garden Valley	758	152	64	124	1,098	165	1,263
Glenville	1,188	402	194	508	2,292	257	2,549
Harvard-Lee	2,657	410	368	569	4,004	577	4,581
Hough	1,449	409	215	337	2,410	228	2,638
Jefferson	36	800	369	421	1,626	20	1,646
Langston Hughes	989	555	239	381	2,164	293	2,457
Lorain	1,495	387	290	386	2,558	422	2,980
Martin Luther King, Jr.	738	343	372	431	1,884	283	2,167
Memorial-Nottingham	2,102	468	688	1,321	4,579	730	5,309
Mt. Pleasant	868	433	230	398	1,929	292	2,221
Rice	2,206	528	439	552	3,725	627	4,352
Rockport	5,250	1,314	1,723	2,388	10,675	1,338	12,013
South	3,387	602	454	623	5,066	1,179	6,245
South Brooklyn	3,865	822	1,282	1,628	7,597	1,319	8,916
Sterling	760	234	110	167	1,271	257	1,528
Union	669	287	136	194	1,286	222	1,508
Walz	2,463	784	802	803	4,852	741	5,593
West Park	49	1,528	914	1,425	3,916	33	3,949
Woodland		479	184	155	818	21	839
TOTAL	44,381	15,840	13,071	17,903	91,195	13,566	104,761

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAY 2021**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2021	2020	2021	2020		
Addison	3,379	315	13,884	21,995	-8,111	-37%
Brooklyn	2,590	223	10,762	14,993	-4,231	-28%
Carnegie West	6,809	807	34,139	28,755	5,384	19%
Collinwood	2,553	330	11,943	19,330	-7,387	-38%
East 131st	1,689	142	5,951	10,073	-4,122	-41%
Eastman	7,695	750	38,482	40,337	-1,855	-5%
Fleet	4,032	406	18,563	26,142	-7,579	-29%
Fulton	3,260	384	13,786	24,382	-10,596	-43%
Garden Valley	1,263	90	4,675	8,144	-3,469	-43%
Glenville	2,549	356	10,504	20,148	-9,644	-48%
Harvard-Lee	4,581	299	14,375	16,507	-2,132	-13%
Hough	2,638	158	10,810	15,864	-5,054	-32%
Jefferson	1,646	488	11,875	16,460	-4,585	-28%
Langston Hughes	2,457	332	10,268	17,810	-7,542	-42%
Lorain	2,980	284	11,567	17,477	-5,910	-34%
Martin Luther King, Jr.	2,167	372	10,223	15,298	-5,075	-33%
Memorial-Nottingham	5,309	624	24,562	29,007	-4,445	-15%
Mt. Pleasant	2,221	143	10,087	10,733	-646	-6%
Rice	4,352	437	16,407	27,078	-10,671	-39%
Rockport	12,013	789	51,632	47,956	3,676	8%
South	6,245	674	29,086	27,861	1,225	4%
South Brooklyn	8,916	770	44,081	43,576	505	1%
Sterling	1,528	159	7,653	15,038	-7,385	-49%
Union	1,508	268	6,346	13,044	-6,698	-51%
Walz	5,593	501	24,734	29,693	-4,959	-17%
West Park	3,949	1,245	33,702	45,374	-11,672	-26%
Woodland	839	241	6,446	22,256	-15,810	-71%
TOTAL	104,761	11,587	486,543	625,331	-138,788	-22%

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAY 2021**

OTHER TRANSACTIONS

Loans* to:

CLEVNET
Other Libraries

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
49,972	7,383	277,400	181,858	53%
634	0	4,070	401	915%
50,606	7,383	281,470	182,259	54%

*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD

Virtual Reference
Interlibrary Loan Requests

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
3,302	293	17,409	740	2253%
669	0	4,283	1,360	215%
3,971	293	21,692	2,100	933%

**CHANGES IN PERMANENT
COLLECTION**

New Titles Added
Total Items Added

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
3,704	0	18,913	30,692	-38%
11,662	0	52,117	44,857	16%

HOURS OPEN

Main Library
Branches

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
200	0	624	480	30%
4,706	0	14,850	14,220	4%

**OHIO BRAILLE & AUDIO
READING DOWNLOAD (BARD)**

Downloads
Users

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
13,879	13,024	77,114	47,060	64%
713	800	3,596	3,014	19%

Included in circulation activity

STREAMING MEDIA

Songs
Users

Monthly Total		Year-to-Date		YTD
2021	2020	2021	2020	Gain/Loss
18,013	20,316	94,396	91,145	4%
279	278	1,431	1,411	1%