



**IDEA Public Schools**

**Invitation for Bid**

**For  
Lawn Maintenance**

**#2-LAWN-0523 (Ohio)**



Invitation for Bid: 2-LAWN-0523 (Ohio)  
Bid Posting: Thursday, March 23, 2023  
Bid Due Date: Friday, April 28, 2023 @ 2:00 PM CST  
Contact: [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org)

**COMPANY NAME:** \_\_\_\_\_

**OHIO VENDOR ID OR FEI #:** \_\_\_\_\_

**PHYSICAL ADDRESS  
STREET:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**TYPED NAME & TITLE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**VENDOR CERTIFICATION/ACCEPTANCE**

By signing, respondent hereby certifies that respondent has read, understands, and agrees that respondent's bid constitutes an offer to provide the goods and/or services at the price established on respondent's bid and that acceptance by IDEA Public Schools of respondent's bid by issuance of a notice of contract award and purchase order will create a binding legal contract without the need for a separate written agreement or contract. Further respondent agrees to fully comply with documentary forms herewith made a part of this specific procurement.

**SPECIAL NOTES:**

- Bid price must be guaranteed for one hundred and twenty (120) days.
- Total amount of bid must include price per lawn, tree, and irrigation system maintenance.
- Respondent must provide prices for all services specified within this IFB.
- Respondent must provide proof of insurance (COI).
- Respondent agrees they have reviewed and fully understand the Scope of Work outlined.

**TOTAL AMOUNT OF BID: \$** \_\_\_\_\_

**PAYMENT TERMS**

Payment will be issued upon review and approval of invoice within 30 days (Net 30). Invoices shall be fully documented as to labor, materials and equipment provided. Orders will be placed by the IDEA Public Schools and must be given a Purchase Order Number to be valid. No payments shall be made on invoices not listing a Purchase Order Number. Invoices should be submitted to IDEA Greater Cincinnati ATTN: Accounts Payable via email at; [payableOH@ideapublicschools.org](mailto:payableOH@ideapublicschools.org) or by mail at 2700 Glenway Ave., Cincinnati, OH 45204 Attn: Accounts Payable.

**Respondent agrees to comply with all conditions shown on this form. FAILURE TO MANUALLY SIGN WILL DISQUALIFY BID.**



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## **1.BACKGROUND INFORMATION**

IDEA Public Schools ("IDEA") is a Texas nonprofit corporation and a tax-exempt organization pursuant to the Section 501(c)(3) of the Internal Revenue Code. Pursuant to Chapter 12, Subchapter D of the Texas Education Code and its Contract for Charter with the Texas State Board of Education, as renewed by the Commissioner of Education, IDEA is an open-enrollment charter holder, governmental entity and public school system. IDEA prepares Texas students from underserved communities for success in college and citizenship. IDEA is a growing network of 123 high-performing charter schools serving approximately 67,988 students located throughout Texas in the Austin, El Paso, Houston, Permian Basin, Rio Grande Valley, San Antonio, and Tarrant County regions. Although IDEA's growth is rapid, it is also carefully planned. Schools begin with select grade levels and eventually reach full scale as a Pre-K-12 campus as grade levels are added to accommodate the students' advancement.

IDEA's mission is College for All. IDEA serves primarily low-income students in underserved areas of both rural and urban communities. Over 80% of IDEA students are considered low-income and one of every three students is the first in their family to go to college. Since the first graduating class in 2007, 100% of seniors have been accepted and matriculated to a college or university every year for fourteen consecutive years. Thanks to a rigorous path to college that begins in Pre-K, IDEA students attend selective universities throughout the country, win national awards and scholarships, and complete college at a rate six times the national average for low-income students.

## **2.GENERAL INTENT**

IDEA is soliciting an Invitation for Bids (IFB) for **lawn maintenance** for two (2) of IDEA's Ohio campuses identified in "Attachment L".

Each vendor shall furnish the information required in the bid package. The vendor shall **sign first page of this bid and all addenda(s) (if issued)**. The person signing the proposal **must initial** at the bottom of every page, erasures, and/or other changes. Bids signed by an agent must be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to IDEA. The result of this IFB solicitation is a **one (1) year term** upon board approval with the option to extend **two (2) additional one (1) year terms**.

- a. Deliveries shall be Freight on board (FOB) Destination to IDEA destination sites. Freight is prepaid and assumed by the vendor. IDEA reserves the right to pick up items in lieu of delivery from local vendors.
- b. IDEA does not pay Federal Excise Taxes. Tax exemption certificates will be provided upon request.
- c. The vendor may offer an "equal" product or product exceeding specifications as an alternate proposal. Final determination of whether an item is an "approved equal" remains with IDEA.
- d. Bids submitted on forms other than the IDEA forms or with different terms or provisions may be considered as non-responsive proposals.
- e. All bids shall remain firm for a term of 120 days after IFB solicitation period is closed.
- f. The vendor shall certify that no federal or state suspension or debarment is in place, which would preclude receiving a state or federally funded award.

## **3.RESERVATIONS**

IDEA expressly reserves the right to:

- a. Waive minor deviations from the specifications when it is determined that the total cost to the IDEA of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.
- b. Waive any defect, irregularity, or informality in any proposal procedure.



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- c. Reject any or all proposals.
- d. Amend a proposal prior to proposal opening date to extend or make changes to specification.
- e. Procure any item by other means.
- f. Increase or decrease the quantity specified in the proposal unless the offeror specifies otherwise.
- g. Award to multiple vendors

#### 4.SCHEDULE OF EVENTS

Date Solicitation Opens:	<b>Thursday, March 23, 2023</b>
Pre-Bid Meeting Date and Time:	<b>Monday, April 3, 2023 @ 10:00 AM CST</b>
Deadline for Written Questions	<b>Tuesday, April 4, 2023 @ 3:00PM CST</b>
Responses from IDEA Public Schools:	<b>Tuesday, April 11, 2023 @ 5:00 PM CST</b>
IFB Due Date and Time:	<b>Friday, April 28, 2023 @ 2:00 PM CST</b>

IFB packet shall be available at **9:00 AM CST on Thursday, March 23, 2023**, at the **Headquarters Office located at 2115 W. Pike, Weslaco TX 78596** and in our website at the following link <https://ideapublicschools.org/our-story/finance-budget/pcs/bids-rfps/>. The vendor is responsible for obtaining any updates or amendments to the IFB from the website. The deadline for submitting bids for this IFB is **Friday, April 28, 2023 @ 2:00 PM CST**.

The Prebid conference call shall be held via web on <https://bluejeans.com/904449430/> with the option to join via phone: +1-408-419-1715 (Conference ID: 904 449 430) on **Monday, April 3, 2023 @ 10:00 AM CST**. Any information given to one prospective vendor shall be furnished to all prospective vendors as an Addendum if such information is necessary to vendors in submitting their proposals or if the lack of such information would be prejudicial to an uninformed vendor.

Bid opening will be held via web on <https://bluejeans.com/904449430/> or join via phone: +1-408-419-1715 (Conference ID: 904 449 430) on **Friday, April 28, 2023 @ 2:00 PM CST**. Respondents may log in or call to view results of submissions. During that time, only respondent(s) name and grand totals will be read aloud.

If you have any questions regarding this IFB process, please contact the Procurement Department at [solicitations@ideapublicschools.org](mailto:solicitations@ideapublicschools.org). Bids must be delivered to and received prior to this deadline to the address noted above. **There will be no exceptions. Bids received after the deadline will not be considered for this procurement. No facsimiles or e-mails will be accepted.**

#### 5.NOTICE TO ALL VENDORS

- a. Vendor shall keep IDEA advised of any changes in order(s) status.
- b. All submittals are to be for **lawn maintenance services** as indicated in the bid item list located on **Attachment L** of this IFB. Pricing should include freight/shipping costs and any other fees that apply as indicated by IDEA.
- c. IDEA encourages HUB vendor participation, if vendor is a state certified HUB vendor (Historically Underutilized Business) and/ or certified MWBD vendor (Minority and Women-owned Business), certification must be included in submittal.



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- d. All pricing and any award under this IFB shall be available for all IDEA departments and divisions and any other entity purchasing through IDEA.
- e. The selected respondent(s) will follow practices, processes, and protocols established by local, state, and federal agencies with respect to their field of service and goods.
- f. All bids will be screened for inclusion of all required information prior to release to the evaluation team. IDEA staff may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

## **6. REQUESTED PRODUCT(S)**

IDEA expectations with respect to the performance by each vendor in connection with the purchases are set out in the "Contract Documents" which consist of the Invitation for Bids ("IFB"), Instructions to Vendors, Standard Terms and Conditions, and Bid Sheet. Vendors who fail to examine the Contract Documents do so at their own risk.

- A. The bid item list and specifications that follow are specific requirements. Any deviation or comparable product must be properly identified and be accepted by IDEA Public Schools through individual submittals of **Attachment "K"** included in this IFB packet, one for each deviation. Any deviation to specifications must be listed and clearly defined.
- B. Scope of work including equipment specifications shall be listed in **Attachment "L"**. For this reason, vendors are discouraged from describing any deviations simply as "equal" or "exceeds" the defined requirements: Instead, vendors are strongly encouraged to explain all deviations in the template provided. Failure to do so may result in the rejection of the bid and or product for non-compliance.

## **7. Overview & Scope of Work Lawn Maintenance**

The Awarded Vendor (s)/Contractor(s) shall, at Contractor's expense, furnish in a diligent and workmanlike manner all supervisory personnel, labor, equipment, machinery, tools, materials, and supplies necessary for the performance of the work and services contemplated herein. Contractor shall not employ in any Work for Company any employee whose employment violates applicable labor laws. All materials, equipment, supplies, and manufactured articles furnished by Contractor in the performance of the Work shall be fit for their intended use, shall be free from Defects, and shall be of the best quality for their respective purposes unless otherwise specified in writing by Company. All Work shall be in accordance with all applicable safety regulations, precautions, and procedures in the industry and shall employ all necessary and desirable protective equipment and devices. Any breach of this safety covenant by or on behalf of Contractor shall be grounds for immediate termination of this Contract by Company which shall be effective upon notice from Company to Contractor.

IDEA Greater Cincinnati in Ohio is looking for a qualified vendor to provide Lawn Maintenance for the following Ohio regions: Cincinnati. Campus names and address can be found in **Attachment L**. Vendor(s) shall review the site prior to bidding to assess the work that is needed and identify the square footage. Bidders shall submit the price per region totaling costs for Lawn Maintenance, Tree Maintenance, Irrigation System Maintenance and Fertilizer application.

Qualified vendors must meet ALL requirements stated below and be able to perform the following:

## **Lawn Maintenance**

### **7.1 Mowing and Edging Grass**

- a. Services mentioned below shall be completed in a 21-Week schedule based on the following:
  - Eighteen (18) Biweekly visits from March to November



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- One (1) Monthly visit for the months of December, January and February

In addition:

- b. All walkways and curbs shall be cleaned of any grass and plant cuttings.
- c. Aerate grounds at least twice a year: once in the summer and once in the spring – practice fields only.
- d. Retention/Detention Ponds shall be mowed at the minimum once per month.

## 7.2 Shrubs and Groundcover Maintenance

Vendor Shall:

- a. Provide weeding and trimming of groundcover to promote growth and maintain neat appearance.
- b. Be alert for signs of insect presence or damage and report the matter to Owner/Agent in Charge and take action to correct problem.
- c. Submit a cost proposal for approval for insecticide or fungi control before work is performed and cost would be on separate billing.
- d. Replace mulch during the first service. (Mulch around trees shall be maintained monthly or as needed).
- e. Maintain/service on the additional acres by removing trash/debris and 6 feet easement parameter around the fence.

## Tree Maintenance

### 7.3 Tree Maintenance

Vendor shall:

- a. Ensure suckers shall be continuously removed from trees on a monthly basis.
- b. Advise Owner/Agent in Charge of any tree service above 12 ft. and shall submit cost of work for approval on separate billing. This additional charge shall need to be approved prior to completing service.
- c. Advise IDEA Owner/Agent if palm trees need to be trimmed and provide quote for service prior to completing service. Owner/Agent in Charge shall submit a cost proposal for approval on separate billing to be approved prior to completing service.

## Fertilizer Application

### 7.4 Fertilizers, Herbicides, and Insecticides

Vendor shall:

- a. Submit cost proposals for approval for fertilization, herbicides and insecticides (Insecticide for grub worm control) in accordance to the seasonal schedule below.

*\*All other insect control as needed and billed separately at time of application.*

#### Fertilizer Application Seasonal Schedule

Season	Fertilizer (lbs./1000 ft.)	Weed Control (as needed)
Early Spring	Weed and Feed	Pre-emerge for grassy weeds
Late Spring	7 lbs. for 16-4-8 + Iron	Post-emerge for grassy weeds



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Early Summer	7 lbs. for 16-4-8 + Iron	Post-emerge for grassy weeds
Late Summer	7 lbs. for 16-4-8 + Iron	Post-emerge for grassy weeds
Fall	10 lbs. for 16-4-8 + Iron	Pre-emerge for grassy weeds

## Irrigation Maintenance

### 7.5 Irrigation System

The following shall establish/clarify responsibilities for the operation and maintenance of the irrigation system:

- The irrigation system is the responsibility of the Owner/Agent. Major repairs shall be identified by the vendor and reported.
- Owner/Agent in Charge shall authorize Vendor to perform the repairs. Such repairs are not part of this proposal and cost.
- These charges should be provided on separate billing.

#### Responsibilities

- a. Vendor shall check system monthly to be sure all irrigation stations are functioning correctly and report problems/repairs to Facility Manager in Charge for approval of repairs. Number of irrigation stations shall vary by campus. Vendor is responsible for assessing the number of irrigation stations per campus.
- b. Vendor shall reset all timers on irrigation stations due to Daylight Savings time change and maintain appropriate runtimes for conditions and seasons to promote overall health and prevent overwatering.
- c. Vendor shall be liable for any damages of sprinkler heads as a result of worker's negligence or accident (motor strike).
- d. Vendor shall repair any damage caused by employees without cost to Facility Manager in Charge.

### 7.6 Additions – Quotes must be provided in advance before service

- a. Any seasonal planting and re-mulching shall be bid separately and submitted for approval to Facility Manager in charge before work is performed.
- b. Any additional plants or grass to be re-established into landscape as result of theft, accident, freeze, airborne disease, fungi, or insect causing death shall be bid separately and submitted for approval to Facility Manager in Charge before work is performed. This additional charge shall need to be approved prior to completing service.

## 8. CAMPUSES TO BE SERVICED

Region	Campus	Address
OH	Price Hills	2700 GLENWAY AVE, Cincinnati, OH 45204
OH	Valley View	1011 GLENDALE MILFORD RD, Cincinnati, OH 45215

## 9. WHO IS ELIGIBLE TO RESPOND

Respondents who are eligible to meet the technical specifications for quality and other terms of this bid package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies and are recognized by the Texas Comptroller of Public Accounts as having an "Active" right to transact business in Texas are invited to respond. A prospective respondent must affirmatively demonstrate respondent's





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responsibility. A prospective respondent, by submitting a bid, represents to IDEA that it meets the following requirements:

- a. Possesses or can obtain adequate financial resources as required to perform under this IFB
- b. Respondent shall comply with the requirements proposed in this IFB
- c. Have a satisfactory record of integrity and ethics
- d. Respondent shall be in good standing with all applicable national or state associations

### **10.RESPONSIVE/RESPONSIBLE RESPONDENTS**

IDEA staff reviews the bids received to determine if they are responsive. For bids to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The bids must have been submitted by the due date and time.
2. The bids must be complete with the original signatures in blue ink.
3. The bids must be for the specific services requested and described in the IFB Packet.
4. The bids must be submitted in the format described in the IFB Packet.
5. One original (in blue ink and marked original) and one copies must be submitted.
6. Electronic format on a USB flash drive. The electronic version shall be one file that replicates your original proposal including required signatures. NOTE: Do not send individual files of each section or page of your proposal as the electronic version.
7. **Attachment L shall be completed and submitted as a separate document with your bid response.**

### **11.PROCUREMENT CONDITIONS/ GENERAL TERMS**

Procurement of the items under this IFB shall be in accordance with the IDEA Public Schools Purchasing Policy<sup>1</sup> and the terms and conditions set forth in the state of Ohio.

### **12.ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS**

Members of the public having complaints regarding the IDEA's purchasing procedures or operations may present their complaints or concerns to IDEA by writing to the following address:

IDEA Public Schools, Attn. Director of Procurement  
2115 W. Pike Blvd, Weslaco, TX 78596  
(956) 377-8000

### **13.HOW TO SUBMIT A BID**

All bid packages must be clearly marked with the Respondents' name and address (**it is very important to include the Title: IFB #2-LAWN-0523**). Bid packages must be delivered to and received prior to the deadline.

Jose Perez, Director of Procurement  
Mia Harris, Assistant Director of Procurement  
Delilah Veliz, Procurement Analyst  
Felicia Black, Procurement Analyst  
IDEA Public Schools, 2115 W. Pike Blvd Weslaco, TX 78596 (956) 377-8000

<sup>1</sup> [https://ideapublicschools.org/wp-content/uploads/2021/07/05.-Purchasing-Policy-Proposed-Amendment-July-2021\\_final.pdf](https://ideapublicschools.org/wp-content/uploads/2021/07/05.-Purchasing-Policy-Proposed-Amendment-July-2021_final.pdf)





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IDEA Public Schools, 2115 W. Pike Blvd Weslaco, TX 78596  
(956) 377-8000

#### **14. TITLE PAGE**

Respondents must complete the Title Page and include it as the cover sheet for proposals submitted in response to this IFB.

See coversheet below:

**IDEA Public Schools**

A Bid Submitted in Response to

**IDEA Public Schools**

**Invitation for Bid #2-LAWN-0523 (Ohio)**

**Submitted by:**

---

**(Full Legal Name of Respondent)**

**On:**

---

**(Date of Proposal Submission)**



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## **15.IFB RESPONSE FORMAT AND CONTENT**

1. Page/Items to return/include.

- Title Page
- Business Identification
- Additional Requirements
- Compliance with Specifications
- Specification / Pricing **(Must use format included in attachment "L")**

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the product and/or services.

## **16.ADDITIONAL REQUIREMENTS**

Ownership: Proposal must include name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications.

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_



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## **17. ATTACHMENTS**

The attachments listed below are required and should be included with the proposal. **Attachment F** is required to ensure that no potential conflicts of interest exist with IDEA Public Schools Board or staff members. **All forms must be signed and completed.**

1. Attachment A - Certification of Respondent
2. Attachment B – Certification Regarding Clean Air and Water Acts
3. Attachment C – Certification Regarding Work Hours & Safety Standards
4. Attachment D – Certification Regarding Davis-Bacon Act
5. Attachment E - Certification Regarding Drug-Free Workplace
6. Attachment F – Conflict of Interest Questionnaire
7. Attachment G - Equal Opportunity and Nondiscrimination
8. Attachment H– Felony Conviction Disclosure Statement/Criminal History Review of Respondent Employees
9. Attachment I- Certification Regarding Lobbying
10. Attachment J- Certification Regarding Debarment or Suspension
11. Attachment K – Deviations and Exceptions Form
12. Attachment L – Specifications – Cost submittal
13. Attachment M – Campuses Serviced
14. Attachment N – Terms and Conditions for Contracts Paid with Federal Funds
15. Attachment O – IDEA Vendor Package
16. Attachment P – Insurance Requirements



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**ATTACHMENT "A"**

**CERTIFICATION OF RESPONDENT**

I, the undersigned, submit this quote/bid and have read the specifications, terms and conditions, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

**Signature of Authorized Agent:**

\_\_\_\_\_

Printed Name and Title of Agent:

\_\_\_\_\_

Name of Firm:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

FAX Number:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Email Address (if applicable):

\_\_\_\_\_

Web Site Address (if applicable):

\_\_\_\_\_



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## **ATTACHMENT "B"**

### **CERTIFICATION REGARDING CLEAN AIR AND THE FEDERAL WATER POLLUTION CONTROL ACT**

This certification is required by the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

The undersigned contractor certifies that it will comply with the clean air and federal water pollution control act:

- The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401 et seq.
- The contractor agrees to report each violation to the United States Department of Agriculture and understands and agrees that the United States Department of Agriculture will, in turn, report each violation as required to assure notification to the Environmental Protection Agency (EPA).
- The contractor agrees to include these requirements in each subcontract exceeding \$1,500,000 financed in whole or in part by the United States Department of Agriculture.
- The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- The contractor agrees to report each violation to the United States Department of Agriculture and understands and agrees that the United States Department of Agriculture will, in turn, report each violation as required to assure notification to the Environmental Protection Agency Environmental Protection Agency.
- The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with funds from the United States Department of Agriculture.

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative



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## **ATTACHMENT "C"**

### **CERTIFICATION REGARDING WORK HOURS AND SAFETY STANDARDS**

*Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.*

The undersigned subcontractor certifies it will comply with the contract work hours and safety standards act:

- No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- In the event of any violation of the clause set forth in first paragraph of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States Department of Labor for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in first paragraph of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in first paragraph of this section.
- The United States Department of Agriculture shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.



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- The contractor or subcontractor shall insert in any subcontracts the clauses set forth in previous paragraphs of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in previous paragraphs of this section.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative





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## **ATTACHMENT "D"**

### **CERTIFICATION REGARDING DAVIS-BACON ACT**

*Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.*

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- Additionally, contractors are required to pay wages not less than once a week.

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Name of Organization/Firm

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Signature of Authorized Representative

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Date

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Print Name and Title of Authorized Representative



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## **ATTACHMENT "E"**

### **CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

*This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).*

The undersigned subcontractor certifies it will provide a drug-free workplace by:

- Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;
- Providing each employee with a copy of the subcontractor's policy statement;
- Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
- Notifying IDEA Public Schools within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
- Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

\_\_\_\_\_  
Name of Organization/Firm

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative



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## **ATTACHMENT "F"**

### **CONFLICT OF INTEREST QUESTIONNAIRE**

**Instruction to respondent:** The Texas Ethics Commission Form CIQ, Conflict of Interest Questionnaire, that follows this page must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the proposal.



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<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		<b>OFFICE USE ONLY</b>
<p><b>1 Name of vendor who has a business relationship with local governmental entity.</b></p>		<p>Date Received</p>
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3 Name of local government officer about whom the information is being disclosed.</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</b></p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 100px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 100px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>		
<p><b>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</b></p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>		



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## **ATTACHMENT "G"**

### **EQUAL OPPORTUNITY AND NONDISCRIMINATION**

The (**Respondent Name**) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I of the Workforce Investment Act of 1998, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I financially assisted program or activity. (**Respondent Name**) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

### **EEO Laws, Rules, Guidelines, Regulations**

(**Respondent Name**) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders. Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 37 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age(40-70). based on race, color, handicap, religion, sex, national origin, or age(40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.



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(**Respondent Name**) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (**Respondent Name**) takes positive steps to eliminate any systematic discrimination from personnel practices. (**Respondent Name**) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

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Name of Organization/Firm

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Signature of Authorized Representative

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Date

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Print Name and Title of Authorized Representative



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**ATTACHMENT "H"**

**FELONY CONVICTION DISCLOSURE STATEMENT.**

**Instruction to respondent:** This form must be completed legibly, either handwritten or typed. A duly authorized of Respondent must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the proposal.

Pursuant to Texas Education Code Section 44.034, Notification of Criminal History of Contractor, "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Additionally, in accordance with this state law, "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required [...] or misrepresented the conduct resulting in the conviction." In this event, "The district must compensate the person or business entity for services performed before the termination of the contract." Section 44.034 "does not apply to a publicly held corporation."

I, the undersigned agent for \_\_\_\_\_ ("Respondent"), certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

- ☐ Respondent is a publicly held corporation; therefore, this reporting requirement is not applicable.
- ☐ Respondent is not owned or operated by anyone who has been convicted of a felony.
- ☐ Respondent is owned or operated by the following individual(s) who has/have been convicted of a felony, as disclosed below:

Name of Individual(s): \_\_\_\_\_

General description of the conduct resulting in the conviction of a felony:

\_\_\_\_\_

Name of Individual: \_\_\_\_\_

General description of the conduct resulting in the conviction of a felony:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed





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CRIMINAL HISTORY REVIEW OF RESPONDENT EMPLOYEES.

**Instruction to respondent:** This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must initial and sign this form in blue ink. Failure to complete this form pursuant to this instruction will disqualify the proposal.

I, the undersigned agent for \_\_\_\_\_ ("Respondent"), certify that [check one]:

☐ None of the employees of Respondent and any subcontractors are "covered employees" as defined above. If this box is checked, I further certify that Respondent has taken precautions or imposed conditions to ensure that the employees of Respondent and any subcontractor will not become covered employees. Respondent will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

☐ Some or all of the employees of Respondent and any subcontractor are "covered employees." If this box is checked, I further certify that:

1. Respondent has obtained all required criminal history and/or fingerprinting record information regarding its covered employees through the Ohio Department of Public Safety as required by law.
2. If Respondent receives information that a covered employee subsequently has a reported criminal history, Respondent will immediately remove the covered employee from contract duties and notify IDEA Greater Cincinnati in writing within three business days.
3. Upon request, Respondent will provide IDEA Greater Cincinnati with the name and any other requested information regarding covered employees so that IDEA Greater Cincinnati may obtain criminal history record information on the covered employees.
4. If IDEA Greater Cincinnati objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Respondent agrees to discontinue using that covered employee to provide services to IDEA Greater Cincinnati.
5. All covered employees hired after January 1, 2008, have completed the required background check process prior to performing any duties related to IDEA Greater Cincinnati or having any direct contact with students.

I understand that non-compliance with this certification by Respondent may be grounds for contract termination and/or barring disqualified persons from performing the work.

\_\_\_\_\_  
Signature of Respondent

\_\_\_\_\_  
Date



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Ohio Revised Code Section 3314.41 requires entities that contract with charter schools to provide essential school services to obtain a criminal history and/or fingerprinting record information regarding “covered employees.”

**Definitions:**

“*Covered Employees*”: Any employee of a contractor or subcontractor who will perform essential school services as defined under R.C. 3314.41.

“*Disqualifying Criminal History*”: Any conviction or guilty plea of any offense prohibited by R.C. 3319.39.

Any contractor seeking to enter into a service agreement with IDEA Greater Cincinnati must comply with the requirements of R.C. 3314.41, and shall conduct an appropriate criminal records check prior to beginning services. Contractors who fail to follow this process will not be allowed to provide services to IDEA Greater Cincinnati.



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**ATTACHMENT "I"**

**CERTIFICATION REGARDING LOBBYING**

**PROCUREMENT**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, or an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the awarding of Federal contract, the making of a Federal grant, the making of a Federal Loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the awarded documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Organization Name: \_\_\_\_\_

PR/Award Number or Project:

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

\_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### **ATTACHMENT "J"**

#### **CERTIFICATION REGARDING DEBARMENT OR SUSPENSION**

Pursuant to Executive Orders 12549 and 12689 and the implementing federal regulations in Parts 180 and 200 of Title 2 of the Code of Federal Regulations relating to debarment and suspension, IDEA Public Schools is prohibited from contracting with parties that are suspended or debarred or whose owner(s), member(s) and/or principal(s) and certain employees are suspended or debarred. Respondent must certify that it and its owner(s), member(s) and/or principal(s) are not suspended or debarred under federal law and rule.

I, the undersigned agent for \_\_\_\_\_ ("Respondent"), certify that no suspension, debarment, proposed debarment, declaration of ineligibility or voluntary exclusion from participation is currently in effect, which would otherwise preclude Respondent or its owner(s), member(s) principal(s) or employees from receiving a federally funded contract under applicable federal statutes and regulations.

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Signature of Authorized Representative

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Date Signed



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**ATTACHMENT "K"**

**DEVIATIONS AND EXCEPTIONS.**

**Instruction to respondent:** This form must be completed legibly, either handwritten or typed. A duly authorized representative of Respondent must sign this form in blue ink. On this form, identify and describe any deviations and exceptions to the terms, conditions, specifications, or other requirements of the IFB. If necessary, attach additional pages. IDEA Public Schools reserves the right to accept or reject any proposal based upon any deviation(s) or exception(s) identified hereon or any other modification of the IFB.

- ☐ The Respondent, named below, hereby declares and represents that it will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB without deviation and exception.
- ☐ The Respondent, named below, hereby declares and represents that it will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB except as follows:

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(For additional deviations and exceptions, refer to additional pages attached herewith.)

I, the undersigned agent for \_\_\_\_\_ ("Respondent"), certify that Respondent will fully comply with the terms, conditions, specifications and other requirements set forth in the IFB except as identified and described on this form, including any additional pages attached hereto.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed



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**Additional Page to Attachment K.**

[illegible]



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## **ATTACHMENT “L”**

### **SPECIFICATIONS – PRICING**

Attachment L must be completed and submitted with bid response. **Attachment “L” is available for download as a separate document on our website along with this bid document.**

#### **Lawn Maintenance Bid Sheet**

Campus	Total Price for Lawn Maintenance	Total Price for Tree Maintenance	Total Price for Irrigation System	Total Price for Fertilizer Application	Total Price (USD)
Price Hills					
Valley View					

*This bid will be based on the price per lawn and price per sq. ft. Vendor shall review the site prior to servicing to assess the work that is needed and identify the square footage. Bidders will submit the price per lawn and price per sq. ft.*

**Please attach the following in this bid package:**

- 1. Certificate of Insurance**
- 2. Requested narratives mentioned in Section 7: Scope of Work**





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### **ATTACHMENT "M"**

#### **Campuses Serviced**

<b>Region</b>	<b>Campus</b>	<b>Address</b>
Cincinnati	Price Hills	2700 GLENWAY AVE, Cincinnati, OH 45204
Cincinnati	Valley View	1011 GLENDALE MILFORD RD, Cincinnati, OH 45215



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## **ATTACHMENT "N"**

### **TERMS & CONDITIONS FOR CONTRACTS PAID WITH FEDERAL FUNDS**

**Instruction to bidder:** With respect to the use of federal funds for the procurement of goods and services, pursuant to § 200.326 of Title 2 to the Code of Federal Regulations ("2 CFR") and Appendix II to 2 CFR 200, the following contract provisions are hereby made a part of this IFB and the resulting contract between IDEA Public Schools ("School") and Bidder. A duly authorized representative must sign this form in blue ink. Failure to complete this form pursuant to this and other instruction shall disqualify the bid.

- A. **Remedies for Contract Breach or Violations.** Contracts for more than the simplified acquisition threshold currently set at \$250,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.
- B. **Termination for Cause and Convenience.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the School, including the manner by which it will be affected and the basis for settlement.
- C. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- D. **Davis-Bacon Act.** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by School must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. School must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. School must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The School must report all suspected or reported violations to the Federal awarding agency.
- E. **Contract Work Hours and Safety Standards Act.** Where applicable, all contracts awarded by School



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in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- G. Clean Air Act and the Federal Water Pollution Control Act. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Energy Efficiency Standards and Policies. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- I. Debarment and Suspension. A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- J. Byrd Anti-Lobbying. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier.
- K. Procurement of Recovered Materials. School and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The



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requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

I, the undersigned agent for the company named below, represent that the company agrees to the contract provisions set forth on this form.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed



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**ATTACHMENT "O"**

**VENDOR PACKET**

**IDEA OHIO VENDOR PACKET INCLUDED IN FOLLOWING PAGES**



We appreciated your interest in becoming a vendor with IDEA Greater Cincinnati. Before we can set you or your business up in our software system and do business with you, please fill out and return the vendor packet in its entirety.

Here are a few things to keep in mind:

- Does your business accept purchase orders?
- Do not perform services or fulfill any orders without an approved purchase order in place.
- IDEA Greater Cincinnati is not responsible for materials, supplies or equipment delivered without an approved purchase order.
- IDEA Greater Cincinnati has a 30 day net payment policy.
- IDEA Greater Cincinnati does not pre-pay vendors for service goods.
- Do not over ship or substitute items from the original purchasing order unless pre-approved by the Purchasing or Accounts Payable Supervisor.
- Invoices must be rendered on the date of complete shipment of all materials/items on the purchase order. Separate billing for partial shipments is not allowed unless other arrangements have been done with the Purchasing or Accounts Payable Supervisor.
- IDEA Greater Cincinnati will verify if your business has been debarred or suspended on [www.sam.gov](http://www.sam.gov).
- IDEA Greater Cincinnati will verify information on your W9 with the IRS website for TIN matching.
- All invoices should be sent to [payableOH@ideapublicschools.org](mailto:payableOH@ideapublicschools.org) for processing. If you have any questions, contact Stacy Frank at 225-572-0771 or [stacy.frank@ideapublicschools.org](mailto:stacy.frank@ideapublicschools.org).

# Request for Taxpayer Identification Number and Certification

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

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

Print or type.  
See Specific Instructions on page 3.

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

## Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person <sup>a</sup>	Date <sup>a</sup>
-----------	---------------------------------------	-------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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





## ACH Vendor Payment Enrollment Form

(Only for use with banks within the United States)

This form authorizes IDEA Public Schools to make payments to a business or individual electronically. It is the responsibility of the vendor to notify IDEA Public Schools of pertinent payee or company information and or bank account changes in writing. IDEA Public Schools shall be entitled to rely on the authorization herein until it receives 45 days written notice of any change from the vendor. **Please type or print.**

### Section 1: Payee / Company Information

Vendor Name: \_\_\_\_\_

Social Security Number or Federal Identification Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Email:** \_\_\_\_\_

(\*This is mandatory to send payment confirmation notification to vendor when payments are initiated  
by IDEA Accounts Payable Department via Munis system.)

### Section 2: Account Information (For Accuracy Provide Voided Check)

☐

Personal Account

☐

Business Account

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

Bank Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ (must be 9 digits)

Vendor Bank Account Number: \_\_\_\_\_ Checking ☐ Savings ☐

### Section 3: Authorization

Authorized Signature

Print Name

Title

Date

### Section 4: Submit Information to

IDEA Greater Cincinnati

OR

[Stacy.Frank@ideapublicschools.org](mailto:Stacy.Frank@ideapublicschools.org)



IDEA Public Schools  
**VENDOR MAINTENANCE FILE**

Approval to add Vendor to IDEA list

☐ New Vendor (check one)

☐ Revision to Vendor File

Name: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Remit to Address (if different)**

Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
Alt.Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Vendor's Identification Number**

[ ] Individual's Social Security Number \_\_\_\_\_ i.e.(123-45-6789)  
Business / Company's Employer I.D. # \_\_\_\_\_ i.e.(74-1234567)  
Is this business / company / entity incorporated? \_\_\_\_\_ (Circle one)

**We pay this vendor for the following (Check as many as applicable)**

Purchase Goods (*Explain Products*) \_\_\_\_\_

[ ] Rent Products, equipment,etc.  
[ ] Medical Payments  
[ ] Personal Services (*repairs,consultants,other services,etc.*)  
Employee Reimbursements  
[ ] Travel Related (*mileage,meals,hotels,taxi,plane,fare,conference fees,etc*)

**Form 1099: Box 1**  
**Form 1099: Box 6**  
**Form 1099: Box 7**

Requested by: \_\_\_\_\_  
signature

\_\_\_\_\_ Date

**Business Office Use Only**

Signature

Date

Approved by			1099 Vendor: YES / NO ( <i>Circle One</i> )
Posted by			IF YES: 1099 BOX NO. <input type="text"/>

\* This form must be filled out by IDEA employees- not by vendors.  
\*TYPE OR PRINT\*

Vendors will not be added on system without an email or phone number provided.  
All sections of this form must be filled out in order to process.  
Turn in forms to Purchasing Department:  
Stacy Batiste-Frank, Purchasing Clerk, Ph. 225-572-0771 | Stacy.Frank@ideapublicschools.org

## **Criminal History Review of Contractor Employees**

Ohio Revised Code Section 3314.41 requires entities that contract with charter schools to provide essential school services to obtain a criminal history and/or fingerprinting record information regarding “covered employees.”

### **Definitions:**

“*Covered Employees*”: Any employee of a contractor or subcontractor who will perform essential school services as defined under R.C. 3314.41.

“*Disqualifying Criminal History*”: Any conviction or guilty plea of any offense prohibited by R.C. 3319.39.

Any contractor seeking to enter into a service agreement with IDEA Greater Cincinnati must comply with the requirements of R.C. 3314.41, and shall conduct an appropriate criminal records check prior to beginning services. Contractors who fail to follow this process will not be allowed to provide services to IDEA Greater Cincinnati.

## CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES

**Please complete the information below:**

I, the undersigned agent for \_\_\_\_\_ (“Contractor”), certify that [check one]:

☐ None of the employees of Contractor and any subcontractors are “covered employees” as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

*Or*

☐ Some or all of the employees of Contractor and any subcontractor are “covered employees.” If this box is checked, I further certify that:

1. Contractor has obtained all required criminal history and/or fingerprinting record information regarding its covered employees through the Ohio Department of Public Safety as required by law.
2. If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify IDEA Greater Cincinnati in writing within three business days.
3. Upon request, Contractor will provide IDEA Greater Cincinnati with the name and any other requested information regarding covered employees so that IDEA Greater Cincinnati may obtain criminal history record information on the covered employees.
4. If IDEA Greater Cincinnati objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Contractor agrees to discontinue using that covered employee to provide services to IDEA Greater Cincinnati.
5. All covered employees hired after January 1, 2008, have completed the required background check process prior to performing any duties related to IDEA Greater Cincinnati or having any direct contact with students.

I understand that non-compliance with this certification by Contractor may be grounds for contract termination and/or barring disqualified persons from performing the work.

\_\_\_\_\_  
Signature of Contractor Official

\_\_\_\_\_  
Date



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## **ATTACHMENT "P"**

### **Insurance Requirements**

Vendor is required to provide IDEA with copies of certificates of insurance, name and address of Vendor, the limits of liability, the effective dates of each policy, and policy number shall be delivered to IDEA prior to the commencement of any work under this Agreement. All policies of insurance shall waive all rights of subrogation against IDEA. The insurance company ensuring the vendor shall be licensed in the State of Ohio and shall be acceptable to IDEA. Vendor shall give IDEA a minimum of thirty (30) days - notice prior to any modifications or cancellation of said Agreement to maintain coverage as specified below. Proof of insurance coverage must be submitted with the proposal.

- A. Workman's Compensation/Employer's Liability:
  - State & Statutory Limits
  - i. \$500,000 Each Occurrence
  - ii. Waiver of Subrogation
- B. Commercial General Liability:
  - i. \$1,000,000 Each Occurrence
  - ii. \$2,000,000 General Aggregate
  - iii. \$500,000 Personal and Advertising Injury
  - iv. Additional Insured Endorsement
- C. Automotive Liability:
  - i. \$1,000,000 Combined Single Limit

**Attach copy of COI here**



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# **END OF IDEA PUBLIC SCHOOLS IFB**

**PACKAGE FOR FACILITIES DEPARTMENT**