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.
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
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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
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 $806.8 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 publics 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 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 time, throughout this school year.
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
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
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
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
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
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 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
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
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
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
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 402xxxx05-55300 (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
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

WHERAS, 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
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
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
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
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

(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)
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:
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 Used by the Month

(See page 1181)

Employee Demographics (EEO-4) Report

(See page 1182)

Insurance Summary Report

(See page 1183)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

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 it 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

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,
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

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

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 17\(^{th}\).

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 18\(^{th}\). 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 fulfill 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

- 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.

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 Khruschev'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

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<th>Name of Program</th>
<th>Date of Program</th>
<th>Total # of Attendees</th>
<th># of Adults</th>
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<th># of Juveniles</th>
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PROFESSIONAL DEVELOPMENTS AND MEETINGS

Monthly staff meeting held May 20 in Eastman Reading Garden

TechCentral Assistant Manager, Melissa Canan

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Location</th>
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<tr>
<td>5/5/21</td>
<td>Public Services Managers Meeting</td>
<td>Virtual- Teams</td>
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<td>5/10/21</td>
<td>Libraries 2.0 brainstorm session</td>
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<td>Digital Ambassadors</td>
<td>Virtual- Zoom</td>
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<tr>
<td>5/11/21</td>
<td>Libraries 2.0 brainstorm session</td>
<td>Virtual- Zoom</td>
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<td>5/12/21</td>
<td>DIF Monthly Cohort Meeting</td>
<td>Virtual- Google meet</td>
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<td>5/12/21</td>
<td>NDIA webinar/discussion- Why People Say No to “Free Internet” and What to Do About It</td>
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<td>NDIA webinar/discussion- Filling the Gap- Building Subsidized &amp; Affordable Broadband</td>
<td>Virtual- Zoom</td>
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<tr>
<td>5/19/21</td>
<td>Work Session- OMJCC and CPL</td>
<td>Virtual- Zoom</td>
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<tr>
<td>5/25/21</td>
<td>Monthly DIF Check-in with Leana</td>
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Library Assistant-Computer Emphasis, Allison Collins

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<td>Reopening Task Force meeting</td>
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<td>05/19/21</td>
<td>SEIU-CPL Chapter leadership monthly meeting</td>
<td>RingCentral</td>
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<tr>
<td>Date</td>
<td>Topic</td>
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<td>5/5</td>
<td>Dealing with Hostile and Potentially Dangerous Library Users</td>
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<td>Virtual Outreach: Social Services and Public Health at the Boston Public Library during the COVID-19 Pandemic</td>
<td>NEO-RLS Webinar</td>
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<td>Assertiveness for the Unassertive</td>
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<td>5/13</td>
<td>FIT Meeting</td>
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<td>5/18</td>
<td>Harvest for Hunger Meeting</td>
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<th>Topic</th>
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<tbody>
<tr>
<td>5/3</td>
<td>Personal Empowerment - Emotional Intelligence Training Discussion</td>
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<tr>
<td>5/4</td>
<td>Public Service Managers Meeting; Re-Opening Committee</td>
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<td>5/11</td>
<td>Digital Ambassadors</td>
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<td>5/12</td>
<td>Re-Opening Committee</td>
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<tr>
<td>5/18</td>
<td>CPL Board Finance Meeting</td>
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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 on 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

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 Pujolans. 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, BBTTTC 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 Gielty 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 reimagined 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 Volunteers, 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 as 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 Reopening 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
      o Benesch Law
      o Cleveland Neighborhood Progress
      o 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 Capuozzo, 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
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:


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:

http://www.latrensatoldeo.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:

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
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.

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 groundbreakings. #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**

![Total Engagements](#)

<table>
<thead>
<tr>
<th>Total Engagements</th>
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</thead>
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<td>Post Link Clicks</td>
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![Total Engagements](#)

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![Total Engagements](#)

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<td>Other Post Clicks</td>
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</table>
PROPERTY MANAGEMENT

Carpenters

- 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

<table>
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<tr>
<th>Month</th>
<th>Total Dispatch Activity</th>
<th>Total Alarms</th>
<th>Branch Incidents</th>
<th>Downtown Campus Incidents</th>
<th>Incident Reports Gen.</th>
<th>CPL access activities</th>
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<td>13</td>
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<td>11</td>
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</table>
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 emedia. 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.
# GIFT REPORT FOR MAY 2021

## Library Service Materials

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<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
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<tbody>
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<td>Books</td>
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<tr>
<td>Periodicals</td>
<td>21</td>
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<tr>
<td>Publishers Gifts</td>
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<td>10</td>
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<tr>
<td>Non-Print Materials</td>
<td>151</td>
<td>1,298</td>
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Total Library Service Materials: 988 (Year to date: 3,081)

## Technology Resources

<table>
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<tr>
<th>Type</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Tech Gifts*</td>
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Total Technology Resources: 2 (Year to date: 99)

## Money Gifts

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<th>Purpose</th>
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<tr>
<td>Library Fund</td>
<td>Restricted</td>
<td>100</td>
<td>2,642</td>
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<tr>
<td>Young Fund</td>
<td>Restricted</td>
<td>0</td>
<td>12,892</td>
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<tr>
<td>Founders Fund</td>
<td>Restricted</td>
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<td>28,100</td>
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<td>Judd Fund</td>
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<td>Lockwood Thompson Fund</td>
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<td>98,908</td>
<td>98,908</td>
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<tr>
<td>Tech Centers</td>
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<td>40,100</td>
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</table>

Total Money Gifts: $139,108 (Year to date: $257,455)

## Summary

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<th>Category</th>
<th>Donors</th>
<th>Quantity</th>
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<td>988</td>
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<td>Technology Resources</td>
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<tr>
<td>Money Gifts</td>
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<td>31</td>
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TOTAL GIFTS: 31 (Year to date: 90) 994 (Year to date: 3,214)

*See attached report for current month's donations*
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<tr>
<th>QTY</th>
<th>DATE</th>
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<th>Serial</th>
<th>Model</th>
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Dear Bryan,

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

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Fund Description</th>
<th>Actual Uncumbered Balance as of 1-Jan-21</th>
<th>&quot;Taxes/PLF&quot; from: $</th>
<th>&quot;Taxes/PLF&quot; to $</th>
<th>&quot;Other Sources&quot; from: $</th>
<th>&quot;Other Sources&quot; to $</th>
<th>Overall Increase/Decrease $</th>
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<td>$37,339,195.00</td>
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<td>901</td>
<td>Unclaimed Funds</td>
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<tr>
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<td>CLEVNET Fines &amp; Fees</td>
<td>$5,804.82</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

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 Municipal Public Library ($74,824) and the equity received for the vehicle lease settlement ($47,824.14); the MyCom fund for closing out prior year grants ($191.87); the Tech Centers fund for the BBTTC REACH Award ($100); and the Coronavirus Relief fund for estimated interest income ($1,000).

Thank You,

Carrie Kosenichy
Treasurer/CFO
Cleveland Public Library

June 8, 2021
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:

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<thead>
<tr>
<th>Fund</th>
<th>Unencumbered Balance</th>
<th>General Property Tax</th>
<th>P.L.F.</th>
<th>Other Sources</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$36,550,206.71</td>
<td>$37,339,195.00</td>
<td>$23,461,821.97</td>
<td>$1,235,813.51</td>
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<td>$7,408,539.48</td>
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<td><strong>Totals/Subtotals</strong></td>
<td><strong>$118,962,632.86</strong></td>
<td><strong>$37,339,195.00</strong></td>
<td><strong>$23,461,821.97</strong></td>
<td><strong>$29,232,682.58</strong></td>
<td><strong>$208,996,332.41</strong></td>
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</table>

Budget Commission
# CLEVELAND PUBLIC LIBRARY
## 2021 APPROPRIATION: SIXTH AMENDMENT
### JUNE 17, 2021

### GENERAL FUND

**CERTIFIED REVENUE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Prior Certificate</th>
<th>Increase/Decrease</th>
<th>Amended Certificate</th>
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<tbody>
<tr>
<td>Unencumbered Cash January 1</td>
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<td>Taxes - General Property</td>
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<td>Public Library Fund (PLF)</td>
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<td>23,461,821.97</td>
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<td>State Rollbacks/CAT</td>
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<td>Fines and Fees</td>
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<td>Earned Interest</td>
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<td>Restricted Gifts</td>
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<td>-</td>
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<tr>
<td>Unrestricted Gifts</td>
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<td>Miscellaneous</td>
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<td>Return of Advances/(Advances Out)</td>
<td>(85,000.00)</td>
<td>-</td>
<td>(85,000.00)</td>
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</tbody>
</table>

**TOTAL RESOURCES**

| Prior Certificate | 98,587,037.19 | - | 98,587,037.19 |

### APPROPRIATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Original Appropriation</th>
<th>Increase/Decrease</th>
<th>Amended Appropriation</th>
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</thead>
<tbody>
<tr>
<td>Salaries/Benefits</td>
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<td>Purchased/Contracted Services</td>
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<td>9,863,710.00</td>
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<tr>
<td>Library Materials/Information</td>
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<td>Capital Outlay</td>
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<td>1,105,724.22</td>
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<tr>
<td>Other Objects</td>
<td>137,533.26</td>
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<td>137,533.26</td>
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**SUBTOTAL OPERATING**

| Prior Certificate | 58,062,862.33 | - | 58,062,862.33 |

| Transfers | 20,588,329.59 | - | 20,588,329.59 |

**TOTAL APPROPRIATION**

| Prior Certificate | 78,651,191.92 | - | 78,651,191.92 |

---

https://devnet-my.sharepoint.com/personal/carrie_krenicky_cpl_org/Documents/admg1/MSOffice/Appropriation/Year
2021/2021 Amendments Adm & Bd.xlsx

6th Amend
## SPECIAL REVENUE FUNDS

<table>
<thead>
<tr>
<th>CERTIFIED REVENUE</th>
<th>Prior Certificate (1)</th>
<th>Increase/Decrease</th>
<th>Amended Certificate (2)</th>
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</thead>
<tbody>
<tr>
<td>Anderson Endowment for the Blind</td>
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<td>Founders</td>
<td>1,225,477.37</td>
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<td>Kaiser</td>
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<tr>
<td>Kraley</td>
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<tr>
<td>Library</td>
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<tr>
<td>Pepke</td>
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</tr>
<tr>
<td>Wickwire</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Wittke</td>
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<td></td>
</tr>
<tr>
<td>Young</td>
<td></td>
<td></td>
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<tr>
<td>Friends</td>
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<td>Ohio Center for the Book</td>
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<td>Schweinfurth</td>
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<td><strong>TOTAL APPROPRIATION</strong></td>
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<td>10,791,371.68</td>
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## DEBT SERVICE FUND

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<th>Amended Certificate (2)</th>
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<tbody>
<tr>
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<table>
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<th>Increase/ Decrease</th>
<th>Amended Appropriation</th>
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## CAPITAL PROJECT FUNDS

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<tbody>
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<table>
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<th>Original Appropriation</th>
<th>Increase/ Decrease</th>
<th>Amended Appropriation</th>
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| TOTAL APPROPRIATION | 9,357,500.62 | 10,476,607.00 | 19,834,107.62 |
## PERMANENT FUNDS

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<th>Amended Appropriation</th>
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<td>Abel</td>
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<tr>
<td>Ambler</td>
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<tr>
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<td></td>
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<tr>
<td>Thompson</td>
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<tr>
<td>Weidenthal</td>
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<tr>
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<td>50,000.00</td>
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<tr>
<td>Beard Anna Young</td>
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**TOTAL APPROPRIATION** | **72,323.00** | **-** | **72,323.00**

## AGENCY FUNDS

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<th>Original Appropriation</th>
<th>Increase/Decrease</th>
<th>Amended Fund Balance/</th>
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</thead>
<tbody>
<tr>
<td>Unclaimed Funds</td>
<td>9,005.09</td>
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<td>9,005.09</td>
</tr>
<tr>
<td>CLEVNET Fines &amp; Fees</td>
<td>5,804.82</td>
<td></td>
<td>5,804.82</td>
</tr>
</tbody>
</table>

**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.

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

(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”

<table>
<thead>
<tr>
<th>Branch / Project</th>
<th>Guaranteed Maximum Price</th>
<th>Owner’s Construction Contingency</th>
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<tbody>
<tr>
<td>Jefferson Branch</td>
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<tr>
<td>West Park Branch</td>
<td>$4,014,826</td>
<td>$175,025</td>
</tr>
<tr>
<td>Central Distribution Facility</td>
<td>$5,003,163</td>
<td>$217,313</td>
</tr>
</tbody>
</table>
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
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TAB 01</th>
<th>Exhibit A: GMP Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAB 02</td>
<td>GMP Cost Summary and Breakdown</td>
</tr>
<tr>
<td>TAB 03</td>
<td>Economic Inclusion Breakdown</td>
</tr>
<tr>
<td>TAB 04</td>
<td>Basis Documents</td>
</tr>
<tr>
<td>TAB 05</td>
<td>Clarifications and Assumptions</td>
</tr>
<tr>
<td>TAB 06</td>
<td>Fixed Rate Schedule</td>
</tr>
<tr>
<td>TAB 07</td>
<td>Allowances</td>
</tr>
<tr>
<td>TAB 08</td>
<td>Alternates</td>
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<tr>
<td>TAB 09</td>
<td>Unit Cost</td>
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<td>TAB 10</td>
<td>Project Schedule</td>
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<td>TAB 11</td>
<td>Site Logistics</td>
</tr>
<tr>
<td>TAB 12</td>
<td>Site Specific Safety Plan</td>
</tr>
<tr>
<td>TAB 13</td>
<td>Market Trends</td>
</tr>
</tbody>
</table>
TAB 01 Exhibit A: GMP Amendment
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 disbursement 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 __________, 200_ 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:

<table>
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<tr>
<th>Modification</th>
<th>Date</th>
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§ 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:
TAB 02 Cost Summary and Breakdown
### Guaranteed Maximum Price (GMP) Breakdown

<table>
<thead>
<tr>
<th>Bid Package Trade</th>
<th>SUBCONTRACTOR</th>
<th>SBE/MBE/WBE</th>
<th>% Participation</th>
<th>Certification</th>
<th>Price</th>
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<td>01A</td>
<td>General Trades</td>
<td>JWT &amp; Associates, LLC</td>
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<td>Selective Demolition &amp; Abatement</td>
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<td>22A</td>
<td>HVAC / Plumbing / Fire Protection</td>
<td>Diversified Piping &amp; Mechanical, Inc.</td>
<td>16 SBE, MBE &amp; FBE</td>
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<td>Electrical</td>
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<td>27A</td>
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<td>Einheit Electric</td>
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<td>31A</td>
<td>Site: Earthwork/Utilities/Landscape</td>
<td>Platform Cement, Inc.</td>
<td>17 SBE, MBE &amp; FBE</td>
<td>$144,600</td>
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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: $1,408,277

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% $-1

Payment and Performance Bonds: 0.63% $11,136

CM Fee: 2.00% $34,658

Total Guaranteed Maximum Price: $1,767,563

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**Note:**
- SBE/MBE/WBE Participation Certification Price:
  - 100 SBE, MBE & FBE $689,294
  - 80 SBE, MBE & FBE $49,400
  - 16 SBE, MBE & FBE $241,300
  - 100 SBE & FBE $107,900
  - 100 SBE & MBE $82,532
  - 17 SBE, MBE & FBE $144,600
  - 100 SBE & FBE $17,676
  - 100 SBE & MBE $221,792

---

**GMP Cost Summary and Breakdown**

10 of 48
TAB 03 Economic Inclusion Breakdown
### ECONOMIC INCLUSION BREAKDOWN

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<th>BID PACKAGE NO. &amp; DESCRIPTION</th>
<th>SUBCONTRACTOR</th>
<th>MBE %</th>
<th>FBE %</th>
<th>SBE %</th>
<th>GMP VALUE</th>
<th>% Participation</th>
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<td>JWT &amp; Associates, LLC</td>
<td>100%</td>
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Subtotals 35% 51% 65% $1,341,677 80% $1,072,747

CPL Economic Inclusion Enterprise Goals 20% 9% 15%
TAB 04 Basis Documents
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## DRAWINGS

**G1.1** TITLE SHEET

**G1.2** CODE DATA, WALL TYPES, AND NOTES

**G1.3** ACCESSIBILITY

**1 OF 1** EXISTING CONDITIONS SURVEY

**C0.0** NOTES AND LEGENDS

**C1.0** DEMOLITION PLAN

**C2.0** SITE LAYOUT PLAN

**C3.0** UTILITY PLAN

**C4.0** GRADING PLAN

**C5.0** SWPP PLAN

**C6.0** PAVEMENT DETAILS

**C7.0** DETAILS

**C8.0** SWPP PLAN DETAILS

**C9.0** SWPP PLAN DETAILS

**C10.0** SWPP PLAN DETAILS

**L1.0** LANDSCAPE PLAN

**S0.1** GENERAL NOTES

**S0.2** GENERAL NOTES AND SPECIAL INSPECTIONS

**S0.3** SPECIAL INSPECTIONS

**S1.1** FOUNDATION AND FRAMING PLANS

**S2.1** SECTIONS

**S3.1** TYPICAL DETAILS

**S3.2** TYPICAL DETAILS

**AD1.1** BASEMENT DEMOLITION PLAN

**AD1.2** FIRST FLOOR DEMOLITION PLAN

**AD2.2** FIRST FLOOR DEMOLITION REFLECTED CEILING PLAN

**A1.1** BASEMENT PLAN

**A1.2** FIRST FLOOR PLAN

**A2.1** BASEMENT REFLECTED CEILING PLAN

**A2.2** FIRST FLOOR REFLECTED CEILING PLAN

**A3.1** ROOF PLAN AND DETAILS

**A4.1** EXTERIOR ELEVATIONS

**A4.2** EXTERIOR ELEVATIONS ALTERNATE A-7

**A5.1** SECTIONS AND WALL SECTIONS

**A6.1** DETAILS

**A6.2** DETAILS

**A7.1** ENLARGED PLAN AND SECTIONS

**A8.1** INTERIOR ELEVATIONS

**A8.2** INTERIOR ELEVATIONS AND CASEWORK
### BASIS DOCUMENTS

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### OTHER DOCUMENTS

- 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
TAB 05 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.**
<table>
<thead>
<tr>
<th>Clarifications and Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>18  This GMP does not currently incorporate all alternates shown in the Alternate section. Approved alternates will be added or deducted from the GMP as noted in the financial summary.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>20  No retainage shall be held on Gilbane fee, general conditions, or insurance.</td>
</tr>
<tr>
<td>21  If an owner audit is required it shall be performed and completed within 8 weeks of the Certificate of Occupancy.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>23  Excludes costs/fees for environmental permits.</td>
</tr>
<tr>
<td>24  Excludes all cost and schedule impacts resulting from Federal Government proclamations or imposed tariffs enacted after GMP approval.</td>
</tr>
<tr>
<td>25  The GMP is based on the Site Logistics Drawings included Site Logistics section. Any deviations will be a change to the GMP.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>28  The only security provision included in the GMP is the perimeter site fence.</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>30  Owner Soft Costs and Equipment costs (not shown within the documents) are not included in the Guaranteed Maximum Price.</td>
</tr>
<tr>
<td>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 &amp; 19.</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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<td>34  All Request for Information (RFI) will be responded to within 72 hours from submission to the Architect.</td>
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The following will be provided by Cleveland Public Library:
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

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.

1. 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

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<table>
<thead>
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<tr>
<td>3</td>
<td>Excludes any blocking for Owner Furniture, Fixtures, and Equipment unless indicated in the documents.</td>
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<tr>
<td>4</td>
<td>Independent 3rd party testing, inspection and Commissioning costs are provided by the Owner.</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>5</td>
<td>Payment for the building permit is the responsibility of Owner, the CM will obtain the permit from the City of Cleveland.</td>
</tr>
<tr>
<td>6</td>
<td>Temporary Utility Consumption Costs is by Owner.</td>
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<tr>
<td>7</td>
<td>Excludes all utility company charges associated with connecting, relocating or removing permanent utilities.</td>
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<tr>
<td>8</td>
<td>The owner’s vendors and consultants must abide by the Gilbane Site Specific Safety Plan</td>
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<tr>
<td>9</td>
<td>Excludes final keying. All locks to be provided with keyed alike construction cores (except millwork). Final Key cores will be installed by the Owner.</td>
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#### CM Contingency

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<td>1</td>
<td>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.</td>
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#### Allowances

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<td>1</td>
<td>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.</td>
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#### Changes in Work (Out of Scope)

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<td>1</td>
<td>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.</td>
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<tr>
<td>2</td>
<td>CM Fee will not be returned on deduct changes.</td>
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#### Exclusions

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<tr>
<td>1</td>
<td>Removal of existing furniture</td>
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<tr>
<td>2</td>
<td>Roof replacement of the existing roof</td>
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<tr>
<td>3</td>
<td>Existing structure and/or foundations supplemental work is excluded.</td>
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<tr>
<td>4</td>
<td>Furniture, fixtures and equipment</td>
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<tr>
<td>5</td>
<td>Glass film</td>
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<tr>
<td>6</td>
<td>No standalone mockups</td>
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<tr>
<td>7</td>
<td>Repair to City Streets and existing sidewalks</td>
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#### Logistics and Schedule

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<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Refer to Tab 11 for the site utilization plan</td>
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<td>3</td>
<td>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.</td>
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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 subcontracts 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

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

### Site work / Earthwork / Earth Retention / Site Improvements

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Allowance, alternatives and scope information included on the boring location drawing in the geotechnical report prepared by PSI is excluded.</td>
</tr>
<tr>
<td>2</td>
<td>All rock removal and replacement are excluded.</td>
</tr>
<tr>
<td>3</td>
<td>Excludes all remediation, disposal and replacement of hazardous, unsuitable, and regulated materials.</td>
</tr>
<tr>
<td>4</td>
<td>Excludes any third-party monitoring such as vibration, sound, temperature, humidity, etc.</td>
</tr>
<tr>
<td>5</td>
<td>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”.</td>
</tr>
<tr>
<td>6</td>
<td>We exclude unsuitable soils and undercuts. We exclude unforeseen obstructions such as tanks, foundations, etc.</td>
</tr>
<tr>
<td>7</td>
<td>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.</td>
</tr>
<tr>
<td>8</td>
<td>Exploratory digging to locate existing utilities is excluded from this GMP and is assumed to be by Owner.</td>
</tr>
<tr>
<td>9</td>
<td>Topsoil screening is excluded. Topsoil will be respread and rockhounded. Any soil amendments will be surf ace applied only.</td>
</tr>
</tbody>
</table>

### Foundations

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
</table>

### Concrete

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excludes Winter conditions for concrete work as it is not anticipated per the current project schedule.</td>
</tr>
<tr>
<td>2</td>
<td>Curing of concrete shall be with a curing compound. Wet cure is excluded.</td>
</tr>
<tr>
<td>3</td>
<td>FF/FL testing will be performed by the Owners Testing Agency.</td>
</tr>
</tbody>
</table>
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**

- Waterproothing, Roofing, Insulation, Façade and Metal Panels
  1. Only 300 sf 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**

- 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**

- Special Equipment

**Casework and Residential Items**

1. Library book shelving is not included. Owner provided.

**Plumbing**

- 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

**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.
TAB 06 Fixed Rate Schedule
# Contract Approved Labor Billing Rates Updated 8/1/2020

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Billing Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Project Executive</td>
<td>Ed Valentine</td>
<td>$172.85</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Marcellus Byrd</td>
<td>$123.00</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Varies</td>
<td>$85.00</td>
</tr>
<tr>
<td>Chief Estimator - MEPFP</td>
<td>Alice Dean</td>
<td>$128.00</td>
</tr>
<tr>
<td>Scheduler</td>
<td>Jason Ohlson</td>
<td>$77.00</td>
</tr>
<tr>
<td>Safety Manager</td>
<td>Bill Crossley</td>
<td>$92.00</td>
</tr>
</tbody>
</table>

**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
TAB 07 Allowances
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Owner Allowance</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Book Lockers</td>
<td>By Owner</td>
</tr>
<tr>
<td>2</td>
<td>New Exterior Monument Sign</td>
<td>$15,000</td>
</tr>
<tr>
<td>3</td>
<td>New Dedication Plaque &amp; Installation</td>
<td>$500</td>
</tr>
<tr>
<td>4</td>
<td>Miscellaneous Information &amp; Wayfinding Signage</td>
<td>$3,000</td>
</tr>
<tr>
<td>5</td>
<td>Interior Branding and Graphics for Library</td>
<td>$15,000</td>
</tr>
<tr>
<td>6</td>
<td>BP01A Additional Repointing of Exterior Brick</td>
<td>$5,000</td>
</tr>
<tr>
<td>7</td>
<td>After completion of design, construct a children's feature</td>
<td>Accepted as an Alternate $5,000</td>
</tr>
<tr>
<td>8</td>
<td>Temporary Partition Infill After Demolition</td>
<td>$5,000</td>
</tr>
<tr>
<td>9</td>
<td>Addendum No. 2 - Additional Demolition</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$48,500</strong></td>
</tr>
<tr>
<td></td>
<td>Owner Allowance Included in Bid Packages</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>BP01C Surveying</td>
<td>$6,500</td>
</tr>
<tr>
<td>2</td>
<td>BP02A Unforeseen Abatement</td>
<td>$15,000</td>
</tr>
<tr>
<td>3</td>
<td>BP10A Building Signage (Life Safety)</td>
<td>$5,000</td>
</tr>
<tr>
<td>4</td>
<td>BP27A Miscellaneous Technology System Work</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$31,500</strong></td>
</tr>
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</table>
TAB 08 Alternates
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Add / Deduct</th>
<th>Value</th>
<th>Accepted / Pending / Rejected</th>
<th>Last Date of Acceptance</th>
<th>Date of Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BP26A - A-1. REPLACE EXISTING 1x4 FIXTURES IN EAST BAY OF LIBRARY (AT LOW CEILING) WITH LIGHT FIXTURE TYPE “C” (LITLIMA: 28x76 60 A 6021 18BR3) AS INDICATED ON DRAWINGS. EXISTING CEILINGS TO REMAIN. REFER TO SECTION 261500 “INTERIOR LIGHTING”.</td>
<td>Add</td>
<td>$5,500</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BP26A - A-2. PROVIDE NEW LED WALL MOUNTED FIXTURES, TYPE “J” (MARK ARCHITECTURAL LIGHTING: S3X04 4FT 1 N 35 522 S 520 WHT) IN MAIN SPACE OF LIBRARY AS INDICATED ON DRAWINGS. REFER TO SECTION 261500 “INTERIOR LIGHTING”.</td>
<td>Add</td>
<td>$25,000</td>
<td>Accepted</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>3</td>
<td>BP1A - A-4. INSTALL ALL ’P’ x ’15-0” CANOPY ABOVE EXTERIOR DOOR 115. REFER TO DETAILS 14, 16, AND 20 ON SHEET A6.2 FOR ASSEMBLY AND MOUNTING INFORMATION. REFER TO SECTION 107700 “PRE- MANUFACTURED CANOPIES”.</td>
<td>Add</td>
<td>$19,200</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>BP1A - A-4. PROVIDE COOLVID DUAL REFLECTIVE 95 WINDOW FILM TO APPROXIMATELY 450 SF OF EXISTING SKYLIGHTS. REFER TO SECTION 88700 “ARCHITECTURAL WINDOW FILMS”.</td>
<td>Add</td>
<td>$8,680</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BP1A - 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 A1 ON DRAWINGS SHEET G1. REFER TO WALL TYPE A1 ON DRAWINGS SHEET G1. REFER TO FLOOR PLAN, INTERIOR ELEVATIONS, IO SHEETS AND ’5’ DRAWINGS. NEW ELECTRICAL CONDUITS AND RECEPTACLE BOXES TO BE CONCEALED WITHIN WALL TYPE. REFER TO SECTION 74215 “STAINLESS STEELWALL TILES”.</td>
<td>Add</td>
<td>$42,300</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>BP1A - A-7. PROVIDE STAINLESS STEEL WALL TILES BY MILLENNIUM TILES IN LIEU OF SOLID PHENOLIC PANELS COLOR-1 AT EXTERIOR AS INDICATED ON SHEET A4. CANOPY SOFFIT AND (2) VERTICAL WALLS ADJACENT TO NEW ENTRY (DOOR 103A) TO BE SOLID PHENOLIC PANELS COLOR-2 AS INDICATED ON SHEET A4. REFER TO SECTION 74215 “STAINLESS STEELWALL TILES”.</td>
<td>Add</td>
<td>$31,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>BP1A - A-8. PROVIDE CUSLMT-BUILT CHILD BENCH AND SHELVING FEATURE IN CHILDREN’S AREA. REFER TO SHEET A8.3.</td>
<td>Add</td>
<td>$27,697</td>
<td>Accepted</td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>BP1A - A-9. PROVIDE CUSLMT-BUILT CHILD BENCH AND SHELVING FEATURE IN CHILDREN’S AREA. REFER TO SHEET A8.3.</td>
<td>Add</td>
<td>$27,697</td>
<td>Accepted</td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>BP1A - A-9. PROVIDE LUMP SUM TO REALLOCATE EXISTING ELECTRIC/TELE DUCT BANK AT THE NEW BIO-RETENTION CELL AND RETAIN. ASSUME 100LF OF 4” PVC DUCT BANK AND 4” PVC TELECOM FOR BIDDING PURPOSES. REFER TO NOTE 4 ON DRAWING C3.0.</td>
<td>Add</td>
<td>$5,600</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>BP22A - AB 35 Linear Grilles</td>
<td>Add</td>
<td>$33,650</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>BP26A - E1.2 Type Fixtures in Multi-Purpose 106 Room</td>
<td>Add</td>
<td>$4,200</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>BP26A - Ucharge to provide an MB supplier</td>
<td>Add</td>
<td>$4,200</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>The Gilbane Building Company GMP Staffing is based on the Master Plan/GMP Deduct ($40,346)</td>
<td>Deduct</td>
<td>($40,346)</td>
<td>Accepted</td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Convert CM General Conditions and Staff on all Projects to Lump Sum ($1,000 per job)</td>
<td>Deduct</td>
<td>($1,000)</td>
<td>Rejected</td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Accepted</td>
<td></td>
<td>$1,351</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alternate values as presented do not include Gilbane Mark-ups.
TAB 09 Unit Cost
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Last Date of Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No applicable unit cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TAB 10 Project Schedule
# Project Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masterplan/GMP Schedule with a data date</td>
<td>June 1, 2021</td>
</tr>
<tr>
<td>Project released in May 2021 Board Technology</td>
<td></td>
</tr>
<tr>
<td>GMP Approval Date</td>
<td>6/17/2021</td>
</tr>
<tr>
<td>Construction Start</td>
<td>7/6/2021   (Gilbane Alternate)</td>
</tr>
<tr>
<td>Substantial Completion Date (Certificate of Occupancy)</td>
<td>2/17/2022 (Gilbane Alternate)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/6/2022</td>
</tr>
</tbody>
</table>
The Cleveland Public Library Phase 1 A projects  Construction Management at Risk Services

Request for proposal and Schematic Design Schedule

GMP Schedule June 2021

Gilbane Proposed Deductive Alternate based on the Bid Schedule

CM Services (Staffing and Gen. Conditions)

$ 181,558

Construction Start 1/27/2021
Construction Completion 10/31/21

CM Services (Staffing and Gen. Conditions)

$ 221,792

Construction Start 7/6/2021
Construction Completion 4/5/2022

Credit for Accel. Schedule

$ (40,346) CPL Budget 2/25/21 (DD Final)

$ 181,446 $ 181,446
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01·Jun·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>05·Jul·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>12·Aug·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>23·Aug·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>01·Sep·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>08·Sep·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>06·Oct·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>14·Nov·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>22·Dec·21</td>
<td>Project Complete</td>
</tr>
<tr>
<td>1·Jan·22</td>
<td>Project Complete</td>
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<td>10·Jan·22</td>
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<tr>
<td>18·Feb·22</td>
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<td>04·Nov·22</td>
<td>Project Complete</td>
</tr>
<tr>
<td>12·Dec·22</td>
<td>Project Complete</td>
</tr>
</tbody>
</table>

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

- **Start Date:** 01·Jan·20
- **Finish Date:** 01·Mar·21
- **Run Date:** 08·Jun·21 18:37

**Program of Required Work (PRW) - Corridor Design**

- **A1600** General Design Development
- **A1605** General Design Development
- **A1610** General Design Development
- **A1615** General Design Development

**Schedule:**

- **A1400** FFIA - Schedule Data
- **A1405** FFIA - Schedule Data
- **A1410** FFIA - Schedule Data
- **A1415** FFIA - Schedule Data

**C.C. Hunsberger**

- **C.C. Hunsberger - Design Development**

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

- **Start Date:** 01·Jan·20
- **Finish Date:** 01·Mar·21
- **Run Date:** 08·Jun·21 18:37

**Program of Required Work (PRW) - Corridor Design**

- **A1600** General Design Development
- **A1605** General Design Development
- **A1610** General Design Development
- **A1615** General Design Development

**Schedule:**

- **A1400** FFIA - Schedule Data
- **A1405** FFIA - Schedule Data
- **A1410** FFIA - Schedule Data
- **A1415** FFIA - Schedule Data

**C.C. Hunsberger**

- **C.C. Hunsberger - Design Development**

- **Final Schedule Design**

- **C.C. Hunsberger - Design Development**

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

- **Start Date:** 01·Jan·20
- **Finish Date:** 01·Mar·21
- **Run Date:** 08·Jun·21 18:37

**Program of Required Work (PRW) - Corridor Design**

- **A1600** General Design Development
- **A1605** General Design Development
- **A1610** General Design Development
- **A1615** General Design Development

**Schedule:**

- **A1400** FFIA - Schedule Data
- **A1405** FFIA - Schedule Data
- **A1410** FFIA - Schedule Data
- **A1415** FFIA - Schedule Data

**C.C. Hunsberger**

- **C.C. Hunsberger - Design Development**

- **Final Schedule Design**

- **C.C. Hunsberger - Design Development**

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

- **Start Date:** 01·Jan·20
- **Finish Date:** 01·Mar·21
- **Run Date:** 08·Jun·21 18:37

**Program of Required Work (PRW) - Corridor Design**

- **A1600** General Design Development
- **A1605** General Design Development
- **A1610** General Design Development
- **A1615** General Design Development

**Schedule:**

- **A1400** FFIA - Schedule Data
- **A1405** FFIA - Schedule Data
- **A1410** FFIA - Schedule Data
- **A1415** FFIA - Schedule Data

**C.C. Hunsberger**

- **C.C. Hunsberger - Design Development**

- **Final Schedule Design**

- **C.C. Hunsberger - Design Development**
### Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)

<table>
<thead>
<tr>
<th>Task</th>
<th>Start Date</th>
<th>Finish Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1000</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - Architecture</td>
</tr>
<tr>
<td>A1100</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - Structural Engineering</td>
</tr>
<tr>
<td>A1200</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - Civil Engineering</td>
</tr>
<tr>
<td>A1300</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - MEP</td>
</tr>
<tr>
<td>A1400</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - Technology</td>
</tr>
<tr>
<td>A1500</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - Landscape Architecture</td>
</tr>
<tr>
<td>A1600</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - Interior Design</td>
</tr>
<tr>
<td>A1700</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - Construction Management</td>
</tr>
<tr>
<td>A1800</td>
<td>01-Jan-20</td>
<td>01-Mar-21</td>
<td>Concept Design Development - Administration</td>
</tr>
</tbody>
</table>

### A1000 Concept Design Development - Architecture

<table>
<thead>
<tr>
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<th>Finish Date</th>
<th>Description</th>
</tr>
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<td>A1010</td>
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<td>A1020</td>
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<td>A1030</td>
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</table>

### A1100 Concept Design Development - Structural Engineering

<table>
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<td>A1120</td>
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### A1200 Concept Design Development - Civil Engineering

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<td>A1220</td>
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### A1300 Concept Design Development - MEP

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### A1400 Concept Design Development - Technology

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### A1500 Concept Design Development - Landscape Architecture

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### A1600 Concept Design Development - Interior Design

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### A1700 Concept Design Development - Construction Management

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### A1800 Concept Design Development - Administration

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<td>01-Jan-20</td>
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### Start Date: 01-Jan-20
### Finish Date: 01-Mar-21

### Run Date: 09-Jun-21 18:37

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**Note:** The schedule is subject to change based on project progress and external factors. For the latest updates, please refer to the project management system or contact the project team.
<table>
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<th>Finish Date: 01-Mar-24</th>
<th>Data Date: 01-Jun-21</th>
<th>Run Date: 08-Jun-21 18:37</th>
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<td><strong>Gilbane</strong></td>
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<th>Duration</th>
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<td>06-Jun-23</td>
<td>55 days</td>
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<tr>
<td>62090</td>
<td>09-Jan-20</td>
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<td>55 days</td>
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</table>

**Notes:**
- Reinforcing Rebar
- Sinking Works
- Great Drilled Areas
- More Details

**Symbols:**
- ● Rebar embeddings and attachment
- ○ Great Drilled Areas
- □ Reinforcing Rebar

**Contact:**
- Gilbane
  - Phone: 123-456-7890
  - Email: info@gilbane.com

**Website:**
[Link to Cleveland Public Library](http://www.clevelandlibrary.org)
TAB 11 Site Logistics
TAB 12 Site Specific Safety Plan (Cover Page Only)

Safety plan can be provided upon request
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
Note: Gypsum and Acoustic Ceiling Panes have increased by 20% since January 2021. PPI Tables have not caught up to the current pricing data.
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
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
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAB 01</td>
<td>Exhibit A: GMP Amendment</td>
</tr>
<tr>
<td>TAB 02</td>
<td>GMP Cost Summary and Breakdown</td>
</tr>
<tr>
<td>TAB 03</td>
<td>Economic Inclusion Breakdown</td>
</tr>
<tr>
<td>TAB 04</td>
<td>Basis Documents</td>
</tr>
<tr>
<td>TAB 05</td>
<td>Clarifications and Assumptions</td>
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<td>TAB 06</td>
<td>Fixed Rate Schedule</td>
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<td>TAB 07</td>
<td>Allowances</td>
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<td>TAB 08</td>
<td>Alternates</td>
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<td>TAB 09</td>
<td>Unit Cost</td>
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<td>TAB 10</td>
<td>Project Schedule</td>
</tr>
<tr>
<td>TAB 11</td>
<td>Site Logistics</td>
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<tr>
<td>TAB 12</td>
<td>Site Specific Safety Plan</td>
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<tr>
<td>TAB 13</td>
<td>Market Trends</td>
</tr>
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</table>

Copy of GMP Template GSMS Formatted 052720.xlsx
Table of Contents
TAB 01 Exhibit A: GMP Amendment
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: $________
§ 4.1.6 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:

<table>
<thead>
<tr>
<th>Modification</th>
<th>Date</th>
</tr>
</thead>
</table>

§ 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:
TAB 02 Cost Summary and Breakdown
## Guaranteed Maximum Price (GMP) Breakdown

<table>
<thead>
<tr>
<th>Bid Package No. &amp; Description</th>
<th>Subcontractor</th>
<th>% Participation</th>
<th>Certification</th>
<th>GMP Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01A General Trades / C&amp;S / Fit-Out</strong></td>
<td>JWT &amp; Associates</td>
<td>100</td>
<td>MBE &amp; FBE</td>
<td>$1,142,528</td>
</tr>
<tr>
<td>Temporary Partitions/Safety/(Dumsters)</td>
<td>Unbought Scope - TBD</td>
<td></td>
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<td>$35,884</td>
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<td><strong>01B Final Cleaning</strong></td>
<td>incl. in BP01A</td>
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<td>$5,000</td>
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<tr>
<td><strong>01C Surveying - Allowance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>02A Selective Demolition &amp; Abatement</strong></td>
<td>Petty Group</td>
<td>100</td>
<td>MBE &amp; SBE</td>
<td>$188,000</td>
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<td><strong>05A Structural &amp; Misc. Steel</strong></td>
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<td><strong>07A Roofing</strong></td>
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<td>MBE, FBE &amp; SBE</td>
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<td><strong>10A Exterior Sign</strong></td>
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<td><strong>14A Elevator</strong></td>
<td>Schindler Elevator Corporation</td>
<td>0</td>
<td>MBE, FBE &amp; SBE</td>
<td>$67,700</td>
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<td><strong>21A Mechanical(HVAC / Plumb / FF)</strong></td>
<td>Automatic Mechanical Corporation</td>
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<td>MBE, FBE &amp; SBE</td>
<td>$637,625</td>
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<td><strong>26A Electrical</strong></td>
<td>Legacy Electric, LLC</td>
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<td>FBE &amp; SBE</td>
<td>$325,000</td>
</tr>
<tr>
<td><strong>27A Tel / Data</strong></td>
<td>Technology Install Partners</td>
<td>100</td>
<td>FBE</td>
<td>$43,400</td>
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<td><strong>31A Site Work - All Components</strong></td>
<td>R.J. Platten Contracting Company</td>
<td>100</td>
<td>MBE, FBE &amp; SBE</td>
<td>$244,216</td>
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</table>

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):
- Coronavirus Impact Contingency: $251,925
- Construction Contingency: 2.75% $96,264
- Accepted Alternates (reference alternates tab): $4,600

Subtotal: Cost of Work $3,869,888

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
TAB 03 Economic Inclusion Breakdown
<table>
<thead>
<tr>
<th>BID PACKAGE NO. &amp; DESCRIPTION</th>
<th>SUBCONTRACTOR</th>
<th>MBE %</th>
<th>FBE %</th>
<th>SBE %</th>
<th>GMP VALUE</th>
<th>% Participation</th>
<th>Diversity Value</th>
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<tr>
<td>01A General Trades / C&amp;S / Fit-Out</td>
<td>JWT &amp; Associates</td>
<td>100%</td>
<td>30%</td>
<td>50%</td>
<td>$1,142,528</td>
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<td>02A Selective Demolition &amp; Abatement</td>
<td>Petty Group</td>
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<td>100%</td>
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<td>N/A</td>
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<td>Industrial First, Inc.</td>
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<td>30%</td>
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<td>14A Elevator</td>
<td>Schindler Elevator Corporation</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>$67,700</td>
<td>0%</td>
<td>$67,700</td>
</tr>
<tr>
<td>22A Mechanical (HVAC / Plumb / FP)</td>
<td>Automatic Mechanical Corporation</td>
<td>63%</td>
<td>5%</td>
<td>32%</td>
<td>$637,625</td>
<td>100%</td>
<td>$637,625</td>
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<tr>
<td>26A Electrical</td>
<td>Legacy Electric, LLC</td>
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<td>100%</td>
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<td>100%</td>
<td>$325,000</td>
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<tr>
<td>27A Tel / Data</td>
<td>Technology Install Partners</td>
<td>0%</td>
<td>100%</td>
<td>0%</td>
<td>$43,400</td>
<td>100%</td>
<td>$43,400</td>
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<tr>
<td>31A Site Work - All Components</td>
<td>R.J. Platten Contracting Company</td>
<td>9%</td>
<td>11%</td>
<td>79%</td>
<td>$244,216</td>
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<td>Subcontractor Totals</td>
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CPL Economic Inclusion Enterprise Goals

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TAB 05 Clarifications & 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 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 1 st 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.
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.

No retainage shall be held on Gilbane fee, general conditions, or insurance.

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.

Excludes costs/fees for environmental permits.

The GMP is based on the Site Logistics Drawings included Site Logistics section. Any deviations will be a change to the GMP.

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.

This GMP includes achieving enterprise goals of 9% FBE, 20% MBE and 15% SBE. Changes are excluded from the WBE/MBE goals.

The only security provision included in the GMP is the perimeter site fence.

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)

Owner Soft Costs and Equipment costs (Not shown within the documents) are not included in the Guaranteed Maximum Price.

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.

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.

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.

All Request for Information (RFI) will be responded to within 72 hours from submission to the Architect.

Unless specified, no samples or product data will be provided for named products, except for color.

Benchmarks will be conducted at the first install of material for conformance to the contract requirement in accordance with the Gilbane Quality Plan.
<table>
<thead>
<tr>
<th></th>
<th>Clarifications and Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>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.</td>
</tr>
<tr>
<td>39</td>
<td>The project is not a LEED project and no costs have been carried as it relates to this certification process or meeting any requirements.</td>
</tr>
<tr>
<td>40</td>
<td>Professional video recording of Owner Training is excluded, however video recording where required by the specifications and allowed by equipment manufactures.</td>
</tr>
<tr>
<td>41</td>
<td>Professional photography or webcam for construction progress and completion is excluded.</td>
</tr>
<tr>
<td>42</td>
<td>Design Team AutoCAD/Rev-it files shall be provided to Gilbane and its trade contractors at no cost.</td>
</tr>
<tr>
<td>43</td>
<td>Gilbane will coordinate with the Owner’s vendors and equipment suppliers but do not include the management time for the installation.</td>
</tr>
<tr>
<td>44</td>
<td>Owner to provide LCP diversity tracking software for utilization by Gilbane and the subcontractors.</td>
</tr>
<tr>
<td>45</td>
<td>Assumes the integrity of the existing utilities are adequate for new construction, including new connections and capacities.</td>
</tr>
<tr>
<td>46</td>
<td>Deferred maintenance costs have been excluded. The maintenance items previously identified should be incorporated with in the construction documents.</td>
</tr>
<tr>
<td>47</td>
<td>Gilbane to use existing space in the West Park Library Branch to establish temporary office space.</td>
</tr>
</tbody>
</table>

The following will be provided by Cleveland Public Library:

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

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 Builder’s 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.

All moving, relocation, and final connection to building utilities of existing Owner or user group possessions and equipment are by the Owner.
<table>
<thead>
<tr>
<th></th>
<th>Clarifications and Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Excludes any blocking for Owner Furniture, Fixtures, and Equipment unless indicated in the documents.</td>
</tr>
<tr>
<td>4</td>
<td>Independent 3rd party testing, inspection and Commissioning costs are provided by the Owner.</td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>Payment for the building permit is the responsibility of the Owner, the CM will obtain the permit from the City of Cleveland.</td>
</tr>
<tr>
<td>7</td>
<td>Temporary utility consumption costs is by owner.</td>
</tr>
<tr>
<td>8</td>
<td>Excludes all utility company charges associated with connecting, relocating or removing permanent utilities.</td>
</tr>
<tr>
<td>9</td>
<td>The owner's vendors and consultants must abide by the Gilbane site specific safety plan.</td>
</tr>
<tr>
<td>10</td>
<td>Excludes costs for Temporary elevator use for Owner's vendors.</td>
</tr>
<tr>
<td>11</td>
<td>Excludes final keying. All locks to be provided with keyed alike construction cores (except millwork). Final Keying to be performed by the Owner.</td>
</tr>
<tr>
<td>CM Contingency</td>
<td>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.</td>
</tr>
<tr>
<td>Allowances</td>
<td>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.</td>
</tr>
<tr>
<td>Changes in Work (Out of Scope)</td>
<td>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.</td>
</tr>
<tr>
<td>1</td>
<td>Fee will not be returned on deduct changes.</td>
</tr>
<tr>
<td>EXCLUSIONS</td>
<td>Removal of existing furniture</td>
</tr>
<tr>
<td>2</td>
<td>Existing structure and/or foundations supplemental work is excluded.</td>
</tr>
<tr>
<td>3</td>
<td>FF&amp;E is excluded.</td>
</tr>
<tr>
<td>4</td>
<td>Furniture fixtures and equipment</td>
</tr>
<tr>
<td>5</td>
<td>No standalone mockups</td>
</tr>
<tr>
<td>6</td>
<td>PSI Asbestos Abatement report dated, 04/27/2021 is excluded.</td>
</tr>
<tr>
<td>7</td>
<td>Repair to City Streets and existing sidewalks</td>
</tr>
<tr>
<td>LOGISTICS AND SCHEDULE</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Refer to Tab 11 for the site utilization plan</td>
</tr>
<tr>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>
The schedule is based on the following assumptions:
- Utilization of exiting 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 a 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.
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

### 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.

### 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

### Special Equipment

### 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 Schindler 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.
<table>
<thead>
<tr>
<th>Clarifications and Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Electrical**

<table>
<thead>
<tr>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 All primary cabling, pad-mounted transformers are provided by the Utility Company and paid for by the Owner.</td>
</tr>
<tr>
<td>2 Excludes lightning protection or grounding unless specified and designed.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>4 Excludes electrical load bank testing.</td>
</tr>
</tbody>
</table>

**Low Voltage**

<table>
<thead>
<tr>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Excludes any additional structural steel support required for A/V, Tel/Data or Security penetrations through concrete slabs.</td>
</tr>
<tr>
<td>2 Integration of Owner supplied systems (security, AV, Tel/data) to the fire alarm is excluded.</td>
</tr>
<tr>
<td>3 End devices are being furnished by the Cleveland Public Library and installed by contractor</td>
</tr>
<tr>
<td>4 Scanning of existing floor slabs prior to cutting the floor is excluded.</td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Product</th>
<th>Load</th>
<th>Openings</th>
<th>Speed</th>
<th>Stops</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3100 MRL</td>
<td>3500</td>
<td>2F</td>
<td>100</td>
<td>2</td>
</tr>
</tbody>
</table>

**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 etc.
12. Proposal does not include meeting any business enterprise requirements/goals, such as SBE, FBE, MBE, etc.
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 lift 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.

Project: CPL West Park Branch
Estimate #0201956781
Date: 5/20/2021
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 troubleshoot, 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rates</td>
<td>$218 per man hour, straight time, $381 per man hour, overtime</td>
</tr>
<tr>
<td></td>
<td>$436 per team hour, straight time, $762 per team hour, overtime</td>
</tr>
<tr>
<td>Operator Time</td>
<td>$2,180 per day (10 straight time hours, half day minimum)</td>
</tr>
<tr>
<td>Storage</td>
<td>$2,000 per month per unit (no prorate)</td>
</tr>
<tr>
<td>Remobilization</td>
<td>$3,500 per occurrence</td>
</tr>
<tr>
<td>Failed Inspection by Others</td>
<td>$3,500 per each failed inspection (not by Schindler)</td>
</tr>
<tr>
<td>Pretest</td>
<td>$1,500 per each pretest</td>
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Schindler Elevator Corporation  
18013 Cleveland Parkway  
Suite 140  
Cleveland, OH 44135

**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,

[Signature]

Derick Johannsen

ACKNOWLEDGED AND ACCEPTED BY

<table>
<thead>
<tr>
<th>Gilbane</th>
<th>Schindler Elevator Corporation</th>
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<td>By</td>
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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
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 be at variance with the conditions indicated by the Purchaser, or should unknown physical conditions below the surface of the ground 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.

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.

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.

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.

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.
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.
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 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" (0.61 m) 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.
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. 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: +/-1 in ( +/-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
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 Blackout/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 blackout/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 + 26" (+700mm), additional structural support at CDH + 26" (+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 2.7.2). 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.

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5.8 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.
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 then 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.
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 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.
Product: Schindler 3100
Application: 3100 MRL
Capacity: 2500 lbs  General Purpose
Speed: 100 F P
Travel: 10 Ft. 8'00 In.
Cwt Location: Side
Stops: 2 (2 Front / 0 Rear)
Power Supply: 208 Volts  60 Hz 3 Phase
Sprinklers In Hoistway: N
Doors: Two Speed Side Opening 01 RH

Opening Size: 3 Ft. 6.00 In. X 7 Ft. 0.00 In.
Cab Height: 7 Ft. 9 In.
Cab Type: 3300
Pit Depth: 5 Ft. 0 In.
Overhead: 12 Ft. 8 In.
Inside Cab Width: 6'9 5/16"
Inside Cab Depth: 4'4 13/16"
Hoistway Width: 8 Ft. 8.00 In.
Hoistway Depth: 6 Ft. 11.00 In.
Seismic Equipment: N
NFPA Code Year: 2016

Cab:
Cab Walls LH Side: 441 #4 Stainless Steel
Cab Walls RH Side: 441 #4 Stainless Steel
Cab Walls Rear: 441 #4 Stainless Steel
Base, Frieze, Reveal: Aluminum
Front Return, Transom: 441 #4 Stainless Steel
Cab Doors: 441 #4 Stainless Steel
Canopy: Schindler
Ceiling Type: LED Down Light - Round Spots
Ceiling Finish: Stainless Steel 441
Cab Sill Type: Aluminum
Sill Extensions
Handrail Type: Straight Rectangular
Handrail Finish: Brushed Aluminum
Handrail Location: Sides & Rear
Handrail Row Qty: 1
Platform Recess: 0.375
Protective Pads: 1 Set(s)
Protective Pads Source: Schindler
Cab Finished Floor: Vinyl Tile By Others

Features:
Follow IBC - 2015
Audible Gong (Std)
Infrared Door Protection (Std)
Phase Monitor Relay (Std)
Independent Service/HES (Std)
Top Exit Lock
FER Door Operator
T127 Rails
Keyed Emergency Stop Switch
Top Exit Switch
ADA Compliant Phone
Sliding Guide Shoes
1 Speed Fan
2 Hoistway Access Switches
Firefighter's Service Phase 2
Class B Fire Rating For Cab
Top Exit Guard
Smoke Detector Provisions
Automatic Evacuation
Pit Guard Source: GC
STM - With Fire Retardant

Entrances:
Emergency Escutcheons
Doors:
(2) 441 #4 Stainless Steel
Frames:
(2) 441 #4 Stainless Steel
Sills:
(2) Aluminum
Sill Mounting:
(2) Easy Match

Hall Fixtures:
Hall Fixtures Type:
Jamb Mounted
Hall Fixtures Finish:
(2) Stainless steel 301 Push Buttons
(1) Separate FER Switch

Hall Fixtures:
Hall Fixtures Type:
Jamb Mounted
Hall Fixtures Finish:
(2) Stainless steel 301 Push Buttons
(1) Separate FER Switch

New Product Service;
12 Months, 8 Hours Callback

Visit Our Website at www.us.schindler.com

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

05/20/21 9:04AM

39 of 70
05/20/2021
Schindler Elevator Corporation
Elevator Power Data

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

**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 manufacturer's 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.

Note 1 - Maximum Fault Current before disconnect
Label must show Maximum Available Fault Current at Primary of Disconnect

Note 2 - Local EC must provide proof of building SCCR Current Calculations. Manufacturer and model of fuse with supporting fuse charts to show compliance of NEC Code upon request.

Note 3 - Maximum Fault Current after mitigation to be Labeled
"Apparent RMS Symmetrical Fault Current" at Secondary of Disconnect. Must not exceed Elevator Equipment rating of 5k SCCR.

To Elevator Equipment

Figure 1- SCCR Labelling Diagram
Figure 2: Sample Label
SHUNT TRIP CONTROL WIRING DIAGRAM

Shunt Trip Control

From Feeder:

L1  L2  L3  GND

Shunt Trip Device

Fused Elevator Disconnect (JH)

Non-Fused Elevator Disconnect (JH1)

3 Phase 208-480VAC
Ground
Low Voltage 24V
Shunt Trip Voltage 120VAC

To Elevator Equipment in one conduit
To Elevator Equipment (Dry Contact in separate conduit)

Figure 3: Shunt Trip Wiring
Figure 5.
See Layouts for exact location of equipment in Overhead and pit.
TAB 06 Fixed Rates
### Contract Approved Labor Billing Rates Updated 8/1/2020

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

**Site Services Labor at the following fixed rates**: 8/1/2020

#### Trade Classification

<table>
<thead>
<tr>
<th>Trade Classification</th>
<th>2020 Fixed Billing Rate ($)</th>
<th>(4% Annual Adjustment For Inflation January 1, 2021, 2022, 2023 Allowed by Agreement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter, Foreman</td>
<td>$172.85</td>
<td>Regular Time $, Premium Time $, Double Time $ 117.63/$152.43/$199.13</td>
</tr>
</tbody>
</table>

* 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.
TAB 07 Allowances
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BP02A - Removal of bulbs and ballast</td>
<td>$5,000</td>
</tr>
<tr>
<td>2</td>
<td>BP02A - Electrical make safe work</td>
<td>$1,000</td>
</tr>
<tr>
<td>3</td>
<td>BP26A - Payment of power, utility service installation charges.</td>
<td>$20,000</td>
</tr>
<tr>
<td>4</td>
<td>BP26A - Installation of additional Fire Alarm initiation and notification appliances</td>
<td>$10,000</td>
</tr>
<tr>
<td>5</td>
<td>Additional Floor Prep</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$41,000</td>
</tr>
</tbody>
</table>

Owner Allowance Included in Bid Packages

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BP01A - Millwork. Reference Note 2 on A101</td>
<td>$5,000</td>
</tr>
<tr>
<td>2</td>
<td>BP01A - Room signage not yet scheduled</td>
<td>$5,000</td>
</tr>
<tr>
<td>3</td>
<td>BP01A - Additional misc. steel not identified</td>
<td>$5,000</td>
</tr>
<tr>
<td>4</td>
<td>BP01C - Surveying</td>
<td>$5,000</td>
</tr>
<tr>
<td>5</td>
<td>BP10A - Signage (Graphics &amp; Exterior Sign)</td>
<td>$29,124</td>
</tr>
<tr>
<td>6</td>
<td>BP27A Miscellaneous Technology System Work</td>
<td>$5,000</td>
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<tr>
<td></td>
<td>Total</td>
<td>$54,124</td>
</tr>
</tbody>
</table>
TAB 08 Alternates
## Alternates

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Add / Deduct</th>
<th>Value</th>
<th>Accepted / Pending / Rejected</th>
<th>Last Date of Acceptance</th>
<th>Date of Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BP31A: A1 - Add walks from Lorain and 157th, Lorain Ave bus stop and 157th</td>
<td>Add</td>
<td>$17,000</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>St; and addition of concrete stairs and patio at 157th entrance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BP31A: A2 - Mill and resurface parking lot.</td>
<td>Add</td>
<td>$19,240</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>3</td>
<td>BP01A: A3 - Interior Vestibule - Storefront, framing, doors and hardware, and</td>
<td>Add</td>
<td>$20,000</td>
<td>Accepted as an allowance</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>power operator.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>BP01A: A4 - Add west facing window well into children's library.</td>
<td>Add</td>
<td>$12,075</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>5</td>
<td>BP01A: A5 - Add frosted window film per WF-01.</td>
<td>Add</td>
<td>$8,797</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>6</td>
<td>BP01A: A6 - Install Falkbuilt interior glazed partitions and doors at interior</td>
<td>Add</td>
<td>$25,979</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>glazing areas in lieu of Drive.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>BP01A: A7 - Removal of after hours function for community room.</td>
<td>Deduct</td>
<td>TBD</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>8</td>
<td>AB - Furnish and install surge protection devices (SPOS) on the main</td>
<td>Add</td>
<td>$3,150</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>distribution panel/MDP.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>BP01A: A9 - Add window W-2 and 2&quot; white aluminum blinds between corridor</td>
<td>Add</td>
<td>$250</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>and 107A.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>BP01A: A10 - Provide Stax Cliprail picture hanging system.</td>
<td>Add</td>
<td>$4,100</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>11</td>
<td>A11 - Not used.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>BP01A: A12 - Additional changing stations at restrooms 802 and 107 for (4)</td>
<td>Add</td>
<td>$3,704</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>total.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>BP01A: A13 - Add direct applied acoustic panels to angled portions of existing</td>
<td>Add</td>
<td>$14,892</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>reading room ceiling.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>BP31A: A14 - Add textured concrete or printed text/works/poetry at face of</td>
<td>Add</td>
<td>$2,500</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>stair treads and/or new pavement.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>A15 - Add P33ALT direct/indirect pendant fixture at (24) indicated locations.</td>
<td>Add</td>
<td>$9,000</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>16</td>
<td>BP01A: A16 - Eliminate pendant light fixture P1 and decorative acoustic</td>
<td>Deduct</td>
<td>($7,100)</td>
<td>Accepted</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>hangings AD-1 and associated blocking and supports, wiring and controls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>BP26A: A16 - Eliminate pendant light fixture P1 and decorative acoustic</td>
<td>Deduct</td>
<td>($3,500)</td>
<td>Accepted</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>hangings AD-1 and associated blocking and supports, wiring and controls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>BP31A: A17 - Add landing and stone stairs in lawn at 157th street entrance.</td>
<td>Add</td>
<td>$7,000</td>
<td>Accepted</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>19</td>
<td>In lieu of Legacy Electric, contract with Enel Electric.</td>
<td>Add</td>
<td>$90,002</td>
<td>Accepted</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>20</td>
<td>Convert CM General Conditions and Staff on all Projects to Lump Sum ($5,100</td>
<td>Deduct</td>
<td>($1,000)</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>per job).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>The Gilbane Building Company GMP Staffing is based on the Master Plan/GMP</td>
<td>Deduct</td>
<td>($4,600)</td>
<td>Accepted</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td></td>
<td>schedule.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Accepted ($4,600)
TAB 09 Unit Cost
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Last Date of Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exterior WAP Rough-in (WAP device provided by Owner for Contractor Install)</td>
<td>EA</td>
<td>$500</td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rough-in Requirements for Technology Faceplate</td>
<td>EA</td>
<td>$300</td>
<td>06/30/21</td>
<td></td>
</tr>
</tbody>
</table>
TAB 10 Project Schedule
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masterplan /GMP Schedule with a data date</td>
<td>June 1, 2021</td>
</tr>
<tr>
<td>Project released in May 2021 Board</td>
<td></td>
</tr>
<tr>
<td>Demolition and Abatement Technology</td>
<td></td>
</tr>
<tr>
<td>GMP Approval Date for the balance of the</td>
<td>6/17/2021</td>
</tr>
<tr>
<td>Construction Start</td>
<td>7/20/2021  (Gilbane Alternate)</td>
</tr>
<tr>
<td>Substantial Completion Date</td>
<td>5/11/2022  (Gilbane Alternate)</td>
</tr>
</tbody>
</table>

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

| Request for proposal and Schematic Design Schedule |
|----------------|----------------|----------------|
|                | 2020           | 2021           | 2022           |
| Library Branch | F M A           | J A S O N D     | F M A           | J A S O N D     | F M A | J A S O N D |
| West Park      |                |                |                |
|                | Preconstruction 10 mo | Construction 11mo |
|                | Construction Start | Construction Completion |
|                | 1/27/2021       | 1/12/2022      |
|                | $ 231,678       |

<table>
<thead>
<tr>
<th>GMP Schedule June 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2021</td>
</tr>
<tr>
<td>2020</td>
</tr>
<tr>
<td>F M A</td>
</tr>
<tr>
<td>West Park</td>
</tr>
<tr>
<td>Preconstruction 14 mo</td>
</tr>
<tr>
<td>Construction Start</td>
</tr>
<tr>
<td>Construction Completion</td>
</tr>
<tr>
<td>$ 251,925</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gilbane Proposed Alternate based on the Bid Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Package Schedule</td>
</tr>
<tr>
<td>2020</td>
</tr>
<tr>
<td>West Park</td>
</tr>
<tr>
<td>Preconstruction 16 mo</td>
</tr>
<tr>
<td>CM Services (Staffing and Gen. Conditions)</td>
</tr>
<tr>
<td>Credit for Accel. Schedule</td>
</tr>
<tr>
<td>$ (21,000)</td>
</tr>
<tr>
<td>$ 230,925</td>
</tr>
</tbody>
</table>

CPL Budget 2/25/21 (ED Final)

Credit for Accel. Schedule

$ 230,925
<table>
<thead>
<tr>
<th>Project Milestone</th>
<th>Start Date</th>
<th>Finish Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concept Design</td>
<td>01-Jan-20</td>
<td>14-Mar-20</td>
<td>Design for the Library</td>
</tr>
<tr>
<td>Design Development</td>
<td>15-Mar-20</td>
<td>14-Jul-20</td>
<td>Design development of the project</td>
</tr>
<tr>
<td>Construction Drawings</td>
<td>15-Jul-20</td>
<td>30-Sep-20</td>
<td>Construction drawings for the project</td>
</tr>
<tr>
<td>Site Assessment</td>
<td>01-Oct-20</td>
<td>30-Nov-20</td>
<td>Site assessment for the construction site</td>
</tr>
<tr>
<td>Final Design</td>
<td>01-Dec-20</td>
<td>31-Mar-21</td>
<td>Final design for the project</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Start Date</th>
<th>Finish Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task A</td>
<td>01-Jan-20</td>
<td>01-Mar-24</td>
</tr>
<tr>
<td>Task B</td>
<td>01-Jan-20</td>
<td>01-Mar-24</td>
</tr>
<tr>
<td>Task C</td>
<td>01-Jan-20</td>
<td>01-Mar-24</td>
</tr>
</tbody>
</table>

### Key Dates

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

---

**Notes:**

- Critical path identified.
- Critical tasks completed.
- Non-critical tasks in progress.
- Schedule updated based on feedback from stakeholders.

---

**Contact Information:**

- Project Manager: John Doe  
- Team Lead: Jane Smith  
- Support Team: Mike Johnson

---

**Additional Information:**

- Weekly status meetings scheduled.  
- Monthly progress reports submitted.  
- Quarterly feedback sessions planned.

---

**References:**

- Project charter  
- Scope statement  
- Risk management plan  
- Change control process

---

**GMP Schedule:**

- Detailed project timeline  
- Milestone overview  
- Task dependencies  
- Resource allocation

---

**Financial Details:**

- Budget approved: $500,000  
- Actual spend: $450,000  
- Cost variances monitored.

---

**Risk Management:**

- Identified risks:  
  - Budget overruns  
  - Schedule delays  
  - Technical challenges

---

**Quality Assurance:**

- Quality audits performed.  
- Continuous improvement initiatives.  
- Compliance with industry standards.

---

**Environmental Impact:**

- Sustainable practices implemented.  
- Emissions reduced.  
- Waste minimized.
### Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)

<table>
<thead>
<tr>
<th>Activity ID</th>
<th>Activity Name</th>
<th>Total Hours</th>
<th>Schedule</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADW61</td>
<td>Service Mover</td>
<td>8</td>
<td>5-31-Sep-23</td>
<td>29-Sep-23</td>
</tr>
<tr>
<td>ADW61</td>
<td>Cleaned</td>
<td>35</td>
<td>45-31-Sep-23</td>
<td>08-Nov-23</td>
</tr>
</tbody>
</table>

Start Date: 01-Jan-20  
Finish Date: 01-Mar-24  
Data Date: 01-Jan-21  
Run Date: 08-Jun-21 18:37
TAB 11 Site Logistics
TAB 12 Site Specific Safety Plan (Cover Page Only)

Safety plan can be provided upon request
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)

Gypsum Products
- Block & Brick Products
- Precast Concrete
- Hot Rolled Bars, Plates, & Structural Shapes
- Steel Mill Products
- Copper
- Aluminum Mill Shapes
- Architectural & Ornamental Metals

Note: Gypsum and Acoustic Ceiling Panes have increased by 20% since January 2021. PPI Tables have not caught up to the current pricing data.
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
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TAB 01   Exhibit A: GMP Amendment</td>
<td></td>
</tr>
<tr>
<td>TAB 02   GMP Cost Summary and Breakdown</td>
<td></td>
</tr>
<tr>
<td>TAB 03   Economic Inclusion Breakdown</td>
<td></td>
</tr>
<tr>
<td>TAB 04   Basis Documents</td>
<td></td>
</tr>
<tr>
<td>TAB 05   Clarifications and Assumptions</td>
<td></td>
</tr>
<tr>
<td>TAB 06   Fixed Rate Schedule</td>
<td></td>
</tr>
<tr>
<td>TAB 07   Allowances</td>
<td></td>
</tr>
<tr>
<td>TAB 08   Alternates</td>
<td></td>
</tr>
<tr>
<td>TAB 09   Unit Cost</td>
<td></td>
</tr>
<tr>
<td>TAB 10   Project Schedule</td>
<td></td>
</tr>
<tr>
<td>TAB 11   Site Logistics</td>
<td></td>
</tr>
<tr>
<td>TAB 12   Site Specific Safety Plan</td>
<td></td>
</tr>
<tr>
<td>TAB 13   Cost variances when comparing the Design Development documents to the Construction Documents</td>
<td></td>
</tr>
</tbody>
</table>
TAB 01 Exhibit A: GMP Amendment
CONSTRUCTION PHASE
WORK AUTHORIZATION AGREEMENT

effective as of the _____ day of ____________ in the year of 20__.

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"): [INSERT PROJECT DESCRIPTION]

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
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 dollar 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:

<table>
<thead>
<tr>
<th>Modification</th>
<th>Date</th>
</tr>
</thead>
</table>

§ 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

(Signature) By: Director, Chief Executive Officer

CONSTRUCTION MANAGER:
Gilbane Building Company

(Signature) Title:
TAB 02 GMP Cost Summary and Breakdown
## Guaranteed Maximum Price (GMP) Breakdown

<table>
<thead>
<tr>
<th>Bid Package No. &amp; Description</th>
<th>Subcontractor</th>
<th>% Participation</th>
<th>Certification</th>
<th>GMP Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01A General Conditions</td>
<td>The AKA Team</td>
<td>100%</td>
<td>MBE &amp; FBE</td>
<td>$109,400</td>
</tr>
<tr>
<td>01A Temporary Partition &amp; Safety</td>
<td></td>
<td></td>
<td></td>
<td>$11,779</td>
</tr>
<tr>
<td>01B Final Cleaning - Allowance</td>
<td></td>
<td></td>
<td></td>
<td>$20,892</td>
</tr>
<tr>
<td>01C Surveying - Allowance</td>
<td></td>
<td></td>
<td></td>
<td>$7,834</td>
</tr>
<tr>
<td>02A Selective Demolition &amp; Abatement</td>
<td>Petty Group</td>
<td>100%</td>
<td>MBE &amp; FBE</td>
<td>$199,000</td>
</tr>
<tr>
<td>03A Building Concrete Foundations &amp; Slabs</td>
<td>Platform Cement</td>
<td>44%</td>
<td>MBE, FBE &amp; SBE</td>
<td>$171,600</td>
</tr>
<tr>
<td>04A Masonry</td>
<td>Lou Ritenour</td>
<td>2%</td>
<td>MBE</td>
<td>$104,000</td>
</tr>
<tr>
<td>05A Structural Steel &amp; Misc. Steel</td>
<td>Aztec Steel</td>
<td>73%</td>
<td>FBE</td>
<td>$152,600</td>
</tr>
<tr>
<td>06A Finish Carpentry, Cabinetry, Shelving, Specialties Next Generation</td>
<td></td>
<td>100%</td>
<td>MBE &amp; SBE</td>
<td>$139,000</td>
</tr>
<tr>
<td>07A Roofing</td>
<td>Warren Roofing</td>
<td>44%</td>
<td>MBE, FBE &amp; SBE</td>
<td>$196,500</td>
</tr>
<tr>
<td>08A Exterior Façade (Curtainwall &amp; Storefront)</td>
<td>Allied Glass (Prism Glass)</td>
<td>100%</td>
<td>FBE &amp; SBE</td>
<td>$94,900</td>
</tr>
<tr>
<td>08B Interior Glass/Glazing</td>
<td>Infinium Wall Systems</td>
<td>0%</td>
<td></td>
<td>$34,516</td>
</tr>
<tr>
<td>08C Exterior Façade (studs, insulation, wall panels)</td>
<td>Marous</td>
<td>44%</td>
<td>MBE, FBE &amp; SBE</td>
<td>$145,284</td>
</tr>
<tr>
<td>09A Interiors (Int Studs, Drywall, Ceilings, Doors &amp; Hr)</td>
<td>Marcus</td>
<td>44%</td>
<td>MBE, FBE &amp; SBE</td>
<td>$500,495</td>
</tr>
<tr>
<td>09B Painting</td>
<td>Popowski</td>
<td>100%</td>
<td>FBE &amp; SBE</td>
<td>$79,800</td>
</tr>
<tr>
<td>09C Flooring &amp; Ceramic Tile</td>
<td>Frank Nowak</td>
<td>100%</td>
<td>FBE &amp; SBE</td>
<td>$119,800</td>
</tr>
<tr>
<td>10A Signage - Allowance</td>
<td></td>
<td></td>
<td></td>
<td>$28,312</td>
</tr>
<tr>
<td>14A Elevator (Bid Alternate) - Excluded</td>
<td></td>
<td></td>
<td></td>
<td>$157,500</td>
</tr>
<tr>
<td>21A Fire Protection</td>
<td>Diversified Piping &amp; Mechanical</td>
<td>31.8%</td>
<td>SBE</td>
<td>$157,500</td>
</tr>
<tr>
<td>22A Plumbing</td>
<td>E.B. Katz</td>
<td>100%</td>
<td>SBE</td>
<td>$326,400</td>
</tr>
<tr>
<td>23A HVAC/Controls</td>
<td>E.B. Katz</td>
<td>100%</td>
<td>SBE</td>
<td>$886,700</td>
</tr>
<tr>
<td>26A Electrical</td>
<td>Legacy Electric</td>
<td>100%</td>
<td>FBE &amp; SBE</td>
<td>$553,000</td>
</tr>
<tr>
<td>27A Tele/Data</td>
<td>Technology Install Partners</td>
<td></td>
<td></td>
<td>$69,640</td>
</tr>
</tbody>
</table>

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% $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
TAB 03 Economic Inclusion Breakdown
<table>
<thead>
<tr>
<th>BID PACKAGE NO. &amp; DESCRIPTION</th>
<th>SUBCONTRACTOR</th>
<th>MBE %</th>
<th>FBE %</th>
<th>SBE %</th>
<th>GMP VALUE</th>
<th>MBE/FBE/SBE % Participation</th>
<th>Diversity Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01A General Conditions</td>
<td>The AKA Team</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>$109,400</td>
<td>100%</td>
<td>$109,400</td>
</tr>
<tr>
<td>02A Selective Demolition &amp; Abatement</td>
<td>Petty Group</td>
<td>100%</td>
<td>9%</td>
<td>100%</td>
<td>$199,000</td>
<td>100%</td>
<td>$199,000</td>
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Subcontractor Totals 23% 38% 51% 4,040,135 79% 3,187,310

CPL Economic Inclusion Enterprise Goals 20% 9% 15%
TAB 04 Basis Documents
### SPECIFICATIONS

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### Basis Documents

- Table of Contents
- PH 1 Environmental Report
- Existing Asbestos Information
- Existing Lead Information
- Geotechnical Data
- Digital Data Licensing Agreement
- AIA Document C106-2013 "Digital Data Licensing Agreement"
- General Conditions
- AIA Document A201-2017 "General Conditions of the Contract for Construction"
- Summary
- Allowances
- Unit Prices
- Alternates
- Substitution Procedures CSI Forms
- CSI Form 13-1A - Substitution Request (After the Bidding)
- Contract Modification Procedures CSI Forms
- CSI Form 13-6D - Proposal Worksheet Summary
- CSI Form 13-6C - Proposal Worksheet Detail
- CSI Form 13-6A - Change Order Request (Proposal)
- Project Management and Coordination (GBC) CSI Forms
- CSI Form 01-5A - Subcontractors and Major Material Suppliers
- CSI Form 13-2B Request for Information Log
- CSI Form 13-2A - Change Order Request (Proposal)
- Construction Progress Documentation (GBC)
- Submittal Procedures
- Alteration Project Procedures
- Quality Requirements
- References
- Abbreviations
- Code-Required Special Inspections and Procedures
- Statement of Special Inspections
- Temporary Facilities and Controls (GBC)
- Product Requirements
- Owner-Furnished Products
- Execution
- Construction Waste Management and Disposal
- Closeout Procedures CSI Forms
- CSI Form 14-1A Punch List
- Operation and Maintenance Data
- Project Record Documents
- Demonstration and Training (GBC)
- Sustainable Design Requirements - LEEDv4 BD+C (CGT)
- Project Checklist - LEED for [Insert type] (CGT)
- Air Barrier System
- Commissioning of Building Systems (OE)
- CPL Woodland Pre-Functional Test
- Commissioning Scope (OFCC)
- General Commissioning Requirements
- Selective Demolition
- Concrete Moisture Vapor Reduction Admixture
- Cast-In-Place Concrete (BH)
- Hydraulic Cement Underlayment
- Brick Masonry Repair
- Brick Masonry Repointing
- Unit Masonry
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<td>P1-101B</td>
<td>PLUMBING PLAN - CDF SOUTH</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>P1-102B</td>
<td>PLUMBING ROOF PLAN - CDF SOUTH</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>P1-401</td>
<td>PLUMBING ENLARGED PLANS - CDF</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>P1-601</td>
<td>PLUMBING SCHEDULES - CDF</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>P4-501</td>
<td>PLUMBING DETAILS</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>P4-502</td>
<td>PLUMBING DETAILS</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>MD1-102</td>
<td>HVAC DEMOLITION ROOF PLAN - CDF</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>M1-101A</td>
<td>HVAC PLAN - CDF NORTH</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>M1-101B</td>
<td>HVAC PLAN - CDF SOUTH</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>M1-102B</td>
<td>HVAC ROOF PLAN - CDF SOUTH</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>M1-201</td>
<td>HVAC HYDRONIC PLAN - CDF</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>M1-401</td>
<td>HVAC ENLARGED PLANS - CDF</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>M1-601</td>
<td>MECHANICAL SCHEDULES - CDF</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>M4-501</td>
<td>MECHANICAL DETAILS</td>
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<tr>
<td>M4-504</td>
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<td>M4-505</td>
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<td>M4-508</td>
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<tr>
<td>M4-701</td>
<td>MECHANICAL CONTROLS</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
<tr>
<td>M4-702</td>
<td>MECHANICAL CONTROLS</td>
<td>3/17/2021</td>
<td>4/16/2021</td>
</tr>
</tbody>
</table>
BASIS DOCUMENTS - GMP is based on documents through Addendum No. 1

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Revision Number</th>
<th>Issuance Date</th>
<th>Document Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-bid RFI log dated 04/13/2021</td>
<td></td>
<td></td>
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<tr>
<td>Addendum # 1 dated 5/04/2021</td>
<td></td>
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</tr>
<tr>
<td>Master Schedule w/Data Date 06/01/2021</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TAB 05 Clarifications & Assumptions
## General

<table>
<thead>
<tr>
<th>Clause</th>
<th>Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GMP is based on receiving executed GMP or a pre-GMP change order on or before June 21, 2021.</td>
</tr>
<tr>
<td>2</td>
<td>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).</td>
</tr>
<tr>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>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.</td>
</tr>
<tr>
<td>7</td>
<td>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.</td>
</tr>
<tr>
<td>8</td>
<td>All pricing is based upon open, competitive bidding by prequalified subcontractors. No single sourcing of materials or equipment shall be required.</td>
</tr>
<tr>
<td>9</td>
<td>No accommodations for LEED have been incorporated into this Central Distribution Facility GMP.</td>
</tr>
<tr>
<td>10</td>
<td>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.</td>
</tr>
<tr>
<td>11</td>
<td>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.</td>
</tr>
<tr>
<td>12</td>
<td>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.</td>
</tr>
<tr>
<td>13</td>
<td>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.</td>
</tr>
<tr>
<td>14</td>
<td>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.</td>
</tr>
<tr>
<td>15</td>
<td>GMP approved June 17, 2021 is based on the design documents included in TAB 04.</td>
</tr>
<tr>
<td>16</td>
<td>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.</td>
</tr>
<tr>
<td>17</td>
<td>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 &quot;line-item&quot; GMP. All items except Owner allowances will reconcile to the CM Contingency.</td>
</tr>
<tr>
<td>Clarifications and Assumptions</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>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.</td>
</tr>
<tr>
<td>19</td>
<td>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.</td>
</tr>
<tr>
<td>20</td>
<td>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.</td>
</tr>
<tr>
<td>21</td>
<td>No retainage shall be held on Gilbane fee, general conditions, or insurance.</td>
</tr>
<tr>
<td>22</td>
<td>If an owner audit is required it shall be performed and completed within 8 weeks of the Certificate of Occupancy.</td>
</tr>
<tr>
<td>23</td>
<td>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.</td>
</tr>
<tr>
<td>24</td>
<td>Excludes costs/fees for environmental permits.</td>
</tr>
<tr>
<td>25</td>
<td>Excludes all cost and schedule impacts resulting from Federal Government proclamations or imposed tariffs enacted after GMP approval.</td>
</tr>
<tr>
<td>26</td>
<td>The GMP is based on the Site Logistics Drawings included Site Logistics section. Any deviations will be a change to the GMP.</td>
</tr>
<tr>
<td>27</td>
<td>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.</td>
</tr>
<tr>
<td>28</td>
<td>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.</td>
</tr>
<tr>
<td>29</td>
<td>The only security provision included in the GMP is the perimeter site fence.</td>
</tr>
<tr>
<td>30</td>
<td>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.</td>
</tr>
<tr>
<td>31</td>
<td>Owner Soft Costs and Equipment costs (not shown within the documents) are not included in the Guaranteed Maximum Price.</td>
</tr>
<tr>
<td>32</td>
<td>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 &amp; 19.</td>
</tr>
<tr>
<td>33</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Clarifications and Assumptions</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>34</td>
<td>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.</td>
</tr>
<tr>
<td>35</td>
<td>All Request for Information (RFI) will be responded to within 72 hours from submission to the Architect.</td>
</tr>
<tr>
<td>36</td>
<td>Unless specified, no samples or product data will be provided for named products, except for color.</td>
</tr>
<tr>
<td>37</td>
<td>Benchmarks will be conducted at the first install of material for conformance to the contract requirements.</td>
</tr>
<tr>
<td>38</td>
<td>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.</td>
</tr>
<tr>
<td>39</td>
<td>Professional video recording of Owner Training is excluded, however video recording where required by the specifications and allowed by equipment manufacturers.</td>
</tr>
<tr>
<td>40</td>
<td>Professional photography or webcam for construction progress and completion is excluded.</td>
</tr>
<tr>
<td>41</td>
<td>Design Team AutoCAD/Rev-it files shall be provided to Gilbane and its subcontractors at no cost.</td>
</tr>
<tr>
<td>42</td>
<td>Gilbane will coordinate with Owner’s vendors and equipment supplier but do not include the management time for the installation.</td>
</tr>
<tr>
<td>43</td>
<td>Owner to provide LCP diversity tracking software for utilization by Gilbane and the subcontractors.</td>
</tr>
<tr>
<td>44</td>
<td>Assumes the integrity of the existing utilities are adequate for new construction, including new connections and capacities.</td>
</tr>
<tr>
<td>45</td>
<td>Gilbane to utilize existing space in Central Distribution to establish temporary office space.</td>
</tr>
<tr>
<td>46</td>
<td>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.</td>
</tr>
<tr>
<td>47</td>
<td>No allowance dollars are included for deferred maintenance scope. The only deferred maintenance included is as shown on the drawings.</td>
</tr>
</tbody>
</table>
## Clarifications and Assumptions

The following will be provided by Cleveland Public Library:

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

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.

All moving, relocation, and final connection to building utilities of existing Owner or user group possessions and equipment are by the Owner.

Excludes any blocking for Fixtures, Furniture and Equipment unless indicated in the documents.

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.

Payment for the building permit is the responsibility of Owner, the CM will obtain the permit from the City of Cleveland.

Temporary Utility Consumption Costs is by Owner.

Excludes all utility company charges associated with connecting, removing or relocating permanent utilities.

Excludes costs for Temporary elevator use for Owner's vendors. This exclusion only applies if the elevator alternate is accepted by the Owner.

The owner's vendors and consultants must abide by the Gilbane Site Specific Safety Plan

Excludes final keying. All locks to be provided with keyed alike construction cores (except millwork). Final Key cores will be installed by the Owner.
<table>
<thead>
<tr>
<th>Exclusions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Removal of existing furniture</td>
</tr>
<tr>
<td>2</td>
<td>Roof replacement of the existing roof</td>
</tr>
<tr>
<td>3</td>
<td>Existing structure and/or existing building foundations supplemental work is excluded.</td>
</tr>
<tr>
<td>4</td>
<td>Addendum No. 2 issued by Bostwick Design Team is excluded except for BP26A - Electrical. BP 26A - Electrical includes Addendum No. 2.</td>
</tr>
<tr>
<td>5</td>
<td>Furniture fixtures and equipment</td>
</tr>
<tr>
<td>6</td>
<td>Glass film</td>
</tr>
<tr>
<td>7</td>
<td>No standalone mockups</td>
</tr>
<tr>
<td>8</td>
<td>No painting of concrete faced panels</td>
</tr>
<tr>
<td>9</td>
<td>Repair to City Streets and existing sidewalks</td>
</tr>
</tbody>
</table>

**Logistics and Schedule**

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.

1. Refer to Tab 11 for the site utilization plan

2. 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 Gilbance deduct alternate with a substantial completion date of 06/23/2022.

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.
- Gilbance 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.
- Gilbance 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 a designated location.
### Hazardous waste remediation
- Limited to the scope provided in the Owner’s Hazardous Waste Material Report.
- Excludes treatment for hazardous or contaminated water from dewatering activities.
- Excludes cleaning of existing drainage, structures or utilities.
- Includes the removal of 2,500 bulbs and 1,250 ballast.
- Removal of one (1) layer of flooring is assumed.
- Removal of one (1) layer of ceiling is assumed.
- Will salvage lighting for the owner prior to ceiling demo.

### Sitework / Earthwork / Earth Retention / Site Improvements
- Included with Woodland Library Branch

### Foundations

### Concrete & Masonry
- Excludes Winter conditions for concrete work as it is not anticipated per the current project schedule.
- Under slab waterproofing has been excluded as it is not shown within the documents.
- Curing of concrete shall be with a curing compound. Wet cure is excluded.
- FF/FL testing will be performed by the Owners Testing Agency.
- 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.
- Interior I-Beams are not infilled. Will remain exposed.
- 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
- No painting of concrete faced panels has been included.

### Structural Steel and Miscellaneous Metals
- 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.
- Spray on Fireproofing is excluded.
- One coat of shop primer is included for steel
- Intumescent paint has been excluded as it is not included in the documents.

### Carpentry and Millwork

### Waterproofing, Roofing, Insulation, and Metal Panels
- Re-roofing of the existing roof is EXCLUDED.
- Use of Manufacturer’s standard details supersedes the Contract Documents to maintain warranty.
- 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).
- 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.
- Basic roofing cleaning is included at the completion of the project. This is for the addition only.
- 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 have 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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>5</td>
<td>Excludes electrical load bank testing.</td>
</tr>
<tr>
<td>6</td>
<td>Air Handler Unit No. 3 has been excluded.</td>
</tr>
<tr>
<td>7</td>
<td>Alternate No. 3 (Power to Snow Melt) - Alternate not quoted due to lack of electrical information.</td>
</tr>
<tr>
<td>8</td>
<td>Alternate No. 4 (Power to Motorized Shades) - Alternate not quoted due to lack of electrical information.</td>
</tr>
<tr>
<td>9</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Low Voltage**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>End devices are being furnished by the Cleveland Public Library and installed by contractor.</td>
</tr>
<tr>
<td>2</td>
<td>Scanning of existing floor slabs prior to cutting the floor is excluded.</td>
</tr>
<tr>
<td>3</td>
<td>Excludes any additional structural steel support required for A/V, Tel/Data or Security penetrations through concrete slabs.</td>
</tr>
<tr>
<td>4</td>
<td>Integration of Owner supplied systems (security, AV, Tel/data) to the fire alarm is excluded.</td>
</tr>
</tbody>
</table>
TAB 06 Fixed Rate Schedule
## Contract Approved Labor Fixed Billing Rates

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Fixed Billing Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Project Executive</td>
<td>Ed Valentine</td>
<td>$172.85</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Marcellus Byrd</td>
<td>$123.00</td>
</tr>
<tr>
<td>Project Engineer</td>
<td>Leo Torres</td>
<td>$66.00</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Varies</td>
<td>$80.00</td>
</tr>
<tr>
<td>Intern</td>
<td>TBD</td>
<td>$45.00</td>
</tr>
<tr>
<td>Preconstruction Executive</td>
<td>Ed Valentine</td>
<td>$93.00</td>
</tr>
<tr>
<td>Chief Estimator</td>
<td>Jeff Long</td>
<td>$128.00</td>
</tr>
<tr>
<td>Chief Estimator - MEPFP</td>
<td>Alice Dean</td>
<td>$128.00</td>
</tr>
<tr>
<td>Purchasing Manager</td>
<td>Travis Okel</td>
<td>$107.00</td>
</tr>
<tr>
<td>Scheduler</td>
<td>Jason Ohlson</td>
<td>$77.00</td>
</tr>
<tr>
<td>Safety Manager</td>
<td>Bill Crossley</td>
<td>$92.00</td>
</tr>
<tr>
<td>Controller</td>
<td>Michael Bishop</td>
<td>$113.00</td>
</tr>
<tr>
<td>Project Accountant</td>
<td>TBD</td>
<td>$52.29</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Trade Classification</th>
<th>2020 Fixed Billing Rate ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter, Foreman</td>
<td>Regular Time $, Premium Time $, Double Time $ 117.63/$152.43/$199.13</td>
</tr>
</tbody>
</table>

* 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.
TAB 07 Allowances
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Utility Consumption - By Owner</td>
<td>By Owner</td>
</tr>
<tr>
<td>2</td>
<td>Mechanical Roof screenwall</td>
<td>$30,000</td>
</tr>
<tr>
<td>3</td>
<td>Addendum No. 2 (Bostwick Design Partnership/Ubiquitous)</td>
<td>$143,000</td>
</tr>
<tr>
<td>4</td>
<td>Repair Existing Roof Penetrations and Undefined Roofing Scope</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$188,000</strong></td>
</tr>
<tr>
<td></td>
<td>Owner Allowance Included in Bid Packages</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>BP27A - Miscellaneous Technology System Work</td>
<td>$10,000</td>
</tr>
<tr>
<td>2</td>
<td>BP01B - Final cleaning</td>
<td>$21,000</td>
</tr>
<tr>
<td>3</td>
<td>BP01C - Surveying</td>
<td>$8,000</td>
</tr>
<tr>
<td>4</td>
<td>BP10A - Signage</td>
<td>$29,000</td>
</tr>
<tr>
<td>5</td>
<td>BP04A Additional Tuckpointing &amp; Misc. Masonry</td>
<td>$15,000</td>
</tr>
<tr>
<td>6</td>
<td>BP06A Built-in Shelving</td>
<td>$5,000</td>
</tr>
<tr>
<td>7</td>
<td>Three (3) chandeliers at Main Lobby</td>
<td>Excluded</td>
</tr>
<tr>
<td>8</td>
<td>Unforeseen Abatement</td>
<td>$25,000</td>
</tr>
<tr>
<td>9</td>
<td>Additional Selective Demolition</td>
<td>$10,000</td>
</tr>
<tr>
<td>10</td>
<td>Additional Architectural Patch Work</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$138,000</strong></td>
</tr>
</tbody>
</table>
TAB 08 Alternates
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Add / Deduct</th>
<th>Value</th>
<th>Accept / Reject / Hold</th>
<th>Last Date of Acceptance</th>
<th>Date of Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BP02A - Demolition for Elevator</td>
<td>Add</td>
<td>$12,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BP03A - Concrete for Elevator Pit Slab</td>
<td>Add</td>
<td>$36,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BP04A - Masonry work for Elevator</td>
<td>Add</td>
<td>$28,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>BP05A - Deck angle supports, elevator hoist beam, roof decking at elevator shaft</td>
<td>Add</td>
<td>$5,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BP06A - Motorized Roller Window Shades</td>
<td>Add</td>
<td>$8,500</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>BP06A - Remove Perimeter Benches</td>
<td>Deduct</td>
<td>($5,500)</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>BP07A - Modify and Re-Roof at New Elevator Shaft</td>
<td>Add</td>
<td>$9,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>BP08A - Slate at all elevator frames</td>
<td>Add</td>
<td>$650</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>BP09C - Elevator Flooring &amp; Base</td>
<td>Add</td>
<td>$1,700</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>BP10A - 2-Stop Elevator</td>
<td>Add</td>
<td>$84,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>BP11A - Sprinkler Head in Elevator Shaft</td>
<td>Add</td>
<td>$1,600</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>BP12A - Sump Pit at Elevator</td>
<td>Add</td>
<td>$4,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>BP13A - HVAC Serving Automated Material Handling Room - AHU 3</td>
<td>Add</td>
<td>$4,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>BP14A - Sprinkler Head in Elevator Shaft</td>
<td>N/A</td>
<td>Not quoted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>BP15A - Elevator Temporary Power</td>
<td>Add</td>
<td>$8,000</td>
<td></td>
<td>06/30/21</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>In lieu of Legacy Electric, contract with Lakeland Electric (Excludes Addendum Nos. 1 &amp; 2)</td>
<td>Add</td>
<td>$66,000</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>17</td>
<td>Convert CM General Conditions and Staff on all Projects to Lump Sum ($1,000 per job)</td>
<td>Deduct</td>
<td>($1,000)</td>
<td>Rejected</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
<tr>
<td>18</td>
<td>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.</td>
<td>Deduct</td>
<td>($49,342)</td>
<td>Accepted</td>
<td>06/30/21</td>
<td>06/14/21</td>
</tr>
</tbody>
</table>

Total Accepted ($49,342)

Alternate values as presented do not include Gilbane Mark-ups
TAB 09 Unit Cost
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Last Date of Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exterior WAP Rough-in (WAP device provided by Owner for Contractor Install)</td>
<td>EA</td>
<td></td>
<td>$500</td>
<td>06/30/21</td>
</tr>
<tr>
<td>2</td>
<td>Rough-in Requirements for Technology Faceplate</td>
<td>EA</td>
<td></td>
<td>$300</td>
<td>06/30/21</td>
</tr>
</tbody>
</table>
TAB 10 Project Schedule
### PROJECT SCHEDULE - GMP DATES

<table>
<thead>
<tr>
<th>Masterplan /GMP Schedule with a data date June 1, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project released in May 2021 Board</td>
</tr>
<tr>
<td>Demolition and Abatement</td>
</tr>
<tr>
<td>Technology</td>
</tr>
<tr>
<td>Structural steel for CDF</td>
</tr>
<tr>
<td>GMP Approval Date for the balance of the subcontracts</td>
</tr>
<tr>
<td>Construction Start</td>
</tr>
<tr>
<td>Substantial Completion Date</td>
</tr>
</tbody>
</table>

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
### Request for proposal and Schematic Design Schedule

<table>
<thead>
<tr>
<th>Library Branch</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Distribution Facility</td>
<td></td>
<td></td>
<td>3/22/2021</td>
</tr>
<tr>
<td>Preconstruction</td>
<td>12 mo</td>
<td>Construction</td>
<td>14 mo</td>
</tr>
<tr>
<td>Construction Start</td>
<td></td>
<td></td>
<td>3/22/2021</td>
</tr>
<tr>
<td>Construction Completion</td>
<td></td>
<td></td>
<td>5/31/2022</td>
</tr>
</tbody>
</table>

### GMP Schedule June 2021

<table>
<thead>
<tr>
<th>Central Distribution Facility</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preconstruction</td>
<td>15 mo</td>
<td>Construction</td>
<td>14 mo</td>
</tr>
<tr>
<td>Construction Start</td>
<td></td>
<td></td>
<td>7/13/2021</td>
</tr>
<tr>
<td>Construction Completion</td>
<td></td>
<td></td>
<td>8/2/2022</td>
</tr>
</tbody>
</table>

### Gilbane Proposed Deductive Alternate based on the Bid Schedule

<table>
<thead>
<tr>
<th>Central Distribution Facility</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preconstruction</td>
<td>15 mo</td>
<td>Construction</td>
<td>12 mo</td>
</tr>
<tr>
<td>Bid Package Schedule</td>
<td></td>
<td></td>
<td>6/17/2021</td>
</tr>
<tr>
<td>Construction Start</td>
<td></td>
<td></td>
<td>6/17/2021</td>
</tr>
<tr>
<td>Construction Completion</td>
<td></td>
<td></td>
<td>6/23/2022</td>
</tr>
</tbody>
</table>

### CM Services (Staffing and Gen. Conditions)

- **2020**: $345,395
- **2021**: $362,500
- **2022**: $313,158
## Project Progress

### Design Development

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A101</td>
<td>Conceptual Design</td>
<td>20-May-21</td>
<td>16-Aug-21</td>
</tr>
<tr>
<td>A102</td>
<td>Schematic Design</td>
<td>15-May-21</td>
<td>31-Aug-21</td>
</tr>
<tr>
<td>A103</td>
<td>Final Design</td>
<td>20-May-21</td>
<td>16-Aug-21</td>
</tr>
</tbody>
</table>

### Construction Documents

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A201</td>
<td>Final Design</td>
<td>25-May-21</td>
<td>31-Aug-21</td>
</tr>
<tr>
<td>A202</td>
<td>Construction Drawings and Specifications</td>
<td>20-May-21</td>
<td>16-Aug-21</td>
</tr>
</tbody>
</table>

### Project Milestones

- **Completion of Design Documents:** 30-Jun-21
- **Submission of Construction Plans:** 15-Jul-21
- **Contractor Bid Submission:** 10-Aug-21

### Project Contacts

- **Project Manager:** John Doe
- **Architect:** Jane Smith

---

**Notes:**

- All dates are in MM-DD-XX format.
- Changes to the schedule are subject to approval.
- Progress reports are due by the end of each month.

---

**Reminders:**

- **Drawing Review:** 20-May-21
- **Site Visit:** 03-Jun-21

---

**Site Visit Report:***

- Site conditions: Favorable
- Progress: On schedule

---

**Next Steps:**

- Complete final design drawings
- Submit construction documents to contractor
- Coordinate with utilities

---

**Documentation:**

- **Design Development Files:** Available upon request
- **Construction Documents:** Available upon request

---

**Contact Information:**

- **Project Manager:** John Doe, 555-1234
- **Architect:** Jane Smith, 555-5678

---

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<table>
<thead>
<tr>
<th>Task ID</th>
<th>Activity Name</th>
<th>Start Date</th>
<th>Finish Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2880</td>
<td>DEMO MOVE 2</td>
<td>01-Jan-20</td>
<td>01-Mar-24</td>
<td>240.0</td>
</tr>
<tr>
<td>A2885</td>
<td>DEMO MOVE 3</td>
<td>01-Jun-21</td>
<td>01-Jun-21</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

Cleveland Public Library Master Plan Phase 1A Schedule Update - June 2021 (GMP Schedule)
TAB 11 Site Logistics
TAB 12 Site Specific Safety Plan (Cover Page Only)

Safety plan can be provided upon request
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 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

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Interior Specialty Doors - Doors we not previously shown</td>
<td>$9,500</td>
</tr>
<tr>
<td>2</td>
<td>Rooftop Screen Walls</td>
<td>TBD</td>
</tr>
<tr>
<td>3</td>
<td>Roofing Changes - Parapet Coping, Penetrations, Flashing Etc.</td>
<td>$7,100</td>
</tr>
<tr>
<td>4</td>
<td>Increased Interior Partitions</td>
<td>$7,100</td>
</tr>
<tr>
<td>5</td>
<td>Exterior Wall - Phenolic Wall Panels on Existing Brick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Veneer - Excavation, Stone, Gravel Strips, Panels, Insulation AVB - North Façade</td>
<td>$34,400</td>
</tr>
<tr>
<td>6</td>
<td>Exterior Wall - Storefront Changes</td>
<td>TBD</td>
</tr>
<tr>
<td>7</td>
<td>Masonry Restoration/Cleaning - Added Additional Scope</td>
<td>TBD</td>
</tr>
<tr>
<td>8</td>
<td>Loading Dock Area - Raised Loading Dock Area</td>
<td>$43,762</td>
</tr>
<tr>
<td>9</td>
<td>Compactor - Security Fence &amp; Brick Veneer</td>
<td>$28,200</td>
</tr>
<tr>
<td>10</td>
<td>Dumpster Enclosure</td>
<td>$33,400</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>$163,462</strong></td>
</tr>
</tbody>
</table>

### Potential Value Engineering Items

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Remove new loading dock</td>
<td>($97,900)</td>
</tr>
<tr>
<td>2</td>
<td>Remove compactor masonry and replace with chain-link fence</td>
<td>($10,600)</td>
</tr>
<tr>
<td>3</td>
<td>Remove added dumpster enclosure</td>
<td>($33,000)</td>
</tr>
<tr>
<td>4</td>
<td>Remove Phenolic Panels &amp; Clean Existing Brick - North Elevation</td>
<td>($8,500)</td>
</tr>
<tr>
<td>5</td>
<td>Remove replacing aluminum soffits at existing canopy</td>
<td>($13,400)</td>
</tr>
<tr>
<td>6</td>
<td>Remove east side canopy</td>
<td>($3,000)</td>
</tr>
<tr>
<td>7</td>
<td>Office- Substitute Doors w/lite ILO Storefront</td>
<td>($7,000)</td>
</tr>
<tr>
<td>8</td>
<td>Eliminate 2 RR's- Only 1 Eliminated</td>
<td>($8,000)</td>
</tr>
<tr>
<td>9</td>
<td>BAS Controls Savings</td>
<td>($8,728)</td>
</tr>
<tr>
<td>10</td>
<td>Reduce Fin Tube</td>
<td>($60,000)</td>
</tr>
<tr>
<td>11</td>
<td>Flex Heads ILO Standard heads</td>
<td>($7,300)</td>
</tr>
<tr>
<td>12</td>
<td>E-Rate Technology Savings (80% of Construction Cost)</td>
<td>($55,712)</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td><strong>($313,140)</strong></td>
</tr>
</tbody>
</table>
Note: Gypsum and Acoustic Ceiling Panes have increased by 20% since January 2021. PPI Tables have not caught up to the current pricing data.
Materials Market Data (Monthly 2007 through March 2021)

- Concrete Products
- Block & Brick Products
- Precast Concrete
- Gypsum Products
- Steel Mill Products
- Hot-Rolled Bars, Plates, & Structural Shapes
- Copper
- Aluminium Mill Shapes
- Architectural & Ornamental Metals
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
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 Ortmeyer AIA, LEED AP  
Principal

Kath Sonnhalter  
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
LICENSE
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, 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 there after 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
EXHIBIT “A”

Woodland Branch Early Bid Packages

<table>
<thead>
<tr>
<th>Bid #</th>
<th>Site Work / Earthwork</th>
<th>Roofing</th>
<th>Subtotal</th>
<th>Total with Contingency, General Conditions, &amp; CM Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid #1</td>
<td>Precision Engineering &amp; Contracting, Inc. ($597,459)</td>
<td>Warren Roofing &amp; Insulating Co. ($247,500)</td>
<td>$844,959</td>
<td>$911,338</td>
</tr>
<tr>
<td>Bid #2</td>
<td>Mr. Excavator, Inc. ($730,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid #3</td>
<td>Platform Cement, Inc. ($743,700)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Bid #4</td>
<td>Sitetech, Inc. ($835,170)</td>
<td></td>
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</tr>
</tbody>
</table>
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,

Travis Okel
Purchasing Manager
Gilbane Building Company

I Concur

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

COMPANY CONTACT INFORMATION

COMPANY NAME
CONTACT PERSON
PHONE NUMBER

LUMP SUM BID
All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:

Pre-Bid Supplement 1
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
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
Sub-Subcontractor: Value of Anticipated Subcontract
SBE
MBE
FBE

PROJECT DIVERSITY WORKFORCE AND DIVERSITY

ITEM DESCRIPTION: Unit Price
Item Description: Unit Price
Item Description: Unit Price

COST AND QUANTITY BREAKDOWN
Total Material

VOLUNTARY ALTERNATES
Bidders may upload additional information at the end of the proposal form.

BIDDER IDENTIFICATION
Bidder:
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
The person named below represents that he has reviewed the insurance

BIDDER CLARIFICATIONS

BIDDER ATTACHMENTS (optional)
One document may be attached here.
One document may be attached here.
One document may be attached here.
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
440-439-4404

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.

<table>
<thead>
<tr>
<th>Sub-Subcontractor</th>
<th>Current EMR Rate</th>
<th>Item of Work</th>
<th>Man hours</th>
<th>Value of Anticipated Subcontract</th>
</tr>
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<tbody>
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</tbody>
</table>

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/workforce:

   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:

<table>
<thead>
<tr>
<th>Enterprise Participation</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBE</td>
<td>15% *</td>
</tr>
<tr>
<td>MBE</td>
<td>20% *</td>
</tr>
<tr>
<td>FBE</td>
<td>7% *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Business Name</th>
<th>Address</th>
<th>Business Classification - MBE</th>
<th>Anticipated Contract Value</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit Price</th>
</tr>
</thead>
</table>

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

Page 3 of 7
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 therefrom. 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

<table>
<thead>
<tr>
<th></th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Material</td>
<td>133,000.00</td>
</tr>
<tr>
<td>Total Allowances</td>
<td>0</td>
</tr>
<tr>
<td>Total Installation Cost</td>
<td>117,000.00</td>
</tr>
<tr>
<td>Total Bid</td>
<td>250,000.00</td>
</tr>
<tr>
<td>Total Estimated On-Site Manhours</td>
<td>1024</td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Material Cost</th>
<th>Installation Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expansion Joint</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing Installation Complete</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trim/Flash and Roof Curbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coping/Metal Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 4 of 7
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 (BidPro 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.


SECTION 14: CONTRACT DRAWINGS

Refer to Project Manual for Drawing assignments for Trade Contractors.


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.
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

<table>
<thead>
<tr>
<th>License Title</th>
<th>License Number</th>
</tr>
</thead>
</table>

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Vetrovsky</td>
<td>7015 Krick Rd., Walton Hills, OH 44146</td>
<td>440-439-4404</td>
</tr>
</tbody>
</table>

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,

Travis Okel
Purchasing Manager
Gilbane Building Company

I Concur

John Lang
Cleveland Public Library

Date

Enclosures: Gilbane Bid Package 31A Bid Comparison, Trade Contractor Proposal & Scope Review Checklist
### COMPANY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>CONTACT PERSON</th>
<th>PHONE NUMBER</th>
<th>ADDRESS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Excavator, Inc.</td>
<td>Thomas Fletcher</td>
<td>440-256-2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Platform Cement, Inc.</td>
<td>Jason Klar</td>
<td>440-802-9750</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precision Engineering &amp; Contracting, Inc.</td>
<td>Chandrasekhar Narendru</td>
<td>440-773-0880</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sitech, Inc.</td>
<td>Frank Jaram</td>
<td>440-747-483</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LUMP SUM BID

All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of:

Pre-Bid Supplement #1

<table>
<thead>
<tr>
<th>Sub-Subcontractor</th>
<th>Item of Work</th>
<th>Manhours</th>
<th>Value of Anticipated Subcontract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Excavator, Inc.</td>
<td>Temp Fence</td>
<td>15</td>
<td>$9,000.00</td>
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<tr>
<td>Petty Group</td>
<td>Fencing</td>
<td>100</td>
<td>$40,000.00</td>
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</table>

### ACKNOWLEDGEMENT OF SUPPLMENTS

<table>
<thead>
<tr>
<th>Sub-Subcontractor</th>
<th>Item of Work</th>
<th>Manhours</th>
<th>Value of Anticipated Subcontract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>TBD</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

### PROJECT DIVERSITY WORKFORCE AND DIVERSITY PARTICIPATION

<table>
<thead>
<tr>
<th>SBE</th>
<th>MBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>10</td>
</tr>
</tbody>
</table>

**Note:** The document includes details of subcontractors and their task allocations, along with contact information and pricing details for each task.
**UNIT PRICES**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Earthwork Excavation Unsuitable Soil (Dispose Onsite). Unit Price</th>
<th>$6.00</th>
<th>$15.00</th>
<th>$6.00</th>
<th>$12.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Description</td>
<td>EarthVork Excavation Unsuitable Soil (Dispose Offsite). Unit Price</td>
<td>$20.00</td>
<td>$35.00</td>
<td>$15.00</td>
<td>$24.00</td>
</tr>
<tr>
<td>Item Description</td>
<td>Compacted Backfill. Unit Price</td>
<td>$65.00</td>
<td>$35.00</td>
<td>$20.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Item Description</td>
<td>Flowable Fill. Unit Price</td>
<td>$125.00</td>
<td>$135.00</td>
<td>$100.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>Item Description</td>
<td>Fine Grading &amp; Seeding. Unit Price</td>
<td>$0.25</td>
<td>$1.00</td>
<td>2.0/ CY</td>
<td>$0.75</td>
</tr>
<tr>
<td>Item Description</td>
<td>Topseed Spreading. Unit Price</td>
<td>$27.00</td>
<td>$35.00</td>
<td>2.0/ CY</td>
<td>$44.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALTERNATE PRICES</th>
<th>COST AND QUANTITY BREAKDOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>Total Material Cost $230,000.00</td>
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<tr>
<td></td>
<td>Total Allowances $70,000.00</td>
</tr>
<tr>
<td></td>
<td>Total Installation Cost $275,000.00</td>
</tr>
<tr>
<td></td>
<td>Total Bid $730,000.00</td>
</tr>
<tr>
<td></td>
<td>Total Estimated On-Site Manhours $3,000.00</td>
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<table>
<thead>
<tr>
<th>Item</th>
<th>Erosion Control (SWPPP) / Maintenance. Quantity</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Erosion Control (SWPPP) / Maintenance. Material Cost</td>
<td>$19,000.00</td>
</tr>
<tr>
<td>Item</td>
<td>Demolition &amp; Hauling. Material Cost</td>
<td>$53,000.00</td>
</tr>
<tr>
<td>Item</td>
<td>Site Clearing. Material Cost</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Item</td>
<td>Site Clearing. Installation Cost</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Item</td>
<td>Mass Grading. Material Cost</td>
<td>$236,000.00</td>
</tr>
</tbody>
</table>
Thursday May 20, 2021 2:02 PM

Mr. Excavator, Inc.  Platform Cement, Inc.  Precision Engineering & Contracting, Inc.

| Item: Temporary Roads / Maintenance. Quantity | | |
| Item: Temporary Roads / Maintenance. Material Cost | | |
| Item: Temporary Roads / Maintenance. Installation Cost | $46,000.00 | |
| Item: Sanitary Sewer. Quantity | | |
| Item: Sanitary Sewer. Material Cost | | |
| Item: Sanitary Sewer. Installation Cost | $18,500.00 | |
| Item: Storm Drainage. Quantity | | |
| Item: Storm Drainage. Material Cost | | |
| Item: Storm Drainage. Installation Cost | $118,000.00 | |
| Item: Bio-Retention. Quantity | | |
| Item: Bio-Retention. Material Cost | | |
| Item: Bio-Retention. Installation Cost | $12,000.00 | |
| Item: Overhead & Supervision. Quantity | | |
| Item: Overhead & Supervision. Material Cost | | |
| Item: Overhead & Supervision. Installation Cost | $5,000.00 | |

Proposed Voluntary Alternate: Platform Cement, Inc. Chandrasekhar Narendrula

Bidders may upload additional information at the end of the proposal form if needed.

Mr. Excavator, Inc.  Platform Cement, Inc.  Precision Engineering & Contracting, Inc.

BIBER IDENTIFICATION

Bidder: Mr. Excavator, Inc.  Platform Cement, Inc.  Precision Engineering & Contracting, Inc.

Current Experience Modification Rating: 0.57  0.99  0.62  86

OSHA Incident Recordable Rate: 0.0  2.054  0

VOLUNTARY ALTERNATES

Bidder:

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 alterations and is authorized to make such representation on behalf of the Bidder.

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.

BIDDER CLARIFICATIONS

BIDDER ATTACHMENTS (optional)

One document may be attached here.

See Attached ProposalAttachment1089208

1072
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
440 773 0080 *

CONTACT EMAIL
cnarendrula@precisionen. 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) 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 supervision, 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 an EMR of 1.0 or less.

<table>
<thead>
<tr>
<th>Sub-Subcontractor</th>
<th>Current EMR Rate</th>
<th>Item of Work</th>
<th>Manhours</th>
<th>Value of Anticipated Subcontract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tree Clearing</td>
<td>Mhrs.</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Temporary Fencing</td>
<td>Mhrs.</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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/workforce:

   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
   100%

   Commitment
   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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthwork Excavation Unsuitable Soil (Dispose Onsite)</td>
<td>6.00</td>
</tr>
<tr>
<td>Earthwork Excavation Unsuitable Soil (Dispose Offsite)</td>
<td>15.00</td>
</tr>
<tr>
<td>Compacted Backfill</td>
<td>20.00</td>
</tr>
<tr>
<td>Flowable Fill</td>
<td>100.00</td>
</tr>
<tr>
<td>Fine Grading &amp; Seeding</td>
<td>2.0/SY</td>
</tr>
<tr>
<td>Topsoil Spreading</td>
<td>10/CY</td>
</tr>
</tbody>
</table>

#### 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
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Material</td>
<td>$120,000</td>
</tr>
<tr>
<td>Total Allowances</td>
<td>$70,000</td>
</tr>
<tr>
<td>Total Installation Cost</td>
<td>$407,459</td>
</tr>
<tr>
<td>Total Bid</td>
<td>$597,459</td>
</tr>
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</table>
Total Estimated On-Site Manhours | 2,000

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Material Cost</th>
<th>Installation Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erosion Control (SWPPP) / Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demolition &amp; Hauling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Clearing</td>
<td></td>
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<td>Mass Grading</td>
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<tr>
<td>Temporary Roads / Maintenance</td>
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<td>Sanitary Sewer</td>
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<td>Storm Drainage</td>
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<td>Bio-Retention</td>
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<td>Overhead &amp; Supervision</td>
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</tbody>
</table>

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 (Bid Pro 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.


SECTION 14 : CONTRACT DRAWINGS
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.

<table>
<thead>
<tr>
<th>Proposed Voluntary Alternate</th>
<th>Voluntary Alternate Cost</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>License Title</th>
<th>License Number</th>
</tr>
</thead>
</table>

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

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 representationon 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.

* 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.
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.

<table>
<thead>
<tr>
<th>Construction Services</th>
<th>Price ($)</th>
<th>Agree</th>
<th>Disagree</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Lump Sum bid of:</td>
<td>$ 597,459</td>
<td>x</td>
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<tr>
<td>Gilbane Project Manual</td>
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<tr>
<td>002 1 General Instructions To Bidders</td>
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<td>003 2 Sample Trade Contract Agreement</td>
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<td>004 a. Contract between Construction Manager &amp; Trade Contractor</td>
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<td>005 b. Trade Contractor Conditions</td>
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<tr>
<td>006 c. Owner Contract Agreement (REDACTED)</td>
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<td>007 3 Economic Inclusion Plan</td>
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<td>008 4 Gilbane Project Safety Plan</td>
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<td>009 a. Gilbane Non-Negotiable</td>
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<td>010 b. Go Contractor User Set-up and Learners Guide</td>
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<td>011 c. COVID-19 Gilbane Policy</td>
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<tr>
<td>012 5 Business Credentialing Services (BCS) Insurance Tracking Procedures</td>
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<td>013 a. Sample Certificate of insurance</td>
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<td>014 6 Billing Instructions</td>
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<td>015 a. Textura-CPM Subcontractor Overview</td>
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<td>016 b. Tax Exempt Certificate</td>
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<td>017 7 Project Schedule</td>
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<td>018 a. Bid / Milestone Schedule</td>
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<td>019 b. Advanced Planning &amp; Scheduling Procedures</td>
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<td>020 8 Site Logistics &amp; Site Utilization Plan</td>
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<td>021 9 Drawing Log</td>
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<td>022 10 Specification Log</td>
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<td>023 11 BIM Standards &amp; Specifications</td>
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<td>024 12 Technology Usage</td>
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<td>025 13 Scopes of Work</td>
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<td>026 a. Scope Detail Clarification</td>
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<td>027 14 Subcontractor Diversity List</td>
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<td>028 15 Payment Requisition Circle</td>
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<tr>
<td>General</td>
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<td>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.</td>
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<tr>
<td>Safety</td>
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<td>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.</td>
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<td>031 3 Diversity Goals for the project are:</td>
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<tr>
<td>1. Enterprise Goals</td>
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<td>a. Small Business Enterprise (SBE): 15%</td>
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<td>b. Minority-Owned Business Enterprise (MBE): 20%</td>
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<td>c. Woman-Owner Business Enterprises (WBE): 9%</td>
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<td>2. Workforce</td>
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<td>a. Minority Workforce: 18%</td>
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<td>b. Female Workforce: 7%</td>
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<td>c. City of Cleveland: 20%</td>
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<td>d. Cuyahoga County: 40%</td>
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<td>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:</td>
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<td>1. Helmets must be worn at all times. Helmets are to be be</td>
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<td>2. Kask, Zenith or Superplasma HD, or * equivalent, in</td>
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<td>compliance with ANSI Z89.1-2014/CSA Z94.1-2015 and certified to EN 12492. (Helmets shall be worn in</td>
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<td>accordance with manufacturers recommendations). Helmets must display company logo with individual’s name on the front and back. Helmets must face forward and have a chin strap.</td>
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<td>3. Standard stepladders are not permitted on the job site.</td>
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<td>If required, podium or platform ladders are to be used.</td>
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<td>Mobile scaffolds, aerial or scissor lifts are preferred.</td>
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<td>4. All contractors and their subcontractors employees must</td>
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<td>complete online orientation utilizing “GoContractor” online software application prior to coming to the site. The cost of the GoContractor program is $25 per person.</td>
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<td>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.</td>
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<td>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.</td>
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<td>7</td>
<td>Drug Testing: Each individual working on-site 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 job site.</td>
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<td>8</td>
<td>Commencement of work on-site will not proceed until a Job Hazard Analysis has been submitted and reviewed with the Construction Manager for the specific work to be performed. Refer to the Project Safety Plan.</td>
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<td>9</td>
<td>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).</td>
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<td>10</td>
<td>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.</td>
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<td>11</td>
<td>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.</td>
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<td>12</td>
<td>No keys shall be left in un-attended on-site 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.</td>
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<td>13</td>
<td>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.</td>
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<tr>
<td>14</td>
<td>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.</td>
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<td>15</td>
<td>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/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.</td>
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<td>16</td>
<td>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.</td>
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<td>17</td>
<td>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.</td>
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<td>18</td>
<td>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.</td>
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<td>19</td>
<td>The Trade Contractor shall cooperate with any testing/inspection agency with inspections and gathering of samples and assistance in accessing 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.</td>
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<td>20</td>
<td>21</td>
<td>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.</td>
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<td>22</td>
<td>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.</td>
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<td>23</td>
<td>No personal radios, portable televisions, cd players, mp3 players, iPods, etc. will be permitted on the Project job site.</td>
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<td>24</td>
<td>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.</td>
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<td>053</td>
<td>Each Trade Contractor is responsible for lines, grades, its own field engineering and layout required for the execution of the Work. Some requirements are 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 at the approval of the construction manager.</td>
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<td>054</td>
<td>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.</td>
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<td>055</td>
<td>Review the &quot;Site Utilization Plan.&quot; 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.</td>
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<tr>
<td>056</td>
<td>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.</td>
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<td>057</td>
<td>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 &quot;in care of the Contractor.&quot; Any items sent to the project site addressed in this manner shall be returned to the sender. The Trade Contractor may be required to relocate or remove its job trailers as job conditions change. Any work associated with this shall be done at no additional cost to the Project.</td>
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<td>058</td>
<td>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.</td>
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<tr>
<td>059</td>
<td>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.</td>
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<td>060</td>
<td>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 or removed from site at any time 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.</td>
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<tr>
<td>061</td>
<td>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.</td>
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<td>062</td>
<td>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.</td>
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<tr>
<td>063</td>
<td>Storage 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.</td>
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<td>064</td>
<td>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.</td>
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<td>065</td>
<td>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.</td>
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<td>066</td>
<td>The snow and ice removal of the main drive lanes, access to the building and main public spaces will be provided by BPSOA 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.</td>
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<td>067</td>
<td>Safe egress must be maintained at all building exits.</td>
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<td><strong>1084</strong></td>
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<td><strong>41.</strong> 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.</td>
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<td><strong>42.</strong> 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 stated on site in preparation for the crane lift. Hazard analysis forms for all hoisting and rigging activities are required.</td>
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<td><strong>43.</strong> 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.</td>
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<td><strong>44.</strong> Trade Contractor shall obtain and provide all utility locates (public and private) applicable to this Trade Contractor’s work.</td>
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<td><strong>45.</strong> 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.</td>
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<td><strong>46.</strong> 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.</td>
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<td><strong>47.</strong> The Trade Contractor will be responsible for the security of his own stored material, trailers, work, equipment, tools, etc.</td>
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<td><strong>48.</strong> 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 on-site 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.</td>
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<td><strong>49.</strong> 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.</td>
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<td><strong>50.</strong> 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.</td>
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<td><strong>51.</strong> 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.</td>
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<td><strong>Temporary Services</strong></td>
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<td><strong>52.</strong> 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.</td>
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<td><strong>53.</strong> 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.</td>
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<td><strong>54.</strong> Temporary enclosures will not be provided and shall be the responsibility of the Trade Contractor requiring them.</td>
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<td><strong>55.</strong> Once the building is enclosed, the MEP Trade Contractors will provide temporary utilities and climate control for the building.</td>
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<td><strong>56.</strong> Temporary toilet facilities will be provided by the BP01A General Conditions Package.</td>
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<td><strong>57.</strong> Dumpster will be provided by BP01A General Conditions Package. Each Trade Contractor shall complete with the 75% recycling requirement for the project.</td>
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<td><strong>Schedule</strong></td>
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<td><strong>58.</strong> 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 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.</td>
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<td>59</td>
<td>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:</td>
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<td>60</td>
<td>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.</td>
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<td>61</td>
<td>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.</td>
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<td>62</td>
<td>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.</td>
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<td>63</td>
<td>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.</td>
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<td>64</td>
<td>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.</td>
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<td>65</td>
<td>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.</td>
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<td>66</td>
<td>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.</td>
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<td>67</td>
<td>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.</td>
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<td>68</td>
<td>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.</td>
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<td>69</td>
<td>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.</td>
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<td>70</td>
<td>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.</td>
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<td>71</td>
<td>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 bid 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: <a href="https://wagehour.com.ohio.gov/w3/webwhnd/wrlogin/opendform">https://wagehour.com.ohio.gov/w3/webwhnd/wrlogin/opendform</a></td>
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<td>72</td>
<td>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.</td>
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<td>73</td>
<td>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&amp;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.</td>
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<td>102</td>
<td>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.</td>
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<td>103</td>
<td>This project will utilize the Textura electronic payment application system. Include all costs associated with the use of Textura in the base bid.</td>
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<td>104</td>
<td>Each Trade Contractor shall provide dust control to minimize dust around the project site as required for its work.</td>
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<td>105</td>
<td>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.</td>
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<tr>
<td>106</td>
<td>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.</td>
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<td>107</td>
<td>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.</td>
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<td>108</td>
<td>Each Trade Contractor is responsible for exporting/haul off their own dirt spoils off site.</td>
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<tr>
<td>109</td>
<td>Performance 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.</td>
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<td>110</td>
<td>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.</td>
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<td>111</td>
<td>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.</td>
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<td>112</td>
<td>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-buils shall be provided on CD/DVD (three (3) copies of each).</td>
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<td>113</td>
<td>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.</td>
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<td>114</td>
<td>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, hosting, staging, scaffolds/personnel lifts, communications, portable electric power for welding, task lighting, localized dewatering, snow removal, temporary heat and weather protection.</td>
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<td>115</td>
<td>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.</td>
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<td>116</td>
<td>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.</td>
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<td>117</td>
<td>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.</td>
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<td>118</td>
<td>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.</td>
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<td>119</td>
<td>Project control and reporting will be performed utilizing Procore/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.</td>
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<td>120</td>
<td>Provide welding certificates for any individual performing welding prior to commencing work.</td>
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</table>
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.

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.

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.

Trade Contractor shall comply with all State of Ohio taxable guidelines.

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.

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.

Each Trade Contractor shall comply with all ADA requirements.

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.

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.

Each Trade Contractor shall comply with all mockup/benchmark requirements as required per the contract documents.

This Trade Contractor shall provide all blocking for the work of their bid package.

Reference "Scope Detail Clarifications" attachment for additional scope of work assignments.

WORK INCLUDED (included in their entirety unless otherwise clarified)

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:

SPECIFICATIONS INCLUDED (included in their entirety unless otherwise clarified)

SPECIFIC WORK INCLUDED

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.

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.
<table>
<thead>
<tr>
<th>Line</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>155</td>
<td>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 as per 3.3 of the Geotechnical investigation Report.</td>
</tr>
<tr>
<td>156</td>
<td>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.</td>
</tr>
<tr>
<td>157</td>
<td>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. The Construction Manager shall approve the final location of all stockpiles, lay down areas, storage areas, field offices, barricades, and equipment staging areas.</td>
</tr>
<tr>
<td>158</td>
<td>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.</td>
</tr>
<tr>
<td>159</td>
<td>This Trade Contractor shall provide inlet protection at all storm structures.</td>
</tr>
<tr>
<td>160</td>
<td>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.</td>
</tr>
<tr>
<td>161</td>
<td>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 a fireman hose and firemen 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&quot; thick. All necessary manpower shall be included for vehicle cleaning for the work of this bid package only.</td>
</tr>
<tr>
<td>162</td>
<td>The Construction Manager shall approve the final location of all stockpiles, lay down areas, storage areas, field offices, barricades, and equipment staging areas.</td>
</tr>
<tr>
<td>163</td>
<td>This Trade Contractor shall provide temporary chain link fencing &amp; 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.</td>
</tr>
<tr>
<td>164</td>
<td>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.</td>
</tr>
<tr>
<td>165</td>
<td>This Trade Contractor shall provide a street sweeping as needed for the work of this bid package.</td>
</tr>
<tr>
<td>166</td>
<td>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.</td>
</tr>
<tr>
<td>167</td>
<td>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.</td>
</tr>
<tr>
<td>168</td>
<td>This Trade Contractor shall include striping 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.</td>
</tr>
<tr>
<td>169</td>
<td>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.</td>
</tr>
<tr>
<td>170</td>
<td>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.</td>
</tr>
<tr>
<td>171</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 services to the building, fire service to the building, fire hydrants, relocations of existing fire hydrants, 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.

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.

Additional comeback work for the bio-retention areas because of washouts and excessive rain will not be cause for change order.

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 5 ft outside of building. Sanitary service line shall be capped 5 ft outside of building.

This Trade Contractor shall provide sub drainage system for roadways and parking areas as required by the contract documents.

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.

This Trade Contractor shall make the final connections of all foundation drains and under slab drainage lines to the storm water management system.

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.

Provide 304 crushed stone entrances two (2) at the new branch. Existing concrete to be used at CDF.

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.

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.

This Trade Contractor shall coordinate removal/routing of all overhead wires designated to be relocated per the contract documents.

This Trade Contractor shall provide tree protection to protect all existing to remain trees as outlined in the contract documents.

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.

This Trade Contractor shall reestablish the building pad after the work of the Aggregate Piers Trade Contractor.

WORK NOT INCLUDED

Concrete washout pit by concrete contractor
Site Gas
Site Electric
Aggregate Piers

Unit Prices
1 See estimate template form

ALTERNATES/VE Suggestion
1 See estimate template form

ALLOWANCES
$5,000 Additional Temporary Chain Link Fencing
$10,000 Temporary Maintenance
$5,000 Additional Street Sweeping Allowance
$50,000 Unsuitable Soil Allowance

Contract
Will you sign the trade contract agreement without exception?
<table>
<thead>
<tr>
<th></th>
<th>Precision Engineering &amp; Contracting, Inc.</th>
<th>Gilbane Building Company</th>
<th>Cleveland Public Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreed and acknowledged by:</td>
<td>Chandrasekhar Narendrula</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td>Chandrasekhar Narendrula</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>06/14/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1090
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,

Travis Okel
Purchasing Manager
Gilbane Building Company

I Concur

John Lang
Cleveland Public Library

Date

Enclosures: Gilbane Bid Package 07A Bid Comparison & Trade Contractor Proposal
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
440-439-4404

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, 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
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

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 an EMR of 1.0 or less.

<table>
<thead>
<tr>
<th>Sub-Subcontractor</th>
<th>Current EMR Rate</th>
<th>Item of Work</th>
<th>Manhours</th>
<th>Value of Anticipated Subcontract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EMR</td>
<td></td>
<td>Mhrs.</td>
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<tr>
<td></td>
<td>EMR</td>
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<td>Mhrs.</td>
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<td>Mhrs.</td>
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<tr>
<td></td>
<td>EMR</td>
<td></td>
<td>Mhrs.</td>
<td></td>
</tr>
</tbody>
</table>

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/workforce:

   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:

<table>
<thead>
<tr>
<th>Enterprise Participation</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBE</td>
<td>20%</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit Price</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Material Cost</th>
<th>Installation Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Material</td>
<td>85000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Allowances</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Installation Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Bid</td>
<td>106800</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total Estimated On-Site Manhours</td>
<td>832</td>
<td></td>
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</tr>
</tbody>
</table>

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.)

**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 (iBid Pro 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.

SECTION 14 : CONTRACT DRAWINGS
Refer to Project Manual for Drawing assignments for Trade Contractors.

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.

<table>
<thead>
<tr>
<th>Proposed Voluntary Alternate</th>
<th>Voluntary Alternate Cost</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>License Title</th>
<th>License Number</th>
</tr>
</thead>
</table>

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

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.
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

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Special Revenue</th>
<th>Debt Service</th>
<th>Capital Projects</th>
<th>Permanent</th>
<th>Agency</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>41 Taxes</strong></td>
<td>19,573,833.38</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>19,573,833.38</td>
</tr>
<tr>
<td><strong>42 Intergovernmental</strong></td>
<td>11,256,083.95</td>
<td>677,124.47</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>11,933,208.42</td>
</tr>
<tr>
<td><strong>43 Fines &amp; Fees</strong></td>
<td>40,698.69</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40,698.69</td>
</tr>
<tr>
<td><strong>44 Investment Earnings</strong></td>
<td>176,954.99</td>
<td>141,322.20</td>
<td>98.05</td>
<td>272,213.42</td>
<td>13,795.26</td>
<td>0.00</td>
<td>604,383.92</td>
</tr>
<tr>
<td><strong>45 Charges for Services</strong></td>
<td>0.00</td>
<td>2,858,393.47</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,858,393.47</td>
</tr>
<tr>
<td><strong>46 Contributions &amp; Donations</strong></td>
<td>50.00</td>
<td>257,404.78</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>257,454.78</td>
</tr>
<tr>
<td><strong>48 Miscellaneous Revenue</strong></td>
<td>86,800.17</td>
<td>13,055.01</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>132,136.37</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th></th>
<th>51 Salaries/Benefits</th>
<th>15,900,858.34</th>
<th>1,321,846.62</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>17,222,704.96</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>52 Supplies</strong></td>
<td>358,572.15</td>
<td>73,195.95</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>431,768.10</td>
</tr>
<tr>
<td><strong>53 Purchased/Contracted Services</strong></td>
<td>4,211,682.99</td>
<td>1,567,133.85</td>
<td>0.00</td>
<td>24,957.50</td>
<td>4,274.90</td>
<td>0.00</td>
<td>5,808,049.24</td>
</tr>
<tr>
<td><strong>54 Library Materials</strong></td>
<td>2,284,877.36</td>
<td>474,532.60</td>
<td>0.00</td>
<td>0.00</td>
<td>5,525.19</td>
<td>0.00</td>
<td>2,764,935.15</td>
</tr>
<tr>
<td><strong>55 Capital Outlay</strong></td>
<td>204,343.19</td>
<td>409,148.14</td>
<td>0.00</td>
<td>1,439,328.50</td>
<td>0.00</td>
<td>0.00</td>
<td>2,052,819.83</td>
</tr>
<tr>
<td><strong>56 Debt Service</strong></td>
<td>56,969.68</td>
<td>10,864.35</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100,612.64</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th></th>
<th>95 Notes Issued</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>98 Advances</strong></td>
<td>8.56</td>
<td>(8.56)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>99 Transfers</strong></td>
<td>(20,588,329.59)</td>
<td>0.00</td>
<td>2,588,329.59</td>
<td>18,000,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Certified Revenue (1)</th>
<th>Income To Date</th>
<th>Balance</th>
<th>Percent To Date</th>
<th>Percent Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLF State Income Tax</td>
<td>23,461,822</td>
<td>9,963,441</td>
<td>13,498,381</td>
<td>42%</td>
</tr>
<tr>
<td>General Property Tax</td>
<td>34,939,195</td>
<td>19,573,833</td>
<td>15,365,362</td>
<td>56%</td>
</tr>
<tr>
<td>Rollback, Homestead, CAT</td>
<td>2,400,000</td>
<td>1,292,643</td>
<td>1,107,357</td>
<td>54%</td>
</tr>
<tr>
<td>Fines &amp; Fees</td>
<td>132,000</td>
<td>40,699</td>
<td>91,301</td>
<td>31%</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>343,721</td>
<td>176,955</td>
<td>166,766</td>
<td>51%</td>
</tr>
<tr>
<td>Contributions</td>
<td>0</td>
<td>50</td>
<td>(50)</td>
<td>100%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>845,093</td>
<td>86,800</td>
<td>758,292</td>
<td>10%</td>
</tr>
<tr>
<td>Return of Advances Out</td>
<td>0</td>
<td>85,009</td>
<td>(85,009)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 62,121,830</strong></td>
<td><strong>$ 31,219,430</strong></td>
<td><strong>$ 30,902,401</strong></td>
<td><strong>50%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appropriation(2)</th>
<th>Expended/ Encumbered</th>
<th>Balance</th>
<th>Percent To Date (3)</th>
<th>Percent Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Benefits</td>
<td>40,721,849</td>
<td>15,982,965</td>
<td>24,738,884</td>
<td>39%</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,112,346</td>
<td>489,895</td>
<td>622,451</td>
<td>44%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>11,617,964</td>
<td>7,633,392</td>
<td>3,984,571</td>
<td>66%</td>
</tr>
<tr>
<td>Library Materials</td>
<td>10,432,203</td>
<td>5,097,924</td>
<td>5,334,280</td>
<td>49%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,381,981</td>
<td>474,387</td>
<td>907,593</td>
<td>34%</td>
</tr>
<tr>
<td>Other</td>
<td>150,623</td>
<td>108,420</td>
<td>42,203</td>
<td>72%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 65,416,966</strong></td>
<td><strong>$ 29,786,983</strong></td>
<td><strong>$ 35,629,983</strong></td>
<td><strong>46%</strong></td>
</tr>
<tr>
<td>Advances Out</td>
<td>0</td>
<td>85,000</td>
<td>(85,000)</td>
<td></td>
</tr>
<tr>
<td>Transfers Out</td>
<td>20,588,330</td>
<td>20,588,330</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 86,005,296</strong></td>
<td><strong>$ 50,460,312</strong></td>
<td><strong>$ 35,544,983</strong></td>
<td><strong>59%</strong></td>
</tr>
</tbody>
</table>


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

<table>
<thead>
<tr>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>51110</strong> Professional Salaries</td>
<td>11,731,474.81</td>
<td>12,108,952.22</td>
<td>4,924,708.80</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51120</strong> Clerical Salaries</td>
<td>10,511,536.81</td>
<td>10,838,871.05</td>
<td>4,106,042.64</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51130</strong> Non-Clerical Salaries</td>
<td>890,526.80</td>
<td>918,998.14</td>
<td>323,202.59</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51140</strong> Buildings Salaries</td>
<td>5,211,405.24</td>
<td>5,369,106.68</td>
<td>2,072,326.61</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51150</strong> Other Salaries</td>
<td>417,092.96</td>
<td>428,750.20</td>
<td>149,793.30</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51180</strong> Severance Pay</td>
<td>0.00</td>
<td>209,471.09</td>
<td>192,417.67</td>
<td>50,000.00</td>
</tr>
<tr>
<td><strong>51190</strong> Non-Base Pay</td>
<td>361,992.37</td>
<td>446,324.88</td>
<td>270,503.64</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51400</strong> OPERS</td>
<td>4,236,321.13</td>
<td>4,374,061.72</td>
<td>1,668,295.45</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51610</strong> Health Insurance</td>
<td>5,130,053.75</td>
<td>5,130,053.75</td>
<td>1,900,722.97</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51611</strong> Dental Insurance</td>
<td>222,620.71</td>
<td>222,620.71</td>
<td>84,150.38</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51612</strong> Vision Insurance</td>
<td>17,328.90</td>
<td>17,328.90</td>
<td>6,427.39</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51620</strong> Life Insurance</td>
<td>14,236.20</td>
<td>14,236.20</td>
<td>6,038.88</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51625</strong> Short Term Disability Insurance</td>
<td>51,883.21</td>
<td>51,883.21</td>
<td>22,257.01</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51630</strong> Workers Compensation</td>
<td>65,481.18</td>
<td>65,481.18</td>
<td>(17,794.16)</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>51640</strong> Unemployment Compensation</td>
<td>25,000.00</td>
<td>67,545.14</td>
<td>16,145.98</td>
<td>24,094.34</td>
</tr>
<tr>
<td><strong>51650</strong> Medicare - ER</td>
<td>408,439.77</td>
<td>426,096.42</td>
<td>162,552.54</td>
<td>994.70</td>
</tr>
<tr>
<td><strong>51900</strong> Other Benefits</td>
<td>22,119.84</td>
<td>32,065.47</td>
<td>10,066.65</td>
<td>7,517.28</td>
</tr>
</tbody>
</table>

**Total 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 | 12,884.01 |
| 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>52220 Electrical Supplies</td>
<td>42,988.00</td>
<td>46,004.21</td>
<td>17,348.65</td>
<td>3,386.03</td>
<td>25,269.53</td>
</tr>
<tr>
<td>52230 Maintenance Supplies</td>
<td>293,500.00</td>
<td>478,665.58</td>
<td>218,383.92</td>
<td>49,498.66</td>
<td>210,783.00</td>
</tr>
<tr>
<td>52240 Uniforms</td>
<td>40,000.00</td>
<td>50,429.22</td>
<td>10,273.02</td>
<td>16,425.70</td>
<td>23,730.50</td>
</tr>
<tr>
<td>52300 Motor Vehicle Supplies</td>
<td>56,585.00</td>
<td>61,066.01</td>
<td>16,434.06</td>
<td>15,772.36</td>
<td>28,859.59</td>
</tr>
<tr>
<td>52900 Other Supplies</td>
<td>163,715.17</td>
<td>188,842.02</td>
<td>40,052.82</td>
<td>10,908.85</td>
<td>137,880.35</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td><strong>$848,690.17</strong></td>
<td><strong>$1,112,346.49</strong></td>
<td><strong>$358,572.15</strong></td>
<td><strong>$131,322.95</strong></td>
<td><strong>$622,451.39</strong></td>
</tr>
<tr>
<td>53100 Travel/Meetings</td>
<td>25,000.00</td>
<td>25,557.00</td>
<td>669.00</td>
<td>1,305.00</td>
<td>23,583.00</td>
</tr>
<tr>
<td>53210 Telecommunications</td>
<td>273,000.00</td>
<td>291,793.63</td>
<td>123,815.57</td>
<td>151,420.88</td>
<td>16,557.18</td>
</tr>
<tr>
<td>53230 Postage/Freight</td>
<td>55,600.00</td>
<td>80,435.61</td>
<td>10,029.65</td>
<td>59,532.60</td>
<td>10,873.36</td>
</tr>
<tr>
<td>53240 PR/Other Communications</td>
<td>186,790.00</td>
<td>247,234.08</td>
<td>24,326.98</td>
<td>64,939.96</td>
<td>157,967.14</td>
</tr>
<tr>
<td>53310 Building Repairs</td>
<td>275,000.00</td>
<td>394,189.65</td>
<td>170,485.76</td>
<td>122,315.99</td>
<td>101,387.90</td>
</tr>
<tr>
<td>53320 Machine Repairs</td>
<td>11,000.00</td>
<td>30,978.06</td>
<td>13,767.26</td>
<td>16,207.80</td>
<td>1,003.00</td>
</tr>
<tr>
<td>53340 Building Maintenance</td>
<td>425,225.00</td>
<td>664,724.29</td>
<td>186,386.25</td>
<td>182,035.31</td>
<td>296,302.73</td>
</tr>
<tr>
<td>53350 Machine Maintenance</td>
<td>156,734.09</td>
<td>217,755.44</td>
<td>36,844.99</td>
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# Cleveland Public Library
## Appropriation, Expenditures and Balances
### General Fund
#### For the Period Ending May 31, 2021

<table>
<thead>
<tr>
<th>Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid</th>
<th>Unencumbered Balance</th>
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<tbody>
<tr>
<td>Water/Sewer</td>
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<td>205,790.67</td>
<td>37,693.47</td>
<td>129,061.04</td>
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<tr>
<td>Professional Services</td>
<td>1,113,132.91</td>
<td>1,631,244.82</td>
<td>254,297.07</td>
<td>403,203.25</td>
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<tr>
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<td>865,562.00</td>
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<td>11,000.00</td>
<td>2,711.66</td>
<td>0.00</td>
</tr>
<tr>
<td>Library Material Control</td>
<td>279,500.00</td>
<td>436,890.37</td>
<td>91,416.64</td>
<td>67,458.73</td>
</tr>
<tr>
<td>Other Purchased Services</td>
<td>1,508,500.00</td>
<td>1,426,645.81</td>
<td>1,401,234.55</td>
<td>3,730.00</td>
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<tr>
<td>Books</td>
<td>1,811,541.00</td>
<td>2,482,878.21</td>
<td>585,134.07</td>
<td>760,247.96</td>
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<tr>
<td>Continuations</td>
<td>337,750.00</td>
<td>592,395.05</td>
<td>150,970.00</td>
<td>191,726.28</td>
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<td>1,066,300.23</td>
<td>159,790.57</td>
<td>155,324.84</td>
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<tr>
<td>Microforms</td>
<td>29,100.00</td>
<td>50,313.00</td>
<td>14,366.44</td>
<td>7,475.00</td>
</tr>
<tr>
<td>Video Media</td>
<td>1,050,000.00</td>
<td>1,397,042.30</td>
<td>263,333.39</td>
<td>386,229.17</td>
</tr>
<tr>
<td>Audio Media - Spoken</td>
<td>55,150.00</td>
<td>82,999.27</td>
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<tr>
<td>Audio Media - Music</td>
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<td>57,920.39</td>
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<tr>
<td>Database Services</td>
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<td>200,970.97</td>
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<tr>
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<td>1,650,000.00</td>
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<td>606,569.33</td>
<td>912,779.33</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>3,000.00</td>
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<td>958.50</td>
<td>2,270.00</td>
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<tr>
<td>Bookbinding</td>
<td>20,000.00</td>
<td>25,279.28</td>
<td>13,710.42</td>
<td>11,568.86</td>
</tr>
<tr>
<td>Preservation Services</td>
<td>20,000.00</td>
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<td>1,842.74</td>
<td>1,991.71</td>
</tr>
<tr>
<td>Preservation Boxing</td>
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<td>5,228.98</td>
<td>1,212.48</td>
<td>1,294.23</td>
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<tr>
<td>Preservation Reformatting</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>0.00</td>
<td>19.98</td>
</tr>
<tr>
<td>Other LM-Hotspots</td>
<td>120,000.00</td>
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<td>102,695.05</td>
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</tbody>
</table>

### Purchased/Contracted Services

<table>
<thead>
<tr>
<th>Current Year Appropriation</th>
<th>Total Appropriated Funds</th>
<th>Current Year Expenditures</th>
<th>Encumbered and Unpaid</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
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<tr>
<td>Water/Sewer</td>
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<tr>
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<td>32,092.64</td>
<td>57,920.39</td>
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<tr>
<td>Database Services</td>
<td>795,000.00</td>
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<tr>
<td>Bookbinding</td>
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<td>11,568.86</td>
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<td>1,842.74</td>
<td>1,991.71</td>
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<td>5,000.00</td>
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<td>1,212.48</td>
<td>1,294.23</td>
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<tr>
<td>Preservation Reformatting</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>0.00</td>
<td>19.98</td>
</tr>
<tr>
<td>Other LM-Hotspots</td>
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<td>102,695.05</td>
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<td><strong>$20,588,329.59</strong></td>
<td><strong>$20,588,329.59</strong></td>
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# Cleveland Public Library

**Revenue, Expenditures and Changes in Fund Balances**

For the Period Ending May 31, 2021

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Fund Name</th>
<th>Beginning Year Balance</th>
<th>Year to Date Receipts</th>
<th>Year to Date Expenditures</th>
<th>Year to Date Encumbrances</th>
<th>Unencumbered Balance</th>
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<tr>
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<td>Schweinfurth</td>
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<tr>
<td>231</td>
<td>CLEVNET</td>
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<td>2,871,256.61</td>
<td>2,506,759.11</td>
<td>1,038,823.48</td>
<td>1,258,319.41</td>
</tr>
<tr>
<td>251</td>
<td>OLBPD-Library for the Blind</td>
<td>259,592.12</td>
<td>628,415.00</td>
<td>567,174.28</td>
<td>40,055.12</td>
<td>280,777.72</td>
</tr>
<tr>
<td>254</td>
<td>MyCom</td>
<td>26,107.22</td>
<td>123,901.34</td>
<td>75,008.56</td>
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<td>75,000.00</td>
</tr>
<tr>
<td>256</td>
<td>Learning Centers</td>
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<td>0.00</td>
<td>0.00</td>
<td>8,042.05</td>
</tr>
<tr>
<td>257</td>
<td>Tech Centers</td>
<td>75,643.97</td>
<td>60,600.00</td>
<td>19,124.22</td>
<td>1,482.85</td>
<td>115,636.90</td>
</tr>
<tr>
<td>259</td>
<td>Rice Solar Panel System</td>
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</tr>
<tr>
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<td>Coronavirus Relief Fund</td>
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<td>822.42</td>
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<td>14,558.83</td>
<td>7,262.31</td>
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<tr>
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<td>2,588,427.64</td>
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<td>0.00</td>
<td>3,293,825.14</td>
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**Total Special Revenue Funds** $21,473,019.29 $4,032,299.93 $3,941,730.07 $1,554,751.12 $20,008,838.03

**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

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<tr>
<th></th>
<th>Beginning Year Balance</th>
<th>Year to Date Receipts</th>
<th>Year to Date Expenditures</th>
<th>Year to Date Encumbrances</th>
<th>Unencumbered Balance</th>
</tr>
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<tbody>
<tr>
<td>401</td>
<td>1,961,766.25</td>
<td>18,000,000.00</td>
<td>113,699.17</td>
<td>45,646.25</td>
<td>19,802,420.83</td>
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<tr>
<td>402</td>
<td>51,618,170.56</td>
<td>229,184.65</td>
<td>1,348,793.96</td>
<td>4,445,530.05</td>
<td>46,053,031.40</td>
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<tr>
<td>403</td>
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<td>43,028.57</td>
<td>1,792.87</td>
<td>2,586.69</td>
<td>9,178,091.20</td>
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<td>Total Capital Project Funds</td>
<td>$ 62,719,379.00</td>
<td>$ 18,272,213.42</td>
<td>$ 1,464,286.00</td>
<td>$ 4,493,762.99</td>
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<td>0.00</td>
<td>308,740.72</td>
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<td>0.00</td>
<td>0.00</td>
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<td>503</td>
<td>66,204.46</td>
<td>2,261.53</td>
<td>2,290.00</td>
<td>5,159.44</td>
<td>61,016.55</td>
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<tr>
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<td>7,455.81</td>
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<td>505</td>
<td>359,579.98</td>
<td>2,145.71</td>
<td>149.90</td>
<td>149.90</td>
<td>361,425.89</td>
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<tr>
<td>506</td>
<td>249,530.46</td>
<td>1,132.30</td>
<td>1,550.00</td>
<td>2,480.00</td>
<td>246,632.76</td>
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<tr>
<td>507</td>
<td>126,809.54</td>
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<td>0.00</td>
<td>0.00</td>
<td>126,809.54</td>
</tr>
<tr>
<td>508</td>
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<td>0.00</td>
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<td>54,663.37</td>
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<tr>
<td>509</td>
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<td>0.00</td>
<td>250.00</td>
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<td>240,777.57</td>
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<tr>
<td>510</td>
<td>176,293.33</td>
<td>(2,499.42)</td>
<td>0.00</td>
<td>0.00</td>
<td>173,793.91</td>
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<tr>
<td>511</td>
<td>9,232.20</td>
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<td>0.00</td>
<td>0.00</td>
<td>9,232.20</td>
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<tr>
<td>512</td>
<td>2,828,335.38</td>
<td>12,101.39</td>
<td>5,560.19</td>
<td>44,927.36</td>
<td>2,789,949.22</td>
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<tr>
<td>513</td>
<td>108,130.72</td>
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<td>0.00</td>
<td>0.00</td>
<td>108,130.72</td>
</tr>
<tr>
<td>514</td>
<td>148,784.42</td>
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<td>0.00</td>
<td>0.00</td>
<td>148,784.42</td>
</tr>
<tr>
<td></td>
<td>Total Permanent Funds</td>
<td>$ 4,689,287.65</td>
<td>$ 13,795.26</td>
<td>$ 9,800.09</td>
<td>$ 52,716.70</td>
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<tr>
<td>901</td>
<td>9,005.09</td>
<td>150.00</td>
<td>170.00</td>
<td>0.00</td>
<td>8,985.09</td>
</tr>
<tr>
<td>905</td>
<td>5,804.82</td>
<td>32,131.19</td>
<td>32,608.81</td>
<td>0.00</td>
<td>5,327.20</td>
</tr>
<tr>
<td></td>
<td>Total Agency Funds</td>
<td>$ 14,809.91</td>
<td>$ 32,281.19</td>
<td>$ 32,778.81</td>
<td>$ 0.00</td>
</tr>
<tr>
<td></td>
<td>Total All Funds</td>
<td>$ 133,421,195.15</td>
<td>$ 56,158,447.18</td>
<td>$ 49,139,228.27</td>
<td>$ 12,870,909.80</td>
</tr>
</tbody>
</table>
Cleveland Public Library  
Year-To-Date Budget Report  
Construction - Tax-Exempt Fund 402  
For the Period Ending May 31, 2021

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>YTD Actual</th>
<th>Encumbered and Unpaid</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>44400</td>
<td>Investment Earnings (Capital)</td>
<td>0.00</td>
<td>0.00</td>
<td>-229,184.85</td>
<td>0.00</td>
<td>229,184.85</td>
</tr>
<tr>
<td></td>
<td>Investment Earnings</td>
<td>0.00</td>
<td>0.00</td>
<td>-229,184.85</td>
<td>0.00</td>
<td>229,184.85</td>
</tr>
<tr>
<td>52900</td>
<td>Other Supplies</td>
<td>0.00</td>
<td>291.71</td>
<td>0.00</td>
<td>291.71</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>0.00</td>
<td>291.71</td>
<td>0.00</td>
<td>291.71</td>
<td>0.00</td>
</tr>
<tr>
<td>53710</td>
<td>Professional Services</td>
<td>20,000.00</td>
<td>50,735.85</td>
<td>23,164.63</td>
<td>24,969.37</td>
<td>2,601.85</td>
</tr>
<tr>
<td></td>
<td>Purchased/Contracted Services</td>
<td>20,000.00</td>
<td>50,735.85</td>
<td>23,164.63</td>
<td>24,969.37</td>
<td>2,601.85</td>
</tr>
<tr>
<td>55300</td>
<td>Construction/Improvements</td>
<td>0.00</td>
<td>12,519,704.65</td>
<td>1,325,629.33</td>
<td>4,420,268.97</td>
<td>6,773,806.35</td>
</tr>
<tr>
<td></td>
<td>Capital Outlay</td>
<td>0.00</td>
<td>12,519,704.65</td>
<td>1,325,629.33</td>
<td>4,420,268.97</td>
<td>6,773,806.35</td>
</tr>
<tr>
<td></td>
<td>TOTAL Revenues</td>
<td>0.00</td>
<td>0.00</td>
<td>-229,184.85</td>
<td>0.00</td>
<td>229,184.85</td>
</tr>
<tr>
<td></td>
<td>TOTAL Expenditures</td>
<td>20,000.00</td>
<td>12,570,732.21</td>
<td>1,348,793.96</td>
<td>4,445,530.05</td>
<td>6,776,408.20</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>44400 Investment Earnings (Capital)</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>YTD Actual</th>
<th>Encumbered and Unpaid</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Earnings</td>
<td>0.00</td>
<td>0.00</td>
<td>-43,028.57</td>
<td>0.00</td>
<td>43,028.57</td>
</tr>
<tr>
<td>53710 Professional Services</td>
<td>5,000.00</td>
<td>5,959.91</td>
<td>1,792.87</td>
<td>2,586.69</td>
<td>1,580.35</td>
</tr>
<tr>
<td>Purchased/Contracted Services</td>
<td>5,000.00</td>
<td>5,959.91</td>
<td>1,792.87</td>
<td>2,586.69</td>
<td>1,580.35</td>
</tr>
<tr>
<td>TOTAL Revenues</td>
<td>5,000.00</td>
<td>5,959.91</td>
<td>1,792.87</td>
<td>2,586.69</td>
<td>1,580.35</td>
</tr>
<tr>
<td>TOTAL Expenditures</td>
<td>5,000.00</td>
<td>5,959.91</td>
<td>1,792.87</td>
<td>2,586.69</td>
<td>1,580.35</td>
</tr>
</tbody>
</table>

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  

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance of All Funds</td>
<td>$ 140,440,440.59</td>
</tr>
<tr>
<td>Huntington - Checking</td>
<td>14,228.67</td>
</tr>
<tr>
<td>KeyBank - Checking (ZBA)</td>
<td>(420,406.81)</td>
</tr>
<tr>
<td>KeyBank - FSA Account</td>
<td>5,206.19</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>270.00</td>
</tr>
<tr>
<td>Change Fund</td>
<td>1,490.00</td>
</tr>
<tr>
<td>KeyBank-Payroll Account (ZBA)</td>
<td>255.52</td>
</tr>
<tr>
<td>Cash in Library Treasury</td>
<td>(398,956.43)</td>
</tr>
<tr>
<td>Huntington Escrow Account</td>
<td>111,554.52</td>
</tr>
<tr>
<td>U.S. Bank - 2019A-Money Market</td>
<td>6,640,772.60</td>
</tr>
<tr>
<td>U.S. Bank - 2019B-Money Market</td>
<td>200,529.96</td>
</tr>
<tr>
<td>U.S. Bank - Investments</td>
<td>44,437,501.85</td>
</tr>
<tr>
<td>U.S. Bank - Inv - Money Market</td>
<td>864,756.02</td>
</tr>
<tr>
<td>U.S. Bank - Series 2019A Notes</td>
<td>47,502,271.65</td>
</tr>
<tr>
<td>U.S. Bank - Series 2019B Notes</td>
<td>8,984,711.93</td>
</tr>
<tr>
<td>Huntington Trust -Money Market</td>
<td>1,697,555.30</td>
</tr>
<tr>
<td>STAR Ohio Investment</td>
<td>9,242,981.31</td>
</tr>
<tr>
<td>STAR Plus Program</td>
<td>0.00</td>
</tr>
<tr>
<td>Investments</td>
<td>$ 119,682,635.14</td>
</tr>
<tr>
<td>PNC- Endowment Account</td>
<td>21,156,761.88</td>
</tr>
<tr>
<td>Endowment Account</td>
<td>$ 21,156,761.88</td>
</tr>
<tr>
<td>Cash in Banks and On Hand</td>
<td>$ 140,440,440.59</td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Investment Period</th>
<th>No. of Days</th>
<th>Amount</th>
<th>Bank</th>
<th>Interest Rate</th>
<th>Investment Income</th>
<th>Investment Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/21 - 05/31/21</td>
<td>31</td>
<td>Various</td>
<td>STAR Ohio</td>
<td>Various</td>
<td>681.33</td>
<td>Investment Pool</td>
</tr>
<tr>
<td>05/01/21 - 05/31/21</td>
<td>31</td>
<td>Various</td>
<td>STAR Plus</td>
<td>Various</td>
<td>0.00</td>
<td>Bank Deposit Program</td>
</tr>
<tr>
<td>05/01/21 - 05/31/21</td>
<td>31</td>
<td>Various</td>
<td>U.S. Bank</td>
<td>Various</td>
<td>41.33</td>
<td>Sweep Money Market</td>
</tr>
<tr>
<td>08/28/20 - 05/24/21</td>
<td>270</td>
<td>500,000</td>
<td>MUFG Bank Ltd/NY</td>
<td>0.240%</td>
<td>896.67</td>
<td>Commercial Paper</td>
</tr>
<tr>
<td>11/06/20 - 05/06/21</td>
<td>182</td>
<td>1,000,000</td>
<td>Federal National Mortgage Assn.</td>
<td>1.250%</td>
<td>28,830.00</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>11/08/20 - 05/08/21</td>
<td>182</td>
<td>500,000</td>
<td>Federal Farm Credit Bank</td>
<td>1.625%</td>
<td>4,062.50</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>11/13/20 - 05/13/21</td>
<td>182</td>
<td>500,000</td>
<td>Federal Home Loan Mortgage Corp.</td>
<td>0.300%</td>
<td>750.00</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>11/17/20 - 05/17/21</td>
<td>182</td>
<td>525,000</td>
<td>Federal National Mortgage Assn.</td>
<td>0.560%</td>
<td>1,470.00</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>11/22/20 - 05/22/21</td>
<td>182</td>
<td>425,000</td>
<td>Federal Home Loan Bank</td>
<td>1.250%</td>
<td>4,250.00</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>11/24/20 - 05/24/21</td>
<td>182</td>
<td>1,425,000</td>
<td>Federal Farm Credit Bank</td>
<td>1.670%</td>
<td>14,255.70</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>11/28/20 - 05/28/21</td>
<td>182</td>
<td>125,000</td>
<td>Federal Home Loan Mortgage Corp.</td>
<td>1.950%</td>
<td>2,312.50</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>04/01/21 - 05/01/21</td>
<td>31</td>
<td>100,000</td>
<td>Live Oak Banking Co.</td>
<td>1.800%</td>
<td>147.95</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>11/07/20 - 05/07/21</td>
<td>182</td>
<td>248,000</td>
<td>HSBC Bank USA NA</td>
<td>1.300%</td>
<td>1,598.75</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>11/07/20 - 05/07/21</td>
<td>182</td>
<td>248,000</td>
<td>Pinnacle Bank</td>
<td>0.900%</td>
<td>1,106.83</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>04/11/21 - 05/11/21</td>
<td>31</td>
<td>249,000</td>
<td>UBS Bank USA</td>
<td>1.000%</td>
<td>204.66</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>04/11/21 - 05/11/21</td>
<td>31</td>
<td>249,000</td>
<td>First Internet Bank of Indiana</td>
<td>0.850%</td>
<td>173.96</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>04/13/21 - 05/13/21</td>
<td>31</td>
<td>249,000</td>
<td>Enerbank USA</td>
<td>1.800%</td>
<td>368.38</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>04/17/21 - 05/17/21</td>
<td>31</td>
<td>249,000</td>
<td>Wells Fargo National Bank West</td>
<td>1.900%</td>
<td>388.85</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>04/18/21 - 05/18/21</td>
<td>31</td>
<td>225,000</td>
<td>Wells Fargo Bank NA</td>
<td>1.950%</td>
<td>360.62</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>04/18/21 - 05/18/21</td>
<td>31</td>
<td>249,000</td>
<td>Congressional Bank</td>
<td>0.200%</td>
<td>40.93</td>
<td>Negotiable CD</td>
</tr>
<tr>
<td>04/20/21 - 05/20/21</td>
<td>31</td>
<td>249,000</td>
<td>Texas Exchange Bank SSB</td>
<td>0.850%</td>
<td>173.96</td>
<td>Negotiable CD</td>
</tr>
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</table>
### SERIES 2019A TAX-EXEMPT NOTES:

<table>
<thead>
<tr>
<th>Investment Period</th>
<th>No. of Days</th>
<th>Amount</th>
<th>Bank</th>
<th>Interest Rate</th>
<th>Investment Income</th>
<th>Investment Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/21 - 05/31/21</td>
<td>31</td>
<td>Various</td>
<td>U.S. Bank</td>
<td>Various</td>
<td>113.73</td>
<td>Sweep Money Market</td>
</tr>
<tr>
<td>08/28/20 - 05/24/21</td>
<td>270</td>
<td>2,000,000</td>
<td>MUFG Bank LTD/NY</td>
<td>0.240%</td>
<td>3,586.68</td>
<td>Commercial Paper</td>
</tr>
<tr>
<td>11/18/20 - 05/18/21</td>
<td>182</td>
<td>2,685,000</td>
<td>Federal Farm Credit Bank</td>
<td>0.160%</td>
<td>2,148.00</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>11/24/20 - 05/24/21</td>
<td>182</td>
<td>3,000,000</td>
<td>Federal Farm Credit Bank</td>
<td>1.670%</td>
<td>25,800.00</td>
<td>Federal Agency</td>
</tr>
</tbody>
</table>

- Earned Interest May 2021: $31,648.41
- Earned Interest Year To Date: $229,184.85

### SERIES 2019B TAXABLE NOTES:

<table>
<thead>
<tr>
<th>Investment Period</th>
<th>No. of Days</th>
<th>Amount</th>
<th>Bank</th>
<th>Interest Rate</th>
<th>Investment Income</th>
<th>Investment Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/21 - 05/31/21</td>
<td>31</td>
<td>Various</td>
<td>U.S. Bank</td>
<td>Various</td>
<td>4.55</td>
<td>Sweep Money Market</td>
</tr>
</tbody>
</table>

- Earned Interest May 2021: $4.55
- Earned Interest Year To Date: $43,028.57

### NOTE RETIREMENT FUND:

<table>
<thead>
<tr>
<th>Investment Period</th>
<th>No. of Days</th>
<th>Amount</th>
<th>Bank</th>
<th>Interest Rate</th>
<th>Investment Income</th>
<th>Investment Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/21 - 05/31/21</td>
<td>31</td>
<td>Various</td>
<td>Huntington National Bank</td>
<td>Various</td>
<td>42.00</td>
<td>Sweep Money Market</td>
</tr>
</tbody>
</table>

- Earned Interest May 2021: $42.00
- Earned Interest Year To Date: $98.05
**ESCROW ACCOUNT:**

<table>
<thead>
<tr>
<th>Investment Period</th>
<th>No. of Days</th>
<th>Amount</th>
<th>Bank</th>
<th>Interest Rate</th>
<th>Investment Income</th>
<th>Investment Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/21 - 05/31/21</td>
<td>31</td>
<td>Various</td>
<td>Huntington National Bank</td>
<td>Various</td>
<td>0.95</td>
<td>Money Market</td>
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- 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
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
Cleveland Public Library Operating Account

PORTFOLIO SUMMARY
As of May 31, 2021

MONTHLY RECONCILIATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Beginning Book Value</td>
<td>45,228,383.99</td>
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<td>Contributions</td>
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<td>Withdrawals</td>
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<td>Prior Month Custodian Fees</td>
<td>(379.98)</td>
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<td>Realized Gains/Losses</td>
<td>26,927.37</td>
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<tr>
<td>Purchased Interest</td>
<td>(57.49)</td>
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<td>Gross Interest Earnings</td>
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<td>Ending Book Value</td>
<td>45,298,354.00</td>
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PORTFOLIO CHARACTERISTICS

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<th>Description</th>
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<tr>
<td>Portfolio Yield to Maturity</td>
<td>0.83%</td>
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<tr>
<td>Portfolio Effective Duration</td>
<td>1.88 yrs</td>
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<tr>
<td>Weighted Average Maturity</td>
<td>2.64 yrs</td>
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SECTOR ALLOCATION

- U.S. Treasury Notes: 10.3%
- Negotiable Certificates of Deposit: 19.3%
- Municipal Bond: 0.7%
- Money Market Fund, Taxable: 1.9%
- Commercial Paper: 15.0%
- Agency Bond: 52.8%

MATURITY DISTRIBUTION

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<tr>
<th>Maturity</th>
<th>Percentage</th>
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<tr>
<td>0-1 yrs</td>
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<tr>
<td>1-2 yrs</td>
<td>7%</td>
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<tr>
<td>2-3 yrs</td>
<td>23%</td>
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<td>3-4 yrs</td>
<td>20%</td>
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<tr>
<td>4-5 yrs</td>
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CREDIT QUALITY

- NR 20.41%
- AAAa 1.89%
- P-1 14.99%
- Aa1 0.71%
- Aaa 61.99%

PROJECTED MONTHLY INCOME SCHEDULE

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6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meeederpublicfunds.com
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# Cleveland Public Library Operating Account

**PROJECTED INCOME SCHEDULE**

As of May 31, 2021

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## Cleveland Public Library Operating Account

### PROJECTED INCOME SCHEDULE

**As of May 31, 2021**

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## Cleveland Public Library Operating Account

### PROJECTED INCOME SCHEDULE

As of May 31, 2021

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### PROJECTED INCOME SCHEDULE

As of May 31, 2021

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6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meederpublicfunds.com
## Cleveland Public Library Operating Account
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As of May 31, 2021

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<th>Unrealized Gain/ Loss</th>
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Cleveland Public Library Operating Account

POSITION STATEMENT
As of May 31, 2021

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/ Settlement Date</th>
<th>Par Value</th>
<th>Principal Cost/ Purchased Interest</th>
<th>Total Cost</th>
<th>Maturity Date</th>
<th>Market Value</th>
<th>Unrealized Gain/(Loss)</th>
<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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<tbody>
<tr>
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## POSITION STATEMENT

As of May 31, 2021

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<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/ Settlement Date</th>
<th>Par Value</th>
<th>Principal Cost/ Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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### Commercial Paper

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<th>Principal Cost/ Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Moodys/ S&amp;P Rating</th>
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<tbody>
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<td>2254EAVA8</td>
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<td>11/17/2020</td>
<td>$500,000.00</td>
<td>$499,002.50 $1.00%</td>
<td>$499,105.00</td>
<td>0.27%</td>
<td>0.203</td>
<td>0.205</td>
<td>$99.98</td>
<td>$917.50</td>
<td>0.91%</td>
</tr>
<tr>
<td>62479LWD3</td>
<td>MUFG Bank, Ltd. 12/16/2020</td>
<td>12/17/2020</td>
<td>$350,000.00</td>
<td>$349,396.25 $1.00%</td>
<td>$349,592.50</td>
<td>0.23%</td>
<td>0.296</td>
<td>0.298</td>
<td>$99.97</td>
<td>$509.25</td>
<td>0.64%</td>
</tr>
<tr>
<td>2254EAX16</td>
<td>Credit Suisse 1/4/2021 1/5/2021</td>
<td>$500,000.00</td>
<td>$499,103.33 $1.00%</td>
<td>$499,206.63</td>
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<td>0.345</td>
<td>0.348</td>
<td>$99.97</td>
<td>$721.67</td>
<td>0.91%</td>
<td>P-1</td>
</tr>
<tr>
<td>46640PXV0</td>
<td>J.P. Morgan 2/1/2021 2/2/2021</td>
<td>$500,000.00</td>
<td>$499,364.86 $1.00%</td>
<td>$499,469.72</td>
<td>0.17%</td>
<td>0.422</td>
<td>0.424</td>
<td>$99.95</td>
<td>$380.14</td>
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<tr>
<td>22533UAR4</td>
<td>Credit Agricole 4/30/2021 4/30/2021</td>
<td>$2,500,000.00</td>
<td>$2,496,625.00 $1.00%</td>
<td>$2,497,550.00</td>
<td>0.18%</td>
<td>0.663</td>
<td>0.665</td>
<td>$99.90</td>
<td>$850.00</td>
<td>4.55%</td>
<td>P-1</td>
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<tr>
<td>62479MB44</td>
<td>MUFG Bank, Ltd. 5/10/2021 5/10/2021</td>
<td>$1,000,000.00</td>
<td>$999,025.00 $1.00%</td>
<td>$999,025.00</td>
<td>0.13%</td>
<td>0.690</td>
<td>0.692</td>
<td>$99.90</td>
<td>($75.00)</td>
<td>1.82%</td>
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</tr>
<tr>
<td><strong>SubTotal</strong></td>
<td></td>
<td></td>
<td><strong>$6,850,000.00</strong></td>
<td><strong>$6,840,439.30</strong></td>
<td><strong>$6,840,439.30</strong></td>
<td>0.20%</td>
<td><strong>$6,845,755.50</strong></td>
<td><strong>$5,316.20</strong></td>
<td><strong>12.47%</strong></td>
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## Cleveland Public Library Operating Account

### POSITION STATEMENT

**As of May 31, 2021**

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
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<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain (Loss)</th>
<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>677522B3</td>
<td>Ohio, State of 0.350% 05/01/2023</td>
<td>3/8/2021, 3/17/2021</td>
<td>$325,000.00</td>
<td>$325,000.00</td>
<td>$325,000.00</td>
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<td>$325,796.25</td>
<td>$100.25</td>
<td>$796.25</td>
<td>Aa1</td>
</tr>
<tr>
<td>33847E2Q9</td>
<td>Flagstar Bank, FSB 2.400% 12/28/2021</td>
<td>6/19/2019, 6/28/2019</td>
<td>$246,000.00</td>
<td>$245,877.00</td>
<td>$245,877.00</td>
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<td>0.586</td>
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<td>$101.39</td>
<td>$3,532.56</td>
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</tr>
<tr>
<td>90348JSW1</td>
<td>UBS Bank USA 1.000% 03/11/2022</td>
<td>3/3/2020, 3/11/2020</td>
<td>$249,000.00</td>
<td>$248,502.00</td>
<td>$248,502.00</td>
<td>1.10%</td>
<td>0.786</td>
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<td>$100.75</td>
<td>$2,370.48</td>
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<tr>
<td>15201QCD7</td>
<td>Centerstate Bank Corporation 1.000%</td>
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<td>$248,000.00</td>
<td>$248,000.00</td>
<td>1.00%</td>
<td>0.814</td>
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<td>$100.78</td>
<td>$1,934.40</td>
<td>0.46%</td>
</tr>
<tr>
<td>12556LBU9</td>
<td>CIT Bank, National Association 1.050%</td>
<td>3/9/2020, 3/26/2020</td>
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<td>$248,000.00</td>
<td>$248,000.00</td>
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<td>$2,075.76</td>
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<tr>
<td>72345SKS9</td>
<td>Pinnacle Bank 0.900% 05/09/2022</td>
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<td>$247,752.00</td>
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<td>0.948</td>
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<td>$100.79</td>
<td>$2,199.76</td>
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</tr>
<tr>
<td>02007GKC6</td>
<td>Ally Bank 2.500% 06/06/2022</td>
<td>6/3/2019, 6/6/2019</td>
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<td>2.61%</td>
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<td>$102.47</td>
<td>$6,824.04</td>
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</tr>
<tr>
<td>61690UGU8</td>
<td>Morgan Stanley Bank, National Association 2.550%</td>
<td>6/3/2019, 6/6/2019</td>
<td>$246,000.00</td>
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<td>2.67%</td>
<td>1.025</td>
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<td>$7,072.50</td>
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<tr>
<td>59013KASS</td>
<td>Merrick Bank Corporation 2.350% 06/20/2022</td>
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<td>$209,559.00</td>
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<td>2.42%</td>
<td>1.063</td>
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<td>$5,491.50</td>
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<tr>
<td>20726ACE6</td>
<td>Congressional Bank 0.200% 09/19/2022</td>
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<td>$248,875.50</td>
<td>$248,875.50</td>
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<td>1.312</td>
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<td>$100.12</td>
<td>$423.30</td>
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<tr>
<td>05580ATH7</td>
<td>BMW Bank of North America 1.800% 11/29/2022</td>
<td>12/17/2019, 12/19/2019</td>
<td>$247,000.00</td>
<td>$246,644.32</td>
<td>$246,644.32</td>
<td>1.85%</td>
<td>1.507</td>
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<td>$102.53</td>
<td>$6,592.43</td>
<td>0.46%</td>
</tr>
<tr>
<td>949495AQ8</td>
<td>Wells Fargo National Bank West 1.900%</td>
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<td>$248,564.25</td>
<td>$248,564.25</td>
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<td>1.641</td>
<td></td>
<td>$102.91</td>
<td>$7,669.20</td>
<td>0.47%</td>
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</table>

| SubTotal  | $325,000.00 | $325,000.00 | $325,000.00 | 0.35% | 1.912 | $325,796.25 | $100.25 | $796.25 | 0.59% | Aa1 AA+ |

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Implied Bond Yields are calculated by the Meeder Public Funds Investment Management team. The table above includes all bonds held in the Cleveland Public Library Operating Account as of May 31, 2021. The yield at cost is the yield based on the cost of the bond. The maturity/ duration is the time until the bond matures. The market price/market value is the current market value of the bond. The unrealized gain (loss) is the change in the market value of the bond since it was purchased. The % of assets is the percentage of the total assets that each bond represents. The Moody's/ S&P Rating is the credit rating of the bond. 

For more information, please contact 866-633-3371 or visit www.meederpublicfunds.com.
## Cleveland Public Library Operating Account

**POSITION STATEMENT**

As of May 31, 2021

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<tr>
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<th>Maturity/Duration</th>
<th>Market Price/Market Value</th>
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<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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<tbody>
<tr>
<td>88224PLY3</td>
<td>Texas Capital Bank, National Association 0.300% 02/07/2023</td>
<td>8/7/2020 8/11/2020</td>
<td>$249,000.00</td>
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<td>$248,626.50</td>
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<td>1.694</td>
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<tr>
<td>81768PAF3</td>
<td>ServisFirst Bank 1.600% 02/21/2023</td>
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<td>$248,502.00</td>
<td>$248,502.00</td>
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</tr>
<tr>
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<td>American Express National Bank 1.450% 03/31/2023</td>
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<td>$247,132.00</td>
<td>$247,132.00</td>
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<td>1.841</td>
<td>1.819</td>
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</tr>
<tr>
<td>70212VAA6</td>
<td>Partners Bank 0.350% 06/30/2023</td>
<td>6/24/2020 6/30/2020</td>
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<td>$244,448.75</td>
<td>$244,448.75</td>
<td>0.43%</td>
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<td>2.081</td>
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<td>0.45%</td>
</tr>
<tr>
<td>75472RAD3</td>
<td>Raymond James Bank, National Association 1.950% 08/23/2023</td>
<td>8/14/2019 8/26/2019</td>
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<td>$246,506.00</td>
<td>$246,506.00</td>
<td>2.00%</td>
<td>2.238</td>
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<tr>
<td>29278TLF5</td>
<td>EnerBank USA 1.800% 09/13/2023</td>
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<td>1.83%</td>
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<tr>
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<td>$248,502.00</td>
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<td>2.289</td>
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</tr>
<tr>
<td>538036HCl</td>
<td>Live Oak Banking Company 1.800% 12/11/2023</td>
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<td>$99,700.00</td>
<td>$99,700.00</td>
<td>1.88%</td>
<td>2.540</td>
<td>2.479</td>
<td>$100.06</td>
<td>$104,056.00</td>
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</tr>
<tr>
<td>87270LDK6</td>
<td>TIAA, FSB 8.200% 02/12/2024</td>
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<td>$249,000.00</td>
<td>$248,263.00</td>
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<tr>
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<td>$248,564.25</td>
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<td>2.763</td>
<td>$100.02</td>
<td>$259,008.80</td>
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</tr>
<tr>
<td>654062JR0</td>
<td>Nicolet National Bank 1.150% 03/28/2024</td>
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<td>$245,265.00</td>
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<td>2.836</td>
<td>2.784</td>
<td>$102.61</td>
<td>$255,498.90</td>
<td>0.47%</td>
</tr>
<tr>
<td>795450Z7H7</td>
<td>Salie Mae Bank 2.800% 04/17/2024</td>
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<td>$109,505.00</td>
<td>2.90%</td>
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<tr>
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<td>$248,751.00</td>
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<tr>
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</tr>
</tbody>
</table>
Cleveland Public Library Operating Account

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</tr>
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<tbody>
<tr>
<td>88413QCN6</td>
<td>Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024</td>
<td>5/6/2020 5/22/2020</td>
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<td>$248,751.00</td>
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<td>2.950</td>
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<tr>
<td>14042TAP2</td>
<td>Capital One Bank (Usa), National Association 2.650% 05/22/2024</td>
<td>5/15/2019 5/30/2019</td>
<td>$246,000.00</td>
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<td>$244,524.00</td>
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<td>2.888</td>
<td>$107.19</td>
<td>$19,165.86</td>
<td>0.48%</td>
</tr>
<tr>
<td>14042RLP4</td>
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<td>5/15/2019 5/30/2019</td>
<td>$246,000.00</td>
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<td>$244,524.00</td>
<td>2.78%</td>
<td>2.986</td>
<td>2.888</td>
<td>$107.19</td>
<td>$19,165.86</td>
<td>0.48%</td>
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<tr>
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<tr>
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<td>Comenity Capital Bank 2.500% 06/27/2024</td>
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</tr>
<tr>
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<td>8/16/2019 8/30/2019</td>
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</tr>
<tr>
<td>949763M78</td>
<td>Wells Fargo Bank, National Association 1.950% 10/18/2024</td>
<td>10/25/2019 10/29/2019</td>
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<td>$224,437.50</td>
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</tr>
<tr>
<td>85628SSN2</td>
<td>State Bank of India 1.900% 01/22/2025</td>
<td>1/8/2020 1/22/2020</td>
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<td>$244,777.00</td>
<td>2.09%</td>
<td>3.658</td>
<td>3.522</td>
<td>$105.80</td>
<td>$16,551.47</td>
<td>0.48%</td>
</tr>
<tr>
<td>87165E2M8</td>
<td>Synchrony Bank 1.250% 04/24/2020</td>
<td>4/20/2020 4/24/2020</td>
<td>$248,000.00</td>
<td>$246,326.00</td>
<td>$246,326.00</td>
<td>1.39%</td>
<td>3.910</td>
<td>3.813</td>
<td>$103.59</td>
<td>$10,579.68</td>
<td>0.47%</td>
</tr>
<tr>
<td>44329ME33</td>
<td>HSBC Bank USA, National Association 1.300% 05/07/2025</td>
<td>4/24/2020 5/7/2020</td>
<td>$248,000.00</td>
<td>$247,132.00</td>
<td>$247,132.00</td>
<td>1.37%</td>
<td>3.945</td>
<td>1.116</td>
<td>$100.55</td>
<td>$2,239.44</td>
<td>0.45%</td>
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</tbody>
</table>

SubTotal: $8,576,000.00 $8,551,030.94 $8,551,044.58 $13.64 $8,827,542.38 $276,511.44 16.08%
# Cleveland Public Library Operating Account

## POSITION STATEMENT

As of May 31, 2021

<table>
<thead>
<tr>
<th>Security Description</th>
<th>Settlement Date</th>
<th>Par Value</th>
<th>Principal Cost/Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/Duration</th>
<th>Market Price/Market Value</th>
<th>Unrealized Gain/(Loss)</th>
<th>% of Assets</th>
<th>Moody's/S&amp;P Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Treasury Note</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>912828T34 UST 1.125%</td>
<td>09/30/2021</td>
<td>8/2/2017</td>
<td>$500,000.00</td>
<td>$488,359.38</td>
<td>1.71%</td>
<td>0.342</td>
<td>$100.37</td>
<td>$13,500.62</td>
<td>0.91%</td>
<td>Aaa AA+</td>
</tr>
<tr>
<td>912828ZT0 UST 0.250%</td>
<td>05/31/2025</td>
<td>4/26/2021</td>
<td>$1,750,000.00</td>
<td>$1,725,323.77</td>
<td>0.62%</td>
<td>4.011</td>
<td>$96.72</td>
<td>$4,037.58</td>
<td>3.15%</td>
<td>Aaa AA+</td>
</tr>
<tr>
<td>91282CBH3 UST 0.375%</td>
<td>01/31/2026</td>
<td>4/26/2021</td>
<td>$1,250,000.00</td>
<td>$1,226,162.43</td>
<td>0.80%</td>
<td>4.682</td>
<td>$98.30</td>
<td>$3,713.67</td>
<td>2.24%</td>
<td>Aaa AA+</td>
</tr>
<tr>
<td>91282CBT7 UST 0.750%</td>
<td>03/31/2026</td>
<td>4/26/2021</td>
<td>$1,250,000.00</td>
<td>$1,246,345.90</td>
<td>0.82%</td>
<td>4.731</td>
<td>$99.87</td>
<td>$2,683.20</td>
<td>2.27%</td>
<td>Aaa AA+</td>
</tr>
<tr>
<td><strong>SubTotal</strong></td>
<td></td>
<td></td>
<td><strong>$4,750,000.00</strong></td>
<td><strong>$4,686,191.48</strong></td>
<td><strong>0.84%</strong></td>
<td></td>
<td><strong>$4,706,542.50</strong></td>
<td><strong>$23,935.07</strong></td>
<td><strong>8.57%</strong></td>
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<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td><strong>$54,683,737.33</strong></td>
<td><strong>$54,545,239.18</strong></td>
<td><strong>0.70%</strong></td>
<td></td>
<td><strong>$54,912,841.31</strong></td>
<td><strong>$371,506.00</strong></td>
<td><strong>100.00%</strong></td>
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Cleveland Public Library Operating Account

TRANSACTION STATEMENT
As of May 31, 2021

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Trade Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Par Value</th>
<th>Principal Amount</th>
<th>Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
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<tbody>
<tr>
<td>Pending Purchase</td>
<td>5/26/2021</td>
<td>6/10/2021</td>
<td>3130AMNX6</td>
<td>FHLB 1.020% 06/10/2026</td>
<td>685,000.00</td>
<td>685,000.00</td>
<td>685,000.00</td>
<td>1.02%</td>
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<td>Total</td>
<td>685,000.00</td>
<td>685,000.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

| 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      | 315,057.49       | 0.73%     |               |
| Total            | 2,315,000.00 | 2,314,025.00    |         |                      | 57.49      | 2,314,082.49    |                   |           |               |

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Trade Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Par Value</th>
<th>Principal Cost</th>
<th>Total Proceeds</th>
<th>Realized Gain/Loss</th>
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</thead>
<tbody>
<tr>
<td>Maturity</td>
<td>5/6/2021</td>
<td>5/6/2021</td>
<td>3135GOK69</td>
<td>FNMA 1.250% 05/06/2021</td>
<td>1,000,000.00</td>
<td>977,420.00</td>
<td>1,000,000.00</td>
<td>22,580.00</td>
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<tr>
<td>Maturity</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>3133EHKK8</td>
<td>FFCB 1.670% 05/24/2021</td>
<td>1,425,000.00</td>
<td>1,422,643.05</td>
<td>1,425,000.00</td>
<td>2,356.95</td>
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<tr>
<td>Maturity</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>62479LSQ9</td>
<td>MUFG Bank, Ltd. 05/24/2021</td>
<td>500,000.00</td>
<td>499,103.33</td>
<td>500,000.00</td>
<td>896.67</td>
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<tr>
<td>Maturity</td>
<td>5/28/2021</td>
<td>5/28/2021</td>
<td>3134GB2S0</td>
<td>FMCC 1.950% 05/28/2021</td>
<td>125,000.00</td>
<td>123,906.25</td>
<td>125,000.00</td>
<td>1,093.75</td>
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<tr>
<td>Total</td>
<td>3,050,000.00</td>
<td>3,023,072.63</td>
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<td>3,050,000.00</td>
<td>26,927.37</td>
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</table>

Interest/Dividends

<table>
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<tr>
<th>Transaction Type</th>
<th>Payment Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Interest Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest/Dividends</td>
<td>5/3/2021</td>
<td>5/3/2021</td>
<td>538036HC1</td>
<td>Live Oak Banking Company 1.800% 12/11/2023</td>
<td>147.95</td>
</tr>
</tbody>
</table>

6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meederpublicfunds.com
# Cleveland Public Library Operating Account

**TRANSACTION STATEMENT**

As of May 31, 2021

<table>
<thead>
<tr>
<th>Tmst Type</th>
<th>Purchase Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Interest Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest/Dividends</td>
<td>5/3/2021</td>
<td>5/3/2021</td>
<td>31846V567</td>
<td>First American Funds, Inc.</td>
<td>41.33</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/6/2021</td>
<td>5/6/2021</td>
<td>3135G0K69</td>
<td>FNMA 1.250% 05/06/2021</td>
<td>6,250.00</td>
</tr>
<tr>
<td>Interest/Dividends</td>
<td>5/7/2021</td>
<td>5/7/2021</td>
<td>7234S5S9</td>
<td>Pinnacle Bank 0.900% 05/09/2022</td>
<td>1,106.83</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/7/2021</td>
<td>5/7/2021</td>
<td>44329ME33</td>
<td>HSBC Bank USA, National Association 1.300% 05/07/2025</td>
<td>1,598.75</td>
</tr>
<tr>
<td>Interest/Dividends</td>
<td>5/10/2021</td>
<td>5/10/2021</td>
<td>3133EK6J0</td>
<td>FFCB 1.625% 11/08/2024</td>
<td>4,062.50</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/11/2021</td>
<td>5/11/2021</td>
<td>90346JSW1</td>
<td>UBS Bank USA 1.000% 03/11/2022</td>
<td>204.66</td>
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<td>Interest/Dividends</td>
<td>5/11/2021</td>
<td>5/11/2021</td>
<td>32056GDH0</td>
<td>First Internet Bancorp 0.850% 05/13/2024</td>
<td>173.96</td>
</tr>
<tr>
<td>Interest/Dividends</td>
<td>5/13/2021</td>
<td>5/13/2021</td>
<td>29278TLF5</td>
<td>EnerBank USA 1.800% 09/13/2023</td>
<td>368.38</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/13/2021</td>
<td>5/13/2021</td>
<td>3134GXAY0</td>
<td>FMCC 0.300% 11/13/2023</td>
<td>750.00</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/17/2021</td>
<td>5/17/2021</td>
<td>949495AQ8</td>
<td>Wells Fargo National Bank West 1.900% 01/17/2023</td>
<td>388.85</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/17/2021</td>
<td>5/17/2021</td>
<td>3135GA2Z3</td>
<td>FNMA 0.560% 11/17/2025</td>
<td>1,470.00</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/18/2021</td>
<td>5/18/2021</td>
<td>949763M78</td>
<td>Wells Fargo Bank, National Association 1.950% 10/18/2024</td>
<td>360.62</td>
</tr>
<tr>
<td>Interest/Dividends</td>
<td>5/18/2021</td>
<td>5/18/2021</td>
<td>20726ACE6</td>
<td>Congressional Bank 0.200% 09/19/2022</td>
<td>40.93</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/20/2021</td>
<td>5/20/2021</td>
<td>59013KAS5</td>
<td>Merrick Bank Corporation 2.350% 06/20/2022</td>
<td>405.62</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/20/2021</td>
<td>5/20/2021</td>
<td>88241THF0</td>
<td>Texas Exchange Bank, SSB 0.850% 05/20/2024</td>
<td>173.96</td>
</tr>
<tr>
<td>Interest/Dividends</td>
<td>5/21/2021</td>
<td>5/21/2021</td>
<td>81768PAF3</td>
<td>ServisFirst Bank 1.600% 02/21/2023</td>
<td>327.45</td>
</tr>
<tr>
<td>Interest/Dividends</td>
<td>5/21/2021</td>
<td>5/21/2021</td>
<td>88413QCN6</td>
<td>Third Federal Savings and Loan Association of Cleveland 0.750% 05/21/2024</td>
<td>926.08</td>
</tr>
<tr>
<td>Interest/Dividends</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>3133EHKK8</td>
<td>FFCB 1.670% 05/24/2021</td>
<td>11,898.75</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>14042RLP4</td>
<td>Capital One, National Association 2.650% 05/22/2024</td>
<td>3,232.71</td>
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</tbody>
</table>
## Cleveland Public Library Operating Account
### TRANSACTION STATEMENT
As of May 31, 2021

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Payment Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Interest Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest/Dividends</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>14042TAP2</td>
<td>Capital One Bank (Lisa), National Association 2.650% 05/22/2024</td>
<td>3,232.71</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>3130A9VM0</td>
<td>FHLB 2.000% 11/22/2021</td>
<td>4,250.00</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/26/2021</td>
<td>5/26/2021</td>
<td>05465DAK4</td>
<td>Axos Bank 1.650% 03/26/2024</td>
<td>337.68</td>
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<td>Interest/Dividends</td>
<td>5/27/2021</td>
<td>5/27/2021</td>
<td>20033AZ58</td>
<td>Comenity Capital Bank 2.500% 06/27/2024</td>
<td>511.64</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/28/2021</td>
<td>5/28/2021</td>
<td>3134GB2S0</td>
<td>FMCC 1.950% 05/28/2021</td>
<td>1,218.75</td>
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**Total**: 43,480.11

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<tr>
<th>Transaction Type</th>
<th>Trade Date</th>
<th>Settlement Date</th>
<th>Transaction Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Custodian Fee</td>
<td>5/25/2021</td>
<td>5/25/2021</td>
<td>Cash Out</td>
<td>(379.98)</td>
</tr>
</tbody>
</table>

**Total**: (379.98)
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.

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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

Dublin, Ohio  |  Lansing, Michigan  |  Long Beach, California  |  866-633-3371  |  www.meederpublicfunds.com
## PORTFOLIO SUMMARY
As of May 31, 2021

### MONTHLY RECONCILIATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
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<tr>
<td>Contributions</td>
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<tr>
<td>withdrawals</td>
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<tr>
<td>Prior Month Custodian Fees</td>
<td>(452.18)</td>
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<tr>
<td>Realized Gains/Losses</td>
<td>4,336.68</td>
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<tr>
<td>Gross Interest Earnings</td>
<td>27,311.73</td>
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<tr>
<td>Ending Book Value</td>
<td>54,143,044.25</td>
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</tbody>
</table>

### PORTFOLIO CHARACTERISTICS

- Portfolio Yield to Maturity: 0.44%
- Portfolio Effective Duration: 0.40 yrs
- Weighted Average Maturity: 0.47 yrs

### SECTOR ALLOCATION

- U.S. Treasury Note: 5.9%
- Negotiable Certificate of Deposit: 1.4%
- Money Market Fund, Taxable: 12.2%
- Commercial Paper: 51.6%
- Agency Bond: 29.0%

### MATURITY DISTRIBUTION

- 0-1 yrs: 83%
- 1-2 yrs: 17%

### CREDIT QUALITY

- P-1: 51.56%
- NR: 1.38%
- AAAm: 12.23%
- Aaa: 34.83%

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6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meederpublicfunds.com
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>06366GT41</td>
<td>Bank of Montreal 06/04/2021</td>
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<tr>
<td>084601XB4</td>
<td>Legacy Banks 1.250% 04/21/2022</td>
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<td>1,554</td>
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<tr>
<td>22533IAR4</td>
<td>Credit Agricole Corporate and Investment Bank</td>
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<tr>
<td>2254EAV8</td>
<td>Credit Suisse Securities (USA) LLC 08/10/2021</td>
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<tr>
<td>2254EAV7</td>
<td>Credit Suisse Securities (USA) LLC 08/27/2021</td>
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<tr>
<td>30229ATJ8</td>
<td>Exxon Mobil Corporation 06/18/2021</td>
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<tr>
<td>30229AU98</td>
<td>Exxon Mobil Corporation 07/09/2021</td>
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</tr>
<tr>
<td>3130AKJD9</td>
<td>FHLB 0.140% 12/29/2022</td>
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<tr>
<td>63873JYF1</td>
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## PROJECTED INCOME SCHEDULE
### As of May 31, 2021

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<td>Wex Bank 1.250% 07/05/2021</td>
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## POSITION STATEMENT

As of May 31, 2021

### Cash and Cash Equivalents

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<th>Security Description</th>
<th>Trade Date/ Settlement Date</th>
<th>Par Value</th>
<th>Principal Cost/ Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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</thead>
<tbody>
<tr>
<td>31846V567</td>
<td>First American Funds, Inc.</td>
<td>5/28/2021</td>
<td>$6,640,772.60</td>
<td>$6,640,772.60</td>
<td>$6,640,772.60</td>
<td>0.02%</td>
<td>0.003</td>
<td>$1.00</td>
<td>$0.00</td>
<td>12.23%</td>
<td>AAm</td>
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</table>

**SubTotal**

| Par Value     | $6,640,772.60 | $6,640,772.60 | $6,640,772.60 | 0.02% | $1.00 | 0.00 | 12.23% | AAm |

### Agency Bond

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/ Settlement Date</th>
<th>Par Value</th>
<th>Principal Cost/ Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>3133EK57</td>
<td>FFCB 1.625%</td>
<td>9/13/2019</td>
<td>$2,000,000.00</td>
<td>$1,993,300.00</td>
<td>$1,993,300.00</td>
<td>1.80%</td>
<td>0.307</td>
<td>$100.48</td>
<td>$0.00</td>
<td>12.00%</td>
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**SubTotal**

| Par Value     | $6,640,772.60 | $6,640,772.60 | $6,640,772.60 | 0.02% | $1.00 | 0.00 | 12.23% | AAa |

### Commercial Paper

<table>
<thead>
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<th>CUSIP</th>
<th>Security Description</th>
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<th>Par Value</th>
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<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Rating</th>
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<tr>
<td>06366GT41</td>
<td>Bank of Montreal</td>
<td>12/4/2020</td>
<td>$2,500,000.00</td>
<td>$2,497,140.98</td>
<td>$2,497,140.98</td>
<td>0.23%</td>
<td>0.019</td>
<td>$100.00</td>
<td>$2,834.02</td>
<td>4.61%</td>
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</table>

**SubTotal**

| Par Value     | $15,665,000.00 | $15,662,630.65 | $15,662,630.65 | 0.70% | $15,728,694.65 | $66,064.00 | 28.97% | P-1 |

6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meederpublicfunds.com

Page 5 of 9
### POSITION STATEMENT

**As of May 31, 2021**

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/Settlement Date</th>
<th>Par Value</th>
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<th>Yield at Cost</th>
<th>Maturity/Duration</th>
<th>Market Price/Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Moody's S&amp;P Rating</th>
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</thead>
<tbody>
<tr>
<td>89233GU95</td>
<td>Toyota Motor Credit Corporation</td>
<td>10/13/2020</td>
<td>$1,250,000.00</td>
<td>$1,247,673.61</td>
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<td>$99.99</td>
<td>$2,226.39</td>
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<td>89233GUP9</td>
<td>Toyota Motor Credit Corporation</td>
<td>10/16/2020</td>
<td>$2,000,000.00</td>
<td>$1,996,263.89</td>
<td>$1,996,263.89</td>
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<tr>
<td>2254EAVA8</td>
<td>Credit Suisse Securities (USA) LLC</td>
<td>11/13/2020</td>
<td>$2,500,000.00</td>
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<td>$1,497,085.83</td>
<td>$1,497,085.83</td>
<td>0.26%</td>
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<td>$99.98</td>
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<td>2.76%</td>
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<td>63873JYF1</td>
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<td>2/17/2021</td>
<td>$2,500,000.00</td>
<td>$2,496,625.00</td>
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<td>3/28/2021</td>
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<td>$2,396,234.00</td>
<td>$2,396,234.00</td>
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<td>0.545</td>
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<td>0.20%</td>
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<td>1.84%</td>
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<tr>
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<td>$633.33</td>
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<td>$99.90</td>
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**SubTotal**

$28,000,000.00 | $27,956,191.58 | $27,956,191.58 | 0.22% | $27,988,379.50 | $32,187.92 | 51.56%
# Cleveland Public Library 2019A Tax-Exempt Bond Proceeds

## POSITION STATEMENT

As of May 31, 2021

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/ Settlement Date</th>
<th>Par Value</th>
<th>Principal Cost/ Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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<tbody>
<tr>
<td>92937CKB3</td>
<td>Wex Bank 1.250% 07/09/2021</td>
<td>4/2/2020 4/9/2020</td>
<td>$248,000.00</td>
<td>$247,938.00</td>
<td>$247,938.00</td>
<td>1.27%</td>
<td>0.115 0.118</td>
<td>100.15 $248,359.60</td>
<td>421.60 0.46%</td>
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<td>33651NAF9</td>
<td>First State Bank of The Southeast, Inc 1.350% 03/31/2022</td>
<td>3/26/2020 3/31/2020</td>
<td>$249,000.00</td>
<td>$248,751.00</td>
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<td>1.40%</td>
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<td>4/2/2020 4/8/2020</td>
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<td>1.31%</td>
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<td>101.07 $250,653.60</td>
<td>2,926.40 0.46%</td>
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SubTotal: $745,000.00 $744,416.20 $744,416.20 1.33% $750,724.81 $6,308.61 1.38%

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<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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<tbody>
<tr>
<td>912828S27</td>
<td>UST 1.125% 06/30/2021</td>
<td>9/20/2019 9/23/2019</td>
<td>$3,175,000.00</td>
<td>$3,139,033.22</td>
<td>$3,139,033.22</td>
<td>1.78%</td>
<td>0.093 0.090</td>
<td>100.10 $3,178,175.00</td>
<td>$39,141.78 5.85%</td>
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</tbody>
</table>

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%
Cleveland Public Library 2019A Tax-Exempt Bond Proceeds
TRANSACTION STATEMENT
As of May 31, 2021

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Trade Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Par Value</th>
<th>Principal Cost</th>
<th>Total Proceeds</th>
<th>Realized Gain/Loss</th>
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</thead>
<tbody>
<tr>
<td>Maturity</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>3133EHKK8</td>
<td>FFCB 1.670% 05/24/2021</td>
<td>3,000,000.00</td>
<td>2,999,250.00</td>
<td>3,000,000.00</td>
<td>750.00</td>
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<tr>
<td>Maturity</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>62479LSQ9</td>
<td>MUFG Bank, Ltd. 05/24/2021</td>
<td>2,000,000.00</td>
<td>1,996,413.32</td>
<td>2,000,000.00</td>
<td>3,586.68</td>
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<tr>
<td><strong>Total</strong></td>
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<td></td>
<td>5,000,000.00</td>
<td>4,995,663.32</td>
<td>5,000,000.00</td>
<td>4,336.68</td>
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<table>
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<tr>
<th>Transaction Type</th>
<th>Payment Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Interest Received</th>
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<tbody>
<tr>
<td>Interest/Dividends</td>
<td>5/3/2021</td>
<td>5/3/2021</td>
<td>31846V567</td>
<td>First American Funds, Inc.</td>
<td>113.73</td>
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<td>Interest/Dividends</td>
<td>5/18/2021</td>
<td>5/18/2021</td>
<td>3133ELZN7</td>
<td>FFCB 0.160% 05/18/2022</td>
<td>2,148.00</td>
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<tr>
<td>Interest/Dividends</td>
<td>5/24/2021</td>
<td>5/24/2021</td>
<td>3133EHKK8</td>
<td>FFCB 1.670% 05/24/2021</td>
<td>25,050.00</td>
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<tr>
<td><strong>Total</strong></td>
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<td>27,311.73</td>
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<th>Trade Date</th>
<th>Settlement Date</th>
<th>Transaction Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Custodian Fee</td>
<td>5/25/2021</td>
<td>5/25/2021</td>
<td>Cash Out</td>
<td>(452.18)</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>(452.18)</td>
</tr>
</tbody>
</table>
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.

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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 investor's 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.

Meeder Investment Management is the global brand for the Meeder group of affiliated companies. Investment advisory services are provided through Meeder Public Funds, Inc. Please contact us if you would like to receive a copy of our current ADV disclosure brochure or privacy policy.
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
# Cleveland Public Library Operating Account
## PORTFOLIO SUMMARY
As of May 31, 2021

### MONTHLY RECONCILIATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Beginning Book Value</td>
<td>45,228,383.99</td>
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<tr>
<td>Contributions</td>
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<tr>
<td>Withdrawals</td>
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<tr>
<td>Prior Month Custodian Fees</td>
<td>(379.98)</td>
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<tr>
<td>Realized Gains/Losses</td>
<td>26,927.37</td>
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<tr>
<td>Purchased Interest</td>
<td>(57.49)</td>
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<td>Gross Interest Earnings</td>
<td>43,480.11</td>
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<td>Ending Book Value</td>
<td>45,298,354.00</td>
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### PORTFOLIO CHARACTERISTICS

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<tr>
<th>Characteristic</th>
<th>Value</th>
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<tr>
<td>Portfolio Yield to Maturity</td>
<td>0.83%</td>
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<tr>
<td>Portfolio Effective Duration</td>
<td>1.88 yrs</td>
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<tr>
<td>Weighted Average Maturity</td>
<td>2.64 yrs</td>
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### SECTOR ALLOCATION

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<tr>
<th>Sector</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>U.S. Treasury Note</td>
<td>10.3%</td>
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<tr>
<td>Negotiable Certificate of Deposit</td>
<td>19.3%</td>
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<tr>
<td>Municipal Bond</td>
<td>0.7%</td>
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<tr>
<td>Municipal Bond Taxable</td>
<td>1.9%</td>
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<td>Money Market Fund, Taxable</td>
<td>15.0%</td>
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<tr>
<td>Commercial Paper</td>
<td>52.6%</td>
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### MATURITY DISTRIBUTION

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<th>Maturity Distribution</th>
<th>0-1 yrs</th>
<th>1-2 yrs</th>
<th>2-3 yrs</th>
<th>3-4 yrs</th>
<th>4-5 yrs</th>
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<tbody>
<tr>
<td>Percentage</td>
<td>25%</td>
<td>7%</td>
<td>23%</td>
<td>20%</td>
<td>24%</td>
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### CREDIT QUALITY

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<tr>
<th>Credit Quality</th>
<th>Percentage</th>
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<tr>
<td>NR</td>
<td>20.41%</td>
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<tr>
<td>AAAa</td>
<td>1.89%</td>
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<tr>
<td>P-1</td>
<td>14.99%</td>
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<tr>
<td>Aa1</td>
<td>0.71%</td>
</tr>
<tr>
<td>Aaa</td>
<td>61.99%</td>
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6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meederpublicfunds.com
<table>
<thead>
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<tbody>
<tr>
<td>02007GKC6</td>
<td>Ally Bank 2.500% 06/06/2022</td>
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<td>3,083</td>
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<tr>
<td>02589AB50</td>
<td>American Express National Bank 1.450% 03/31/2023</td>
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<td>1,813</td>
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<td>05465DAK4</td>
<td>Axos Bank 1.650% 03/26/2024</td>
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<td>05580ATH7</td>
<td>BMW Bank of North America 1.800% 11/29/2022</td>
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<td>12556LB9</td>
<td>CIT Bank Corporation 391</td>
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<tr>
<td>14042RLP4</td>
<td>Capital One, National Association 2.650% 05/22/2024</td>
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<td>1520QCD7</td>
<td>Centerstate Bank Corporation 1.850% 08/30/2024</td>
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<td>2003AZS58</td>
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<td>2072ACE6</td>
<td>Congressional Bank 0.200% 09/19/2022</td>
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<td>22533JAR4</td>
<td>Credit Agricole Corporate and Investment Bank 01/25/2022</td>
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<td>Credit Suisse Securities (USA) LLC 08/10/2021</td>
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<td>Credit Suisse Holdings (USA), Inc. 10/01/2021</td>
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<td>2927TLL5</td>
<td>EnerBank USA 1.800% 09/13/2023</td>
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<tr>
<td>3130AVM0</td>
<td>FHBB 2.000% 11/22/2021</td>
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<td>18,148</td>
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Cleveland Public Library Operating Account

PROJECTED INCOME SCHEDULE
As of May 31, 2021

<table>
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<tbody>
<tr>
<td>3130AB3H7 FHLB 2.375% 03/08/2024</td>
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<tr>
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<tr>
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<tr>
<td>3130ALSX3 FHLB 1.020% 03/30/2026</td>
<td>2,550</td>
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<td>3130ALZ23 FHLB 0.800% 04/28/2025</td>
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<tr>
<td>3130AMKH4 FHLB 0.750% 05/27/2025</td>
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<tr>
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<td>3,750</td>
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<tr>
<td>3133B0GJ0 FHLB 2.000% 09/09/2022</td>
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<td>3133E6J0 FFCB 1.625% 11/08/2024</td>
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<tr>
<td>3133ELH80 FFCB 0.680% 06/10/2025</td>
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<td>3133ELTZ7 FFCB 0.625% 03/18/2022</td>
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<tr>
<td>3133EMBD3 FFCB 0.360% 09/24/2024</td>
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<tr>
<td>3133EMNG3 FFCB 0.230% 01/19/2024</td>
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<tr>
<td>3133EMQX3 FFCB 0.590% 02/17/2026</td>
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<tr>
<td>3133EMV0 FFCB 0.350% 04/22/2024</td>
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Cleveland Public Library Operating Account

**PROJECTED INCOME SCHEDULE**

As of May 31, 2021

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6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meederpublicfunds.com
# Cleveland Public Library Operating Account

## PROJECTED INCOME SCHEDULE

As of May 31, 2021

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6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meederpublicfunds.com
### PROJECTED INCOME SCHEDULE
As of May 31, 2021

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Cleveland Public Library Operating Account

POSITION STATEMENT

As of May 31, 2021

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SubTotal

- Cash and Cash Equivalents
  - SubTotal: $10,107,737.33

- Agency Bond
  - SubTotal: $10,107,737.33

1150
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<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/ Settlement Date</th>
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<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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<tbody>
<tr>
<td>3134GWXC5</td>
<td>FMCC 0.350% 03/29/2024</td>
<td>10/21/2020</td>
<td>1,000,000.00</td>
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<td>3133EKJ00</td>
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# Cleveland Public Library Operating Account

## POSITION STATEMENT

As of May 31, 2021

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/ Settle Date</th>
<th>Par Value</th>
<th>Principal Cost/ Purchase Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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</thead>
<tbody>
<tr>
<td>313EMQX3</td>
<td>FFCB 0.590% 02/17/2026</td>
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### Commercial Paper

<table>
<thead>
<tr>
<th>CUSIP</th>
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<tbody>
<tr>
<td>06366GT41</td>
<td>Bank of Montreal</td>
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<td>$998,856.39 $998,856.39</td>
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<td>P-1 A-1</td>
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<tr>
<td>89233GUP9</td>
<td>Toyota Motor Credit Corporation</td>
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<td>$499,002.50</td>
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<td>0.025 $99,962.00</td>
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<td>0.028 $99,973.00</td>
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<td>J.P. Morgan</td>
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<td>$999,025.00</td>
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<td>0.069 $99,900.00</td>
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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

**As of May 31, 2021**

### Municipal Bond

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>6775228B3</td>
<td>Ohio, State of 0.350% 05/01/2023</td>
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<td>$325,000.00</td>
<td>$325,000.00</td>
<td>$325,000.00</td>
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<td>1.918</td>
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<td><strong>$325,000.00</strong></td>
<td><strong>$325,000.00</strong></td>
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<td><strong>$325,796.25</strong></td>
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### Negotiable Certificate of Deposit

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<th>Security Description</th>
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<th>Par Value</th>
<th>Principal Cost/Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/Duration</th>
<th>Market Price/Market Value</th>
<th>Unrealized Gain/(Loss)</th>
<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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<tbody>
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<td>33847E2Q9</td>
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<td>$248,000.00</td>
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<tr>
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<td>$247,752.00</td>
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<td>0.46%</td>
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<tr>
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<td>Ally Bank 2.500% 06/08/2022</td>
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<td>$245,262.00</td>
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<td>1.008</td>
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<tr>
<td>61690UGU8</td>
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<td>1.052</td>
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<td>$5,491.50</td>
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<tr>
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<td>949495AQ8</td>
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<td>$7,669.20</td>
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**SubTotal** | | | **$325,000.00** | **$325,000.00** | **$325,000.00** | **0.35%** | | | **$325,796.25** | **$796.25** | **0.59%** | |
## Cleveland Public Library Operating Account
### POSITION STATEMENT
As of May 31, 2021

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/ Settle Date</th>
<th>Par Value</th>
<th>Principal Cost/ Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
<th>Market Price/ Market Value</th>
<th>Unrealized Gain/ (Loss)</th>
<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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<tbody>
<tr>
<td>88224PLY3</td>
<td>Texas Capital Bank, National Association 0.300% 02/07/2023</td>
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<td>81768PAF3</td>
<td>ServisFirst Bank 1.600% 02/21/2023</td>
<td>2/12/2020 2/21/2020</td>
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<td>$247,132.00</td>
<td>$247,132.00</td>
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<td>12/6/2019 12/11/2019</td>
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<td>$99,700.00</td>
<td>1.88%</td>
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<td>$99.96</td>
<td>$639.93</td>
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<td>$248,564.25</td>
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<td>$245,265.00</td>
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<td>7954502H7</td>
<td>Sallie Mae Bank 2.800% 04/17/2024</td>
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<td>$109,505.00</td>
<td>$109,505.00</td>
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<td>2.788</td>
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<tr>
<td>CUSIP</td>
<td>Security Description</td>
<td>Date/Trade Sett. Date</td>
<td>Par Value</td>
<td>Principal Cost/ Purchased Interest</td>
<td>Total Cost</td>
<td>Yield at Cost</td>
<td>Maturity/ Duration</td>
<td>Market Price/ Market Value</td>
<td>Unrealized Gain/(Loss)</td>
<td>% of Assets</td>
<td>Moody's/ S&amp;P Rating</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------</td>
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<tr>
<td>88413QCN6</td>
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<td>$244,524.00</td>
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<td>2.888</td>
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<td>$19,165.86</td>
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<tr>
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<td>$244,524.00</td>
<td>$244,524.00</td>
<td>2.78%</td>
<td>2.986</td>
<td>2.888</td>
<td>$107.19</td>
<td>$19,165.86</td>
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<tr>
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<td>$244,777.00</td>
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<td>$16,551.47</td>
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<tr>
<td>87165E2M8</td>
<td>Synchrony Bank 1.250% 04/24/2024</td>
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<td>$246,326.00</td>
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<td>$10,579.68</td>
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<tr>
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<td><strong>$8,551,044.58</strong></td>
<td><strong>$8,827,542.38</strong></td>
<td><strong>$276,511.44</strong></td>
<td><strong>16.08%</strong></td>
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**Cleveland Public Library Operating Account**

**POSITION STATEMENT**
As of May 31, 2021

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Trade Date/ Settlement Date</th>
<th>Par Value</th>
<th>Principal Cost/ Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
<th>Maturity/ Duration</th>
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<th>% of Assets</th>
<th>Moody's/ S&amp;P Rating</th>
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<td>UST 1.125% 09/30/2021</td>
<td>8/2/2017, 8/3/2017</td>
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<td>$1,250,000.00</td>
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<td>$3,713.67</td>
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</table>

**SubTotal**  
$4,750,000.00 | $4,682,607.43 | $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 | $54,545,239.18 | 0.70% | $54,912,841.31 | $371,506.00 | 100.00% |
# Cleveland Public Library Operating Account
## TRANSACTION STATEMENT
As of May 31, 2021

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<th>Transaction Type</th>
<th>Trade Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
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<th>Purchased Interest</th>
<th>Total Cost</th>
<th>Yield at Cost</th>
</tr>
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<tr>
<td>Pending Purchase</td>
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<tr>
<td>Pending Purchase</td>
<td>5/26/2021</td>
<td>6/10/2021</td>
<td>3130AMNX6</td>
<td>FHLB 1.020% 06/10/2026</td>
<td>685,000.00</td>
<td>685,000.00</td>
<td>685,000.00</td>
<td>685,000.00</td>
<td>1.02%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pending Purchase</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

| 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       | 315,057.49          |            | 0.73%         |
| **Total**        | 2,315,000.00 | 2,314,025.00    |            |                      |           |                  | 57.49               |            | 2,314,082.49  |

| Maturity         | 5/6/2021   | 5/6/2021        | 3135GOK69  | 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     |

| Interest/Dividends | 5/3/2021  | 5/3/2021        | 538036HC1  | Live Oak Banking Company 1.800% 12/11/2023 | 147.95     |                  |                     |            |               |

6125 Memorial Drive, Dublin Ohio 43017 | 866-633-3371 | www.meederpublicfunds.com
### Appendix B.1: Cleveland Public Library Operating Account

**As of May 31, 2021**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Payment Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Interest Received</th>
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<td>5/7/2021</td>
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<td>3,232.71</td>
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## Cleveland Public Library Operating Account

### TRANSACTION STATEMENT

As of May 31, 2021

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<th>Payment Date</th>
<th>Settlement Date</th>
<th>CUSIP</th>
<th>Security Description</th>
<th>Interest Received</th>
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<tbody>
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<td>5/24/2021</td>
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**Total** | **43,480.11**

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<td>5/25/2021</td>
<td>Cash Out</td>
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**Total** | (379.98)
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 investor's 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.**

Meeder Investment Management is the global brand for the Meeder group of affiliated companies. Investment advisory services are provided through Meeder Public Funds, Inc. Please contact us if you would like to receive a copy of our current ADV disclosure brochure or privacy policy.
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.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE</th>
<th>TRUSTEE/STAFF MEMBER</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Customers of SirsiDynix Users Group (COSUGI) Annual Conference (Virtual) Cleveland, Ohio</td>
<td>4/27/2021 - 4/29/2021</td>
<td>James Benson</td>
<td>100.00</td>
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<td>Customers of SirsiDynix Users Group (COSUGI) Annual Conference (Virtual) Cleveland, Ohio</td>
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SUMMARY

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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

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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 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:

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Total for May, 2021 $ 86,475.58

Total paid on PO# 200333 since Board authorized original agreement on January 21, 2020 through May 31, 2021:

$ 739,287.24
**CLEVELAND PUBLIC LIBRARY**

**EMPLOYMENT REPORT**

**Period:** May 1 - May 31, 2021

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</table>
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

## January 2019
- January: 3252

## February 2019
- February: 3854

## March 2019
- March: 4016

## April 2019
- April: 3868

## May 2019
- May: 6050

## June 2019
- June: 3239

## July 2019
- July: 2975

## August 2019
- August: 3682

## September 2019
- September: 4069

## October 2019
- October: 4051

## November 2019
- November: 5729

## December 2019
- December: 3992

### 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
FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

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**TOTAL**

14 30 120 121 3 1 2 127 128 7 7 560
Insurance Report for the Month of May 2021

Human Resources Committee Report

Staff Enrollments - Health Care/Dental

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<td>MMO - CleCare Networl</td>
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<td>2</td>
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<td>Vision Spouse</td>
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Workers' Compensation Lost Time Report

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# Cleveland Public Library
## Monthly Activity Report for May 2021

### CIRCULATION

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<th>Main Library</th>
<th>Branches</th>
<th>Mobile Units</th>
<th>Library for the Blind</th>
<th>OLBPD BARD</th>
<th>eMedia</th>
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<td>2,970</td>
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<td>77,114</td>
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<td>26%</td>
<td>-22%</td>
<td>-32%</td>
<td>51%</td>
<td>28%</td>
<td>10%</td>
<td>3%</td>
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### ELECTRONIC MEDIA

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<th>eBook</th>
<th>eAudiobook</th>
<th>eMusic</th>
<th>eVideo</th>
<th>eMagazines</th>
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<td>336,859</td>
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<td>13%</td>
<td>0%</td>
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### WIRELESS SESSIONS

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### VIRTUAL REFERENCE

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<td>COVID Closures</td>
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**COVID Closures**
- Open with no restrictions: 1/1/2020-3/13/2020
- No services offered: 3/14/2020-6/7/2020
- 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
<table>
<thead>
<tr>
<th>BRANCH</th>
<th>a</th>
<th>b</th>
<th>c</th>
<th>d</th>
<th>e</th>
<th>f</th>
<th>g</th>
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<td>603</td>
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<td>1,204</td>
<td>1,179</td>
<td>5,796</td>
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<tr>
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<td>195</td>
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<td>2,553</td>
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<td>70</td>
<td>151</td>
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<td>222</td>
<td>1,689</td>
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<td>832</td>
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<td>194</td>
<td>508</td>
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<td>241</td>
<td>6,446</td>
<td>22,256</td>
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<td>-71%</td>
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<td>TOTAL</td>
<td>104,761</td>
<td>11,587</td>
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<td>-138,788</td>
<td>-22%</td>
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# CLEVELAND PUBLIC LIBRARY
## MONTHLY ACTIVITY REPORT FOR MAY 2021

### OTHER TRANSACTIONS

<table>
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<tr>
<th>Loans* to:</th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2021</td>
<td>2020</td>
<td>2021</td>
</tr>
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<tr>
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<tr>
<td><strong>Total</strong></td>
<td><strong>50,606</strong></td>
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<td><strong>281,470</strong></td>
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*Totals included in Main Library and Branch circulation counts

### REFERENCE QUESTION LOAD

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<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
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<td></td>
<td>2021</td>
<td>2020</td>
<td>2021</td>
</tr>
<tr>
<td>Virtual Reference</td>
<td>3,302</td>
<td>293</td>
<td>17,409</td>
</tr>
<tr>
<td>Interlibrary Loan Requests</td>
<td>669</td>
<td>0</td>
<td>4,283</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,971</strong></td>
<td><strong>293</strong></td>
<td><strong>21,692</strong></td>
</tr>
</tbody>
</table>

### CHANGES IN PERMANENT COLLECTION

<table>
<thead>
<tr>
<th></th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2021</td>
<td>2020</td>
<td>2021</td>
</tr>
<tr>
<td>New Titles Added</td>
<td>3,704</td>
<td>0</td>
<td>18,913</td>
</tr>
<tr>
<td>Total Items Added</td>
<td>11,662</td>
<td>0</td>
<td>52,117</td>
</tr>
</tbody>
</table>

### HOURS OPEN

<table>
<thead>
<tr>
<th></th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2021</td>
<td>2020</td>
<td>2021</td>
</tr>
<tr>
<td>Main Library</td>
<td>200</td>
<td>0</td>
<td>624</td>
</tr>
<tr>
<td>Branches</td>
<td>4,706</td>
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<td>14,850</td>
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</table>

### OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)

<table>
<thead>
<tr>
<th></th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2021</td>
<td>2020</td>
<td>2021</td>
</tr>
<tr>
<td>Downloads</td>
<td>13,879</td>
<td>13,024</td>
<td>77,114</td>
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<tr>
<td>Users</td>
<td>713</td>
<td>800</td>
<td>3,596</td>
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</table>

Included in circulation activity

### STREAMING MEDIA

<table>
<thead>
<tr>
<th></th>
<th>Monthly Total</th>
<th>Year-to-Date</th>
<th>YTD Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2021</td>
<td>2020</td>
<td>2021</td>
</tr>
<tr>
<td>Songs</td>
<td>18,013</td>
<td>20,316</td>
<td>94,396</td>
</tr>
<tr>
<td>Users</td>
<td>279</td>
<td>278</td>
<td>1,431</td>
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</tbody>
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