



Purchasing Division
1111 Superior Avenue E, Suite 1800
Cleveland, Ohio 44114
Ph: (216)-838-0410 Fax: (216)-436-5118

To: All Vendors

From: M. Angela Foraker *MAF/8025*
Executive Director of Procurement

Date: December 5, 2017

Re: Addendum #3 for ITB #21236 – 2018 Four Site Preventative Maintenance Program

Below is Addendum #3 for ITB #21236. This addendum supplements and amends the items in the Specifications. This addendum must be noted on the Addendum Acknowledgement Form found on page 18 of the ITB. Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.

Changes include but are not all inclusive to the following:

A. Section 102326 – Overall Specifications Section / Scope of Work

- a. Please see file titled: ITB 21236 - Overall Specifications - Scope of Work 12-4-17
- b. This file denotes the purpose of the Overall Specification/Scope of Work Section to describe the projects main intent to establish boundaries, scope of work, including equipment listing per school, and preventative maintenance services.

B. As Built Drawings/O & M Documents

- a. The below Google Drive Link contains folders with As-Built Drawings and all O&M Documents:

https://drive.google.com/drive/folders/1K3vVWrHosysIhkqQH8wQghU_lwj5a8aa?usp=sharing

- b. Documents are organized by School, then by Addendum Date, then by Drawings and O& M's folders.

C. Tour Site Schedule

- o **Wednesday, December 6, 2017**
 - **John Marshall - 3:30pm - 4:15pm**
3952 West 140th Street; Cleveland, OH 44111
 - **Max Hayes Career High School - 4:30pm - 5:30pm**
2211 West 65th Street; Cleveland, OH 44102

- **Thursday, December 7, 2017**
 - **Franklin D. Roosevelt Academy 3:30pm - 4:15pm**
800 Linn Drive; Cleveland, OH 44108
 - **Cleveland School of the Arts 4:30pm – 5:30pm**
2064 Stearns Road; Cleveland, OH 44106

D. Pre-Bid Meeting Agenda

E. Attendance Sheet

Please Review and Print Out All Documents For Proper Document Submission(s)

--End of Addendum--

OVERALL SPECIFICATIONS/SCOPE OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Instructions to Proposers, Overall Scopes of Work descriptions, published Supplemental Drawings/Documents and general provisions of the Preventative Maintenance Contract, including General and Supplementary Conditions and Documents of Owner Requirements apply to this Section.
 - 1. Refer to Original and subsequent ITB Documents.
 - 2. Scope of Work: General – [Base & Alt Scope Combined], refer to all of OPR documents issued:
 - a. Preventative Maintenance Program for installed HVAC equipment based on the current & applicable Maintenance guidelines (tasks, frequency, reporting, etc.):
 - 1) ITEM 1: Cleveland School of the Arts & John Marshall High School.
 - 2) ITEM 2: Max Hayes Career High School.
 - 3) ITEM 3: Franklin Delano Roosevelt Academy.
 - 3. Targeted Schedule:
 - a. Proposals Due 12/21/17.
 - b. PM Services Substantially-complete by middle of December, 2018.
 - c. Final Execution of duties by 12/28/18.

1.2 SUMMARY

- A. The purpose of this Overall Specification Section is to describe the project's main intent, to establish main boundaries of responsibilities, and to reasonably narrow the not-yet-made choices of the proposers according to Owner-driven Criteria & Project intents:
 - 1. Basic Form of Contract – HVAC Preventative Maintenance Services Agreement (refer to supplemental documents for legal and clarifications).
 - 2. Schedule: Coordinate Proposed activities to allow project completions to coincide with target completions of this Scope of Work, based upon published schedules in RFQ/RFP documents:
 - a. Heating Systems fully operational: October 1.
 - b. Cooling Systems fully operational: April 1.
 - 3. Preventative Maintenance Services Scope of Work - furnished by Proposer with general intent of qualifying & quantifying the amount/type of Services required to provide manufacturer-based care for the equipment/systems designated. This may include, but is not limited to:
 - a. HVAC:
 - 1) Refer to published equipment lists and/or information gathered in field for specific sites/facilities:
 - a) Original design drawing/As-Built equipment schedules
 - b) Original design drawing/As-Built Mechanical Room Layout Plans
 - c) Original design drawing/As-Built Flow Diagrams
 - d) Operation & Maintenance Manual documents for actual installed equipment.

4. Scope of Work Included Equipment per School – to be cross-referenced by supplemental documents published AND field-verified at each site for accuracy:

a. Cleveland School for the Arts

- 1) Air Handling Units
- 2) Boilers
- 3) Chillers
- 4) Condensing Units
- 5) Dedicated Outside Air Systems
- 6) Dry Coolers
- 7) Split DX AC Units
- 8) Exhaust Fans
- 9) Fan Coil Units
- 10) Heat Exchangers
- 11) Makeup Air Units
- 12) Hydronic Pumps
- 13) Glycol Makeup Units
- 14) Air Terminal Units
- 15) Heating Terminal Units
- 16) Intake Air Louvers

b. John Marshall High School

- 1) Air Handling Units
- 2) Boilers
- 3) Chillers
- 4) Condensing Units
- 5) Dedicated Outside Air Systems
- 6) Fluid Coolers
- 7) Split DX AC Units
- 8) Exhaust Fans
- 9) Fan Coil Units
- 10) Heat Exchangers
- 11) Makeup Air Units
- 12) Hydronic Pumps
- 13) Glycol Makeup Units
- 14) Air Terminal Units
- 15) Heating Terminal Units
- 16) Intake Air Louvers

c. Max Hayes Career High School

- 1) Rooftop H & V Units
- 2) Air Handling Units
- 3) Boilers
- 4) Chillers
- 5) Split DX AC Units
- 6) Supply & Exhaust Fans – including Auto Shop & Dust/Fume Collector Systems
- 7) Fan Coil Units
- 8) Heat Exchangers
- 9) Makeup Air Units
- 10) Hydronic Pumps

- 11) Air Terminal Units
- 12) Heating Terminal Units
- 13) Air Curtains
- 14) Intake Air Louvers

d. **Franklin D. Roosevelt Academy**

- 1) Packaged Rooftop HVAC Units
- 2) Variable Refrigerant Flow (VRF) Systems
- 3) Dedicated Outside Air Systems
- 4) Split DX AC/HP Units
- 5) Exhaust Fans
- 6) Air Terminal Units

1.3 SUBMITTALS

- A. Pre-Award Phase: At time of HVAC PM Services Proposal and in addition to any Proposal/Bid/Clarification Forms required, provide the following documents to aid the evaluation of Proposals meeting the Criteria:
 1. Schedule of Activities: timeline and expected area sequence of actions – to be continually updated for plans and progress and then shared with District’s Facilities Team.
- B. Service Ticket/Work Order Reporting Documents: Provide industry-standard forms for each product/system being maintained to include in emergency, operation, and maintenance manuals.
 1. Include a SPECIFIC Summary of completed maintenance items for each unit/system, complete with pertinent part numbers and frequency of actions taken.

1.4 QUALITY ASSURANCE

- A. Preventative Maintenance Technician Certifications: Employ only professionally-trained technicians with applicable manufacture-based exposure, when recommended explicitly by the equipment manufacturers.
- B. Preventative Maintenance Components: Utilize only first-quality manufacturer-recommended components for Preventative Maintenance activities.

1.5 PREVENTATIVE MAINTENANCE SERVICES

- A. Purpose of this section is to allow the qualified Preventative Maintenance Services Proposers an opportunity to offer the school district (CMSD) a flexible option(s) for annual contracting of manufacturer/System-based full-coverage Maintenance Services for the installed and operating **HVAC Equipment & Systems**.
- B. The District reserves the right to accept, reject or modify-and-accept the conditions returned in this Manufacturer-based Maintenance Services proposal.
- C. Interviews and/or Scope of Services reviews may be subsequently held to clarify inclusions, exclusions and creative options prior to making any formal decisions on agreements.

- D. Basic Terms & Conditions for Preventative Maintenance Services Scopes of Work:
1. Commencement and Duration of Maintenance Agreement:
 - a. Start – begins at date's stated/agreed-to by CMSD and consultant (AGM Energy Services).
 - b. Documents: Scheduled activity Reporting & Project Completion Sign-Off Forms, including applicable WARRANTY documents, dates and Terms & Conditions.
 - c. Duration of Manufacturer's Recommended Service Maintenance Agreement: **Overall THREE Years with One-Year Annual Term Agreement updates**
 2. Sign-in & Access:
 - a. Contractor will sign in at the beginning of each day.
 - b. Keys & access cards are to be obtained at the CMSD Facilities Main office located at 3840 Ridge Road; Cleveland, OH 44144.
 3. Work Order/Tickets:
 - a. Start & end labor times for each day/project are to be reported for each workorder.
 4. Notifications:
 - a. Maintenance Services Contractor will notify CMSD Facilities Management Team monthly to review service over previous month and discuss the following month's planned maintenance.
 - b. Maintenance Services Contractor will also notify CMSD consultant/Systems Integration Provider (**AGM Energy Services**) at same time to review equipment/maintenance services performed over previous month and discuss the following month's planned maintenance & potential Integration impacts to overall operations of the systems.
 - c. A phone number must be provided for 24/7 service and the employ of same maintenance technicians is preferred on all PM services calls to the designated site(s), both regular maintenance and any applicable emergency services agreed-to.
 5. Billing Procedures:
 - a. After Services are Rendered Complete per schedules, Contractor will bill quarterly the agreed upon contracted sums.
 - b. Any Approved Work completed beyond the contract is to be billed following the completion of the project.
 - c. All repairs (including both labor & materials) that are not covered in this contract will be approved prior to commencement.
 6. Service Personnel:
 - a. Contractor will perform all work in a timely and workmanlike manner, using only qualified maintenance technicians with a minimum of 5 years of experience with equipment types in contract, and will adhere to all code standards:
 - 1) Journeyman-level training on all functions, less filter media changing.
 - 2) Local organization and/or manufacture-recommended certifications for refrigeration-based PM Services.
 - 3) Similar/same personnel shall be used per site/equipment to build reliability of the PM services & operations.
 7. Preventative Maintenance Services Warranty:
 - a. All work performed under this contract will carry a minimum thirty-day warranty on labor and the manufacturer's customary warranty on any materials.
- E. Basic Specifications for administration of Preventative Maintenance Services:
1. All customary Preventative Maintenance work/repairs during normal working hours are included at no additional cost.
 2. All customary Preventative Maintenance work/repairs outside normal working hours are included at no additional cost.

3. Any additional costs to perform Preventative Maintenance work or repairs by other companies (subs) are included within this proposal.
4. All Preventative Maintenance required repair parts, including damper actuator motors & heating/cooling valves, are to be addressed under the base PM Services.
5. All HVAC equipment affected, including Packaged Condensing Units, RTU, H & V, VRF, VAV and DOAS RTU services to be proposed per manufacturer's recommendations, similar to those noted as guidelines herein.
6. One inspection per quarter of each VRF System, roof top, split system, or packaged unit listed (some units may run 24/7). Contractor to follow quarterly scope of services as detailed in subsequent sections.
7. VRF/DOAS/RTU/H & V Packaged Control system Preventative Maintenance to be performed on a quarterly basis.
8. All units listed with this service plan will have service within four hours of trouble call instigated by CMSD. Service provider to stock adequate parts to ensure seamless operation.
9. All fan belts and drive belts on all listed equipment will be replaced a minimum of once per year.
10. Change or wash air filters as recommended.
11. Cleaning of all air-cooled condensers/chillers to improve system efficiency is included, per manufacturer's recommendations, but as a minimum performed each spring & fall.
12. Provide electronic annual report of all Preventative Maintenance per unit/system.
13. It is the sole responsibility of the service provider to maintain the unit/s at their highest efficiency at all times.
14. The goal of this program is to eliminate HVAC mechanical equipment breakdowns and repairs before they occur through proper and manufacturer recommended preventative maintenance measures. However, if repairs on equipment become necessary, it will be expected that the service (parts and labor) be accomplished at no additional cost to the owner. Repairs due to events outside of the contractor's control will be reviewed individually by CMSD as required for compensation beyond the scope of this project. Examples of events outside the contractor's control include natural weather phenomena, vandalism, power surges, etc. that cause damage to systems under this program. No such claims are expected.

PART 2 - PRODUCTS & SCOPE CRITERIA

2.1 SITE WORK

- A. Return any disturbed grounds areas (lawns, pavement, sidewalks, etc.) to pre-construction conditions.

2.2 INTERIOR FINISHES

- A. Provide materials for returning interior surfaces to existing conditions according to applications required using industry standard means-and-methods and common best practices.

2.3 BASIC MATERIALS AND METHODS

- A. General: Provide materials for completing mechanical Preventative Maintenance according to applications required using industry standard means-and-methods and common best practices. This provision applies to, but is not limited to:
 - 1. Hangers and Supports.
 - 2. Vibration Controls for moving equipment/Pipe Expansion
 - 3. Equipment/Piping Tagging and Identifying – Black Stencil Markings or per CMSD Standards.
 - 4. Valves – for duty of system served.
 - 5. Meters and Gauges.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Arrange installations to maintain access space around equipment for service, protection and maintenance. Complete Preventative Maintenance services so that all access doors/panels are fully operable.

3.2 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Per manufacturer's recommended instructions for HVAC Equipment Preventative Maintenance, coordinate/Engage factory-authorized service representative to inspect field-assembled components and equipment installation, including piping and electrical connections.
 - 1. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

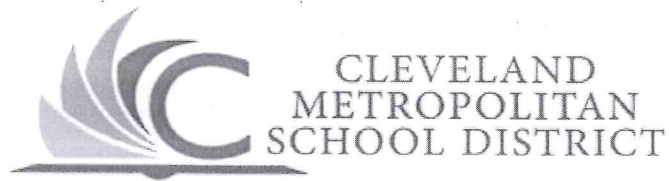
3.3 CLEANING

- A. Clean equipment internally and externally, on completion of Preventative Maintenance, according to manufacturer's written instructions. Clean equipment interiors to remove foreign material and construction dirt and dust. Vacuum clean fan wheels, cabinets, and coils entering air face of HVAC-coil units.

3.4 PREVENTATIVE MAINTENANCE IMPLEMENTATION GUIDELINES

- A. General: the following paragraphs are intended as Service Guidelines that should be understood and applied to EACH HVAC Equipment/System item in the Scope of Work in order to quantify/qualify the nature of Manufacturer-based care for the subject equipment. Service Providers are responsible to review what is actually recommended/published for each item in the Preventative Maintenance Scope of Work.
- B. Comprehensive Quarterly Maintenance Guidelines for HVAC Equipment:

1. General Instructions – in conjunction with Manufacturer's PUBLISHED Recommendations:
 - a. Inspect for visual leaks and report leak check results.
 - b. Repair minor leaks as required (e.g. valve packings, flare nuts & pipe joints).
 - c. Calculate refrigerant loss rate and report to the customer, as applicable.
 - d. Brush clean coils & heat exchangers.
 - e. Verify the electric motor starter(s) operation.
 - f. Check refrigerant charge, as applicable.
 - g. Verify smooth operation of the burners, compressors and fans.
 - h. Change Filter media as applicable.
 - i. Review operating procedures with operating personnel.
 - j. Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.
1. Controls and Safeties
 - a. Test the operation of the Unitary Controls & Safety devices, including installed loose accessories and components (space & system temperature/pressure devices, damper controls, unit-provided interfaces to Fire Alarm systems, etc). Calibrate, if applicable, and record setting.
2. Lubrication
 - a. Lubricate motor bearings, if applicable.
 - b. Check oil level in the compressor(s), if applicable.
 - c. Check oil for acid content and discoloration. Make recommendations to the customer based on the results of the test.
3. Motors and Starters
 - a. Clean the starter and cabinet.
 - b. Inspect wiring and connections for tightness and signs of overheating and discoloration.
 - c. Check the contactors for free and smooth operation.
 - d. "Meg" the compressor motor(s) and record readings.
 - e. Verify the tightness of the compressor motor terminal connections.
 - f. Verify the operation of the compressor oil heater(s), if applicable.



Pre-Bid Meeting Agenda

November 30, 2017

ITB# 21236 - 2018 Four Site Preventative Maintenance Program Cleveland Metropolitan School District (CMSD)

I. Introductions

- a. Owner – CMSD Cleveland, Ohio
 - i. Linda R. Jones, CMSD Procurement Specialist
 - ii. Bob Kasler, CMSD Trades Director
- b. Criterion Engineer/Owner's Advocate/ Consultant: AGM Energy Services
 - i. Andre' T. Goosby, President
 - ii. Scott Hoffman, Principal
 - iii. Lucas Hoffman, Project Manager
- c. Other Guests

II. Project Sites

- a. Cleveland School of the Arts: 2064 Stearns Rd., Cleveland, OH 44106
- b. John Marshall HS: 3952 W. 140th St., Cleveland, OH, 44111
- c. Max Hayes Career HS: 2211 W. 65th St., Cleveland, OH, 44102
- d. Franklin D. Roosevelt Academy: 800 Linn Drive, Cleveland, OH, 44108

III. Procurement Requirements

- a. Letters to Bidders
- b. Instructions to Bidders
- c. Required Submitted Forms
 - i. Acknowledgement
 - ii. Vendor Request Form
 - iii. Taxpayer ID Form (W-9)
 - iv. No Bid Form
 - v. Conflict of Interest Form
 - vi. Certificate of Debarment
 - vii. Addendum Acknowledgement Form (*Addendums 1 & 2*)
 - viii. Bidder Qualification Form
 - ix. Certificate of Liability Insurance
 - x. Non-Collusion Affidavit

- xi. Diversity Business Enterprise Participation Forms
 - 1. DBE Form A – Proposed DBE Subcontractor Participation
 - 2. DBE Form B – Goal Acknowledgement
 - 3. DBE Form C – Schedule MBE/FBE Participation
 - 4. DBE Form D – DBE Letter of Intent
 - 5. DBE Form E – DBE Unavailability Certification
 - 6. DBE Form F – Joint Venture
- xii. Affirmative Action Program
 - 1. Form 1 - Vendor Contract Compliance Form
 - 2. Form 2 – Compliance Declaration
 - 3. Employment Data Form
- xiii. Sample Construction Agreement
- xiv. Bid Form
- xv. Vendor Questions Due: December 8th, 2017

IV. Project Review: Bob Kasler; AGM Energy Services Team

- a. Describe Expected Work
 - i. Project Sites:
 - 1. Cleveland School of the Arts: 2064 Stearns Rd., Cleveland, OH 44106
 - 2. John Marshall HS: 3952 W. 140th St., Cleveland, OH, 44111
 - 3. Max Hayes Career HS: 2211 W. 65th St., Cleveland, OH, 44102
 - 4. Franklin D. Roosevelt Academy: 800 Linn Drive, Cleveland, OH, 44108
 - ii. BASE Scope:
 - 1. 2018 Calendar year Manufacturer-recommended PREVENTATIVE MAINTENANCE Services for HVAC Equipment installed.
 - a. ITEM 1: CSA and John Marshall together
 - b. ITEM 2: Max Hayes
 - c. ITEM 3: FDR Academy
 - iii. ALT A Scope:
 - 1. 2019 Calendar year Manufacturer-recommended PREVENTATIVE MAINTENANCE Services for HVAC Equipment installed.
 - iv. ALT B Scope:
 - 1. 2020 Calendar year Manufacturer-recommended PREVENTATIVE MAINTENANCE Services for HVAC Equipment installed
- b. Describe Anticipated Timeframes
- c. Provide Pre-Proposal Communication pathways to CMSD
 - i. ITB-style E-mail preferred: to CMSD
 - ii. Voice: not allowed.
 - iii. CMSD will upload and publish pertinent Non-PROPRIETARY info/answers to ITB.

V. Scope of Work

- a. Project Development/History
 - i. CSA and John Marshall HS: Ca. 2016 New Construction: Chilled Beams w/ DOAS
 - ii. Max Hayes: Ca. 2015 New Construction: Variable Air Volume

- iii. FDR Academy: Ca. 2016 Major Renov: Variable Refrigerant Flow w/ DOAS
- b. Current Targets
 - i. Provide Manufacturer-recommended PREVENTATIVE MAINTENANCE Services for HVAC Equipment installed for periods noted.
 - 1. Employ CMSD Work Access/Scheduling & Procedures as specified.
 - 2. Employ CMSD Documentation as specified.

VI. Project Framework and Delivery

- a. Single, by Bid Item, PREVENTATIVE MAINTENANCE Agreement with CMSD (This Project is NOT "Plan-&Spec" construction).
 - i. Options for Separate Proposals by Item.
 - ii. Final Planning & Execution Schedules (this includes applicable proposed PM plan for each site, CMSD/AGM reviews, and subsequent approvals).
 - iii. Coordination & PM Services Project Management.
 - iv. Complete Turn-Key PREVENTATIVE MAINTENANCE Services AND specified Documentation.
 - v. CMSD DBE/WBE Goals apply
 - vi. CMSD requires 10% Bond for this Work/Proposal
- b. Specifications
 - i. Overall Criteria, Descriptions and Boundaries
- c. Drawings – Schematic Not-to-Scale
 - i. As current-as-possible As-Built or known Design documents
- d. HVAC Equipment Operation & Maintenance Information, as applicable

VII. Anticipated Project Schedule items

- a. **Proposals Due December 21, 2017, 1:00 p.m. , current local time.**
 - i. Lump Sum PREVENTATIVE MAINTENANCE Pricing for Scope & Term as specified
 - 1. One original with blue ink signatures, two (2) copies and one (1) electronic format bid on a USB flash drive.
 - ii. Technical Proposal Items – Refer to OVERALL Specification Section
 - 1. PM Contractor/Sub-Contractor Declarations
- b. Site Visits/Walk-Thru
 - i. Planned Subsequent Times
 - 1. Wednesday, December 6, 2017 & Thursday, December 7, 2017
 - a. Cleveland School of the Arts from 3:30 pm – 5:30pm
 - b. John Marshall HS from 3:30 pm – 5:30pm
 - c. Max Hayes Career HS from 3:30 pm – 5:30pm
 - d. FDR Academy from 3:30 pm – 5:30pm
 - 2. Others as arranged/pre-approved by CMSD/AGM.
- c. Proposal Evaluations
 - i. Selection Criteria: Best Value of Price, Schedule & Scope/Solution.
- d. Recommendation/Selection of Best VALUE Proposal
- e. PREVENTATIVE MAINTENANCE Implementation Phase
 - i. Begin, Upon CMSD Approvals & Valid Notice-to-Proceed

- ii. Complete specified PREVENTATIVE MAINTENANCE by December 31, 2018.

VIII. Important Discussion Items:

- a. Work Access: buildings are fully occupied until Memorial Day and after August 10, 2018. PREVENTATIVE MAINTENANCE activities prior to Memorial Day and after August 10 are possible, but limited to days/times/AREAS when standard staff/cleaning/children-occupied schedules allow. Non-standard PREVENTATIVE MAINTENANCE activity Schedules will need to be worked-around (no free access can be planned for, but District is committed to coordination to help process/results)
 - i. Overtime/Shutdown/Weekend Efforts are allowed/expected to complete PREVENTATIVE MAINTENANCE Work in time.
 - ii. Parking – “limited” at jobsite, until children are dismissed for calendar breaks.
- b. Security: Background checks and Screening/Badging are required for all personnel anticipated to complete PREVENTATIVE MAINTENANCE services.
- c. Specific PREVENTATIVE MAINTENANCE Items:
 - i. Adherence to planned Schedules and Call-Ahead procedures is required.
 - ii. Adherence to known, usual & customary SAFETY procedures is required.
 - iii. Cleanliness – daily requirement for all affected areas
 - iv. Adherence to specified DOCUMENTATION procedures is required.
 - v. Project Meetings
 - 1. Periodic Progress/Update Meetings with District & CMR/Key Staff may be required.

IX. Questions

This Meeting Agenda is to be considered a part of the OPR Documents being used to prepare the PREVENTATIVE MAINTENANCE Services Proposals. Please notify the writer if any items are not clear enough as stated or omitted as understood from the discussions.

ITB #21236: 2018 Four Site Preventative Maintenance Program

Pre-Bid Meeting

November 30, 2017 - 10:00 a.m. - CMSD Trades Office, 3840 Ridge Rd, Cleveland, OH 44144

| Name | Company Name & Phone Number | Email |
|---------------------|-------------------------------------|--|
| Anne T. Groesby | Agm Energy Services 216.904.2888 | agrosby@agmenergyServices.com |
| Lucas Hoffman | " 419-320-0336 | lhoffman@agmenergyServices.com |
| Danny Trombetta | Air Force ONT 216.798-5307 | dtrombetta@airforceont.com |
| Brian Sunday | Relmell 216.391.1030 | bsunday@relmell.com |
| Seletha R. Thompson | CMSD 216-838-0418 | Seletha.Thompson@clevelandmetroschools.org |
| Linda Jones | CMSD 216 838-0413 | Linda.R.Jones@clevelandmetroschools.org |

| Name | Company Name & Phone Number | Email |
|------------|-----------------------------|---|
| Bob KASLER | CMSD (216) 761-5744 | ROBERT.KASLER@CLEVELAND METROSCHOOLS.ORG |
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