



REQUEST FOR PROPOSAL

RFP INFORMATION

RFP Number: FY26-12	RFP Issue Date: March 10, 2026
RFP Title: TIME AND MATERIALS Various Trades	
Proposal Due Date/Time (Eastern): April 7, 2026 @ 3:00 p.m. EDT.	Number of pages, including this cover sheet and attachments: <u>91</u>

UNIVERSITY CONTACT & SUBMISSION INFORMATION

Name: Kim Sutton	Title: Contract Manager
Email Address: kimberly.sutton@utoledo.edu	
Please refer to Section 3.7 for submission information.	
Submit the RFP Electronically to	
Email Address: kimberly.sutton@utoledo.edu	

RESPONDENTS MUST COMPLETE THE FOLLOWING and RETURN THIS COVER SHEET WITH RFP RESPONSE

Federal I.D. or TIN Number:		
Company Legal Name:	Company Website:	
Primary Contact Name:	Primary Contact Title:	
Business Address:	Phone:	Fax:
	Email:	
	Authorized Signer's Printed Name:	
Authorized Signer's Signature:	Authorized Signer's Title:	

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ATTACHMENTS/EXHIBITS

- A. University Certification Form
- B. Pricing or Financial Consideration Sheet
- C. Hospital Protocol
- D. Other: _____

SECTION 1: DEFINITIONS

Relative to this Request for Proposal, and any University-issued addenda, the following definitions apply:

- 1.1 Award: Agreement, Contract, or Purchase Order resulting from this RFP.
- 1.2 Vendor, Supplier, Contractor: Respondent who is officially awarded the business through the RFP process and entered into a contractual agreement with the University.
- 1.3 Proposal: Respondent's formally prepared response to this RFP, which was received by the University.
- 1.4 Due Date/Time: The date and time specified in this RFP by which a Proposal must be received by the University in accordance with this RFP. Proposals received after such date and time will not be considered.
- 1.5 Respondent: Individual or company submitting a Proposal in response to this RFP.
- 1.6 RFP: Request for Proposal
- 1.7 Scope: Scope of Services or Materials identified by the University within this RFP that forms the basis of the Respondent Proposal.
- 1.8 University or UToledo: The University of Toledo.
- 1.9 Addendum: Refers to a document issued by the Contract Manager that modifies this Request for Proposal or provides additional information to respondents.
- 1.10 IUC-PG: Inter-University Council Purchasing Group is comprised of purchasing officers of state-funded institutions of higher education in Ohio. The IUC operates under the requirements of the Ohio Revised Code, the by-laws of the Inter-University Council, the policies and procedures of the IUC-PG, and the policies of each institution as authorized by each institution's Board of Trustees.
- 1.11 May, should: Indicates an item is requested but not mandatory. If the respondent fails to provide the requested information, the University, at its sole option, may either request that the respondent provide the information or evaluate the proposal without the information.
- 1.12 Shall, must, will: Indicates a mandatory requirement. Failure to meet mandatory requirements will invalidate the proposal, or result in rejection of the proposal, as non-responsive.

SECTION 2: RFP SCHEDULE OF EVENTS

UToledo will make every effort to adhere to the schedule detailed below:

- RFP Issue Date: **March 10, 2026**
- Site Visit (if applicable): n/a
- Questions Submitted by: **March 16, 2026 @ 3:00 p.m. EDT**
- UToledo Response to Questions by: **March 20, 2026 @ 3:00 p.m. EDT**
- Proposal Due Date/Time: **April 7, 2026 @ 3:00 p.m. EDT**
- Supplier Presentations: n/a
- Anticipated Award Date: **April/May, 2026**

SECTION 3: INSTRUCTIONS FOR PROPOSAL SUBMISSION

Respondents are cautioned to read this entire RFP carefully and to comply with all directives to avoid disqualification from an award.

3.1 Single Point of Contact:

From the RFP Issue Date until an Award is made and announced by the University, Respondents are **not** allowed to communicate with any University employee, staff, faculty, student, physician, or officials regarding this RFP, except at the direction of the University contact listed on the Cover Sheet of this RFP. **Any unauthorized contact will disqualify the Respondent from further consideration of this RFP and any future RFP events of the same nature.**

3.2 Proposal Preparation:

- Respondents must develop and submit a complete and accurate Proposal to this RFP. Proposals must adhere to all directives contained herein and must follow the chronology of this RFP as specified. All documents, as checked in Section 3.8, are required to be part of the proposal submission.
- An electronic copy of the Proposal is the preferred submission type to be presented or via email to kimberly.sutton@utoledo.edu no later than the RFP deadline and specified time. This is determined by the checkboxes in Section 3.8 RFP Package Requirements Checklist.
- Proposals should be prepared to provide a straightforward, concise description of Respondents' capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be on completeness and clarity of content. Unnecessarily elaborate brochures or other presentations beyond that sufficient to respond to each section and beyond that sufficient to present a complete and effective bid response are neither necessary nor desired.
- Respondent may include any optional data not requested yet considered by the Respondent to be pertinent to this RFP. Any such information should be clearly marked as optional.
- Any Proposal that does not include the express requirements of this RFP and any university-issued addenda shall be considered an incomplete Proposal and rejected.

3.3 Site Visit/Pre-Proposal Conference:

A site visit is **not** being offered for this RFP.

3.4 University Revisions to the RFP:

In the event, it becomes necessary for the University to revise any part of this RFP, revisions will be provided by the University Purchasing Office via an addendum that is posted online at <http://www.utoledo.edu/depts/supplychain/>. Select the Request for Proposal Link and the specific RFP number to show all documents available. Respondents are responsible for checking the website often for any addenda that may have been added.

3.5 Respondent Questions regarding Scope or Procedure:

Respondents with questions or requiring clarification or interpretation of any section within this RFP must address these questions via e-mail to kimberly.sutton@utoledo.edu prior to the submission date stated in Section 2: RFP Schedule of Events. No phone calls will be accepted. The respondent needs to reference each question to the RFP in consecutive order, from beginning to end, following the chronology of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Requests for extension of the Due Date/Time will not be granted unless the University determines, at its sole discretion, that the original Due Date/Time appears impractical. Notice of any extension will be provided in the form of an Addendum posted electronically to the purchasing website.

All correspondence with the RFP contact, for the duration of the RFP timeline, is to be in written format only (no phone calls will be accepted), and respondents are hereby advised that written communication received after the question-and-answer period will only be responded to as deemed appropriate by the RFP contact.

3.6 University Standard Contract Terms and Conditions:

Standard contract terms and conditions clauses in Section 6 of this document are incorporated for reference only as they are clauses that may typically be found in an executed agreement to which the university is a party. It is not expected that firms redline these clauses as part of the RFP submission process.

- The University will make any final determination of changes to the standard contract clauses.

3.7 Submission Requirements:

- Proposals must be received by The University of Toledo Purchasing Services Office as per the due date/time listed on the RFP cover sheet. **NOTE: THERE WILL NOT BE A PUBLIC RFP OPENING**

3.8 RFP package requirements checklist:

The following items (if checked below) must be included in the RFP response package by Proposal Closing Date/Time. Failure to provide information as requested may disqualify the proposal.

- Signed Cover Sheet
- Electronic Version of the Proposal (via email)
- University Certification Form – **Attachment A**
- H.E.C.C. (Hospital Environment Clean Construction) The University of Toledo **Attachment C** will become an integral part of any agreement.
- Form of Proposal Pricing/Scope – **Attachment B (submit your responding sections only)**
- References
- Proof of Insurance (note: a properly executed insurance certificate will be required prior to issuance of a university contract or purchase order.)

3.9 Pricing Format:

- Respondents must clearly outline their fee structure, including initial up-front costs and any ongoing yearly maintenance, licenses, services, and support fees, utilizing **Attachment B**. This document will be used as the primary representation of each Respondent's cost/price and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the Respondent's cost/price.
- Prices quoted in the Proposal must be FIRM and compliant with RFP specifications. Proposals may not be corrected after the Due Date/Time.

3.10 No Proposal Requirement:

If a Respondent is unable or unwilling to submit a Proposal, the Respondent should, as a courtesy, notify the University Contact identified on the Cover Sheet via email to kimberly.sutton@utoledo.edu and provide a brief explanation for the "no-proposal" prior to the Due Date/Time.

Failure to extend this courtesy may jeopardize your consideration for receiving future RFPs.

- 3.11 Withdrawal of Proposal:
Respondents may withdraw Proposals at any time prior to the Due Date/Time with written notification to the University Contact listed on the Cover Sheet.
- 3.12 Cancellation of the RFP:
The University reserves the right to cancel this RFP, in whole or in part, at any time before the opening of the proposals. Should it become evident during the evaluation of the proposals that it is no longer in the best interest of the University to make an award under this solicitation, the University reserves the right to cancel this RFP. The University shall not be responsible for any costs incurred due to the cancellation of the RFP.
- 3.13 Respondent Presentations:
Respondents may be required to make an oral presentation and product/service demonstration to clarify their Proposal or to further define their offer. Respondents should be prepared to send qualified personnel to the University campus, at the Respondent's sole expense, to discuss technical and contractual aspects of the Proposal.
- 3.14 Alternative Proposals:
Respondent may offer alternative Proposals, in which case each Proposal will be evaluated by the University as a separate option. Alternative proposals must be clearly marked.
- 3.15 References:
- Proposal must include a minimum of **three (3) references** where the Respondent has successfully demonstrated or implemented the product or service being offered over the **last three (3) calendar years**. References need to be similar in size and scope.
 - The University may contact these references to verify the Respondent's ability to perform.
 - Respondents must clearly identify the following for all references:
 - company/institution name
 - contact name, title, and telephone.
 - contact's email address
 - contact's mailing address
 - the size of the organization
 - dates and performance
- 3.17 Sustainability and Biobased Products:
The University of Toledo is committed to preserving the environment and being responsible stewards of university resources. There are many benefits to environmentally preferred purchasing: reduced energy consumption, recycled content, extended product life, decreased maintenance, and reduced life cycle costs. Suppliers are encouraged to identify products, services, or processes that promote environmental stewardship and offer these goods or services as alternatives to what has been requested. Any exceptions or deviations from the original specifications must be clearly defined.
- As part of ORC 123:5-1-14, the university also supports the purchase of biobased products as defined by the United States Department of Agriculture and as maintained by the Department of Administrative Services. The university may give preference to biobased alternatives if they meet the functionality requirements as deemed by the university.
- 3.18 Accessibility:
The University of Toledo is committed to creating and maintaining an accessible environment in which products or services are available to as many individuals as possible. Assistive and adaptive technology options should be provided in your response to demonstrate the accessibility features of the goods or services being requested.

SECTION 4: GENERAL INFORMATION AND NOTICE TO RESPONDENTS

The Respondent whose Proposal, in the sole opinion of the University, represents the best overall value to the University will be selected. Factors which determine the selection include but are not limited to: the Proposal's compliance with the RFP; quality of the Respondent's products or services; ability to perform the Scope; and general responsibility as evidenced by past performance. Price/Discounts, although a factor, will not be the sole determining factor in the award of an agreement.

4.1 Rights Reserved:

The University, at its sole discretion and upon its determination that such actions would be in its best interest, reserves the right to:

- Accept or reject any or all Proposals, or any part thereof, or to withhold the award and to waive, or decline to waive, irregularities, informalities, and technicalities in any Proposal when determined that it is in its best interest to do so.
- Contact any respondent for clarification of the information submitted.
- Hold all Proposals for a period of up to **ninety (90) days** after the Due Date/Time and to accept a Proposal not withdrawn before the scheduled Due Date/Time.
- Cancel and/or reissue this RFP at any time.
- Invite some, all, or none of the Respondents for interviews, demonstrations, presentations, and further discussion.
- Negotiate a possible contract and may solicit best and final offers from some or all Respondents prior to or during this negotiation process.
- Choose not to evaluate, shall deem non-responsive, and/or shall disqualify from further consideration any Proposals that do not follow the RFP directives, are difficult to understand, are difficult to read, or are missing any requested information.
- Make an Award by items, groups of items, or whichever is deemed most advantageous to the University. The University also reserves the right to make multiple awards when it is deemed in the best interest of the University.

4.2 Right to Investigate and Reject:

The University may make such investigations as deemed necessary to determine the ability of the Respondent to provide the supplies and/or perform the services specified. The University reserves the right to reject any Proposal if the evidence submitted by, or investigation of, the Respondent fails to satisfy the University that the Respondent is properly qualified. This includes the University's ability to reject the Proposal based on negative references.

4.3 Incurred Expenses:

The Respondent, by submitting a Proposal, agrees that any cost incurred by responding to this RFP, or in support of activities associated with this RFP, will be borne by the Respondent, and shall not be billed to the University. The University will incur no obligation or liability whatsoever to anyone resulting from the issuance of, or activities pertaining to, this RFP, including samples. Respondents submit Proposals at their own risk and expense.

4.4 Resulting Contract(s):

This RFP, any addenda, the Respondent's Proposal, any addenda or exhibits, best and final offer, and any clarification responses may be included in any resulting contract(s).

Please advise if your company has an interest in extending your offer to the Inter-University Council of Ohio's Purchasing Group (IUC-PG) membership. This is a courtesy request, and there is no obligation to agree to it. It is not part of the University's selection criteria. Should you choose to extend usage, participation in the contract by other IUC-PG members is strictly voluntary on their part, and the University's sole role and responsibility would be to share the contents of the contract with them. A Contract Administrative Fee (CAF) may be applied to any offer adopted by the IUC-PG or its individual member institutions.

In no way must any decision by your company to extend the contract to the IUC-PG members negatively affect the delivery capability, general service level, prices, discounts, product availability, or other contractual obligations to the University.

Please indicate in your response package if your company agrees to extend any resulting contracts to include other IUC-PG members who may have an interest in utilizing it and describe any regional or geographic limitations.

Inter-University Council (IUC-PG): Yes No
Ohio College Association (OCA): Yes No

4.5 Evaluation Process and Contract Term:

All proposals submitted by the due date/time deadline will be evaluated by a committee designated by the University, which will be responsible for the selection of a firm (or firms) to which a contract may be awarded.

If an award of contract is made, the respondent whose proposal, in the sole opinion of the University, represents the best overall value to the University will be selected.

Evaluation Criteria for this RFP include, but are not limited to:

- Overall quality of the services being offered.
- Capital Investment
- Costs (fees, expenses, commissions, etc., to be charged)
- Reputation of the supplier
- Reference checks
- Local presence
- Creativity and innovativeness of solutions
- Qualifications and experience of proposed personnel and evidence of successful performance with similar accounts or operations
- Financial Stability of the vendor
- Green/sustainability initiatives
- Ability to execute the contract in a timely manner.
- Fulfilling the request for information for each section of this RFP

The members of the evaluation committee may deem it necessary to make a site visit to a facility similar in scope and demographics to The University of Toledo.

Samples may be requested as part of this RFP for testing and evaluation purposes. Any request will be reasonable in quantity, as deemed by the University, so as not to cause any undue financial burden to the supplier. The cost of providing samples will be the responsibility of the Supplier. Retention of samples may be required as a quality standard for future shipments. Samples may be returned to the Supplier, at the Supplier's expense, upon request.

The initial term of this agreement will be for one (1) year with two (2) one (1) year renewal options, upon mutual agreement of all parties, for a maximum total of three (3) years.

SECTION 5: SCOPE OF SERVICES/PROJECT INFORMATION



5.1 **General Information about the University of Toledo:**

For more information about the University, visit utoledo.edu.

Campus Map

A University of Toledo Map of all locations can be found on the University's website via the following link:
<https://www.utoledo.edu/campus/directions/>

5.2 **Project Overview:**

THE UNIVERSITY OF TOLEDO (UToledo) or THE UNIVERSITY OF TOLEDO MEDICAL CENTER (UTMC) located in Toledo, Ohio, is accepting competitive sealed proposals from qualified companies for Time and Materials for Various Trades with extensive experience in Contractor for various trades. The University of Toledo is a State of Ohio-funded public academic institution.

The information provided herein is intended to assist suppliers in responding properly to this Request for Proposal. The University believes this RFP provides interested suppliers with sufficient information to submit proposals that meet minimum requirements. It is not intended to limit a proposal's content or to exclude any relevant or essential data. Suppliers are encouraged to include additional information that will substantiate their product quality and service capabilities.

5.3 **Scope of Service/Project Information:**

(SEE ATTACHMENT B)

5.4 **Questions and proposal content:**

Your response to this proposal should include the following:

1. **Executive Summary**

2. **Company History/Qualifications**

Provide detailed information on the company's organizational structure, history and market position of the company, philosophy, and the value the company would add to this request for Time and Materials for Various Trades. Please include years in business, if you have been a part of a merger/acquisition in the last 3 years, and what your future plans for growth/expansion are. Explain in detail why your company should be chosen to provide these professional services.

3. **Comparable Services performed at other facilities.**

- a. Provide a list of customers in which [services] have been performed in the last three (3) years. Indicate any third-party firms involved with your program and state their role(s).

4. Provide a narrative that describes your understanding of the scope of services being requested and the suggested approach for providing the services stated herein.

5.5 **Questions: (specific to the scope) SEE SECTION 2**

5.6 **Technical Specifications:** SEE ATTACHMENT B and respond per the trades you are requesting consideration and review.

SECTION 6: THE UNIVERSITY OF TOLEDO STANDARD CONTRACT CLAUSES

The following is the list of standard contract clauses that will govern the contractual obligations of each party, either from the issuance of a purchase order or the completion of an executed agreement. ***It is not necessary to redline these clauses as part of the submission process. A formal contract process with the awarded firm(s) will be initiated upon award.*

I. Order and Payment Provisions

1. Invoice Requirements. The preferred delivery of invoices is electronic. Email invoices to utfacilities@utoledo.edu referencing "email processing" in the subject line with the name of the Contractor and invoice number. Reference the purchase order number and project number on the invoice. Prevailing Wage Applies. Please submit certified payroll reports along with the invoice. If hard copy invoices are to be mailed instead of electronically submitted with T& M Backup, address as follows: The University of Toledo, Mail Stop 216, 2801 W. Bancroft St., Toledo, OH 43606. Only one invoice submission method should be utilized to avoid processing delays. Proper invoices must be received by the University within ninety (90) days of the University's acceptance of the Products and Services and match the Purchase Order, if applicable, on a line-by-line basis to ensure prompt payment. To be a proper invoice, the invoice must include the following:
 - A. The Purchase Order number (if applicable);
 - B. University Contract Number (if applicable);
 - C. University Billing Address;
 - D. Delivery location of Products or Services;
 - E. Contractor Name;
 - F. Contractor Address;
 - G. Contractor's Unique Invoice Number;
 - H. Date that Services were provided or Products were delivered;
 - I. Itemization of Products or Services provided, including cost;
 - J. For leases, the invoice must also include the payment number (e.g., 1 of 36);
 - K. For time and Materials Contracts, the invoice must reflect labor hours actually worked and, if applicable, Product used; and
 - L. Clear statement of total payment expected.

The University, as an instrumentality of the State of Ohio, is exempt from Ohio sales tax, federal excise tax, and federal transportation tax. Our Federal ID and tax exemption number is 34-7601483. An exemption certificate is available upon request.

2. Payment Terms. Unless otherwise indicated on the Contract, payment terms are NET 30 days and will be latter of the date Products are received; the date the proper invoice is received; the date of successful installation or performance of Services or the University's written acceptance, as solely determined by the University. The University's preferred payment method is a credit card, provided no additional fees are assessed, followed by ACH and check. The University will have the option of using any of these methods of payment. All appropriate cash discounts offered will be accepted.
3. Time is of the Essence. Time is of the essence in the Contract. The Contractor must deliver the Product and Services as required by the Contract or coordinate an acceptable date and time for delivery with the University. If the Contractor fails to meet Contract delivery requirements, the University may obtain any remedy as described herein or any other remedy at law.

II. General Contract Requirements

1. Term of Contract. The effective date of the Contract is the effective date stated in the Contract or the date the Contract is fully executed, whichever is later. The Contract will remain in effect until the earliest of (1) the ending date stated in the Contract; (2) the Contract is fully performed by both parties; or (3) the Contract is canceled, suspended, or terminated.
2. Acceptance of Terms and Conditions. The Contractor's acknowledgment of the Contract, shipment of Product or Service commenced, is deemed an acceptance of these Standard Terms and Conditions. No modification of or release from the Contract will be binding on either party unless agreed to in writing by the parties. These Terms and Conditions supersede any other terms and conditions submitted by the Contractor in any proposal, acknowledgment, or click-through agreement unless specifically agreed to in writing by the University.
3. Changes and Completeness. No substitutions, alterations, or additions to the Products or Services are permitted without the advance written consent of the University. The University reserves the right to return Products at the Contractor's expense if the Products are billed at a higher price than specified or the Products are non-conforming, unless prior written approval for the modification has been obtained by the Contractor from the University. The Contractor will be responsible for and assume all travel, office, and business expenses incurred in performing the Contract unless pre-approved in writing by the University.

4. Cancellation. The University reserves the right, prior to shipment of Product or performance of Services, to cancel the Contract without cause in its entirety or in part by verbal notice followed by written confirmation.
5. Freight Term. Freight term is FOB Destination for domestic delivery or Delivered Duty Paid (DDP) for Contracts utilizing INCOTERMS. The Contractor will suitably package Products and prepare for shipment to secure the lowest transportation rate and comply with carrier regulations. Each shipping container shall be clearly marked with (a) Contractor name and address; (b) University name, address, and Contract; (c) container number, total number of containers; and (d) identification of container bearing packing slip. Unless otherwise stated in the Contract, the Contractor will be responsible for all freight charges.
6. Rights of Inspection/Rejection. All Products will be received subject to the University's right of inspection and rejection of non-conforming or defective goods. Those Products rejected because of inspection will be held for the Contractor's inspection at the Contractor's risk and, if the Contractor directs, will be returned at the Contractor's expense. Freight to and from the original destination is the Contractor's responsibility.
7. Contract Remedies.
 - A. Actual Damages. The Contractor is liable to the University for all actual and direct damages caused by the Contractor's default. The University may self-perform or buy substitute Deliverables from a third party for those that were to be provided by the Contractor. The University may recover the costs associated with acquiring substitute Deliverables, less any expenses or costs avoided by the Contractor's default.
 - B. Liquidated Damages. If actual and direct damages are uncertain or difficult to determine, the University may recover liquidated damages. Unless otherwise specified, liquidated damages will be in the amount of 1% of the value of the order, Deliverable, or milestone that is the subject of the default, for every day that the default is not cured by the Contractor.
 - C. Deduction of Damages from Contract Price. The University may withhold payment and deduct all or any part of the damages resulting from the Contractor's default from any part of the Contractor's compensation still due on the Contract.
8. Data and Information Control
 - A. Confidentiality. The Contractor agrees to hold in strict confidence and will not disclose any Data obtained by the Contractor as a result of the Contract, without the written permission of the University. The Contractor must assume that all University information, documents, data, source codes, software, models, know-how, trade secrets, or other material is confidential. The Contractor shall not use or disclose Data received from or on behalf of the University except as required by law, or as otherwise authorized in writing by the University. Similarly, the Contractor agrees that any and all Data exchanged shall be used expressly and solely for the purposes enumerated in the Agreement. Data shall not be distributed, repurposed, or shared across other applications, environments, or business units of the Contractor, or passed to other vendors or interested parties except on a case-by-case basis as specifically agreed to in writing by the University.

The Contractor must return all originals of any Data provided by the University and destroy any copies the Contractor has made on termination or expiration of this Contract. The Contractor will be liable for the disclosure of any confidential information. The parties agree that the disclosure of confidential information of the University may cause the University irreparable damage for which remedies other than injunctive relief may be inadequate, and the Contractor agrees that in the event of a breach of the obligations hereunder, the University shall be entitled to temporary and permanent injunctive relief to enforce this provision without the necessity of proving actual damages. This provision shall not, however, diminish or alter any right to claim and recover damages.
 - B. Security & Safety Rules. When using or possessing Data provided by the University or accessing University networks and systems, the Contractor, its employees, subcontractors, and agents must comply with all applicable federal, state, and local laws as well as University rules, policies, and regulations regarding University-provided IT resources, data security, and integrity. When on any property owned or controlled by the University, the Contractor must comply with all security and safety rules, regulations, and policies applicable to people on those premises.
 - C. Patient Privacy. To the extent applicable to a Contract, the parties hereto agree to comply with the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH ACT"), the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 USC § 1320d through d-8 ("HIPAA") and any current and future regulations promulgated under either the HITECH Act or HIPAA including without limitation the federal privacy regulations contained in 45 CFR Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 CFR Parts 160, 162 and 164 (the "Federal Security Regulations") and the federal standards for electronic Transactions Regulations"), all as may be amended from time to time, and all collectively referred to herein as "HIPAA Requirements." The parties further agree not to use or disclose any Protected Health Information (as defined in 45 CFR § 164.501) or Individually Identifiable Health Information (as defined in 42 USC § 1320d), other than as permitted by HIPAA Requirements and the terms of a Contract. The parties agree to enter into any further agreements as necessary to facilitate compliance with HIPAA Requirements.

- D. Ohio Public Records Act. The parties acknowledge that the University, as an instrumentality of the State of Ohio, is subject to the Ohio Revised Code 149.43, et seq., and any and all laws pertaining to public records and is therefore obligated to disclose public records. Should the University receive a request involving information related to the Contractor, including the Contract, the University will immediately notify the Contractor of the request. The Contractor will have 10 calendar days from the date of the notice to assert any applicable legal rights prohibiting disclosure of the information being sought before such information is released. The Contractor hereby perpetually releases the University from all liability associated with the release of such information after this 10-calendar day period. It is understood and agreed that the provisions of this section will survive the termination of the Contract.
9. Compliance. The Contractor hereby covenants and agrees that in the course of the Contractor's performance of its contractual duties, the Contractor will comply with all applicable federal, state, and local government statutes, ordinances, regulations, and accreditation standards applicable to the University, including those requirements imposed by the Joint Commission, the Medicare/Medicaid conditions of participation and any amendments thereto, as well as, all University policies and procedures. The Contractor will immediately provide the University with lawful information, as may be required by the University, pertaining to the Contractor's staff who are providing Services. This may include but is not limited to, educational background, work experience, qualifications, competency levels, criminal background check, personal immunizations, safety training, patient privacy training, and blood-borne pathogens training.
10. Nondiscrimination. Pursuant to Ohio Rev. Code § 125.111, and The University of Toledo Nondiscrimination Policy, the Contractor agrees that the Contractor will not discriminate, by reason of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in the performance of the contracted work.
11. Accessibility. Contractor acknowledges and understands that all Products under a Contract must comply with the Americans with Disabilities Act ("ADA"), 42 U.S.C. 12101 et seq. and Sections 504 and 508 of the Rehabilitation Act 29 U.S.C. 701 et seq. as those laws apply to the University and meet current Web Content Accessibility Guidelines set forth by the World Wide Web Consortium (W3C). The Contractor will indemnify, defend, and hold the University and their respective trustees, employees, students, agents, and servants harmless from all fines, penalties, expenses, or awards related to any claims, including requests for accommodations concerning the administration of the software and/or hardware under the Contract including but not limited to ADA compliance. The Contractor agrees to promptly address and resolve any complaint related to compliance with ADA accessibility requirements of the Products that have been identified and brought to the attention of the Contractor. The Contractor agrees that the Contractor's failure to comply with this section is a material breach of the Contract.
12. Drug-Free Workplace. The Contractor agrees to comply with all applicable state and federal laws regarding a drug-free workplace and shall make a good faith effort to ensure that all Contractor employees while working on University property, will not purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way.
13. Ethical Conduct and Conflict of Interest. The Contractor represents, warrants, and certifies that it and its employees engaged in the administration or performance of this Contract are knowledgeable of and understand the Ohio Ethics and Conflict of Interest laws including but not limited to Chapter 102 and Sections 2921.42 and 2921.43 of the Ohio Revised Code. The Contractor further represents, warrants, and certifies that neither the Contractor nor any of its employees will do any act that is inconsistent with such laws.
14. Use of Marks/Advertising. The Contractor will not appropriate or make use of the University's name or other identifying marks or property in any promotion, advertising, or in any manner without prior written consent of the University's Office of Marketing and Communications.
15. Independent Contractor. The Contractor agrees that it is an independent contractor and not an agent, partner, or employee of the University. The Contractor understands that it does not have the authority to sign agreements, notes, or obligations or to make purchases or dispose of property for or on behalf of the University. The Contractor's personnel are not employees or agents of the University at any time or for any purpose. This includes the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code and for state revenue and tax laws, state workers' compensation laws and state unemployment insurance laws. Contractor accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by the Contractor in the performance of the Services authorized by the Contract.

16. Material Transfer.

- A. If applicable, the University may provide material to the Contractor for the sole purpose of performing Services. The Contractor will only use the material for the designated purpose and return or destroy any remaining material upon completion or termination of the Contract.
- B. Any material delivered pursuant to the Contract is understood to be experimental in nature, and UNIVERSITY MAKES NO REPRESENTATIONS AND EXTENDS NO WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE USE OF THE MATERIAL WILL NOT INFRINGE ANY PATENT, COPYRIGHT, TRADEMARK, OR OTHER RIGHTS.
- C. In no event will the University be liable for any use by the Contractor of the material or for any loss, claim, damage, expense, or liability, of any kind or nature, that may arise from or in connection with the Contractor's use, handling, storage, or disposal of the material, except as such claims demands, costs, or judgments may arise from the University's gross negligence or willful misconduct. The Contractor assumes responsibility for, and agrees to indemnify and hold harmless the University and the University's trustees, officers, agents, and employees from any liability, loss, or damage they may suffer as a result of any claims, demands, costs, or judgments against them arising out of the use, handling, storage, or disposal of the material by Contractor, except as such claims, demands, costs, or judgments may arise from the University's gross negligence or willful misconduct.
- D. The material will in no event be used in human beings (including for diagnostic purposes), or provided to any third party, nor will any animals or plants exposed to materials, or products of such animals or plants, be used for food. All use, receipt, and disposal of the material will be conducted in accordance with all federal, state, and local laws, regulations, and ordinances governing such use.

17. Hazardous Materials. The Contractor will ensure that all packaging, transportation, and handling of hazardous materials used in fulfillment of the Contract will be in accordance with applicable state and federal regulations including, but not limited to, the Material Safety Data Sheet provision of OSHA and Hazard Communication Standard 29 CFR 1910, 1200.

18. Export Control. The Contractor acknowledges the University may utilize the personal services of the University employees, visiting professionals, and students who may not be U.S. Citizens or permanent resident aliens. The Contractor assumes all responsibility for compliance with the provisions of the International Traffic in Arms Regulations ("ITAR") under 22 CFR §§ 120-130 and Export Administration Regulations (15 CFR § 768 et seq.) ("EAR"). Further, the Contractor will not disclose or provide to the University or any employee or agent of the University any information, data, technology, items/equipment, or software subject to the licensing provisions of ITAR and/or EAR without the prior written notice to ExportControl.ITAR.EAR@utoledo.edu and advance written approval of the University.

19. Audits. During the performance of Services required of the Contractor by the Contract and for a period of seven (7) years after its completion, the Contractor shall maintain auditable records of all charges pertaining to the Contract and shall make such records available to the University as the University may reasonably require.

20. Rights in Data, Patent, and Copyrights/Public Use. The University shall have unrestricted authority to reproduce, distribute, and use (in whole or in part) any reports, data, or materials prepared by the Contractor pursuant to this Agreement. No such documents or other materials produced (in whole or in part) with funds provided to the Contractor by the University shall be subject to copyright or patent by the Contractor in the United States or any other country. Contractor agrees that all deliverables hereunder shall be made freely available to the general public to the extent required by law.

III. Liability Provisions

1. General Warranties and Representations. The Contractor warrants that the Services performed and Products supplied hereunder will be of first quality, in full compliance with requirements of this Agreement, and free from defects in material, workmanship, and design for one (1) year from initial operations. Contractor warrants that:

- A. The recommendations, guidance, and performance of the Contractor under the Contract will be in accordance with the industry's professional standards, and the requirements of the Contract and without any material defect.
- B. No Deliverable will infringe on the intellectual property rights of any third party.
- C. All warranties are in accordance with the Contractor's standard business practices.
- D. The Deliverables are merchantable and fit for the particular purpose described in the Contract and will perform substantially in accordance with its user manuals, technical materials, and related writings.
- E. The Deliverables comply with all governmental, environmental, and safety standards.
- F. Contractor has the right to enter into the Contract.
- G. Contractor has not entered into any other contracts or employment relationships that restrict Contractor's ability to perform under the Contract.
- H. Contractor will observe and abide by all applicable laws and regulations, including those of the University regarding conduct on any premises under the University's control.
- I. Contractor has good and marketable title to any Deliverable delivered under the Contract for which title passes to the University.

- J. Contractor has the right and ability to grant the license granted in any Deliverable for which title does not pass to the University.

If any aspect of the above warranty will be breached, the Contractor will, upon receipt of notice thereof from the University and at the Contractor's sole cost and expense, promptly repair or replace the defective materials, workmanship, or design or pay the University the costs and expenses incurred by the University in conducting such repair and replacement.

2. **Indemnification.** The Contractor will at all times during the term of the Contract and thereafter indemnify, defend, and hold the University, its trustees, officers, employees, affiliates, agents, students as applicable and the State of Ohio harmless against all claims, proceedings, demands and liabilities of any kind whatsoever, including legal expenses and attorneys' fees, resulting from the acts or omissions of Contractor or arising out of the manufacture, sale, use, lease, consumption or advertisement of any Products or Services purchased or acquired under the Contract. It is understood and agreed that the provisions of this section will survive the termination of the Contract.
3. **Insurance.** Contractor warrants and represents that it has acquired and will maintain during the term of the Contract the insurance coverage as specified in the University's website: http://www.utoledo.edu/depts/risk/rm/policies/contractor_insurance_frontpage.html. Verification of acceptable coverage meeting University requirements will be furnished to the University prior to the commencement of Services.
4. **Limitation of Liability.** Notwithstanding any limitation provisions contained in the documents and materials incorporated by reference into the Contract, the parties agree as follows:
 - A. Neither party will be liable for any indirect, incidental, or consequential loss or damage of any kind including but not limited to lost profits, even if the parties have been advised, knew, or should have known of the possibility of damages.
 - B. Contractor further agrees that Contractor shall be liable for all direct damages due to the fault or negligence of Contractor.

IV. Miscellaneous Provisions

1. **Governing Law.** The Contract will be governed by the laws of the State of Ohio, without reference to any choice of law rules.
2. **Assignment.** Neither party may assign the Contract or any rights, duties, or obligations under the Contract without the advance written consent of the other party.
3. **Amendments.** No change to any provision of the Contract will be effective unless it is in writing and signed by both parties. Notwithstanding the foregoing, the University may reduce nonmaterial changes to writing and provide notice to the Contractor
4. **Waiver.** A waiver by either party of a breach of any of the terms or provisions of the Contract by the other party at any time or times will not be deemed or construed to constitute a waiver of any subsequent breach or breaches of the Contract at any subsequent time or times.
5. **Severability.** The provisions of the Contract are severable and independent, and if any such provision will be determined to be unenforceable in whole or in part, the remaining provisions and any partially enforceable provision will, to the extent enforceable in any jurisdiction, nevertheless be binding and enforceable.
6. **Notices.** All notices related to the Contract must be sent to the address on the face page of the Contract or Purchase Order by certified mail, return receipt requested, by overnight courier service, or by personal delivery and will be deemed effective upon receipt. The sender shall pay postage and delivery charges.
7. **Injunctive Relief.** Nothing in the Contract is intended to limit the University's right to injunctive relief if such is necessary to protect its interests or to keep it whole.
8. **Force Majeure.** Neither party will be liable or deemed in default for any delay or failure in performance under the Contract or interruption of service resulting directly or indirectly from acts of God, civil or military authority, acts of the public enemy, war, riots, civil disturbances, insurrections, accidents, fires, explosions, earthquakes, floods, the elements or any other cause beyond the reasonable control of such party.
9. **Unresolved Findings.** The Contractor warrants that it is not subject to an "unresolved" finding for recovery under O.R.C. 9.24. If the warranty is deemed to be false, the Contract is void ab initio and the Contractor must immediately repay to the State of Ohio any funds paid under the Contract.
10. **Free Trade.** Pursuant to R.C. 9.76(B) Contractor warrants that the Contractor is not boycotting any jurisdiction with whom the State of Ohio can enjoy open trade, including Israel, and will not do so during the contract period.

11. Debarment. The Contractor certifies that the Contractor is not currently now and nor will be during the term of the Contract suspended or debarred by the Federal Government or the State of Ohio from contracting with the University or other health care entities. Further, the Contractor represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either ORC Section 153.02 or ORC Section 125.25. If this representation and warranty is found to be false, the Contract is void ab initio and the Contractor will immediately repay to the University any funds paid under the Contract.

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ATTACHMENT A – UNIVERSITY CERTIFICATION FORM
RFP FY26-12

Please read and complete the information requested below. Failure to complete this form may result in the disqualification of your proposal submittal. The University, at its discretion, may disqualify your proposal if any such representations are deemed untrue, inaccurate or if any such employment/affiliation creates a potential conflict of interest.

1. **Domestic Preference/Ohio Preference:** ORC 125.11 states that preference be given to products produced or mined in the United States and the state of Ohio.

Buy America:

The goods are produced or mined in the United States of America, its possessions, or Puerto Rico.

Yes No

Buy Ohio:

Economic presence shall be awarded to Ohio Suppliers and Suppliers from ‘Border’ states (Indiana, Kentucky, Michigan, New York, Pennsylvania), provided those states do not impose economic restraints on products produced or mined in Ohio. An ‘Ohio Supplier’ describes one who offers Ohio products (defined to mean products which are mined, excavated, produced, manufactured, raised, or grown in the state by a person where the input of Ohio products, labor, skill, or other services constitutes no less than 25 percent of the manufactured cost) or a Supplier who demonstrates significant Ohio economic presence (defined to mean business organization that: have sales offices, divisions, sales outlets or manufacturing facilities in Ohio or facilities demonstrate a significant capital investment in Ohio; pay required taxes to the state of Ohio; and are registered and licensed to do business in the State of Ohio with the office of Secretary of State).

The Supplier is considered a Supplier from a ‘Border State’ or an ‘Ohio Supplier’, as described above.

Yes No

2. **No Findings for Recovery**

The Respondent warrants that it is is not subject to an ‘unresolved’ finding for recovery under Ohio Revised Code 9.24.

3. **Restricted Disclosure Requests**

Some suppliers may identify parts of their proposals as confidential, proprietary, private, or use similar terms that are intended to restrict disclosure. The University is only able to consider such requests to the extent permitted by Ohio law.

Does your proposal contain any language that is intended to restrict disclosure? Yes No

If yes, please specify on a separate document (attached to the proposal) the specific narrative in the proposal (e.g., page number, paragraph title, sentences) that the supplier requests to remain confidential. Entire proposals that are identified by the respondent as confidential or proprietary, or similar preprinted designations, are NOT considered specific requests and may not be accepted. (Please note the University lacks the authority to and will not agree to restrict disclosure of any pricing information.)

4. **Conflict of Interest:**

The respondent certifies that **none** of the company’s directors or principal officers are employed by or affiliated with The University of Toledo.

Should any of the Respondent’s directors or principal officers be employed or affiliated with The University of Toledo, the Respondent will so certify by listing their name(s) and title(s) below:

Name (print)

Title (print)

Name (print)

Title (print)

By signing this document, you are agreeing, on behalf of your firm, to the specifications of this RFP and accepting, without exception or amendment the University of Toledo's RFP Project Overview, General Information, Scope of Project, and Agreement Terms and Conditions. Any contract resulting from this RFP shall be subject to these instructions, terms, and requirements incorporated herein.

Respondent hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that proposer has not directly or indirectly included or solicited any other firm to put in a false or sham proposal; (c) that firm has not solicited or induced any person, firm, or corporation to refrain from sending a proposal and (d) this proposal is in all respects fair and in good faith without collusion or fraud.

Name (print)

Signature

Title

Date

Applies to All Trades

Specifications & Trades (Sections A, B, C, D E, F, G, H, I, L, J, K, L, M, N,)

SERVICE

The main objective of this Request for Proposal (RFP) is to expedite small and minor projects or emergencies up to \$250,000 in total per project including all trades listed. The terms of the contract are requested as a labor cost per hour and a percentage of mark-up on materials used. Expedient performance is a primary factor of the agreement. The contractor's reputation, and our first-hand experience (if any) in that regard, proximity to the University and required response times will weigh significantly in UT selection. Further, if the projects assigned to the successful contractor are not begun within an average of two days or less, UT reserves the right to cancel with said contractor and replace him with another contractor. All utility interruptions require prior approval from the University. You must check with Project Manager or designee prior to any excavating or digging.

AVAILABILITY OF TOOLS

All journeymen must arrive equipped with tools and supplies of the trade they are working in. In the event that some tools or supplies cannot be anticipated from the job description, the journeymen must be authorized by his employer to buy the item in the locale. UT should not be billed for idle journeymen awaiting delivery of materials or tools. **The University will not pay for any tools, it is the Contractors responsibility to have the tools of the trade that they are working in.**

AUTHORIZATION

The authorized designee approver at the University will issue a purchase order prior to the start of any work. The only exception to this would be an emergency and a purchase order will be issued the following business day or shortly after.

ENVIRONMENTAL AND OCCUPATIONAL SAFETY AND HEALTH

Performance:

All work shall be performed in a work-man-like manner. Where specific safety and health concerns require compliance with stated standards, contractors may be required to demonstrate their stated standards. Contractors may be required to demonstrate their qualifications by evidence of related training, certification, licensing, or membership in a trade association prior to award of contract.

General Safety and Health Specifications:

Contractors shall comply with requirements of the applicable Occupational Safety and Health Act (OSHA) safety and health standards (29CFR1910) and the specific requirements of the industrial commission of Ohio relating to construction (Ohio Administrative Code: Chapter 4121:1-3).

The individual: University (UT) policy statement on safety and health extends to outside contractors working for each entity.

When contracted work is being done in or around any University buildings and grounds, the contractor shall protect University employees, students, equipment, and the general public from all construction hazards and shall report all such hazards or suspected hazards to designee or project manager representative of the University prior to commencement of contracted work. Construction hazards shall include but are not limited to, open excavations, falling objects, welding operations, dust, dirt, and debris and exposure to toxic and hazardous fumes and materials.

Barricades, fences, and guardrails shall be set up and warning signs shall be posted where appropriate. ANSI standard Z25.1 specifications for accident prevention signs shall be used to meet these specifications.

At University of Toledo Health Science Campus work being done in an area that must be kept in operation shall be provided with a sheeted bulkhead to keep out dust and dirt and to isolate the area as much as possible. In Hospital areas, or areas located near patient care units, special precautions may need to be taken to prevent the spread of aspergillosis spores. These precautions include barriers to prevent dust and dirt from escaping the work area. Barriers may need to be from floor to ceiling in certain areas of the Hospital. Flame retardant materials shall be provided for welding operations.

When operations require welding, cutting, or burning in areas where flammable vapors or liquids are present or stored, the contractor's employees shall obtain clearance from the Safety and Health Department through the project manager to ensure that the necessary fire and safety precautions have been taken.

Night lighting shall be provided in areas where open trenches or ditches create hazards in aisles or roadways. A minimum of 10-foot candles shall be provided for building construction (ANSI 11.1-1973).

When mechanized equipment is to be operated on university grounds, the contractor shall make arrangements with the Safety and Health Department for safe maintenance and control of traffic flow.

The contractor shall make arrangements for the proper disposal of all debris and hazardous materials. The contractor shall be responsible for all off-site disposals of hazardous materials according to all applicable federal, and state. Local or University regulations. University trash receptacles and sanitary drains shall not be used for the disposal of any materials.

ASBESTOS STANDARDS AND SPECIFICATIONS

Contractors shall comply with the requirements of EPA guidelines for asbestos-containing materials in school buildings Part I and Part II, March 1979 and guidelines for controlling friable asbestos-containing materials in buildings, March 1983, national emission standards for asbestos, OSHA regulations on asbestos (section 1910.1001), and all other federal, state, local and University procedures for outside contractors.

The contractor shall contact the University designee/project managers for all jobs that involve asbestos removal or an asbestos environment for the scope of work and environmental controls that need to be implemented. Moreover, it is the responsibility of the contractor to report to the designee/project manager all friable materials (that may be crushed or pulverized by hand pressure) before disturbing their integrity.

IDENTIFICATION

Workers on the premises must wear an identification badge issued by the Facilities & Construction Department and carry personal identification in order to identify that their presence is valid to University police officers.

QUALIFICATIONS

The Contractor shall be responsible for procuring all required licenses and permits when and where applicable. The contractor shall use trained, qualified experienced, and certified journeymen to perform The Goods and Services Time and Materials Trade you are submitting. The Contractor shall provide supervisory capabilities, have written safety and conduct rules and regulations, and be licensed to do work in Ohio.

The contractor shall be one regularly engaged in the business for the Trade(s) addressed in this RFP by the category in which they are submitting.

BILLABLE HOURS AND MATERIAL COSTS

All labor rates are requested for journeyman classifications if not otherwise specified. Therefore, the employee completing work under this contract must be a qualified journeyman. No apprentices will be allowed to work and charge UT for journeyman rates. If the use of an apprentice has been pre-approved by the University, then, apprentices may work and charge the appropriate apprentice RFP rate. For Prevailing Wage projects, Journeyman to Apprentice ratios must be followed. Apprentice rates must be submitted with your proposal to be considered.

NOTE: LOCKED IN PRICING FOR One (1) YEAR AND NOT SUBJECT TO CHANGE

RATE SCHEDULE*:

*Supervision, owners, principals, managers, office staff time, normal supervisory time, pre-job meetings, estimating prices/job evaluation time, overhead, etc., are all non-billable time and should be included in the hourly wage rate RFP as overhead. Also included in this hourly rate should be the contractor's profit margin, Bond & Permit fees and Builders Risk Insurance, fringes, overhead, travel time, hand and power tools, all tools of the trade in which you are working, work vehicles, delivery fees, fuel cost, dock and warehouse and yard time, truck drivers time/fees, and estimating, administrative time, all overhead should be built into your overhead labor price for Journeyman that is used in determining your hourly price. Hourly billing by trade will begin and end upon arrival and departure from the university job site.

NOTE: All of the above overhead charges should be built into your journeyman's rates. "No" overhead should be built into the apprentice rates.

Material delivery and pick-up costs should be factored into the percentage markup requested for materials. However, non-owned equipment rentals are allowed a 5% material markup from the rental company invoice cost.

Material markup should not exceed the up to 12% limit as shown on the T&M price submittal sheets. For Equipment rentals and Subcontractors' usage, the markup cannot exceed 5%.

INVOICE SUBMITTALS

Line-item breakout invoicing for materials and labor is required. The labor and material breakout must be submitted with your invoice. Violation of this process could lead to the termination of your T&M contract. A copy of all material supplier invoices on all invoices must be attached and listed on the invoices to be reimbursed.

A copy of all signed time sheets must be attached for non-prevailing wage projects. Certified payroll must be submitted on all prevailing wage projects.

Prevailing Wages must be paid on all prevailing wage projects. Subcontractors are required to pay prevailing wages on all prevailing wage projects and also submit certified payrolls.

Invoices must be submitted within ten (10) working days of UToledo's final acceptance of the job. Failure to submit invoices within this time frame may result in payment being delayed. Any contractor that does not adhere to timely billing will not be used in future T&M projects.

The T&M contractor must show on their invoice the shift differential for the labor they are using.

The following must appear on each invoice to ensure payment:

1. Purchase order number
2. Building Name, Department, and Room Number/s
3. Project name
4. Project manager's name
5. Contractor's invoice number
6. Date
7. Breakdown by line item for materials and labor. All invoices should be submitted directly to the Facilities and Construction designee/project manager for approval. **Failure to do so will only result in a delay of payment.**

We request that you use the Time and Materials Invoice Summary on the next page along with your invoice submittal.

USER RESPONSIBILITIES

College departments authorized to use this contract are:

- Facilities Maintenance and Purchasing Department.

Special Notice: No work must start unless you have received a PURCHASE ORDER NUMBER unless project is an emergency. All invoices will be returned for non-payment unless your "original invoice" has the purchase order number noted. If partial invoicing is requested and approved, your final invoice must read "Project Completed per designee/project manager's name and date.

SERVICE LEVEL AND RESPONSE TIME

Both Contractor Company/Company's representatives must live within two (2) hours driving distance of our facility. The representatives must be available for calls on specific problems should they occur. The representatives shall be available to us on 24-hour notice and, under emergency circumstances, should be able to visit our site within two (2) hours after being notified.

Contractor must indicate understanding and compliance with this requirement, by initialing _____

QUALITY

A company's commitment to quality is very important and is an indication of its ability to satisfy customer needs. Please provide a summary of your company's Quality Improvement Process. Include an outline of the Quality Education that your firm's employees receive and how many have received it. Supporting literature or pamphlets may be included.

SUBCONTRACTORS

Awarded Lead T&M contractors by trade must have University approval from Facilities Maintenance Management (UT), **prior** to using any sub-contractors for any assigned individual/services on any T&M project on the university campus. If the T&M project is a prevailing wage, Subcontractors must also provide certified payroll. **Since Goods and Services Time and Materials is self-performing by the lead T&M contractor, the use of sub-contractors (once approved by the University) cannot exceed forty (40%) of the quoted cost. For special circumstances, the Project Manager's Director can approve a higher percentage of Subcontractor usage.**

Subcontractor (s) are required to pay prevailing wage and submit certified payrolls to the University when it is a prevailing wage project. If Lead Goods and Services Time and Materials Contractor uses a current T&M as a sub-contractor, the material and labor rates cannot exceed the rates submitted by that contractor to become a Goods and Services Time and Materials Contractor. Mark-up by the lead T&M for any subcontractor used cannot exceed 5% for subcontractor use. For all fees/services that exceed \$5,000.00, the subcontractor must submit a line-item breakout of materials and labor (journeymen only, unless approved by the project manager or designee) to the Lead T&M, so they can forward subcontractor documentation along with their invoice to the University.

The Contractor must indicate understanding and compliance with this requirement by initialing _____

HEALTH AND SAFETY

Your firm must provide Material Safety Data Sheets to ensure a safe work environment for our personnel and to comply with all state and federal laws concerning the handling of hazardous materials. We require that a Material Safety Data Sheet accompany all first-time orders and that the company operate a 24-hour, 7-day-per-week emergency phone number, which can be called for emergency information regarding chemical spills and/or accidents involving your products. Subcontracting this service is not acceptable. Provide a summary of your Material Safety Data Sheet program; include your emergency phone number and a sample copy of your firm's Material Safety Data Sheet. The Contractor's employees are required to comply with the University's smoke-free policy.

COMPLIANCE WITH LAWS AND CODES

In the performance of this contract, the Contractor agrees they will abide by all laws, codes, rules, and regulations set forth with regard to the equipment by municipal or state authorities having jurisdiction in effect on the date of this agreement. The Contractor shall maintain constant and vigilant knowledge of all regulations, laws, and codes. In addition, the university

agrees to provide in writing to the contractor, any changes in university policy or procedure in regard to fulfilling the provisions of the service contract. Contractor shall in writing, make the university aware of any changes in laws, and codes, that could cause additional charges in either material or labor, and that the aforementioned changes were not in effect on the date of this agreement.

The Contractor and UT shall comply with all applicable federal, state, county and local laws, ordinances, rules and regulations in the performance of their obligations under an agreement, including the procurement of permits and certificates where required, and including, but not limited to, laws related to sanitation, workers' compensation, occupational safety and health and the environment. The following specific laws of the State of Ohio and the Federal Government will be complied with. Failure to comply will result in your submission to not be considered.

LABOR AND EMPLOYMENT PRACTICES

- Contractor's employment practices shall conform to all laws, statutes, regulations or ordinances whether issuing from federal, state or local authorities. No one under the age of 18 may be employed on the project.
- Contractor's employees shall be skilled in their trades. Any employee of Contractor may be refused admittance to the site or may be requested to leave the site at any time by UT. In the event that any employee, or employees, of Contractor are so barred from the project, Contractor shall immediately replace such employee, or employees, with employees satisfactory to UT.
 -
- All labor employed in the performance of the Contractor's work shall be acceptable to the University and Contractor and of a standing or affiliation that will permit the work on the project to be carried on harmoniously and without delay and that will in no case or under any circumstances cause any disturbance, interference, conflict or delay to the project or any other work being carried on by the University.

OSHA COMPLIANCE

The Contractor shall comply with the Occupational Safety and Health Act (OSHA) of 1970 or the applicable standard promulgated under said Act.

EMPLOYED PERSONNEL

All personnel of Contractor involved in the performance of this contract shall be directly employed by and supervised by the Contractor or subcontracted to an entity identified in Contractor's response.

Personnel of Contractor shall observe all regulations of UT while on the University's premises.

The Contractor shall bear any loss from dishonest acts on the part of the Contractor or the Contractor's employees.

PROPRIETARY INFORMATION

All evaluation criteria for proposals is non-proprietary and subject to public disclosure after contract award. All proposals, except for items reasonably identified by Contractor as trade secrets or proprietary information, are subject to public disclosure under Ohio Revised Code Section 149.43. Contractor shall be solely responsible for protecting its own trade secret or proprietary information and will be responsible for all costs associated with protecting this information from disclosure. UT each shall keep one (1) copy of the proposal in accordance with its records retention schedule.

LIENS

The Contractor shall hold the University harmless from any liens or claims of any subcontractors or material men.

UT EVALUATION/NON-PERFORMANCE CONDITIONS/MISC.

Authorized University of Toledo personnel reserve the right to monitor and evaluate the performance of the contractor in regard to the requirements of the service maintenance agreement, in part or in whole. This includes the university's right to use by contract or employment, professional qualified consultants, engineers, and/or inspectors. If the university determines that the contractor has failed to meet or provide the agreed upon service/material altogether, a termination for default may be issued. The university agrees that no termination for default shall be issued without the contractor being notified in writing, and provided a sufficient opportunity and timeframe to correct, or adjudicate the aforementioned issues, problems or concerns of the university.

PROVISIONS

If any provisions in the resultant agreement are held to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired, or invalidated, in any way.

CONSENT AND APPROVALS

All consents or approvals required under the terms of an agreement shall be in writing in order to be enforceable and shall be signed by the party to be charged with such consent or approval. **This contract may be extended up to ninety (90) days beyond the final date of the awarded contract at the same rates.**

PRICING AND INVOICING

Contract pricing will be guaranteed and not subject to any increase in price for a period of one (1) year from the award the of contract. This contract may be extended up to ninety (90) days beyond the final date of awarded contract term at the same rates.

In the event that prices decrease anytime during the agreement, the Contractor will immediately pass the lower price(s) on to UT.

UT shall pay the Contractor on a Monthly Rate, Net 30 days upon receipt of the contractor's invoice submitted to the individual university accounts payable department or as directed by the project manager.

All financial obligations of UT under this agreement are subject to the appropriations of sufficient funds of the General Assembly of the State of Ohio. If at any time sufficient funds are not appropriated to continue funding the payments due under this agreement, this agreement will terminate on the date the appropriation expires, without any further obligations by UT. These rates shall be effective for one (1) year from the signing of the contract (if awarded). Overtime/Sunday/Holiday pay must be authorized in advance.

ACCESS TO RECORDS

In the event that it is determined that Section 952 of the Omnibus Reconciliation Act of 1980 (P.L. 96-499) and regulations adopted pursuant thereto apply to this agreement, the parties agree, for a period of four (4) years after performance hereby, to make available to the Secretary of Health and Human Services or the Comptroller General of the United States, or any of their duly authorized representatives, upon written request therefore, this agreement and its or their books and records necessary to certify the nature and extent of the costs thereof. If any portion of this agreement is to be performed through a sub-contract with a related organization at a cost in excess of Ten Thousand Dollars (\$10,000.00) over a twelve (12) month period, such sub-contract will contain this requirement.

PREVAILING WAGE

For prevailing wage projects Contractor shall base the proposal on prevailing wage rates, as ascertained by the Ohio Department of Commerce, Wage and Hour Bureau for the project, as provided for in Ohio Revised Code O.R.C. Sections 4115.03-4115.16. See <http://www.com.state.oh.us> for union rates and applicable payroll reporting instructions.

Certified payroll reports must be submitted to the University's Prevailing Wage Coordinator prior to final payment authorization. Lori Sarnes is the University of Toledo Prevailing Wage Coordinator (419) 530-1427

Prevailing Wage Rates apply for all "new" construction projects over \$200,000.00 and for reconstruction and remodeling 75,000.00 (Certified payroll must be submitted with your invoice)

DRUG-FREE WORKPLACE

We request that you submit documentation that you are enrolled and are in good standing with the Ohio Bureau of Workers Compensation (OBWC) Drug-Free Workplace Program or a comparable program approved by OBWC that meets the requirements specified in O.R.C. Section 153.03 ("OBWC-approved DFWP"). If you are not in good standing but are currently working towards becoming compliant, advise us as to your current status and completion date.

JUSTIFICATION FOR PRICE INCREASES AFTER THE FIRST YEAR: LOCKED-IN PRICES

The initial first-year submitted pricing, starting from the award of the contract, is firm and not subject to any increase. Thereafter, for the next year's option to renew, a pricing increase could be accepted based on the following. Increases will be accepted if the Contractor hands a union contract increase and also if there has been a Prevailing wage increase in the trade you are working in. For both, the increase requested can only be the amount that has been increased by the union contract or prevailing wage. To assure credibility will be submitted in writing to the university's purchasing department for review ninety (60) days prior to the expiration of the current pricing period. Contractor: To assure the credibility of this program, any proposed increases are to be qualified via confirmation/justification of the increase. The Universities reserve the right to survey the market for comparable prices and negotiate with the Supplier on all prices prior to any price increases taking effect.

ATTACHMENT B
THE UNIVERSITY OF TOLEDO
“UT”
SPECIFICATIONS BY TRADE
FORM OF PROPOSAL
AND
PRICING SCHEDULE

General Trades (Section A)
Electrical/Tele Data Trades (Section B)
Plumbing Trades (Section C)
HVAC Trades (Section D)
Excavation Trade (Section E)
Emergency Disaster Clean-up Trade (Section F)
Sheet Metal Trade (Section G)
Pipe Insulation Trade (Section H)
Roofing Trade (Section I)
Asbestos Abatement Trade (Section J)
Painting Trade (Section K)
Flooring Trade (Section L)
Concrete Trade (Section M)
Fire Protection Trade (Section N)

You may submit for any of the various trades listed in Sections (A-N)

NOTE: LOCKED IN PRICING FOR ONE (1) YEAR AND NOT SUBJECT TO CHANGE
THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES TIME AND MATERIALS
PROPOSAL

FOR GENERAL CONTRACTOR (SECTION A) (Estimated 2 - 5 contractors will be chosen)

Proposals are invited to furnish labor, service, and/or materials for maintenance repair work, alterations, and minor new construction as directed by The University of Toledo (UT) for "As Needed" Projects. If selected, you will be one of several contractors in the University's pool of General Trades Maintenance Contractors.

CONTRACTOR BACKGROUND:

1. Describe the type of maintenance work your company has the skills and experience to provide. Include a company resume describing corporate structure, staff, financial viability, and length of time in business.
2. Attach your company's safety manual.
3. Attach resumes for the Project Manager and Superintendent who would be assigned to our account.
4. Does your organization offer 24-hour repair service? If so, please describe. What is your response time if the need for your service is urgent?
5. List of other customers to whom you have provided maintenance and repair service, including names of individuals and phone numbers.
6. Tools of trade as required in the course of the Contractor's work must be owned and/or available to the Contractor at no cost to the University.
7. Does your company handle multi-trade projects? If so, please describe.
8. Must provide a current Certificate of Compliance issued by the State EEO Coordinator.

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**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION A for GENERAL CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

GENERAL CONTRACTOR:	
General Contractor Journeyman:	\$ _____ /Labor Rate per Hour
General Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

GENERAL CONTRACTOR:	
General Contractor Journeyman:	\$ _____ /Labor Rate per Hour
General Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

GENERAL CONTRACTOR:	
General Contractor Journeyman:	\$ _____ /Labor Rate per Hour
General Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

General Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION A for GENERAL CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

GENERAL CONTRACTOR:	
General Contractor Journeyman:	\$ _____ /Labor Rate per Hour
General Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

GENERAL CONTRACTOR:	
General Contractor Journeyman:	\$ _____ /Labor Rate per Hour
General Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

GENERAL CONTRACTOR:	
General Contractor Journeyman:	\$ _____ /Labor Rate per Hour
General Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

General Contractor Materials Mark-up from invoice cost as a percentage. _____%

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____/hour

**THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES TIME AND
MATERIALS PROPOSAL
FOR ELECTRICAL and TEL DATA (SECTION B) (Estimate 1-4 contractors will be chosen)**

Proposals are invited to furnish labor, service, and/or materials for maintenance, repair work, alterations, and minor construction as directed and "as needed" projects for The University of Toledo (UT).

DETAILED SPECIFICATIONS ELECTRICAL

1. Work to be done under this contract shall be assigned by the University on an "as needed" basis.
2. The work will consist of a multitude of high and low-voltage work. Included are the installation of control systems, installation and maintenance of fire alarm and detection systems, troubleshooting, cable splicing, and transformer and switchgear work. Work includes interior, exterior, and underground work. The Contractor must provide experienced electricians in high and low voltage, power and controls wiring, and underground cable splicing. The Contractor must respond immediately to emergency calls at any time. Tele/Data work is not considered part of this electrical specification and will be addressed as a separate trade.
3. The type and number of personnel to be provided will vary, depending on the size and frequency of projects. The University of Toledo does not obligate itself to any minimum requirement, and the contractor is expected to provide appropriate levels of personnel to meet completion deadlines.
4. Companies Responding to this contract must be licensed by the State of Ohio, State Fire Marshall's Office, to install and repair fire alarm and detection systems in accordance with Section 3737.65 of the Ohio Revised Code, and Administrative Rule 1301:7-5-06, Certification. In addition to the company license, one or more individual licenses are required for a mechanic associated with the company. Such license must be in the name of the company responding to this contract, and a photocopy of such license must be submitted with the RFP. Failure to submit such a license with the RFP shall cause the RFP to be rejected.
5. The electrical contractor shall have in his employ, or under agreement, high-voltage cable splicers available for both routine and emergency work. If not under the full-time employ of the contractor, these individuals or pre-approved by the university sub-contractor must be available within several hours' notice to handle cable restoration in the event of outages. The electrical contractor shall submit with his RFP, a letter outlining his arrangements for handling high voltage work and listing names, locations, and resumes of personnel employed by or under contract to him for this work. The contractor's ability to handle high-voltage work may be a factor in the award.
6. Tools of the trade which must be owned by or available to the contractor as may be required in the course of his work, without charge to the University, shall include, but not be limited to the following:
Light service vehicles
Conduit benders up to 1" Hydraulic drivers/knockouts
Hydraulic conduit bender up
To 4" Hand power tools (including electric drills to 1/2", hammer, drills, Sawzall, core drill up to 2", electric winch)
Scaffolds
Testing and metering devices for high and low voltage work.
7. Availability of an 80-1001 bucket truck is desirable under this contract. responders who own, or have available to it on a priority basis, a high lift bucket truck, minimum 801, for aerial cable work, should indicate this on the proposal, and quote an hourly rate for usage of this equipment. The availability of a bucket truck will be a factor for consideration in the award.

SECTION B CONTINUED

Electrical Tele/Data

1. Work to be done under this contract shall be assigned by the University on an "as needed" basis.
2. The work will consist of many types of low voltage work. Included is installation of cables for control systems, fire alarm, life safety as well as tele/data. Work will be mostly indoor but includes outdoor, underground and aerial work. Contractor must provide experienced and BICSI certified tele/data cable installers to do 1) UTP cable installation for telephone and network, 2) UTP terminations on 66 blocks, 110, and Krone, 3) Single-mode and multimode fiber optic cable installation and termination. Contractor must respond immediately to emergency calls at any time. Work also includes labeling and certifying cables in accordance with local standards as well as BICSI.
3. The type and number of personnel to be provided will vary, depending on the size and frequency of projects. The University of Toledo does not obligate itself to any minimum requirement, and the contractor is expected to provide appropriate levels of personnel to meet completion deadlines.
4. Companies responding to this contract must be licensed by the State of Ohio, State Fire Marshall's Office, to install and repair fire alarm and detection systems in accordance with Section 3737.65 of the Ohio Revised Code, and Administrative Rule 1301:7-5-06, Certification. Such a license must be in the name of the company responding to this contract, and a photocopy of such a license must be submitted with the RFP. Failure to submit such a license with the RFP shall cause the RFP to be rejected. Companies must have an RCDD on staff if they perform Tele/Data installation or repair work.
5. Tools of the trade which must be owned by or available to the contractor as may be required in the course of his work, without charge to the University, shall include, but not be limited to the following:
Light service vehicles
Conduit benders up to 1",
Hand power tools (including: electric drills to 1/2", hammer, drills, Sawzall, core drill up to 2", electric winch)
Testing and metering devices for high and low voltage work, including Tele/Data copper & fiber optic testing/certification equipment.
6. Availability of an 80-100' bucket truck is desirable under this contract. Contractors who own, or have available to it on a priority basis, a high lift bucket truck, minimum 80', for aerial cable work, should indicate this on the proposal, and quote an hourly rate for the age of this equipment. Availability of a bucket truck will be a factor for consideration in the award.

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**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12**

FORM OF PROPOSAL PRICING SECTION B for ELECTRICAL AND TEL DATA CONTRACTOR (LOW VOLTAGE)

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

ELECTRICAL /TELE DATA CONTRACTOR:	
Electrician/Tele Data Journeyman:	\$ /Labor Rate per Hour
Electrical/Tele Data Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

ELECTRICAL /TELE DATA CONTRACTOR:	
Electrician/Tele Data Journeyman:	\$ /Labor Rate per Hour
Electrical/Tele Data Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

ELECTRICAL /TELE DATA CONTRACTOR:	
Electrician/Tele Data Journeyman:	\$ _____ /Labor Rate per Hour
Electrical/Tele Data Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight costs if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Electrical Materials Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight-time RFP rate.**

**** Note "Use of Apprentice Labor" - At the University of Toledo, prior approval must be obtained from the Facilities or Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are "Not Allowed")

_____	\$ _____ /hour

RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00

For UT Inquiry Number FY26-12

FORM OF PROPOSAL PRICING SECTION B for ELECTRICAL AND TEL DATA CONTRACTOR (LOW VOLTAGE)

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

ELECTRICAL /TELE DATA CONTRACTOR:	
Electrician/Tele Data Journeyman:	\$ /Labor Rate per Hour
Electrical/Tele Data Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

ELECTRICAL /TELE DATA CONTRACTOR:	
Electrician/Tele Data Journeyman:	\$ /Labor Rate per Hour
Electrical/Tele Data Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ _____ /Labor Rate per Hour
Electrical Contractor Apprentice Labor ** see note below.	\$ _____ /Labor Rate per Hour

ELECTRICAL /TELE DATA CONTRACTOR:	
Electrician/Tele Data Journeyman:	\$ _____ /Labor Rate per Hour
Electrical/Tele Data Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight costs if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Electrical Contractor Material Mark-up from invoice cost
As a percentage. _____ %

*Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight-time RFP rate.

** Note "Use of Apprentice Labor" - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager for each assigned project before you can use any apprentice labor force.

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are "Not "Allowed)

_____	\$ _____ /hour

**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12**

FORM OF PROPOSAL PRICING SECTION B for ELECTRICAL CONTRACTOR (HIGH VOLTAGE)

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ _____ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ _____ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ _____ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs, such as delivery cost, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Electrical Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight-time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____ /hour
 _____ \$ _____ /hour
 _____ \$ _____ /hour
 _____ \$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12**

FORM OF PROPOSAL PRICING SECTION B for ELECTRICAL CONTRACTOR (HIGH VOLTAGE)

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ELECTRICAL CONTRACTOR:	
Electrician Journeyman:	\$ /Labor Rate per Hour
Electrical Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs, such as delivery costs, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Electrical Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight-time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager for each assigned project before you can use any apprentice labor force. *** Note use of Subcontractors - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager for each assigned project before you can use a subcontractor. Also, must adhere to guidelines for using a subcontractor as outlined in this RFP.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour

\$ _____/hour

***THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES TIME AND MATERIALS
PROPOSAL FOR PLUMBING (SECTION C) (Estimate 1-4 contractors will be chosen)***

Proposals are invited to furnish labor, service, and/or materials for maintenance, repair work, alterations, and minor new construction as directed and "as needed" projects for The University of Toledo (UT).

DETAILED SPECIFICATIONS PLUMBING

1. Work to be done under this contract shall be assigned by the UT on an "as needed" basis.
2. The work will consist of various types of plumbing installations or repairs dealing with interior/exterior gas, water, sewage, and drain lines, pumps, water heaters, backflow prevention, grease traps, and garbage disposal systems.
3. The type and number of Contractor personnel to be provided will vary depending on the size and frequency of projects. The University does not obligate itself to any minimum requirement, and the contractor is expected to provide appropriate levels of personnel to meet completion deadlines.
4. Tools of the trade as required in the course of the Contractor's work must be owned and/or available to the Contractor at no cost to the University.
5. Where applicable, Contractor employees performing regulated work requiring certification or licensing must possess the required certifications.
6. Contractor must be able to work with plastic piping and be able to weld (fuse) the same.

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RFP Form – “UNDER**” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING **SECTION C** for **PLUMBING CONTRACTOR****

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

PLUMBING CONTRACTOR	
Plumber Journeyman	\$ _____ /Labor Rate per Hour
Plumbing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

PLUMBING CONTRACTOR:	
Plumber Journeyman:	\$ _____ /Labor Rate per Hour
Plumbing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

PLUMBING CONTRACTOR:	
Plumber Journeyman:	\$ _____ /Labor Rate per Hour
Plumbing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Plumbing Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION C for PLUMBING CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

PLUMBING CONTRACTOR:	
Plumber Journeyman:	\$ _____ /Labor Rate per Hour
Plumbing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

PLUMBING CONTRACTOR:	
Plumber Journeyman:	\$ _____ /Labor Rate per Hour
Plumbing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

PLUMBING CONTRACTOR:	
Plumber Journeyman:	\$ _____ /Labor Rate per Hour
Plumbing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Plumbing Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager per each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour
 _____ \$ _____/hour

**THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES TIME AND MATERIALS
PROPOSAL FOR HVAC (SECTION D) (Estimated 1-4 contractors will be chosen)**

DETAILED SPECIFICATIONS

HVAC

1. Work to be done under this contract shall be assigned by The University of Toledo for "as needed" projects.
2. The work will focus on construction projects requiring the installation of commercial/institutional-type electric, gas, hot water, and steam heating systems, as well as cooling systems.
3. The type and number of personnel to be provided will vary depending on the size and frequency of projects. The University of Toledo does not obligate itself to any minimum requirement, and the contractor is expected to provide levels of personnel to meet completion deadlines.
4. Tools of the trade as required in the course of the contractor's work must be owned and/or available to the contractor at no cost to the University, including certified refrigerator recovery units registered with the EPA in the user's name.
5. Contractor must comply with all federal, state, and local regulations regarding refrigerants.
6. When applicable, contractor employees performing regulated work requiring certification must possess the required certifications.

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**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION D for HVAC CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

HVAC CONTRACTOR:	
HVAC Journeyman:	\$ _____ /Labor Rate per Hour
HVAC Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

HVAC CONTRACTOR:	
HVAC Journeyman:	\$ _____ /Labor Rate per Hour
HVAC Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

HVAC CONTRACTOR:	
HVAC Journeyman:	\$ _____ /Labor Rate per Hour
HVAC Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

HVAC Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION D for HVAC CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

HVAC CONTRACTOR:	
HVAC Journeyman:	\$ _____ /Labor Rate per Hour
HVAC Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

HVAC CONTRACTOR:	
HVAC Journeyman:	\$ _____ /Labor Rate per Hour
HVAC Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

HVAC CONTRACTOR:	
HVAC Journeyman:	\$ _____ /Labor Rate per Hour
HVAC Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to material invoice cost. The amount should include. All incidental cost such as delivery cost warehousing etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

HVAC Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES TIME AND
MATERIALS PROPOSAL (Section E) Estimated 2-4 contractors will be chosen**

Detailed Excavation Specifications

1. Work to be done under this contract shall be assigned by the University on an "as needed" basis.
2. The work will consist of various types of excavation work dealing with trenching, foundations, concrete pavement, base, drainage structures, underground utilities and other miscellaneous soil excavation and material handling.
3. Excavation provided under contract may satisfy a complete requirement or may be coordinated with other contractor efforts to provide a complete job.
4. Materials for selecting fill or backfill may be required and must be provided in accordance with appropriate state, local and university guidelines and standards.
5. Contractor will be responsible for arranging OUPS site investigation in advance of any excavation.
6. Contractor will be responsible for providing safety equipment, barricades, "caution tape", and similar equipment to ensure safety of its workforce and the general public related to the excavation and equipment operations.
7. Coordinate with state, local, and university officials as necessary for code checks, permits, and inspections.
8. Provide other approved incidental materials related to utility and drainage infrastructure as required.
9. The type and number of Contractor personnel to be provided will vary depending on the size and frequency of projects. The University does not obligate itself to any minimum requirement, and the contractor is expected to provide appropriate levels and appropriately skilled personnel to complete the task and meet completion deadlines.
10. Equipment and tools of the trade as required in the course of the Contractor's work must be owned and/or available to the Contractor at no additional cost to the University, or costs for equipment specifically identified in the proposal and invoice. All equipment required shall be provided by the contractor.
11. Where applicable, Contractor employees performing regulated work requiring certification or licensing must possess the required certifications.
12. Contractor must be able to work in all types of weather conditions.

**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION E for Excavation Contractors**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

Excavation Contractors	
Excavation Contractor Journeyman:	\$ /Labor Rate per Hour
Excavation Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

Excavation Contractors	
Excavation Contractor Journeyman:	\$ /Labor Rate per Hour
Excavation Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

Excavation Contractors	
Excavation Contractor Journeyman:	\$ /Labor Rate per Hour
Excavation Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to material invoice cost. The amount should include all incidental cost such as delivery cost warehousing etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%

Air Balancing and Hood Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager per each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____/hour

RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION E for Excavation

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

Excavation Contractors	
Excavation Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Excavation Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

Excavation Contractors	
Excavation Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Excavation Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

Excavation Contractors	
Excavation Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Excavation Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%

Air Handling/Hood Contractor Materials Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES
TIME AND MATERIALS PROPOSAL FOR Emergency Fire and Water Disaster Clean-up
(SECTION F) (Estimated 1 to 3 contractors will be chosen)

Contractor Requirements

Contractor shall be certified by the Restoration Industry Association (RIA), by the Institute of Inspection, Cleaning, and Restoration (IICRC), or other industry trade group. Key supervisors and other key personnel shall also be certified according to their work functions. Such certifications shall be in areas such as, but not limited to, structural drying, sewage remediation, water damage restoration, upholstery cleaning/restoration, smoke and fire remediation, and mold remediation. Qualified companies (Companies that have a minimum of three (3) years of Emergency Fire and Water disaster clean-up experience and have proven that they are qualified and have the expertise to perform said service on a project scale of this size). Tools of trade as required in the course of the Contractor's work must be owned and/or available to the Contractor at no cost to the University.

Proposals are invited for furnishing labor, service, and/or materials for maintenance, repair work, alterations, and minor construction as directed and "as needed" projects for The University of Toledo (UT). The contractor may be expected to respond to the University on an emergency basis. Other scenarios may not require an emergency response. Services that are expected may occur under some typical scenarios:

Flood of Clean or Gray Water

Provide equipment and labor for

- Evacuation of water from basements and other low-lying areas
- Extraction of water from carpet, upholstery, or other porous materials as appropriate
- Construction of critical barriers to create drying chambers and demarcate work zones
- Structural drying
- Drying and salvage of furniture and other furnishings as appropriate
- Cleaning of carpet and upholstery, and other furnishings as appropriate

Flood or Backup of Sewage

Provide equipment and labor for

- Evacuation of sewage water from basements and other low-lying areas
- Construct critical barriers to create drying chambers and demarcate work zones
- Structural drying
- Decontamination and deodorizing of building surfaces
- Decontamination and salvage of furniture and furnishings as appropriate
- Removal and disposal of all affected carpeting and upholstered furniture
- Demolition and disposal of building materials not suitable for decontamination
- Removal and disposal of furniture and furnishings not suitable for decontamination

Fire and Smoke Restoration

Provide equipment and labor for

- Cleaning and deodorizing affected building surfaces
- Constructing critical barriers to create drying chambers and demarcate work zones
- Structural drying
- Cleaning and drying of carpet, furniture, and furnishings as appropriate
- Collection and transfer of papers, books, and documents that are the property of affected University departments
- Demolition and disposal of building materials not suitable for restoration
- Removal and disposal of carpet, furniture, and furnishings not suitable for cleaning and restoration

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**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION F for Emergency Fire and Water Disaster Clean-up**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

Emergency Fire and Water Disaster Clean-up:	
Emergency Fire and Water Disaster Clean-up Journeyman:	\$ _____ /Labor Rate per Hour
Emergency Fire and Water Disaster Clean-up Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

Emergency Fire and Water Disaster Clean-up CONTRACTOR:	
Emergency Fire and Water Disaster Clean-up Journeyman:	\$ _____ /Labor Rate per Hour
Emergency Fire and Water Disaster Clean-up Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

Emergency Fire and Water Disaster Clean-up:	
Emergency Fire and Water Disaster Clean-up Journeyman:	\$ _____ /Labor Rate per Hour
Emergency Fire and Water Disaster Clean-up Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%

Emergency Fire and Water Disaster Clean-up Materials Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____ /hour
 _____ \$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12**

FORM OF PROPOSAL PRICING SECTION F for Emergency Fire and Water Disaster Clean-up CONTRACTOR

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

Emergency Fire and Water Disaster Clean-up CONTRACTOR:	
Emergency Fire and Water Disaster Clean-up Journeyman:	\$ /Labor Rate per Hour
Emergency Fire and Water Disaster Clean-up Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

Emergency fire and water disaster clean-up CONTRACTOR:	
Emergency Fire and Water Disaster Clean-up Journeyman:	\$ /Labor Rate per Hour
Emergency Fire and Water Disaster Clean-up Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

Emergency fire and water disaster clean-up CONTRACTOR:	
Emergency Fire and Water Disaster Clean-up Journeyman:	\$ /Labor Rate per Hour
Emergency Fire and Water Disaster Clean-up Contractor Apprentice Labor ** see note below.	\$ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%

Emergency Fire and Water Disaster Clean-up Contractor Material Mark-up from invoice cost as a percentage. _____%

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour

**THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES TIME AND MATERIALS
PROPOSAL**

FOR Sheet Metal work (SECTION G) (Estimated 1-2 contractors will be chosen)

Proposals are invited to furnish labor, service, and/or materials for Sheet Metal Fabrication/Installation, repair work, alterations, heating and ventilating as directed, and “**as needed**” projects for The University of Toledo (UT).

DETAILED SPECIFICATIONS

CONTRACTOR BACKGROUND:

Describe the type of maintenance work your company has the skills and experience to provide. Include a company resume describing corporate structure, staff, financial viability, and length of time in business.

1. Attach your company’s safety manual.
2. Attach resumes for the Project Manager and Superintendent who would be assigned to our account.
3. Does your organization offer 24-hour repair service? If so, please describe. What is your response time if the need for your service is urgent?
4. List of other customers to whom you have provided maintenance repair service for, including names of individuals and phone numbers.
5. Does your company handle multi-trade projects? If so, please describe.
6. Tools of the trade as required in the course of the Contractor’s work must be owned and/or available to the Contractor at no cost to the University.

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RFP Form – “UNDER**” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING **SECTION G** for **SHEET METAL CONTRACTOR****

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

SHEET METAL CONTRACTOR	
Sheet Metal Journeyman	\$ _____ /Labor Rate per Hour
Sheet Metal Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

SHEET METAL CONTRACTOR:	
Sheet Metal Journeyman:	\$ _____ /Labor Rate per Hour
Sheet Metal Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

SHEET METAL CONTRACTOR:	
Sheet Metal Journeyman:	\$ _____ /Labor Rate per Hour
Sheet Metal Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs, such as delivery costs, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%

Sheet Metal Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION G for SHEET METAL CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

SHEET METAL CONTRACTOR:	
Sheet Metal Journeyman:	\$ _____ /Labor Rate per Hour
Sheet Metal Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

SHEET METAL CONTRACTOR:	
Sheet Metal Journeyman:	\$ _____ /Labor Rate per Hour
Sheet Metal Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

SHEET METAL CONTRACTOR:	
Sheet Metal Journeyman:	\$ _____ /Labor Rate per Hour
Sheet Metal Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%

Sheet Metal Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____
OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES TIME AND
MATERIALS PROPOSAL
FOR PIPE INSULATION CONTRACTOR Section H (Estimated 1-2 contractors will be chosen)**

DETAILED SPECIFICATIONS

Proposals are invited for furnish labor, service, and/or materials for Pipe Insulation, new and repair work, alterations, as directed and “as needed” projects for The University of Toledo (UT).

Steam and Condensate Pipe Insulation Standards

Interior Piping: the insulation for steam and condensate interior piping should be fiberglass insulation with a thickness of no less than 1½”. When the insulated piping is exposed in a mechanical room or closet it should be wrapped in a pvc jacket or equivalent.

Tools of the trade as required in the course of the Contractor’s work must be owned and/or available to the Contractor at no cost to the University.

Underground Piping: The insulation for underground piping should be foam glass. Insulation with a thickness of no less than 1½”.

CONTRACTOR BACKGROUND:

1. Describe the type of maintenance work your company has the skills and experience to provide. Include a company resume describing corporate structure, staff, financial viability, and length of time in business.
2. Attach your company’s safety manual.
3. Attach resumes for the Project Manager and Superintendent who would be assigned to our account.
4. Does your organization offer 24-hour repair service? If so, please describe. What is your response time if the need for your service is urgent?
5. List of other customers to whom you have provided maintenance and repair service, including names of individuals and phone numbers.
6. Does your company handle multi-trade projects? If so, please describe.

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**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION H for PIPE INSULATION CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

PIPE INSULATION CONTRACTOR:	
Pipe Insulation Journeyman:	\$ _____ /Labor Rate per Hour
Pipe Insulation Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

PIPE INSULATION CONTRACTOR:	
Pipe Insulation Journeyman:	\$ _____ /Labor Rate per Hour
Pipe Insulation Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

PIPE INSULATION CONTRACTOR:	
Pipe Insulation Journeyman:	\$ _____ /Labor Rate per Hour
Pipe Insulation Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%

PIPE INSULATION Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION H for PIPE INSULATION CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

PIPE INSULATION CONTRACTOR:	
Pipe Insulation Journeyman:	\$ _____ /Labor Rate per Hour
Pipe Insulation Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

PIPE INSULATION CONTRACTOR:	
Pipe Insulation Journeyman:	\$ _____ /Labor Rate per Hour
Pipe Insulation Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

PIPE INSULATION CONTRACTOR:	
Pipe Insulation Work Journeyman:	\$ _____ /Labor Rate per Hour
Pipe Insulation Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%

PIPE INSULATION CONTRACTOR Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.
** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES
TIME AND MATERIALS PROPOSAL For Roofing (SECTION I)
(Estimated 1 to 2 contractors will be chosen)**

Proposals are invited for furnishing labor, service, and/or materials for maintenance, repair work, alterations, and minor construction as directed and "as needed" projects for The University of Toledo (UT).

The University is looking for three different labor and material pricing in this section.

Part A - Roofing type Grouping EPDM, Build-up Vinyl, and Modified Roofs

Part B – Slate Roofs

Part C – Shingle Roofs

DETAILED SPECIFICATIONS

ROOFING

1. Work to be done under this contract shall be assigned by the University on an "as needed" basis.
 2. The work will consist of repairs and/or small installations to include tear-offs on various types of flat or pitched roofs (slate, shingle, EPDM, built-up, vinyl, modified) on campus buildings, to include gutter, downspout, and metal deck repairs.
 3. The type and number of personnel to be provided will vary depending on the size and frequency of projects. The University of Toledo does not obligate itself to any minimum requirement, and the contractor is expected to provide appropriate levels of personnel to meet completion deadlines.
 4. Tools of the trade, as required in the course of the contractor's work, must be owned and/or available to the contractor at no cost to the University.
 5. Where applicable, contractor employees performing regulated work requiring certification or licensing must possess the required certifications.
 6. Tools of the trade which must be owned by or available to the contractor as may be required in the course of his work, without charge to the University.
-

**RFP Form – UNDER Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12**

FORM OF PROPOSAL PRICING SECTION I for ROOFING CONTRACTOR

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ROOFING CONTRACTOR: PART A: Roofing Type grouping EPDM, Build-up vinyl, and modified roofs	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Mark-up

Roofing Materials Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour
 _____ \$ _____/hour

RFP Form – OVER Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION I for ROOFING CONTRACTOR

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ROOFING CONTRACTOR: PART A: Roofing Type grouping EPDM, Build-up vinyl and modified roofs	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor ** see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Mark-up

Roofing Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour
 _____ \$ _____/hour

**RFP Form – UNDER Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION I for ROOFING CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ROOFING CONTRACTOR: PART B – Slate Roofs	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ _____ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Mark-up

Roofing Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

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Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

RFP Form – OVER Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION I for ROOFING CONTRACTOR

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ROOFING CONTRACTOR: PART B – Slate roofs	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

Material Markup – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Markup

Roofing Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

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Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour
 _____ \$ _____/hour

RFP Form – UNDER Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION I for ROOFING CONTRACTOR

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ROOFING CONTRACTOR: PART C: Shingle Roofs	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

Material Markup – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Markup

Roofing Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

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Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour
 _____ \$ _____/hour

RFP Form – OVER Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION I for ROOFING CONTRACTOR

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ROOFING CONTRACTOR: PART C: Shingle Roofs	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ROOFING CONTRACTOR:	
Roofing Journeyman:	\$ /Labor Rate per Hour
Roofing Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

Material Markup – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Markup

Roofing Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour
 _____ \$ _____/hour

**THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES
TIME AND MATERIALS PROPOSAL
FOR ASBESTOS ABATEMENT (SECTION J) (Estimated 1-2 contractors will be chosen)**

Proposals are invited to furnish labor, service, and/or materials for asbestos sealant work and abatement as directed as needed" projects for The University of Toledo (UT).

DETAILED SPECIFICATIONS

1. Work to be done under this contract shall be assigned by the University on an "as needed" basis.
2. The work will consist of a multitude of asbestos abatement, repair, and stabilization. Work includes interior, exterior, and underground work. The Contractor must provide experienced, licensed, and trained abatement workers. The Contractor must respond immediately to emergency calls at any time.
3. The type and number of personnel to be provided will vary, depending on the size and frequency of projects. The University of Toledo does not obligate itself to any minimum requirement, and the contractor is expected to provide appropriate levels of personnel to meet completion deadlines.
4. Companies responding to this contract must be licensed and follow all applicable laws and regulations, including ORC Chapter 3710. A photocopy of such a license must be submitted with the RFP. Failure to submit such a license with the RFP shall cause the RFP to be rejected.
5. The asbestos abatement contractor shall have in his employ, or under agreement, equipment available for both routine and emergency work. If not under the full-time employment of the contractor, these individuals or pre-approved by the university sub-contractor must be available with several hours' notice.
6. Tools of the trade which must be owned by or available to the contractor as may be required in the course of his work, without charge to the University, shall include, but not be limited to the following:
Containment, cutting, removal, aerial lifts, HEPA equipment, etc.

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RFP Form – “UNDER**” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING **SECTION J** for **ASBESTOS ABATEMENT****

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ABATEMENT CONTRACTOR:	
Labor	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ABATEMENT CONTRACTOR:	
Labor	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ABATEMENT CONTRACTOR:	
Labor	\$ _____ /Labor Rate per Hour

Material Markup - List overhead and profit to be added to the material invoice cost. The amount should include:

All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Asbestos Materials Mark-up from invoice cost as a _____ %
percentage.

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION J for ASBESTOS ABATEMENT**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

ABATEMENT CONTRACTOR:	
Labor	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

ABATEMENT CONTRACTOR:	
Labor	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

ABATEMENT CONTRACTOR:	
Labor	\$ _____ /Labor Rate per Hour

Material Markup - List overhead and profit to be added to the material invoice cost. The amount should include:

All incidental costs, such as delivery costs, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Asbestos Materials Mark-up from invoice cost as a _____ %
percentage.

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

	\$		/hour	

THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES

TIME AND MATERIALS PROPOSAL

FOR PAINTING CONTRACTOR (SECTION K) (Estimated 1-3 contractors will be chosen)

Proposals are invited for furnish labor, service, and/or materials for painting work, alterations as directed by The University of Toledo (UT) for “As Needed” Projects. If selected, you will be one of several contractors in the University’s pool of Painting Contractors.

CONTRACTOR BACKGROUND:

DETAILED SPECIFICATIONS PAINTING

1. Describe the type of painting work your company has the skills and experience to provide. Include a company resume describing corporate structure, staff, financial viability, and length of time in business.
2. Where applicable, contractor employees performing regulated work requiring certification or licensing must possess the required certifications.
3. Tools of the trade required in the course of the contractor’s work must be owned and/or available to the contractor at no additional cost to the university.
4. Does your organization offer 24-hour Painting service? If so, please describe. What is your response time if the need for your service is urgent?
5. List of other customers to whom you have provided Painting service for, including names of individuals and phone numbers.
6. Does your company handle multi-trade projects? If so, please describe.
7. The work will consist of interior/exterior surface preparations and brush, roller, or spray-painting applications on all types of surfaces.
8. The type and number of personnel to be provided will vary depending on the size and frequency of projects. The University does not obligate itself to any minimum requirement, and the contractor is expected to provide appropriate levels of personnel to meet completion dates.

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**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION K for PAINTING CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

PAINTING CONTRACTOR:	
Painting Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Painting Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

PAINTING CONTRACTOR:	
Painting Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Painting Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

PAINTING CONTRACTOR:	
Painting Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Painting Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Mark-up

Painting Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

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Sunday/Holiday Rate times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION K for PAINTING CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

PAINTING CONTRACTOR:	
Painting Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Painting Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

PAINTING CONTRACTOR:	
Painting Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Painting Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

PAINTING CONTRACTOR:	
Painting Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Painting Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up – Material overhead and profit to be built into your % markup for material invoice cost. Also included, should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Mark-up

Painting Contractor Materials Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

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Sunday/Holiday Rate Times

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____ /hour
 _____ \$ _____ /hour
 _____ \$ _____ /hour
 _____ \$ _____ /hour

THE UNIVERSITY OF TOLEDO FLOORING CONTRACTOR (SECTION L)

(Estimated 1-3 contractors will be chosen)

The University of Toledo (UT) is requesting RFP quotations to perform floor covering installations and others. miscellaneous related services quotations as required within all buildings on campus. In general, the work will consist of providing all labor and materials necessary for a service agreement.

Removals (material only)	Cost
Vinyl Composition Tile	\$ s.y.
Vinyl Sheet Flooring	\$ s.y.
Rubber Sheet Flooring	\$ s.y.
Carpet – Broadloom	\$ s.y.
Carpet – Tile	\$ s.y.
Rubber Base, including wall preparation	\$ l.f.
Quarry Tile	\$ l.f.
Ceramic Tile	\$ l.f.

LABOR RATES

Labor Rate/Hour will be based on straight time. Any work performed starting after 5:00 p.m. will be based on the shift differential rate and, when necessary, overtime at one-half (1.5) the straight-time RFP rate.

All prices quoted below are to include the installation of the appropriate adhesives as specified by the manufacturer.

All materials must pass all state and local fire codes based on on-site use and the location at UT.

Labor rates are to include work being performed Monday through Saturday.

UT Director of Facilities Maintenance has the right of first refusal on demo/removed materials.

The Director of Facilities Maintenance must approve the disposal of all new materials left over for each project.

The carpet manufacturer or contractor shall conduct a maintenance program for all floor coverings installed. This request will be at the discretion of our Director of Environmental Services.

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RFP Form – “UNDER**” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING **SECTION L for FLOOR COVERING****

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

FLOORING CONTRACTOR:	
Flooring Installer Journeyman:	\$ _____ /Labor Rate per Hour
Flooring Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

FLOORING CONTRACTOR:	
Flooring Installer Journeyman:	\$ _____ /Labor Rate per Hour
Flooring Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

FLOORING CONTRACTOR:	
Flooring Installer Journeyman:	\$ _____ /Labor Rate per Hour
Flooring Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight costs if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Flooring Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight-time RFP rate.**

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Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION L for FLOORING CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

FLOORING CONTRACTOR:	
Flooring Installer Journeyman:	\$ _____ /Labor Rate per Hour
Flooring Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

FLOORING CONTRACTOR:	
Flooring Installer Journeyman:	\$ _____ /Labor Rate per Hour
Flooring Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

FLOORING CONTRACTOR:	
Flooring Installer Journeyman:	\$ _____ /Labor Rate per Hour
Flooring Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include. All incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Flooring Contractor Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

**Sunday/Holiday Rate Times _____
OWNED EQUIPMENT RENTAL:**

List the types of owned equipment (Tools of the Trade and Service vehicles are “Not “Allowed)
We will be charged for their hourly rental costs, which should include delivery, overhead, and profit.

_____ \$ _____ /hour
 _____ \$ _____ /hour
 _____ \$ _____ /hour
 _____ \$ _____ /hour

**THE UNIVERSITY OF TOLEDO CONCRETE CONTRACTOR
(Section M) (Estimated 1-2 contractors will be chosen)**

SPECIFICATIONS - CONCRETE SIDEWALK AND CURBS:

SCOPE:

The University of Toledo desires unit prices for the installation of concrete sidewalks and curbs on its properties. No estimate is being given as to the amount of work that will be available. In calculating the unit prices, the Contractor should not figure in any 'short load' charge charged by the concrete supplier, as the university will compensate the Contractor for any short load charge that might occur if the university should have the Contractor construct a sidewalk or curb that would be of such a small size that a 'short load' charge would be incurred.

SPECIFICATIONS:

CONCRETE REMOVAL: Existing concrete walk and/or curb will, in some instances, have to be removed and replaced with new concrete. Concrete will be removed to the nearest expansion joint if possible; however, concrete may be cut at a contraction joint. The contractor will be responsible for making arrangements for the disposal of the concrete and the cost of the same.

SUB GRADE: Sub grade will be of a uniform grade and compacted. Areas for new walks may have to be excavated to the width and depth of the proposed concrete walk. The contractor will be responsible for this excavation and the disposal of the excavated material.

CONCRETE: Concrete will be Class 'C' concrete as specified by the Ohio Department of Transportation (ODOT) Construction Specifications. AR applicable sections of the ODOT Specifications concerning concrete will govern. Concrete will be air-entrained (7%) and contain fiberglass fiber as per the manufacturer's recommended amount. The workmanship will be up to industry standards. The Contractor will be responsible for securing all concrete against any vandalism and will remove, at the contractor's expense, any concrete that is vandalized and replace the same.

CONCRETE CURB: The concrete curb will be either of the City of Toledo Type A or a City of Toledo Type A integral to the walk. Where a standard Type A curb is used, if it is adjacent to a concrete walk, an expansion joint will be placed between the walk and the curb. When the curb is placed, a contraction joint will be placed between the walk and the curb.

CONCRETE WALK: Concrete walks will be a full and uniform thickness of either 5" or 8" as specified. Expansion joints will be of a closed-cell foot type and spaced as per industry standard. An expansion joint will be placed around any solid object, i.e, concrete or steel post, fire hydrant, etc. Contraction joints will be placed so as to match the joint spacing of adjacent walks. In general, walks will be specified to be either 6' or 8' wide. Changes in direction and corners will generally be radiuses. Radius will be formed from material that will be capable of being placed so as to produce smooth and uniform curves. Edges of walks will be back fined after forms are pulled. Edges of walks and contraction joints will be troweled and radiuses. The surface finish of the walk will be a light broom finish.

PRICING OPTION A

UNIT PRICES: Prices will be complete and include all materials and labor.

1. \$ _____ LF. Price for the removal and disposal of the existing concrete curb.
2. \$ _____ SF. Price for removal and disposal of the existing concrete walk.
3. \$ _____ LF. Price for Type A concrete curb.
4. \$ _____ LF. Price for Type A integral concrete curb.
5. \$ _____ LF. Price for saw cutting existing concrete walk.

Unit prices for Concrete Walk: < 1500 SF > 1500 SF but < 3000 SF > 3000 SF

- | | | | |
|----------------------------|----------|----------|----------|
| 6. 5" Thick concrete walk: | \$ _____ | \$ _____ | \$ _____ |
| 7. 8" Thick concrete walk: | \$ _____ | \$ _____ | \$ _____ |

RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00

For UT Inquiry Number FY26-12

FORM OF PROPOSAL PRICING SECTION M for CONCRETE CONTRACTOR

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday) OPTION B PRICING

CONCRETE CONTRACTOR:	
Concrete Journeyman:	\$ /Labor Rate per Hour
Concrete Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

CONCRETE CONTRACTOR:	
Concrete Installer Journeyman:	\$ /Labor Rate per Hour
Concrete Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

CONCRETE CONTRACTOR:	
Concrete Installer Journeyman:	\$ /Labor Rate per Hour
Concrete Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

Material Mark-up – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Mark-up

Concrete Contractor Material Mark-up from invoice cost as a percentage. _____%

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour
 _____ \$ _____/hour
 _____ \$ _____/hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING for SECTION M CONCRETE CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday) OPTION B PRICING

CONCRETE CONTRACTOR:	
Concrete Journeyman:	\$ /Labor Rate per Hour
Concrete Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

CONCRETE CONTRACTOR:	
Concrete Installer Journeyman:	\$ /Labor Rate per Hour
Concrete Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

CONCRETE CONTRACTOR:	
Concrete Installer Journeyman:	\$ /Labor Rate per Hour
Concrete Contractor Apprentice Labor **see note below.	\$ /Labor Rate per Hour

Material Mark-up – Material overhead and profit to be built into your % markup for material invoice cost. Also included should be all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12% Mark-up

Concrete Contractor Material Mark-up from invoice cost as a percentage. _____%

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate (Work performed after 4:00 p.m. on a normal work week & Saturdays)**

**** Note “Use of Apprentice Labor” - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use any apprentice labor force.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL:

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

\$ _____/hour

\$ _____/hour

\$ _____/hour

***THE UNIVERSITY OF TOLEDO REQUEST FOR GOODS AND SERVICES TIME AND MATERIALS
PROPOSAL FOR FIRE SUPPRESSION (SECTION N) (Estimated 1-3 contractors will be chosen)***

Proposals are invited to furnish labor, service, and/or materials for maintenance, repair work, alterations, and minor new construction as directed and "as needed" projects for The University of Toledo (UT).

DETAILED SPECIFICATIONS FIRE SUPPRESSION

1. Work to be done under this contract shall be assigned by the UT on an "as needed" basis.
2. The work will consist of various types of fire suppression system installations, alterations or repairs.
3. The type and number of Contractor personnel to be provided will vary depending on the size and frequency of projects. The University does not obligate itself to any minimum requirement, and the contractor is expected to provide appropriate levels of personnel to meet completion deadlines.
4. Tools of the trade as required in the course of the Contractor's work must be owned and/or available to the Contractor at no cost to the University.
5. Where applicable, Contractor employees performing regulated work requiring certification or licensing, must possess the required certifications.
6. Must be able to analyze building drawings, determine necessary coverage and calculate building needs are as per the code.

(Remainder of this page blank)

**RFP Form – “UNDER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION N for FIRE SUPPRESSION CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

FIRE SUPPRESSION CONTRACTOR:	
Fire Suppression Journeyman:	\$ _____ /Labor Rate per Hour
Fire Suppression Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

FIRE SUPPRESSION CONTRACTOR:	
Fire Suppression Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Fire Suppression Contractor Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

FIRE SUPPRESSION CONTRACTOR:	
Fire Suppression Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Fire Suppression Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

Material Mark-up - List overhead and profit to be added to the material invoice cost. The amount should include all incidental costs such as delivery cost warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Fire Suppression Material Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight-time RFP rate.**

**** Note: The University of Toledo Project Manager must be notified when using apprentices. It is the contractor’s responsibility to use the correct journeyman-apprentice ratio per trade on all T&M projects at the University.**

***** Note use of Subcontractors - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use a subcontractor. Also, must adhere to guidelines for using a subcontractor as outlined in this RFP.**

Sunday/Holiday Rate times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____	\$ _____ /hour

**RFP Form – “OVER” Prevailing Wage Limit of \$75,000.00
For UT Inquiry Number FY26-12
FORM OF PROPOSAL PRICING SECTION N for FIRE SUPPRESSION CONTRACTOR**

Day Shift 7:00 a.m. to 4:00 p.m. (Monday through Friday)

FIRE SUPPRESSION CONTRACTOR:	
Fire Suppression Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Fire Suppression Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

2nd Shift Differential 4:00 p.m. to 12: 00 a.m. Midnight

FIRE SUPPRESSION CONTRACTOR:	
Fire Suppression Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Fire Suppression Apprentice Labor **see note below.	\$ _____ /Labor Rate per Hour

3rd Shift Differential Midnight to 7:00 a.m.

FIRE SUPPRESSION CONTRACTOR:	
Fire Suppression Contractor Journeyman:	\$ _____ /Labor Rate per Hour
Fire Suppression Contractor Apprentice Labor **see note below	\$ _____ /Labor Rate per Hour

Material Markup - List overhead and profit to be added to the material invoice cost. The amount should include All incidental costs, such as delivery costs, warehousing, etc. The University will only pay additional freight cost only if express delivery is needed and authorized prior to shipment. Not to exceed 12%. FOB Destination.

Fire Suppression Contractor Materials Mark-up from invoice cost as a percentage. _____ %

***Labor Rate/Hour will be based on straight time. Any work requiring pre-approved overtime can be billed at one and one-half (1.5) the straight time RFP rate.**

**** Note: The University of Toledo Project Manager must be notified when using apprentices. It is the contractor’s responsibility to use the correct journeyman-apprentice ratio per trade on all T&M projects at the University.**

***** Note use of Subcontractors - At the University of Toledo, prior approval must be obtained from Facilities or the Project Manager for each assigned project before you can use a subcontractor. Also, must adhere to guidelines for using a subcontractor as outlined in this RFP.**

Sunday/Holiday Rate Times _____

OWNED EQUIPMENT RENTAL

List the types of owned equipment we will be charged for and their hourly rental costs, which should include delivery, overhead, and profit. (Tools of the Trade and Service vehicles are “Not “Allowed)

_____ \$ _____/hour
 _____ \$ _____/hour

Attachment C

**THE UNIVERSITY OF TOLEDO
HEALTH SCIENCE CAMPUS
CAPITAL IMPROVEMENT**

**HOSPITAL
ENVIRONMENT
CLEAN
CONSTRUCTION
(H.E.C.C.) PROTOCOL**

September 2004

PROJECT: _____

DATE ISSUED: _____

DEVELOPED BY:



Benchmark Engineering Group, Inc.

3161 N. Republic Blvd.

Toledo, Ohio 43615

419/ 843-6691

www.benchmarkeng.com

Summary of Clean Construction Guidelines

1. Maintenance of ventilation is paramount.
 - All efforts should be made to achieve the following.
 - Prevent contamination of existing house ventilation by isolating supply air dampers in the construction areas to prevent positive pressure within the construction space.
 - Maintain construction (dirty zone) in a state of negative pressurization.

2. Clean room activities (construction of anteroom and soft wall)
 - Minimize dust in the work area.
 - Maintain soft wall or hard wall barriers.
 - Use tacky floor step-off mats at the entrance to the construction area.
 - Use appropriate cover garments.
 - All construction debris will be contained to prevent contamination of surrounding clean areas.
 - All debris will be removed in a covered and sealed container or cart.

3. Documentation of compliance will be maintained.

4. Use Hepa-filtered vacuums if available or by special request by the University of Toledo Health and Safety departments.

* A clean construction permit will be issued by Infection Control.

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1. ESTABLISHING H.E.C.C. PROTOCOL

1.1 Background

Today's "dirty" construction practices requires that entire sensitive areas of hospitals close down and relocate their operations before starting construction and maintaining this temporary operation until after all construction is fully completed. This always results in much higher internal costs and resource strain for the medical facility above and beyond the actual construction costs. "Dirty" construction activities allow for foreign particle contamination to be deposited and built up in layers in the sensitive medical areas. These layers of contamination are very hard to eradicate after construction is completed and provide a great environment for biological growth and the opportunity for foreign particles to become airborne and contaminate other areas of the medical facility.

A clean room is defined as enclosed area that is controlled environmentally over atmospheric contamination, temperature, pressure and humidity, in which the concentration of airborne particles is controlled through specific procedures for one or more clean zones. The clean zone is a defined space in which the concentration of airborne particles is controlled to meet a specific cleanliness class. The main purpose of a clean room environment is to contain airborne particles, relative to size and density, and maintain containment at a consistent level. To provide an aseptic hospital environment, an effective sanitization program must also be implemented. The basis of the clean room Construction Protocol is to maintain the integrity of the existing clean room environment before, during, and after construction in the clean room is completed.

The Medical College of Ohio through the consulting engineering of Benchmark Engineering Group, Inc. has developed and implemented a hospital based clean room Construction Protocol for any construction work performed in the sensitive areas of the University of Toledo's Health Science Campus medical facilities know as the Hospital Environment Clean Construction (H.E.C.C.) protocol

1.2 H.E.C.C. Goal

The most obvious goal in the process of construction in a hospital environment is to maintain clean and sanitary conditions. If medical functions are being carried out in the area where the construction is necessary, the motive is obvious: not to contaminate these operations. A clean area environment consists of many surfaces, and deposition of contaminants can take place on these surfaces. These contaminants can then become re-entrained in the air stream, usually at the least convenient time.

The main focus in the medical area is to prevent airborne bacteria from infecting patients, and this is most critical in areas where bacteria can gain immediate access inside the patient's body. HEPA filters provide containment of the bacteria from the supply air, but construction in the hospital environment can cause the release of many more airborne particles and foreign bodies to contaminate the area.

1.3 H.E.C.C. Strategy

A strategy of clean construction must be established using the following steps:

1. Avoidance is the most desirable strategy. If operations can be performed without generating contaminants, then contamination problems become nonexistent. In actual operation, however, avoidance cannot always be achieved.
2. Isolation is next: keeping the contaminants from critical areas. If the first two strategies break down, as is almost always the case for some systems.
3. Containment and maintain the lowest possible level of construction particle contamination resulting from the actual construction in the clean room construction area.
4. Cleaning follows this involves techniques to remove contaminants from the surface on which they have been deposited.
5. Prevention of the ingress of additional "outside" construction particle contamination from entering the actual clean room construction area.

6. Verification and inspection: to evaluate the effectiveness of the contamination control program. Without a method of monitoring the cleanliness of a surface, there is no way to verify the strategy of prevention or isolation, or the effectiveness of cleaning.

Overseeing the H.E.C.C. program is a philosophy of cleanliness. In all aspects of a construction program, one must *think clean*. This should be pervasive in every task, from design through construction through evaluation and startup. Involvement of the trades people in this philosophy is critical: they are the ones performing the work and they are the ones who can often spot problems that would pass by a more casual observer.

The H.E.C.C. Protocol provides the contractor with clean room construction procedures to utilize during the entire construction process. The protocol will provide for the protection of the existing clean environment and eliminate contamination from the construction process in the new clean area expansion. The H.E.C.C. Protocol supplies the details and specifications on the steps to build “softwalls” perform clean construction tasks and achieve the Protocol objectives in the clean construction envelope.

2. H.E.C.C. PREPARATION

2.1 Clean Construction Planning

The first phase of planning involves an analysis of the tasks to be performed in the installation process. Four questions must be asked in this analysis:

What tasks are involved in the installation?

It is imperative that the trades people who are performing the installation be involved in answering this question, as there are many “minor” tasks that are often forgotten.

How contaminating are the tasks?

If the tasks involved are relatively clean tasks, such as connecting flange-type connectors, the considerations are much different than if welding is to be performed.

Can prefabricated assemblies be created?

Some of the contamination concerns can be avoided if prefabricated assemblies are a possibility. This allows the reduction of contaminating tasks within the clean room, simplifying the installation concerns.

How clean does the construction environment need to be?

If the interior of the utility piping is to be exposed, the cleanliness level of the construction site needs to be very clean. On the other hand, if only electrical connections are involved, the cleanliness requirements are lessened. The answer to this question has a large bearing on the way isolation of the construction area is achieved.

When the answers to these questions are established, a review of the working environment can be performed. The cleanliness needs of the construction area can be compared to the contaminating characteristics of the tasks to be performed, and to the cleanliness level of the surrounding area. This drives the cleanliness of the construction area and the amount of isolation needed between the construction area and the remainder of the clean room.

2.2 Isolation of Area

In isolating a construction area from a cleaner area, some sort of barrier to contaminant migration is required. This barrier may consist of rigid walls, softwalls, or air curtains, but it must inhibit the passage of airborne contaminants. Once this barrier is defined, the air movement within the isolated environment must be considered.

The more common approach is to direct airflow of specified cleanliness through this environment so that no contamination of surrounding areas occurs. To accomplish this, a review of all airflow inputs and exits is required, as well as a look at any turbulence-generating equipment that may overcome the directed airflows. It is also important to consider the differential pressure between the isolated environment and the remainder of the hospital environment. An isolated environment with either soft or rigid walls generally has a large surface area, and a

relatively small pressure differential can dislodge the walls. On the other hand, it is important to keep a slightly negative pressure in the isolation environment to minimize contaminant migration into the hospital environment through leaks in the barrier.

A significant challenge in dealing with an isolated clean construction envelope, within a hospital environment is the entrance and egress requirements for trades people. This is especially challenging when the isolated envelope is small. The need for exotic entrance and egress schemes becomes more critical as the difference in the cleanliness level between the hospital environment and the construction area increases.

If the size of the construction area permits, and there is a significant difference in contamination level between the hospital environment and the clean construction envelope, airlocks and a gowning/de-gowning area can be provided. This will increase the capability of the barrier to prevent contamination migration from the isolated clean envelope to the hospital environment.

When constructing an isolated environment, caution is in order. Access to nearby operating equipment must be maintained, both for operation of the equipment and maintenance of the equipment.

2.3 Safety Concerns

A final consideration in the construction of an isolated environment is the access to safety equipment. People in the isolated environment must have free access to appropriate safety equipment, based on the hazards present in the environment. How exotic the requirements for an access scheme are depends on the level of isolation. In a started, softwall environment, which allows free access through the wall, little consideration of this will be required. In a situation where an airlock is used, access to safety equipment becomes a more serious consideration.

2.4 Documentation

The next item involved in preparation is the generation of required documentation. These documents generally fall into three categories: installation documents, clean room protocols, and construction documentation. The two classic construction documents are the drawings and the bill of materials (BOM). It would be difficult to overstate the importance of making clean room protocols available and understandable to construction personnel. The "clean room spec" that is used for the protocol of the existing clean room is a necessary starting point, and from that document training documents can be generated. Finally, signs posted at various locations as reminders can be invaluable. A document that has proven critical to a number of clean rooms is a Construction Manual. This document contains comprehensive documentation for equipment installation, documentation of all utility systems in the clean room, materials requirements for each system, and the clean room procedures used by construction personnel.

The documentation phase of the effort ends with an installation review. This review takes place prior to the commencement of installation and is attended by the people involved in both the design and implementation of the installation. The purpose of the review is to ensure the correctness of the installation procedure and to provide any last-minute information that has come to light.

3. CLEAN CONSTRUCTION ENVELOPE

The construction in the sensitive areas of the medical facility will be performed with H.E.C.C. Protocol procedures that apply across the entire clean construction envelope. The envelope area is defined by the following:

- Outside construction area (dirty work)
- Access to the work area from the outside (entry)
- Materials & Tools Cleaning area (cleaning)
- Clean tools & materials lay down area (pre-staging)
- Clean construction work area (clean work)

3.1 Outside Construction Area for Dirty Work

All dirty work construction that does not have to take place in the clean work area will be performed outside the clean envelope area. This includes cutting and building components subassemblies that can be taken into the clean

work area and then fully assembled. This work will take place outside of the clean envelope and each subassembly will be cleaned prior to entering the clean work area.

3.2 Work Area Access / Egress Area

This comprises of the hallways, stairs, elevators, and adjacent rooms near the clean work area that workers and materials will travel through in order to reach the cleaning area, clean storage area and clean work area.

3.3 Materials & Tools Cleaning Area

This is a special cleaning area that is within the clean envelope where all tools, materials, and subassemblies will receive a final cleaning prior to entering the actual clean work area. Any tools that were used for construction in the clean work area will be returned daily and cleaned prior to being used again in the clean work area.

3.4 Clean Materials & Tools Lay Down Storage Area

All materials, tools, and subassemblies that have been cleaned and are waiting to be used or installed will be stored within the clean envelope to maintain their clean condition.

3.5 Clean Construction Work Area

All necessary final assembly and construction work in a sensitive area will be performed inside the softwalls of the clean work area. The entire area will be cleaned each day per the clean construction procedures. No debris will be broken down or cut apart further while in the clean work area. All debris will be removed from the clean area and disposed of per the approved process.

4. INFECTION CONTROL PERMIT

4.1 Construction Activity

The first step in a successful clean construction project involves project definition. This takes place prior to any construction activity, and involves defining the (Scope and Duration) that will take place:

TYPE	SCOPE	DURATION
TYPE A	Inspection, non-invasive activities - measuring & testing, minor moving of equipment and access to above ceiling and/or below floor systems – low levels of disturbance and traffic	Short duration – a few hours maximum
TYPE B	Small-scale activities – minor demo and removal, drilling, mounting, small equipment or fixture installation w/ low to moderate levels of dust & debris generation, minor traffic	Short duration – less than a full work shift
TYPE C	Medium-scale activity – demolition and removal, new or remodeled rooms, fixtures and equipment installation, generates moderate to high levels of dust and medium construction traffic	Intermediate duration greater than a full work shift
TYPE D	Major construction activities – large-scale demolition, new and remodeled rooms, structural modifications or additions, major fixture and equipment installation – generate high levels of dust and construction traffic	Long duration requiring multiple or consecutive work shifts

4.2 Risk Group

The second step involves the effect and risks involved based on the Infection Control Risk Group assessment:

GROUP	RISK	GROUP / AREA
GROUP 1	Least Risk	General commercial space not used for any medical procedures, such as offices, conference rooms, classrooms, lecture halls, maintenance, laundry, cafeteria, etc.

GROUP 2	Medium Risk	Standard care medical facilities such as clinics, evaluation rooms, waiting rooms, standard in-patient hospital rooms, nursing stations, hallways, etc.
GROUP 3	Medium / High Risk	Research areas, Laboratories, Emergency room, Pharmacies etc.
GROUP 4	Highest Risk	Surgical rooms, Post-op, Intensive Care Units, Burn units, Delivery rooms, etc.

4.3 Permit Classification

The next step is to determine the classification and requirements necessary to perform construction in the hospital environment. Classification is determined by evaluating the Construction Activity and the Risk Group for the amount of work and the sensitivity of the hospital function in the work area.

The following chart indicates the general assignment of classification based on the Risk Group versus the Construction Activity. This is just a general indication; all permits will be evaluated individually and have a classification assigned based on the individual evaluation.

	GROUP 1	GROUP 2	GROUP 3	GROUP 4
TYPE 1	CLASS I	CLASS I	CLASS II	CLASS II
TYPE 2	CLASS I	CLASS II	CLASS III	CLASS III
TYPE 3	CLASS II	CLASS III	CLASS IV	CLASS IV
TYPE 4	CLASS II	CLASS III	CLASS IV	CLASS IV

In general, the classifications can be described as follows:

- CLASS I - Is used for minor maintenance projects, inspections, and remodeling in low-risk group areas.
- CLASS II - Is used for small maintenance and inspection projects in high-risk areas and medium-level construction projects in low-risk areas.
- CLASS III - Is used for small construction projects in high-risk areas and large construction projects in medium-risk areas.
- CLASS IV - Is used for medium to large-scale construction in the medium to high-risk areas.

4.4 Permit Submittal

The last step is to submit the permit information to the Infection Control Department for approval of the classification and requirements necessary to perform the construction.

5. H.E.C.C CLASS REQUIREMENTS

5.1 CLASS I

Isolation:

- None

Containment:

- General execution of work by methods that minimize raising dust from construction operations.
- Immediately replace any ceiling tile displaced for visual inspection or access.

Cleaning:

- General sweeping & wiping clean of any dust or debris in the area

Prevention:

- None other than standard safeguard requirements for the hospital area

5.2 CLASS II

Isolation:

- Seal any unused doors with duct tape.
- Block off and seal air vents.
- Turn off or isolate the HVAC system in areas where work is being performed.

Containment:

- Provide active means to prevent air-borne dust from dispersing into the atmosphere.
- Water mist work surfaces to control dust while cutting and drilling.
- Contain construction waste before transport in tightly covered containers.
- Remove and seal all trash liners prior to removal from the clean area.

Cleaning:

- Wipe down all surfaces affected by the construction activity with disinfectant before leaving the work area.
- Wet mop and vacuum with HEPA filter vacuum before leaving the work area.
- Do not remove softwalls or barriers until the complete project is thoroughly cleaned by the Environmental Services Dept.

Prevention:

- Clean all tools prior to entering the work area.
- Place dust mat at the entrance and exit of the work area.
- Standard safeguard requirements for the hospital area

5.3 CLASS III

Isolation:

- Seal any unused doors with duct tape.
- Block off and seal air vents.
- Turn off or isolate the HVAC system in areas where work is being performed to prevent contamination of the duct system.
- Establish a Clean Envelope with completely constructed softwalls prior to construction.
- Maintain negative air pressure within the work area utilizing HEPA-equipped air filtration units.

Containment:

- Provide a vacuum for any drilling and cutting to prevent air-borne dust from dispersing into the atmosphere.
- Water mist work surfaces to control dust while cutting and drilling.
- Contain construction waste before transport in tightly covered containers.
- Cover and tape up transport receptacles or carts.
- Remove and seal all trash liners prior to removal from the clean area.
- Remove demolition materials and fixtures carefully to minimize the spreading of dirt and debris.
- Limit the amount of work in the clean envelope by constructing assemblies or sub-assemblies outside of the clean envelope as much as possible.

Cleaning:

- Wet mop the floor with disinfectant daily before leaving the work area.
- Vacuum with a HEPA filter vacuum daily before leaving the work area.
- Wipe clean all tools after use
- Washable mats cleaned, as needed, after breaks and shift changes. Bacteria will grow under mats if not cleaned properly.
- Tack mat sheets are to be pulled as the sheets become dirty.
- Wash windows in one direction, and strokes top to bottom.
- Do not remove softwalls or barriers until the complete project is thoroughly cleaned by the Environmental Services Dept.

Prevention:

- Clean all tools prior to entering the work area.
- Clean all equipment and fixtures prior to entering the clean envelope.
- Place a dust/tack mat at the entrance and exit of the work area.
- Observe safeguard requirements for the hospital area (University of Toledo Safety Policies)

5.4 CLASS IV

Isolation:

- Seal any unused doors with duct tape.
- Block off and seal air vents.
- Turn off or isolate the HVAC system in areas where work is being performed to prevent contamination of the duct system.
- Establish a Clean Envelope with completely constructed softwalls prior to construction.
- Maintain negative air pressure within the work area utilizing HEPA-equipped air filtration units.
- Construct an Anteroom transition area where all personnel are required to pass through and be vacuumed using a HEPA vacuum cleaner and change their cloth or paper coveralls each time they enter or leave the clean envelope.

Containment:

- Provide a vacuum for any drilling and cutting to prevent air-borne dust from dispersing into the atmosphere.
- Water mist work surfaces to control dust while cutting and drilling.
- Contain construction waste before transport in tightly covered containers.
- Cover and tape up transport receptacles or carts.
- Remove and seal all trash liners prior to removal from the clean area.
- Remove demolition materials and fixtures carefully to minimize the spreading of dirt and debris.
- Limit the amount of work in the clean envelope by constructing assemblies or sub-assemblies outside of the clean envelope as much as possible.
- Seal all pipes, holes, conduits, and punctures appropriately.

Cleaning:

- Wipe down all softwalls, existing walls, fixtures, and all surfaces with disinfectant after each shift.
- Wet mop floor with disinfectant after each shift
- Vacuum with HEPA filter vacuum after each shift.
- Wipe clean all tools after use
- Wash windows in one direction, and strokes top to bottom.
- Wash all trash receptacles inside and out with surfactant cleaner daily.
- Washable mats cleaned, as needed, after breaks and shift changes.
- Tack mat sheets are to be pulled as the sheets become dirty.
- Do not remove softwalls or barriers until the complete project is thoroughly cleaned by the Environmental Services Dept.
- Machine scrub flooring using DI water and approved cleaning solution. (DI water mixed with 10% IPA alcohol) monthly or at the end of the project.
- Wash all ceilings, walls, under tabletops, edges of entire clean envelopes, and around equipment, using specified cleaning tools monthly or at the end of the project.
- Regular P.M. on pre-filter for return air in the room, vacuum/wet wipe/re-vacuum duct, before replacing pre-filters.

Prevention:

- Clean all tools prior to entering the work area.
- Assigned cleaning tools are never leave the clean envelope or are used in other areas.
- Clean all equipment and fixtures prior to entering the clean envelope.
- Place a dust/tack mat at the entrance and exit of the work area.
- Anteroom transition area where all personnel are required to be vacuumed using a HEPA vacuum cleaner before entering and leaving the clean envelope or where they can change their cloth or paper coveralls each time they enter or leave the clean envelope.
- All personnel entering the work site are required to wear shoe covers and/or cloth or paper coveralls and gloves.
- Standard safeguard requirements for the hospital area
- Supervision/Monitoring personnel activities monitored, which might cause contamination during construction phases, i.e., smoking, eating, etc.
- Providing a clean envelope supervisor for gowning and pre-staging procedure monitoring and restricting access from outside the clean envelope.

6. CONSTRUCTION PROCEDURES FOR H.E.C.C.

The construction phase of the operation is the most visible but will go smoothly if the proper attention is paid to the preparation phase. Discussion of the construction phase will be divided into four categories: equipment entry, equipment installation, cleanability, and safety during construction.

6.1 Construction of Softwalls

- The Contractor will clean the softwall materials per the H.E.C.C. Protocol.
- Contractor will wear gowning as necessary and assemble the softwalls per the H.E.C.C. Protocol design and sketches.
- 2x4 metal framing channels will be taped into place on the floor and walls, then 2x4 metal studs will be fastened to the framing channels.
- When the framework is completed, the first section of poly film will be taped with ¾" dbl. sided tape to the stud and channel edges, starting left to right, from the bottom up to 60" on the inside and outside of the softwall.
- Outside of the first section, tape a strip with 3" dbl. sided tape 1 ½" below the top.
- The second section will overlap the first by 6" and will be taped to the first section by the 3" tape.
- The second section of poly film will be taped to the sides of the top channel with ¾" dbl. sided tape and the top of the top channel with 3" dbl. sided tape, on the inside and outside of the softwall.
- In the access doorway area, the poly film will be taped to the sides of the framing stud with ¾" dbl. sided tape and the face of the framing stud with 3" dbl. sided tape, on the inside and outside of the softwall.
- Lastly, a poly film cover will be taped to the top of the top channels, and the existing wall with 3" dbl. sided tape.
- The top cover will overhang 6" on the outside of the top channels.
- The access doorframe will be fastened through the poly film to the framing studs.
- The door will be mounted to the frame, swinging into the clean work area.
- * When possible, use zipper style entry from the soft wall entryway.

6.2 Tools

- All tools must be carefully cleaned prior to being brought into the clean envelope, and common tools should be dedicated for clean envelope use.
- Only tools appropriate for clean envelope use should be admitted, and no rust, flaking paint, etc., on tools is allowed.
- Tools are generally cleaned using a degreaser or ultrasonic cleaning unit for gross dirt and oil removal, followed by a wipe down with isopropyl alcohol.
- Use woven, non-shredding clean room wipers or lint-free cloth with alcohol for the tool cleaning process.
- Appropriate packaging (e.g., bagging) of the clean tools is required if the cleaning is not done in proximity to the clean room entry point.
- No power tools are allowed in the clean envelope area unless they are approved per the construction design, and preparation has been taken for the areas where they will be used.
- Large tools and equipment, when needed, will have an initial cleaning with a water wash or a high-pressure sprayer away from the clean room, with industrial cleaners used as necessary. This is followed by an alcohol wipe-down upon clean envelope entry.

6.3 Demolition

- Existing demolition items in the clean work area will be removed in sections without excessive cutting and drilling.
- Any drywall will be cut by hand and removed in sections.
- All cutting and screw removal tasks will be vacuumed per the clean construction procedure.
- All debris will be covered and contained prior to the removal from the clean work area.
- The entire area will be cleaned each day per the clean construction procedures.
- No debris will be broken down or cut apart further while in the clean area; all debris will be removed from the clean area and disposed of per the approved process.

6.4 Penetrations

- Special techniques for floor and wall penetration are required, generally using a double-vacuum approach.
- Dust-producing operations must be minimized, but when necessary, they can be performed as long as the dust is captured prior to depositing on clean room surfaces.

6.5 Materials

Wood -

- Any wood material encountered or installed will be cut outside of the clean area, including the softwall area.
- If wood is to be cut (removed) from the clean area, vacuum the cut area while cutting. All cuts should be sealed immediately after cutting.

Metals -

- All metal material should be cleaned before entering the clean area.
- All fabrication, grinding, finishing, painting, etc., will be performed outside of the clean area.
- Metal components will be brought into the clean area in complete assemblies, or in bolt together sections.
- Cutting and de-burring operations are performed outside the clean area, and welding is minimized, with the vapors captured by a local exhaust.

Cement/Masonry -

- Minimize any necessary cement or masonry work in the clean area.
- If concrete or masonry cutting (demolition) is required, an additional softwall area will be constructed around the area to be cut, and only wet cutting will be allowed.
- All concrete or masonry cuts will be sealed with approved sealer immediately after cutting.
- All masonry cutting will be done outside of the building, and all masonry units will be cleaned prior to entering the clean area.
- All concrete and mortar will be mixed thoroughly outside the building.
- All new concrete and masonry will be sealed as soon as possible after it is installed.

Drywall -

- All drywall or similar gypsum wallboard will be cut outside of the clean area.
- All cuts and edges will be coated with water or dust contained surfactant.
- Any cutting (demolition) of existing gypsum wallboard will be done by hand using a utility knife or similar.
- All panels will be installed face out, do not install damaged or damp panels.
- Butt panels together with no more than a 1/16" gap.
- Locate both edge or end joints over supports.
- No power sanding will be permitted in the clean area.
- Any hand sanding performed will be vacuumed as it is sanded per the clean construction procedure.

Tile, Carpet, Trim -

- All tile, carpet, trim, & base cutting and adhesive mixing will be done outside the clean area.

Painting -

- All paint mixing and preparation will be performed outside of the clean area.

Piping -

- Wet wipe exterior of all loose dust and soiled areas.
- Rinse and newly installed piping systems.

Utilities -

- The finished installation must be cleanable from all sides.
- Flex lines should have a minimum of extra material or must be suspended such that cleaning is not inhibited.
- An alternative is to create a utility raceway between the equipment and the utility manifold that facilitates cleaning and keeps piping neat.

6.6 New Construction

- If there is to be a time lag between the demolition and the new construction and equipment installation, where the clean area is open and not used, it is recommended that an additional temporary soft wall be constructed to seal the opening between the newly opened area and the softwall area.
- This will keep other construction contamination out of the clean area and keep the area clean while it is not being used, so daily cleaning will not be necessary.
- When construction in the area resumes, clean the area outside of the temporary softwall before removing it, and then clean construction procedures will continue.

6.7 Equipment Installation

- The equipment entry process begins with unpacking the equipment, the first step in unpacking is to determine the cleanliness level of the equipment as it stands on the dock.
- Remove contained packing materials, especially wood and cardboard.
- If an inner bag exists, do not remove it and proceed to clean the area.
- When moving equipment into the clean room, be sure to clean the wheels of the movement device.
- Rack mats or tacky flooring assist in cleaning while the item is rolling.
- It is also necessary to minimize the pressure differentials during the equipment movement.

6.8 Anteroom / Airlock

- To assist in the implementation of construction protocols, prefabrication rooms exterior to the clean room are often constructed and kept at a lower pressure than the clean area.
- These rooms are external clean zones and may be either permanent or temporary structures.
- Provide gowning and gloving capability, with a changing area for clean area garment donning and tool storage.
- These rooms allow the construction of prefabricated assemblies in a clean environment, without all of the restrictions inherent in clean room practices.
- Negative pressure should be maintained with flow from clean construction areas.

6.9 Safety

- An important consideration during all aspects of construction is safety.
- Many construction procedures involve the use of hazardous materials, and special considerations for those materials are required.
- For gaseous chemicals, piping status indicators are needed. These indicators communicate the leak-check status and provide a warning when hazardous materials are present in the line.
- There also needs to be an indicator of the status of alarm systems, and the status of gas cabinets for hazardous gases.
- Appropriate safety equipment must also be installed before hazardous materials are used.

6.10 Cleaning the Clean Area

While the level of cleanliness of the clean envelop will be dictated by the Infection Control Class Rating.

Cleaning equipment needed for post-construction cleaning includes:

- | | |
|-------------------------------------|---|
| • Clean room wipes | • Cleaning solutions |
| • Dispense bottles | • Ladders |
| • HEPA-filtered Vacuum cleaners | • Plastic buckets w/ wringers |
| • Mops w/ plastic handles (no wood) | • HEPA-filtered floor machines |
| • Trash bags | • Clean non-shedding mop heads |
| • Tacky rollers | • Squeegees |
| • HEPA-filtered floor buffer | • Dispense applicator floor tools for wet-wiping procedures |

Other cleaning equipment must be constructed of clean room-compatible materials and must be non-contaminating.

The cleaning materials used in a clean room must be chosen based on the clean area requirements, compatibility with the materials used in the construction and operation, residues, dispensing methods, material degradation, and shedding characteristics. Generally, sprays must be performed into a clean room wiper located within inches of the spray nozzle. If stored wet, the residues of the storage medium must also be considered.

Entry of cleaning materials into the clean room is essentially the same as all material entry. De-packaging of the material should be away from the clean envelope, and storage and distribution take place inside the clean room.

6.11 Finish and Clean Up

Upon completion, all clean construction procedures for cleanup apply to the clean area. After the clean area is cleaned, the softwalls can be removed, and the clean area should be cleaned one more time. Care must be used when removing the softwalls to ensure that any contamination trapped under or on top of the walls is cleaned up and not spread around the clean area.

7. CLEANING PROCEDURES FOR H.E.C.C.

The cleaning should begin at the most contaminant-sensitive area and proceed through the cleanroom toward the least sensitive area. Particle monitoring equipment should be used during cleaning procedures throughout the facility to maintain control of particle levels.

7.1 Ceilings

- The ceiling should be completely cleaned first.
- Vacuum the grid only on HEPA-filtered diffusers, never touch the HEPA filter media.
- Vacuuming and wet wiping the ceiling tile and light fixture lenses should be cleaned in one direction, overlapping strokes.
- Be sure the tiles are sealed and cannot be moved before attempting to clean.

7.2 Walls

- Vertical partitions, including walls, windows, and doors, should be cleaned in a similar manner.
- Beginning at the ceiling, and working in a vertical line toward the floor, vacuum with overlapping strokes.
- This is followed by wiping or mopping, utilizing DI water and a surfactant.
- Rinse with DI water and finally re-vacuum.

7.3 Floors

- Raised, grated, epoxy, and vinyl floors can be maintained in the following manner:
- Vacuum the floor starting in the most contaminant-sensitive area, using overlapping one-directional strokes.
- Upon completion of vacuuming, wet mop the floor in an identical manner.
- Rinse with DI water and re-vacuum the entire surface of the floor.

7.4 Work Surfaces

- Using a pre-moistened clean room wiper, which has been folded into quarters, begin at the rear of the surface and wipe in a straight line from left to right.
- After each pass, expose a fresh area of the folded wiper and with a slight overlap, using a one-directional stroke, wipe the adjacent area.
- Clean under the tabletops, legs, and footrest with a moistened clean room wipe.

7.5 Special Precautions While Cleaning

1. Be careful not to penetrate filters with the mop handle when removing the mop from the mop bucket.
2. Be sure to monitor the sweeper bags on the HEPA-filtered vacuum cleaners as they fill quickly and may break, causing damage to the liners.
3. Wipe the mop buckets down inside and out, before and after use.
4. Never use the mop designated for the clean room outside the clean room area. Dedicate each area with a mop and bucket and label them to be used only in that area. (mops may be down-graded to the chase area)
5. Vacuum cleaners are to be cleaned inside and out each day, including the electrical cords, to remove particles collected from dragging on the floor.

8. PROJECT WRAP-UP

The results of an H.E.C.C. construction project can be evaluated by looking again at the original concepts. In reviewing the original goals:

- Was the clean area maintained at its desired cleanliness level?
- Was a system of clean utilities created?
- Were the clean construction methods used and adhered to?

If the answer to these questions is “yes,” the construction project was successful. If the answer to one or more of these questions was “no,” then an evaluation of what was compromised is in order. This will assist in the development of the plan for the next installation.

This evaluation can be performed by evaluating the strategies that were considered.

- Was contaminant generation prevented?
- Were contaminants isolated from critical areas?
- Did the cleaning methods employed effectively remove contaminants?
- What was the effectiveness of the verification and monitoring methods?

A final evaluation of the philosophy of the project may be in order.

- Was the proper priority given to the cleanliness of the utilities?
- Was a “think clean” attitude displayed by all those involved?
- Were the trades people actively involved in the concepts of clean construction?

Clean construction methods grow and develop as technology changes and as new methods are found for performing construction tasks. A thorough evaluation of each installation, with an eye to improvement, will allow a continuous refinement in clean construction methodology.

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