



To: Prospective Contractors

RE: Contractor Registration 2017

The Cedar Rapids Community School District would like to invite you to register for our Contractor's Bid List for the 2017 calendar year. To register to bid on school district projects, contractors shall fill out and return the enclosed Contractor Information Form. To ensure that your form is not returned to you, please be sure to include the following information. Registration information can be submitted at any time, however, it is preferred that the forms are submitted by January 1, 2017. Thank you for your interest in working on school district projects and for your efforts in improving our schools.

**Registration Information to be furnished:**

1. Current Certificate of Insurance
2. Completed Contractor Information Form
3. Sex Offender Acknowledgement Form, signed and dated
4. Current Iowa Contractor Registration Number

Questions pertaining to this list shall be directed to:

Jonathan Galbraith  
Direct Ext.: 319-558-4135  
Email: [jgalbraith@cr.k12.ia.us](mailto:jgalbraith@cr.k12.ia.us)

Information shall be sent to: Cedar Rapids Community School District  
ATTN: Jonathan Galbraith  
2500 Edgewood Road NW  
Cedar Rapids IA 52405-1015  
Buildings and Grounds

## Bidders Registration Guidelines

### **Qualifications**

Contractors that can demonstrate expertise in more than one category shall list each category for each particular line of work. No contracts shall be awarded except to responsible contractors capable of performing work in each category as applied for. Contracting companies may be required to show that they have the necessary experience, facilities, ability, and financial resources to perform the work in a satisfactory manner. When applying for divisions, new companies or companies under new ownership must be engaged in work applicable to each division for a minimum of two years prior to being placed on the bid list.

### **Acknowledgement and Certification**

Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the Cedar Rapids Community School District. The contractor and all sub-contractors acknowledge and certify that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or sub-contractor at the schools of the Cedar Rapids Community School District.

### **Hazardous Materials**

Many buildings have asbestos containing materials. Contractors are responsible for reviewing the Asbestos Management Files located in the district's Buildings and Grounds office. The contractor shall have a HAZCOM program in effect on site and shall submit specific SDS sheets for any hazardous materials used on site. SDS sheets shall be approved by the district prior to bringing materials on site. At no time shall material containing asbestos be used or installed on school district property. Asbestos containing material that is installed by the contractor on school district property shall be removed from the site at the contractor's expense.

### **Regulations**

The successful bidder shall, during the course of performance under the proposed contract, comply with all applicable occupational safety and health standards and equal opportunity employment regulations. It is the desire of the Cedar Rapids Community School District to encourage equal employment policies. All contractors, including suppliers supplying goods or services to the district, are expected to comply with the regulations of equal opportunity employment, as well as with the letter of all applicable statutes and regulations. Compliance shall require contractors not to discriminate, in addition to taking reasonable affirmative action to ensure that members of minority groups are effectively accorded equal opportunity opportunities.

### **Contractor Registration**

A valid Iowa contractor registration number must be included on the application. Under Iowa code, Chapter 91C, any construction contractor performing work in Iowa must register with the Iowa Division of Labor.

### **Insurance Requirements**

The Cedar Rapids Community School District requires you provide us with evidence of insurance meeting the requirements outlined below:

#### **1. Commercial General Liability (Occurrence Form) – Covering Bodily Injury, Property Damage and Personal Injury:**

General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000

- Please list the Cedar Rapids Community School District as an Additional Insured on a primary and noncontributory basis.
- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District
- Governmental Immunities Endorsement should also be included covering:

- a) Non-waiver of Government Immunity  
The insurance carrier expressly agrees and states that the purchase of this policy, including the Cedar Rapids Community School District as an Additional Insured, does not waive any of the defenses of governmental immunity available to the Cedar Rapids Community School District under Iowa Code as it now exists and as it may be amended.
- b) Claims Coverage  
The insurance carrier further agrees that this insurance policy shall cover only those claims not subject to the defense of governmental immunity under the Iowa Code as it now exists and as it may be amended.
- c) Assertion of Government Immunity  
The Cedar Rapids Community School District shall be responsible for asserting any defense of governmental immunity and may do so at any time and shall do so upon the timely written request of the insurance carrier.
- d) Non-Denial of Coverage  
The insurance carrier shall not deny coverage under this policy or any of the rights and benefits accruing the Cedar Rapids Community School District under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the Cedar Rapids Community School District.
- e) No Other Change in Policy  
The insurance carrier and the Cedar Rapids Community School District agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

**2. Automobile Liability – Covering All Owned, Non-Owned, Hired & Leased Vehicles:**

Combined Single Limit for Bodily Injury and Property Damage \$1,000,000 per accident

- Please list the Cedar Rapids Community School District as an Additional Insured
- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District

**3. Workers Compensation and Employer’s Liability:**

Workers’ Compensation	State Statutory Limits
Employer’s Liability – Bodily Injury by Accident	\$100,000 each accident
Employer’s Liability – Bodily Injury by Disease	\$500,000 policy limit
Employer’s Liability – Bodily Injury by Disease	\$100,000 each employee

- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District

**4. Umbrella Liability:**

Per Occurrence	\$1,000,000
Aggregate	\$1,000,000

- Please list the Cedar Rapids Community School District as an Additional Insured on a primary and noncontributory basis.
- Please also include a Waiver of Subrogation in favor of the Cedar Rapids Community School District
- Higher Umbrella Limits may be required based on your contract with the Cedar Rapids Community School District.



**Contractor Information Form**

**Contractor:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**IA Contractor:** \_\_\_\_\_  
**Registration #** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

*Please mark ALL categories of expertise that you would like to register for.*

- |                           |                                  |                             |
|---------------------------|----------------------------------|-----------------------------|
| _____ Acoustical Ceiling  | _____ Asbestos Abatement         | _____ Asphalt Paving        |
| _____ Asphalt Seal Coat   | _____ Athletic Equipment Repair  | _____ Carpentry             |
| _____ Concrete            | _____ Concrete Cutting           | _____ Demolition            |
| _____ Door Installation   | _____ Drywall/Plaster            | _____ Electrical            |
| _____ Elevator Repairs    | _____ Excavating                 | _____ Fencing               |
| _____ Fire Alarm          | _____ Fire Sprinkler/Suppression | _____ Flooring (Carpet/VCT) |
| _____ Floor/Wall Tile     | _____ Food Service Equipment     | _____ General Contractor    |
| _____ Grading & Seeding   | _____ Insulation                 | _____ Landscaping           |
| _____ Locker Installation | _____ Masonry – Block/Brick      | _____ Masonry – Restoration |
| _____ Mechanical          | _____ Painting                   | _____ Plumbing              |
| _____ Roofing             | _____ Sealants                   | _____ Security Systems      |
| _____ Sheet Metal         | _____ Signage                    | _____ Telecommunications    |
| _____ Tree Management     | _____ Underground Utilities      | _____ Window Blind Install  |
| _____ Window & Glass      | _____ Wood Floor Finishing       |                             |
| _____ Other: _____        |                                  |                             |

**Information shall be sent to:** Cedar Rapids Community School District  
ATTN: Jonathan Galbraith  
Buildings & Grounds  
2500 Edgewood Road NW  
Cedar Rapids IA 52405-1015

# **SEX OFFENDER ACKNOWLEDGMENT AND CERTIFICATION**

\_\_\_\_\_ (“Company”) is providing services to the Cedar Rapids Community School District (“District”) as a vendor, supplier, contractor or subcontractor or is operating or managing the operations of a vendor, supplier, contractor or subcontractor. The services provided by the Company may involve the presence of the Company’s employees upon the real property of the school(s) of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor, vendor, supplier, provider of services or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

Dated: \_\_\_\_\_

\_\_\_\_\_  
[Name of vendor/supplier/contractor/subcontractor]

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

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

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