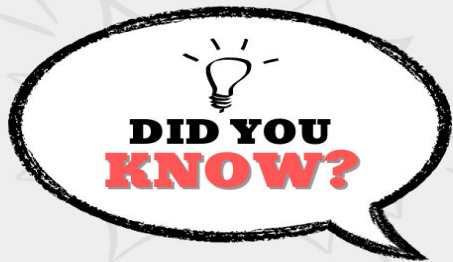




LEDE BULLETIN

Updates and resources for LEDE Vendors

Construction Special Issue



Columbus City Schools - Buildings & Grounds Department has contracting opportunities UNDER \$10K

If you are an LEDE vendor who provides the following goods/services:

- Plumbing
- Painting/Plastering/Drywall *Lead Certified Painting Companies are also needed*
- Heating Ventilation and Air Conditioning (HVAC) and Preventative Maintenance
- Electronics Equipment Repair
- Electrical
- Energy Management
- Environmental Safety & Health
- Warehousing (Supplier of Goods)
- Carpentry/General Trades
- Locksmith
- Roof Repair
- Landscaping (including Snow Removal)

Please furnish an up-to-date Capabilities Statement to Terri L Wise, Outreach Services at twise@columbus.k12.oh.us or Jeff Roe at jroejr@columbus.k12.oh.us

Please make sure to include your contact information including email address on your Capabilities Statement which will be shared with the Supervisors in the above areas.



Helpful Tips for LEDE Vendors

- All Columbus City Schools Invoices should include:
 - Purchase Order Number (PO #)
 - Description of the Work
 - Date
 - Unique Identifier Invoice Number
 - Payment Address
 - Send to: AP@columbus.k12.oh.us
 - Buildings & Grounds Work Order Number (if provided)
- Follow all directions given by the appropriate Buildings & Grounds Staff. If you are unclear, contact the appropriate Buildings & Grounds representative.
- If performing work inside the buildings during school time, make sure you identify yourself to school personnel. You will be required to sign into the visitor management system using a State ID card.
- Many projects are after School hours. Ask during the quoting process if this affects your price.
- Your project is with Buildings & Grounds. As such, the work should only be discussed with Buildings & Grounds personnel. If school personnel ask you to do something different than what is outlined by Buildings & Grounds staff, please contact your Buildings & Grounds representative immediately before performing any duties not outlined in the scope.
- Quotes are to be expected within two (2) days or less or provide clear communication when to expect the quote. Your quote should be good for a period of thirty (30) days or clearly write an expiration date.
- Make sure you understand all details of the project. Columbus City Schools does not issue change orders for misquotes. Columbus City Schools only issues change orders when CCS changes the scope of the project.
- Vendors are required to remove all trash and debris while work is being performed unless it is one bag that can fit into the dumpster. District custodians are not paid to clean up after vendors.
- If problems or concerns happen while performing the work, contact Buildings & Grounds immediately (614) 365-5268.
- Columbus City Schools will pay 30 upon receipt of a valid invoice as stated in the general terms and conditions.
- Buildings & Grounds through Board Policy 6400 (Community Inclusion) *“has an obligation to support the growth and development of LEDEs.” Buildings & Grounds will actively provide guidance to LEDE Vendors to help them succeed.*

Jeffrey Roe
Interim Director
Energy Manager
Environmental Health & Safety Manager
The Office of Buildings & Grounds
Columbus City Schools
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