



INVITATION TO BID

(This is not an order.)

CITY OF CLEVELAND

Division of Purchases & Supplies
 601 Lakeside Avenue
 Room 128
 Cleveland, OH 44114

Buyer: Jules Gilliam
 216-664-2621
 jgilliam@city.cleveland.oh.us

Requestor: Melissa Brkich
 216-265-2131
 mbrkich@clevelandairport.com

Procurement Folder	RFB No.	RFB Description	
127762	RFB 3001 20200000000544	Holiday Decorations for Port Control	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
October 26, 2020 3:00 PM		3001	October 26, 2020 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	Holiday Decorations for Port Control		From To	

Please Complete Entirely & Return All Documents Including the Northern Ireland Agreement ***See Attachments for Details & Specifications***

Ship To:	Vendor Response		
CHIA CENTRAL RECEIVING CHIA CENTRAL RECEIVING 19451 FIVE POINTS RD Cleveland, OH 44135	Contract Amount		
	\$		

Vendor Response	Vendor Total Amount for Items	Vendor Total Amount for Services	Payment Discount Offer	
	\$	\$	%	Day(s)

TERMS OF DELIVERY

- Price quoted shall be F.O.B. delivered to the place designated on purchase order. No other terms will be acceptable.
- Delivery quoted must be stated in terms of work days after receipt of the order.
- All charges for shipping must be included within the Unit Price for each item quote unless otherwise designated by a separate line with a specified dollar amount inclusive of all shipping charges.
- No freight charges will be considered nor processed for payment unless apart of the original quote submitted prior to bid award.

EVALUATION CRITERIA

Group/Line #	Evaluation Criteria Description	Response Type
1 / 1	Lowest and best bidder under Chapter 181 C.O.	NONE

BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID

Shipping/Freight Charges

ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES.

NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

MSDS required

A Material Safety Data Sheet is required to be shipped with each specific applicable item on this PO.



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No Price increase

This Purchase Order does not permit price increases.

Missing information

It is each bidder's individual responsibility to determine for themselves, in advance of bid submission, the accuracy and completeness of any and all information in an RFB. If a potential bidder does not notify the Division of Purchases and Supplies in advance of the bid opening date of any possible discrepancy then any such discrepancy or erratum cannot be the basis for a protest of award. Contact the Buyer immediately if there is a question of accuracy or completeness in these bid documents.

BIDDER MUST COMPLETE & SIGN BELOW

NAME OF THE FIRM:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
FED ID # / SSN #:		
PHONE NO.:	FAX NO.:	
EMAIL ADDRESS:		
PLEASE PRINT CONTACT NAME:		
AUTHORIZED SIGNATURE:	DATE:	

All bids and related documents must be enclosed in a sealed envelope and marked with the RFB number.

RETURN BID TO: Division of Purchases & Supplies
 601 Lakeside Ave
 Room 128, City Hall
 Cleveland, OH 44114

Holiday Decorations for Port Control

Holiday Decorations at CLE and BKL

Department of Port Control

Labor and materials necessary to design, deliver, install and de-install various Holiday Decorations for 2020 and 2021:

Contractor is responsible for all extension cords, anti-trip strips that go over extension cords, 3M hangers for cabochons and wreaths, surge protectors, and any other materials necessary to secure, hang our mount fixtures and lighting, cords, trees and any other decorations. All work must be temporary in nature and cause no damage to existing facility.

For the 2020 Season: Vendor to install Holiday decorations and must be completed no later than 11:59 pm on Wednesday, November 18, 2020, unless coordinated with the Department of Port Control. Vendor to de-install all Holiday Decorations, no earlier than January 8, 2021, and no later than January 10, 2021, unless coordinated with the Department of Port Control.

For the 2021 Season: Vendor to install Holiday decorations and must be completed no later than 11:59 pm Wednesday, November 17, 2021, unless coordinated with the Department of Port Control. Vendor to de-install Holiday Decorations, no earlier than January 8, 2022 and no later than January 10, 2022, unless coordinated with the Department of Port Control.

Vendor to include any price discounts offered if any.

Vendor to include labor rate per hour.

Vendor to install all Holiday decorations in Cleveland Hopkins International Airport and Burke Lakefront Airport during the hours of 6am-9pm Tuesday thru Thursday.

Holiday Decorations for Port Control

Vendor to de-install all Holiday decorations in Cleveland Hopkins International Airport and Burke Lakefront Airport during the hours of 6am-9pm Tuesday thru Thursday.

1. All products to be leased
2. All materials are replica/artificial unless otherwise agreed upon by Port Control
3. All trees are to be decorated to reflect the themed areas
4. All trees should have lights

Item are to include but not limited to the following:

Central Checkpoint:

15'x10' Winter Wonderland Display w/ snow or silver and white tree skirting of entire display to include:

- (3) 7'-9' trees, LED lighted, and elegantly decorated in Blue, Silver, Green Tree skirts with gift wrapped presents beneath
- (4) 4' silver deer in display with the trees
- (3) 4'-6' polar bears and one baby bear
- (3) 20" orbs (blue green silver)
- (1) 5' sleigh filled with gift wrapped presents
- (3) white mesh cones 5', 6', 7' tall (lighted)
- (2) white wooden branch trees with lights

Holiday Decorations for Port Control

Labor rate per hour Mon-Fri 7am-5pm: \$ _____

Labor rate per hour Mon-Fri 5pm-7am: \$ _____

Labor rate per hour Sat-Sun: \$ _____

Price Discount if any: _____ %

*****Purchase Order Valid for One (1) Year or Until Funds Are Exhausted
Whichever Occurs First*****

*****Services & Orders Are To Be Provided After Prior Departmental Approval*****

*****Services & Orders Are To Be Provided As Needed*****

*****Purchase Order Not to Exceed \$10,000.00*****

*****Quantities & Orders May Vary*****