



INVITATION TO BID

(This is not an order.)

CITY OF CLEVELAND

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

Buyer: Tiffany Johnson
 216-664-2629
 twhitejohnson@clevelandohio.gov

Requestor: Lauren Drake
 216-664-2627
 LDrake@clevelandohio.gov

Procurement Folder	RFB No.	RFB Description	
159459	RFB 1505 202600000000206	2026 Messenger Services	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
May 04, 2026 3:00 PM			May 04, 2026 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	2026 Messenger Services		From To	

Please review and complete SOI pages.

Ship To:
Purchases and Supplies Division of Purchases & Supplies 601 Lakeside Avenue, Room 128 Cleveland, OH 44114

Vendor Response		
	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.

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

Call Buyer Only

Bidders must address all questions to the Buyer (See Above.) Do NOT contact the "Requestor." Contract only the Buyer listed above.

No Price increase

This Purchase Order does not permit price increases.



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May 04, 2026 3:00 PM			May 04, 2026 3:00 PM

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

BID - SCHEDULE OF ITEMS

2026 CITYWIDE MESSENGER SERVICES

ZONE	CITY	ZIP CODE	RATE	FUEL SURCHARGE	TOTAL COST
1	CLEVELAND	44113-115	\$	\$	\$
48/36	CLEVELAND	44109, 111	\$	\$	\$
2	CLEVELAND	44103	\$	\$	\$
3	CLEVELAND	44106, 110	\$	\$	\$
4	CLEVELAND	44118	\$	\$	\$
4	CLEVELAND/BRATENAHL	44108	\$	\$	\$
11	CHESTERLAND	44026	\$	\$	\$
13	CHARDON	44024	\$	\$	\$
14	CLEVELAND	441014, 127	\$	\$	\$
15	CLEVELAND	44120	\$	\$	\$
17	BEACHWOOD	44122	\$	\$	\$
22	BEDFORD	44146	\$	\$	\$
26	BENTLEYVILLE	44022	\$	\$	\$
26	CHAGRIN FALLS	44022	\$	\$	\$
27	BAINBRIDGE TWP.	44022	\$	\$	\$
29	AURORA	44202	\$	\$	\$
30	BURTON	44021	\$	\$	\$
34	CLEVELAND WEST	44113	\$	\$	\$
35	CLEVELAND	44102	\$	\$	\$
42	BAY VILLAGE	44140	\$	\$	\$
44	AVON/AVON LAKE	44011, 012	\$	\$	\$
47	AMHERST	44001	\$	\$	\$
49	BROOKLYN	44144	\$	\$	\$
50	CLEVELAND	44135	\$	\$	\$
52	BROOKPARK/AIRPORT	44142, 233	\$	\$	\$
53	BEREA	44017	\$	\$	\$
55	COLUMBIA STATION	44028	\$	\$	\$
56	BRUNSWICK	44212, 233	\$	\$	\$
60	BROOKLYN HTS.	44131	\$	\$	\$
63	BRECKSVILLE/BROADVIEW	44141, 147	\$	\$	\$
65	AKRON	44301-334	\$	\$	\$
65	AKRON	44393-399	\$	\$	\$
65	BABERTON/BATH	44203, 210	\$	\$	\$
62	SEVEN HILLS	44131	\$	\$	\$
64	PENNINSULA	44264	\$	\$	\$
64	RICHFIELD	44286	\$	\$	\$
4	EAST CLEVELAND	44112	\$	\$	\$
4	EUCLID	44117, 119	\$	\$	\$
6	EUCLID	44123, 132	\$	\$	\$

*Cargo Van- Minimum \$36.50 *Minivan- Additional \$15.00 added to rates listed above.

ZONE	CITY	ZIP CODE	RATE	FUEL SURCHARGE	TOTAL COST
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ONE YEAR CONTRACT NOT TO EXCEED \$49,999.00 PER YEAR

Signed: _____ Date: _____

BID - SCHEDULE OF ITEMS

2026 CITYWIDE MESSENGER SERVICES

7	EASTLAKE	44095	\$	\$	\$
7	HIGHLAND HTS.	44143	\$	\$	\$
7	MAYFIELD/MAYFIELD HTS.	44124, 143	\$	\$	\$
9	GATES MILLS	44040	\$	\$	\$
10	MENTOR	44060	\$	\$	\$
12	GRAND RIVER	44045	\$	\$	\$
13	MADISON	44057	\$	\$	\$
13	MONTVILLE	44064	\$	\$	\$
18	MAPLE HTS.	44137	\$	\$	\$
19	GARFIELD HTS.	44125	\$	\$	\$
23	LYNDHURST	44124	\$	\$	\$
26	HUNTING VALLEY	44022	\$	\$	\$
26	MORELAND HILLS	44022	\$	\$	\$
28	MACEDONIA	44056	\$	\$	\$
30	HIRAM/HUNTSBURGH	44080, 046	\$	\$	\$
30	MIDDLEFIELD	44062	\$	\$	\$
31	HUDSON	44236	\$	\$	\$
33	MANTUA	44255	\$	\$	\$
33	KENT	44240	\$	\$	\$
37	LAKEWOOD	44107	\$	\$	\$
39	FAIRVIEW PARK	44126	\$	\$	\$
46	ELYRIA/EATON TWP.	44035, 036	\$	\$	\$
46	GRAFTON	44044	\$	\$	\$
46	LORAIN/LAGRANGE	44050, 055	\$	\$	\$
51	MIDDLEBURG HTS.	44130	\$	\$	\$
56	HINCKLEY	44233	\$	\$	\$
57	MEDINA	44256	\$	\$	\$
58	LITCHFIELD	44253	\$	\$	\$
19	CUYAHOGA HTS.	44125	\$	\$	\$
61	INDEPENDENCE	44131	\$	\$	\$
65	FAIRLAWN	44333	\$	\$	\$
65	MONROE FALLS/MONTROSE	44262, 321	\$	\$	\$
8	WILLOUGHBY	44092, 094	\$	\$	\$
7	WICKLIFFE/WILLOWICK	44092	\$	\$	\$
9	WAITE HILL	44094	\$	\$	\$
22	VALLEY VIEW	44125	\$	\$	\$
22	WARRENSVILLE HTS.	44128	\$	\$	\$
22	WOODMERE	44122	\$	\$	\$

*Cargo Van- Minimum \$36.50 *Minivan- Additional \$15.00 added to rates listed above.

ZONE	CITY	ZIP CODE	RATE	FUEL SURCHARGE	TOTAL COST
25	WALTON HILLS	44146	\$	\$	\$

ONE YEAR CONTRACT NOT TO EXCEED \$49,999.00 PER YEAR

Signed: _____ Date: _____

BID - SCHEDULE OF ITEMS

2026 CITYWIDE MESSENGER SERVICES

28	TWINSBURG	44087	\$	\$	\$
40	WESTLAKE	44145	\$	\$	\$
47	WELLINGTON	44090	\$	\$	\$
56	VALLEY CITY	44280	\$	\$	\$
58	WADSWORTH	44281	\$	\$	\$

DELIVERY TO COLUMBUS FOR DEPT. OF HEALTH

MONDAY THRU FRIDAY- SERVICE REQUIREMENT

PACKAGE PICKUP-UP LOCATION- CLEVELAND DELIVERY LOCATION OF PACKAGE- COLUMBUS:

R	RATE	SURCHARGE	TOTAL
	RATE-CAR: \$ _____	\$ _____	\$ _____
	RATE-VAN: \$ _____	\$ _____	\$ _____

SATURDAY AND SUNDAY- SERVICE REQUIREMENT

PACKAGE PICKUP-UP LOCATION- CLEVELAND DELIVERY LOCATION OF PACKAGE- COLUMBUS:

R	RATE	SURCHARGE	TOTAL
	RATE-CAR: \$ _____	\$ _____	\$ _____
	RATE-VAN: \$ _____	\$ _____	\$ _____

TIME: PACKAGE DELIVERY MUST BE MADE BETWEEN 11:00AM-1:00PM

**DELIVERY TO OHIO EPA IN REYNOLDSBURG, OHIO
DIVISION OF WATER**

SERVICE REQUIREMENT

PACKAGE PICKUP-UP LOCATION - CLEVELAND

DELIVERY LOCATION OF PACKAGE – REYNOLDSBURG

- Rate – Van: \$ _____
- Rate – Car: \$ _____
- Quoted rate is to cover complete cost from pick-up to drop-off location

ONE YEAR CONTRACT NOT TO EXCEED \$49,999.00 PER YEAR

Signed: _____ **Date:** _____

BID - SCHEDULE OF ITEMS

2026 CITYWIDE MESSENGER SERVICES

MISCELLANEOUS:

AFTER HOURS: 6:00 PM- 7:00AM- MONDAY-FRIDAY

	RATE	SUR-CHARGE	TOTAL
RATE-CAR:	\$ _____	\$ _____	\$ _____
RATE-VAN:	\$ _____	\$ _____	\$ _____

Added to Base Rate for Both Rush & Route Runs

ALL DAY SATURDAY & SUNDAY:

	RATE	SUR-CHARGE	TOTAL
RATE-CAR:	\$ _____	\$ _____	\$ _____
RATE-VAN:	\$ _____	\$ _____	\$ _____

Added to Base Rate for Both Rush & Route Runs

HOLIDAYS:

	RATE	SUR-CHARGE	TOTAL
RATE-CAR:	\$ _____	\$ _____	\$ _____
RATE-VAN:	\$ _____	\$ _____	\$ _____

Added to Base Rate for Both Rush & Route Runs

WEIGHT: CAR/VAN- FOR DELIVERIES OVER 30LBS- COST PER LB: \$ _____ **(Include all charges)**

DETENTION TIME: NOTE- 10 MINUTES IS ALLOCATED AT BOTH PICK-UP AND DELIVERY POINTS- CAR/VAN-COST PER MINUTE: \$ _____ **(Include all charges) Add to base rate**

FRAGILE: CAR/VAN- ADDITIONAL COST: \$ _____ **(Include all charges) Add to base rate**

INSIDE DELIVERY: CAR/VAN- ADDITIONAL COST: \$ _____ **(Include all charges) Add to base rate**

SPECIAL HANDLING EQUIPMENT CAR/VAN- ADDITIONAL COST: \$ _____ **(Include all charges) Add to base rate**

INCLEMENT WEATHER CONDITIONS CAR/VAN ADDITIONAL

ONE YEAR CONTRACT NOT TO EXCEED \$49,999.00 PER YEAR

Signed: _____ **Date:** _____

BID - SCHEDULE OF ITEMS

2026 CITYWIDE MESSENGER SERVICES

ADDITIONAL COST: \$ _____ (LEVEL 2) **Include all charges**

ADDITIONAL COST: \$ _____ (LEVEL 3) **Include all charges**

Emergency Services with approved quotes for Delivery Orders	Lump Sum Allowance	Estimated Value \$5,000.00
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ONE YEAR CONTRACT NOT TO EXCEED \$49,999.00 PER YEAR

Signed: _____ Date: _____

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

C-1 SCOPE

The City of Cleveland (City) is seeking competitive bids to provide messenger services for its various Departments/Divisions. The City reserves the right to add/ delete locations on the contract. Items to be delivered will vary. Same day delivery options must be available. The successful Courier Company should be able to communicate the delivery status with tracking number of all deliveries via phone or by email. Courier Company will be required to invoice on a weekly basis. Hold times on calls for service shall not exceed two (2) minutes.

Courier is responsible for observance of traffic/packing regulations and shall not be reimbursed for any parking tickets received while performing these services. Courier services must meet all City requirements, be approved to offer such services and shall include all related costs for compliance in the bid.

C-2 REQUIREMENTS

Time Guarantee - One hour for all deliveries in downtown Cleveland and ninety minutes for all other areas in Northeast Ohio.

Security Requirements - Delivery personnel must have uniforms and picture identification for security purposes upon entering City facilities.

Protection of City Documents/Items - items must be transported in a weather proof container and shall be tracked in an approved manner that assures delivery and documents time and place item is picked up/received and to whom the items was released.

C-3 DELIVERY SPECIFICATIONS

Courier shall provide the following information:

1. Delivery process- Detail exactly how the delivery process works, from initial contact point to final delivery.
2. References- Provide three (3) current references for delivery services, with references having used delivery services for a minimum period of one (1) year.
3. Services- Detail all services covered in the specifications.
4. Insurance/Certification- Including the following:

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

- A. P.U.C.O Certification Number
- B. Interstate Commerce Certification Number
- C. Cargo Insurance
- D. Employee Dishonest Insurance
- E. General Liability Insurance
- F. Intrastate Vehicular Liability
- G. Interstate Vehicular Liability
- H. Reconstructions Insurance

Invoicing - All invoices for payment submitted by courier must be typed in a clear and concise manner stating unit rate. Rates must correspond with the rates from the contract. Invoices must match delivery order issued to Courier Company. Invoices must be numbered. Dates of delivery must be clearly stated.

Deliveries – Deliveries shall begin upon award of the contract. Or as soon thereafter as may be required by the various departments/divisions of the City, and thereafter continue for the period of the contract.

No deliveries are to be made without a valid Delivery Order (DO) from the City.

C-4A DIVISION OF ASSESSMENTS AND LICENSES

Specifications and Procedures for Delivery of Documents

- The Division of Assessments and Licenses reserves the right to cancel service at any time during the contract period.
- All Courier drivers must be in a company uniform and carry a company photo ID.

MONDAY THRU FRIDAY - Service Requirements - Including Holidays Package Pick-up Location

Cleveland City Hall
601 Lakeside Avenue
Assessments and Licenses - Room 122 Cleveland, Ohio 44144

Package Delivery Location : Various

Time:

Package pickups will range between 8:00 am - 5:00 pm Package deliveries must be made between 8:30 am - 5:00 pm

SCOPE:

The Division of Assessments and Licenses is seeking bids to provide secured courier services for pick-up and delivery of various types of licensing, permitting, billing and/or administrative

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

documents which may include monetary instruments. All documents will be picked-up at the Division of Assessments and License site and delivered to various, specified locations. The delivery sites will be communicated to the vendor at dispatch as well as clearly identified on the document. Upon completion of the pick-up and delivery, vendor shall provide a copy of a work order and a receipt signed by vendor's driver and City of Cleveland, Division of Assessments and Licenses representative showing a total count of items picked up from and delivered to the designated location. Vendor is responsible for any loss of the City of Cleveland, Division of Assessments and Licenses documents caused by damage or negligence on their part. Same day delivery options must be available. Courier Company must be able to provide status of delivery options.

Courier Company should be able to provide status of delivery by phone and email with tracking number. Courier Company will be required to invoice on a monthly basis. Hold times on calls for service should not exceed two minutes.

REQUIREMENTS:

Courier can provide notarized affidavits after delivery, including the first and last name of the individual who accepted or refused the delivery

Time Guarantee - One hour for all deliveries in downtown Cleveland and ninety minutes for all other areas in Northeast Ohio.

Security Requirements - Delivery personnel must have uniforms and picture identification for security purposes upon entering The City of Cleveland, Division of Assessments and Licenses.

Protection of The City of Cleveland, Division of Assessments and Licenses Documents/Items - Items must be transported in a weather proof container and shall be tracked in an approved manner that assures delivery and documents time and place item is picked up/delivered and to whom the items was released.

C-4B DEPARTMENT OF PUBLIC HEALTH, DIVISION OF AIR QUALITY MONITORING SECTION

Specifications and Procedures for Delivery of Air Monitoring Samples to the Ohio Department of Health Lab - (7 days a week, 365 days per year)

- The City of Cleveland, Division of Air Quality (CDAQ) reserves the right to cancel this courier service at anytime throughout the contract period.
- All courier drivers must be in a company uniform and carry a company photo ID.
- Estimated one year cost
- Estimated two year cost

MONDAY thru FRIDAY- Service Requirements

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

Delivery Location of Package:

Ohio Department of Health Lab
8995 East Main Street (Bldg. 22)
Reynoldsburg, OH 43068
Contact: Brent Lee
614-728-0528 (Office)
614-256-2331 (Cell)
614-644-4675 (General Lab Number)

Package Pick-up Location:

Cleveland Division of Air Quality
75 Erieview Plaza, 1st Floor
Cleveland, OH 44114-1839

Time:

Package pickup to be made between 8:00 a.m. - 9:00 a.m.
Package delivery must be made between 10:30 a.m. - 12:00 p.m.

Specification (Protocol) for handling Packages:

1. CDAQ conducts the bleach wipe down and provide the samples in a sealed cooler to the courier.
2. CDAQ's Chain of Custody form has section CDAQ personnel initial confirming decontamination was performed.
3. The courier will sign off on the Chain of Custody and initials the seal on the cooler containing the samples.
4. The lab signs the Chain of Custody upon delivery and forwards an electronic copy to CDAQ.
5. A hard copy is returned with clean filter holder assemblies on the courier's subsequent pick-up at Division of Air Quality offices at 75 Erieview Plaza.

WEEKENDS - Service Requirements (Including Holidays)

Delivery Location of Package:

Ohio Department of Health Lab
8995 East Main Street (Bldg. 22)
Reynoldsburg, OH 43068
614-644-4675

Package Pick-up Location: (or at a location agreed upon between the parties)

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

Cleveland Division of Air Quality
75 Erievue Plaza, 1st Floor
Cleveland, OH 44114-1839

Time:

Package pickup to be made between 6:45am-7:45am
Package delivery must be made between 9:00am-10:30am

Specification (protocol) for handling Packages:

Same as stated above for weekday delivery

C-4C DIVISION OF WATER

**Water Treatment Plant PCR Testing
Requirements for Messenger/Courier Service**

Specifications

- The City of Cleveland, Division of Water (CWD) reserves the right to cancel this courier service at any time throughout the contract period.
- CWD reserves the right to modify the pick-up and drop-off schedule and location as events dictate.
- All courier drivers must be in a company uniform and carry a company photo ID.
 - The Courier will be required to ensure a representative of the laboratory signs the Chain of Custody upon delivery. Dropping off of samples is not permitted.
 - Laboratory will return the signed Chain of Custody document by email to CWD.
 - Pick-up/Drop-off Frequency: Every two weeks on Mondays.
 - Container: cooler with ice and 5 to 10 plastic water containers (250 ml each)
 - Cooler size: approximately 1 cubic foot
 - Weight: approximately 25 pounds maximum (cooler, samples, and ice)

Pick-up and Drop-off locations:

Pick-up address:

Morgan Compliance Lab
Attn: Charles Smith, Chief of Laboratories
1245 West 45th Street
Cleveland, Ohio 44102
Phone: 216-664-2444 x3641

Drop-off address:

Ohio EPA Division of Environmental Services

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

Attn: Kristin Sowards
8955 E. Main St.
Reynoldsburg, Ohio 43068
Phone: 614-644-4243

C-5 ADDITIONAL REQUIREMENTS

Bidders must provide a copy of valid and current certificates for Ohio Bureau of Worker Compensation and liability insurance with their bid submissions.

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

Amount of Insurance

- A) Comprehensive General Liability:
Bodily injury or Property Damage -- \$1,000,000 each occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage -- \$1,000,000 each occurrence and general aggregate

Comprehensive General Liability coverage and Automobile and Truck Liability coverage may be met with a combination of coverage including excess and umbrella liability coverage. Coverage must also explicitly cover all containers and other equipment used in the performance of this contract.

Types of Insurance for Contractor

Purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this project. This insurance shall be the amount of \$500,000 for each accident illness or disease or such other amount that may be required by the most current laws of the State of Ohio, whichever is greater.
- B) Comprehensive General Liability Insurance covering bodily injuries and property damage shall also include coverage for:
 - 1) Injury to or destruction of wires, pipes, conduits, and similar property located below the surface of the ground, whether public or private;

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

- 2) Collapse of or structural injury to any building or structure except those on which work under this Contract is being performed;
 - 3) Contractual liabilities related to bodily injury and property damage.
- C) Automobile and Truck Liability covering bodily injury and property damage covering the operation of all motor vehicles and equipment, whether or not owned by the Contractor, being operated in connection with the prosecution of the work under this Contract.
- D) Product and Completed Operations coverage to be included in the amounts specified above for Comprehensive General Liability.

Evidence of Insurance: Successful contractors must provide certificate of liability insurance.

The Contractor shall submit all required insurance certificates to the City at the time of execution of the Contract. No work may start until the vendor has provided proof of insurance. The City is to be included on each policy as an additional insured. The Seller shall notify the City in writing at least 10 days before it cancels or reduces its insurance policy or coverage and immediately upon the Company's receipt of notice from an insurance policy of any cancellation or reduction of the coverage or policy.

C-6 EXTENSION PRICING DETERMINATION

All prices bid shall be on a per unit basis as shown on the Schedule of Items pages and shall include all costs for handling and/or delivery. Additionally, bid prices for the items shall include all costs for delivery and/or placement at the location specified at the time of delivery.

C-7 CORRECTION OF MATHEMATICAL ERRORS

If a bidder makes any mathematical errors in the bid sheets such that some or all of the bid numbers are mathematically inconsistent with each other, the Department of Finance reserves the right to correct such errors. Calculations subject to such correction include but are not limited to.

- 1. The multiplication of unit prices times quantity to arrive at quantity.
- 2. The summing of individual lines into totals or subtotals
- 3. The transfers of subtotals or values from one sheet to another

C-8 PRICING, ECONOMIC & ESCALATION ADJUSTMENTS

The pricing outlined in the Schedule of Items shall remain firm for the duration of the initial contract term of one year, including the two one-year options to renew. However, the Division

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

of Purchases and Supplies may consider a price increase after the initial one-year term, so long as the annual price increase does not exceed five percent (5%) of the current year's pricing. Price increases are subject to approval by the Commissioner of Purchases and Supplies and are not effective until thirty (30) days after such approval. Failure of the City of Cleveland to grant a price increase does not excuse performance by the contractor under the agreement.

Contractor must provide supporting documentation on an "item by item" basis, clearly establishing the need for the requested price increase to the Commissioner of Purchases and Supplies. Contractor must also provide documentation from their manufacturers and/or suppliers, sufficient in detail to permit a full and fair evaluation of the proposed price increase. Supportive documentation shall include, but is not limited to, copies of old and current price lists, or similar documents, which indicate the original cost of the products to the contractor and the corresponding increase, and/or copies of correspondence sent by the contractor's supplier or manufacturer on their letterhead, which shall contain the above mentioned price information and explain the source of the increase in such areas as raw materials, labor, freight, Workers Compensation and/or Unemployment Insurance. Under no circumstance, should submission of a price increase be construed as ensuring the relief requested. Failure by the contractor to provide any such documentation shall result in denial and/or rejection of the price increase.

No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from their suppliers. No price increases will be permitted on delivery orders that are already processed, or on orders that have been filled and are awaiting shipment. If the contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

If the City of Cleveland becomes aware of widespread market price decrease and/or the contractor receives a price decrease from their manufacturer or supplier, the contractor must provide a price decrease to the City of Cleveland for the commodities furnished as a result of this contract. The price decrease is to be effective thirty (30) calendar days after received by the contractor from their manufacturer or supplier. Failure of the contractor to provide a decrease as stated herein may result in the cancellation of the contract.

C-9 FAIR EMPLOYMENT WAGE LAW REQUIREMENTS

The City of Cleveland aims to partner with vendors who deliver high-quality services while upholding the City's commitment to fair labor practices as set forth in Cleveland's Fair Employment Wage Law, Chapter 189. All prime contractors and subcontractors that are Covered Employers as defined in Chapter 189 shall ensure that all Covered Employees are paid at or above the established Fair Employment Wage rate.

This hourly rate was initially set by Cleveland City Council and is subject to annual adjustments based on the Consumer Price Index for Northeast Ohio, published by the U.S. Bureau of Labor Statistics. The current required hourly wage is indicated in the attached Fair Employment Wage

**SPECIFICATIONS/DESCRIPTION OF PRODUCTS AND/OR SERVICES
CITY OF CLEVELAND-DEPARTMENT OF FINANCE**

SECTION C- SUPPLEMENTAL GENERAL CONDITIONS

2026 CITYWIDE MESSENGER SERVICES

Requirements Notice to Bidders and Schedules. Tipped employees must be paid a base wage, that when combined with tips, equals at least the Fair Employment Wage.

Covered Employers must comply with all provisions of Chapter 189. To verify compliance, Covered Employers are required to submit a quarterly self-certification report to the Office of Equal Opportunity and submit payroll records upon request. For more information, review the attached Fair Employment Wage Notice to Bidders and Schedules or visit clevelandohio.gov/oeo.

Additional information and fillable PDF documents are available at clevelandohio.gov/oeo. The fillable PDF is the preferred format for vendors to complete the Fair Employment Wage Schedules to submit with the bid.

C-10 DURATION OF CONTRACT

The requirement contract if any shall be for a period of one year and shall not exceed \$49,999.00.

Effective Immediately: In accordance with Codified Ordinance 181.13 (I) the City shall receive competitive sealed bids through email. All City of Cleveland bids estimated to be less than 50K in value will be submitted and received electronically via email. All bids must be emailed to CityofClevelandbids@clevelandohio.gov. Upon receipt of your bid, you will receive a reply indicating your bid has been received.

Bidder's Instructions

See enclosed Terms & Conditions. Read and follow all terms and conditions of the bid.

Bids must be submitted to CityofClevelandbids@clevelandohio.gov, the Document ID Number and Buyer's Name must be identified in the email subject line. Also clearly state the Document ID Number, Bid Description, Buyer's Name and Closing Date.

PLEASE NOTE: Bids received after the Closing Date, Closing Time or sent to any other email address not identified in the Bidders Instructions cannot be considered.

Northern Ireland Affidavit must be completed, signed and included with each bid.

The bid must be submitted to: CityofClevelandbids@Clevelandohio.Gov

The bid documents must include:

- The Document ID Number and Buyers Name in email subject line
- PDF File of Request For Bid Form
- Terms & Conditions.
- Northern Ireland Affidavit.
- Wage Theft Form.

Contact the Buyer immediately at the number on the Bid Form if you do not have all the required documents.

Subject: Submission of NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE

Each bidder and/or appropriate parties should complete the DISCLOSURE and submit it with the bid, if possible. If not submitted with the bid, it must be completed and submitted to the Commissioner of Purchases and Supplies prior to any contract being awarded by the City. If a bidder or appropriate parties fail to complete and submit it, they shall not be eligible for a contract award.

NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE

INSTRUCTIONS: Pursuant to Codified Ordinance Sec. 181.36, the information requested on this page must be supplied by all Contractors and any Subcontractors having more than a fifty percent (50%) interest in the proposed contract prior to any contract being awarded by the City of Cleveland. Any Contractor or Subcontractor who is deemed to have made a false statement shall be declared to have acted in default of its contract and shall be subject to the remedies for default contained in its contract. For failure to cure such a default, the Contractor or Subcontractor shall be automatically excluded from bidding for the supply of any goods or services for use by the City for a period of two years.

CHECK WHICHEVER IS APPLICABLE:

A. The undersigned or any controlling shareholder,* subsidiary, or parent corporation of the undersigned is NOT ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If paragraph A. is checked, proceed to the signature line.)

B. The undersigned or any controlling shareholder,* subsidiary, or parent corporation IS ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If paragraph B. is checked, please either check the stipulation contained in paragraph C. or attach documentation that shows that the undersigned has complied with the stipulation contained in paragraph C.

C. The undersigned and all enterprises identified in paragraph B. are TAKING LAWFUL AND GOOD FAITH STEPS TO ENGAGE IN FAIR EMPLOYMENT PRACTICES WHICH ARE RELEVANT TO THE STANDARDS EMBODIED IN THE "MacBRIDE PRINCIPALS FOR FAIR EMPLOYMENT IN NORTHERN IRELAND." A copy of the MacBride Principles can be obtained from the Office of the Commissioner of Purchases and Supplies. In lieu of checking this paragraph, the undersigned must attach documentation which the undersigned believes shows compliance with the stipulation contained in this paragraph C.

Name of Contractor or Subcontractor
By: _____
Title: _____

*"Controlling shareholder" means any shareholder owning more than fifty percent (50%) of the stock in the corporation or more than twenty-five percent (25%) of the stock in the corporation if no other shareholder owns a larger share of stock in the corporation.



WAGE THEFT AND PAYROLL FRAUD DISCLOSURE

SUMMARY:

Bidders on certain City contracts, recipients of Assistance, and any of their prospective subcontractors must disclose any wage theft or payroll fraud violations over the last three years. Unless they receive a waiver from the City's Fair Wage Employment Board, violators are placed on the City's Adverse Determination List, which prevents them from entering into new contracts with or receiving Assistance from the City. This disclosure requirement and the waiver process are set forth in Chapter 190 of the Codified Ordinances of Cleveland, Ohio, 1976 ("Chapter 190").

INSTRUCTIONS:

Pursuant to Chapter 190, the information requested on this document must be provided by any person or entity bidding on or making a proposal for a Construction or Improvement Contract or a Service Contract, or applying for Assistance, and any of their prospective subcontractors.

Any person or entity that is deemed to have made a false statement shall be declared to have acted in default of its contract and shall be subject to the remedies for default contained in its contract.

DEFINITIONS:

"Adverse Determination" means a final action or adjudication that the person or entity in question has committed Wage Theft or Payroll Fraud and is further defined in Chapter 190.

"Assistance" means any form of City financial assistance, except for financial assistance provided for the development, rehabilitation or other means of providing residential housing. Assistance includes but is not limited to: grants; economic development loans; tax credits, incentives and abatements; subsidies; and bonds. Assistance does not include financial assistance which is received from another government or other entity with the City acting only as a conduit or fiscal agent for the funds, where the City exercises no control over the identity of any recipient or of the terms of the contract. Community Development Block Grant Funds are not considered conduit funds and, to the extent they otherwise qualify, are included as Assistance.

"Construction or Improvement Contract" means any contract entered into pursuant to Chapter 167 or Chapter 185 of the Codified Ordinances.

"Payroll Fraud" means concealing an entity's true payroll tax liability or other financial liability to a government agency from government licensing, regulatory or taxing agencies through misclassification of employees, failure to report or underreported



payment of wages, or executing a cash transaction while failing to maintain proper records of reporting and withholding.

“Service Contract” means any contract or subcontract between a person, business or corporation and the City of Cleveland that primarily involves the furnishing of services to the City (as opposed to the purchase of goods or other property or the leasing of property), and shall be limited to the following categories of services: food service, janitorial, security services, parking lot attendants, home health care, health care aides, waste management, automotive repair services, landscaping, towing contracts, building and maintenance services, carpentry, clerical services, urban forestry, housekeeping, street maintenance and repair, and sidewalk maintenance and repair. This includes services performed on City-owned premises including the following City-owned locations: airports, parking lots, municipal parks, recreational facilities, and City-owned buildings. Contracts that are primarily for the purchase of goods or other property are not considered Service Contracts.

“Wage Theft” means a violation of the Ohio Prompt Pay Statute, RC 4113.15; the Ohio Minimum Fair Wage Standards Act, RC Chapter 4111; Oh. Const. Art. II, Sec. 34a; RC Chapters 4109 or 4115; RC 4113.17, 4113.18, 4113.52 or 4113.61; or a violation of any substantially equivalent federal or state law; as any of these laws may be amended or superseded.

CHECK WHICHEVER IS APPLICABLE:

(A) () The undersigned person or entity HAS NOT had any Adverse Determinations within the last three (3) years.

(B) () The undersigned person or entity HAS had any Adverse Determinations within the last three (3) years.

If (B) is checked, then in an attachment(s) to this form, please disclose all Adverse Determinations within the last three (3) years.

Name of Person or Entity: _____

Signature: _____

Printed Name of Signatory: _____

Title of Signatory: _____

Date: _____