



INVITATION TO BID

(This is not an order.)

CITY OF CLEVELAND

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

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

Requestor: Randalene Porch
 2166643075
 RPorch@clevelandohio.gov

Procurement Folder	RFB No.	RFB Description	
159380	RFB 1508 202600000000227	Emergency/overflow printing	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
May 15, 2026 3:00 PM		1508	May 15, 2026 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	Emergency/overflow printing		From 2026-06-23 To 2028-06-23	

Various emergency/overflow printing as needed. The PO is not to exceed \$49,900.00. Please see below specifications and attached list.

1. All printing and design work will be considered the property of the City of Cleveland.
2. All items will be ordered as needed. Pricing quoted should be based on quantity requested per item.
3. Awarded vendor must provide a proof for each individual job requested unless otherwise approved by the Division of Printing.
4. All pricing must include cost of shipping including items returned to the vendor.
5. Please see attached schedule of items for list of potential items and specifications to be ordered.

Ship To:
Printing and Reproduction Printing and Reproduction 1735 Lakeside Ave 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

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.



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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.

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

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: _____

BID — SCHEDULE OF ITEMS

City of Cleveland Division of Purchases And Supplies 128 City Hall Cleveland, Ohio 44114			BID PAGE <u>1</u> OF <u>5</u> BIDDER MUST COMPLETE & SIGN BELOW	
TITLE OF BID Overflow and emergency printing services			NAME OF FIRM	
			STREET ADDRESS	
ORDINANCE NO.	PASSED	SIGNED	CITY	STATE ZIP CODE
DEPARTMENT OF Finance		DIVISION Printing & Reproduction	AUTHORIZED SIGNATURE	
CITY RECORD ADVERTISEMENT DATES		<input type="checkbox"/> STANDARD CONTRACT BID <input checked="" type="checkbox"/> REQUIREMENT CONTRACT	DATE	
BUYER		BID OPENING	12:00 O'CLOCK NOON OFFICIAL TIME	
DESCRIPTION			QTY.	UNIT PRICE
SIGN, DATE, AND COMPLETE THIS PAGE; SEE SUBSEQUENT SCHEDULE OF ITEMS PAGES FOR ADDITIONAL BIDDING INFORMATION ALL ITEMS ARE APPROXIMATE QUANTITIES				EXTENSION
ALL OF THIS BOUND INFORMATION MUST BE KEPT INTACT AND, TOGETHER WITH ANY ADDENDA ISSUED, MUST BE RETURNED WITH THE BID. OTHERWISE, THE BID MAY BE CONSIDERED INFORMAL.				DELIVERY (Days) PAYMENT DISCOUNT % Days
			FOR PURCHASING USE ONLY	

SCHEDULE OF ITEMS

City of Cleveland Division of Purchases And Supplies 128 City Hall Cleveland, Ohio 44114		BID PAGE <u>2</u> OF <u>5</u> BIDDER MUST COMPLETE & SIGN BELOW
TITLE OF BID: Overflow and emergency printing services		NAME OF FIRM
		STREET ADDRESS
		CITY STATE ZIP CODE
DEPARTMENT: FINANCE	DIVISION: Printing & Reproduction	AUTHORIZED SIGNATURE
		DATE
BUYER :	BID DUE BY	

Item No.	Description Uncoated Offset, Bond, & Laser Bond	Estimated Quantity	UNIT PRICE per 1,000	EXTENSION
1	VARIOUS 9X12 POCKET FOLDERS – folders should be quoted as one color with full bleeds and business card slits on one of the inside pockets. The folders will be ordered in minimum quantities of 500 and printed on standard C1S 12pt.	25,000		
2	VARIOUS 9X12 POCKET FOLDERS – folders should be quoted as two -color with full bleeds and business card slits on one of the inside pockets. The folders will be ordered in minimum quantities of 500 and printed on standard C1S 12pt.	25,000		
3	VARIOUS 9X12 POCKET FOLDERS – folders should be quoted as three -color with full bleeds and business card slits on one of the inside pockets. The folders will be ordered in minimum quantities of 500 and printed on standard C1S 12pt.	25,000		
4	VARIOUS 9X12 POCKET FOLDERS – folders should be quoted as four -color with full bleeds and business card slits on one of the inside pockets. The folders will be ordered in minimum quantities of 500 and printed on standard C1S 12pt.	25,000		
5	VARIOUS PRINTED BROCHURES- 8.5 X 11 brochures should be priced based on single color printed both sides on 70# opaque white with full bleeds. Pricing should be based on orders of a minimum of 1,000 brochures and should include the cost of folding	50,000		

SCHEDULE OF ITEMS

City of Cleveland Division of Purchases And Supplies 128 City Hall Cleveland, Ohio 44114			BID PAGE <u>3</u> OF <u>5</u> BIDDER MUST COMPLETE & SIGN BELOW	
TITLE OF BID: Overflow and emergency printing services			NAME OF FIRM	
			STREET ADDRESS	
			CITY	STATE
DEPARTMENT: FINANCE			DIVISION: Printing & Reproduction	
			AUTHORIZED SIGNATURE	
			DATE	
BUYER :		BID DUE BY		

Item No.		Estimated Quantity	UNIT PRICE per 1,000	EXTENSION
6	VARIOUS PRINTED BROCHURES- 8.5 X 11 brochures should be priced based on two- color printed both sides on 70# opaque white with full bleeds. Pricing should be based on orders of a minimum of 1,000 brochures and should include the cost of folding	25,000		
7	VARIOUS PRINTED BROCHURES- 8.5 X 11 brochures should be priced based on full-color printed both sides on 70# opaque white with full bleeds. Pricing should be based on orders of a minimum of 1,000 brochures and should include the cost of folding	50,000		
8	VARIOUS PRINTED BROCHURES 11 X 17 - Brochures should be priced based on 2-color printed both sides on 70# opaque white with full bleeds. Pricing should be based on orders of a minimum of 1,000 brochures and should include the cost of folding	50,000		
9	VARIOUS PRINTED BROCHURES 11 X 17 - Brochures should be priced based on 4-color printed both sides on 70# opaque white with full bleeds. Pricing should be based on orders of a minimum of 1,000 brochures and should include the cost of folding	50,000		
10	VARIOUS PRINTED BIN TAGS 3.5 by 5.5 manila 150# tag printed 2-side black ink with reinforced eyelets and strings (will be purchased in minimum quantities of 2,500)	20,000		
11	. VARIOUS PRINTED POSTCARDS printed 4 over 1 on 4 x 6 80# C1S cover shrink wrapped in packages of 25 pricing should be based on minimum quantities of 1,000	25,000		
12	2-part continuous forms 9 x11 printed black ink with a red marginal on each sheet- forms must be 20# NCR white top copy and a colored bottom copy. Pricing should be based on minimum quantities of 2,500	20,000		

SCHEDULE OF ITEMS

City of Cleveland Division of Purchases And Supplies 128 City Hall Cleveland, Ohio 44114		BID PAGE <u>4</u> OF <u>5</u> BIDDER MUST COMPLETE & SIGN BELOW
TITLE OF BID: Overflow and emergency printing services		NAME OF FIRM
		STREET ADDRESS
		CITY STATE ZIP CODE
DEPARTMENT: FINANCE	DIVISION: Printing & Reproduction	AUTHORIZED SIGNATURE
		DATE
BUYER :	BID DUE BY	

Item No.		Estimated Quantity	UNIT PRICE per 1,000	EXTENSION
13	2 part carbon interleaved form 4.5x 5.0 with 2 horizontal and 3 vertical perforations. Consecutive numbering in 5 positions with 1/2" peel off tape black ink with red numbering pricing should be based on minimum quantities of 2,500	25,000		
14	4 part carbon interleaved form 4.5x 5.0 with 2 horizontal and 3 vertical perforations. Consecutive numbering in 5 positions with 1/2" peel off tape black ink with red numbering pricing should be based on minimum quantities of 2,500	50,000		
15	VARIOUS 6 X 9.5 ENVELOPES –6 x 9.5 white 24# window envelope (side seamed) printed on front side one color pricing based on 500 minimum quantity	100,000		
16	VARIOUS 9 X 12 ENVELOPES – brown Kraft 28# envelope printed front side one color pricing based on 500 minimum quantity	20,000		
17	VARIOUS PRINTED PLASTIC BAGS 10 x 13 w/ door hanger hole- 3mil bags with printing on one-side 1- color all pricing should be based on 2,500 minimum orders	50,000		
18	VARIOUS PRINTED PLASTIC BAGS 10 x 13 w/ door hanger hole- 3mil bags with printing on one-side 2 color all pricing should be based on 2,500 minimum orders	25,000		
19	24"x11 3/4" tamper proof 3 mil clear poly property bags printed 2 colors one-sided with consecutive numbering in 2 positions with a tear off stub and peal and seal strip. Pricing should be based on minimum orders of 10,000	40,000		
20	TAMPER AND WEATHER RESISTENT LABELS – 1" x 2.5" each potential job will have sequential numbering and consist of one PMS color (not including the numbering) all order will be purchased in minimum quantities of at least 500 labels	20,000		

SCHEDULE OF ITEMS

City of Cleveland Division of Purchases And Supplies 128 City Hall Cleveland, Ohio 44114		BID PAGE <u>5</u> OF <u>5</u> BIDDER MUST COMPLETE & SIGN BELOW
TITLE OF BID: Overflow and emergency printing services		NAME OF FIRM
		STREET ADDRESS
		CITY STATE ZIP CODE
DEPARTMENT: FINANCE	DIVISION: Printing & Reproduction	AUTHORIZED SIGNATURE
		DATE
BUYER :	BID DUE BY	

Item No.		Estimated Quantity	UNIT PRICE per 1,000	EXTENSION
21	TAMPER AND WEATHER RESISTENT LABELS – 3” x 3” each potential job will have sequential numbering and consist of one PMS color (not including the numbering) all order will be purchased in minimum quantities of at least 500 labels	10,000		
22	TAMPER AND WEATHER RESISTENT LABELS – 4” x5” each potential job will have sequential numbering and consist of one PMS color (not including the numbering) all order will be purchased in minimum quantities of at least 500 labels	10,000		
23	Various sizes ranging from 1’ x 2’ up to 3’ x 4’ of tamper resistant signs with reflective ink printing items will be ordered in minimum quantities of 250	10,000		
24	Various printed weekly and or monthly planners – sizes will range from 5 x 7 and 8.5 x 11, printing can consist of foil, embossed, or silk screening product will be ordered in minimum quantities of 250	2,000		
25	VARIOUS PRINTED MANILA LEGAL FOLDERS - 8.5 X 14 printed two-sided black ink pricing should be based on minimum quantities of 1,000	10,000		
26	Various printed tax forms- 8.5 x 14 on 24# white with one laser perforation printed 2-color front & 1-color back	100,000		
27	Various printed tax forms- 8.5 x 11 on 24# white with one laser perforation printed 2-color front & 1-color back	100,000		
28	UTT/misdemeanor tickets printed in black ink two-sided with sequential numbering 4.25” x 11” in books of 20 sets of 4-part NCR with front and back printed covers	15,000 books		
29	Miscellaneous printed materials&graphic supplies – list percentage of discount that will be given of list pricing	% of discount		
30	Hourly pricing for various graphic design/typesetting work - must be billed in increments of 15 minutes	200 hours		

