



INVITATION TO BID

(This is not an order.)

CITY OF CLEVELAND

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

Buyer: Gregory Hart
 216-664-7076
 ghart@clevelandohio.gov

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

Procurement Folder	RFB No.	RFB Description	
160088	RFB 0402 202600000000277	FARMERS MARKET	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
June 04, 2026 3:00 PM			June 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	Farmers Market Pilot		From To	

The City is seeking a qualified market operator or partner to plan, coordinate, and manage the farmers market component of a six-week pilot program to be held at Mall C in downtown Cleveland. The pilot is intended to provide employees and others in the downtown area with access to fresh food and produce during the weekday lunch period in a structured market setting. The selected vendor would be responsible for organizing and administering the farmers market portion of the pilot, including farmer/vendor recruitment, weekly market coordination, and ongoing communication throughout the pilot period. If the pilot is successful, there may be an opportunity for future consideration next year (2027). Any future work would be subject to separate review, approval, and procurement requirements.

PLEASE SEE ATTACHED PDF'S FOR ADDITIONAL INFORMATION AND INSURANCE REQUIREMENTS

Ship To: Human Resources Human Resources 1468 East 55th Cleveland, OH 44103	Vendor Response <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th>Contract Amount</th> </tr> <tr> <td style="text-align: center;">\$</td> <td></td> </tr> </table>		Contract Amount	\$	
	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.

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

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: _____

INSURANCE REQUIREMENTS

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. Certification must be provided with sealed bid submission.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage -- \$1,000,000.00
each occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage -- \$1,000,000.00
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 \$500,000.00 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;
 - 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

The Contractor shall submit all required insurance certificates to the City with sealed bid submission, naming the City as an additional insured. No work may start until the Seller has provided the requisite 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 30 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. A copy of the Liability Insurance and the contractor's current workman's compensation certificate must be submitted to the Office of the Director of the originating department or its' designee before any services can be performed under this contract. Failure to comply will result in the cancellation of the purchase order.

Proposed Title

Request for Bid

Farmers Market Operations and Coordination for Six-Week Pilot Program

Project Overview

The City is seeking a qualified market operator or partner to plan, coordinate, and manage the farmers market component of a six-week pilot program to be held at Mall C in downtown Cleveland. The pilot is intended to provide employees and others in the downtown area with access to fresh food and produce during the weekday lunch period in a structured market setting.

The selected vendor would be responsible for organizing and administering the farmers market portion of the pilot, including farmer/vendor recruitment, weekly market coordination, and ongoing communication throughout the pilot period. If the pilot is successful, there may be an opportunity for future consideration next year (2027). Any future work would be subject to separate review, approval, and procurement requirements.

Pilot Dates and Approximate Hours

The six-week pilot is expected to take place on the following Fridays, rain or shine:

- August 7, 2026
- August 14, 2026
- August 21, 2026
- August 28, 2026
- September 11, 2026
- September 18, 2026

Approximate operating hours will be 10:00 a.m. to 1:30 p.m. each day.

However, the City reserves the right to make weather-related site or operational adjustments as needed.

Location

Mall C (also known as Strawbridge Plaza)

Lakeside Avenue E, Cleveland, Ohio 44114

(across from the Huntington Convention Center and between Cleveland City Hall and the Cuyahoga County Courthouse)

Site Context / Audience

Mall C is a visible downtown location near major office, civic, and event destinations and experiences weekday lunchtime activity. The pilot is intended primarily as an employee-focused weekday market experience for City employees, while also being accessible to others present in the downtown area during the event window.

The City intends to promote the pilot to City employees and may also share information with nearby downtown workplaces and additional City sites, as appropriate, to support awareness and participation.

Site Conditions / Location Notes

Bidders should note the following known site conditions:

- Tent stakes may not be driven into the grass.
- Additional sidewalk space may be available, subject to final site coordination.
- Access to electricity may be available, subject to final site coordination and approval.

Minimum Qualifications

Bidders should demonstrate the following:

- At least three years of experience organizing, operating, or managing farmers markets
- Experience recruiting and coordinating local farmers and produce vendors
- Experience managing recurring public or community-facing market events
- Ability to provide on-site coordination and vendor management throughout the pilot period
- Ability to track participation and provide summary reporting
- Meet required insurance requirements

Scope of Services

The selected vendor should be prepared to provide the following services in support of the pilot:

- Recruit, coordinate, and manage participating farmers and produce vendors for all six pilot dates

- Maintain consistent communication with vendors regarding participation, logistics, arrival, setup, and expectations
- Oversee weekly market operations for the farmers market component during the pilot period
- Coordinate vendor scheduling and maintain vendor participation across all pilot dates
- Provide a market layout recommendation for the farmers market portion of the site
- Serve as the primary point of contact for market-related coordination
- Work collaboratively with the City and any identified partners on logistics and implementation
- Track participation and key pilot benchmarks throughout the series
- Provide a final written summary at the conclusion of the pilot

Farmer Participation Expectation

The City is seeking a market partner that can recruit and manage a minimum of six to eight farmers for each pilot date. There is space to accommodate more participants if appropriate and supported by the market operator's plan.

Bid Requirements

Interested bidders should submit the following:

- A brief overview of the organization or vendor
- Description of relevant farmers market experience, including at least three years of market operation or coordination experience
- Description of experience working with local farmers and produce vendors
- Proposed approach to recruiting and managing vendor participation for the six-week pilot
- Proposed staffing and on-site management plan, including primary point of contact
- Proposed project timeline for implementation
- Itemized list of costs
- Any assumptions, exclusions, or additional services proposed by the bidder

Itemized Cost

The City is requesting an itemized list of costs associated with the six-week pilot. Bidders cost should be broken down as clearly as possible include a total and may include, as applicable:

- Market planning and coordination
- Vendor recruitment and scheduling
- Weekly on-site market management
- Vendor communications
- Setup and breakdown coordination
- Reporting and final summary
- Any other proposed administrative or operational costs

Pilot Benchmarks and Reporting

As part of the pilot, the selected vendor should provide basic benchmarks throughout the six-week period and a final summary at the end of the pilot.

Benchmarks may include:

- Number of participating farmers or vendors each week
- Vendor consistency across the six weeks
- Estimated attendance or customer engagement, if reasonably available
- General observations regarding market activity and flow
- Operational successes or challenges
- Recommendations for future continuation or improvement

At the conclusion of the pilot, the selected vendor should provide a brief written summary of the overall pilot, including observations, outcomes, and recommendations.

Additional Notes

This request is for the farmers market component of a broader pilot initiative. The City may have additional on-site elements during the pilot period. The selected vendor will be expected to coordinate professionally and collaboratively within a larger event setting.