



# 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:** Mackenzie Yoder  
 216-265-4685  
 myoder@clevelandairport.com

| Procurement Folder    | RFB No.                  | RFB Description     |                              |
|-----------------------|--------------------------|---------------------|------------------------------|
| 160321                | RFB 3001 202600000000305 | Holiday Decorations |                              |
| RFB Closing Date/Time |                          | Department/Division | Public Bid Opening Date/Time |
| July 09, 2026 3:00 PM |                          | 3001                | July 09, 2026 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   |                   | From<br>To    |                  |

Holiday Decorations at CLE and BKL

Department of Port Control

Labor and materials necessary to design, deliver, install and de-install Holiday Decorations for 2026 and Seasonal and promotional displays in 2026/2027.

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 facilities.

Vendor to install Holiday decoration and must be completed no later than 11:59pm on Wednesday November 18, 2026, unless coordinated with the Department of Port Control. Vendor to de-install all Holiday Decorations, no earlier than January 8, 2027, unless coordinated with the Department of Port Control.

Seasonal and promotional displays will be installed in conjunction with photo op or Airport campaigns with 1 months notice. All displays must remain for a minimum of 30 days and be removed upon request.

Vendor to include any price discounts offered if any.

Vendor to include labor rate per hour.

Vendor to install all decorations in Cleveland Hopkins International Airport and Burke Lakefront Airport during the hours of 9pm-3am Tuesday and Wednesday.

Vendor to de-install all decorations in Cleveland Hopkins International Airport and Burke Lakefront Airport during the hours of 9pm-3am Tuesday and Wednesday.

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



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4. All trees should have lights

Items are to include by not limited to the following:

Exterior near CLE sign

(14) 4-6 deer with white LED lights

(7) Existing trees will be lighted 6 high on trunks and branches w/ white LED lights wound tightly

Ticketing (color theme is CLE blue, green and silver)

(6) Revolving Doors will have

(12) 9 LED lighted garland, no dcor, to go around the top of the doors (2) 9 pieces per door)

(6) 3-4 Large, wooden Green, Blue, Silver Presents with bow on top, 1 per top of each door

(18) Assorted colorful foil wrapped presents, 3 per top of each door

(12) 5,6,7 flocked trees (2 per door)

Concourse A (color theme red and silver)

Throughout concourse on columns

(10) 34 mixed pine cabochons with red bow, red and silver ornaments

Throughout the concourse lattice ceilings

Red and silver alternating round ornaments (3-4) hanging 6 and 4 alternating from beam by fishing wire

(252) A-3

(525) A-6

(108) A-5

(108) A-11

(144) Paninis



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Display at A-8/A-7 open seating area 360 photo opp.

Sleighs with presents, winter trees, winter animals: unlit

3- 7-8 trees with red silver bulbs and decorations red tree skirts

Red orbs and decorated presents to match

One large 5 sleigh with decorated gifts secured inside

One large stuffed reindeer (4 long by 3 high)

Central Checkpoint linear display by bypass door:

10 linear display with snow small silver and gold sleigh (2), silver and gold: 4 small 1.5 snowy trees, 2- 4 lit trees with taped down extension cords, tree skirts in gold or silver

Concourse B (color theme red and gold)

Throughout the concourse on lattice ceiling:

red and gold alternating round ornaments (3-4) hanging 6-4 alternating from beam by fishing wire

(162) B-2

(162) B-5/B-6

(36) B-7

Throughout concourse on columns

(10) 34 mixed pine cabochons with red and gold ornaments and bows

Corner before B-1 on floor and window ledge for layered look Wooded theme:

(3) 8-7 -6 trees lighted with white LED and decorated woodsy theme (owls, bark etc.) with snow and skirting

(1) white deer

(2) green 4trees with appearance of snow and lights

(1) 3 tree with light



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| Ship To:  |                          | Vendor Response     |                              |
| CHIA CENTRAL RECEIVING<br>CHIA CENTRAL RECEIVING<br>19451 FIVE POINTS RD<br>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.

**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.

**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.



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**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 at CLE and BKL***

### **Department of Port Control**

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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

Items are to include by not limited to the following:

### **Exterior near CLE sign**

(14) 4’-6’ deer with white LED lights

(7) Existing trees will be lighted 6’ high on trunks and branches w/ white LED lights wound tightly

### **Ticketing (color theme is CLE blue, green and silver)**

***(6) Revolving Doors will have***

(12) 9’ LED lighted garland, no décor, to go around the top of the doors (2) 9’ pieces per door)

- (6) 3'-4' Large, wooden Green, Blue, Silver Presents with bow on top, 1 per top of each door
- (18) Assorted colorful foil wrapped presents, 3 per top of each door
- (12) 5', 6', 7' flocked trees (2 per door)

**Concourse A (color theme red and silver)**

***Throughout concourse on columns***

- (10) 34" mixed pine cabochons with red bow, red and silver ornaments

***Throughout the concourse lattice ceilings***

Red and silver alternating round ornaments (3"-4") hanging 6" and 4" alternating from beam by fishing wire

- (252) A-3
- (525) A-6
- (108) A-5
- (108) A-11
- (144) Paninis

***Display at A-8/A-7 open seating area 360 photo opp.***

- Sleighs with presents, winter trees, winter animals: unlit
- 3- 7'-8' trees with red silver bulbs and decorations red tree skirts
- Red orbs and decorated presents to match
- One large 5' sleigh with decorated gifts secured inside
- One large stuffed reindeer (4' long by 3' high)

***Central Checkpoint linear display by bypass door:***

- 10' linear display with snow small silver and gold sleigh (2'), silver and gold: 4 small 1.5' snowy trees, 2- 4' lit trees with taped down extension cords, tree skirts in gold or silver

**Concourse B (color theme red and gold)**

***Throughout the concourse on lattice ceiling:***

red and gold alternating round ornaments (3"-4") hanging 6"-4" alternating from beam by fishing wire

- (162) B-2
- (162) B-5/B-6
- (36) B-7

***Throughout concourse on columns***

- (10) 34" mixed pine cabochons with red and gold ornaments and bows

***Corner before B-1 on floor and window ledge for layered look Wooded theme:***

- (3) 8'-7 1/2'-6' trees lighted with white LED and decorated woody theme (owls, bark etc.) with snow and skirting

- (1) white deer
- (2) green 4'trees with appearance of snow and lights
- (1) 3' tree with lights and white frost on green branches

***On the wall near entrance to B:***

- (1) 36" wreath unlit and decorated in red and gold

**Concourse C (color theme is gold, red and silver)**

***Throughout Concourse C on columns:***

- (40) 2' cabochons decorated in gold, red and silver with bows

***Across every other overhead beam of skylight C3-C14***

- (22) 9' garland decorated on both ends with red, gold and silver ornamentation, center will have a decoration, and the entire piece will be double sided
- (66) bows red and gold in color centered on ends of garland (double sided)

***Skylight near the "banjo" area of Concourse C:***

- (2) 36" wreaths, unlit, decorated gold and silver and red and hung in skylight near United Club
- (2) 72" cabochons, unlit, decorated in red, gold and silver to go on silver columns
- (14) 9' garland double sided decorated on both ends in gold and red and silver ornamentation, center is decorated from C21-C29
- (42) bows red and gold in color centered on ends of garland (double sided)

***Winter theme polar bear display wrapping the rail near C food court (across from United Club)***

25'x6' Winter Wonderland Display w/ snow or silver, red and white tree skirting of entire display to include:

- (3) 7'-9' trees, LED lighted, and elegantly decorated in silver and white. Tree skirts with gift wrapped presents beneath
- (3) 4'-6' polar bears and one baby bear
- (3) 20" orbs (red, silver)
- (1) 5' sleigh filled with gift wrapped presents
- (12) silver/white and silver/red trees 5'-6'
- (2) red and white bulb trees 5'

***Food Court:***

2 - 7 ½' trees lighted white LED and decorated in white and silver on columns at Chick Fil A and Shake Shack, silver tree skirts, no presents beneath trees

**Baggage Claim: (color theme is CLE Blue, silver, green)**

- (20) 34" cabochons on columns decorated in blue, green and silver

# **Buke Lakefront Airport**

## ***Front entrance to BKL:***

- (1) 9' tree, lighted and decorated in blue and silver
- (2) 7 1/2' trees lighted and decorated in blue and silver
- (3) Tree skirts
- (1) Riser to raise one of the trees

## **SEASONAL and PROMOTIONAL DISPLAY 6 stations total consisting of some or all of the following:**

Examples of possible displays

Fall: corn stalks, hay bales, scare crows, pumpkins, sunflowers, etc.

Spring: themed to fit large events going on in Cleveland or spring flowers and colors

Summer: beach theme, sun, beach umbrellas, beach balls, beach balls, surf boards, ships, docks, etc.

New route displays: Color and theme to be determined by the marketing department may include illuminated lettering as well as flowers and balloons, planes and other stationary items to enhance the display.

All displays must be 8' x 5' minimum and enhance the selfie stations set up by Fraport including flowers, balloons, and seasonal items as listed above.

**Each display will be discussed for content and approved one month before installation.**

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 \_\_\_\_\_ \$

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: \_\_\_\_\_