



# 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:** Holly Murphy  
 216-664-2235  
 murphyh@cmcoh.org

Procurement Folder	RFB No.	RFB Description	
160060	RFB 0116 202600000000321	purchase of file folder with double strip label	
RFB Closing Date/Time		Department/Division	Public Bid Opening Date/Time
July 09, 2026 3:00 PM		0116	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	purchase of file folder with double strip label		From To	

Vendor is responsible for quoting on the following labels and services as specified:

TRAFFIC FILE FOLDER WITH DOUBLE STRIP LABEL Qty 17,250

The folder must meet or exceed the following specifications:

- A file folder manufactured from 14 pt. paper of white stock; 185 lb. Basis weight; top corners round both front and back panels
- Overall dimension of back panel 9.5" height x 12.25" width including a reinforced end tab along the 9.5" edge starting 1 1/8 up from bottom, undercut deep; the front panel has a 11 1/2" width
- File to have three (3) score marks 1/4" and 1/2" and 3/4" along the 12.25" folded edge (for folding)
- 2B fastener steel is tin mill black plate, adhesive is a hot melt, installed in position 2
- Vinyl pockets attached to the inside front panel in from the edge with opening towards right (approximate position #3). Pocket opening towards undercut on front panel; vinyl pockets made of clear .006 PVC and a .0035 white PVC with an acrylic based pressure sensitive adhesive; small pocket size is 6 3/8 W x 4 H overall, inside dimensions 6 x 4
- Color frame folder to be frame file style e.g. with solid ink applied to the front and back of the folder as a 3" frame; ink is water-based acrylic. Deep red for Traffic
- Copy will be black ink, top to bottom (excluding color frame), on all sides. On the end tab are manufactured double-strip labels made permanent by acrylic adhesive on 60 lb. or greater paper stock with 1 mil or greater Mylar-coated laminate applied to file folder by vendor - dimension of double-strip label: 1 " width to fit the Bar Code along the outside edge on the back of the folder; 8 1/4" length
- Double-strip label copy shall be two vertical (extreme left and extreme right) columns as follows: the top of the tab shall start with a year band. Right under the year band shall be a white area with a " square matrix or outline for user applied label alignment; then six (6) vertically set case numbers, in black printed on a white background with 1/32" black space between them for a total height of 5 for the case numbers. Between these vertical columns of numbers shall be the corresponding color rectangles color-coded as per numbers specified below and with a 1/32" black border

**BACKGROUND COLOR CODE FOR SEQUENTIALLY NUMBERED TRAFFIC FILES:**

NOTE: The vendor will be responsible for matching the year label color & size with the existing system.

**LETTERING IN BLACK**

- 1 - Blue 6 - Black
- 2 - Brown 7 - Orange
- 3 - Yellow 8 - Dark Blue
- 4 - Purple 9 - White
- 5 Red 0 - Green

- Strip Label to have a 3-of-9 bar code on the front & back in a vertical rectangle next to the case numbers and must be 1 5/8 from the top of the strip label - cannot be obstructed by user applied case determination or personal number labels. Length of barcode is to be no more than 1 3/8. Bar code format will not match the strip label case number, rather it is to be a separate numbering scheme of unique numbers that will be assigned to the case in the Courts computer system. Bar code must have a unique number for all the Traffic file folders. The bar code shall be formatted as follows: 2027TR007951

- 2027 Label Color and starting # will be determined by the Cleveland Municipal Clerk of Courts



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- Files must be packed in numerical order in cartons (approximately 200 - 250/carton), must be palletized in numerical order and should include a label on each carton detailing the following

Traffic 2027  
 starting # and ending #  
 Red Folder

It's recommended to obtain a sample of the file folder with double-strip label by contacting Holly Murphy, Purchasing Manager, at 216-664-2235

Finished products need to be delivered by October 1st, 2026, to:

Cleveland Municipal Clerk of Courts  
 Justice Center  
 1200 Ontario St., Level 2  
 Cleveland, Ohio 44113

To view the file folders contact Holly Murphy at 216-664-2235  
 vendor must deliver finished product by 10/1/26

Ship To:	Vendor Response	
Municipal Court-Clerk's Div Muni Court-Clerk's Div Level 2 1200 Ontario St, Level 2 Cleveland, OH 44113	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**



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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

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: \_\_\_\_\_