



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: Lisa Melhuish
216-664-6017
LMelhuish@clevelandohio.gov

Procurement Folder	RFB No.	RFB Description
161715	RFB 6004 202600000000479	Promotional Items for the Division of EMS
RFB Closing Date/Time		Department/Division
September 28, 2026 3:00 PM		6004
		Public Bid Opening Date/Time
		September 28, 2026 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	ITEM# VPP1894 Blue 6-In-1 Dynamo Multi-Tool Pen	1000.00000 / EA		

ITEM# VPP1894 Blue 6-In-1 Dynamo Multi-Tool Pen Product Size: 4.125"W X 4.125"HDescription

Multi-tasking must-have gift for anyone - perfect for quick fixes

Smooth-writing, black-ink ballpoint pen beneath removable cap has a rubber comfort grip

Stylus built into cap keeps touchscreen smudge free

Notch in cap functions as a smartphone stand

Compass on opposite end of barrel

Flip compass up to access bright LED flashlight (on/off switch on barrel, batteries included)

Unscrew body to access the reversible flat/Phillips head screwdriver bit

PRODUCT ONLY COLOR IS BLUE IMPRINT CLEVELAND E.M.S

DELIVERY CHARGE AND PERSONALIZATION SETUP FEE MUST BE INCLUDED IN THE ITEM PRICE,

Ship To:	Vendor Response		
Cleveland Ems Headquarters Cleveland Ems Headquarters 1701 Lakeside Ave. Cleveland, OH 44114	Unit Price	Extension	Delivery Days
	\$	\$	Day(s)

Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 2	ITEM# OSB3077 Pro Soft Touch Aluminum Pen	2500.00000 / EA		

ITEM# OSB3077 Pro Soft Touch Aluminum Pen - PRODUCT COLOR-SAPPHIRE BLUE -

Imprint Size: 2.5"W X 0.25"H,

Description :

Plunger-action ballpoint pen with pocket clip attached to clicker

Aluminum barrel adds a touch of sophistication

Medium point

IMPRINT CLEVELAND EMERGENCY MEDICAL SERVICE (INK COLOR -WHITE) DELIVERY CHARGE AND PERSONALIZATION SETUP FEE MUST BE INCLUDED IN THE ITEM PRICE,

Ship To:	Vendor Response		
Cleveland Ems Headquarters Cleveland Ems Headquarters 1701 Lakeside Ave. Cleveland, OH 44114	Unit Price	Extension	Delivery Days
	\$	\$	Day(s)



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September 28, 2026 3:00 PM			6004	September 28, 2026 3:00 PM	
Group/Line#	Commodity Description		Item Quantity/UOM	Service Dates	Catalog Discount
1 / 3	ITEM# OSA-6906 MOP TOPPER STETHOSCOPE STYLUS PEN		2500.00000 / EA		
ITEM# OSA-6906 MOP TOPPER STETHOSCOPE STYLUS PEN- PRODUCT COLOR (BLUE) CUSTOMIXES OUR LOGO WORDING NEXT TO IT 'CLEVELAND EMS IN BLACK COLOR FONT- (logo attached to header page of the requisition) DELIVERY CHARGE AND PERSONALIZATION SETUP FEE MUST BE INCLUDED IN THE ITEM PRICE, FONT-APTOS BLACK Product Size: 6 1/4" - INK: BLACK Imprint Specifications Imprint Size: 1 3/8" X 5/16", Description Fun, medical-themed stylus pen is sure to make your team smile Pen features a smiley face clicker and microber mop top "hair" to clean touchscreens Upper pen barrel gives the look of scrubs Stethoscope-shaped clip great for medical professionals Soft-tipped stylus navigates touchscreens Click-action ballpoint pen extends through stylus tip					
Ship To:			Vendor Response		
Cleveland Ems Headquarters Cleveland Ems Headquarters 1701 Lakeside Ave. Cleveland, OH 44114			Unit Price	Extension	Delivery Days
			\$	\$	Day(s)
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.



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September 28, 2026 3:00 PM		6004	September 28, 2026 3:00 PM

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.

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: _____

OUR LOGO

CLEVELAND



E.M.S

Font is Aptos Black

Blue 6-In-1 Dynamo Multi-Tool Pen - Personalization

Item #: VPP1894



PRODUCT ONLY COLOR IS BLUE – **IMPRINT CLEVELAND E.M.S**

DELIVERY CHARGE AND PERSONALIZATION SETUP FEE MUST BE INCLUDED IN THE ITEM PRICE,

Product Specifications

Product Size: 4.125"W X 4.125"H

- Multi-tasking must-have gift for anyone - perfect for quick fixes
- • Smooth-writing, black-ink ballpoint pen beneath removable cap has a rubber comfort grip
- • Stylus built into cap keeps touchscreen smudge free
- • Notch in cap functions as a smartphone stand
- • Compass on opposite end of barrel
- • Flip compass up to access bright LED flashlight (on/off switch on barrel, batteries included)
- • Unscrew body to access the reversible flat/Phillips head screwdriver bit

Pro Soft Touch Aluminum Pen - Laser-Engraved Personalization



Item #: OSB3077

PRODUCT ONLY COLOR IS SAPPHIRE BLUE – IMPRINT CLEVELAND EMERGENCY MEDICAL SERVICE (INK COLOR -WHITE) DELIVERY CHARGE AND PERSONALIZATION SETUP FEE MUST BE INCLUDED IN THE ITEM PRICE,

Product Specifications

Imprint Size: 2.5"W X 0.25"H,

Description :

- Plunger-action ballpoint pen with pocket clip attached to clicker
- Aluminum barrel adds a touch of sophistication
- Medium point



Item #: OSA6906

(OUR LOGO - then wording next to it "CLEVELAND EMS" color font black

MopTopper™ Stethoscope Stylus Pen - One-Color

COLOR – BLUE

Product Specifications

Minimum Order Quantity: 125

Product Size: 6 1/4" - INK: BLACK

Imprint Specifications

Imprint Size: 1 3/8" X 5/16", UP TO 2 LINES/LOGO UP TO 24 CHARACTERS

Description

- Fun, medical-themed stylus pen is sure to make your team smile
- Pen features a smiley face clicker and microfiber mop top "hair" to clean touchscreens
- Upper pen barrel gives the look of scrubs
- Stethoscope-shaped clip great for medical professionals
- Soft-tipped stylus navigates touchscreens
- Click-action ballpoint pen extends through stylus tip
- Black ink
- custom one-color personalization