



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: Tom Kushner
216-420-8107
tkushner@clevelandohio.gov

Procurement Folder	RFB No.	RFB Description
161845	RFB 7015 202600000000484	Parts and labor for Trailer Repair
RFB Closing Date/Time	Department/Division	Public Bid Opening Date/Time
October 02, 2026 3:00 PM	7015	October 02, 2026 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/ Line#	Commodity Description	Item Quantity/ UOM	Service Dates	Catalog Discount
1 / 1	Parts and labor for Trailer Repair		From To	

SEE ATTACHMENT FOR FILLABLE SPECS

Vendor must be located within 25 miles of 4150 E 49th St Cleveland OH 44105

Vendor must indicate comply or exception to all of the attached specifications.

-Vendor must be capable of servicing all listed brand names.

State Comply or Exception:

State Discount (%):

State Labor Rate (per Hour):

PO not to exceed \$15,000.00.

Ship To:
MOTOR VEHICLE MAINTENANCE MOTOR VEHICLE MAINTENANCE 4150 EAST 49TH STREET, BLDG. #1 Cleveland, OH 44105

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.



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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.

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: _____

Vendor must be located within 25 miles of 4150 E 49th St Cleveland OH 44105

Vendor must indicate comply or exception to all of the attached specifications.

-Vendor must be capable of servicing all listed brand names.

State Comply or Exception:

State Discount (%):

State Labor Rate (per Hour):

PO not to exceed \$15,000.00.

SPECIFICATIONS/DESCRIPTIONS
OF PRODUCTS AND/OR SERVICES

SPECIAL ATTENTION TO ALL BIDDERS

Read the entire specification as it applies to this bid paragraph C-1 through C-22.

NOTE SPECIFICALLY PARAGRAPH C-16

SPECIFICATION

C-1 MATERIAL TO BE PURCHASED: The material to be purchased under the terms of this bid shall be parts and/or labor.

C-2 CATALOGUE AND PRICE LIST

A. Initial bid shall be accompanied by one (1) of the manufacturer's latest complete standard price list, catalogues and cross reference material.

B. All of the bidders items must meet the latest Original Equipment Manufacturer's (O.E.M.) Specifications for replacement of parts per application and use.

C. Vendors must have the ability and capacity to supply the parts on a regular daily and emergency basis.

C-3 Catalogue and price list submitted as part of this bid must be signed by the same person and in the same manner as the bid form. The number and date of price list and Catalogue must be included on our bid form.

The first page of each price list must have the following information typed or printed legibly at the top of each page.

- (1) Price list column
- (2) Terms of payment
- (3) Discount on net price
- (4) Date submitted

C-4 ADDITIONAL COPIES:

After award of bid vendor must submit two (2) additional copies of the catalogues, price list and cross reference materials, to the Storeroom, 4150 East 49th Street, Division of Motor Vehicle Maintenance.

C-5 PRICES:

All prices shall be net (F.O.B. delivered) to the City of Cleveland, no extra delivery charge, Division of Motor Vehicle Maintenance, 4150 East 49th Street, Cleveland, Ohio 44105. The contract shall be based on the manufacturer's latest standard published price list, less the Federal Excise Tax and the discounts and net exchange of prices stated on the bid form. Any new parts, not contained in the Manufacturer's latest standard published price list accompanying the bid and placed on the market subsequently during the contract period shall be included and be priced at the price set forth in such price list at the time of the order and subject to the discount bid.

**SPECIFICATIONS/DESCRIPTIONS
OF PRODUCTS AND/OR SERVICES**

C-6 DISCOUNT:

Discounts from printed price lists may be plainly shown and the discounts applicable to each page of any catalogue or price list must be clearly stated and signed by the Bidder in ink either on the page itself or by letter attached to and made part of the bid form and noted thereon, which plainly and clearly identified the page and the items on the page to which discount applies. Any discount not clearly stated will be disregarded in determining the lowest and best bid and the price quoted will be considered as a net price as printed.

C-7 CHANGES IN NUMBER:

If the number of any item in the parts list is changed or altered by the manufacturer during period of this contract, such change or alteration shall be accepted by the City in lieu of the original part number. The contractor in making any change or alteration of a part number shall notify the Division of Purchases and Supplies.

C-8 PLACE OF DELIVERY:

All parts of supplies to be furnished under the terms of this bid shall be delivered to any garage or station of the City of Cleveland, as designated in orders issued by the Commissioner of Purchases and Supplies, without any charge for delivery. (F.O.B. Delivered) Division of Motor Vehicle Maintenance, Storeroom 7, 4150 East 49th Street, Cleveland, Ohio 44105.

C-9 SPECIAL PROVISION RELATING TO ACCEPTING OF DELIVERY:

Anything in Paragraph B-25 to the contrary notwithstanding, in the event that the execution of the contract is delayed for any reason beyond the date immediately succeeding the termination of a prior contract for the items which are the subject of this invitation to bid, the date for acceptance of delivery of said items shall be as fixed by the Board of Control Resolution making the award of contract therefore. Should such prior contract not have expired on the date of award of the present contract, then the effective date of the new contract will be the day following the expiration of the prior contract.

C-10 INSPECTION:

The City of Cleveland reserves the right to inspect the vendors facility of operation and any subcontractor. If any subcontractors are used list, their names and addresses.

C-11 QUALITY OF PARTS AND WORKMANSHIP:

For any rebuilt parts of where any labor may be involved the workmanship shall be performed in accordance with accepted commercial parties and the latest manufacturer's O.E.M. specifications.

C-12 QUESTIONS OF QUALITY:

The City of Cleveland reserves the right at random to disassemble and inspect any and all parts supplied by vendor. If parts are found not to be in compliance with O.E.M. specifications for replacement parts and rebuilding the City of Cleveland reserves the right to terminate this contract.

C-13 WARRANTY:

All parts and labor must be warranted by the contractor by the contractor. All the work performed by the vendor or the purchase of new parts must be guaranteed to be free from defects in workmanship and material under City of Cleveland normal use and service.

NEW O.E.M. parts and labor:
Six (6) months unlimited mileage.

Vendor must be an authorized dealer of these parts.

**SPECIFICATIONS/DESCRIPTIONS
OF PRODUCTS AND/OR SERVICES**

C-14 QUESTIONS ON WARRANTY:

In the event the City of Cleveland experiences a problem with parts which are still under warranty (or beyond warranty period) and the vendor fails to remedy the problem in a timely fashion then this contract will be subject to cancellation per paragraph B-10 General Conditions.

C-15 EXCEPTION TO PROVISION:

Any vendor/bid taking exception to any provisions may be considered unresponsive and may be rejected.

C-16 AVAILABILITY TO FURNISH PARTS:

Since it is necessary for the City of Cleveland, Division of Motor Vehicle Maintenance to order and receive parts on a daily basis the bidder must maintain a Warehouse and stock all the parts necessary on the shelf which can meet City of Cleveland requirements and emergency situations.

C-17 OBSOLETE PARTS:

Vendor agrees to review parts during the current requirement contract with City of Cleveland, Division of Motor Vehicle Maintenance, to determine obsolete or excessively slow moving parts.

Vendor agrees to accept obsolete parts up to 10% of the annual purchases.

The new contract supplier must evaluate existing inventory of product lines awarded within thirty days. The contract supplier will have the option to re-box, re-label or stock lift inventory.

C-18 DELIVERY INVOICE:

Delivery invoice will accompany each order. Vendor will provide two (2) statements for billing purposes, summarizing completed activity to the Division of Motor Vehicle Maintenance, 4150 east 49th Street, Cleveland, Ohio 44105 by the fifth working day of each month.

C-19 DELIVERY OF PARTS:

All parts are to be delivered within twenty four (240 hours after receipt of order (A.R.O.) from the City of Cleveland. Please refer to paragraph B-12 General Conditions, Delay for Causes Beyond Control. If the conditions of B-12 cannot be met vendor's bid will be subject to cancellation per paragraph B-10.

In the event that any vendor cannot deliver the parts due to the conditions set forth in paragraph B-12 General Conditions or for any other reason which may cause delay, the City of Cleveland, Division of Motor Vehicle Maintenance reserves the right to purchase items on the open market via Material Requisition basis.

C-20 LABOR:

The labor portion of those contract will be used as an OPTION for assistance at the City's discretion as the need arises. The labor rate will not be a major consideration in the bid analysis. This is primarily a parts contract however, we need to know the labor rate for if and when the need arises. Bid one labor rate for all repair work. All work mechanical.

C-21 WARRANTY DEDUCTIBLE:

All warranty deductibles (if applicable) shall be billed and paid under this contract.

C-22 RIGHTS:

All rights and remedies provided in this contract shall be deemed cumulative and additional and not in lieu of or exclusive of each other or any other remedy available to the City of Cleveland at law or equity.

SPECIFICATIONS/DESCRIPTIONS
OF PRODUCTS AND/OR SERVICES

OEM Manufacturers

The vendor shall stock parts from the following manufacturers, as well as other trailers
in the City of Cleveland trailer inventory:

Atwood	Ajax
Century	Cronkhite
Crosley	Custom
Dexter	Dico
Drawtite	Eager Beaver
Fayette	Fulton
Haulette	Heavy Duty
Hutch	Hatfield
Hudson	Magline
Modern	Nordson
Owens	Peterson
Piquea	Parker
Quality	Reddi-Haul
Rodgers	Snow
Totem	Trail King
U. S. Cargo	