



INVITATION TO BID

(This is not an order.)

Page 1 of 2

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: John Laird
216-664-2514
jlaird@clevelandohio.gov

Procurement Folder	RFB No.	RFB Description
162246	RFB 7011 202600000000518	DPW Employee Recognition Dinner
RFB Closing Date/Time	Department/Division	Public Bid Opening Date/Time
October 15, 2026 3:00 PM	7001	October 15, 2026 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/Line#	Commodity Description	Item Quantity/UOM	Service Dates	Catalog Discount
1 / 1	Catering		From To	

Ship To:

Camp Forbes
Camp Forbes
25440 Harvard Rd
Cleveland, OH 44122

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.

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

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.



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: _____

Name of Signatory: _____

Title of Signatory: _____

Date: _____

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.

Requisition for Catering Services – Employee Recognition Dinner

The Vendor shall provide food, beverages, and related supplies and services, as requested by the Department during the term of this Purchase Order for a minimum of 300 people or more as communicated by the staff.

The selected caterer will be responsible for providing a buffet meal for 300+ people. The proposal should include all food, preparation, delivery, setup, service, and cleanup services associated with the catering portion of the event.

- The vendor shall develop appetizers menu, a dinner menu and assorted desserts for the Department of Public Works Employee Recognition dinner. Menu will be reviewed, tasted and accepted by the Department staff.
- The vendor will meet with the Department of Public Works staff to finalize the event details and menu.
- Event will occur on 12/04/2026
- The vendor shall have prior experience catering for large groups of 300+ people.

The Vendor should be capable of providing the following items, but not limited to:

- Appetizers
- Assorted dips
- Assorted desserts
- Beverages such as bottled water, soft drinks, juice, etc.
- Complete meals which would include a source of protein, a carbohydrate/starch and a vegetable.
 - Meals may include a vegetarian dish, vegan dish, gluten free dish, etc.
- Fresh salads
- Fruit, vegetable, and/or cheese trays
- Sandwiches
- Soups
- Paper products, including plates, cups, napkins, and disposable cutlery
- Condiments

The Vendor shall submit a unit price list for all food items, beverages, and related supplies within the proposal. All prices shall remain firm and fixed for the entire term of the Purchase Order. No price increases shall be permitted unless approved in writing by the City.

The city will determine the menu, quantities, date and time for the order.

VENDOR QUOTE FORM

Vendor Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Quote/Proposal No.: _____ Date: _____

Quote Valid Through: _____

Pricing Instructions

Please provide pricing for the items listed below. Vendors may include additional items or services that they can provide. Please indicate **N/A** where an item is not offered.

Item/Category	Description/Option	Unit Price
Appetizers		
Assorted Dips		
Assorted Desserts		
Beverages		
Complete Meals		
Fresh Salads		
Fruit, Veggie, Cheese Trays		
Sandwiches		
Soups		
Paper Products		
Condiments		
Linens		
Other - Specify		
Charges		
Delivery		
Setup		
Service		
Rental		
Cleanup		
Tasting		
Misc.		

TOTAL QUOTED PRICE: \$ _____

Vendor Information & Requirements

Delivery Area: *Camp Forbes, 25440 Harvard Rd, Highland Hills, Oh 44122*

Typical Lead Time: _____

Minimum Order Requirement: _____

Cancellation Policy: _____

Food Allergens / Dietary Options Available:

☐ Vegetarian ☐ Vegan ☐ Gluten-Free ☐ Dairy-Free ☐ Nut-Free ☐ Other: _____

Catering / Serving Staff Available:

☐ Yes ☐ No

Setup / Cleanup Services Available:

☐ Yes ☐ No

Additional Services or Products Available:

Vendor Certification

I certify that the pricing and information provided in this quote is accurate and reflects the vendor's current pricing and available services.

Authorized Vendor Representative: _____

Title: _____

Signature: _____ **Date:** _____

Printed Name: _____