

# BID ADVERTISEMENT FOR THE WEEKS OF

April 15, 2026 & April 22, 2026

## BID OPENS - THURSDAY MAY 14, 2026

**FILE NO. 42-26 2026-29 Citywide Janitorial Supplies**

FOR VARIOUS DIVISIONS FOR THE DEPARTMENT OF FINANCE AS

AUTHORIZED BY ORDINANCE 181.101. PASSED BY COUNCIL OCTOBER 15, 2018.

There will be a **MANDATORY Pre-Bid Meeting, Tuesday, April 28, 2026 at 11:00 am., Via Web Ex. To call into meeting dial in 1-415-655-0003,**

**Access Code 2307 359 0776#.**

**Note:** Bid must be delivered to the Office of the Commissioner of Purchases and Supplies, Cleveland City Hall, 601 Lakeside Avenue, Room 128, Cleveland, Ohio 44114 before 12 o'clock noon (Eastern Time).



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**CITY OF CLEVELAND,  
OHIO**

**DEPARTMENT OF FINANCE**



**DIVISION OF PURCHASES AND SUPPLIES**

**INVITATION TO BID**

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**INVITATION TO BID AND FORMAL BID PACKAGE  
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CITY OF CLEVELAND  
Department of Finance  
Division of Purchases and Supplies  
City Hall, Room 128  
Cleveland, Ohio 44114  
216-664-2620

**§ 181.101 Purchase or Rental of Commodities, Goods, and Services**

(a) The Director of Finance, or other appropriate director, is authorized to enter into one (1) or more standard or requirement contracts for purchase or rental agreements or leases with or without an option to purchase, when the Director of Finance determines they are financially advantageous, duly let to the lowest and best bidder following the procedures stated in Section 181.10, for the following commodities, goods, or services that are required for the usual daily operation of the various departments of the City, provided that the estimated amount per contract year on any individual contract shall not exceed two hundred fifty thousand dollars (\$250,000.00):

(1) Except when a public improvement, building construction materials including, but not limited to, bricks, ready-mix concrete, dry wall, lumber, paint, and roofing;

(2) Except when a public improvement, building maintenance and repair including, but not limited to, parts and services for doors, elevators, HVAC, mechanical systems, roofs, and windows;

(3) Except when a public improvement, road, sidewalk, and sewer repair and replacement materials, supplies, and services, including but not limited to, tack coat, manhole risers, crack sealing material, emulsion, cold mix, guard rail supplies, liquid de-icer, salt inserts, traffic control devices, quicklime, and disposal of materials;

(4) Construction equipment, without operators, including, but not limited to, earth, snow, and debris moving and removal, and materials, supplies, parts, and repair and maintenance services for them;

(5) Cleaning and janitorial maintenance equipment, services, and supplies including, but not limited to, chemicals including pool chemicals, odor control, paper products, and pest control;

(6) Educational and photographic equipment, supplies, parts, and maintenance and repair services for them;

(7) Electrical supplies including, but not limited to, batteries, fixtures, lighting, and wiring;

(8) Fuels and lubricants including, but not limited to, diesel, gasoline, natural gas, grease, and oil, and delivery of them;

(9) Food and beverages for facility-user consumption at Camp Forbes, and for resale at Highland and Seneca Golf Courses;

(10) Hardware including, but not limited to, handheld tools and fasteners;

(11) Industrial gases including, but not limited to, acetylene, argon, nitrogen, and oxygen;

(12) Laboratory and testing equipment and lab supplies and services;

(13) Except when a public improvement, landscaping equipment, materials, supplies, parts, and repair and maintenance services, and supplies including, but not limited to, indoor and outdoor plants, grounds, and trees materials and maintenance and repair of any of them, and plant rentals;

(14) Medical equipment, materials, and supplies including, but not limited to, first-responder/first-aid supplies, and pharmaceuticals;

(15) Mail, messenger, and moving services;

(16) Office supplies, furniture, and equipment including, but not limited to, computers, computer peripherals and appurtenances, office machines, copiers, printers, and printing and mailing equipment, and materials, supplies, parts, and repair and maintenance services for any of them;

(17) Paper products including, but not limited to, fine papers, printing media, envelopes, and printed forms;

(18) Plumbing equipment, materials, supplies, and parts including, but not limited to, pipe, fittings, and fixtures;

(19) Power tools, portable powered machines, electric motors, pumps, powered appliances, and milling and tapping machines, including materials, supplies, parts, and maintenance and repair services for any of them;

(20) Program promotional items including, but not limited to, advertising specialties, caps, and printed T-shirts;

(21) Property protection equipment, materials, supplies, parts, and repair and maintenance services, including, but not limited to, fire extinguisher and fire suppression equipment and testing, locksmith services and supplies, property and casualty insurance covering City property and buildings, and security services;

(22) Records management systems and services including, but not limited to, microfilm, microfiche, and compact disc (CD) copying, file storage, data entry, and shredding;

(23) Recreation and sports equipment;

(24) Snow and ice removal services;

(25) Uniforms, work clothing, laundry, towel, and linen service, and supplies; and

(26) Vehicle maintenance and repair equipment, materials, supplies, parts, and services.

Any purchase under this section shall be made by the Commissioner of Purchases and Supplies and paid from the annual appropriations made for such purpose.

(b) That under Section 108(b) of the Charter, the purchases authorized by this section may be made through cooperative agreements

with other governmental agencies. The Director of Finance may sign all documents that are necessary to make the purchases, and may enter into one (1) or more contracts with the vendors selected through that cooperative process.

(Ord. No. 1115-18. Passed 10-15-18, eff. 10-17-18)

# City of Cleveland

DEPARTMENT OF FINANCE  
PAUL C. BARRETT  
DIRECTOR



DIVISION OF PURCHASES AND SUPPLIES  
TIFFANY JOHNSON  
COMMISSIONER

## BIDDER'S CHECK LIST

*The City of Cleveland requires that each bid submitted must comply with certain legal requirements to be considered a valid and formal bid. The checklist below is provided to assist in avoiding rejection of your bid due to omission of required information or forms.*

### CHECK WHEN COMPLETED

#### A. Bid/Schedule of Items

- 1. Is (are) the bid page(s) completed as required and signed in the upper right-hand corner?
- 2. Are all prices (whether Unit, or Gross and extensions) clearly and accurately presented?
- 3. Is the delivery time stated? Is the payment discount given?

#### B. Bid Bond

- 1. Is the bond made out in the names of and signed by both the principal and surety?
- 2. Is the bond amount sufficient for the amount of the bid?
- 3. Is there a power of attorney attached to the bond?

#### C. Bid Check (if submitted in lieu of Bid Bond)

- 1. Is the check in an amount sufficient for the amount of the bid?
- 2. Is the check either properly certified or a cashier's check?
- 3. Is the Check made payable to: THE CITY OF CLEVELAND?

#### D. Bid Form (not to be confused with the Bid Bond)

- 1. Is all the required information given?
- 2. Is the form signed?

#### E. Affidavit

- 1. Does the affidavit contain all the information required ON BOTH SIDES?
- 2. Is it properly Signed? Is it properly notarized by a Notary Public?

#### F. Contract Compliance Certifications for Bid Consideration

- 1. Do you have questions about a contract compliance certification number or a CSB/ minority/female business enterprise certification number, contact the Office of the Director of Equal Opportunity for further information (Phone 216/664-4152).
- 2. Is your contract compliance certification certificate, statement of deemed compliance, or an application for certification included in the bid?
- 3. If you are a Minority/Female/Cleveland Small Business Enterprise and or Local Producer/ Local Sustainable Business, do you include your MBE/FBE/LPE/SUBE certification certificate, or a completed application therein?
- 4. Did you read and complete OEO Schedules 1-4? Did you include signed Schedule 3's from all certified subcontractors?

#### G. Bid Envelope

- 1. Is the envelope identified with the correct title of the bid and the due date?
- 2. Is the envelope securely sealed?

#### H. Performance Bond

- 1. Will you be able to furnish the required Performance Bond referred to in paragraph A-8 of INSTRUCTIONS TO BIDDERS, and/or in paragraph B-8 of General Conditions?
- 2. Notice: A certified or cashier's check is not acceptable in lieu of a Performance Bond!

**I. Federal Tax ID Form**

- \_\_\_ 1. Is all the required information given?
- \_\_\_ 2. Is the form signed?

**J. Northern Ireland Fair Employment Practices Disclosure**

- \_\_\_ 1. Is all the required information given?
- \_\_\_ 2. Is the form signed?

**K. Project Plan**

- \_\_\_ 1. Is all the required information given?

**L. Contractor Qualifications**

- \_\_\_ 1. Is all the required information given if requested?

**M. Additional Information:**

- \_\_\_ 1. **Wage Theft and Payroll Fraud Disclosure**  
Is the form signed and returned?
  
- \_\_\_ 2. **Project Labor Agreement (If included in the invitation to bid)**

**Because of the large variety of commodities, services and improvements required by the City, additional information is often requested in a format not listed above. In such a case, please review your bid carefully to verify that you have accurately and completely supplied all such data. Should you have any questions, please call the Division of Purchases and Supplies (216/664-2620) for clarifications**

## INSTRUCTIONS TO BIDDERS

### A-1 INVITATION TO BID

Sealed bids endorsed as designated in the "Title of Bid" section of the bid sheet(s) will be received at the Office of the Commissioner of Purchases and Supplies, Room 128, Cleveland City Hall, Cleveland, Ohio 44114, until 12:00 o'clock noon, official time, on the date indicated in the "Bid Opening" section of Page 1 of the bid page(s) and thereafter will be publicly opened and read in Room 128.

### A-2 FORM OF BID (BID FORM)

- a. Every bid must be made upon the blank form of bid attached hereto.
- b. Each bid must be clearly signed with the full name and address of every person, firm or corporation interested in such bid, followed by the date of such signing, in the space provided at the bottom of the bid form. If more than one person, firm or corporation has an interest in such bid, then the full name and address of each person, firm or corporation must be clearly signed on said bid. If the bidder is a partnership, the firm name and address, as well as the name and address of each individual partner must be given. If the bidder is a corporation, the name of the corporation, the name and title of the officer duly authorize to sign for the corporation, the business address of such officer and the name of the state in which the corporation is incorporated must be given.
- c. The bidder shall insert the amount of the bid bond, certified check or cashier's check in the space provided in the bid form.
- d. The bidder agrees to be bound by his bid from the time the bid is submitted until the earlier of the date stipulated by such bidder or the fourth regular meeting of the Board of Control after the bid submission date unless such time is extended by agreement between the bidder and the Board.

### A-3 BIDDERS AFFIDAVIT

Each bidder shall submit with its bid an affidavit stating that neither it nor its agents, nor any other party for it has paid or agreed to pay, directly or indirectly, any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further stating that no such money or reward will be hereafter paid. This affidavit must be on the form which is hereto attached.

### A-4 BID BOND: CERTIFIED OR CASHIER'S CHECK

Each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in Ohio, or by a cashier's check or certified check on a solvent bank, which bond or check shall be in the sum of five percent (5%) of the amount of the bid, except that with bids for purchase contracts not in excess of Fifty Thousand Dollars (\$50,000). Said bond or check shall be given as security that if the bid is accepted a contract will be entered into and the performance of it properly secured.

**A-5 DISPOSITION OF BID BOND, CERTIFIED OR CASHIER'S CHECK**

- a. When the bid is accepted, the bid bond, certified or cashier's check will be returned after the contract has been signed and the performance bond, if required, has been submitted to, and approved by, the City.
- b. If the successful bidder fails to enter into a contract, the bid bond, certified or cashier's check shall be forfeited and the principal amount of the bid bond shall be paid to the City, or the check shall be surrendered to the City as the agreed amount of liquidated damages.
- c. The bid bond, certified or cashier's check of the next lowest and best bidder will be retained until the lowest and best bidder has signed and secured the performance of its contract. If such lowest and best bidder fails to do so, the security of the next lowest and best bidder shall continue to be retained until it properly secures the contract awarded it. If such next lowest and best bidder defaults, the principal amount of its bid bond, or check shall also be forfeited to the City as liquidated damages.
- d. When a bid is rejected, the bid bond or check will be released or returned, respectively, to the bidder.

**A-6 EXPLANATIONS WRITTEN OR ORAL**

Any bidder finding a discrepancy or omission in the specifications or having any doubt as to their meaning, shall immediately notify the Commissioner of Purchases and Supplies, in writing. The Commissioner will respond by sending written notices or instructions to all bidders. The City will not be responsible for any oral instructions.

**A-7 PRICE BIDS AND DISCOUNTS**

- a. Unit Prices  
In the Schedule of Items the bidder must give the unit price stated in figures of every item bid, in the space so provided.
- b. Trade Discounts  
When the bidder offers a trade discount, the amount of such discount shall be stated on the Schedule of Items bid.
- c. Catalog Pricing  
Where the bidder submits its quotation by filing its catalog price list and discount, such documents shall be part of the bid and must be separately signed by the same person and in the same manner as on the bid form.

**A-8 BIDDER'S DESCRIPTION OF ITEMS**

- a. Each bidder shall, in its bid, describe completely the goods or services it proposes to furnish in response to and under the terms of the bid.
- b. The Commissioner of Purchases and Supplies may require a bidder to furnish additional information and/or specifications concerning items to be purchased under the terms of the bid.

**A-9 MANUFACTURER'S NAME**

- a. The use of a manufacturer's or a trade name in the specifications is solely for the purpose of designating a standard of quality and type and for no other purpose.
- b. Every bidder shall state in its Schedule of Items bid the manufacturer's and the trade name, if any, of each item they propose to furnish.

**A-10 SAMPLES**

If the commissioner of Purchases and Supplies requests, a bidder shall provide samples of the items it proposes to furnish if awarded a contract pursuant to its bid.

**A-11 TIME OF DELIVERY**

Bidder must state in its bid the time, in calendar days, within which it will deliver the item(s) bid unless stated differently in the specifications.

**A-12 PAYMENT DISCOUNT WHEN USED TO DETERMINE LOWEST AND BEST BID**

- a. In determining the lowest and best bid, the City will consider all bids on a basis of the net price to be paid after deduction of the discount specified; except that if the terms of payment specified by the bidder require payment in less than thirty (30) days from the date of the invoice, the discount offered will not be deducted from the price stated in the bid to determine the lowest and best bidder, and the bid will be considered only on the basis of the unit price actually named in the bid. But if, notwithstanding the provisions of this paragraph such bid is determined to be the lowest and best bid, the City reserves the right to accept the terms named in the bid if such terms are to the advantage of the City as a basis for payment of invoices only, but not in any case as a basis for determining the lowest and best bidder.
- b. The City will take a discount of two percent (2%) on payments made within thirty (30) days from receipt of articles, commodities, materials, supplies, equipment or services, unless the bidder indicates otherwise on the space provided on the Schedule of Items bid.

**PARAGRAPHS A-13 THROUGH A-15 APPLY ONLY IF THE "REQUIREMENT CONTRACT" BLOCK IS CHECKED ON PAGE 1 OF THE SCHEDULE OF ITEMS AND ON THE BID FORM.**

**A-13 REQUIREMENT CONTRACT DEFINED**

- a. A requirement contract is a contract under which the contractor has a duty to provide the City's requirements during the contract term for all articles, commodities, supplies, materials, equipment and/or services set forth in the bid and required by the City's authorized users of the items approved for contract.
- b. A contract awarded under this bid will be termed a requirement contract.

**A-14 PURCHASES UNDER A REQUIREMENT CONTRACT**

- a. Under a requirement contract, a contractor shall supply all the City's requirements during the term for the articles, commodities, supplies, materials, services or equipment set forth in the *Invitation to Bid*. See GENERAL CONDITIONS, Section B-24, Duration of Contract.
- b. If the *Schedule of Items* in the *Invitation to Bid* is marked "requirement contract," then all quantities stated in the *Schedule of Items* are the City's good-faith estimates only. The City shall place each order under the

contract, whether singly or cumulatively more or less than the estimated quantities set forth in the *Schedule of Items*, by a Delivery Order against the contract and separately certified.

**A-15 LIMITATION OF PERIOD OF CONTRACT**

If the proposed duration of the contract would deprive the City of the best available market price, the bidder may offer an alternate bid as to duration of the contract, setting forth in the bid the longest period of time it can furnish and deliver the proportionate amount of items at the firm price set forth in the bid. No other provision of the Invitation to Bid shall be subject to an alternate bid unless specifically requested.

**A-16 BID DISCOUNTS - APPLICABLE TO BIDS FOR GOODS AND SERVICES PURCHASE CONTRACTS AND PUBLIC IMPROVEMENT CONTRACTS IN EXCESS OF FIFTY THOUSAND DOLLARS (\$50,000).**

a. Bid Discounts under Sections 187.03 and 187.05. If the bid of any prime contractor that is a CSB, MBE, FBE or a CSB, MBE or FBE joint venture is no more than five percent (5%) higher than the lowest actual bid for a contract that is not from a CSB, MBE, FBE or a CSB, MBE or FBE joint venture, the contracting department shall apply a Bid Discount of five percent (5%) to the CSB, MBE, FBE or CSB, MBE or FBE joint venture bid for the purpose of establishing a Comparison Bid. The City of Cleveland shall use the following ranking in determining who receives the preference:

1. Where the disparity study has determined that a disparity exists, the bid discount shall go to the bidders who are certified by the City as members of the specific MBE/FBE group for which the proven disparity exists. No other bidders shall receive any preference under Sections 187.03 and 187.05 at the prime contractor level.
2. Where no disparity has been proven, or when no bids are received from groups for which a proven disparity exists, the bid discount shall go to certified CSB bidders certified by the City as located within the city limits of Cleveland. No other bidders shall receive any preference under Sections 187.03 and 187.05 at the prime contractor level.
3. Where no disparity has been proven, or when no bids are received from groups for which a proven disparity exists, and no bids were received from certified CSB firms certified by the City as located within the city limits of Cleveland, the bid discount shall go to Certified CSB bidders certified by the City as located within Cuyahoga County. No other bidders shall receive any preference under Sections 187.03 and 187.05 at the prime contractor level.
4. In addition to any bid discounts at the prime contractor level, all prime contractors shall receive a bid discount of 5% of the total dollar amount of all CSB, MBE and/or FBE certified by the City that the prime contractor properly documents as subcontractors in their bid, for the purpose of establishing a Comparison Bid.
5. The total Bid Discount awarded to any bidder on a bid pursuant to Sections 187.03 and 187.05 shall not exceed \$50,000.00.

b. Bid Discounts under Section 187A.02(a): Application of Bid Discount - A Contracting Department shall apply a Bid Discount of two percent (2%) to a bid received from a Local Producer (LPE); two percent (2%) to a bid received from a Local Food-Producer (LPE); and two percent (2%) to a bid received from a Local Sustainable Business (SUBE); provided that the maximum total Bid Discount applied under Section 187A.02 (a) shall not exceed four percent (4%). Bid Discounts applied under Section 187A.02 (a) shall be in addition to any Bid Discount applied under Sections 187.03 and 187.05. The maximum amount of any Bid Discounts applied under this Section 187A.02 (a) shall not exceed \$50,000.

c. Maximum Cumulative Amount of All Bid Discounts:

The maximum cumulative amount of all Bid Discounts that may be applied to the bid under Sections 187.03, 187.05, and 187A.02 shall not exceed \$75,000.00, or nine percent (9%), whichever is lower.

d. Comparison Bid to Determine Lowest and Best Bidder:

The City shall determine the Comparison Bid by totaling all applicable Bid Discounts under Sections 187.03, 187.05, and 187A.02. The City shall use the Comparison Bid in determining the lowest and best or lowest responsible bidder for the purpose of awarding the contract. If more than one CSB, MBE, FBE, LPE, SUBE or CSB, MBE, FBE LPE, SUBE joint venture prime contractor in the respective category submits a bid that is no more than five percent (5%) higher than the lowest actual bid that is not from a CSB, MBE, FBE, LPE, SUBE or from a CSB, MBE, FBE, LPE, SUBE joint venture, the contracting department shall recommend the CSB, MBE, FBE, LPE, SUBE, or CSB, MBE, FBE, LPE, SUBE joint venture submitting the lowest bid, after the inclusion of all applicable prime and subcontractor discounts, as the lowest and best or lowest responsible bidder.

The City shall use the Comparison Bid amount determined by applying the bid discounts described in Articles A-16A. and A-16B. above for evaluation purposes only; the City shall use the actual bid amount for the purposes of bid approval and contract award.

e. City of Cleveland Certification required: For the purpose of determining a bidder's eligibility for bid discounts, the City shall only consider bidders with valid certificates issued by the City of Cleveland's Office of Equal Opportunity. The certifications must be active on the date and time of the deadline for bid submission. Expired certification holders and pending certifications cannot be considered for calculation of bid discounts. Certifications from other public or private entities cannot be considered.

**A-17 Good Faith Participation - APPLICABLE TO BIDS FOR GOODS AND SERVICES PURCHASE CONTRACTS AND PUBLIC IMPROVEMENT CONTRACTS IN EXCESS OF FIFTY THOUSAND DOLLARS (\$50,000).**

Bidders are required to actively participate and demonstrate good faith in attempting to meet all OEO goals for this procurement. A good faith effort to meet certified CSB, MBE, and/or FBE subcontractor participation goals as established in this contract is of the essence of the contract.

Good faith participation shall include:

1. Active cooperation in making and documenting a serious effort to gain and maintain participation from certified businesses at or above the specific goals set for this procurement;
2. Achieving or exceeding the CSB/MBE/FBE goals set for this particular procurement and/or documenting the practical steps taken by the bidder in attempting to comply;
3. Active attendance and participation in all prebid meetings, Notice to Proceed meetings, and progress meetings during the contract;
4. Active compliance and cooperation with Project Monitors from OEO and/or the Department; and,
5. Timely and accurate submittals of all required forms, including, but not limited to, electronic monitoring forms, employment reports and certified payrolls if applicable.

The final determination of good faith effort shall be made by the Office of Equal Opportunity based upon each bidder's actions as documented in the required forms and as verified by OEO follow up.

**A-18 Cleveland Area Business Code Notice to Bidders & Schedules - APPLICABLE TO BIDS FOR GOODS AND SERVICES PURCHASE CONTRACTS AND PUBLIC IMPROVEMENT CONTRACTS IN EXCESS OF FIFTY THOUSAND DOLLARS (\$50,000).**

Sections 187 and 187A of the Codified Ordinances of the City of Cleveland Ohio, the Cleveland Area Business Code, in its entirety, whether reproduced in whole or in part within these documents, as well as the Cleveland Area Business Code Notice to Bidders & Schedules included in this bid document, shall become part of any contract awarded pursuant to this Invitation to Bid. Compliance with Section 187 and 187A is of the essence of the contract.

**A-19 SUBCONTRACTING:**

a. Any and all proposed subcontractors, whether City certified or not, must be divulged and listed in the sealed bid. Include all proposed subcontractors on OEO Schedule 2. A Schedule 3 is also required for each proposed subcontractor that is CSB, MBE, FBE, LPE, or SUBE certified. However, a Schedule 3 is not required for proposed subcontractors who are not City-certified as a CSB, MBE, FBE, LPE, or SUBE.

b. If OEO Schedule 2 is not included in the bid documents, you must submit a proposed subcontractor list on a separate, signed sheet of paper, listing the name, address, type of work or materials, and total subcontractor amount for each and every subcontractor that you propose to use on the contract.

c. All proposed subcontractors listed in your bid must receive written Board of Control approval in advance. The subcontractors you propose in your sealed bid will be considered the subcontractors that you will use in the contract if awarded to you. See Article B-11 regarding the City's Sub-contractor Addition and Substitution Policy and Procedure. The City also reserves the right to approve an award, but not approve a proposed subcontractor.

d. The City maintains a list of Vendors Ineligible to Contract or Subcontract with the City at the City of Cleveland website: <http://www.city.cleveland.oh.us>. It is each bidder's responsibility to propose only eligible contractors. The City cannot approve a subcontractor whose name appears in this listing.



must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form, you:**

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(f)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

### What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1 — An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>4</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>3</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor <sup>4</sup>

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

<sup>1</sup>List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>3</sup>You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup>List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\*Note: The grantor must also provide a Form W-9 to the trustee of the trust.

\*\*For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



## VENDOR INFORMATION FORM

Please fill in:

Business Name \_\_\_\_\_

IRS Reporting Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Extension \_\_\_\_\_

Toll Free Number 800 \_\_\_\_\_

Vendor Fax Number \_\_\_\_\_

Vendor Email Address \_\_\_\_\_

Ordering Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Extension \_\_\_\_\_

Remit Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Extension \_\_\_\_\_

Contact Person: (Ordering) \_\_\_\_\_

Remit \_\_\_\_\_

**PLEASE INCLUDE THE ABOVE INFORMATION**

**WHEN SUBMITTING YOUR BID OR PROPOSAL**

NOTE: Section 181.23 and Section 185.04 of The Codified Ordinances of Cleveland, Ohio 1976 require that this affidavit, properly executed and containing all required information, accompany your bid. IF YOU FAIL TO COMPLY, YOUR BID WILL NOT BE CONSIDERED.

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } SS AFFIDAVIT

\_\_\_\_\_ being first duly sworn deposes and says:

**Individual only:** That he/she is an individual doing business under the name of \_\_\_\_\_, at \_\_\_\_\_, State of \_\_\_\_\_.

**Partnership only:** That he/she is the duly authorized representative of a partnership doing business under the name of \_\_\_\_\_, in the City of \_\_\_\_\_, State of \_\_\_\_\_.

**Corporation only:** That he/she is the duly authorized, qualified and acting \_\_\_\_\_ of \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_.  
And that he/she said partnership or said corporation is filling herewith a bid to the City of Cleveland in conformity with the foregoing specifications;

**Individual only:** Affiant further says that the following is a complete and accurate list of the names and addresses of all persons interested in said proposed contract \_\_\_\_\_

\_\_\_\_\_  
Affiant further says that he/she is represented by the following attorneys: \_\_\_\_\_ and is also represented by the following resident agents in the City of Cleveland: \_\_\_\_\_

**Partnership only:** Affiant further says that the following is a complete and accurate list of the names and addresses of the members of said partnership: \_\_\_\_\_

\_\_\_\_\_  
Affiant further says that said partnership is represented by the following attorneys: \_\_\_\_\_ and is also represent by the following resident agents in the City of Cleveland: \_\_\_\_\_

**Corporation only:** Affiant further says that the following is a complete and accurate list of the officers, directors and attorneys of said corporation:  
 President: \_\_\_\_\_ Directors: \_\_\_\_\_  
 Vice President: \_\_\_\_\_  
 Secretary: \_\_\_\_\_  
 Treasurer: \_\_\_\_\_  
 Cleveland Manager or Agent \_\_\_\_\_  
 Attorneys: \_\_\_\_\_  
 And that the following officers are duly authorized to execute contracts on behalf of said corporation:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Affiant further says that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not, directly or indirectly, induced or solicited any other bidder to put in a false or sham bid, and has not, directly or indirectly, colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price or that of any other bidder, or to secure any advantage against the City of Cleveland or anyone interested in the proposed contract; that all statements contained in such bid are true; that said bidder has not, directly or indirectly, submitted his bid price or any break-down thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly, any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as hereinabove disclosed to have a partnership or other financial interest with said bidder in his general business; and further that said bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid or assistance in securing contract above referred to in the event the same is awarded to

\_\_\_\_\_  
 (name of individual, partnership or corporation)

Further affiant saith not.

(Sign Here)  $\Rightarrow$  \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public

CITY OF CLEVELAND

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, That we

\_\_\_\_\_

as Principal, and

\_\_\_\_\_

a corporation duly authorized to do business in Ohio, as Surety, are held and firmly bound unto

THE CITY OF CLEVELAND

as Obligee, in the penal sum of \_\_\_\_\_

Dollars, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WHEREAS, the said principal is herewith submitting bid for

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Now, THEREFORE, the condition of the above obligation is such that if the said principal shall execute a contract and give bond for the faithful performance within ten (10) working days after being notified in writing of the award of such contract to the principal, or if the principal or surety shall pay the obligee the sum, not exceeding the penalty hereof, by which the amount of the contract, covering the said proposal, properly and lawfully executed by and between the obligee and some third party, may exceed the amount bid by principal, then this obligation shall be void; otherwise it shall remain in full force and effect.

PRINCIPAL \_\_\_\_\_

BY: \_\_\_\_\_

TITLE \_\_\_\_\_

By \_\_\_\_\_  
Attorney in Fact

CITY OF CLEVELAND

**BID FORM**

STANDARD CONTRACT BID  
 REQUIREMENT CONTRACT BID

TO: The Commissioner of Purchases and Supplies:

BID FOR: 2026-29 Citywide Janitorial Supplies

FOR: The Department of: Finance

The Undersigned proposes to furnish the above articles, commodities, materials, supplies, equipment or services ("items"), and to accept as full compensation therefor the price per unit multiplied by the number of units of such items purchased hereunder, (which units and prices therefor are set forth in the Schedule of Items hereto attached and made part of this bid) and subject to any discount set forth in this bid.

The Undersigned further proposes to execute the Contract Agreement and to furnish satisfactory performance bond within ten (10) working days, excluding Saturdays, Sundays and holidays, after notice of award of contract has been received.

The Undersigned further certifies that he (as the individual, firm or corporation making this bid) is not in arrears or default to the City of Cleveland upon any debt or contract, nor is a defaulter as surety or otherwise upon any obligation to said City, nor has failed to perform faithfully any previous contract with said City and that there is no suit or claim pending as to any such arrears or default.

The Undersigned deposits with the bid a Bid Bond to the City of Cleveland signed by a surety company authorized to do business in Ohio, in the sum of \$ \_\_\_\_\_

or a cashier's check or certified check on a solvent bank in the sum of \$ \_\_\_\_\_ payable to the City of Cleveland, as security that if he be awarded the contract, he will enter into a written contract and secure the performance of the same by a bond as required of an approved surety company authorized to do business in Ohio and satisfactory to the Director of Law, in the sum equal to the percentage of the total price bid set forth in Part B – General Conditions and in conformity with the provisions of The Codified Ordinances of Cleveland, Ohio 1976.

The Undersigned further agrees that if the bid is accepted and contract awarded and he shall fail to execute said contract and furnish the satisfactory bond, as required, within the time above specified, then the City may, at its option, declare the contract abandoned and this bid null and void. Thereupon the penal sum of the Bid Bond shall become due to the City, or the certified or cashier's check shall be forfeited to and become the property of the City as liquidated damages. Otherwise, the Bid Bond or the certified or cashier's check, or the amount of such check shall be returned to the Undersigned.

THE UNDERSIGNED UNDERSTANDS THAT THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

The firm, corporation, or individual name \_\_\_\_\_  
MUST BE SIGNED IN SPACE INDICATED. Complete: *CORPORATION OR FIRM*  
ERASURES MAY INVALIDATE THIS BID.

Sign Here By \_\_\_\_\_

If the bidder is a firm or corporation, the title of the officer signing and the State in which Incorporated must be indicated. \_\_\_\_\_  
TITLE OF OFFICER

\_\_\_\_\_  
BUSINESS ADDRESS OF BIDDER

\_\_\_\_\_  
STATE OF INCORPORATION

<b>BID - SCHEDULE OF ITEMS</b>				BID PAGE 1 OF 1	
City of Cleveland Division of Purchases And Supplies 128 City Hall Cleveland, Ohio 44114				BIDDER MUST COMPLETE & SIGN BELOW	
TITLE OF BID				NAME OF FIRM	
<b>2026-2029 Citywide Purchase of Various Cleaning , Janitorial Supplies and Equipment</b>				STREET ADDRESS	
			SIGNED		
DEPARTMENT: FINANCE VARIOUS DIVISIONS OF CITY GOVERNMENT			CITY STATE ZIP CODE		
			AUTHORIZED SIGNATURE		
			DATE		
BUYER: Lauren Drake ldrake@clevelandohio.gov 216-664-2627 or 216-420-8825 fax			12:00 O'CLOCK NOON OFFICIAL TIME		
STANDARD CONTRACT BID					
X REQUIREMENT CONTRACT BID					
DESCRIPTION		ESTIMATED VALUE	% REDUCTION	EXTENSION	
<b>Category A Trash Can Liners- All Items</b>		<b>\$275,000.00</b>		\$	
Full line catalog/price list as specified in Section D.			% REDUCTION		
<b>Category B Industrial General Cleaning Supplies &amp; Products</b>		<b>\$175,000.00</b>		\$	
Full line catalog/price list as specified in Section D.			% REDUCTION		
<b>Category C Heavy Duty Gloves, Sponges , Dusters and Masks</b>		<b>\$125,000.00</b>		\$	
Full line catalog/price list as specified in Section D.			% REDUCTION		
<b>Category D Sweepers, Scrubber &amp; Vacuums &amp; Accessories</b>		<b>\$125,000.00</b>		\$	
Full line catalog/price list as specified in Section D.			% REDUCTION		
<b>Category E Other General Supplies , Hardware Equipment</b>		<b>\$150,000.00</b>		\$	
Full line catalog/price list as specified in Section D.			% REDUCTION		
<b>Category F Sanitary Items</b>		<b>\$25,000.00</b>		\$	
Full line catalog/price list as specified in Section D.			% REDUCTION		
<b>All quantities herein are estimates.</b>			DELIVERY		PAYMENT DISCOUNT
The contract, if any, shall be for a period of two (2) years with an option to renew for one year, exercisable by the Director of Finance.			(Days)		Days
			%		Days
FOR PURCHASING USE ONLY					

ALL OF THIS BOUND INFORMATION MUST BE KEPT INTACT AND, TOGETHER WITH ANY ADDENDA ISSUED, MUST BE RETURNED WITH THE BID. OTHERWISE, THE BID MAY BE CONSIDERED INFORMAL.

## GENERAL CONDITIONS

- B-1 CONSIDERATION OF BIDS.**  
All bids received in conformity with the Invitation to Bid shall be endorsed with the contract or advertisement name or number and name and address of the bidder. All bids, immediately after being read, shall be tabulated and summarized and shall become public record in the office of the Commissioner of Purchases and Supplies.
- B-2 UNACCEPTABLE BIDS.**  
No bid will be accepted from, nor a contract awarded to, any person, firm or corporation that is in arrears or is in default to the City upon any debt or contract, or is a defaulter as surety or otherwise upon any obligation to the City, or has failed to perform faithfully on any previous contract with the City of Cleveland.
- B-3 REJECTION OR ACCEPTANCE OF BIDS.**  
The City through the Board of Control shall have the right to reject any or all bids, parts of such bid, and reserves the right to waive any informalities in the bid. In addition to bid price and discount, the City reserves the right to consider all elements entering into the question of determining the responsibility of the bidder. Any bid which is incomplete, conditional, obscure, contains additions not called for, or irregularities of any kind, may be cause for rejection of the bid.
- B-4 EVIDENCE OF ABILITY TO FULFILL CONTRACT.**  
Bidders must present evidence to the Commissioner of Purchases and Supplies, when required by him to do so, to show they are fully competent and have the necessary source of supply, facilities and pecuniary resources to fulfill the conditions of the contract and specifications.
- B-5 WITHDRAWAL OF BID.**  
No bid may be withdrawn after it has been deposited with the Commissioner of Purchases and Supplies.
- B-6 TIME OF AWARD.**  
The Board of Control of the City of Cleveland shall make an award or reject all bids not later than the second regular meeting of said Board following the opening of bids, unless further time is required to analyze bids, to investigate responsibility of any bidder, or in the absence of a time limitation for acceptance set forth in the bid.  
Any extension of time beyond the date fixed by the successful bidder or the fourth regular meeting of the Board of Control, whichever event shall occur first, shall be subject to agreement between said bidder and the Board.
- B-7 AWARD CONTRACT.**  
No contract shall be awarded without the approval of the Board of Control, and then only to the lowest and best bidder.

**B-8 PERFORMANCE BOND.**

A. Contracts for the purchase of articles, supplies, commodities, materials, equipment or services shall be secured by a bond in the form and content prescribed by and acceptable to the Director of Law, with good and sufficient sureties and in an amount equal to at least twenty-five percent (25%) of the contract price on materials supplied and at least fifty percent (50%) of the contract price on services supplied. A check is not acceptable in place of a performance bond. A performance bond is not required for standard purchase and requirements contracts awarded in the amount of \$500,000.00 or less, except that standard purchase and requirements contracts that are labor and materials contracts including, but not limited to painting, carpentry, plumbing, electrical, masonry, landscaping, snow plowing, fencing and trucking over \$100,000 but not more than \$250,000 shall require a bond of at least twenty-five percent of the contract price, and over \$250,000 but not more than \$500,000 shall require a bond of at least fifty percent of the contract price. The above policy notwithstanding, the City of Cleveland reserves the right to require a performance bond in various amounts or to modify the performance bond requirement whenever it is determined to be in the best interest of the City of Cleveland to do so.

B. No performance bond will be required on any contract in the amount of \$500,000.00 or less issued pursuant to this Invitation to Bid (ITB). Any contract over \$500,000.00 shall require a bond of twenty-five percent (25%).

**B-9 RELEASE OF BOND.**

Whenever a performance bond is required, the performance bond will not be released until all the provisions of the contract have been fulfilled.

**B-10 CANCELLATION OF CONTRACT.**

The City shall have the right to cancel this contract on five (5) days written notice if, in the opinion the Commissioner of Purchases and Supplies, the delivery of materials, supplies or equipment or the performance of work or services are not in accordance with contract specifications and the contractor fails to cure such deficiencies or comply with the contract specifications within ten (10) days after receipt of notice of default from the City, except where fulfillment of its obligation requires activity over a period of time and it has, within ten (10) days of the default notice commenced such activity. Additionally, the City shall have the right to cancel this contract, without cause, upon fifteen (15) days written notice upon the determination of the Board of Control of the City, expressed through its resolution, to do so.

**B-11 SUBCONTRACTING OR ASSIGNMENT OF CONTRACT.**

a. The contractor shall not subcontract, sublet, assign, transfer, convey or otherwise dispose of the contract, its duties, rights, title or interest in it or in any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under the contract, except, in each instance, with the prior written authorization of the Board of Control of the City, expressed through its resolution, and then only upon such terms and conditions as may be agreed to by said Board. No such subcontracting, subletting, assignment, transfer, conveyance or other disposal of the contract shall be valid until filed in the office of the Commissioner of Accounts.

b. Prior written Board of Control consent is required for a City contractor to add a subcontractor, or to substitute one subcontractor for another subcontractor, under a City contract.

c. The City assumes no obligation to pay, and will not pay, a contractor for any work and or services performed by a sub-contractor on the contract prior to Board of Control approval of that sub-contractor.

d. The Director will not grant any City contractor additional time to meet project deadlines, and will not authorize or pay additional compensation or delay damages of any kind arising from the contractor's inability to add or substitute a subcontractor because the contractor failed to submit the approval request and supporting documentation at least 3 (three) weeks in advance of the date the additional or substitute sub-contractor is needed.

e. The Office of Equal Opportunity shall evaluate each subcontractor addition and substitution for increased CSB, MBE, or FBE participation even if the original contract had no certified sub-contractor participation.

f. The City's Sub-contractor Addition and Substitution Policy and Procedure is hereby incorporated by reference in its entirety. The complete document is available online at the City of Cleveland website: <http://www.city.cleveland.oh.us>.

**B-12 DELAY FOR CAUSES BEYOND CONTROL.**

If the contractor is delayed in complying with the terms of the contract by strikes, lockouts, fire, unusual delay by common carriers, unavoidable casualties, or any cause beyond the contractor's control including orders, limitations or restrictions of any Governmental agency having jurisdiction over the subject matter of the contract, or by delay authorized by the City, or for any cause by which the director shall decide to justify the delay; then for all such delays and suspensions, the contractor shall be allowed one calendar day extension beyond the time fixed for compliance with the terms of the contract for each and every calendar day of such delay so caused in the completion of the work, the same to be ascertained by the director.

**B-13 PATENTS.**

The Contractor shall be required to pay all royalties and license fees and shall hold and save the City and its officers, agents, servants and employees harmless from liability of any nature or kind, including cost and expenses, for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the City of Cleveland unless otherwise specifically stipulated in the contract documents. In this respect the contractor shall defend all suits or claims for infringement of any patent or license rights.

**B-14 DELIVERY.**

The vendor shall adhere to all stipulated delivery terms (e.g., material / service delivery upon a pre-set schedule, upon orders being placed, etc.). All service performance / material deliveries should be made only if the City of Cleveland has issued a valid, open Purchase Order (PO) with a sufficient free balance to

cover the full costs of the service being performed or materials being delivered. The City will not pay vendors for goods or services that are either delivered to the City under an invalid or unauthorized PO or were ordered using an expired contract. The City is not responsible for, and will not pay for, goods or services delivered to the City that are not authorized under the PO and contract under which a sale was purportedly made. Therefore, the vendor must not perform any services nor deliver any materials without a valid, open PO that authorizes the services / materials and that carries a sufficient free balance to cover the services / materials.

Upon delivery, some form of delivery documentation must be left with the City of Cleveland Department. For service performed, some Proof of Service documentation must be given to a City employee. For materials delivered, some Proof of Delivery or Packing Slip must be given to a City employee. In all instances, the delivery documentation must be signed and dated by a City employee in order to substantiate the services provided or materials delivered were as indicated on the documentation. City employees are charged with performing this verification, so vendors should allow adequate time for this review to occur. Failure to provide some delivery documentation, which received a City signature and date upon delivery, may result in payment delays.

**B-15 LABORATORY TEST.**

The City of Cleveland reserves the right to test all materials, equipment or supplies delivered during the life of the contract, at an independent laboratory to be designated by the Commissioner of Purchases and Supplies of the City of Cleveland. Where the result of such test shows the materials, equipment or supplies are not equal to the specifications, then the expense of making such test shall be paid by the contractor.

**B-16 FAILURE TO MEET SPECIFICATIONS.**

The delivery of any material, supplies or equipment or the performance of any work or services under the contract which do not conform to contract specifications will be rejected and the contractor notified immediately in writing of such rejection and the reason therefore. If the time for performance has not expired, and the contractor wishes to remedy the deficient materials, supplies or equipment or performance, it may notify the Commissioner of Purchases and Supplies of its intention to cure and may within ten (10) days make a conforming delivery of performance unless such time is extended in writing by said Commissioner. If said contractor fails to replace such nonconforming materials, supplies or equipment or otherwise cure such deficient performance of work or services, the City of Cleveland will purchase such materials, supplies or equipment or obtain the performance of such work or services of the character required on the open market or in case of work and services, by performance by City employees. In such event, the contractor and his surety shall be liable to the City for any excess costs and expenses thereby incurred.

**B-17 SAFEGUARDS.**

Any equipment to be furnished by the terms of this bid, shall be provided with safety controls, guards, and housing meeting the requirements of the safety standards of the Industrial Commission and the Department of Industrial Relations of Ohio, and the cost shall be included as part of the bid.

**B-18 STATE OR FEDERAL TAXES.**

- a. The City of Cleveland is exempt from all sales, excise and transportation taxes, except State of Ohio gasoline tax. The price or prices bid shall be exclusive of all such taxes and will be so construed.
- b. The contract price is subject to increase by the amount of any additional tax imposed by the Federal Government or the State of Ohio subsequent to the receipt of bids. Such claim for increased prices must be presented to the City within thirty (30) days after such tax becomes effective and supported by evidence satisfactory to the Director of Law.
- c. The contract price is subject to reduction by that amount by which an applicable tax is reduced during the period of the contract.

**B-19 SOCIAL SECURITIES ACT/EMPLOYEES BENEFIT PAYMENTS.**

The contractor shall be and remain an independent contractor with respect to all services performed under said contract, and agrees to and accepts full and exclusive liability for the payment of any and all contributions or taxes for social security, unemployment insurance, old age retirement benefits, pensions, or annuities now or hereafter imposed under any state or federal law, which are measured by the terms of this contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized state or federal officials and said contractor also agrees to indemnify and save harmless the City of Cleveland from an such contributions or taxes or liability therefore.

**B-20 FREIGHT ON DIRECT SHIPMENTS TO THE CITY.**

The freight prices made in the bid are to be in accordance with lawful freight or cartage charges in existence at the time the bid is made, and contract prices shall be increased or decreased by changes in the freight or cartage rates, provided that claims for additional freight or cartage be presented to the City of Cleveland within thirty (30) days after said advance in freight or cartage rates becomes effective. Reductions in freight or cartage prices will be deducted from the contract price.

**B-21 INVOICING AND PAYMENT.**

The Contractor shall submit invoices that appropriately reflect the work performed. Original invoices must be typed and legible. The City of Cleveland does not pay from duplicates or copies. Each invoice must be mailed as specified below:

- Original invoice to address as shown on Purchase Order under "BILL TO:"
- Optional: Copy of invoice to the City of Cleveland, Division of Accounts, 601 Lakeside Avenue, Cleveland, OH 44114, clearly marked "COPY".
- Address invoice questions first to the ordering department. The Division of Accounts will assist if the Department is unable to resolve the question.

The failure to deliver copies of invoices to the indicated location may lead to delays in payment.

Invoices submitted by the Contractor for payment must include the following information:

- Contractor Name, as it appears on the Contract;
- Contractor Mailing Address;
- Contractor Telephone Number;
- Contractor Facsimile Number;
- Contract Number;
- Purchase Order (PO) Number under which the work being invoiced was authorized;
- Contractor Invoice Number, which must be a unique (non-recurring) number;
- Invoice Date, reflecting the date that the invoice itself was issued to ;
- Timeframe that the invoice covers;
- A detailed itemization of labor and materials provided, including:
  - Date that work was performed / material delivered,
  - Location for each item of service performed / material delivered,
  - Line Item Number from the Contract's Schedule of Items (SOI) that is being invoiced,
  - Quantity of items being invoiced under each Line Item,
  - Unit Cost of each Line Item,
  - Extended Cost by each Line Item.
- delivery documentation (e.g., Proof of Service / Delivery slip, Packing Slip, etc.) with an acknowledgement signature and date from a City of Cleveland employee;

The City of Cleveland is not subject to sales tax per Section 5739.01 (B)(1) O.R.C. Therefore invoices must not charge sales tax. The City's Tax Exemption Number is 34-6000646. Tax Exemption Certificates are available upon request from the Division of Purchases and Supplies.

Any applicable discounts, as stipulated through the contract and/or PO, must be itemized and applied to the invoice. Any special instructions contained within the contract must also be followed.

If any invoice is erroneous or does not include the above required information, the City shall inform the supplier as to the reasons thereof and any corrective actions necessary to qualify the invoice for payment by the City. The vendor is responsible for providing the delivery documentation at the time of delivery and for submitting the invoice.

**B-22 EQUAL OPPORTUNITY.**

This contract is a contract, and contractor is a contractor within the meaning of Chapter 187 of the Codified Ordinances of Cleveland, Ohio 1976. During the term, the contractor shall comply with all terms, conditions and requirements imposed on "contractor" in the Equal Opportunity Clause, Section 187.22(b) of

the Codified Ordinances of Cleveland, Ohio 1976, attached hereto and made a part hereof. A copy of such clause shall be made a part of every subcontract of agreement entered into for goods or services and shall be binding on all persons, firms and corporations with whom the contractor may deal.

**PARAGRAPHS B-23 AND B-24 APPLY ONLY IF THE REQUIREMENT CONTRACT BID BLOCK IS MARKED ON BID PAGE 1 OF BID AND ON BID FORM.**

**B-23 DURATION OF CONTRACT.**

The proposed contract shall be effective upon its execution and approval by the Director of Law of the City of Cleveland and, for the purpose of accepting delivery, shall continue in full force and effect for the period specified in the specifications and/or the Schedule of Items section of the bid, unless otherwise indicated.

**B-24 REDUCTION IN PRICES.**

The contractor agrees that if the price to the general trade is reduced while the contract is in effect, the City of Cleveland will receive the benefit of such reduction immediately. However, if the contract price is below the price to the general trade at the time the contract is awarded, the reduction provision will be effective only when the recognized price to the general trade reaches a level lower than the contract price or when the contractor reduces his own price to a level lower than the contract price.

**B-25 EIGHT-HOUR DAY, MINIMUM WAGE, AND NON-DISCRIMINATION.**

The Contractor agrees that it shall comply with the following provisions of the Charter of the City of Cleveland, which are, respectively, as follows:

Section 196. Except in case of extraordinary emergencies; not to exceed eight (8) hours will constitute a day's work and not to exceed forty eight (48) hours a week's work, for any City employee of the City of Cleveland in the classified service thereof, and for any workman engaged in public work carried on or aided by the municipality whether done by contract or otherwise. The Council shall by ordinance, provide for the enforcement of the provisions of this section.

Section 197. Every contract for public work entered into by the City of Cleveland shall contain, and no contract shall be entered into unless it contains the following stipulations:

The Contractor hereby agrees that all persons employed by him will be paid wages which are not less than are paid by the City of Cleveland for similar or like work; but if said City has not established a rate of wages for any particular class of work to be performed under the terms of this contract, then said employees shall be paid wages not less than are generally paid therefore by others employing union labor in said City.

The Contractor hereby further agrees that in the employment of labor, skilled or unskilled, under the Contract there will be no discrimination exercised against any citizen because of race, color, religion or national origin; and that any violation hereof shall be deemed a material breach of said contract.

**B-26 LAWS, PERMITS, AND REGULATIONS**

The contractor shall comply with all applicable laws of the Federal government, State, ordinances of the City or other municipality in which the work or services are being done and all applicable regulations and any authorized regulations, and shall be responsible for securing at his own expense any and all licenses, permits and certificates of inspection required by law or by the contract documents.

**SERVICES, LABOR & MATERIALS – IF THIS CONTRACT IS FOR WORK, SERVICES, OR LABOR & MATERIALS, B-27, 28 AND B-29 APPLY**

**B-27 STATE INDUSTRIAL COMPENSATION FOR PURCHASE OF LABOR AND MATERIALS.**

If this contract contains labor, whether in part or in all, the contractor shall, in all cases during the term of this contract, subscribe to and comply with the Worker's Compensation Laws of the State of Ohio and pay such premiums as may be required thereunder and to save said City harmless from any and all liability arising from said act. He shall also furnish at the time of delivery of this contract and such other times as may be requested, a copy of the official certificate or receipt showing the payments hereinbefore referred to. A copy of the official certificate or receipt showing the payments hereinbefore referred to, shall be submitted with the bid, or, if not included with the bid, shall be submitted with the signed contract. No work shall be commenced, or payments made, until the certificate or receipt is received by the City. The contractor shall maintain continuous coverage throughout the contract and shall notify the City in writing within 24 hours of receipt of notice of cancellation or reduction of coverage.

**B-28 INDEMNITY**

Contractor shall indemnify, defend, and hold harmless the City of Cleveland, Ohio, its officers, agents, and employees from all claims, demands, liabilities, loss, suits, causes of action, judgments, costs, and expenses, including attorneys' fees, arising, occurring, or allegedly arising or occurring from personal injury, including death, property damage, including loss of use, or otherwise, to any person or the property of any person, including third parties and employees of any party, as a result of negligent or intentional act or omission by Contractor or its agents, employees, subcontractors or suppliers, in performing work or services or furnishing labor and materials under this contract. This indemnification right is in addition to any other indemnification or contribution right of any indemnified party and shall survive completion of the work or services or furnishing of labor and materials.

**B-29 WARRANTY**

Contractor warrants, in addition to any other express or implied warranty required by law or the contract, that all work and services performed under this Agreement will be of good quality, free from faults and defects, conform to the contract documents, performed in a workmanlike manner according to good usage and

accepted practice, resulting in a merchantable product, and fit and suitable for their intended purpose, and that materials supplied will be of good quality and free from all defects, latent or patent.

#### B-30 OHIO CAMPAIGN FINANCE LAW

Pursuant to the Ohio Revised Code, as referenced below, the following language is hereby made a part of this document:

"Contractor hereby certifies that beginning on the date the contract is awarded and extending until one year following conclusion of the contract, all persons identified in Ohio Revised Code Sections 3517.13(I)(3) and 3517.13(J)(3), as applicable, are in compliance with Ohio Revised Code Sections 3517.13(I)(1) and 3517.13(J)(1)."

By submitting a signed sealed bid, those persons signing the document are affirming their compliance with the referenced sections of the Ohio Revised Code, herein incorporated into any contract created pursuant to this Invitation to Bid in its entirety.

#### B-31 TITLE 48 C.F.R. ETC:

Certification Re: Federal Debarment, Suspension, Ineligibility or Voluntary Exclusion: Title 48 Code of Federal Regulations, Part 9, and other regulations, preclude the City from participating in a covered transaction, as defined in subpart 9.4, with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. By signing and submitting this document, the bidder certifies to City that it, its principals, any subcontractors, and subcontractor principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- 2) Have not within the three-year period immediately preceding the submission date of this document been convicted of or had a civil judgment rendered against them personally or the company for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; or,
- 4) Have not within the three-year period immediately preceding submission date of this document had one or more public transactions (Federal, State or local) terminated for cause or default.

If the bidder is unable to certify to any of these statements in this certification, such prospective participant must attach a written explanation to this bid. Failure or inability to certify to any of these statements may be cause for rejection of the bid.

The Federal Debarred Listing is available at <http://www.epis.gov/>

By submitting a signed sealed bid, those persons signing the document are affirming their compliance with the referenced sections of the Code of Federal Regulations, herein incorporated into any contract created pursuant to this Invitation to Bid in its entirety.

2026-2029 PURCHASE OF VARIOUS TYPES OF CLEANING/JANITORIAL SUPPLIES  
VARIOUS DIVISIONS OF THE DEPARTMENT OF FINANCE

**SECTION C – DESCRIPTION OF PRODUCTS OR SERVICES**

**C-1 – SCOPE**

The Department of Finance intends to use this invitation to bid and subsequent award to enter into a requirement contract for a period of two (2) years with an option to renew for one year. The options are exercisable by the Director of Finance for the City of Cleveland without any additional cost to the city.

The supplies shall meet all applicable state and federal guidelines for the various types and styles of products being purchased. The selection of specific items and the determination of applicability for the said items remains the responsibility of the city.

The Department of Finance reserves the right to enter a contract(s) after thorough evaluation of the bids. An award will be made for all items as a single contract, or by separate contract for each or any combination of the items. Bidder must provide the lowest and best pricing and offer a discount off a full-line online catalog. The catalog must offer a full line of janitorial inventory to determine awards.

Suppliers are strongly encouraged to bid on all Categories and all items to be considered for a single award.

The Department of Finance desires to utilize a web-based electronic catalog concept for procurement of such supplies, utilizing a net-priced catalog custom tailored for the City of Cleveland, and protected by a security pin code-based on-line security system.

The successful bidder or bidder(s) will be required to maintain inventory levels of products to provide a Just-In-Time next day delivery for all basic items and/or frequently used items to be ordered on-line or release by a deliver order from their catalog/pricelist to any location in the City and specific long lead time items in the catalogs.

Bidder must provide with their sealed bid response a flash drive price list/catalog, online link with separate line items (sku's), and provide sample outlines of online catalogs to demonstrate capability and include price lists with discount off pricing for the duration of contract terms.

Bids without complete documentation shall be considered non-responsive and rejected.

**C-2 - AUTHORIZED MANUFACTURER OR DISTRIBUTOR**

Bidders offering items under this Bid/Contract must be manufacturers, authorized distributors or authorized representatives of manufactures for the items offered. Bidders shall include proof of such with their sealed bid submission. Proof consists of a letter from the manufacturer on manufacturer's letterhead signed by a duly authorized representative of the manufacturer.

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**C-3 - GENERAL BIDDER QUALIFICATIONS**

Bidder shall have the following qualifications and /or certifications at the time of submitting their sealed bid:

1. Bidder shall be able to provide customer service hours during normal business hours 8:00am to 5:00pm. The Bidder shall respond to any email, phone messages with the same business day, if received prior to 3:00pm and by 10:00am the following day if received after 3:00pm.
2. The bidder shall maintain any certifications or licenses required by Federal, State, or Local government to perform and/or provide the services described herein.

Where specified, only the original manufacturers or their licensed agents will be considered, so that future support and up-grades, supplies, apparatus, and appurtenances will be available. Otherwise, any supplier that has reliable consistent access to a specified manufacturer's product line, either directly, or through another supplier, may bid on the group or item.

The supplier shall have a proven record of successfully providing safe and effective janitorial supplies, apparatus, appurtenances or equipment to public sector clients through requirement contracts or purchase orders. The supplier shall submit, as part of the bid, documents called for in C-4 Supplier Expertise and Customer Service and C-15 Documentation to be submitted with the Bid.

**C-4 - BIDDER QUALIFICATION REQUIREMENTS FOR ORDERING**

The City of Cleveland desires to utilize a web based electronic catalog concepts with a Just –In-Time online ordering and billing systems to support quick turn-around and deliveries. Bidder must state the number of delivery days after receipt of order (ARO) on the bid schedule of items page herein.

The successful bidder must be able to custom tailor their web based for the City of Cleveland to allow net –pricing off all catalog items, protected by a password or pin code –based online security system and provide demonstration of capability.

The supplier shall maintain a full-line catalog of janitorial supplies and equipment as outlined under the standards for General Industry and Construction by Occupational Safety and Health Administration, Labor.

The supplier must provide Safety Data Sheets (Material Safety Data Sheets) with training instructions on how to properly use or care for product.

Upon notice, demonstrations and training may be requested on certain groups or items.

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The supplier shall supply a customized flash drive, online catalog, or website links, which shall contain the frequently used items, listed on the Bid –Schedule of Items pages. The information will also include instructions which detail our internal purchasing procedures and policies for this contract, which may include an alternate method of ordering and billing. The items to be included in this information will be selected by designated individuals within the various divisions of City government.

**C-5 - PRODUCT SAMPLES**

Bidder (s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest and best responsive bidder. If not included as part of their sealed bid response, the bidder will be required to provide the samples within two business days after notification. Failure to provide the samples within the stated time will result in the bidder being deemed non-responsive. After award of the contract, the samples will be used as a basis of comparison with actual product delivered under contract. Any variations between samples and actual products being delivered that are due to manufacturers' changes may be acceptable and shall require prior written approval by the Commissioner of Purchases and Supplies or authorized designees.

**C-6 - CONTRACT AWARD**

The contract if any shall be awarded to the lowest and best responsive bidder by Category. A bidder must bid on every item in the category.

The contract shall be for a period of two years with an option to renew for one additional year, exercisable by the Director of Finance without any additional cost to the City.

**C-7 - FIXED PRICE WITH ECONOMIC ADJUSTMENT**

The contract price(s) will remain firm for the two years of the contract period. Thereafter, the Contractor may submit a written request for increase their prices to be effective 60 days after acceptance by the Commissioner of Purchase and Supplies or the Director of Finance. No price adjustment will be permitted prior to the effective date of increase received by the Contractor from his suppliers, or on delivery orders that are already processed, or on orders that have been filled and are awaiting shipment. If the Contractor's receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in cost of the finished supplies, due to increases in cost of raw materials, labor, freight, Workers Compensation and/or Unemployment Insurance, etc. but not to exceed 2 % percent of contract price and comparably matching the current market price. Detailed documentation shall include a comparison list of the

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contract items and proposed price increases, which must be submitted to support the requested increase.

Supportive documentation should include, but is not limited to: copies of the old and the current price lists, or similar documents which indicate the original base cost of products to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explain the source of the increase in such area as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished products due to general decline in the market or some other factor, the Contractor is responsible to immediately, notify the City of Cleveland, Commissioner of Purchases and Supplies or authorized City representative. The price decrease adjustment will be incorporated into the contract price, if lower than original bid price and effective on all delivery orders after the effective date of the decreases.

**C-8 – GENERAL CLEANING, JANITORIAL SUPPLIES & EQUIPMENT**

The supplier shall be able to provide a wide variety of general janitorial supplies and equipment, including, but not limited to items in the following categories but not limited to:

- Trash Liners & Receptacles
- Floor Care Products
- Rubbermaid Janitor Carts & Receptacle
- Gojo & Dispensers
- Hand & Body wash Bio SPA(Antibacterial)
- Bulk Hand Soaps , All Purpose Industrial Cleaner
- Degreaser, Stainless Steel , Solvent Chemical Products
- Detergents – Laundry Care Products
- Bottles and Caps
  - a. Pints Bottles
  - b. Quart Bottles
  - c. Gallon Bottles
  - d. Bottle Caps & Trigger Sprayers
- Clorox Bleach, Oxy All
- Spic & Span
- Ajax Cleaner
- 409 Cleaner
- EPA & FDA Antibacterial , Steroidal Disinfectant , Diamond, Sani Cloth Wipes, Sanitizers
- Bowl cleaners
- Toilet Floor mats
- Trigger Sprayer
- Pads

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- Urinal Mats
- Floor Wax & Stripper
- Hard Surfaces
- Carpet & Upholstery Cleaners
- Various Types of Brooms Mops, Holders, Handle Mop Heads, and accessories
- Commercial Industrial Vacuums and accessories including bags
- Shop Vac
- Rubbermaid wave rack bucket/wringer
- Terri Cloth 100% Cotton Towels
- Various types of paper towels and toilet paper dispensers
- Tuberculocidal Air Freshener Sprays with Dispensers
- Purell with Dispensers
- Spill Control; Wet Floor Signs
- Heavy Duty Gloves and Protective Gloves & Masks
- Odor Control for Restrooms
- Environmentally Safe & Green Products
- Glass Cleaner

The supplier must offer a comprehensive selection of the above-mentioned items in a published catalog.

In addition to the catalog categories listed in Section D– Technical Specifications, to bid the supplier shall be able to provide the full-line of janitorial products and provide manufacturers names for approved equal or better.

**C- 9 – PRODUCT ALTERNATE BRANDS/SUBSTITUTION OF ITEMS**

During the term of any ensuing contract, the awarded contractor(s) may need to provide alternate Manufacturer Brand/Style/Items other than those indicated in the specifications. Prior to the provision of any alternate, however, the contractor shall notify and obtain permission from the Commissioner of Purchases and Supplies or authorized designee. The Division of Purchases and Supplies may require samples of the alternate substitute item(s). Failure to comply with this clause shall be considered an instance of contract default.

Any bidder that wishes to quote an alternate or substitutions shall list the manufacturer on the line item that they wish to replace and submit a catalog and price list with the bid. Bidders may be required to submit samples from alternate manufacturers as requested.

If a product or item is not available, the awarded contractor (s) may substitute with a competitive, comparable product equal or better. Product unavailability and substitution must have prior approval and shown as part of usage and vendor performance reports.

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**C-10 - SUPPLIER EXPERTISE AND CUSTOMER SERVICE**

The supplier shall provide customer service to Department of Finance. The services shall include but not be limited to the following:

1. Technical manuals for set up and operation of equipment
2. Telephone support service by a trained technical representative
3. A dedicated customer support representative to provide order entry service by accepting Release Orders
4. On-going technical and training service and assistance dealing with online catalog ordering.
5. Website online ordering capabilities

The bidder shall submit with the bid the name, phone number, FAX number, and email address of the dedicated individual in the customer service department that will provide the service detailed above. If, in addition, there will be an outside sales representative assigned to the account, their name, phone number, FAX number, and email address shall be provided as well.

**C-11 - RELEASE DELIVERY ORDER**

All purchases under this contract shall be initiated with a delivery order for an interim period or until online ordering is implemented. This delivery order authorizes the shipment of specific quantities of specific materials to a specified location, signed by the Director of Finance or his designee.

**C-12 - APPROXIMATE QUANTITIES TO BE PURCHASED**

The Department of Finance intends to use this specification, and the resulting requirement contract or contracts, to purchase sufficient supplies and equipment for approximately two thousand City employees. The quantities listed in the Bid - Schedule of Items are estimates only.

**C-13 - PRICE TO BE BID AND METHOD OF AWARD**

Unless otherwise specified, the price to be bid for all bid items in a category shall be the percent reduction from the manufacturers' current published list or current published catalog prices. We are requesting percent reduction, not markups, and only one reduction per full line catalog for all items, not multiple ones. Your bid may be deemed non-responsive otherwise.

Bid on groups where specific manufacturers are specified, the manufacturers list or suggested retail price sheets or books from each manufacturer shall be submitted. This allows Finance the

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greatest flexibility in selecting the appropriate items required to minimize exposure and comply with applicable regulations. If multiple prices are submitted for the same piece of equipment, the lowest of the prices will be accepted as the applicable price list.

Pricing on all items ordered under this contract must conform to the catalog price less the percent reduction. Only items specifically listed in the catalogs submitted with the bid are allowed to be ordered under this contract.

Ordering off-catalog items or any additional items that postdate the bid submission date of this bid or items not available through the submission of catalogs is expressly forbidden under the terms of the contract.

- **Exception:** The stated percentage reduction from the published list or catalog pricing shall not be adjusted throughout the life of the contract. If, during the bid process, prices for current equipment are inadvertently omitted from the bid package, Finance reserves the right to purchase those items. The price for those items will be the price as stated from the date the bid specs were submitted.

Unless otherwise specified, each category or group will be awarded to a single supplier based on the cumulative discount offered, based on the estimated values the department has associated with each item. The City reserves the right to award by category or group to the lowest and best bid received for these items. If variances in individual suppliers' own catalog prices could impact the selection of the low bidder, these catalog prices will be evaluated based on a selection of items the Division of Purchases has identified as likely to purchase.

If an item is listed in multiple catalogs or price sheets submitted, i.e. the suppliers' catalog and the manufacturers' catalog, the lower prices shall be charged by the supplier.

**C-14 - DELIVERY (Supplemental to General Conditions B-14)**

The supplier shall deliver the requested items within five (5) business days from the formal request for a shipment as detailed in a Delivery or Release Order. Delivery shall be by standard delivery service such as United Parcel Service or United States Postal Service, Company Owned Vehicle or by US DOT or Ohio DOT licensed common carrier.

Delivery to any location below shall be included within the price bid and shall be at the formal request by Delivery or Release Order of the Director of Finance or his designee. The Delivery or Release Order form shall be on City format and signed by Commissioner of Purchases and Supplies or authorized designee. Delivery shall be to the person detailed in the Delivery or Release Order. Any items that are damaged upon arrival shall not be accepted.

**Locations or addresses are subject to change. Add-ons or deletions shall be allowed with the approval of the Commissioner of Purchases and Supplies.**

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**Various Divisions or Locations**

Distribution & Maintenance Attn: Central Warehouse 4600 Harvard Avenue Newburgh Hts., OH 44105	Crown Water Treatment Plant Attn: Storekeeper 955 Claque Road Westlake, OH 44145	Nottingham Water Treatment Plant Attn: Storekeeper 1300 Chardon Road Cleveland, OH 44117
Cleveland Division of Water Attn: Storekeeper 1201 Lakeside Avenue Cleveland, OH 44114	Baldwin Water Treatment Plant Attn: Storekeeper 11216 Fair hill Road Cleveland, OH 44104	Garrett A. Morgan Water Treatment Plant Attn: Storekeeper 2415 Division Avenue Cleveland, OH 44102

**Cleveland Public Power**

<p>Cleveland Public Power 2490 West 41st Street Cleveland, OH 44113</p> <p>1735 St. Clair Avenue Cleveland, OH44113</p> <p>743 East 140<sup>th</sup> Street Cleveland, OH 44110</p>
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**Water Pollution Control**

<p>Water Pollution Control 12302 Kirby Avenue Cleveland, Ohio 44108</p>
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**Mayor Office of Capital Projects**

<p>Division of Engineering and Construction 601 Lakeside Avenue Room 517 Cleveland, Ohio 44108</p>
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**Department of Port Control**

CHIA Central Receiving  
5300 Riverside Drive  
Cleveland, Ohio 44135

**Department of Public Works**

City Hall  
601 Lakeside Avenue, Room 12  
Cleveland, Ohio 44114  
  
4150 East 49<sup>th</sup> Street, Building #1  
Cleveland, Ohio 44105

**Department of Building and Housing – Code Enforcement**

601 Lakeside Avenue  
Cleveland, Ohio 44114

**C-15 - MANAGEMENT REPORTS**

- A. The awarded contractor shall furnish monthly or quarterly reports for the following:
  - 1. Usage Reports by cumulative date of order, ship for each item/product listing by quantity by cost-by-cost center to be established for the various divisions or location of the City.
  - 2. Returns
  - 3. Back-ordered Substitutions of Unavailable
  - 4. Outstanding Invoicing or Billings
- B. The reports must be submitted within thirty-days following the date of delivery period to Steven Decker, Contract Supervisor email to: [sdecker@clevelandohio.gov](mailto:sdecker@clevelandohio.gov) Failure to provide timely reports will be deemed as a violation of contract.
- C. Separate usage reports may be requested by other using departments.

**C-16 - NOTICE OF NON-CONFORMANCE**

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If material or equipment, delivered pursuant to a Release Order, does not meet the requirements of this specification, the requester shall notify the supplier within five (5) business days after receipt of the shipment at the point of destination.

**C-17 - RETURNS/PHYSICAL DAMAGE /REJECT/SHORTAGE**

The City of Cleveland procurement agents shall have a maximum of 10 business days, after receipt to report any shortages, physical damages or deficiencies. After ten days, the shipment shall be considered correct and billable. Awarded contractor shall not give credit, in partial or full, of any items reported as missing, damaged or deficient after the ten –day grace period.

**C-18 - REMOVAL**

If the material (or equipment) does not meet the requirements of this specification, the supplier shall remove it from the premises and replace it with satisfactory material (or equipment) as detailed in the delivery or release order document within five (5) days of notification from Department of Finance. The supplier shall pay shipping costs to return non-conforming items.

**C-19 - INVOICING AND PAYMENT (Supplemental to General Conditions B-21)**

The vendor must adhere to the terms set forth above under the C-14 Delivery and this section. Departments will review invoices upon receiving them. To perform this review, Departments requires all of the following documentation:

- relevant sections (e.g., the Schedule of Items section) of the contract with the vendor.
- a City of Cleveland Delivery Order (DO) that authorized the specific services /materials being invoiced;
- delivery documentation (e.g., Proof of Service/Delivery slip, Packing Slip, etc.) with an acknowledgement signature and date from an employee; and
- an accurate invoice.

The vendor is responsible for providing the delivery documentation at the time of delivery and for submitting the invoice. The City will provide the contract and DO copies. The employee will use the above four (4) documents to perform cross-checks to ensure accuracy in invoicing. If all is in order (e.g., delivered/invoiced items were authorized under the contract and DO, invoiced quantities were delivered, contract prices were invoiced, discounts applied, etc.), the requester will approve payment of the invoice through the City of Cleveland’s internal processes. The City’s Division of Accounts subsequently handles processing of the payment request, and the Division of Treasury issues the payment.

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The original invoice must be mailed to the “Bill to” address on the Delivery Order or to the cost center established for the various divisions of City government.

**C-20 - PATENTS (Supplemental to General Conditions B-13)**

The supplier shall pay all royalties and license fees and shall hold the City and its officers, agents, servants and employees harmless from liability of any nature or kind, including cost and expenses, for or on account of, any patented or unpatented invention, process, article or appliance manufactured or used in the performance of the contract, including its use by the City unless otherwise specifically stipulated in the contract documents. In this respect the supplier shall defend all suits or claims for infringement of any patent or license rights.

**C-21 - WARRANTY (Supplemental to General Conditions B-29)**

In addition to the manufacturer’s warranty, the supplier shall provide a warranty for all products supplied to the City under this agreement and such warranty shall provide that the products are free from defects in materials and workmanship for the term of the contract.

**C-22 - DOCUMENTATION TO BE SUBMITTED WITH THE BID**

Failure of the bidder to supply all data requested in this request for bid shall cause the bid to be incomplete and non-responsive.

Bidders must submit flash drives/price list or online links demonstrating that the bidder is an established full-line dealer providing various types of cleaning, janitorial supplies and equipment required for the various divisions of City government and in compliance with EPA /FDA regulations and that the bidder meets the requirements set forth in this specification.

Bidders for all groups that specify access to a specific manufacturer’s product line shall submit the manufacturer’s online catalogs and a corresponding price sheet in excel if prices are not listed in the catalog. To ensure consistency among bidders, pricing submitted shall be that which is most current.

Bidder must offer a discount on all items listed herein on the Bid Schedule of Items page and in published in their online catalog, flash drive, or online links.

Bidder must provide samples of on-line ordering format and may be requested to provide a demonstration to end-users to determine an award. Or proof of capabilities to allow electronic catalog orders i.e. website links or screen print of ordering and reporting reports.

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The bidder shall submit with the bid a list of at least two (2) government entities to which the bidder provided cleaning and janitorial supplies and equipment without any unresolved incidents or un-satisfactory vendor reports that they propose to furnish under the terms of the bid. The list shall provide the name of the contract manager, the name of a technical contact, and a phone number for the technical contact.

The bidder shall submit with the bid the phone number, FAX number, and email address of the customer service department that will provide the services detailed above.

**C-23 - PUBLIC LIABILITY, PROPERTY DAMAGE AND AUTOMOBILE INSURANCE**

This provision shall apply only to those bidders that wish to utilize their own vehicles to deliver items from their facilities to various location of the City.

- A. The Contractor will maintain during the term of this contract such general liability insurance including but not limited to bodily injury, property damage, contractual liability, owners and contractors protective liability, products/completed operations coverage, and personal injury coverage wherein the City of Cleveland and Contractor will perform work under this contract shall be named as an additional insured. (Special hazards such as business automobile liability insurance are addressed below.) Coverage will protect the Contractor and any subcontractor performing work under this contract for claims for damage for personal injury, bodily injury, including accidental death, as well as for claims for property damage, which may arise from operations under this contract, whether such operations are by the Contractor or by any subcontractor or by anyone directly or indirectly employed by them. An original certificate of insurance and a copy of the additional insured endorsement naming the City and other additionally insured will be deposited with the Director of Finance prior to execution of the contract. Such documents will be satisfactory to and approved by the Director of Law as to form, coverage, carrier and limits. The additional insured coverage provided to the City under the Contractor's insurance policy (ies) will be primary with respect to Contractor's general liability notwithstanding other insurance covering the City. The amounts of insurance shall be as described below.

NOTE: Self-insurance is not acceptable.

- B. General Liability. Including but not limited to bodily injury, property damage, contractual liability, owners and contractors protective liability, products/completed operations and personal injury. Such policy or policies shall be in an amount not less than a combined single limit of one million (\$1,000,000.00) for bodily injury and property damage per occurrence and, in the aggregate, including but not limited to, contractual liability, owners and

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contractor's protective liability, personal injury as well as products/completed operations coverage of one million (\$ 1,000,000.00). Such coverage shall be on an occurrence basis. Coverage shall not be on a claim made, basis. If a deductible or self-insured retention is assumed, the deductible or self-insured retention shall not exceed fifty thousand dollars (\$50,000) per occurrence and in the aggregate.

This insurance shall include coverage for damage of property, of any nature in the care, custody, or control of the Contractor, or any property over which the Contractor is directly or indirectly exercising physical control by reasons of the work to be performed.

- C. Special Hazards. The following special hazards shall be covered during the life of this Contract by rider or riders to the policy or policies above required, or by separate policies of insurance in amounts as follows:

Business Automobile Liability. Business automobile insurance to cover each automobile, truck or other vehicle used in the performance of the Contract in an amount not less than a combined single limit of one million (\$ 1,000,000.00) for bodily injury, including death, and property damage per occurrence.

- D. Any policies or certificates provided shall contain a special provision requiring the insurer, no less than ten (10) days prior to material change in, cancellation, reduction, lapse or non-renewal of the insurance afforded by the policy or policies with respect to the contract involved, to give written notice by certified mail to the Director of Finance.

If the insurance company (ies) cannot or will not provide such notice, then the contractor shall notify the Director of Law, in writing, at least thirty (30) days before it cancels or reduces any insurance required above, and immediately upon receiving notice of any insurance by an insurance company.

The provision may not contain language such as "endeavor to" or "failure to-give such notice shall impose no liability or obligation of any kind on the company or its representatives" or any similar language limiting or abating the above requirement.

**C-24 - NO WAIVER OF LEGAL RIGHTS**

Neither acceptance of nor payments for the work, or any part of the work, nor any extension of time, nor any possession taken by the City shall operate as a waiver of any portion of the contract, nor shall a waiver of any breach of the contract be held to be waiver of any other or subsequent breach.

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**C-25 - SECURITY**

To ensure the safety and security of the water system, Departments of Port Control and Public Utilities requires that the winning bidder provide documentation demonstrating that the bidder has exercised due diligence in performing pre-employment personnel background checks that include, but are not limited to, Immigration and Naturalization Service Employment Status Verification, Criminal Background Records Examination, Work Record Verification, Education Record Verification, and Bureau of Motor Vehicle Record Verification; and for those bidders that wish to utilize their own vehicles to deliver items from their facilities to the DPU facilities, they must fax information to verify the identity of driver, as well as the license plate and make of the vehicle used in the pickup or delivery prior to each visit to DPU facilities.

**C-26 -MATHEMATICAL ERRORS**

- A. If a bidder makes any mathematical errors in the bid sheets such that some or all of the bid numbers are mathematically inconsistent with each other, the City shall correct such errors as follows. The lowest level values or unit prices shall be deemed as indicating the bidder's true intent and shall be accepted as correct.
- B. All further calculations shall then be corrected, and these corrected values shall be cascaded throughout the entire set of bid sheets, potentially affecting the bidder's final bid price. Calculations subject to such correction include, but are not limited to:
  1. The summing of labor and material unit prices into a total unit price;
  2. The multiplication of unit price times quantity to arrive at the extension cost;
  3. The summing of individual line items into totals or subtotals;
  4. The multiplication of any subtotals or other values by contingency percentages or other factors; and
  5. The transferring of subtotals or values from one sheet to another.

If the correction of any errors has an effect on the award of the contract, only the directly affected bidders will be notified in writing of the corrections and their affects.

**C-27 - ALLOWANCE FOR FREIGHT**

City of Cleveland does not pay freight all freight charge must be inclusive in unit price.

**C-28 - OEO PARTICIPATION GOALS**

Under Chapter 187.13C of the Codified Ordinances, the OEO participation goal for this requirement contract has been waived.

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**C-29 - WRITTEN QUESTION CUT-OFF**

All questions must be submitted in writing to [ldrake@clevelandohio.gov](mailto:ldrake@clevelandohio.gov) or by fax 216-420-8825. The last date for written questions will be five business days prior to the original bid opening date. No additional questions will be considered or answered.

**C-30- Non -Mandatory Pre-bid Conference & Sealed Bid Opening Date**

All bids must be sealed and identified with bid file number, title of bid, and time-stamped before 11:59am on bid opening day.

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**SECTION D- TECHNICAL SPECIFICATIONS**

**CATEGORY A – TRASH CAN LINERS**

The supplier must offer and provide a full-line variety of specialty sized rubbish or trash liners as specified or approved equal or better.

Trash liners or bags must be puncture –restraint. Colors may vary depending on the end-user’s requirements. Bidder must state manufacture name on bid schedule of items page. Bidder must provide samples for all items listed in this category.

Bidders must provide samples with price sheet/catalogs for all items in Category A with sealed bid submission for each line item as specified below for testing and to determine lowest and best. Bidder must also include supporting documentation, material safety data information from the manufacture. Failure to provide this information may cause the bid to be non-responsive and rejected. Supplier must be a full-line distributor of:

Item	Dimensions	Thickness	Case Count	Density and Color	Weight Per Case	Capacity	Approx Quantity	Unit Price Per Case
1	24 x 24	6 Micron	1000	High/Clear or Black	9.12	7-10 GAL		\$ _____
2	23 x 10 x 39”	1.5 MIL	200	Low/Black	24.4	33 GAL		\$ _____
3	23 x 10 x 39”	17 MICRON	200	High/Clear	12.25	33 GAL		\$ _____
4	23 x 17 x 46	2 MIL	100	Clear	24.7	35-45 GAL		\$ _____
5	26 x 23 x 48	1.7 MIL	100	Low/Clear or Black	28	45-55 GAL		\$ _____
6	30 x 37	13 MICRON	500	Low/Clear or Black	19.2	20-30 GAL		\$ _____
7	40” x 48”	14 MICRON	250	High/Black	18	35-45 GAL		\$ _____
8	23 x 17 x 48	14 MICRON	250	Low/Clear or Black	17.9	35 GAL		\$ _____
9	24 x 22 x 58	2 MIL	100	High/Black	35.0	20-45 GAL		\$ _____
10	24 x 32	0.50 MIL	500	Low/Black	13.3	10-33 GAL		\$ _____
11	24” x 33”	1.5 MIL	200	High/Black	9.12	17-21 GAL		\$ _____
12	24” x 48”	.14 MIL	250	Recycle/White	17.9	55-60 GAL		\$ _____

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13	23" x 48"	14 MICRON	250	Recycled/High	17.9	55-60 GAL		\$ _____
14	38 x 58	3 MIL	250	High/Black	18	55 GA		\$ _____

**CATEGORY B – INDUSTRIAL GENERAL CLEANING, DISINFECTANTS AND FLOOR CARE**

Bidders must provide price sheet/catalogs for all items in Category B and required samples with sealed bid submission for each line item as specified below for testing and to determine lowest and best. Bidder must also include supporting documentation, material safety data information from the manufacture. Failure to provide this information may cause the bid to be non-responsive and rejected.

Supplier shall be a full-line distributor of:

Item	Example Products
1	Zena Sheen or approved equal or better  Cleaner/ Polisher specifically formulated for stainless steel, chrome, brass, bronze, copper, metal ally and aluminum. Must effectively remove marks, grease, tarnish, and oxidation from bright metals and guards, against future tarnish and oxidation. Must have a USDA approval rating of A.7. 20 oz. can 12 per case. Sample required with Material Data Sheet.
2	Dyna Clean Stripper or approved equal or better. Concentrated floor wax stripper must contain  <ol style="list-style-type: none"> <li>1. Butyl cellosolve (C.A.S.#111-76-2) AT 5-15</li> <li>2. Diethylene Glycol (C.A.S.#112-34-5) AT 1-5</li> <li>3. Monoethanolamine(C.A.S. #141-43-5) AT 5-10</li> <li>4. Isopropyl Alcohol (C.A.S. #67-63-0) AT 1-5</li> <li>5. Five gallons containers or approved equal or better.</li> </ol> *Must not contain any harsh caustics. (i.e. sodium hydroxide, ammonium hydroxide or potassium hydroxide).
3	Floor & Tile Wax 1 gallon container, a. percent solid 25%, b. high gloss finish, (wet look) c. non-ammoniated, d. drying time 20 minutes, , non –yellowing or discolor, f. slip resistant, self- heating, g. can be ordered in 5-gallon pails.

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4	<p>Disinfectant Foam Spray or approved equal of better</p> <p>Hospital Grade, broad spectrum disinfectant cleaner. Must effectively clean shines, deodorizes and disinfect. Must prevent and control mold and mildew. Bactericidal, virucidal, fungicidal, kills HIV and non-abrasive. Safe on chrome, plastic, enamel, porcelain, and fiberglass. 20 oz. cans. 12 per case. Sample required with Material Safety Data Sheets.</p>
5	<p>Zena Disinfectant Foam Spray or approved equal of better</p> <p>Hospital Grade, broad spectrum disinfectant cleaner. Must effectively clean shines, deodorizes and disinfect. Must prevent and control mold and mildew. Bactericidal, virucidal, fungicidal, kills HIV and non-abrasive. Safe on chrome, plastic, enamel, porcelain, and fiberglass. 20 oz. cans. 12 per case. Sample required with Material Safety Data Sheets.</p>
6	<p>Clorox, Commercial Solutions, disinfectant cleaner-up with Bleach, <b>no substitute or alternate</b> , must Kill germs on hard, nonporous surfaces: Staphylococcus, Aureus, Salmonella Enterica, Pseudomonas, Aeruginosa, Rhinovirus, (Influenza A2) Hong Kong,</p> <p>1 quart 32 FL OZ 946 ml.</p> <p>Category B. Cont.</p>
6A	<p>Clorox Bleach, or approved equal or better , 1 gallon, 6 per case</p> <p>Sample required with Material Data Sheets.</p>
7	<p>Dial or Gold Lotion Soap or approved equal or better,</p> <p>Must have high lather , naturally thick rich soap with added emollients and conditioners, concentrated and contain at least 12% cocamide soap &amp; 6% other natural soap , to contain mild PH 4oz bars</p>

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8	Multi-Purpose Cleaner size 1 gal. Dilution varies by application, net weight 128 oz., container type bottle, color clear.
9	Urinal Block Deodorant: solubility in water, appearance solid block various odors; chemical identity: case no. 1303-69-4, Borax; Urea-N/A; Verene-N/A; Quaternary-139-07-01: preferred cherry fragrance-N/A; pink dye/N/A; Surfactant -non-toxic -9004-99-3; water -7732 18-5 ;polyglycol-25322-683
10	Ready to use TB Disinfectant must be a one-step, hospital grade, EPA approved Cleaner, deodorizer, disinfectant, virucide, tuberculocidal, mildewstat, fungicide with EPA Registration Number 1839-83. The formula must be a general non-acid cleaner and disinfectant which kill 99.9% of germs and kills pandemic 2009 H1N1 Influenza A (formerly known as swine flu), Eliminate odors and meet OSHA Blood borne Pathogens Standards, for HIV, HBV, BVDV & HCV. This product must be EPA approved as fungicide against Trichophyton Methicillin resistant (MRSA) and HEPATITIS B & C. EPA USDA, BIO Preferred. Packaged in twelve (12) quarts per case with lemon preferred fragrance.
11	Ready to Use Bowl Cleaner must be one step, EPA approved, hospital grade, disinfectants, cleaner, mildewstat, fungicide, virucide, deodorized, with a neutral pH. The product must have EPA Registration Number 10324-85, ready to use, effective against influenza viruses, staphylococcus aureus methicillin resistant (MSRA), Trichophyton, Mentagrophytes, Hepatitis B & C virus, Herpes, simplex virus type 1 & 2 and more, product, must be EPA approved. pH of product in concentrate shall be 7.0+/-0.3 and contain a minimum of 0.086% active ingredients. Packaged in twelve (12) quarts per case and each bottle must have a flip top spout. Blue in color with fresh fragrance.
12	Neturzen Metered Various Scents with automatic dispensers or approved equal or better, long lasting, neutralizes malodors, dry spray, no fall-out, non-staining, non-chlorinated, 24 hour day, night key lock mechanism, on-off switch controlled, internal timer light. 7.5 min, 16 min, 30 min.
13	Sani-Cloth (not Sani-hands) or approved equal plus moist large 160 tubs per case. Size 6"x6-3/4" contains 14.85% Alcohol, EPA Registered.
14	3 M -Stainless Steel Cleaner & Polish or approved equal or better designed to clean and polish elevators, kitchen sinks, clean and polish in one step leave no greasy build-up surface, pleasant scent, leave a light protective film, resist streaking non-flammable, does not contain petroleum distillates.

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15	Spotlight Voc-Sealer –Spotlight floor seal or approved equal or better made for Airport Terrazzo floors, one-step advanced formula which include patent pending technology and is VOC Compliant with State of Ohio.  Price per pail.
16	Hand Sanitizer Mfg. Deb or approved equal or better, per case, mild foaming green or clear color and must kill 99.9% germs.
17	Hand Soap- Foaming hand soap in pink with a Cherry Fragrance, must fit current automatic soap dispensers at airports, 100mil size 4 per case.  Or approved equal or better <b>sample required</b>
18	Purell Hand Sanitizer 4oz, 8oz, & 20oz. Foaming or approved equal or better.
19	Lysol, or approved equal or better, Disinfectant Spray, net wt. 15 oz., EPA approved reg. no. 6763-4-74424 for Commercial , Industrial use only on hard, non-porous environmental surfaces, prevent mold and mildew in public places. <b>Sample required.</b>
20.	Laundry Detergent- Powdered, biodegradable industrial strength, removes tough stains and is color safe with low suds. (water (7732-18-5) Ethoxylated Alcohol, Triethanolamine, Dodecylberzene, Sulfonate (27323-41-7) Coco Alkyl Ethoxylated Amine (61791-14-8) Nonylphenol Ethoxilates (9016-45-9) Se for all temperatures with fresh scent. Top Load/ 1/3 cup per load Priced per each 15-gallon container. Alco-Chem or Chemsafe Approved equal or better  <b>Sample required.</b>
21	Laundry Detergent, all fabric concentrated laundry detergent/contains, water conditioner and soil suspend –agent. Low sudsing. Packed 15-gallon container no substitutions,  <b>Sample required.</b>
22	Fabric softener,(water 7732-18-5) Orthophosphoric Acid (7664-38-2) Methyl-1 tallow, amidoethyl-2-tallow imidazolium Me sulfates (68122-86-1 Isopropanol(67-63-0)Disodium Distrylbiphenyl Sulfonate (27344-41-8) additive

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	eliminating soap build up and static cling, packed 15-gallon containers. Alco – Chem or Chemsafe approved equal or better.  <b>Sample required.</b> Price per each 15-gallon container.
23	Liquid Bleach (water 7732-18 -5) for all fabric types, removes difficult dirt and stain, no less than 12.55 sodium hypo-chloride. Alco-Chem or Chemsafe or approved equal or better 15-gallon container price per, each.  <b>Sample required.</b>
24	Carpet Cleaner , ability to use as spotter, pre-spray, , spin clean, or extraction cleaner, provide safe, and carefree maintenance, of all commercial carpet types, biodegradable, low foaming, neutral, Ph, recommended dilution: spotter (1:32), pre-spray (1:64), bonnet (1:128), extraction (1:28).
25	Insecticide Aerosol Spray, insect killer of ants, bees, flies, hornets, and wasps, Ants, Horn 20 oz. per case EPA registered. Active Ingredients, Teteramethrin 0.10% Permethrin, 0.25%.

**CATEGORY C – DUSTERS, HEAVY DUTY GLOVES, CLOTH RAGS AND SPONGES**

Bidders must provide price sheet/catalogs for all items in Category C and required samples with sealed bid submission for each line item as specified below for testing and to determine lowest and best. Bidder must also include supporting documentation, material safety data information from the manufacture. Failure to provide this information will cause the bid to be non-responsive and rejected.

Supplier shall be a full-line distributor of:

Item	Description or Manufacturer	Example Products
1	Feather Dusters,	Feather Duster with screw type handle 100% Ostrich Feathers; handle lengths 12” duster length 18” ; over length 30”
2	Terry Cotton – Bar Towels	White or Green 100% Cotton 16” x 27” 50lb per case.
3	Towel Rags	Material Recycled Cotton, various sizes rags.
4	Flock –Lined Latex Impact, approved equal or better	General Purposes Gloves, #8448 Series, 12”, yellow, Length, .018 Mil. , Non-Slip, Resist Cuts, Lining. Must be available in all sizes, small, medium, large and X-large. 12 per pack/ price per case.

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5	Disposable Gloves	Nitrile Powder –Free blue for latex free, non-sterile, 8.0 mil thickness, 9.5” length price 50 pairs per box 10 boxes price per case.
6	Disposable Masks	N-95 Particulate Disposable Respirator or Approved Equal or better, provides help to protect respiratory protection. Filter efficiency level of 955 or greater against aerosols free of oil. Fluid resistant and disposable, must fit wide range of face sizes, contains, no components, made from natural rubber latex. 100 per box price per case. <b>Sample required.</b>

**CATEGORY D – SWEEPERS, SCRUBBERS, VACUUMS AND ACCESSORIES**

Bidders must provide price sheet/catalogs for all items in Category D and required samples with sealed bid submission for each line item as specified below for testing and to determine lowest and best. Bidder must also include supporting documentation, material safety data information from the manufacture. Failure to provide this information will cause the bid to be non-responsive and rejected.

Supplier shall be a full-line distributor of:

Item	Description or Manufacture	Example Products
1	WET/DRY Vacuum Sanitaire or approved equal or better	20 –gallon 2 horsepower vacuum equipped with a 30” squeegee assembly that raises and lowers easily with a gear shift style hand brake and cable. Amp 11.1 -13. Water lift -105” cfm-110 recovery 20 gallon; must include tool kit: 10’ crush proof hose with swivel end; 2-5 two-piece metal wand; 14” ABS Floor brush tool, 14” ABS floor squeegee tool, hand gripper tool. Price per each. <b>Meet OSHA Requirements.</b>
2	Pullman, Floor Machines or approved equal or better	Features- *Cast High Polished Aluminum chassis is chip-resistant and corrosion resistant. *Star Latch allows operator to adjust to any comfortable height using hand or foot * Must meet OSHA Standards *Dual dead man switch systems stop motor with release of trigger for operator protection, safety latch when not in use

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		<ul style="list-style-type: none"> <li>*Non-marking bumpers on chassis and motor canopy</li> <li>*50 Foot Power Cord</li> <li>*CSA Certified models are available</li> <li>*C-line</li> <li>* Horsepower 1.5</li> <li>*Amps 14.4</li> <li>*Brush Spread 18"</li> <li>*Brush Speed 175</li> <li>* Various size pads, brushes and/or accessories with capability must be included on price lists/catalogs, price per each.</li> </ul>
3	Industrial Vacuum Sanitaire or approved equal.	Industrial MODEL H-3480 zipper bag, 7-amp, path 12" cord 50' wt. 19lbs, Ergonomic handle , 2 speed, quiet mode, steel base and hood, price each. Meets OSHA Requirements.
4	Sanitaire Bag less Vacuum , or approved equal or better	Industrial bag less HEPA, MODEL H-2268, tools, on board, 11.5 amps, 13" path, 50' cord, 20 lbs., washable HEPA filter, nesting wand, crevice tool, dusting brush, and 3:1 stretch hose , price per each.
5	Sanitaire replacement bags or approved equal or better.	Replacement bags, five (5) per pack.

**CATEGORY E – GENERAL SUPPLIES AND HARDWARE EQUIPMENT**

Bidders must provide price sheet/catalogs for all items in Category E and required samples with sealed bid submission for each line item as specified below for testing and to determine lowest and best. Bidder must also include supporting documentation, material safety data information from the manufacture. Failure to provide this information will cause the bid to be non-responsive and rejected.

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Supplier shall be a full-line distributor of:

Item	Description	Example Products
1	Bucket with Wringer 2 pieces Rubber Maid or approved equal of better	Heavy duty plastic bucket with side press wringer withstands industrial use. Hold up to 32 oz. mop.  50,000 wring cycles, separates clean dirty water. Fits under wringer.  *Bucket capacity 8.7 - 35 qt. overall 20x16x17 ½" (Lx WxH), with winger: 23x16x25 ¼" (LxWxH),  *Total height with handles: 36 ½" *Casters 1x 3"*Weight 19lbs, *Removable Wringer.
2	Mop Handle  Rubber Maid or approved equal or better	Mop Handle 63" must have hinged with side latch, with roller adjusted, heavy duty, and color be yellow, black, and orange. 6per case.
3	Janitor Cart,  Rubber Maid or approved equal or better	Smooth, easy to clean cart, surface. Non marking, 8" wheels, and 4" casters
4	Urinal Mats	Protects floors from stains and uric acid damage, contains fungicide (Busan 11-Mz) to fight germs. Nonslip bottom. Last up to 6 weeks. 17 ½ x20 3/8. 6 per case.
5	Toilet Bowl Mops/Tolco or approved equal or better	Acrylic fiber, full head ,polyethylene handle  Price per case.
6	Toilet Bowl Brushes Tolco or approved better or equal	Plastic handle whang-up 21" length price per case

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7	Mop Heads Tolco or approved better or equal	Wet mop head 24oz 10 ply high grade cotton. 1 ¼ 12 per case.
8	Johnny Mops Emsco/or approved equal or better	Cotton Swab, must be white in color, must be soft with acrylic fiber and not to scratch the porcelain inside urinals or inside toilet bowl. 60 per case sample required.
9	Corn Lobby Brooms Rubbermaid	30" handle, color black, per case approved equal or better.
10	Rubbermaid Trash Receptacles or approved equal of better	<p>Hand-Free Receptacles, last for a lifetime, most durable, crack –resistant plastic, easy to clean, resists dents, impact and corrosion.</p> <p>PRICE LIST/ CATALOGS MUST PROVIDE ALL 3 SIZES</p> <ul style="list-style-type: none"> <li>a. 23-gallon, length 16 "x width 16", height 34"</li> <li>b. 35-gallon, length 20" x width 20" height 33"</li> <li>c. 50-gallon, length 20" x width 20" height 41"</li> </ul>

2025 usage report

ItemName	UOM	QTY
12 ROLLS 2 PLY ECONOMY JRT 9" DIA	CT	5439
TRANSCEND, 7.9X1000 WHT HWT 6RL	CT	3047
TRANSCEND, 3.78X1145 2PLY CTRL BATH TISS 12/CS	CT	2158
LINER,REPRO,40X46,45GL,2ML,BK,100/CT	CT	2149
SOAP,FOAM,FMX20,FRESH	CT	1630
TOWEL,MFOLD,250/PK,16PK/CT,NTWH	CT	1247
HARD WOUND ROLL TOWEL, 7.87" X 800', KRAFT	CT	890
TISSUE,BATH,2PLY,RCY,500/RL,96/CT,WH	CT	688
TOWEL,SINGLEFOLD,1PLY,RCY,4008/CT,WH	CT	484
REPRO CAN LINER, 40-45 GAL, 1.2 MIL, 40 X 46, BLACK, 100/CT	CT	420
LEMON-QUAT DISINFECTANT CLEANER, 4GL/CS	CS	401
LINER,NAT,30X37,14 MIC, 500/CT	CT	367
SPRAYER,TRIGGER,9.25",RED,EA,200/CT [59062491]	EA	313
BLEACH,1 GAL,LIQUID,PURE WHITE,6/CT	CT	310
BATHROOM PLUS NON-ACID DISINFECT BATHROOM CLEANER,32OZ,12/CT	CS	308
GREY FLEECE WIPER 1A-KFC-050 LYMAN 50# CS	CS	290
LINER,REPRO,43X47,2ML,BK 100/CT	CT	289
WIPES,TSKBRAND,IGHW,POPOP	CT	271
SANITIZER,FOAM,CLEAN SCENT,1200ML REFILL FOR ES10,2/CT	CT	265
OIL DRY PREMIUM ABSORBENT 50LB PAPER BAG 50/PT	EA	262
LINER,24X24,6MIC,NAT,1M/CS(2263328)	CT	245
TOWEL,HRDWUND,800'.6RL/CT,WH	CT	245
DUAL BLEND #20,BATHROOM PLUS CONCENTRATE,80OZ,4/CS	CS	240
COVER,TOILET SEAT,REFILL,5000/CT	CT	230
TOWEL,HARD ROLL,HC,950',6/CT	CT	205
SOAP KLNX LUX FOAM SKCLNS	CT	194
NITRILE EXAM PF GLOVES - BLACK- XLARGE - 5MIL - 100/BX	BX	190
TOLCO[R] 32 OZ. ROUND PLASTIC BOTTLE, 84/CT	EA	188
RAGS,TEXTILE,SOAKER,25LB,WHT	CT	183
HANDLE,BROOM,HARDWOOD,METAL TIP,15/16"X60"	EA	181
DUCT TAPE,AC15,2X60YD,UTILITY,8MIL,SILVER,24RL/CT	RL	175

TERRY TOWEL RAGS WHITE 25 LBS (7 RAGS/POUND)	CT	173
SOAP, LOTN, DERMAB, PK, 1GL, 4/CT	CT	159
URINAL SCREEN, WAVE, MANGO, 10/BX	BX	154
CONTAINER BRUTE 32GL DRN	EA	138
NON-AMMONIATED GLASS CLEANER, 20OZ AEROSOL, 12/CT	CS	137
CLOROX CLEAN-UP CLOROX PRO DISINFECTANT SPRAY 9/32FO	CT	131
WIPES, DISINFECTING, LYSOL, 80 WIPES, MANGO & HIB, 6EA/CS	EA	129
DETERGENT, L&L, 150OZ	CT	123
COVER, TOILET SEAT, REFILL, 5000/CT	CS	123
CLEANER, FOAM, LYSOL	CT	123
NITRILE EXAM PF GLOVES - BLUE- LARGE - 4MIL - 100/BX	BX	122
WATER, BLIZZARD, 1/2L, 24/CT	CT	120
TOWEL, HRDWND KFT, 8X800, 6/CT	CT	120
SPRAY, DISINFECTING, CLOROX	CT	118
BRUSH, VEHICL, GRAYFLGGD	EA	111
MOP, CTTN, #24, BND1-1/4, WE	CT	106
FIRSTAID KIT, 25 PERSON, 112 PIECES/KIT	KT	105
PH-ENOMENAL FLOOR CARE PH NEUTRALIZER AND CONDITIONER, 4GL/CS	CS	103
TRANSCEND TWIN JUMBO TISSUE DISP MATTE BLACK 4/CS 28 CS/PL	CT	101
BANDAGES, FABRIC, 1X3, 100/BX	BX	100
INSTANT COLD COMPRESS 5X9", 24EA/BX	EA	100
WIPES, L30, POP UP, 120, WH	CT	100
CLOROX DISINFECTING WIPES FRSCNT/CITBL 4/3X75CT VALUE PACK	PK	96
WIPES, WYPALLX80, JMBORL, RD	CT	95
TOWEL, HARDWOUND, 800', NITN, 6RL/CT	CT	92
LINER, 40X48, BLACK, 22MIC, 150/CT	CT	91
DUSTPAN, UPRIGHT, BK	EA	81
WIPE, SANITIZING, ALCOHOL, 160/TB, (SWT12180)	EA	79
DISINFECTANT, WIPE, LM, 75CT	CT	77
NITRILE EXAM PF GLOVES - BLUE- MEDIUM - 4MIL - 100/BX	BX	77
BANDAGES, PLASTIC, 1"X3", 100/BX	BX	75
RUFF N' READY SPRAY AND WIPE DEGREASER CLEANER, 12-32 OZ/CS	CS	73
SCREEN, URINAL, BLOCK, NPARA	BX	72

7401 1-PAIR L ORANGE COATED LIGHTWEIGHT WINTER GLOVES	PR	70
DISPENSER,SKIN CARE,MOD.ELECTRIC,BLACK	EA	68
LINER,NAT,30X37,10 MIC 500/CT	CT	67
TISSUE,BATH,2PLY,RCY,1000',12/CT,WH	CT	66
HANDLE,MOP,QCKCHG,VN160"	EA	65
GOLDEN POT & PAN DISHWASH DETERGENT, 1 GAL., 4/CS	CS	65
TAPERED HDLE 54"X1-1/8"	EA	60
STREET BROOM HEAD,16",POLYPROP. BRISTLES, 1/EA	EA	60
C-BT NORTH RIVER 96/500 2P (B040)	CT	60
GLOVES,REINF THRML,XLG,BK	PR	60
7501 1-PAIR XL GRAY COATED WATERPROOF WINTER GLOVES	PR	60
CLEANER, IMAGE DEODORIZING NEUTRAL, 1 GAL, 4GL/CS	CS	60
HEAVY DUTY SNOW RAKE - QTY. 1	PK	58
SWAB,DELUXE BOWL MOP,WH	CT	58
TOWEL,NON-PERF,800'/RL,NAT, 6/CT	CT	54
LINER,REPRO,45X54,56 GAL,2MIL,BLK,75/CT	CT	52
MOP,HEAD,CUTEND,COTTN,#24	EA	51
HANDLE,C-THREAD,60",NAT	EA	50
HANDLE,DSTMP,CLP,15/16X60	EA	50
FIRST AID,ANTIPC WIPE,BE	BX	50
BROOM;FOR LOBBY DUSTPAN;36"	EA	50
TOWEL;SNGFLD;NTRL;250/PK	CT	50
TAPE,MOUNTING,GORILLA,HEAVY DUTY,1"X10',BK	EA	50
LINER,38X60,BLK,22MIC, 150/CT	CT	50
24-7 EXTENDED PERFORMANCE FLOOR FINISH, 1 GAL,4/CS	CS	50
DUSTER,LAMBSWOOL, 26"	EA	49
BARE BONES™ NO-RINSE / NO-SCRUB LIQUIFYING STRIPPER, 5 GAL	EA	49
ONE COAT 25 SUPER HIGH GLOSS FLOOR FINISH, 5 GAL PAIL	EA	49
PINE SOL CLOROX PRO CLEANER SPARKLING WAVE 3/80FO	CT	48
DISPENSER,GOJO PRO,2000ML	EA	48
SANITIZER, GALLON, GEL, ALCOHOL, 4/CS	GL	48
MINT-QUAT DISINFECTANT CLEANER,4-1 GAL/CS	CS	47
CONFIDENCE HARDWOUND ROLL TOWEL, WHITE, 7.6" - 700', 6/CT	CT	45

BARE BONES™ NO-RINSE / NO-SCRUB LIQUIFYING STRIPPER, 4GL/CS	CS	45
CLEANER,CLOROX CLEANUP	CT	43
BLEACH, CLOROMAX, 81OZ, 6/CT	CT	43
BUCKET, SP WRN, 35Q WB2, YL	EA	42
DEODORANT, GLADE AUTO KIT	CT	42
LINER, 24X33, 6MIC, 16 GAL, NAT, 1M/CS(5353925)	CT	41
7501 1-PAIR 2XL GRAY COATED WATERPROOF WINTER GLOVES	PR	40
NOVA FLOOR SHINE, 5GAL	EA	40
BRITE EYES WET LOOK PREMIUM GRADE FLOOR FINISH, 5 GAL	EA	40
CLEANER, GLASS, ZEP, 32OZ., 12/CS	EA	40
DISINFECTANT, 4IN1, OR	CT	38
ENHANCE NEUTRAL FLOOR CLEANER, 1 GAL, 4/CS	CS	36
SPRAY BOTTLE, 28OZ, PLASTIC, BLUE	EA	36
MOP, DUST, COTN, 36", CUTEND	EA	35
MOP, DUST HEAD, WEDGE	EA	35
ELECTRONIC HARDWOUND ROLL TOWEL DISP 15.43X12.04X9.78 SLVR	EA	35
RELY FOAMING DISINFECTANT CLEANER, AEROSOL, 12/CS	CS	35
SWEEP COMP, 100# BG BR, 1/BD	BD	34
MOP, HEAD, RAYON, 16OZ	CT	34
VACUUM, SANITAIL MAID SAVE	EA	34
DUAL BLEND #6, GLASS/HAND SURFACE CLEANER, 80OZ, 4/CS	CS	34
CLEANER, HI, TRAF, 128OZ	EA	34
WIPES, TABLET COMPUTER, BE	EA	33
GLOVE, NITRILE, GP, POWDER FREE, XLARGE 100/BX 10BX/CS	CS	33
SOAP, ANTIMICRO, 1GL, BE	CT	32
HURRAH CAR WASH CONCENTRATED DETERGENT, 5 GAL	EA	32
NITRILE EXAM PF GLOVES - BLACK- MEDIUM - 5MIL - 100/BX	BX	32
SCREEN ECO MANGO	BX	31
SOAP, SAFEGUARD, BAR, 12/4PK/CT	CT	31
CLEANER, ALL-PURPOSE, 32OZ, LEMON BREEZE, 12EA/CT	CT	31
#32 WHT COTTON CUT-END WET MOP, HEAD W/ 1" HEAD BAND 12/CT	CT	30
POWER STRIP, 6OUT, 3FT CORD	EA	30
BROOM STREET 16" HAND	EA	30

GLOVES,PU,NYLON,XLG,BK	DZ	30
GLASS CLEANER, ORANGERINE 32OZ 6/CT	CS	30
7551 1-PAIR XL ORANGE ANSI A5 COATED WATERPROOF CR GLOVES	PR	30
WIP500-RECLAIMED POLO, 50#/CT	CS	30
MOP;TOILETBOWL;DURALON;WHI	CT	30
SOAP,PCMX,E2,TDX,CLR	CT	30
16OZ BLUE BLENDED LOOPED END, WET MOP HEAD W/ 5" HEAD BAND	EA	30
ENHANCE,NEUTRAL FLOOR CLEANER,4-GAL/CS	CS	30
NITRILE EXAM PF GLOVES - BLUE- XLARGE - 4MIL - 100/BX	BX	30
#20 WHT COTTON LOOPED END, WET MOP HEAD W/ 5" HEAD BAND	CT	30
VISIONTEK DP TO DP 2M CABLE	EA	30
SPLASH HOG VERTICAL URINAL SCREEN MANGO 6/BX SH-MGO	BX	30
BAG,REPLACEMENT,ZIP,F/617388&6173-02	EA	29
GLOVE, NITRILE, GP, POWDER FREE, LARGE 100/BX 10BX/CS	CS	28
TOWEL,CFOLD,16PK/150,WH, 16PK/CT	CT	28
SURFACE DISINFECTING WET WIPES, REFILL, 6, WHITE, 6	CT	28
WASP & HORNET KILLER,13.5OZ CAN,12/CT	CT	27
LINER,38X58,2MIL,REPRO,BK,100/CT,(B3858XXH)	CT	27
TOWEL,HARD ROLL,1000',WE, 12/CT	CT	27
CONCENTRATED ALL PURPOSE CLEANER, 4GL/CS	CS	27
SQUEEGEE,HOUSEHOLDER,12"	EA	26
LINER,40-45GAL,11MICRO,NT	CT	25
MOP,TUB,MCRFBR,MED,BE	EA	25
DUSTER;LAMBS WOOL 33-60 IN,12EA/CT	EA	25
PLUNGER VALUE PLUS YELLOW HANDLE,6EA/CS	EA	25
KLEENEX, ULTRA SOFT, 3 PACK	PK	25
45 GRAM 16X16 MICROFIBER CLOTHS 275GSM-BLK	PK	25
DISPENSER, ELECTRIC, TOUCH FREE, WHITE, 1000ML, GEL	EA	25
TOILET BOWL BRUSHW/15IN PLASTIC HDL 12/CS	EA	25
WET FLOOR CAUTION SIGN, FOLD-OUT, YELLOW	EA	25
BRUSH 8.5"UTLY WH TAMPICO	EA	24
SQUEEGEE;14";ALL PURPOSE	EA	24
DUST PAN,STRAIGHT PVC HANDLE(REPLACED 2600),6/CS	EA	24

CLEANER,MTI,PINECLN,128OZ	EA	24
LINER, 43X47, 1.2 MIL, BLK, 100/CT	CT	23
GRABBER,NIFTY-NABBER,8FT	EA	23
LINER,7-10GAL,6MICRON,NT	CT	22
DETERGENT,LIQ,BTL,150OZ,4/CT	CT	22
HANDLE;SQUEEGEE;FLOOR;WOOD	EA	22
DUSTMOP;COTTON;DISP;48X5;RE	EA	22
WIPES,SANIPRO,SANI-HANDS,6/CT	CT	22
SPRAY BOTTLE, 28OZ, PLASTIC, YELLOW	EA	22
INSECTICIDE,DUAL,ACTION	CT	21
SPONGE LIGHT DUTY SCRUB	CT	21
MICROFIBER CLEANING CLOTHS, 16X16,BLUE,24/PK	PK	21
LAVENDER-QUAT DISINFECTANT CLEANER,4-1 GAL/CS	CS	21
SCRAPER, LONG HANDLE,48"	EA	21
TISSUE,JRT,9"X1000',2PLY, 3.35",12/CT	CT	20
BROOM, TMPCO,24" ,BK	EA	20
SOAP,WHITE LOTION POUR	EA	20
DISPENSER,9" JBT,TR	CT	20
SOAP,REFL,NAT.ORANGE,4/CT	CT	20
TOWEL,HARDWOUND,PAC BLUE,7.87X1150,NAT,6/CT	CT	20
LINER,33X44, .9MIL,CLR 100/CT	CT	20
COVER,TOILET SEAT,5000/CT	CT	20
SOAP,SKIN CLNSR,FRAG&DYE FREE,1.2L,2/CT	CT	20
CLEANER,APC,LAV,1GAL,4	CT	20
INCREDILOSO-LAVENDER MULTIPURPOSE CLEANER/DEODORIZE, 4GL/CS	CS	20
DEODORANT,AUTO RFL,CLLN,6	EA	20
SQUEEGEE,WNDW,14" ,SR/BK	EA	20
BOX,STOR,BD,LIFF-OFF LID,LETTER/LEGAL,12X15X10,12/CT,WE	CT	20
BLACK STRIPPING PAD, 20 INCH 5PD/CT	CT	20
CLEANER,GLASS,ZEP,32OZ.,12/CS	CT	20
SANITARY, URINAL DEODZ,CY	BX	19
SOAP , HAND ,BAR,LAVA,4OZ	CT	19
DISPENSER,CLRVU ENCORE,12EA/CS	EA	19

TOWEL,SURPSS C-FLD PPR,WE	CT	19
#24 WHT COTTON LOOPED END, WET MOP HEAD W/ 5" HEAD BAND	CT	19
DISINFECTANT,SPRAY,LINEN 19 OZ	CT	19
HANDLE,MOP,LIEFLAT,SCREW	EA	18
SOAP, HAND, ORANGE BLOSSOM, 17OZ, 6/CT	EA	18
SQUEEGEE;FLR;WIPEN DRY;22"	EA	18
DUSTER;MICROFIBER; HAND,12EA/CS	EA	18
WASTEBASKET,28 QT,BK	EA	18
REFILL,PURELL,HAND SANITIZER GEL,ES6,1200ML,2/CS	CS	17
LINER,REPRO,38X58 ,1.5ML,BK 100/CT	CT	17
SURGE ,6-OUTLET,2PK.WHT	PK	17
DUAL-BLEND WALL DISPENSING UNIT, 4 UNIT DISPENSER	EA	17
HAND SOAP, 11OZ, CLEAR,12/CT	CT	16
STAND,PURELL,ES6,W/DISPNR,GRAPHITE	CT	16
TOWEL,HARDWOUND,NTWH, 12RL/CT	CT	16
24-7 EXTENDED PERFORMANCE FLOOR FINISH, 5 GAL PAIL	EA	16
SANI HANDS ALC ANTIMICRO GEL HAND WIPES 12/135'S	CT	16
PDI SANI-CLOTH PLUS GERMICIDAL WIPES,160 WIPES/CANISTER	EA	16
CLEANER,LYSOL,WIPES,LEMONLIME,80WIPES,3PACK,2PK/CT	CT	16
BROOM,LOBBY,100% CORN,38"	EA	16
CLEANER,SIMPLE GREEN 1GAL, 6/CT	CT	16
#16 WHT COTTON CUT-END WET MOP, HEAD W/ 1" HEAD BAND 12/CT	CT	15
MICROFIBER CLEANING CLOTHS, 16X16, GREEN,24/PK	PK	15
BROOM,PUSH,PET,24" ,GRN	EA	15
ANTIBACTERIAL LIQUID SOAP REFILL, CLEAN SCENT, 1 GAL	CT	15
FRESHENER,AIR,DEDZR,7OZ	CT	15
CLEANER,AJAX,OXGBLCH,21OZ	CT	15
O-CEDAR POWERCORNER PET PRO BROOM	EA	15
PURELL SANITIZER, REFRESHING GEL, 1.5 LITER PUMP BOTTLE,4/CS	CT	15
LINER,33X40, 16 MIC,33 GAL,BLK,250/CT	CT	15
RECEPTACLE,PLSTC,F HYG,WE	EA	15
PAD,SURF,PREP,14"X28",MRN	CT	15
TOWEL,HARDWOUND,NTTN, 12RL/CT	CT	15

SUPER PURGE FLOOR FINISH SOLUBILIZER,STRIPPER,5 GAL PAIL	EA	15
TOTAL NON-ACID BOWL & BATHROOM CLEANER, 32 OZ	CS	15
WIPES,SANITIZING,HAND,150, 12/CT	CT	15
BRILLO PADS, STEEL WOOL SOAP 12BXS OF 10/CS	CT	15
WASTEBASKET,GRAY,13-5/8QT,	EA	15
BRUSH,TOILET BOWL,,14.5"	EA	15
MOP SUPER STICH MD BL	CT	15
SHOVEL, 20" STEEL CORE COMBO W/WEAR STRIP	EA	15
TISSUE,ADVANCED BATH,WH	CT	15
MOP HANDLE, 57", SIDE RELEASE, PLASTIC	EA	15
#24 17OZ WE RAYON CUT-END FINISH,WET MPHEAD W/1"HEAD BAND 12	CT	14
BROOM,FLAG POLY,24",GY	EA	14
MOP COTTON #16 BAND 1-1/4IN (12)	CT	14
CLOROXPRO GERMICIDAL BLEACH, CONCENTRATED, 121 FL OZ	CT	14
WIPES,SCOTT,RAGS,WE 8/CT	BX	14
MARCAL "BROWN BOX" TOWEL, WHITE 12/425' [D]	CT	14
SELECTALENGTH DSTMP HEAD 40' ROLL	RL	14
GLASS CLEANER SPRAYWAY 12/190Z PER CASE	CS	14
LINER, 24 1/2 X 27 3/8, 9 MIL,DRAWSTRING, 13 GL,200/BX	BX	13
CLOROX TOILET BOWL CLEANER	CT	13
DISINFECTANT,ECLPTS,SPRMT	CT	13
WASTEBASKET,41QT,15.25W X 11D X 19-5/8H,RECTANGULAR,PP,BLACK	EA	13
CLEANER,STAINLS STEEL, 12/BX	CT	12
FRESHENER,MAXOE,CITRSB	EA	12
FRESHENER,MAXOE,CL&CLN,BE	EA	12
FRESHENER,MAXOE,MDWBR	EA	12
MICROFIBER CLEANING CLOTHS, 16 X 16, PINK, 24/PACK	PK	12
WASTEBASKET,28 QT,BK	EA	12
TOWEL,C-350',KRFT,NATURAL,12/CT	CT	12
BROOM,PARLOR,CORN,42" L	EA	12
DISPENSER,TOILET SEAT CVR	EA	12
HYGIENIC PUSH-PADDLE ROLL TOWEL DISPENSER,13X10X14.4,BLACK	EA	12
HEATER,CERAMIC,DIGITAL,BLACK,EA	EA	12

PADS,CLEANING ALCOHOL,1X1,200/BX	BX	12
WASTEBASKET,S,J,30L,FS,RD	EA	12
AERO MB3 LINEN FRESH TC	CT	12
SIGN,CAUTION,2SIDE,YW	EA	12
DEODORANT,AUTO RFL,CLLN,6	CT	12
TORK UNIVERSAL TOWEL,1 PLY,NAT,6/CT	CT	12
SQUEEGEE,FLR,36",GN/BK	EA	12
PLASTIC FUNNEL, 5 1/4" DIA., 16OZ	EA	12
PC MEASURING CUP, 1CUP	EA	12
BROOM,ANGLER, 53" WOOD HANDLE	EA	11
BROOM, CORN FIBER BRISTLES, 39" WOOD HANDLE, RED,12/CT	CT	11
SOAP,SS 11.25OZ CRISP CLN	CT	11
PURELL PROFESSIONAL HEALTHY SOAP 0.5% BAK ANTIMICROBIAL FOAM	CT	11
PURELL,20 OZ,PUMP BOTTLE	CT	11
AIRWORKS SPLASH FREE MAX, CITRUS GROVE, LT ORANGE, 6/BX, 6BX	CS	11
DISPENSER KIMCARE AIR FSH	EA	11
PINE-QUAT PLUS NEUTRAL DISINFECTANT CLEANER, 1 GAL, 4GL/CS	CS	11
SOFT N' CREAMY DEODORIZING CRÈME CLEANSER,12-32 OZ/CS	CS	11
LOBBY DUST PAN 6CS OCEDAR 96205,10/CS	CS	11
#16 WH COTTON CUT-END WET MOP,HEAD W/ 5" HEAD BAND 12/CT	CT	10
#16 WHT BLENDED TAIL BAND WET,MOP HEAD W/1"HEAD BAND 12/CT	CT	10
COMMANDER 3MIL CONTRACTOR BAGS, BLACK, 42 GALLON, 20 PACK	EA	10
CLEANER,FOAM,X-WAX STRIPR	CT	10
ADJUSTABLE AIR FRESHENER 7OZ. CONE LINEN ESCAPE,12/CS	CT	10
HANDLE,TAPRD,1-1/8X60,WD	EA	10
BROOM,PSH,PALMYRA,24"	EA	10
CLEANER,OVEN,19OZ	CT	10
PAD,SCRUB,FLR,13,BE	CT	10
PAD,POLISHNG,FLR,13,WE	CT	10
SOAP,ANTIBACTERIAL LOTION	EA	10
MOP,HEAD,SUPRLP,LRG,BE	EA	10
CLASSIC METERED AIR FRESHENER DISPENSER, 4W X 3D X 9 1/2H, W	EA	10
STENCIL,GOTHIC,6"YOE	ST	10

15OZ STAINLESS STEEL POLISH & CLEANER, OIL BASE, 12PK	CS	10
FLASHLIGHT, LIGHTWEIGHT, ULTRA HD, AA, BK	EA	10
TAPE, DUCK 1.88X20YD, YL	RL	10
BATTERY, LITHIUM, 2032, 4/PK	PK	10
818WP XL ORNG PERFORMANCE THERMAL WATERPROOF WINTER WORK GLV	PR	10
8210HL-S L LIME MESH HI-VIS SAFETY VEST CLASS 2 SINGLE SIZE	EA	10
KENMORE 20" CIRCULAR FAN	EA	10
REFILL, STING/H CORTISONE	EA	10
GLOVE, NITRILE EXAM, POWDER FREE, XLARGE 100/BX 10BX/CS	CS	10
URINAL SCREEN, WAVE, SPICED APPLE, 10/BX	BX	10
DISPENSER, JBT TWIN TIS, TR	CT	10
BRUSH; TOILET; TWISTED WIRE	EA	10
DISPENSER, PURELL, LTX-12, WHITE, 4/CS	EA	10
LINER, 40X53, 55GAL, HD, 1.3MIL, BLK, 100/CT	CT	10
LINER, 33X38, 9MIC, CLR, 500/CT	CT	10
LINER, REPRO, 40X46, 1.5ML, BK 100/CT	CT	10
LINER, NAT, 40X48, 11MIC, 250/CT(SIGH4048N14)	CT	10
SANITARY, NAPKIN, MAXITHINS	CT	10
WHT, HRDWOUND, TWL, 8X350, 12/CT (41231)	CT	10
ECLIPSE HIGH FRAGRANCE URINAL SCREEN CUCUMBER MELON, 3DZ/CT	DZ	10
WIPES, MICROFIBER, 6/PK, BE	PK	10
SPONGE, NON-SCRATCH, 9/PK	PK	10
ONE COAT 25 SUPER HIGH GLOSS FLOOR FINISH, 1 GAL, 4/CS	CS	10
FORTRESS SPRAY DISINFECTANT DEODORANT, AEROSOL, 15OZ, 12/CS	CS	10
PIZZAZZ SOIL & FLOOR FINISH BUILD-UP REMOVER, AEROSOL, 12/CS	CS	10
NITRILE GP POWDER FREE GLOVES - LARGE	CS	10
NITRILE GP POWDER FREE GLOVES - MEDIUM	CS	10
CLEANER, SPIC/SPAN, POWDER	CT	10
TOILET BOWL CLEANER CLING, COUNTRY SCENT, 24OZ, 2/PACK, 4PK/CT	CT	10
WASTEBASKET, PLAS, 15H, BK	EA	10
TOILET BOWL BRUSH HOLDER, WHITE	EA	10
COTTON MOP HEADS, CUT-END, COTTON, WHITE, 24OZ, 1-IN, 12/CT	CT	10
DISPENSER, 9", TWIN RL, BK	EA	10

GLASS CLEANER WITH AMMONIA-D, 20 OZ AEROSOL SPRAY, 6/CT	CT	10
GLADE CLEAN LINEN 8.3OZ AEROSOL	CT	10
BLADES;UTILITY;CERAMIC	PK	10
LINER,24X24,1.0 MIL,BN	CT	10
TORNADO ROAM BATTERY UPRIGHT LIGHT WEIGHT VACUUM	EA	10
LINER,31-33GL,HI-DN,TRS	CT	10
RED BUFF PAD 13IN 5PD/CT	CT	10
RED BUFFING PAD, 20 INCH 5PD/CT	CT	10
SPRAY BOTTLE, 28OZ, PLASTIC, GREEN	EA	10
PAPER TOWEL DISPENSER, LEVER HDL	EA	10
MAT;URNL;P-SHIELD	CT	9
SANITIZER,FOAM, REFILL,PURELL,ES8 HLTHCARE ADV,1200ML,2/CT	CT	9
TISSUE,TOILET,CORELESS,WH	CT	9
TOWEL,ENMOTION,800',6/CT,WHITE	CT	9
SWFR WET FRESH 6/12CT	CT	9
WIPES,MICROFIBER CLOTH,16X16,YW,24/PK	PK	9
INSECTICIDE,FL/BD BG,14OZ	CT	8
BUCKET,SIDE PRSS MOP CMBO	EA	8
PAD,FLOOR, STRIPPING,BLACK, 17", 5/CT	CT	8
FACILITIES MAINTENANCE, MURPHY, 16OZ, FRESH SCENT	CT	8
HVY DTY NEUT FLOOR CLEANER STARTER PACK (2 CART+2 DISP HEAD)	CS	8
KIT;131PC FABRIC	EA	8
CLEANER,NAT-OEW/PUMICE,1G	CT	8
DISPENSER,FMX-20,GR	CT	8
WIPES,SCOTT,RAGS,WE 8/CT	CT	8
FRESHENER KIMCARE AIR CIT	CT	8
NITRILE EXAM PF GLOVES - BLUE- LARGE - 4MIL - 100/BX	CS	8
NITRILE EXAM PF GLOVES - BLACK- LARGE - 5MIL - 100/BX	CS	8
SOAP,BAR,IVORY,3.1OZ,72/CT	CT	8
CLEANER,ALL-PURPOSE,32OZ,LEMON BREEZE,12EA/CT	EA	8
WIPES,MICROFIBER CLOTH,12X12,BE,24/PK	PK	8
DOLLY,BRUTE, QUIET,BK	EA	8
MOP,WEB FT,ANTIMC,SHRNKLS	CT	8

PAPER,FLGSHP, 8.5X11,92BR,20#	CT	8
36 QT BUCKET FOR MPB-36R	EA	8
DISINFECTANT,WIPE,FRSH SC	CT	7
PAD,STRIP,FLR,14,BK	CT	7
LINER,LD,40X48,CRLSS,BK	CT	7
SOAP,LIQD DIAL GLD,1GL,4/CT	EA	7
HAND SOAP,ORANGE BLOSSOM,CYLINDER BOTTLE,17OZ,6/CT	CT	7
LINER,33X40,16MIC,NAT,250/CT(2273655)	CT	7
VACUUM,UPRIGHT,14",BK	EA	7
BOWL MOP 12 X 4.5, PP, 100/CT	EA	7
DISINFECT WIPE, 8X7, EPA, LEMON FRESH, 75, 6/CT (101075)	CT	7
SPONGE;SCRUB;HVYDTY;GN&YW;9	PK	7
SWIFFER WETJET SYSTEM REFILL CLOTHS, 11.3"X5.4", WHITE,24/BO	BX	7
WIPES,DISINFECTING,LYSOL,80 WIPES,MANGO & HIB,6EA/CS	CT	7
HANDLE 60"HDL MTLTHRD TIP	EA	7
RECEPTACLE,51 GAL,BK	EA	7
HEAVY DUTY NEUTRAL FLOOR CLEANER (6/32 OZ.)	CS	7
(NJ) LARGE BULK FILL HAND CARE DISPENSER 1EA	EA	7
TOILET BOWL BRUSH, 12"	EA	7
TOILET PLUNGER, 19" WOODEN HDL	EA	7
RESCUE, CARPET SPOTTER,18OZ SPRAY,12/CS	CS	7
BI-LEVEL NYLEX TRUCK WASH BRUSH - QTY. 1	EA	6
SCREEN,URINAL,BE BUBBL GM	DZ	6
HANDLE,MOP,PLST,JAWS 60"	EA	6
2 PLY TOILET TISSUE,WHT, 96RL/CT	CT	6
DOLLY,UTILITY REFUSE,GY	EA	6
WIPES,CLXHLTH,DISF,6CT,WH	CT	6
RECEPTACLE, ROUND, HUSKEE, 55 GAL, GRAY, 12/CT	EA	6
VACUUM,BAGLESS, HEPA,BK	EA	6
MOP;DUST;W/HANDLE	EA	6
BRUSH;TOILET BOWL;DELUXE	EA	6
ADHESIVE,SPRAY,GOR,14OZ	EA	6
LINER, 24X23, .55MIL, BLK, 500/CT (HERH4823HB)	CT	6

LINER,REPRO,33GL,2 ML,BK	CT	6
LINER,38X58,1.8 MIL,60 GAL,BLK,100/CT	CT	6
LINER,REPRO,43X47,1.5ML,BK 100/CT	CT	6
LINER FOR NAPKIN RECEPTACLE,KRAFT,WAXED,500/CT	CT	6
FAN,TOWER 8-SPEED,QUIETSET,10WX40H,BLK	EA	6
24OZ BLUE BLENDED LOOPED END, WET MOP HEAD W/ 5" HEAD BAND	EA	6
TISSUE,FACIAL,BOUJTIQ,6PK/CT	PK	6
TAPE,BOX SEAL,2X54.6YDS,RL(3760-6)	RL	6
TISSUE 9" JUMBO 2PLY	CT	6
REMOVER,GRAFFITI,6/32OZ	CT	6
HAND SANITIZER, GERMS BE GONE, 8OZ, 24/CT	EA	6
CLEANER,FLOOR,DAWN,1GAL	CT	6
PEN,G2,1.0MM,BOLD,BK	DZ	6
SPRAY,DSNFCT,CRISPLINEN 19OZ	EA	6
CART,CLEANING,HIGH CAP,BK	EA	6
MOP SWINGER LOOP HEAD	CT	6
MOP,MICROFIBER,DAMP,BE	CT	6
MOP,MICROFIBER,WET,18",BLUE,12EA/CT	CT	6
WIPES,SCRN,CLEANING,50TUB	EA	6
PRO HAND CLEANER PUMICE DISPENSER 6.63 X 6.63 X 7.63 BLACK	EA	6
CLEANER,ALL-PURPOSE,24OZ,12/CT	CT	6
SQUEEGEE ERGO 18" SFT RBR	PK	6
LINER,WASTE,38X58,55-60GL	CT	6
2020-2021 WB 7" COLLECTIBLE TRUCK,W.B. MASON BRANDED	EA	6
UPS FREIGHT	EA	6
CLEANER,GOOGONE ORIG SPRY	EA	6
WOODEN HDL FOR BR-10 & BRF-10R, 36"	EA	6
PUSH BROOM HEAD, COARSE, HEAVY-DUTY - 24"	EA	6
MOP BUCKET W/WRINGER, 26QT, YELLOW	EA	6
#32 BE BLENDED TAIL BAND WET MOP HEAD W/ 5" HEAD BAND 12/CT	CT	5
PAD,ECOPOEP,14"X28",MRN	CT	5
CLEANER,SPECTACULOSO,FLORAL,IQ,1GAL	CT	5
NON AMMONIA GLASS CLEANER,32OZ,GRAPE,12/CTN	CT	5

PAD,FLOORPOLISHNG, 20",WE	CT	5
SOAP,WHITE LOTION POUR	CT	5
CHAMPION STAINLESS STEEL CLEANER 12/CS	CS	5
CLOROX DISINFECTING WIPES CRISP LEMON 12/35CT	CT	5
WIPES,DSNFCTNT,6/CASE	CT	5
ALL PURPOSE CLEANER, FABULOSO 2X, 169OZ, LEMON, 3PK CASE	CS	5
WARMER;PACK;HAND, 40 PAIR/BOX	BX	5
8210HL-S 2XL LIME MESH HI-VIS SAFETY VEST CLASS2 SINGLE SIZE	EA	5
8210HL-S 4XL LIME MESH HI-VIS SAFETY VEST CLASS2 SINGLE SIZE	EA	5
VACUUM 12" SANITAIRE 7AMP	EA	5
BLOODBORNE PATHOGEN SPILL CLEAN UP KIT, PLASTIC CASE	KT	5
FIRST AID,BRN CRM,10PK/BX	BX	5
BLOCK NONPARA CAN AIR CHR	BX	5
WAVE 3D URINAL DEODORIZER SCREEN, YELLOW, CITRUS, 10/BOX, 60	CT	5
URINAL SCREEN,THE WAVE,CUC MELON,10/BX	BX	5
GENUINE JOE MEDIUM-DUTY SPONGE SCRUBBER,20/CT	CT	5
PLUNGER;VALUE PLUS;YW	EA	5
REFILL,PURELL GEL SANITIZER,ES8,1200ML,2/CT	CS	5
DISPENSER,CLRVU 46OZ LQ,12EA/CS	EA	5
24OZ WHITE COTTON CUT END, WET MOP HEAD W/ 5" HEAD BAND	EA	5
TISSUE,BATH,RCY,473 SH,80/CT	CT	5
DISINFECT WIPE, 8X7, EPA, LEMON FRESH, 75, 6/CT (101075)	EA	5
GAUZE,ROLL,STERILE,WE	CT	5
PAD,STRIPPER,20"-BK	CT	5
SOAP,HAND,FOAMING,SWEET WATER,10 OZ.	CT	5
GLIMMER STAINLESS STEEL CLEANER, AEROSOL	CS	5
WIPE;DISPOSABLE;GERMICIDAL,EA	EA	5
NITRILE EXAM PF GLOVES - BLUE- XLARGE - 4MIL - 100/BX	CS	5
SANITIZER, GALLON, GEL, ALCOHOL, PUMP, 4/CS 48CS/PT	GL	5
48X5 DISPOSABLE DUSTMOP TREATED 12CS CEDAR 96028	EA	5
TAB,HNG FLDR,1/3CUT,25,CR	PK	5
CLEANER,SPC/SPN,3OZ,45PK/CT	CT	5
TD SMP LQ HEC DF 4/117Z 89LD	CT	5

CLEANING CART,EXEC,BLACK	EA	5
MOP,SPRAY,LIGHT,COMMERCL	EA	5
TANDEM,31QT BUCKET & RINGER COMBO,YW	EA	5
PROFESSIONAL HAND CLEANER WITH PUMICE, LEMON 1 GAL	CT	5
DISPENSER,ROLL TOWEL,TEARNDRY,UNIV	EA	5
MULTI INSECT KILLER, 15 OZ AEROSOL CAN	CT	5
WIPES,SAFETY TWL,75CNT	CT	5
2 GALLON TANK SPRAYER CHEM. RESIST.	EA	5
ADV WIPER 440 4PLY POPU P BOX ECOLOGO CERT 90/BX	CS	5
MARKER,PAINT,MED,WE	EA	5
CLEANER,KIT,PRO WINDOW	KT	5
SQUEEGEE,1",SS,EA	EA	5
SCRAPER,BRUTE,4"STL BLADE	EA	5
MOBILE PLASTIC SAFETY BARRIER 40 IN HIGH	EA	5
HARD DRIVE,WD MY PASSPORT ULTRA,2TB,EXTERNAL,BLUE	EA	5
SOAP,HAND.LIQ	CT	5
CLEANER,BWL,BOLEX,26%HCL	CT	4
BROOM 3 SEW WHISK	CT	4
BULK - HEAVY DUTY WALL MOUNTED DISPENSER - QTY. 1	EA	4
SOLID VINYL SAFETY TAPE, 6.0 MIL, 2"X36 YDS., BK, 3/CS	CS	4
GLOVES,NITRILE,PF,LGE,BK	BX	4
BROOM,PARLOR,MXDFBR,55.5"L	CT	4
SANITARY,4OZ BOWL BLOCK	CT	4
CLEANER,KIT,TOILET,WAND	KT	4
PINE SOL CLOROX PRO CLEANER PINE 3/80FO	CT	4
BLADE,SNAP, 10/PK	PK	4
(45634S)SOFTSOAP HAND SOAP 7.5 OZ ALOE SCENTED B BTL/CT	CT	4
MAT,ANTI-FATIGUE,24X36,BK	EA	4
FLASHLIGHT;WORKLIGHT;500LUM	EA	4
TAPE,GUN,DUCKMAX,55YD,CLR	EA	4
BATTERY,COPPERTOP D, 12/BX	BX	4
OXIVIR FIVE 16 CONC 1ST 2X1.5L #	CT	4
CLEANER,FLOOR,NEUTRAL,4/GAL/CT	CT	4

DIEHARD 12-GALLON 6 HP PRO SERIES WET/DRY VACUUM	EA	4
DISPENSER,9",JUMBO JR TISSUE,SMK	EA	4
SAFE,KEYBOX,BLK	EA	4
32OZ WHITE COTTON CUT END, WET MOP HEAD W/ 5" HEA BAND 12/CS	EA	4
DISPENSER,TOLSEAT CVR,SKE	EA	4
TOWEL,SCOTT HARD WOUND WHITE 6 ROLLS/CS 1150' FT ROLL	CT	4
SHAZYME DRC,ODOR ELIMINATOR,1GAL,4/CS	CS	4
CLEANER,MR CLEAN,FLR	EA	4
BTY ESS 1/12DR SAS WH 108CT LCP US	CT	4
SPRAY, FEBREZE, HEAVY DUTY, CRISP CLEAN, 8.8 OZ, 3/PK	PK	4
DISINFECT WIPE BCKT,6X8,LEMON+LIME,800 WIPE/BCKT,2 BCKT/CT	CT	4
SPRAY,DSNFCT,CRISPLINEN 19OZ	CT	4
CART,JANITOR W/BAG,BK	EA	4
DISPENSER,9",TWIN RL,BK	EA	4
SC JOHNSON PROFESSIONAL EZ CARE HEAVY DUTY SCRUB PAD 17"	CT	4
6101239 SWISHER CITRUS ALL PURPOSE CLEANER 1-GAL YELLOW 2/C	CS	4
WIPES,CLOTH CLEANING,5 LB	BX	4
SQUEEGEE 36" FLR HWYDTY	EA	4
ERASER, DRY ERASE, BK	EA	4
COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 2/PACK	PK	4
ALCOHOL BOTTLE 16 OZ/EA,70% ALCOHOL, 12/CT	CT	4
DUST MOP REFILL FOR DM-36, 36" X 5"	EA	4
16QT S/S STOCK POT W/COVER	ST	4
REACH,1 GAL,4/CS	CS	4
#20 WHT COTTON CUT-END WET MOP,HEAD W/1.25"HEAD BAND 12/CT	CT	3
#20 WH COTTON LOOPED END, WET MOP HEAD W/ 1" HEAD BAND,12/CT	CT	3
24OZ BLUE/WHT RAYON LOOP END,FIN.WET MOP HEAD W/1 "BAND 12/CT	CT	3
DESK PAD,20 X 36,CR	EA	3
STRIPPER,AX-IT,19OZ,CLR,099,12/CT	CT	3
DEO-GARD DISPOSABLE URINAL MAT, CHARCOAL, MOUNTAIN AIR, 17 1	CT	3
TAPE,CORRECTION,10PK,WE	BX	3
MOP,DUST,COTN,48",CUTEND	EA	3
PAD,SCRUB,FLR,16,GN	CT	3

PAD,SCRUB FLOOR,20",GN	CT	3
BRUSH,DUAL-SURF,10",BROWN HANDLE	EA	3
WIPES,DSNFCTNG,700CT	CT	3
BAG,TALL KITCHEN TRASH,WH	BX	3
SPONGE SOS SCRUBBER	CT	3
TOTE,BLACK&YELLOW,27GAL,42/PT	EA	3
ALL PURPOSE CLEANER, FABULOSO 2X, 169OZ, PASSION FRUITS,3/CT	EA	3
MULTI-USE CLEANER, LAVENDER SCENT, 169 OZ BOTTLE, 3 PER CT	CT	3
96699L MEMPHIS BLACK PU GLOVE	PK	3
SOAP,ANTIMICRO,1GL,BE	EA	3
BATTERY,ALKALINE AA, 36/PK(5001041)	PK	3
BATTERY,ALKALINE AAA, 36/PK(5001143)	PK	3
HAND SOAP,ORANGE BLOSSOM,CYLINDER BOTTLE,17OZ,6/CT	CS	3
817WP M BLK REINFORCED THERMAL WATERPROOF WINTER WORK GLOVES	PR	3
812CR6 L BLACK UTILITY + CUT RESISTANCE GLOVES	PR	3
VACUUM,PWRSPD TRBO,IND	EA	3
SOAP;LOTION;WH	GL	3
SANITIZER,PURELL,Aloe,12OZ	CT	3
HEINZ WHITE VINEGAR - 1 GAL 6/CS	CS	3
AIRWORKS SPLASH FREE MAX, MANGO, ORANGE, 6EA/BX, 6BX/CS	BX	3
DISPENSER,TISSUE,JRT TWIN,CORELESS,SMOKE/GREY	EA	3
TOP JOB,101, REG BLCH 1GAL 6	CT	3
FOAMING LUXURY HAND SOAP 4GAL/CS	CS	3
HEAVY DUTY WALL MOUNT DISPENSER, 1 GAL, STAINLESS, 1/CS	CS	3
MAT,PLTNMSRS,WALKOFF,3X5,BK	EA	3
DUSTER,EZTRAP,W/250SH,WE	CT	3
GLASSES,SAFE,TOURGRD5,LG	BX	3
[D]NON-PERF HARD RL-TWL 7.8 7IN 600FT 1PLY KFT 12	CT	3
DUAL-BLEND KIT COMPLETE, GUN; FILLING NOZZLE; 6' WATER HOSE;	EA	3
CLEANER,S&S W/BL,45/CT	CT	3
SWIFFER, WETJET MOPPING KIT, 11X5, PURPLE/SILVER, 46" HANDLE	KT	3
CLEAN & FRESH MULTI-SURFACE CLEANER, LEMON, 144 OZ BOTTLE	CT	3
WIPES,DISINF,CLN SCENT,WH	CT	3

WIPES,MICROFIBER CLOTH,16X16,BE,24/PK	PK	3
FLAT MOP KIT,19.5X5.5 BLU MICROFIBER,48"-72" YELLOW HANDLE	KT	3
SIGN,SAFETY,HANGING,ENG	EA	3
INVADER 60" WET MOP ALUMINUM HDLE	EA	3
HANDLE,60" INVADER,FIBRGLS,GRAY	EA	3
DEODORANT,AUTO RF,HIBRZ,6	CT	3
SIMPLE GREEN CRYSTAL,6GAL/CT	CT	3
CLEANBREEZE DISPOSABLE FILTER BAG (10 PACK)	PK	3
STINGRAY CLEAN KIT DELUXE	CT	3
NOTE POST IT 3X3 YELLOW 12PD	PK	3
VERBATIM USB-C PRO MULTIPORT HUB CMH 09 9 PORTS	EA	3
DUST MOP, 36" X 5"	ST	3
WASTEBASKET,28QT,14-5/8W X 10.25D X 15H,RECTANGULAR,PP,BLACK	EA	3
CLEANER,GLASS,ZEP,128OZ.,4/CS	CT	3
PAD,14"X20",ECOPREP,MRN	CT	2
BRUSH CURVD HNDL STNSTEEL	EA	2
FIBERGLASS POLE WITH METAL TIP THREADED - 60" - QTY. 1	EA	2
SINGLE EDGE RAZOR BLADES - .009"/.2286MM - 100 BLADES - QTY	PK	2
BULK - WALNUT SCRUB W/NATURAL SCRUBBERS - 1 GALLON - QTY. 1	GL	2
BULK - ORANGE SCRUB W/PUMICE - 1 GALLON - QTY. 1	EA	2
RING,KEY,CARABINER,10PK,BK	PK	2
URINAL SCREEN,NOPARA,EVRGRN	DZ	2
CLEANER,STONE,TILE,REFIL	EA	2
FRESHENER,ODOR,ELIMINR,OR	CT	2
PUSH POWER SWEEPER,31",13.2 GAL	EA	2
MICROFIBER CLEANING CLOTHS,16X16,YELLOW,24/PK	PK	2
CLEANER,ALL,PURPOSE,CLEAN	CT	2
GLOVES,NITRILE,PF,BK	BX	2
HANDLE,MOP,QCKCHG,MTL63"	EA	2
TISSUE,TOILET,2PLY,4X3,500 SHEETS,96/CT	CT	2
REFILL,APPLE HARVEST	CT	2
REFILL,CINNAMON SUNSET	CT	2
BROOM,ANGLER,FLGGD MTL	DZ	2

FRESHENER,BWL,CLIP,MNG 12	CT	2
MOP COTTON #32 BAND 1/4"	CT	2
COVER, TOILET SEATPACK, 1,000/CT	CT	2
WIPES,HEALTH CLUB	CT	2
REFILL, CLOROX TOILET WAND, BLUE/WHITE,10/PK, 6PK/CT	CT	2
WIPES,CLRX VERSASURE,6CT	CT	2
ALL-PURPOSE CLEANER, OCEAN COOL SCENT, 1GAL BOTTLE, 4/CT	CT	2
HAND SOAP,SOFTSOAP,ANTIBACT,500Z,REFILL,CRISP CLEAN [98568]	CT	2
HAND SOAP,SOFTSOAP,ANTIBACT,500Z,REFILL,CRISP CLEAN [98568]	EA	2
GLASSES,SAFETY,CLR	BX	2
TOWELETTE SPEC SVR 100/BX	BX	2
CUP 16OZ HVYDTY FOAM	CT	2
LID,VENT,F/8S,12S,16M-120	CT	2
CONTAINER,FOAM,8OZ,WHITE,1000/CS	CT	2
FRESHENER,AIR,SPONG,12/CS	CT	2
(1067839)TAPE,PCKG,HP260,8/PK,240PK/PT	PK	2
BATTERY,LITHIUM,3V	EA	2
BATTERY,9 VOLT 4-PK	PK	2
PACKET,RSLBL CUTLRY 60EA	BX	2
VACUUM AIR MVER 3SPD1/2HP	EA	2
29IN TOWER FAN W/HUMIDIFIER	EA	2
VACUUM ACCESSORIES,RDBELT	PK	2
O-CEDAR EASYWRING SPIN MOP & BUCKET SYSTEM	EA	2
TOWEL,MULTI-FOLD,NAT,250/PK,16/CT	CT	2
CLOTH,MICROFIBER,4 ASST	CT	2
PAD;FLOOR;BLACK STRIP;13"	CT	2
BROOM;24";PALMYRA	EA	2
NATURAL ORANGE PUMICE HAND CLEANER, ORANGE CITRUS SCENT, 4G/	CT	2
SANITIZER,STARTER KIT,BK	CT	2
DISPENSER,PURELL,SOAP,WH	CT	2
SOAP,REFILL,CLR	CT	2
TISSUE,TOILET,2PLY,WH(16580),80/CT	CT	2
URINAL BLOCK W/SCREEN,CHY, NONPARA,12/CT	DZ	2

URINAL SCREEN,EVA,MANGO SCENT,10/BX,6BX/CT	BX	2
STANDARD FILTRATION 10 BG/PK 4PK/CT CH54113,CH54115,CH54013	CT	2
BAG,HUSHTONE, 4PK	PK	2
MPWR 40V CHARGER	EA	2
BATTERY, COMMERCIAL 40V 8AH	EA	2
CORDLESS BLOWER	EA	2
ECLIPSE HIGH FRAGRANCE URINAL SCREEN APPLE ZING,3DZ/CT	DZ	2
ECLIPSE HIGH FRAGRANCE URINAL SCREEN TROPICAL MANGO,3DZ/CS	DZ	2
TOWEL,SNGL FLD,250SHT/PK	CT	2
TOWEL,MLTFLD,250SHT/PK,WE	CT	2
TISSUE,FACIAL,125SHTS,2PLY,48BX/CT	CT	2
WIPES X50RAG RPLMT 10/176	CT	2
KLEENEX HAND CLEANSER, LIGHT FLORAL, 1L, BOTTLE,6/CT	CT	2
MICROFIBER 16X16 35 GRAM BLUE,12PK,5PK/CS	CT	2
SCRUBBER,HGHSPD BURNISHER	EA	2
PADS,SURFPREP,14X20,MRN,10PD/CT	CT	2
TAPE,MAILING,2X800,6/PK,CLR	PK	2
WRAP; ATHLETIC SUPPORT; 4IN	EA	2
EASY SHINE APPLICATOR KIT 10 IN X 43 IN X 10 IN 1PD/CT	EA	2
ROAD AWAY ALL VEHICLE WASH CONCENTRATE, 1 GAL,4/CS	CS	2
KLEER BRITE NON-AMMONIATED WINDOW & GLASS CLEANER,32OZ,12/CS	CS	2
HOMBRE HIGH ACID EMULSION BOWL CLEANER, 32 OZ	CS	2
HAND SANITIZER,64OZ, 6/CT	EA	2
OIL-DRI CLAY GRANULE 42.5# BAG, ABSORBENT, 50BG/PT	EA	2
FILE,WALL,7/PK,BK	PK	2
(NE) FOODTRAY,BASKETWEAVEHOTDOG,1000/CT (16200743)	CT	2
MOP PAD, SWFR PMOP PAD 5CT	EA	2
CLEANER,SPIC/SPAN,POWDER	EA	2
FBRZ AIR GAIN MNBZR 3/2X8.8OZ	PK	2
KIT,MOP,PULSE,SINGLE,YEL	EA	2
DEBRIS PAN, WET/DRY, 32OZ CAP, BLK, 6/CT	EA	2
SWEEPER BRUSHLESS	EA	2
SIGN,CAUTION,25" CONE,YW	EA	2

HANDLE,HARDWOOD,54"	EA	2
MARKER,SHARPIE,FINE PT,BK (EA=1 MARKER)	DZ	2
CLEANER,WHITE BOARD,8OZ	EA	2
WIPER,FOODSVC,CLOTH,BE	CT	2
CLEANER,WINDEX GLASS,BE	CT	2
ANT AND ROACH KILLER, 17.5OZ AEROSOL	CT	2
CLEAN DAY LIQUID HAND SOAP REFILL, LAVENDER, 33 OZ	CT	2
ZUM-OVER-THE EAR SNGL EAR HDST,TRUE WIRELESS W/QUALCOMM CHIP	EA	2
STAPLER,ECONOMY,405,BK(B515BK)	EA	2
TORNADO THE WINDSHEAR 3200 DRYER	EA	2
DISCOVERY-TROJAN BATTERY	EA	2
SQUEEGEE,F/FLR,24",GN/RD	EA	2
HIGH ACCESS DUSTING KIT	CT	2
STINGRAY WASHING PAD	CT	2
SHOVEL GNRL/SPCL PRPSE	EA	2
FOLDER,MLA,1/3 CT,LGL, 100EA/BX (37113)	BX	2
TAN HOG'S HAIR PAD , 27 INCH, 5PD/CT	CT	2
NEDS FREIGHT	EA	2
MINI-SCRATCH UTILITY BRUSH, 7", S/S WIRE	EA	2
PUSH BROOM HEAD, FINE, MEDIUM-DUTY - 24"	EA	2
WRINGER FOR MPB-36	EA	2
TOILET SEAT COVERS, HALF FOLD, 250PCS	BG	2
STRIP,14"X20"X1",PAD,BK	CT	1
BUFFER,14"X 20",PAD,RKISMERLD	CT	1
PAD,MEMORY FOAM WRIST,BK	EA	1
CLEANING, BKF STAINLESS STEEL CLEANER 25.4 FL OZ, 6/CS	EA	1
DISPENSER,TOILETSEAT COVER,S/S	EA	1
BLADES, REPLACEMENT, SL, 250/CS	CS	1
GAFFERS TAPE, 11.0 MIL, 3"X60 YDS., BK, 16/CS	CS	1
SUPER ODOR ELIMINATOR, LAVENDER AND FRESH LINEN, PURPLE, 140	CT	1
FRESHENER,ODOR,ELIMINA,BE	CT	1
CLEANER,GREEN,BIG,EA	EA	1
VACUUM,LIGHTWEIGH,13', UPRIGHT,EA	EA	1

FILTER,DRIP COFFEE,250 20132.0000	PK	1
BREWER,COFFEE,2-POT	EA	1
DECK BRUSH SCRUB 10" POLY BRST	EA	1
SOAP,FOAM,HERBAL MINT,1 GAL,4/CT	EA	1
TRIGGER,8" TUBE,F/24OZ,WH	CT	1
REFILL,POWDER MIST	CT	1
C-MEDIUM CELLULOSE SPONGE 24/CASE YELLOW	CT	1
GEM URINAL SCREEN, COTTON BLOSSOM, BLUE, 12/BOX	BX	1
SOAP,LAUNDRY, PWDR 40#,WE	EA	1
C-TUBE MICROFBR WET MOP MI CROFBR BLU 12	CT	1
TOWEL,SANIT,72/CASE,PK	CT	1
DISINFECTANT CLOROX WIPES	CT	1
CLOROX® DISINFECTING WIPES, CRISP LEMON AND FRESH SCENT, 35 WIPES,HOSPITAL LARGER	PK	1
CLOROX BLEACH LIQUID REGULAR CONCENTRATED 6/43FO	EA	1
CLOROX CLEAN-UP CLOROX PRO DISINFECTANT SPRAY 9/32FO	CT	1
CLEANER,DSNFCTNTSPRY,19OZ	EA	1
CLOROX DISINFECTING MIST LEMONGRASS MANDARIN 6/16FO 6/CS	CT	1
CLOROX DISINFECTING WIPES FRSCNT/CITBL 4/3X75CT VALUE PACK	CT	1
CLEANER LESTOIL 12/28OZ	CT	1
CONTAINER,32GAL,22X27, 6/CT	EA	1
HAND SOAP,SOFTSOAP,AQUARIUM,7.5OZ,PUMP,FRESH FLORAL	CT	1
DISH DETERGENT, LIQUID, ORANGE SCENT, 28 OZ BOTTLE, 9/CT	CT	1
HAND SOAP,SOFTSOAP,AQUARIUM,50OZ,REFILL,FRESH FLORAL [98568]	CT	1
STOOL,2 STEP,BIG STEP,BK	EA	1
CARRYOUT FOOD CONTAINER, FOAM, 1-COMP, 9 3/10 X 6 2/5 X 2 9/	CT	1
FOAM HINGED CONTAINER,6X6",PERFORATED,WHT,1-COMP,500/CS	CT	1
HAND SOAP, 11OZ, BLUE,12/CT	EA	1
SOAP,LIQ,DIAL,ANTIMCRO,12/16 OZ.	CT	1
CLEANER,SHWR,32OZ	CT	1
SPOON,SOUP,PLAS,MEDWT1MCT	CT	1
PLATE,PAPER,ULTRA,8.5",PATHWAYS,500/CT	CT	1
VACUUM,COMM. UPRIGHT,RD	EA	1

ELECTRONIC SCREEN WIPE,200 COUNT	EA	1
CLEANER,DUST-OFF,10OZ,4PK	PK	1
SHREDDER CROSSCUT LX85	EA	1
O-CEDAR POWERCORNER ONE SWEEP BROOM	EA	1
34" SQUARE GRANITE WHITE PLASTIC FOLDING TABLE	EA	1
FACIAL TISS FLAT BOX 100 SH 8X8.3 2PLY WHI 30	CT	1
BULK FOAM GALLON SOAP	EA	1
DETERGENT, LAUNDRY, POWDER, 40 LB PAIL	EA	1
SNAP-IT FOAM HINGED CONTAINER, 3-COMPARTMENT,200/CT	CT	1
SOAP,PUMICE,WH	CT	1
SANITIZER, GREEN,12OZ,12/CS	CT	1
SANITIZER,HAND PURELL 4OZ,24/CT	CT	1
TOWEL,MLTFLD 2PLY,125PKWE(2053635)	CT	1
CLEANER,CANISTER,W/8PCS	EA	1
SCREEN ECLIPSE HIGH FRAGRANCE DARK PURPLE LAV FIELDS,3DZ/CS	DZ	1
STACK & PULL BOX 6/CT	CT	1
FRESH AND CLEAN GARBAGE DISPOSAL, FRESH SCENT, 5 PODS/PACK,	CT	1
TISSUE,FACIAL,FLAT BOX,2-PLY,100 SHEETS,30/CT	CT	1
TOWEL,950 HARD ROLL,WE	CT	1
COVER,TOILET SEAT, 24PK/CT,WE	CT	1
WIPES,L10,UTILITY,WH	CT	1
KLX,E-CASS,SOSKCL,CL	CT	1
FACIAL TISSUE, LOTION, COCONUT	PK	1
KLEENEX, ULTRA SOFT, 3 PACK	CT	1
FRESHENER,KIMCARE, OCEAN	CT	1
HEALTH GUARD / ANTIBACTERIAL HAND SOAP POUR TOP, 1GAL, 4/CS	CS	1
CLOTH 16X16 45 GR GREEN MICRO 12/PK	BG	1
HI PRO PAD,40/CT	CT	1
BROWN DOODLEBUG PAD,20/CT[SUB IS MMM8541]	CT	1
PAD,SCOURING,SCOTCH-BRITE ALL PURP,BE,40PD/CT[9488R]	CT	1
POUCH,RUSE,1GL,5PCH,10LBL	CT	1
POST-IT NOTES, 1-3/8 IN X 1-7/8 IN, CANARY YELLOW, 12 PADS/P	PK	1
TOWEL,HRDWND,KRAFT,8"	CT	1

TT 516 - 5 GALLON 16" ELECTRIC FLOOR SCRUBBER WITH PAD DRIVE	EA	1
CITROL 100% ACTIVE/ALL NAT. CITRUS DEGREASER DEODORANT,5GAL	EA	1
NEUTRAL-Q DISINFECTANT CLEANER, 1 GAL, 4/CT	CS	1
AVISTAT-D RTU SPRAY DISINFECTANT CLEANER,12-32 OZ/CS	CS	1
DUAL BLEND #21, NEUTRAL FLOOR CLEANER/CONDITIONER,80OZ,4/CS	CS	1
EDGE PLUS™ ENCAPSULATING CARPET EXTRACTION CLEANER,4-1G/CS	CS	1
SC4000 32C HP ECO 234A OBC	EA	1
HI PERFORM DRIVE+VAC MOTOR,234-AH AGM BTTY,OBC,PAD HOLDER	EA	1
22-GALLON, TRACTION DRIVE, SQUEEGEE ASSY, SHELF CHARGER, 120	EA	1
DISPOSABLE, SHOE COVERS, BLUE, 100 EA/BX	BX	1
LOBBY DUST PAN 6CS OCEDAR 96205,10/CS	EA	1
MOPHEAD GREEN LOOP END 5"BAND 12CS OCED 97147	CS	1
URN, COFFEE, 50 CUP, PERCOLATING, STAINLESS STEEL	EA	1
PAD,STRIP,FLR,14,BK	CT	1
MOP, SWFR PMOP ITB SK	CT	1
MOP SOLUTION, SWFR PMOP SOLN LAV.75L	EA	1
SWIFFER WETJET SYSTEM REFILL CLOTHS, 11.3"X5.4" , WHITE,24/BO	CT	1
SWFR WET FRESH 6/12CT	BX	1
DISH DETERGENT, DAWN PROF HEAVY DUTY, 38 FL OZ,8/CS	CT	1
MOP,SWIFFER SWEEPER,GN	CT	1
DAWN ULTRA ORIGINAL 10/18OZ	CT	1
DAWN ULTRA ORIGINAL 10/18OZ	EA	1
FBRZ AIR GAPEACHORC 6/2X8.80OZ US	PK	1
KIT,DUSTER 5,180,SK,HD	CT	1
FEBREZE,HAWAIIAN ALOHA SCENT,8.8OZ,2 COUNT,3PK/CT	CT	1
SPRAY, SWEET WATERMELON VINE SCENT, 8.8OZ, 2PK,3/CT	PK	1
FEBREZE AIR SPRAY,CRISP FALL BREEZE SCENT,8.8OZ,2 COUNT,3/CS	CT	1
CLEANER,DSHWSH,DAWN 38OZ	EA	1
SWIFFER, WETJET MOPPING KIT, 11X5, PURPLE/SILVER, 46" HANDLE	CT	1
FRESHENER,AIR,LINEN,8.8OZ	EA	1
PEN,BP,ESYTCH,RETR,FNE,BE	DZ	1
G2 BOLD BLK 36PC TUB WITH LID	PK	1
TRAP,MOUSE,NO VIEW,NO TOUCH,BK,2PK	CT	1

WIPES,DISINFECTING,WH	CT	1
CLEANER,LYSOL,WIPES,LEMONLIME,80WIPES,3PACK,2PK/CT	PK	1
DISINFECTANT SPRAY, 19OZ AEROSOL, 12/CT	CT	1
BROOM,36",PUSHTOCTR,6,BK	EA	1
CART,UTILITY, 2 SHELF,BK	EA	1
BROOM,ANGLE,48 7/8"L.,ALUM,6/CT	EA	1
ANGLE BROOM,JUMBO,46" HANDLE,6/CT	CT	1
BRUSH,SCRUB,IRON SHP HNDL	EA	1
SUPER STITCH LOOPED-END WET MOP HEAD, COTTON/SYNTHETIC, MED,6	CT	1
BUCKET,SP WRN,26Q WB2,YL	EA	1
WIPES,MICROFIBER,GLASS,BE	CT	1
PAD 11"WALL/STAIR WET	CT	1
BUCKET,PRESS WRING,YW	EA	1
WIPES,CLEANING,6X6	PK	1
WIPES,SCRN CLEAN 40/BX,WE	BX	1
RECEPTACLE,PLST,W/URN,AGG	EA	1
MARKER,SHARPIE,CHISEL,8ST	ST	1
MARKER,EXPO,LOW ODOR,12/ST,AST	PK	1
DISPENSER KEYS, METAL	EA	1
ORIGINAL GLASS CLEANER,FRESH SCENT,32 OZ SPRAY BOTTLE,4/CT	CT	1
SC JOHNSON FRESH APPLE REFILL FOAM HAND SOAP	EA	1
MULTI-SURFACE CLEANER WET WIPES, CLOTH, 7 X 10, 25/PACK	EA	1
WASP & HORNET KILLER, 14OZ AEROSOL	CT	1
MULTI-SURFACE DISINFECTANT CLEANER, 1 GAL. BOTTLE, LEMON SCE	CT	1
STAPLES,SF1;VALUE PACK;1/4" 25000/PK	PK	1
STAPLER,DSK,FL STP,BK	EA	1
TRIGGER SPRAY BOTTLE, 32OZ,CLEAR/BLACK,WBM,3/PACK,24PK/CT	PK	1
TORNADO CK LW 13/1 (13" - 8 LB. SINGLE MOTOR UPRIGHT VAC)	EA	1
MOUNT,26-55",FLAT SCREEN,BK	EA	1
RACK CABINET COOLING FAN 1U	EA	1
BLADE,REPL 4",F/SH,LH,10/PK	PK	1
FOAM SPONGE	CT	1
DUSTER,BRUSH,CEILING,FAN	EA	1

BLACK PLASTIC ONE POCKET RECYCLED WALL FILE, LETTER	EA	1
VERBATIM USB-C PRO MULTIPOINT HUB CMH 13 13 PORTS	EA	1
WHITE POLISHING PAD, 20 INCH 5PD/CT	CT	1
KRAFT PAPER ROLL, 36"X1200', 30#, RL	RL	1
POLY BAG, RECLOSABLE, 8"X10", 2 MIL, 1000/CT	CT	1
CLEANER, STAINLESS STEEL	EA	1
WIPES, STAINLESS STL, 30CT	EA	1
14" WIRE BRUSH W/SCRAPER	DZ	1
UTILITY PAIL, 10QT W/POUR SPOUT & MOLDED GRADUATION, HDPE, GRAY	EA	1
CLEANCIDE DISINFECTING WIPES, FRESH SCENT, 8 X 5.5	EA	1
CLEANER, NEUT, FLR, 128OZ, 4/CS	EA	1

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 (2) 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 PRINCIPLES 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.

## SUPPLEMENTAL NOTICE TO BIDDERS

**SUBJECT:** Submission  
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.



## **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: \_\_\_\_\_

**EQUAL OPPORTUNITY CLAUSE**  
**(Section 187.22(b) C.O.)**

Each Contract also shall contain the following equal opportunity clause:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group, or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, downgraded, transferred, laid off and terminated. The contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the hiring representatives of the contractor setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.
- (3) The contractor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract, or understanding, a notice advising the labor union or worker's representative of the contractor's commitments under the equal opportunity clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) It is the policy of the City that local businesses, minority-owned businesses and female-owned businesses shall have every practicable opportunity to participate in the performance of contracts awarded by the City subject to the applicable provisions of the Cleveland Area Business Code.
- (5) The contractor shall permit access by the Director or his or her designated representative to any relevant and pertinent reports and documents to verify compliance with the Cleveland Area Business Code, and with the Regulations. All such materials provided to the Director or designee by the contractor shall be considered confidential.
- (6) The contractor will not obstruct or hinder the Director or designee in the fulfillment of the duties and responsibilities imposed by the Cleveland Area Business Code.
- (7) The contractor agrees that each subcontract will include this Equal Opportunity Clause, and the contractor will notify each subcontractor, material supplier and supplier that the subcontractor must agree to comply with and be subject to all applicable provisions of the Cleveland Area Business Code. The contractor shall take any appropriate action with respect to any subcontractor as a means of enforcing the provisions of the Code."



**MAYOR'S OFFICE OF EQUAL OPPORTUNITY**  
**PARTICIPATION INFORMATION FORM**  
(Requirement and Standard Contracts)

The Subcontractor Participation Goals for this contract are:

**0% CSB Participation**

A searchable database of all CSB Subcontractors eligible to fulfill these subcontractor participation goals can be found on the City of Cleveland Office of Equal Opportunity Website:

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Business/Equal%20Opportunity>

Click on [CSB/MBE/FBE Registry](#).



## DIVISION OF PURCHASES & SUPPLIES

### **Subcontractors Notice**

There is no Subcontractor Participation (Utilization) Goal for this contract. However, per Section A-19 or 22(a) of the Instructions to Bidders, any and all proposed subcontractors, whether City certified or not, must be divulged and listed in the sealed bid. If you do plan to utilize a subcontractor, submit a proposed subcontractor list on a separate, signed sheet of paper, listing the name, address, type of work or materials, and total subcontractor amount for each and every subcontractor that you propose to use on this contract.

You are encouraged to consider City-certified firms for any available subcontracting opportunities. A searchable database of all City-certified firms can be found on the City of Cleveland Office of Equal Opportunity Website:

<http://www.city.cleveland.oh.us/oeo>

On the website, click on CSB/MBE/FBE Registry.