INVITATION TO BID
(This is not an order.)

CITY OF CLEVELAND
Division of Purchases & Supplies
601 Lakeside Avenue
Room 128
Cleveland, OH 44114

Buyer: Jules Gilliam
216-664-2621
jgilliam@city.cleveland.oh.us

Requestor: Tom Kushner
216-420-8107
Tkushner@city.cleveland.oh.us

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**Procurement Folder** | **RFB No.** | **RFB Description**
---|---|---
136828 | RFB 7015 20220000000353 | Maintenance of Vehicle A/C Recharge Units

**RFB Closing Date/Time**
July 07, 2022 3:00 PM

**Department/Division** | **Public Bid Opening Date/Time**
---|---
7015 | July 07, 2022 3:00 PM

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**SCHEDULE OF EVENTS**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
</tr>
</thead>
</table>

**Group/Line#** | **Commodity Description** | **Item Quantity/UOM** | **Service Dates** | **Catalog Discount**
---|---|---|---|---
1 / 1 | Maintenance of Vehicle A/C Recharge Units | | From To |%

Service Are to be Provided at Various City of Cleveland MVM Stations AS Needed

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Current Robinair Units Include: 34288NI, 34700Z, 347002K, 34788, 34788Ni

Labor Rate per Hour: $_______________________________

Parts Discount: ________________%

*****All Orders and/or Services Are To Be Provided After Prior Departmental Approval*****

*****Purchase Order Valid for One (1) Year or Until Funds Are Exhausted Whichever Occurs First*****

*****Purchase Order NOT TO EXCEED $5,000.00*****

*****Quantities, Orders and/or Services Will Vary*****

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

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**Vendor Response**

<table>
<thead>
<tr>
<th>Contract Amount</th>
</tr>
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<tr>
<th>Vendor Total Amount for Items</th>
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<th>Vendor Total Amount for Services</th>
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<table>
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<tr>
<th>Payment Discount Offer</th>
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**TERMS OF DELIVERY**

- Price quoted shall be F.O.B. delivered to the place designated on purchase order. No other terms will be acceptable.
- Delivery quoted must be stated in terms of work days after receipt of the order.
- All charges for shipping must be included within the Unit Price for each item quote unless otherwise designated by a separate line with a specified dollar amount inclusive of all shipping charges.
- No freight charges will be considered nor processed for payment unless apart of the original quote submitted prior to bid award.
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**EVALUATION CRITERIA**

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<th>Evaluation Criteria Description</th>
<th>Response Type</th>
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<td>1 / 1</td>
<td>Lowest and best bidder under Chapter 181 C.O.</td>
<td>NONE</td>
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**BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID**

**Shipping/Freight Charges**
ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES. NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

**Call Buyer Only**
Bidders must address all questions to the Buyer (See Above.) Do NOT contact the "Requestor." Contract only the Buyer listed above.

**MSDS required**
A Material Safety Data Sheet is required to be shipped with each specific applicable item on this PO.

**No Price increase**
This Purchase Order does not permit price increases.

**Missing information**
It is each bidder's individual responsibility to determine for themselves, in advance of bid submission, the accuracy and completeness of any and all information in an RFB. If a potential bidder does not notify the Division of Purchases and Supplies in advance of the bid opening date of any possible discrepancy then any such discrepancy or erratum cannot be the basis for a protest of award. Contact the Buyer immediately if there is a question of accuracy or completeness in these bid documents.
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RFB Closing Date/Time | Department/Division | Public Bid Opening Date/Time
July 07, 2022 3:00 PM | 7015 | July 07, 2022 3:00 PM

BIDDER MUST COMPLETE & SIGN BELOW

NAME OF THE FIRM: 

STREET ADDRESS: 

CITY: STATE: ZIP CODE: 

FED ID # / SSN #: 

PHONE NO.: FAX NO.: 

EMAIL ADDRESS: 

PLEASE PRINT CONTACT NAME: 

AUTHORIZED SIGNATURE: DATE: 

All bids and related documents must be enclosed in a sealed envelope and marked with the RFB number.

RETURN BID TO: Division of Purchases & Supplies
601 Lakeside Ave
Room 128, City Hall
Cleveland, OH 44114