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: Johnnie Thomas III
216-664-7669
jthomas2@city.cleveland.oh.us

Procurement Folder | RFB No. | RFB Description
--- | --- | ---
137172 | RFB 5005 202200000000368 | McCafferty Health Center Landscaping

RFB Closing Date/Time | Department/Division | Public Bid Opening Date/Time
--- | --- | ---
July 12, 2022 3:00 PM | 5005 | July 12, 2022 3:00 PM

SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Group/Line#</th>
<th>Commodity Description</th>
<th>Item Quantity/UOM</th>
<th>Service Dates</th>
<th>Catalog Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 1</td>
<td>McCafferty Health Center Landscaping</td>
<td></td>
<td>From To</td>
<td></td>
</tr>
</tbody>
</table>

Location:
McCafferty Health Center, 4242 Lorain Ave., Cleveland, OH 44113

A one-time effort to clean up the property. This will include mulching and trimming all bushes surrounding the property (all four (4) sides)

SCOPE OF WORK:

SUMMER CLEAN-UP
This shall include:
A- Removal of any leaves remaining from the previous year.
B- Removal of fallen or broken and hanging limbs.
C- All beds will be edged to 2 depth.
D- Price will reflect a one-time occurrence.

PRUNING SHRUBS/TREES:
All Shrubs shall be neatly pruned and/or clipped to preserve the natural character and in a manner appropriate for each plant.

MULCHING:
A- Mulch is to be applied after edging and cultivation of beds. (Weather permitting)
B- Mulch will be spread at 2 inches thick.
C- Price will reflect a one-time occurrence and will be bark mulch.

Preliminary parking lot measurement for McCafferty Health Center: +/- 44 sf and lot 2 is +/- 136 sf.

Ship To:
McCafferty Health Center
Cleveland Health Dept.
4242 Lorain Ave
Cleveland, OH 44113

Vendor Response | Vendor Total Amount for Items | Vendor Total Amount for Services | Payment Discount Offer
--- | --- | --- | ---
$ | $ | % | Day(s)

Vendor Response

$
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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.

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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BIDDER MUST COMPLETE & SIGN BELOW

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<tr>
<th>NAME OF THE FIRM:</th>
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<tr>
<td>STREET ADDRESS:</td>
</tr>
<tr>
<td>CITY:</td>
</tr>
<tr>
<td>FED ID # / SSN #:</td>
</tr>
<tr>
<td>PHONE NO.:</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
</tr>
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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