**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:* Todd Alexander  
216-420-8306  
talexander@city.cleveland.oh.us

---

### Procurement Folder | RFB No. | RFB Description
---|---|---
137152 | RFB 7012 20220000000375 | Outdoor Nylon Flags

**RFB Closing Date/Time**

July 12, 2022 3:00 PM

**Department/Division** 7012

**Public Bid Opening Date/Time**

July 12, 2022 3:00 PM

### Schedule of Events

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’ x 5’ Nylon Double Sided POW/MIA Flags</td>
<td></td>
</tr>
</tbody>
</table>

3’ x 5’ - Nylon U.S. Flags

<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>3’ x 5’ Nylon Double Sided POW/MIA Flags</td>
<td>15.00000 / EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Flags to include sewn stripes and embroidered or sewn stars. Flags to be made of nylon with heading and grommets.

Manufacturer Name: _________________________________

Item/Product Number: _______________________________

Number of Days for Delivery After Award: _____________

*****Vendor Must Submit with Bid: Product & Warranty Information*****

*****Shipping & Handling Must Be Included Into the Unit Cost*****

---

**Ship To:**

Cleve. Memorial Gardens  
4324 Green Rd.  
Highland Hills, OH 44122

**Vendor Response**

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Extension</th>
<th>Delivery Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>Day(s)</td>
</tr>
</tbody>
</table>
## Procurement Folder

<table>
<thead>
<tr>
<th>Procurement Folder</th>
<th>RFB No.</th>
<th>RFB Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>137152</td>
<td>RFB 7012 20220000000375</td>
<td>Outdoor Nylon Flags</td>
</tr>
</tbody>
</table>

## RFB Closing Date/Time

<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 / 2</td>
<td>4' x 6' Nylon Double Sided POW/MIA Flags</td>
<td>15.00000 / EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4' x 6' Nylon U.S. Flags

Flags to include sewn stripes and embroidered or sewn stars. Flags to be made of nylon with heading and grommets.

Manufacturer Name: _________________________________

Item/Product Number: _______________________________

Number of Days for Delivery After Award: _____________

*****Vendor Must Submit with Bid: Product & Warranty Information*****

*****Shipping & Handling Must Be Included Into the Unit Cost*****

### Ship To:

Cleve. Memorial Gardens
Cleve. Memorial Gardens
4324 Green Rd.
Highland Hills, OH 44122

### Vendor Response

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Extension</th>
<th>Delivery Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>Day(s)</td>
</tr>
</tbody>
</table>

### Vendor Total Amount for Items

<table>
<thead>
<tr>
<th>Vendor Total Amount for Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

### Vendor Total Amount for Services

<table>
<thead>
<tr>
<th>Payment Discount Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Evaluation Criteria Description</th>
<th>Response Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 1 Lowest and best bidder under Chapter 181 C.O.</td>
<td>NONE</td>
</tr>
</tbody>
</table>
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: Todd Alexander
216-420-8306
talexander@city.cleveland.oh.us

<table>
<thead>
<tr>
<th>Procurement Folder</th>
<th>RFB No.</th>
<th>RFB Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>137152</td>
<td>RFB 7012 20220000000375</td>
<td>Outdoor Nylon Flags</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RFB Closing Date/Time</th>
<th>Department/Division</th>
<th>Public Bid Opening Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12, 2022 3:00 PM</td>
<td>7012</td>
<td>July 12, 2022 3:00 PM</td>
</tr>
</tbody>
</table>

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

Procurement Folder | RFB No. | RFB Description
--- | --- | ---
137152 | RFB 7012 20220000000375 | Outdoor Nylon Flags

RFB Closing Date/Time | Department/Division | Public Bid Opening Date/Time
--- | --- | ---
July 12, 2022 3:00 PM | 7012 | July 12, 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