INVITATION TO BID
(This is not an order.)

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

Procurement Folder | RFB No. | RFB Description
--- | --- | ---
136919 | RFB 7012 20220000000377 | Miscellaneous Mower Parts and Labor

RFB Closing Date/Time | Department/Division | Public Bid Opening Date/Time
--- | --- | ---
July 12, 2022 3:00 PM | 7012 | 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>Miscellaneous Mower Parts and Labor</td>
<td></td>
<td>From To</td>
<td></td>
</tr>
</tbody>
</table>

Vendor to be an Authorized Parts Dealer/Distributor and Service Center for the Following Brands: Echo, Oregon, Lawn Boy, Martin Wheels, Briggs & Stratton, Wisconsin, Techumseh, Kawasaki, Honda, Onan, Kohler, Giant Vac, and Toro.

- Vendor Must Have the Capability to Supply Parts on a Regular and Emergency Basis.
- All Parts are to carry a Minimum Six (6) Months Replacement Warranty, or any applicable warranties, whichever is greater.
- Vendors are to State Delivery Time: ____________
- Vendor to Submit with their Bid Any Additional Terms or Conditions Pertaining to Bid.
- Vendor to State Parts Discount: ____________%
- Vendor to State Labor Rate per Hour: $___________
- Vendor to State Equipment Pickup and Delivery Charge: $___________

C-1 Purpose
The purpose of the contract is for the purchase of labor and material for the maintenance of various mowers maintained by the Division of Park Maintenance.

Price Lists and Parts
All welding materials, fasteners, shop supplies, and environmental charges must be provided by the vendor and must be included in the labor cost.

All bids shall be based on the latest manufacturer's published price list. Prospective vendors shall indicate price column, and any discount. The vendor shall fill in appropriate pages indicating discounts. Only the latest published price list date, prior to the bid opening date shall be accepted. If no price sheet is available, vendor must state how the City is to be charged.

Labor charges must remain firm for the duration of the contract period.

Comply/Exception: ________________


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: Michael Robinson  
216-420-8103  
mrobinson2@clevelandohio.gov

---

<table>
<thead>
<tr>
<th>Procurement Folder</th>
<th>RFB No.</th>
<th>RFB Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>136919</td>
<td>RFB 7012 20220000000377</td>
<td>Miscellaneous Mower Parts and Labor</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>

C-2 Warranty

All labor must be warranted by the contractor. All work performed by the vendor must be guaranteed to be free from defects in workmanship under the City of Cleveland normal use and service for twelve (12) months from date of delivery or six (6) months from date of installation.

C-3 If at any time, the cost of the repair exceeds 60% of the cost of new equipment, the City of Cleveland, reserves the right to purchase new equipment.

C-4 Estimates must show the hours of work to be performed with cost per hour and the parts cost for each job. If the City of Cleveland elects to continue with estimated repairs, an ID ticket will be issued before work commences.

C-5 Rights and remedies

All rights and remedies provided in this contract shall be deemed cumulative and additional; and not in lieu of or exclusive of each other or any other remedy available to the City of Cleveland at law or in equity.

C-6 Capacity to Perform

Vendor shall be an authorized distributor/supplier of Bush Hog mower parts, and supplies. Bidder must also supply a letter from the manufacturer on their letterhead stipulating that they are, in fact dealer/distributors for the manufacturer.

Comply/Exception: __________________________________________

*****Partial Bids Shall Be Considered Unresponsive*****

Comply/Exception: __________________________________________

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

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

*****Purchase Order Not to Exceed $25,000.00*****

*****Quantities, Orders, & Services May Vary*****

<table>
<thead>
<tr>
<th>Ship To:</th>
<th>Vendor Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks Maint.- Parks Warehouse</td>
<td>Vendor Total Amount for Items: $</td>
</tr>
<tr>
<td>Parks Maint.- Parks Warehouse</td>
<td>$</td>
</tr>
<tr>
<td>4150 E. 49th St, Bldg 6</td>
<td>Vendor Total Amount for Services: $</td>
</tr>
<tr>
<td>Cleveland, OH 44105</td>
<td>Payment Discount Offer: %</td>
</tr>
</tbody>
</table>

Day(s)
INVITATION TO BID
(This is not an order.)

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

Requestor: Michael Robinson
216-420-8103
mrobinson2@clevelandohio.gov

<table>
<thead>
<tr>
<th>Procurement Folder</th>
<th>RFB No.</th>
<th>RFB Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>136919</td>
<td>RFB 7012 20220000000377</td>
<td>Miscellaneous Mower Parts and Labor</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>

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>Group/ Line #</th>
<th>Evaluation Criteria Description</th>
<th>Response Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 1</td>
<td>Lowest and best bidder under Chapter 181 C.O.</td>
<td>NONE</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.
INVITATION TO BID

(This is not an order.)

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

Requestor: Michael Robinson
216-420-8103
mrobinson2@clevelandohio.gov

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

Procurement Folder | RFB No. | RFB Description
--- | --- | ---
136919 | RFB 7012 20220000000377 | Miscellaneous Mower Parts and Labor

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