INVITATION TO BID
(This is not an order.)

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

Buyer: Kristina Ahmetaj
216-664-2885
kahmetaj@city.cleveland.oh.us

Requestor: Esha Hand
216-664-2012
ehand@city.cleveland.oh.us

<table>
<thead>
<tr>
<th>Procurement Folder</th>
<th>RFB No.</th>
<th>RFB Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>137053</td>
<td>RFB 7001 202200000000378</td>
<td>Special Events supplies</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 08, 2022 3:00 PM</td>
<td>7001</td>
<td>July 08, 2022 3:00 PM</td>
</tr>
</tbody>
</table>

SCHEDULE OF EVENTS

<table>
<thead>
<tr>
<th>Group/Line#</th>
<th>Commodity Description</th>
<th>Event Description</th>
<th>Item Quantity/UOM</th>
<th>Service Dates</th>
<th>Catalog Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 1</td>
<td>Special Event Supplies (i.e. balloons, etc)</td>
<td>From 2019-09-24 To 2020-09-24</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***Orders & Quantities May Vary***

***Orders May Be Delivered or Picked Up***

***Prices Must Remain Firm during the One (1) Year Period***

***One (1) Vendor Will Be Awarded the Entire Purchase Order***

***Vendor Must Be Able to Supply Any of the Requested Items On Demand at the Same Quoted Price***

***Purchase Order Not to Exceed $5,000.00***

**** Majority of the Items are listed but PO is not limited to those items only****

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

Fun Clown Head Balloons  Price each $________________________
Magic Garden Flowers Balloons  Price each $________________________
9" Latex Balloons & Streamers  Price each $________________________
Football Foil Balloons  Price each $________________________
11" Latex Balloons & Streamers  Price each $________________________
16" Latex Balloons & Streamers  Price each $________________________
Assorted Fun Balloons 9", 11", and 16"  Price each $________________________
16" Smiley Latex Balloons with 5" Collars & Streamers  Price each $________________________
16" Clusters with Bows & Ribbons  Price each $________________________
Sand Weights  Price each $________________________
11" Helium Balloons  Price each $________________________
16" Helium Balloons  Price each $________________________
INVITATION TO BID
(This is not an order.)

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

Buyer: Kristina Ahmetaj
216-664-2885
kahmetaj@city.cleveland.oh.us

Requestor: Esha Hand
216-664-2012
ehand@city.cleveland.oh.us

Procurement Folder | RFB No. | RFB Description
-------------------|---------|-----------------|
137053            | RFB 7001 20220000000378 | Special Events supplies

RFB Closing Date/Time | Department/Division | Public Bid Opening Date/Time
----------------------|---------------------|-----------------------------
July 08, 2022 3:00 PM | 7001                | July 08, 2022 3:00 PM

9" Helium Balloons   | Price each $__________
Decorative Balloons  | Price each $__________
Bows & Ribbons       | Price each $__________
Event Ribbon Cutting Scissors | Price each $__________

Delivery Charge if Applicable | Price each $__________

Ship To:
CONVENTION CTR-ADMIN
Convention Ctr.
500 Lakeside Ave
Cleveland, OH 44114

Vendor Response
Contract Amount

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

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.

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.

No Price increase
This Purchase Order does not permit price increases.
CITY OF CLEVELAND
Division of Purchases & Supplies
601 Lakeside Avenue
Room 128
Cleveland, OH 44114

Buyer: Kristina Ahmetaj
216-664-2885
kahmetaj@city.cleveland.oh.us

Requestor: Esha Hand
216-664-2012
ehand@city.cleveland.oh.us

<table>
<thead>
<tr>
<th>Procurement Folder</th>
<th>RFB No.</th>
<th>RFB Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>137053</td>
<td>RFB 7001 20220000000378</td>
<td>Special Events supplies</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 08, 2022 3:00 PM</td>
<td>7001</td>
<td>July 08, 2022 3:00 PM</td>
</tr>
</tbody>
</table>

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