

## **BIDDING PROCEDURE**

### **Cleveland Hopkins International Airport**

---

A bid board is on display in Room 128 of Cleveland City Hall, 601 Lakeside Avenue, Cleveland, Ohio 44114, on which the Buyer posts invitations to bid for purchases which are currently available for bid. Extra copies of the various posted "Invitations to Bid" are filed in a rack underneath the Buyer's name. Prospective bidders may obtain any of these copies and the special bid return envelope.

Purchase Order Bids are to be returned to the Division of Purchases and Supplies for time stamping before 3:00 p.m. on the due date.

Contract Bids are opened on Wednesday, Thursday, and Friday at 12:00 p.m.

Once bids are opened, the Buyer determines the lowest and/or best bid, conforming to the required specification, along with any significant input that may be necessary from the user-department/division. Purchase Orders are issued by the Buyer after an award has been made to the successful bidder.

If no satisfactory bids are received pursuant to such posting, the Buyer shall solicit bids by direct mail or by telephone to prospective vendors.

Upon receipt of the Purchase Order by the successful bidder constitutes the City's authorization for the vendor to ship and bill the City for goods and/or services.

**Bidders List** The Buyer maintains a list of potential bidders for all classes of commodities and services normally purchased by the City. Under each commodity or service are listed the names and addresses of vendors who have offered to furnish those products or services, and have expressed interest in being contacted when the City requires such items. The lists are reviewed by the Buyer prior to soliciting bids. In addition, the Buyer may contact firms not on the City's bidder's list. The advantage of being on the City's bidders list is to increase the potential of a vendor being notified of our needs. To be placed on our bidders list, contact the Buyer for that commodity or service.

**Note:** Simply being on the bidders list does not guarantee that you will receive an invitation to bid. The sheer number of potential bidders sometimes prohibits the mailing of bids documents to every vendor listed under a particular commodity or service.

To remain informed of the City's current bids you should:

1. Check the list of current invitation to bid posted in Room 128 (City Hall)
2. Keep in contact with the Buyer who handles your particular commodity or service.
3. Read the City Record where all bids over \$10,000 are advertised. Subscriptions may be purchased directly for City Council, Room 216, or by calling 664-4915

#### **Purchases not exceeding \$1,000**

Whenever any office or department requisitions articles, commodities, supplies, material or equipment which is seldom needed and is not stocked in storerooms or warehouses of the City

and which costs a total of One Thousand Dollars (\$1,000) or less, the Commissioner of Purchases and Supplies is authorized to procure such articles, commodities, supplies, material or equipment by non-competitive purchase in the market for the best price obtainable. By way of telephone quotation, facsimile and direct mail. (FAX: (216) 664-2177).

### **Trade-In-Allowance**

Whenever personal property which has been used by the City, can in the opinion of the Commissioner of Purchases and Supplies, be more advantageously exchanged as part payment of the purchase price of a new article of a similar nature, the Commissioner shall advertise for bids for prices at which a new article will be furnished the City.

### **Purchases not exceeding \$10,000**

All purchases or contracts involving an expenditure exceeding \$1,000 and not more than ten thousand (\$10,000) shall, whenever possible, be based on at least three (3) bids and shall be awarded to the lowest best bidder. The Commissioner of Purchases and Supplies shall post a list of the Purchase Requisitions requesting such purchases on the bid board open to the public inspection for a period of not less than forty-eight (48) hours prior to the time fixed for the taking of bids.

**Note:** Due to the nature of the sealed bid policy, no faxes are acceptable prior to the bid opening date.

### **Purchases exceeding \$10,000**

Purchases exceeding \$10,000 to be Authorized by Ordinance: Bids, Contracts. No purchases amounting to more than to thousand dollars (\$10,000), except as provided in Section 181.08, shall be made until authorized and directed by ordinance of Council the Commissioner of Purchases and Supplies, in addition to the posting required in Section 181.08 shall cause advertisements for bids to be made in the City Record once a week for two (2) consecutive weeks and the Commissioner shall immediately report the bids received to the director of the department involved, who in turn shall transmit such bids with his recommendations thereon to the Board of Control. Any or all bids may be rejected. No purchase contract shall be awarded without the approval of the Board, and only to the lowest and best bidder. Purchase contracts so approved shall be reduced to writing and signed on behalf of the City by the director of the department involved, and no such purchase contract shall be made unless it is reduced to writing and entered into pursuant to the ordinances of the City.

**The FEDERAL TAX LAW of 1982 requires the City of Cleveland to have on file either the Social Security Number or Federal I.D. Number of any individual or company awarded a Purchase Order or Contract.**

**ALL BIDS MAY BE HAND-CARRIED OR MAILED TO:**

**City of Cleveland  
Division of Purchasing & Supplies  
601 Lakeside Avenue - Room 128  
Cleveland, Ohio 44114**