



CITY OF CLEVELAND  
Mayor Frank G. Jackson

## LED Lighting Initiative for Jobs and Economic Sustainability

### Frequently Asked Questions

#### The Competitive Bid Process

- **How will the company be selected?**
  - The contract will be awarded after a full competitive sealed public bid process is completed by the Jackson Administration to determine the lowest and best bidder.
- **What is the competitive bid process?**
  - The competitive bid process is one of the procedures mandated by Charter and ordinances and typically used by the City to purchase a variety of goods and services.
  - The City issues an “Invitation to Bid”, receives sealed bids from vendors and the bids are opened publicly and carefully evaluated to determine the “lowest and best” bidder.
- **What is an “Invitation to Bid”?**
  - An Invitation to Bid (ITB) is a formal document that invites interested firms to submit an offer to the City to supply the goods or services sought at their lowest prices. It contains all of the forms and instructions necessary for a firm to submit a sealed bid to the City, including the specifications for the product(s) or services the City is seeking to purchase.
- **What criteria will the LED “Invitation to Bid” contain?**
  - The LED Invitation to Bid will contain technical LED product specifications, the City’s economic development requirements, Cleveland Small Business Code and MBE/FBE, OEO, Living Wage, Fannie Lewis, local preference and local sustainability requirements, as well as all legally mandated City purchasing requirements.

- **Does the successful bidder have to meet all the requirements specified in the ITB?**
  - Yes. The successful bidder will have to meet all the minimum requirements outlined in the ITB, including product specifications, economic development requirements and purchasing requirements.
  - Bids that do not meet all of the minimum requirements will not be accepted.
- **What criteria will be used to determine the winning bid for the LED requirements contract?**
  - The decision will be based upon meeting all specific criteria established in the written ITB.
  - Bids will be evaluated based on the criteria outlined in the Invitation to Bid to determine which bidder offers the lowest product pricing on LED products that meet the technical requirements, financial and operational capacity of the bidder to perform on the contract, product performance specifications, and product warranties.
- **Who can submit a bid?**
  - All companies – local, regional, national, international – are welcome to submit a bid.
- **Does Cleveland City Council select the winning bid?**
  - No. Once City Council approves legislation authorizing the City to enter into the contract, the Administration proceeds with the competitive bid process.
- **How does the bid process work?**
  - Bids will be evaluated by a team led by the Division of Purchases and Supplies and including Cleveland Public Power, Economic Development and the Mayor’s Office of Equal Opportunity. This team recommends a “lowest and best” bid according to the criteria laid out in the ITB and the evaluation will be reviewed by the Law Department.
  - Once a lowest and best bidder is identified, it is sent the City’s Board of Control, which reviews the recommendation and may then approve a contract based upon the recommendation.
- **Where can I find a copy of the LED Invitation to Bid?**
  - When the City issues the ITB, a copy can be picked up in the Division of Purchases and Supplies, City Hall Room 128, 601 Lakeside Avenue, Cleveland, Ohio during normal business hours. In addition, the City will publish it on its website ([www.cleveland-oh.gov](http://www.cleveland-oh.gov)).