



*City of Cleveland*  
Department of Finance  
Division of Purchases and Supplies

Bidder's Instructions

1. See enclosed Terms & Conditions. Read and follow all terms and conditions of the bid.
2. Submit the bid in a sealed envelope, clearly marked with the **Document ID Number, Bid Description, Requestor's Name, Closing Date and Closing Time**.
3. A Northern Ireland Affidavit must be completed, signed and included with each bid.
4. The bid must be time stamped and submitted to:

The City of Cleveland  
Division of Purchases and Supplies  
601 Lakeside Ave. Room 128  
Cleveland, OH 44114
5. Bids received after the Closing Date and Closing Time cannot be considered.
6. The bid documents must include:
  - This Cover Sheet w/Instructions
  - DPDF File of Request For Bid Form.
  - Terms & Conditions.
  - Northern Ireland Affidavit.
  - *May include* Specifications or addition attachments on a separate sheet or sheets.

Contact the **Requestor** immediately at the number on the Bid Form if you do not have all the required documents.