



City of Cleveland
Justin M. Bibb, Mayor

Department of Finance
Division of Purchases & Supplies
601 Lakeside Avenue, Room 128
Cleveland, Ohio 44114-1080
216/664-2620 • Fax: 216/664-2177
www.cleveland-oh.gov

February 29, 2024

ADDENDUM 1

BID TITLE: File No. 14-24 Landscape Maintenance at Various Public Utilities Facilities

BID DUE: Thursday, March 14, 2024 at 12 o'clock noon (Eastern Time)

Attention Bidders:

We have been requested to issue the addendum for the following:

Please ensure that a copy of this addendum is included and returned with the bid specifications furnished to you by this office, as it will have the same force and effect as if it were part of the specifications originally issued.

1. Release the sign-in sheet from the non-mandatory pre-bid meeting.
2. Release the agenda from the non-mandatory pre-bid meeting.
3. Reiterate the importance of completing OEO Schedules 1 – 4.
4. Answers to questions received.

If you have any questions regarding the attached, please contact Simon Mastroianni at 216-664-2444, extension 75630. Thank you for your prompt attention and assistance in this matter.

Signature of Potential Bidder & Name of Company

Today's Date

Thank you,

Donia Patterson, Assistant Administrator
Purchases & Supplies
CC:
Attachments

CITY OF CLEVELAND
DEPARTMENT OF PUBLIC UTILITIES
NON-MANDATORY PRE-BID MEETING
Thursday, February 22, 2024
10:30 a.m.

LANDSCAPE MAINTENANCE AT VARIOUS PUBLIC UTILITIES FACILITIES

SIGN-IN SHEET

	REPRESENTATIVE NAME (PLEASE PRINT)	COMPANY NAME (PLEASE PRINT)	TELEPHONE NUMBER	E-MAIL ADDRESS (PLEASE PRINT CLEARLY)
1	Domenic Manfredi	Innovative Companies	440-531-7520	Domenic@innovativecompanies.net
2	Julie Zaremba	Zscape LLC	440-838-8875	julie@zscapeohio.com
3	Andrew Barnes	Busy B Lawn Pros LLC	216-965-9310	andrewbarnes1942@gmail.com
4	Wallace Thomas	Back to Beautiful Landscaping	216-410-9990	wallace@backbeautiful.com
5	ESK Landscaping	ESK Landscaping	440-596-9716	elias@esklanscaping.com
6				
7	Eboni Watters	DPU		
8	Maggie Rodgers	CWD		
9	Michelle Vitale	CWD		
10	Jennifer Wiman	OEO		
11				
12				
13				
14				

**City of Cleveland/Department of Public Utilities
Non-Mandatory Pre-Bid Meeting
Thursday, February 22, 2024
10:30 a.m.**

Landscape Maintenance at Various Public Utilities Facilities

Agenda

1. Introductions

2. Review of Required Submittals of Bid Package

- A. Bidder's Check List
- B. Bid - Schedule of Items
- C. Bid Bond/Certified or Cashiers Check (must use City's Bid Bond form)
- D. Bid Form
- E. Bidder's Affidavit - Must be Notarized
- F. Tax I.D. Number - W-9 Information
- G. Northern Ireland Fair Employment Practices Form
- H. Vendor Information Form
- I. Living Wage

3. OEO Participation Goal - Jennifer Wiman 216-664-2667

Jwiman@clevelandohio.gov

- A. Subcontractor Participation Goal - 20% CSB
- B. Detailed explanation of Schedules 1-4
- C. CSB/MBE/FBE/LPE/SUBE Bid Discount

4. Subcontracting A-19 and B-11 - After execution of contract.

5. Scope of Work

- A. Bid Overview/Highlights of Detailed Specifications

6. Miscellaneous

- A. Contract Execution
- B. Addendums
- C. Questions after the Pre-Bid Meeting

Email: purchasing@clevelandohio.gov

**CITY OF CLEVELAND, OHIO
DEPARTMENT OF PUBLIC UTILITIES
LANDSCAPE MAINTENANCE AT VARIOUS PUBLIC UTILITIES FACILITIES
FILE NO. 14-24**

ADDENDUM NO. 1

The bid due date is Thursday, March 14, 2024, before 12:00 noon and must be date stamped.

A copy of the agenda and the sign-in sheet from the Non-Mandatory Pre-Bid Meeting is included.

The Office of Equal Opportunity (OEO) Schedules 1-4 must be filled out completely and submitted as part of the bid:

- **All schedules must be signed and dated.**
- **If any schedule is not applicable, mark "N/A" on the schedule.**
- **Each prospective subcontractor must complete, sign, date and submit Schedule 2 (Certified MBE/FBE/CSB Subcontractor Participation Commitment) to the prime contractor as part of bid proposal. If there are no prospective subcontractors, the prime contractor must mark N/A, sign and date schedule.**
- **If box 2 is checked on Schedule 4 (CSB/MBE/FBE Subcontractor Unavailability/ Impracticality Certification) the Prime Contractor must provide a detailed explanation in Section B.**
- **Bidders may obtain a listing of firms certified by the OEO as CSBs, MBEs and FBEs by checking the City's website at <https://www.clevelandohio.gov/> Under the City Services header, click on "Office of Equal Opportunity." On the Office of Equal Opportunity page, scroll down to the Resource Links and click on the "Certified Vendor Directory" link.**
- **If you have questions or need assistance completing OEO Schedules 1 - 4 contact, Jennifer Wiman at 216-664-2667 or JWiman@clevelandohio.gov.**

Answers to questions received:

1. Do we need a bid bond for each location if bidding on more than one location?

Answer: No, only one bid bond is needed and must be 5% of the bid total. Also, see Instructions to Bidders, A-4 and Section C – Supplemental General Conditions, C-2 B.

2. Will we need a performance bond for all locations.

Answer: No, see General Conditions, B-8.

**CITY OF CLEVELAND, OHIO
DEPARTMENT OF PUBLIC UTILITIES
LANDSCAPE MAINTENANCE AT VARIOUS PUBLIC UTILITIES FACILITIES
FILE NO. 14-24**

ADDENDUM NO. 1

3. Who should we call for notification that we will attend the site visits?

Answer: Call the contact person listed in Section D – Detail Specifications, D-11.

4. What location is Bid Item #3 that was already awarded?

Answer: Bid Item #3 was awarded in 2023 and it is the Harvard Service Center location.

5. Contract Duration: Could you please confirm whether the bid we are submitting is intended for a one or two-year contract? This clarification is essential as we've observed duplications in scheduled items, such as lawn maintenance, where quantities appear to be doubled (e.g., 70 or 80). Understanding the contract duration will help us accurately allocate resources and provide the best possible service.

Answer: The contract, if any, shall be for a period of two years.

6. There were addresses I entered a Google search for and were unable to determine a location. When I google Water Pollution Control, I get the home page and the address on Kirby. I saw on the site West 3rd was a project. West 5th is a new apartment building in Tremont, I wonder if WPC did work there as well? Please provide the locations. The addresses are listed below.

Water Pollution Control Station Addresses:

- Service Yard: 2900 West 3rd Street, Cleveland, Ohio 44113
- Mary Street: 2539 West 5th Street, Cleveland, Ohio 44113
- Front Street: 1110 Front Street, Cleveland, Ohio 44143

Answer: Those are our pump stations. Some of the addresses can be a bit confusing. Mary and Front Street do not have grass anymore. West 3rd has a section of about 6' X 5'.