



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

May 1, 2024

ADDENDUM 1

BID TITLE: File No. 37-24 Various Machines and Repair Parts

BID DUE: Thursday, May 16, 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. Bid opening date extended to Thursday, May 16, 2024
2. Last day for questions is Tuesday, May 7, 2024, by 12:00p.m. (noon EST)
3. Issue the agenda and sign-in sheet from the non-mandatory pre-bid meeting held on Monday, April 22, 2024
4. Answer question received.

If you have any questions regarding the attached, please contact The Division of Purchases and Supplies at 216-664-2620. 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, OHIO
DEPARTMENT OF PUBLIC UTILITIES/DIVISION OF WATER**

**Purchase of Various Types of Machines, Equipment and Repair Parts
File No. 37-24**

ADDENDUM NO. 1

Q5. In Section **Bid-Schedule of Items**, vendors are asked to provide a percentage discount to a specific manufacturer. Many vendors provide percentage discounts based on product category due to the expansion of a manufacturer's product line streaming across many product categories. This allows a vendor to provide the most competitive offer as some product categories may be able to provide higher discount percentages than other product categories.

Will the City consider accepting Product Category percentage discounts in lieu of specific manufacturer discount? Or accepting of a discount range in a vendor's response to a manufacturer that could have product lines falling within multiple product categories?

Answer: No, this bid will not be broken down into product categories. Neither product category nor a discount range will be accepted by the City.

Vendors must submit a price list, or catalog, with their bid that would typically be used for a quote. The pricing may be electronic, include access codes if necessary. These pricelists/catalogs will be for bid evaluation purposes only.

The percent discount submitted on the SOI pages will be applied with each quote at the time an order (DO) is issued. A greater discount is acceptable over the term of the contract. The discount may not be less than stated on the SOI pages upon bid submission.

City of Cleveland
Department of Public Utilities/Division of Water
Non-Mandatory Pre-Bid Meeting
Monday, April 22, 2024
11:00 a.m.

Purchase of, Labor and Materials to Repair and Repair
Parts for Various Machines and Equipment

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
- H. Northern Ireland Fair Employment Practices Form
- H. Vendor Information Form

3. OEO Participation Goal - Waived

4. Scope of Work

- A. Bid Overview/Highlights of Detailed Specifications

5. Miscellaneous

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

Email: purchasing@clevelandohio.gov

CITY OF CLEVELAND
DEPARTMENT OF PUBLIC UTILITIES/DIVISION OF WATER
NON-MANDATORY PRE-BID MEETING
Monday, April 22, 2024
11:00 a.m.

Purchase of, Labor and Materials to Repair and Repair
Parts for Various Machines and Equipment

SIGN-IN SHEET

| | REPRESENTATIVE NAME (PLEASE PRINT) | COMPANY NAME (PLEASE PRINT) | TELEPHONE NUMBER | E-MAIL ADDRESS (PLEASE PRINT CLEARLY) |
|----|---|--|-----------------------------|--|
| 1 | April Locker | DPU | | |
| 2 | Paula Alexander | CWD | | |
| 3 | Jeremy Loder | W.W. Grainger | 216-213-4300 | Jeremy.Loder@grainger.com |
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