



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**

**The bid opening date is extended to May 16, 2024. Bids must be delivered to Purchasing and Supplies before 12:00 p.m. at 1201 Lakeside Avenue, Cleveland, OH 44114.**

**The last day for questions is Tuesday, May 7, 2024, by 12:00 p.m.**

**Issue the sign-in sheet and agenda from the non-mandatory pre-bid meeting.**

**Answers to questions received:**

Q1. Does this bid include labor?

**Answer:** No, this bid will be the purchase of equipment, or parts and accessories only.

Q2. Is it necessary to bid on all items in a group?

**Answer:** No, award will be based on an item by item basis. Bid on manufacturer/items you will be able to supply.

Q3. What is the discount percent based on, is it MSRP or CRP?

**Answer:** Discount is from catalog or pricelist of manufacturer at time of quote.

NOTE: Group A is for the equipment and Group B is for the repair parts or accessories.

Q4. In section **Bid-Schedule of Items**, vendors are asked to provide a percentage discount for evaluation. As the City may be aware, vendors develop their own catalog list prices and each catalogs' list prices will vary by vendor. Vendors who have a high catalog list price may offer a numerically larger category discount, however that discount may not result in a more competitive net price for the end user compared to a vendor who has lower starting catalog list price who offers a numerically smaller category discount. This may result in a vendor offering a larger category discount having a higher net price to the end user than a vendor who offers a smaller category discount.

Absent any clear direction in the solicitation, how does the City plan to evaluate the proposed discount percentages offered by the various vendors to ensure the City is getting the most competitive offer?

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

In Group A, a selection of like products on an item by item basis will be used to evaluate the bid.

**CITY OF CLEVELAND, OHIO  
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**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](mailto:purchasing@clevelandohio.gov)

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

**SIGN-IN SHEET**

	<b>REPRESENTATIVE NAME (PLEASE PRINT)</b>	<b>COMPANY NAME (PLEASE PRINT)</b>	<b>TELEPHONE NUMBER</b>	<b>E-MAIL ADDRESS (PLEASE PRINT CLEARLY)</b>
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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