



City of Cleveland  
Justin M. Bibb, Mayor

Department of Finance  
Division of Purchases & Supplies  
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November 12, 2025

### ADDENDUM 1

**BID TITLE: File No.156-25 Purchase of HVAC Air Filters and Belts**

**BID DUE: Thursday, November 26, 2025 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 pre-bid meeting sign-in sheet.
2. Answers to questions received and from the pre-bid meeting.

If you have any questions regarding the attached, please contact Jules Gilliam at [jgilliam@clevelandohio.gov](mailto:jgilliam@clevelandohio.gov). Thank you for your prompt attention and assistance in this matter. Also, please ensure that 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.

\_\_\_\_\_  
Signature of Potential Bidder & Name of Company

\_\_\_\_\_  
Today's Date

Thank you,  
Donia Patterson, Assistant Administrator  
Purchases & Supplies  
CC:

**CITY OF CLEVELAND, OHIO  
DEPARTMENT OF PUBLIC UTILITIES**

**PURCHASE OF HVAC AIR FILTERS AND BELTS - FILE NO. 85-24**

**ADDENDUM NO. 1**

**Bids are due November 26, 2025 and must be date stamped by 11:59 a.m. EST that day.**

**The last day for questions is November 17, 2025 by 12:00 p.m.**

**Release the sign-in sheet from the non-mandatory meeting held on November 6, 2025.**

**Answers to questions received and from the pre-bid meeting:**

1. Does pricing need to stay firm for all 2 years of the contract or are price increases allowed after the first year?

Answer: See C-5.

2. I am inquiring about the filters for 16x20x4 and 20x20x4 Merv 15. Are these standard cardboard filters, or are they made of plastic or metal?

Answer: The filter sizes are cardboard.

3. Can we get the bid results from last time?

Answer: See attached. All items must be bid.

**CITY OF CLEVELAND  
DEPARTMENT OF PUBLIC UTILITIES  
NON-MANDATORY PRE-BID MEETING  
Thursday, November 6, 2025  
11:00 a.m.**

## Purchase of HVAC Air Filters and Belts

# SIGN-IN SHEET

[illegible]

| BID EVALUATIONS                                                                                                                                 |                            | VENDORS                             |              |                                     |              |                                     |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------|--------------|-------------------------------------|--------------|-------------------------------------|-------------|
| TITLE OF BID<br><b>Purchase of HVAC Air Filters and Belts Re Bid</b>                                                                            |                            | Air Rite Inc                        |              | Filterbuy Inc.                      |              | Florence Filter Corporation         |             |
| Description                                                                                                                                     | QUANTITY                   | UNIT PRICE                          | EXTENSION    | UNIT PRICE                          | EXTENSION    | UNIT PRICE                          | EXTENSION   |
| Group I                                                                                                                                         |                            |                                     |              |                                     |              |                                     |             |
| 1.01 Paper filters in the estimated amount of sixty thousand dollars (\$60,000.00) as per D-1.                                                  | \$40,000.00<br>(Allowance) | (-/+ ) 0.70<br>(% Mark-up/Discount) | \$ 28,000.00 | (-/+ ) 0.20<br>(% Mark-up/Discount) | \$ 32,000.00 | (-/+ )<br>(% Mark-up/Discount)      | \$ 437.12   |
| 1.02 Polyester filters in the estimated amount of forty thousand dollars (\$40,000.00) as per D-2.                                              | \$20,000.00<br>(Allowance) | (-/+ ) 0.70<br>(% Mark-up/Discount) | \$ 14,000.00 | (-/+ ) 0.20<br>(% Mark-up/Discount) | \$ 16,000.00 | (-/+ )<br>(% Mark-up/Discount)      | \$ 42.35    |
| 1.03 Metal filters in the estimated amount of sixty thousand dollars (\$60,000.00) as per D-3.                                                  | \$40,000.00<br>(Allowance) | (-/+ ) 0.80<br>(% Mark-up/Discount) | \$ 32,000.00 | (-/+ ) 0.20<br>(% Mark-up/Discount) | \$ 32,000.00 | (-/+ )<br>(% Mark-up/Discount)      | \$ no bid   |
| 1.04 Speciality filters in the estimated amount of thirty five thousand dollars (\$35,000.00) as per D-4.                                       | \$10,000.00<br>(Allowance) | (-/+ ) 1.50<br>(% Mark-up/Discount) | \$ 15,000.00 | (-/+ ) 0.20<br>(% Mark-up/Discount) | \$ 8,000.00  | (-/+ )<br>(% Mark-up/Discount)      | \$ no bid   |
| 1.05 HVAC Belts in the estimated amount of thirty thousand dollars (\$30,000.00) as per D-5.                                                    | \$25,000.00<br>(Allowance) | (-/+ ) 0.90<br>(% Mark-up/Discount) | \$ 22,500.00 | (-/+ ) 0.00<br>(% Mark-up/Discount) | \$ 25,000.00 | (-/+ ) 0.00<br>(% Mark-up/Discount) | \$ 2,916.03 |
| 1.06 Allowance for additional Filters not listed amount of ten thousand dollars (\$5,000.00) as per C-11.                                       | \$ 5,000.00<br>(Allowance) | N/A                                 | \$ 5,000.00  | N/A                                 | \$ 5,000.00  | N/A                                 | \$ 5,000.00 |
| 1.07 Allowance for additional Belts not listed amount of ten thousand dollars (\$5,000.00) as per C-11.                                         | \$ 5,000.00<br>(Allowance) | N/A                                 | \$ 5,000.00  | N/A                                 | \$ 5,000.00  | N/A                                 | \$ 5,000.00 |
| 1.08 Allowance for freight and Delivery as per C-11 amount of five thousand dollars (\$5,000.00) as per C-11.                                   | \$ 5,000.00<br>(Allowance) | N/A                                 | \$ 5,000.00  | N/A                                 | \$ 5,000.00  | N/A                                 | \$ 5,000.00 |
| ALL QUANTITIES ARE APPROXIMATE AMOUNTS. THE CONTRACT, IF ANY, SHALL BE FOR A PERIOD OF ONE (1) YEAR. FOR ONE YEAR - NOT TO EXCEED \$ 250,000.00 |                            | TOTAL: 126,500.00                   |              | TOTAL: 128,000.00                   |              | TOTAL: 18,395.50                    |             |