



City of Cleveland
Justin M. Bibb, Mayor

Department of Finance
Division of Purchases & Supplies
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Cleveland, Ohio 44114-1080
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November 18, 2025

ADDENDUM 2

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

BID DUE: Wednesday, 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 reports for secondary site locations. (Because of the size of the reports, the flash drive containing them will need to be picked at Cleveland City Hall, 601 Lakeside Avenue, Cleveland, OH 44114, Room 128).
2. Answers to question received.

If you have any questions regarding the attached, please contact Jules Gilliam at 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. 156-25

ADDENDUM NO. 2

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

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

Answers to questions received:

1. Can you please provide us with the correct size for the Galvanized Frame below?

16x7x6	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
20 x 20 x 2	N/A	GALV. FRAME; GALV. MEDIA SUPPORT

Answer: The above size is correct. Filter is considered a special size used at the Division of Water Treatment Plants

2. Is this bid for supply, installation, or services? If yes, can the vendor bid to supply the product without providing the installation/services?

Answer: Supply only contract.

3. Do you accept the full case?

Answer: Yes.

4. Which sizes of the price list are actual sizes?

Answer: Size of filter will be provided at time of order is placed.

5. Will this be awarded to more than one bidder?

Answer: No. See Addendum No. 1.

6. Who is the current contractor?

Answer: Air Rite, Inc.

7. When was the current contractor awarded the contract? Can you please provide us with a copy of the current contract?

Answer: A Public Records Request must be submitted separately. Addendum No. 1 includes the bid tabulation from the previous bid.

8. Is it allowed for the vendor to not bid for some items?

Answer: No.

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9. What is the estimated quantity/value per shipment?

Answer: Varies, per order.

10. Is the shipping going on quarterly?

Answer: Ordered as needed.

11. In the past 12 months, how many shipments have been received?

Answer: Approximately 10 (Ordered as needed).

12. Last year, how many invoices did you have?

Answer: 10.

13. What was the contract amount spent last year?

Answer: Year to date - \$37,688.79.

14. What was the total final bid for the previous winning bidder?

Answer: See Addendum No. 1.

15. What is the expected number of shipments per year for each location?

Answer: To be determined.

16. How many different "ship to" locations are required? If multiple ship-to locations are required, please provide a list of each "Ship To" location address.

Answer: See Appendix A of the Invitation to Bid Packet.

17. Can the vendor offer you two price sheets, one with the freight fee and one without?

Answer: See C-5 of the Invitation to Bid Packet.

18. Can freight be charged on a per-shipment basis?

Answer: See C-5 of the Invitation to Bid Packet.

19. Can freight terms be prepaid and added to the invoice?

Answer: See C-5 and C-6 of the Invitation to Bid Packet.

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20. Can a standard (UPS/ or FedEx) delivery charge be added to invoices for each order?

Answer: See C-5 and C-6 of the Invitation to Bid Packet.

21. Do you have a warehouse for the delivery?

Answer: Yes.

22. Is a lift-gate or forklift required for delivery?

Answer: Lift gate/forklift are available at certain locations, detail instructions will be given at time of order is placed.

23. Is a pallet required for delivery?

Answer: Instructions will be provided at time of order.

24. Do you have a dock for delivery?

Answer: Yes, it depends on the location, instructions will be provided at time of order.

25. Is an appointment required for delivery?

Answer: Notification must be provided at time of shipment.

26. Do you need an inside delivery?

Answer: Instructions will be provided at time of order.

27. Can you please provide us with a list of delivery addresses?

Answer: See Appendix A of the Invitation to Bid Packet.

28. Will the department provide a separate line item for freight?

Answer: See C-5 and C-6 of the Invitation to Bid Packet.

29. Are the samples required at the time of the bid? If yes, where and when will samples be needed? Is there a particular size for each type?

Answer: No.

30. What frequency would these filters be purchased?

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Answer: On an as needed basis.

31. Can the vendor provide you with filters from different brands that meet the same specifications?

Answer: Yes.

32. Is there a desired page limit for the proposal submission?

Answer: The City of Cleveland Invitation to Bid packet must be returned completed.

33. When is the first PO usually requested after you announce the award?

Answer: To be determined, orders are placed as needed, based on inventory.

34. Is the submission on your website or in hard copy via mail? If it is via mail, how many copies are required with the original copy?

Answer: Via mail or dropped off in person by the established bid due date. One original set is required.

35. Can you please provide us with the billing address, phone number and email address of the account payable?

Answer: Information will be provided with the release of a Delivery Order against the contract.

36. Is a bid bond, performance bond, or payment bond required? If yes, by how much?

Answer: See Instructions to Bidders - A4 & A5 and General Conditions – B8.