



City of Cleveland

Justin M. Bibb, Mayor

Department of Finance
Division of Purchases and Supplies
601 Lakeside Avenue, Room 128
Cleveland, Ohio 44114-1080
216/664-2620 Fax 216/664-2177
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September 14, 2026

BID TITLE: **File No. 93-26 – Citywide Just-N-Time Office Supplies**

BID DUE: **Thursday, September 24, 2026, at 12 o'clock noon (Eastern Time)**

Attention Bidders: We have been requested to issue the addendum to advise vendors of the following:

1. Answers to Questions
2. Revised Schedule of Items

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.

Please acknowledge receipt of this addendum by faxing it to 216-664-2177 or emailing Purchasing@clevelandohio.gov

Signature of Potential Bidder & Name of Company

Today's Date

Thank you,

Lauren Drake

Lauren Drake, Project Director
Purchases & Supplies
CC: Attachments



File No. 93-26 Citywide Just-N-Time Office Supplies

Addendum No. 1

ANSWERS TO QUESTIONS RECEIVED FROM BIDDERS

1.	Question	We do not see anything on the Bid Schedule of Items that indicates that Instructions to Bidders sections A-13 through A-15 apply to this bid. Can you confirm whether or not A-13 through A-15 apply or not?
	Answer	Sections A-13, A-14, and A-15 apply to invitations to bid for requirement contracts. Because this invitation to bid is for a requirement contract, all terms and conditions contained in those sections are applicable.
2.	Question	The Bid Schedule of Items calls for an "Extension Price" (column furthest to the right). Are bidders to take their net price for each item, multiply that price by the "Quantity" listed by the City, and enter the result in the "Extension Price" column? Does the City wish to reissue the Bid Schedule of Items inclusive of a column where bidders would enter their net price for each item? Please clarify.
	Answer	The schedule of items will be revised to include an additional column for the unit price.
3.	Question	Can the Bid Schedule of Items be provided to bidders in the form of an Excel file?
	Answer	The schedule of items is only available in the format included in the bid packet.
4.	Question	What is the period of time for which the quantities listed are generated? One year? Three Year? Other?
	Answer	This is a requirements contract, so quantities may increase or decrease at any time based on the needs of the City of Cleveland. The quantities provided are estimates based on the City's orders from the previous year.
5.	Question	Does CSB have to entail direct participation in the servicing of the contract or can participation be indirect via support of vendor through other means (service, sales, etc.?)
	Answer	The participation can be in any capacity as long as the goal is met.
6.	Question	With regards to any recycled/environmentally friendly items that bidder may propose along with lowest-cost items, how exactly is the City looking for bidders to provide that information in its bid response? Should sustainable alternates for Bid Schedule of items items be priced on the Bid Schedule of Items? On a supplemental attachment? Please clarify.
	Answer	Supplemental attachment
7.	Question	The bid includes the following requirement: "Bidders must provide, with their bid response, electronic data containing a minimum of 7,000 separate line items commonly used in the office supply industry. Additionally, two hard copies of the paper catalog being offered must be submitted. Failure to



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		provide both the electronic data and paper catalog shall render the bid non-responsive.”
	Answer	Bidders may submit their catalogs electronically on a flash drive. Paper copies of catalogs are not required.
8.	Question	Would a proposal submitted in partnership with this local business satisfy the location requirement? If so, please clarify how the partnership should be structured and documented in our response.
	Answer	Bidders must have a fully operational service facility either: 1. Within a 30-mile radius of the City of Cleveland, or 2. Within the Cleveland Metropolitan Statistical Area. Generally, the MSA includes the following counties in Northeast Ohio: Ashtabula, Geauga, Lake, Lorain, Medine and Cuyahoga. If a bidder does not satisfy either requirement, they should include a notation next to “Exception” under C-2. As a separate attachment, the bidder must also clearly identify that they are taking exception to the geographical requirements and outline how they will meet the just-n-time requirements of this contract.