



City of Cleveland
Justin M. Bibb, Mayor

Department of Finance
Division of Purchases & Supplies
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September 23, 2026

ADDENDUM 2

BID TITLE: File No.96-26 Purchase of Lubricants

BID DUE: Thursday, October 1, 2026 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. Answer questions received by the last day for questions.
2. Release Addendum No. 2 – Appendix B – Release Order Form.

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/DIVISION OF WATER**

ADDENDUM NO. 2 - PURCHASE OF LUBRICANTS - FILE NO. 96-24

The bid due date is Thursday, October 1, 2026 and bids must be date stamped by 11:59 a.m. that day.

Answer to questions received by the last day for questions:

- 1: Regarding Section C-4, General Bidder Qualifications, which requires the bidder to have "a warehouse or distribution center within 150 miles of Cleveland, Ohio". Is this 150-mile standard measured as straight-line (radius) distance, or as driving distance via standard routing?

Answer: Driving distance via standard routing.

- 2: Regarding Section C-4, General Bidder Qualifications, which requires the bidder to have "a warehouse or distribution center within 150 miles of Cleveland, Ohio". What reference point in Cleveland is used to measure from — City Hall (601 Lakeside Avenue), or another location?

Answer: Downtown Cleveland.

- 3: Is an "or equivalent" substitute is acceptable for D-29 (ISO 680 circulating oil).

Answer: Yes, with proper documentation with bid submission.

- 4: What are the estimated quantities and packaging (totes, bulk, drums etc.) for the items in the schedule of items on page 26?

Answer: See Addendum No. 1.

- 5: Section C-4 requires bidders to maintain a warehouse or distribution center within 150 miles of Cleveland, Ohio, with no substitutions or exceptions. Could you confirm how this distance is measured — driving distance via standard routing, or straight-line (great-circle) distance?

Answer: See answer to No. 1 in this addendum.

- 6: Section C-12 references Appendix B as a sample release order form, but it was not included with the original bid documents or Addendum No. 1. Could you provide it, or confirm where it can be obtained?

Answer: See Addendum No. 2 – Appendix B – Release Order Form.

**SPECIFICATIONS/DESCRIPTIONS
OF PRODUCTS AND/OR SERVICES**
CITY OF CLEVELAND STANDARD SPECIFICATIONS
FOR
Purchase of Lubricants

APPENDIX B - Addendum No. 2
File No. 96-26
Department of Public Utilities
Release Order Form For
Purchase of Lubricants

COMPANY NAME
CONTRACT NUMBER
DELIVERY ORDER NUMBER

Release No.

YY-MM-DD

Station

MATERIAL

Authorized by

SAMPLE

CONTACT NAME: FAX NO. or E-mail
E-mail or FAX COST AND CONFIRMATION NO. TO FAX NUMBER
THANKS

Ship to:
(UNIT LEADER OR MANAGER)
(DIVISION)
(PLANT)
(STREET ADDRESS)
(CITY), OH (ZIP CODE)

Submit invoice to:
(Division of Water)
(Public Utilities Building)
Attn: Payables Unit
(1201 Lakeside Avenue)
(4th Floor South)
Cleveland, OH (44114)