



City of Cleveland  
Justin M. Bibb, Mayor

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

### ADDENDUM 1

**BID TITLE: File No. 78-25 Necessary Items of Air Filters**

**BID DUE: Wednesday, June 25, 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. Answer questions received.

If you have any questions regarding the attached, please contact Steven Decker at [sdecker@clevelandohio.gov](mailto:sdecker@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:



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**This addendum serves as the response to all inquiries received from prospective bidders.**

1. Are the Disposable Activated Carbon (Granulated Filled) Filters a Carbon pleated filter?  
**We very seldom will use carbon filters, unless some area has a need will ask for a quote based on quantity.**
2. Can you please provide us with the model number, Core type, core number, and picture of the below Auto Roll?
  - a. 2 ft. CA Cambridge series 80% to 95% efficiency
  - b. 4 ft. CA Cambridge series 80% to 95% efficiency
  - c. 5 ft. CA Cambridge series 80% to 95% efficiency
  - d. 6 ft. CA Cambridge series 80% to 95% efficiency
  - e. RF – 6 foot TR Trane series
  - f. RF — 8 foot TR Trane series

**This is all the information we have**

3. Is this bid for supply, installation, or services? If yes, can the vendor bid to supply the product without providing the installation/services?  
**For supplies as needed**
4. Can the vendor follow up with the questions that weren't answered or ask more questions for the answers that were unclear after the deadline has passed?  
**No, the question deadline is firm.**
5. Do you accept the full case?  
**Yes**
6. Are the measurements actual filter dimensions or nominal dimensions?  
**Nominal**
7. Which sizes of the price list are actual sizes  
**The sizes in the price list are what we ask for.**
8. Will this be awarded to more than one bidder?  
**This type of contract can be awarded to more than one bidder.**
9. Who is the current contractor?  
**This information can be made available by submitting a public records request.**  
[https://clevelandoh.govqa.us/WEBAPP/rs/\(S\(vflaugjcrxm4npzu1v5ebk5t\)\)/supporthome.aspx](https://clevelandoh.govqa.us/WEBAPP/rs/(S(vflaugjcrxm4npzu1v5ebk5t))/supporthome.aspx)
10. When was the current contractor awarded the contract? Can you please provide us with a copy of the current contract?  
**This information can be made available by submitting a public records request.**  
[https://clevelandoh.govqa.us/WEBAPP/rs/\(S\(vflaugjcrxm4npzu1v5ebk5t\)\)/supporthome.aspx](https://clevelandoh.govqa.us/WEBAPP/rs/(S(vflaugjcrxm4npzu1v5ebk5t))/supporthome.aspx)



11. Is it allowed for the vendor to not bid for some items?  
**Yes, vendors are not required to bid on all items.**
12. What is the estimated quantity/value per shipment?  
**We usually order 1500 to 2000 pleated filters, twice a year not including roll filters.**
13. Is the shipping going on quarterly?  
**Semiannually**
14. At the price sheet, are there total quantities for each filter size monthly, every 4 months semiannually, or annually?  
**Semiannually**
15. In the past 12 months, how many shipments have been received?  
**Three**
16. Last year, how many invoices did you have?  
**Three**
17. What was the contract amount spent last year?  
**This information can be made available by submitting a public records request.**  
[https://clevelandoh.govqa.us/WEBAPP/rs/\(S\(vflaugjcrxm4npzu1v5ebk5t\)\)/supporthome.aspx](https://clevelandoh.govqa.us/WEBAPP/rs/(S(vflaugjcrxm4npzu1v5ebk5t))/supporthome.aspx)
18. What was the total final bid for the previous winning bidder?  
**This information can be made available by submitting a public records request.**  
[https://clevelandoh.govqa.us/WEBAPP/rs/\(S\(vflaugjcrxm4npzu1v5ebk5t\)\)/supporthome.aspx](https://clevelandoh.govqa.us/WEBAPP/rs/(S(vflaugjcrxm4npzu1v5ebk5t))/supporthome.aspx)
19. What is the expected number of shipments per year for each location?  
**Three**
20. How many different "ship to" locations are required?  
**One at Hopkins, one at Burke**
21. If multiple ship-to locations are required, please provide a list of each "Ship To" location address.  
**This will be on the Purchase order, one at Cleveland Hopkins International Airport, One at Burke Lakefront Airport.**
22. Can a standard (UPS/ or FedEx) delivery charge be added to invoices for each order?  
**All shipping charges must be included in cost of filters**
23. Do you have a warehouse for the delivery?  
**Yes**
24. Is a lift-gate or forklift required for delivery?  
**We have our own fork lift, as long as we can unload from your vehicle**
25. Is a pallet required for delivery?  
**Yes**
26. Do you have a dock for delivery?  
**NO**
27. Is an appointment required for delivery?  
**Just a heads up before delivery**
28. Do you need an inside delivery?  
**No**
29. Can you please provide us with a list of delivery addresses?  
**This will be on the Purchase order, one at Cleveland Hopkins International Airport, One at Burke Lakefront Airport.**
30. 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?  
**No Samples Just provide what is specked out**
31. What frequency would these filters be purchased?



Twice a year not including roll filters.

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

Yes, as long as they match specifications

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

No limit.

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

As we need filters , we will ask for quote to create a requisition

35. 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?

See bid documents, page 1, Bid Advertisement. 1 copy.

36. Can you please provide us with the billing address, phone # and email address of the account payable? See Section C-19 item C.

37. Is a bid bond, performance bond, or payment bond required?

If yes, by how much?

This information is outlined in the bid documents. See sections B-8 and C-4.

38. Will substitutions be permitted?

Yes, as long as they match specifications