



City of Cleveland

Justin M. Bibb, Mayor

Department of Finance
Division of Purchases and Supplies
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October 9, 2025

ADDENDUM NO. 1

BID TITLE: **File No. 138-2025 – Purchase of Capital Maintenance and Repairs of City Facilities -Roofing**

BID DUE: **Thursday, October 16, 2025 at 12 o'clock noon (Eastern Time)**

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

1. Provide answers to questions submitted by potential bidders.

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.

Thank you for your prompt attention and assistance in this matter.

Signature of Potential Bidder & Name of Company

Today's Date

**PURCHASE OF CAPITAL MAINTENANCE AND REPAIRS OF CITY FACILITIES –
ROOFING
FILE NO. 138-2025**

ADDENDUM NO. 1

QUESTIONS AND ANSWERS

- 1. We have several service crews at our company, and we have a lot of our material in inventory. I noticed on the bid form that the City of Cleveland requires the invoice for the material. If there is a smaller repair that may use a tube of caulk or smaller amounts of material, would we be able to use that material from our inventory? How would the process be with getting the material invoice to the City of Cleveland with that scenario?**

Answer: If the materials are purchased exclusively for the task in the city property, a copy of the invoice to show markup. If coming from truck or shop stock, the cost should have been reflected in the materials line of the job quote.

- 2. Are emergency after hour repairs covered within this contract? Are emergency repairs on a time and material bases or do they need quoted regardless?**

Answer: Emergency repairs are covered. An emergency call out would become a time and materials for the immediate response activities. Follow on repair work related to the emergency would need to be quoted.

- 3. If it is a minor repair and we can fix it onsite, is it a billable item?**

Answer: Any additional work above a quoted amount would need to be quoted as a separate activity.