



City of Cleveland
Justin M. Bibb, Mayor

Department of Finance
Division of Purchases & Supplies
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November 2, 2023

ADDENDUM 4

BID TITLE: File No. 147-23 Purchase of Promotional Items

BID DUE: Thursday, November 9, 2023 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. Answers to questions received.

If you have any questions regarding the attached, please contact Simon Mastroianni at 216-664-2444, extension 75630. Thank you for your prompt attention and assistance in this matter.

Signature of Potential Bidder & Name of Company

Today's Date

Thank you,

Donia Patterson, Assistant Administrator
Purchases & Supplies

CC:

Attachments

**CITY OF CLEVELAND, OHIO
DEPARTMENT OF PUBLIC UTILITIES**

**PURCHASE OF PROMOTIONAL ITEMS RE-BID FOR THE DEPARTMENTS OF
PUBLIC UTILITIES AND HUMAN RESOURCES – FILE NO. 147-23**

ADDENDUM NO. 4

The bid due date is November 9, 2023 and must be date stamped by 11:59 a.m. that day.

Answers to questions received:

1. Working on this bid and it states that the DPU logo will be single color and the HR logo will be 3 color. I cannot find where it states which items are for DPU and which are for HR. Can you confirm which items get the 3 color imprint for HR?

Answer: HR will be ordering the following bid items in addition to them being ordered by DPU – 1-7, 9-11, 13-15, 17, and 19-23. The quantities for HR will be smaller than any orders for DPU.

2. Item #44 calls for a “Reusable Grocery tote Bag” which usually is a non-woven material. The referenced item #Z590OWL is a cotton canvas. I just wanted to be sure you wanted the cotton canvas. Since that is the example, we are quoting cotton canvas. If that is correct, no need for addendum.

Answer: #Z590OWL is for Item #43. The reference number for Item #44 is SM5821, which is a canvas bag.