



**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

Purchasing Department 1111 Superior Avenue
E, Suite 1800

Cleveland, Ohio 44114

Ph: (216) 838-0418 Fax: (216) 436-5118

April 16, 2019

To: All Vendors

From: Seletha R. Thompson *SRT*
Purchasing Analyst

Re: Addendum #1 for ITB 21273 – Furnish and Delivery of Bakery Products

*Below is Addendum #1 for ITB #21273. This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFP. Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.*

Furnish and Delivery of Bakery Products

This Addendum #1 reflects the following:

- The Notice of Invitation to Bid states “The success bidder will be required to furnish a satisfactory **performance bond amounting to 100%** of the contract amount.” The language should read: “The success bidder will be required to furnish a satisfactory **performance bond amounting to 10%** of the contract amount.”
- Attached is the Agenda and Sign-In Sheet from the Pre-Bid Meeting of April 10, 2019.
- **Alternative Delivery Options**
 - Several Vendors have expressed concerns about being able to provide deliveries to all 88 sites that are listed in Division 10 of this solicitation. In light of this concern the School Nutrition Department of the Cleveland Metropolitan School District will be accepting alternate delivery options from bidders. Please realize that the award of this Invitation to Bid (ITB) will be based on the bidder with the lowest price, and who is the most responsive and responsible to this solicitation.

This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

Each bidder shall acknowledge receipt of this Addendum in your bid response. ***Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.***

Bid Due Date

April 26, 2019 no later than 1:00 PM (EST)

--End of Addendum #1--



ITB # 21273 – Furnish and Delivery of Bakery Products

Pre-Bid Meeting Agenda

April 10, 2019

- I. Introductions**
 - a. CMSD
 - b. Other Guests
- II. Letters to Bidders**
- III. Procurement Process and Requirements**
 - a. Required CMSD Forms to be Submitted
- IV. Project Framework and Delivery**
 - a. ITB Questions
 - i. Last Date for Questions: **April 12, 2019 at 12:00 Noon**
 - ii. Addenda Issue: **April 17, 2019**
 - b. ITB Communication to CMSD
 - i. Questions sent to: Seletha.Thompson@clevelandmetroschools.org
 - ii. Voice questions: not allowed.
 - iii. CMSD will upload and publish any information and/or answers to questions received via Addendum to the CMSD Website at clevelandmetroschools.org/purchasing.
 - c. **Bid Responses Due: April 26, 2019 at 1:00 PM**
- V. Project Overview**
 - a. Scope Of Work
 - i. Describe Expected Work
 - ii. Specifications
 - 1. Overall Criteria
 - 2. Descriptions
 - iii. Pricing
- VI. Questions and Answers**
- VII. Closing Remarks**
- VIII. Adjournment**

ITB #21273 – Furnish and Delivery of Bakery Products

Pre-Bid Meeting

April 10, 2019

Name	Company Name & Phone Number	Email
Melissa Brown	Genesis Baking Company 419-660-4034	melissa.brown@genesisbaking.com
Candy Koch	CMSD School Nutrition	candy.koch@Clevelandmetroschools.org
Seletha Thompson	CMSD Purchasing Analyst	Seletha.thompson@Clevelandmetroschools.org