



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 *SR*
Purchasing Analyst

Re: Addendum #1 for ITB 21272 – Furnish and Delivery of Milk and Dairy Products

*Below is **Addendum #1 for ITB #21272**. 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 Milk and Dairy 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.

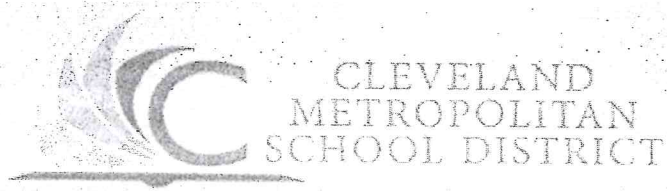
This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

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 # 21272 Furnish and Delivery of Milk and Dairy 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 #21272 – Furnish and Delivery of Milk and Dairy Products

Pre-Bid Meeting

April 10, 2019

Name	Company Name & Phone Number	Email
Teremy Levenberger Sales Representative	Borden Dairy of Ohio, LLC 216 - 350 - 4485	Teremy.Levenberger@Bordendairy.com
Candy Lotz Procurement Manager	CMSD School Nutrition	Candy.Lotz@Clevelandmetroschools.org
Kevin McHenry Sales Rep.	Borden Dairy of Ohio, LLC (216) 350-4522	Kevin.mchenry@bordendairy.com
Seletha Thompson Purchasing Analyst	CMSD 216 838-0418	Seletha.thompson@clevelandmetroschools.org