



**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

Purchasing Department 1111 Superior
Avenue E, Suite 1800
Cleveland, Ohio 44114
Ph: (216) 838-0418 Fax: (216) 436-5118

January 6, 2022

To: All Vendors
From: Seletha R. Thompson
Purchasing Analyst
Re: **Addendum #1 for ITB 21331 – East Professional Building Roof Top Unit and Garage Air Intake Replacement Project**

*Below is **Addendum #1 for ITB 21331 – East Professional Building Roof Top Unit and Garage Air Intake Replacement Project***

*This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the ITB. **Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.***

This Addendum #1 reflects the following:

- Bid Extension Due Date
- Pre-Bid Meeting Agenda and Sign-In Sheet

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 the 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
EXTENDED FROM**

January 12, 2022 to January 19, 2022 at 1:00 PM (EST)

REMINDER: Mailing of ITB Responses are encouraged. However, hand deliveries will only be accepted from 12:00 PM to 1:00 PM on January 19, 2022.

PPE IS REQUIRED TO BE WORN FOR ENTRANCE TO AND WHILE IN THE BUILDING.

--End of Addendum #1--



ITB 21331 - East Professional Building Roof Top Unit and Garage Air Intake Replacement Project

Pre-Bid Meeting Agenda

December 28, 2021

- I. Introductions**
 - a. CMSD Staff
 - 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: **December 29, 2021 at 12:00 Noon**
 - ii. Addenda Issue: **January 6, 2022**
 - 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: January 12, 2022 at 1:00 PM**
- V. Project Overview**
 - a. Scope Of Work
 - b. Describe Expected Work
 - c. Specifications
 1. Overall Criteria
 2. Descriptions
- VI. Questions and Answers**
- VII. Closing Remarks**
- VIII. Adjournment**
- IX. Site Walk-Thru**

ITB 21331 – East Professional Building Rooftop Unit and Garage Air Intake Replacement Project

Pre-Bid Meeting

December 28, 2021

Name	Company Name & Phone Number	Email
Tim Smith	CRS Metallworks 330-848-3191	tim@crsmetallworks.com
Paul Martin	Dual Air HVAC Inc 440 341- 7224 3299	paul.david.martin@gmail.com
Chris Gallagher	CMSD	Christopher.Gallagher@Clevelandmetro schools.org
Seletha Thompson	CMSD	Seletha.Thompson@ Clevelandmetro schools.org