



**CLEVELAND  
METROPOLITAN  
SCHOOL DISTRICT**

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December 29, 2021

To: All Vendors

From: Seletha R. Thompson  
Purchasing Analyst

Re: **Addendum #2 for RFP 21333 - 2022 - Fifty-One Site Basic Preventative Maintenance Program**

*Below is Addendum #2 for RFP 21333 - 2022 - Fifty-One Site Basic Preventative Maintenance Program*

*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 response to be rejected.***

This Addendum #2 reflects the following:

- Bid Extension Due Date
- Response to Questions

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 4, 2022 to January 11, 2022 at 1:00 PM (EST)**

**REMINDER: Mailing of RFP Responses are encouraged. However, hand deliveries will only be accepted from 12:00 PM to 1:00 PM on January 11, 2022.**

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

--End of Addendum #2--

## RFP 21333 - 2022 - Fifty-One Site Basic Preventative Maintenance Program

### RFP Vendor Questions and Responses

- 1) Can you let me know if this bid needs a bid bond? While looking for the form, the instruction to proposers states “ a certified check for 10% of the total amount of the bid payable to the Treasurer of the Cleveland Metropolitan School district, or satisfactory bid bond executed by the bidder and a surety company shall be submitted with each bid on a form supplied by the bondsman.” But in Part 2: Specifications and Forms section stated that CMSD requires NO Bond for this Work/Proposal.

**ANSWER:**

- **No Bid or Performance Bond is required for this project**

- 2) I have a question regarding the scope of work on items ii and iii, motor belt maintenance and motor lubrication maintenance. Are these motors only for the type of equipment above for filter changes, i.e. air handling units? Or exhaust fans and make-up air units to be included in the motor maintenance?

**ANSWER:**

- *Overall Specification 1.2, 4. Scope of Work Equipment Included* comprehensively lists HVAC equipment that may exist at the buildings including Exhaust Fans and Make Up Air Units. HVAC equipment which is listed, but does not have applicable filter, belt or lubrication maintenance, does not apply.

- 3) Also will rooftop units and makeup air units be classified as air handling units and required the filter changes?

**ANSWER:**

- Yes, any HVAC equipment listed in 102326; 1.2, 4. per above is subject to all three basic maintenance parameters, as is applicable for that equipment.

- 4) Is there a way to get submittals to help identify all types of the equipment and type of filters/motors it has in it?

**ANSWER:**

- A Google Drive file sharing link has been provided in the Overall Specification to access all collected existing information at each school, which is directly applicable to the Basic Preventative Maintenance Scope. This documentation includes Mechanical design drawings/as-builts, submittals, operation and maintenance manuals (OMs), and temperature control drawings – only as available in CMSD record files. Not all documentation is present for each school. Site verification of some equipment may be required.

- 5) Due to the holidays and questions we have, we are wondering if this project can get extended past January 4<sup>th</sup> due to people being off for the holidays.

**ANSWER:**

- **Bid Responses are being extended from January 4, 2022 to January 11, 2022**

**Note: The following schools have been added to the Google Drive link: John F Kennedy, Sunbeam, Whitney Young, Garrett Morgan**

Here is the link: [https://drive.google.com/drive/folders/1oVucWNjDulT2epTfFkS47JJM6W\\_DfTOL?usp=sharing](https://drive.google.com/drive/folders/1oVucWNjDulT2epTfFkS47JJM6W_DfTOL?usp=sharing)