April 16, 2019

To: All Vendors

From: Seletha R. Thompson
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
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<thead>
<tr>
<th>Email</th>
<th>Company Name &amp; Phone Number</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Selima Thompson</td>
<td>216-638-4418</td>
<td>Tony Huntington</td>
</tr>
<tr>
<td>Kevin, M-Henry</td>
<td>(216) 350-4527</td>
<td>Selima Thompson</td>
</tr>
<tr>
<td>Condy Lotz</td>
<td>216-350-4485</td>
<td>Tony Huntington</td>
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<td>Tony Huntington</td>
<td>216-638-4418</td>
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April 10, 2019
Pre-Bid Meeting

ITB #21272 - Furnish and Deliver of Milk and Dairy Products