



Purchasing Division  
1111 Superior Avenue E, Suite 1800  
Cleveland, Ohio 44114  
Ph: (216)-838-0410 Fax: (216)-436-5118

To: All Vendors

From: Seletha R. Thompson *SR*  
Purchasing Analyst

Date: May 7, 2018

Re: ITB #21245 – Furnishing and Delivering Various Food and General Groceries to Schools and Central Kitchen – **ADDENDUM 1**

*Below is Addendum #1 for RFP #21245. 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 proposal to be rejected.*

Below are questions and respective answers received for ITB #21245 Furnishing and Delivering Various Food and General Groceries to Schools and Central Kitchen

This Addendum #1 also reflects ***changes and/or corrections to the ITB Specifications. Please see below:***

- Performance Bond (located on Page 4: Notice of Invitation to Bid; Page 5: Letters to Bidders)
  - Language denotes: Performance Bond is noted as 100% - Should be 10%
    - The successful bidder will be required to furnish a satisfactory performance bond amounting to 100% of the contract amount.
  - Language should read:
    - ***"The successful bidder will be required to furnish a satisfactory performance bond amounting to 10% of the contract amount."***
- Division 3 – Section I. Awarding of Contracts - Sub-Section B. (located on Page 60)
  - Language denotes:
    - The Cleveland Municipal School District reserves the right to make awards on an individual item basis, by total category or on an 'all or none' basis.
  - Language should read:
    - ***The Cleveland Municipal School District reserves the right to make awards on an individual item basis, by total category or on an 'all or none' basis using the Market basket analysis process.***

- Category 3 Item 6 – **Fruit, Dried Cranberries** (located on Page 88)
  - Language denotes a portion size of 1.66 oz – Should be 1.16 oz
  - Language should read:
    - ***“Fruit, Dried Cranberries***  
*Minimally sweetened dried cranberries. List available flavors in Comments column.*  
*200-1.16 oz*  
*Desired Brand: Ocean Spray or equal”*
- Category 9 Item 16 – **Turkey, Hot Dog, Uncured Reduced Sodium** (located on Page 121)
  - Language denotes Desired Brand: Jennie-O 612869 – Should be #612620
  - Language should read:
    - ***“Turkey, Hot Dog, Uncured Reduced Sodium***  
*Skinless. 8/1. Each portion shall provide 2 meat/meat alternate. 160-2 oz/cs.*  
*Desired Brand: Jennie-O #612620 or equal”*

Attached please find:

- Revised:
  - Page 4 - Section I: Notice of Invitation to Bid #21245
  - Page 5 - Section I: Letters to Bidders
- Pre-Bid Meeting Agenda
- Pre-Bid Meeting Attendance Sheet

**Please Review and Print Out The Revised Document Pages For Proper Document Submission(s)**

**REMINDER: ITB #21245 – Furnishing and Delivering Various Food and General Groceries to Schools and Central Kitchen - Responses are Due May 21, 2018 no later than 1:00 PM (EST).**

**--End of Addendum--**

## Section I: Notice of Invitation to Bid #21245

Separate Sealed bids for the requirement set forth below will be received via hand delivery in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, 1<sup>st</sup> Floor Welcome Center, Cleveland, Ohio 44114 or via mail delivery to Cleveland Metropolitan School District located at 1111 Superior Avenue E, Suite 1800, Cleveland, Ohio 44114 until **1:00 p.m. current local time on May 21, 2018**. This ITB will be opened immediately following the Bid cutoff time in the 19th floor conference room at 1111 Superior Avenue E, Cleveland, Ohio 44114.

### **Furnishing and Delivering Various Food and General Groceries to Schools and Central Kitchen**

Copies of Instructions to Bidders, Specifications, and Drawings may be obtained directly from the District's Webpage. Go to [clevelandmetroschools.org/purchasing](http://clevelandmetroschools.org/purchasing) and click on the ITB number. If you require assistance, please email [seletha.thompson@clevelandmetroschools.org](mailto:seletha.thompson@clevelandmetroschools.org) or (216) 838-0418.

There will be a Pre-Bid Conference for this Invitation to Bid on **April 26, 2018 at 2:00 PM**. The Pre-Bid Conference will be at East Professional Center 1349 East 79th Street, Cleveland, OH 44103. Attendance at the Pre-Bid Conference is encouraged but not mandatory.

All questions and correspondence related to this ITB must be submitted in **WRITING ONLY** by **12:00 p.m. on April 30, 2018** at the email address given above. All questions with corresponding answers will be sent to every prospective vendor and posted on the website no later than **May 7, 2018**. Any errors and/or omissions reported will be addressed via Addenda.

A certified check for 10% of the total amount of the bid payable to the Treasurer of the Cleveland Metropolitan School District, or a satisfactory bid bond executed by the bidder and a Surety company shall be submitted with each bid on a form supplied by the bondsman. The Surety Company must be licensed to do business in the State of Ohio and acceptable to the Chief Financial and Administrative Officer. The successful bidder will be required to furnish a satisfactory performance bond amounting to 10% of the contract amount.

No bid may be withdrawn for at least sixty (60) days after the deadline for submittal.

The Cleveland Metropolitan School District reserves the right to reject any and all Bids, to waive any and all informalities or irregularities, and to disregard all non-conforming responsive conditional Bids.

The Cleveland Metropolitan School District does not discriminate in educational programs, activities or employment on the basis of race, color, national origin, sex, age, religion or disability.

Bidders on this work shall be required to comply with all applicable requirements pertaining to fair labor, state and local government.

M. Angela Foraker  
Executive Director, Procure to Pay  
**April 20, 2018**

## Section I: Letter to Bidders

Date: May 7, 2018  
Subject: Furnishing and Delivering Various Food and General Groceries to Schools and Central Kitchen

To All Vendors:

In order to be considered, all bids must be received via hand delivery in the Cashier's Office of the Cleveland Metropolitan School District located at 1111 Superior Avenue E, 1<sup>st</sup> Floor Welcome Center, Cleveland, Ohio 44114 or via mail delivery to Cleveland Metropolitan School District located at 1111 Superior Avenue E, Suite 1800, Cleveland, Ohio 44114 on or before **1:00 p.m., May 21, 2018**. All bids must be submitted in a sealed envelope or package. One (1) original, with blue ink signatures, two (2) copies of the bid, and one (1) electronic format bid on a USB flash drive including supporting documentation, must be submitted. The Bid Name and Bid Number must be stated on the exterior of the submission envelope(s), including shipping labels.

Written questions will be accepted via e-mail until **12:00 p.m. on April 30, 2018**. No telephone calls will be permitted. Send questions via e-mail to: [seletha.thompson@clevelandmetroschools.org](mailto:seletha.thompson@clevelandmetroschools.org). Bid number and title must be included. All questions/concerns with corresponding answers will be sent to every prospective vendor. Any errors and/or omissions reported will be addressed via Addenda which will be issued no later than **May 7, 2018**.

Under no circumstances should any person or firm interested in providing services identified in this Bid, their designees, or any affiliated with their firm, contact any other District employee or official during the Bid process in an attempt to lobby or influence the selection of a vendor pursuant to this Bid.

Bids will be opened immediately following the deadline at 1111 Superior Ave, Cleveland, Ohio 44114. After all submissions have been reviewed, the final evaluations of the committee will determine the lowest responsive and responsible awarded vendor. Vendors will be notified, in writing, of award and non-award status upon receipt of an approved resolution.

A certified check for 10% of the total amount of the bid payable to the Treasurer of the Cleveland Metropolitan School District, or a satisfactory bid bond executed by the bidder and a Surety company shall be submitted with each bid on a form supplied by the bondsman. The Surety Company must be licensed to do business in the State of Ohio and acceptable to the Chief Financial and Administrative Officer. The successful bidder will be required to furnish a satisfactory performance bond amounting to 10% of the contract amount.

The Cleveland Metropolitan School District has a Diversity Business Enterprise and Affirmative Action Program in effect. Information about this program and forms for compliance are enclosed. All firms submitting a bid must complete the appropriate forms and submit same with their bid. While the District no longer certifies DBE companies, we accept any company certified through the City of Cleveland, Cuyahoga County, or the State "EDGE" program.

The Cleveland Metropolitan School District accepts no obligations for costs incurred by bidder in preparing or submitting a bid and reserves the right to reject any and all bids received.

Sincerely,  
M. Angela Foraker  
Executive Director, Procure to Pay



## **Nutritional Services Department**

**April 26, 2018**

### **Pre-Bid Meeting Agenda**

## **ITB# 21245 - Furnishing and Delivering Various Food and General Groceries to Schools and Central Kitchen**

### **I. Introductions**

- a. Owner – CMSD Cleveland, Ohio
  - i. Seletha R. Thompson, Purchasing Analyst, CMSD
  - ii. Candy Lutz, Manager Procurement & Nutrition, CMSD
- b. Other Guests

### **II. Project Overview**

### **III. Procurement Requirements**

- a. Letters to Bidders
- b. Instructions to Bidders
- c. Required Submitted Forms
  - i. Acknowledgement
  - ii. Vendor Request Form
  - iii. Taxpayer ID Form (W-9)
  - iv. No Bid Form
  - v. Conflict of Interest Form
  - vi. Certificate of Debarment
  - vii. Addendum Acknowledgement Form
  - viii. Bidder Qualification Form
  - ix. Certificate of Liability Insurance
  - x. Non-Collusion Affidavit
  - xi. Diversity Business Enterprise Participation Forms
    - 1. DBE Form A – Proposed DBE Subcontractor Participation
    - 2. DBE Form B – Goal Acknowledgement (20% Goods and Supplies)
    - 3. DBE Form C – Schedule MBE/FBE Participation
    - 4. DBE Form D – DBE Letter of Intent
    - 5. DBE Form E – DBE Unavailability Certification
    - 6. DBE Form F – Joint Venture
  - xii. Affirmative Action Program
    - 1. Form 1 - Vendor Contract Compliance Form
    - 2. Form 2 – Compliance Declaration
    - 3. Employment Data Form

- xiii. Sample Construction Agreement
- xiv. Bid Form
- xv. Vendor Questions Due Date April 30, 2018 at 1 p.m.

**IV. Project Framework and Delivery: Seletha Thompson**

- a. Describe Anticipated Timeframes
  - i. Last Date or Questions: April 30, 2018
  - ii. Addenda Issue: May 7, 2018
- b. **Proposals Due: May 21, 2018, 1:00 PM**
  - i. Proposal Evaluations
  - ii. Selection Criteria: Best Value of Price, Schedule & Scope/Solution.
  - iii. Recommendation/Selection of Best VALUE Proposal
  - iv. Implementation Phase
    - 1. Begin, Upon CMSD Approvals  
(Includes Executed Contract & Valid Notice-to-Proceed )
- c. Provide ITB Communication pathways to CMSD
  - i. Questions sent to: [Seletha.Thompson@clevelandmetroschools.org](mailto: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](http://clevelandmetroschools.org/purchasing).

**V. Scope of Work: Candy Lutz**

- a. Describe Expected Work
- b. Specifications
  - i. Overall Criteria
  - ii. Descriptions
- c. Pricing

**VI. Questions – Vendor**

**VII. Closing Remarks – Purchasing Staff**

**VIII. Adjournment – Purchasing Staff**

# ITB #21245: Furnishing and Delivering Various Food and General Groceries to Schools and Central Kitchen

## Pre-Bid Meeting

April 26, 2018 - 2:00 PM - East Professional Center

Name	Company Name & Phone Number	Email
Roger Broggin	Common Food Service 330-461-3697	Roger.Broggin@CFS.com
Lanny Judy	Gordon Food 724 496 1782	Lanny.Judy@gfs.com
<del>Beverly Steward</del> Pat Furman	<del>Steward B/E S/M/E</del> cell 216-469-1542 440-951-8123 Sysco Food Service 216-201-3272	<del>Beverly L Steward @ AOL</del> com Furman, Pat @ cle. sysco.com
Lorna Palumbo	Sysco Cleveland, Inc 216-201-3254	Palumbo, Lorna@cle.sysco.com
Gandy L. Lutz	CMSD FCRS	Gandy.Lutz @ Clevelandmetroschools.org

Name	Company Name & Phone Number	Email
Shethu Thompson	CMS D	Shethu@clevelandmetroshools.org