



**CLEVELAND  
METROPOLITAN  
SCHOOL DISTRICT**

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June 25, 2018

To: All Vendors

From: Seletha R. Thompson *SR*  
Purchasing Analyst

Re: **Addendum #1 for RFP 21250 - Providing Commercial/Industrial Services, Supplies,  
and Related Materials for Repairs at Various Facilities**

*Below is **Addendum #1 for RFP #21250**. 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.*

Below are questions and respective answers received for RFP #21250 – Providing Commercial Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities

**Comprehensive Question and Answer List**

1. Since we are not actually bidding on anything at this time, we don't think that a Bid Bond or Bid Surety is actually required as part of submission. Please review and let us know if we really need a Bid Bond at this point.

Answer: Bid Bonds are not needed for this RFP

2. Question on bid bond, previous bids did not require bid or performance bonds. Why this time and how do we know the price of a time and material bid?

Answer: Bid Bonds are not needed for this RFP

3. Can you please clarify CMSD's expectations for the bonding process? Specifically – does CMSD want a bid bond in the amount of listed estimated volume (i.e. MASONRY - \$25,000)? Additionally, will performance bonds be required for each individual project or does CMSD want the contractor

to maintain a performance bond for the duration of contract term?

Answer: Bid Bonds may be needed on "stand alone" projects exceeding \$50,000

4. List the names and address of every person having interest in this RFP?
- Are you looking for the partners of the company names and addresses? Or everyone that will work on this contract including the superintendent?

Answer: Partners and officers

5. Regarding DBE (MBE/FBE) certifications

We self-perform our service work and (we) is certified with the City of Cleveland as a FBE/MBE/CSB contractor. Should I just note our company information for the Minority Certification forms? List the names and address of every person having interest in this RFP?

Answer: Yes, and any other information that is pertinent to your certification

6. Regarding the Fire Alarm RFP Forms. I understand how to note the hourly rate but there are additional pages requesting information on "Number of Hours to Conduct Inspection/Test"
- Are we expected to provide the number of hours for each school for the proposal submission? Please advise. (Examples - on Form DBE Form C and DBE Form and etc.)

Answer: Yes, hours to perform the inspection(s) are required

7. I have included a copy of the COI with CMSD as the Certificate Holder (for a previous RFP, in my proposal documents to be submitted; is the Certificate of Compliance also still required?

Answer: Proof of insurance is required with all response submittals. Please provide with this RFP if you will be responding to this RFP as well.

8. We are only a material supplier for the CMSD. We supply your maintenance department material and it is all installed by them. I have this 160 page proposal #21250. I have completed what I believe I need to as a material supplier. Do I need to mail the whole 160 pages and 2 copies? Since we are just a supplier?

Answer: Complete all the front end documents as required and the proposal page for Material/Suppliers and return. As well as provide 2 copies and USB with all documents.

9. In the sprinkler system section, we are asked to provide the number of hours per inspection/test for each facility and the bid amount to perform the inspections. Can you provide a list of the number of systems, riser size(s), and system type(s) (wet, dry, preaction, etc) in each facility? Also, if there are any fire pumps, can you list each facility that has a fire pump and any capacity information?

Answer: A site visit to the Trades Office may be needed to review this information. You can contact the office at 216-701-5744 to arrange a visit.

10. We have a question on the bidding process – the instructions say that a bid must be submitted with an



electronic format bid on a USB flash drive including documentation. We are unsure of how to complete this part – if you could explain in detail how to go about submitting an electric format bid on flash drive.

Answer: Save a copy of your response submittal on a usb flash drive by scanning and saving in pdf format.

11. After reviewing RFP 21250, noticed the services we offer are not included. In 2015, Addenda #1 was added to include Gymnasium/Equipment. We are interested in continuing our work with Cleveland Metropolitan School District. IS this something that will be/can be added for RFP 21250?

Answer: Please use Carpentry Proposal for indicating your specific discipline.

12. Can we get in writing that no bid bond or check is required?

Answer: No Bid Bond is required for this Proposal Only. Bid Bonds may be needed on “stand alone” projects.

13. As I was reviewing the front end paper work, I noticed the Section X for insurance. I could not locate the instructions for it or how to complete this form, can you please provide direction for it.

Answer: This document is just a sample form of what will be needed for Proof of Insurance. It is not a form that must be completed by a responding vendor.

14. Carpentry Work: Since we are not actually bidding on anything at this time, we don't think that a Bid Bond or Bid Surety is actually required as part of submission.

Answer: Bonds are not needed for this RFP, however they may be needed on “stand alone” projects

**End of Comprehensive Question and Answer List –**

Attached please find:

- Form 3 – Employment Data Form
- Pre-Proposal Meeting Agenda
- Pre- Proposal Meeting Sign-In Sheet

REMINDER: RFP #21250 – Providing Commercial Industrial Services, Supplies, and Related Materials for Repairs at Various Facilities Responses are Due July 2, 2018 no later than 1:00 PM (EST).

—End of Addendum—