



CLEVELAND
METROPOLITAN
SCHOOL DISTRICT

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

Date: June 19, 2018

To: All Vendors

From: Seletha R. Thompson *STR*
Purchasing Analyst

Re: **Addendum #1 for RFP #21241 – Furnish and Delivery of Janitorial Supplies and Materials to Various Facilities on an As Needed Basis**

*Below is **Addendum #1 for RFP #21241**. 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.*

BID DUE DATE EXTENSION

RFP #21241 – Furnish and Delivery of Janitorial Supplies and Materials to Various Facilities on an As Needed Basis Responses is being extended from June 22, 2018 to June 26, 2018

Below are questions and respective answers received for RFP #21241 – Furnish and Delivery of Janitorial Supplies and Materials to Various Facilities on an As Needed Basis

Comprehensive Question and Answer List

1. Why is a performance bond required for commodities? The City and County require a performance bond over \$500,000.00. The State of Ohio does not require a Performance bond for any commodities and contracts are over 1 million dollars.

Answer: A Performance Bond is being waived for this RFP.

2. Are approximate quantities from last year available?

Answer: Yes they are available. Please see attached

3. Dilution ratios

Answer: This is per the manufacturer recommendation.

4. Corn broom weight?

Answer: 4 ban

5. What size pads?

Answer: 20 inches

6. How many ounces is the soap?

Answer: 4 oz.

7. If you can please clarify the delivery points of shipment of goods

Answer: Various schools throughout the District

8. Will there be quantities available for each of the items listed on the RFP?

Answer: Yes

9. CMSD is the only school I've seen asking for a bid bond / Performance Bond for a Janitorial Supply contract where the district is able to award by line item, what is the purpose? To be clear a Performance Bond was not required in the last RFP for this group of items. Will CMSD be willing to accept alternate proposals, i.e. price based on 1 vs 3 year terms or some but not all of the schools listed?

Answer: A Performance Bond is being waived for this RFP.

10. Performance Bond Assurance companies require a page from the district. They can provide their own physical page, but there would be particular information that they would need that would have to be provided directly by CMSD. Due to the cost of a Performance Bond for a vendor, what information will the district able to provide, to base the amount of assurance for a Performance Bond?

Answer: A Performance Bond is being waived for this RFP.

11. I'm writing to question the necessity of vendors providing a bid bond for this request. In my nearly 30 years of working with the CMSD, we have never been required to obtain a bid bond. This will result in the district paying more for their products, as the vendors will be forced to pass these costs along in the bid items. With a large pool of vendors who are willing and able to provide material to the CMSD, I don't believe there would be any difficulty in replacing a vendor for an item, as we all have access to a wide selection of products.

Answer: A Bid Bond is being waived for this RFP.

12. The proposed items to procure on pages 64-67, the last three columns on the spreadsheet, 2018-2019 % discount, 2019-2020 % discount, 2020-2021 % discount, what does % discount mean? Do I have to complete all three columns or only 2018-2019?

Answer: That would be the different prices each year for each product.
All three columns must be completed.

13. What size is the Beywest Roll Towel that your bid is asking to price?

Answer: 9 inch 800 sheets per roll 6 to a case

— End of Comprehensive Question and Answer List —

Attached please find:

- Updated Supply List with Estimated Quantities
- Pre-Proposal Meeting Agenda
- Pre- Proposal Meeting Sign-In Sheet

REMINDER: Addendum #1 for RFP #21241 – Furnish and Delivery of Janitorial Supplies and Materials to Various Facilities on an As Needed Basis are Due June 26, 2018 no later than 1:00 PM (EST).

— End of Addendum —

Proposed Items To Procure

Item Description	Estimated Quantities	Unit of Measure (box, case, each, etc.)	Cost per Unit	Number per Case/Box	Cost per Case/Box	2018-2019 % Discount	2019-2020 % Discount	2020-2021 % Discount
Acid-Bowl Cleaner	2460							
All Purpose Cleaner Liquid (5 gal pails)	1344							
Beywest Roll Towels (9 in. 800 sheets/roll)								
Bleach (1 gal bottles)	1344							
Cleaner/Degreaser (5 gal pails)								
C-Fold Paper Towels	15							
Corn Broom 4 Band	120							
Disinfectant Liquid (5 gal pails)	1344							
Dust Mops Disposable 18x5	2160							
Dust Mops Disposable 24x5	480							
Dust Mops Disposable 36x5	1200							
Dust Mops Disposable 48x5	480							

Item Description	Estimated Quantities	Unit of Measure (box, case, each, etc.)	Cost per Unit	Number per Case/Box	Cost per Case/Box	2018-2019 % Discount	2019-2020 % Discount	2020-2021 % Discount
Electronic Ballast 2 Tube 120 Volt	200							
Electronic Ballast 4 Tube 120 Volt	320							
Finish Mops 16 OZ Looped End								
Floor Stripper Liquid (5 gal pails) Should not require any rinsing; must be low forming; PH in concentrate cannot be greater than 12.5; must not contain metal hydroxides, silicates, phosphorous containing materials, ammonia or soap								
Floor Finish 25% Solids (5 gal pails)								
Fluorescent Tubes T-12 4ft.	240							
Gym Floor Finish 350Vis Polyurethane (5 gal pails)								
Hand Soap Bar (72 count per case)	100							
Hand Soap Liquid Lotion (5 gal pails)	1344							
Lemon Quat Disinfectant Liquid								

Item Description	Estimated Quantities	Unit of Measure (box, case, each, etc.)	Cost per Unit	Number per Case/Box	Cost per Case/Box	2018-2019 % Discount	2019-2020 % Discount	2020-2021 % Discount
Multi-Fold Paper Towels (2400 per case)								
Neutral Cleaner Liquid (5 gal pails)	1344							
Non-Acid Bowl Cleaner								
Scrubbing Floor Pads Black (5 per case)	400							
Scrubbing Floor Pads Green (5 per case)	150							
Scrubbing Floor Pads Red (5 per case)	200							
Single-Fold Paper Towel (4000 per case)	40							
Toilet Tissue – 2 Ply 500 Sheets Width 4"	4260							
Trash Liners 15 gal. 9 mil.	240							
Trash Liners 45 gal. 1.5 mil.	2556							
Weed Killer concentrate (5 gal. pails)								
Wet Mops 12 oz Cutlege	540							

Item Description	Estimated Quantities	Unit of Measure (box, case, each, etc.)	Cost per Unit	Number per Case/Box	Cost per Case/Box	2018-2019 % Discount	2019-2020 % Discount	2020-2021 % Discount
Wet Mops 12 oz Looped End	540							
Wet Mops 16 oz Cutlege	540							
Wet Mops 16 oz Looped End	540							
Wet Mops 20 oz Cutlege	270							
Wet Mops 20 oz Looped End	270							
3 Lamp Ballast								
Single Lamp Ballast								
T-8 Fluorescent Tube 4 ft								
		Optional Pricing						



Facilities Department

June 5, 2018

Pre-Proposal Meeting Agenda

RFP 21241- Furnish and Delivery of Janitorial Supplies and Materials to Various Facilities on an As Needed Basis

I. Introductions

- a. Owner – CMSD Cleveland, Ohio
 - i. Seletha R. Thompson, Purchasing Analyst, CMSD
 - ii. Larry Battle, Executive Director, Facilities Department, 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. **Performance Bond – 10% of Bid Amount**

IV. Project Framework and Delivery: Seletha Thompson

- a. Describe Anticipated Timeframes
 - i. **Last Date for Questions: June 8, 2018 at 12:00 p.m.**
 - ii. **Addenda Issue: June 15, 2018**
- b. **Proposals Due: June 22, 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
 - 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.

V. Scope of Work: Larry Battle

- 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

RFP 21241 - Furnish and Delivery of Janitorial Supplies and Materials to Various Facilities on an As Needed Basis

Pre-Proposal Meeting

June 5, 2018 - Facilities Department

Name	Company Name & Phone Number	Email
Tamara L. Chappell	Emerald Supply 216-391-3322	emeraldsup@aoc.com
Frank J. Marolt	CMSD (Facilities) (216) 280-7865	Frank.Marolt@clevelandmetroschools.org
Bob Shemory	Sovereign Industries 216-731-8000	bob@sovereignind.com
Kyra Gates	CMSD Facilities (216) 838-0454	Kyra.gates@clevelandmetroschools.org
James T. Kraft	Facilities (216) 700-2593	
Frank Hoard	Coley Supplies (330) 212-5985	Fhoard@mcoley.com

Name	Company Name & Phone Number	Email
Setha Thompson	CMSD	Setha.Thompson@clevelemotorschools.org