



**CLEVELAND  
METROPOLITAN  
SCHOOL DISTRICT**

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July 22, 2021

To: All Vendors

From: Seletha R. Thompson  
Purchasing Analyst

Re: **Addendum #1 for RFP 21321 – Pick-Up and Delivery of School Mail at Various District Facilities**

*Below is **Addendum #1 for RFP 21321 - RFP 21321 – Pick-Up and Delivery of School Mail at Various District Facilities***

*This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFQ. **Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.***

This Addendum #1 reflects the following:

- Response to Questions (see attached)

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**

**August 3, 2021 at 1:00 PM (EST)**

**REMINDER: Mailing of RFP Responses are encouraged. However, hand deliveries will only be accepted from 11:00 AM to 1:00 PM on August 3, 2021.**

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

--End of Addendum #1--

**RFP 21321 – Pick-Up and Delivery of School Mail at Various District Facilities**  
**RFP Vendor Questions and Responses**

1. If you are a new company can you still Bid on this contract?

**ANSWER:** Yes

2. Are we allow to see the previous bids?

**ANSWER:** Yes, request must go to the law department

3. Do we create our own invoices or do you have invoices for us?

**ANSWER:** Create your own

4. Is reference a must to have by you starting out as a new company?

**ANSWER:** Would prefer some type of reference but not required

5. Do we have to have insurance now or only after we know we have the contract?

**ANSWER:** As per Instructions to Proposers #15 – Insurance - Proof of Insurance is mandated within 5 days of Notice of Intent to Award Agreement.

6. 30 -35 form A, B, C, D, E each form supposed to be completed?

**ANSWER:** Complete the forms that pertains to your submission; others mark N/A and return

7. Form D projected commencement Date and projected Completion Date what should we put there?

**ANSWER:** Contract services are to begin September 1, 2021

8. When calling Mr. Novak or Mr. Butler if they do not answer do we leave a voicemail? How fast will they get that message and return our call?

**ANSWER:** You'll get their cell numbers so leave a message and also text them, should get a reply back right away.

9. Are you looking for a company with experience for this bid contract?

**ANSWER:** Experience would be a plus but not required.

10. Are all mail pick up in crates? If so can we use dollies to transport crates when need to??

**ANSWER:** They are in a large mail pouch so no dolly is required.

11. We would like to know questions will be posted on what web site and were on the site?

**ANSWER:** Response to questions will be posted on CMSD website at [clevelandmetroschools.org/purchasing](http://clevelandmetroschools.org/purchasing)

12. Since we are an F.B.E., what forms do we need to fill out (if any); A, B, D, E, F, G, H?

**ANSWER:** Complete the forms related to DBE Firms

13. Concerning the “Employee Data Forms”, what would our drivers be considered, since they are not employees but independent contractors?

**ANSWER:** The Independent Contractors must complete the form and return with your submission.

14. What are your payment terms?

**ANSWER:** See page 46

15. What do we need to provide with the Performance Bond?

**ANSWER:** The performance bond is to be executed by a Surety company on a form supplied by the bondsman. The Surety Company must be licensed to do business in the State of Ohio.

16. I see a sample contract from page 46, do we need to provide a contract initially or if awarded the bid?

**ANSWER:** A final contract will be forwarded to the awarded vendor for review and signature.

17. What is a “Vendor Employment Practice Report”?

**ANSWER:** Check with your EEO Officer and review the requirements as outlined on page 39.

— End of Questions and Responses —