



City of Cleveland  
Justin M. Bibb, Mayor

Department of Finance  
Division of Purchases & Supplies  
601 Lakeside Avenue, Room 128  
Cleveland, Ohio 44114-1080  
216/664-2620 • Fax: 216/664-2177  
www.cleveland-oh.gov

May 1, 2024

**ADDENDUM 1**

**BID TITLE: File No. 38-24 Purchase of HVAC Air Filters and Belts**

**BID DUE: Thursday, May 9, 2024 at 12 o'clock noon (Eastern Time)**

**Attention Bidders:**

We have been requested to issue the addendum for the following:

Please ensure that a copy of this addendum is included and returned with the bid specifications furnished to you by this office, as it will have the same force and effect as if it were part of the specifications originally issued.

1. Release a copy of the pre-bid meeting agenda.
2. Release a copy of the per-bid meeting sign-in sheet.
3. Release the contacts and locations list.
4. Answer question received.
5. Release corrections applied to Section D, Bid Item 1.03 Metal Filters.

If you have any questions regarding the attached, please contact The Division of Purchases and Supplies at 216-664-2620. Thank you for your prompt attention and assistance in this matter.

\_\_\_\_\_  
Signature of Potential Bidder & Name of Company

\_\_\_\_\_  
Today's Date

Thank you,

Donia Patterson, Assistant Administrator  
Purchases & Supplies

CC:

Attachments

**CITY OF CLEVELAND, OHIO  
DEPARTMENT OF PUBLIC UTILITIES**

**PURCHASE OF HVAC AIR FILTERS AND BELTS– FILE NO. 38-24**

**ADDENDUM NO. 1**

**Bids are due May 9, 2024, and must be date stamped by 11:59 a.m.**

**The last day for questions is Tuesday, April 30, 2024, by 12:00 p.m.**

**Release the sign-in sheet and agenda from the non-mandatory pre-bid meeting.**

**Answers to questions received:**

1. Please confirm the metal filter size 16x7x6 MERV Rating 2 to 4 is correct.

Answer: Section D, Item 1.03 Metal Filters, Group I Metal Filters, page 3 of 7, 4<sup>th</sup> from the bottom is corrected to 16x 27 x 6. See attached Section D-revised for correction.

**City of Cleveland  
Department of Public Utilities  
Non-Mandatory Pre-Bid Meeting  
Monday, April 22, 2024  
9:30 AM**

**Purchase of HVAC Air Filters and Belts**

**Agenda**

**1. Introductions**

**2. Review of Required Submittals of Bid Package**

- A. Bidder's Check List
- B. Bid - Schedule of Items
- C. Bid Bond/Certified or Cashiers Check (must use City's Bid Bond form)
- D. Bid Form
- E. Bidder's Affidavit - Must be Notarized
- F. Tax I.D. Number - W-9 Information
- H. Northern Ireland Fair Employment Practices Form
- H. Vendor Information Form

**3. OEO Participation Goal - Waived**

**4. Scope of Work**

- A. Bid Overview/Highlights of Detailed Specifications

**5. Miscellaneous**

- A. Contract Execution
- B. Addendums
- C. Questions after the Pre-Bid Meeting

Fax: 216-664-2177

Email: [purchasing@clevelandohio.gov](mailto:purchasing@clevelandohio.gov)

**CITY OF CLEVELAND**  
**DEPARTMENT OF PUBLIC UTILITIES/DIVISION OF WATER**  
**NON-MANDATORY PRE-BID MEETING**  
**Monday, April 22, 2024**  
**9:30 a.m.**

**HVAC Air Filters and Belts**

**File 38-24**

**SIGN-IN SHEET**

	REPRESENTATIVE NAME (PLEASE PRINT)	COMPANY NAME (PLEASE PRINT)	TELEPHONE NUMBER	E-MAIL ADDRESS (PLEASE PRINT CLEARLY)
1	April Locker	DPU		
2	Darryl Cloud	CWD		
3	Michelle Vitale	CWD		
4	Erin Spohn	Filterbuy	843-232-6937	erins@filterbuy.com
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

**APPENDIX A**

**CITY OF CLEVELAND, OHIO  
DEPARTMENT OF PUBLIC UTILITIES**

**Purchase of HVAC Air Filter and Belts LOCATIONS**  
DELIVERY/SCHEDULING HOURS: WEEKDAYS, 7:00AM – 4:00PM

**DPU Administration (Lift Gate Required)**

1201 Lakeside Ave.  
Cleveland, OH 44114

**TASK Building**

1230 Chardon Rd.  
Euclid, OH 44117

**Baldwin Water Works Plant**

11216 Stokes Blvd.  
Cleveland, OH 44104

**Garrett Morgan Plant Complex**

1245 West 45th St.  
Cleveland, OH 44102

**Crown Plant Complex**

955 Clague Rd.  
Westlake, OH 44145

**Nottingham Plant Complex**

1300 Chardon Rd.  
Euclid, OH 44117

**Parma Control Center**

5953 Deering Ave.  
Parma, OH 44130

**Cleveland Division of Water Distribution**

4600 Harvard Ave.  
Newburgh Heights, OH 44105

**Water Pollution Control (Lift Gate Required)**

12302 Kirby Ave.  
Cleveland, OH 44108

**Cleveland Public Power**

1300 Lakeside Ave.  
Cleveland, OH 44114

**Westside Service Center**

2490 West 41<sup>st</sup> St.  
Cleveland, OH 44113

**Eastside Service Center**

743 E. 140 St.  
Cleveland, OH 44110

**CITY OF CLEVELAND**  
**DEPARTMENT OF PUBLIC UTILITIES/DIVISION OF WATER**  
**NON-MANDATORY PRE-BID MEETING**  
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**HVAC Air Filters and Belts**

**File 38-24**  
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2	Darryl Cloud	CWD		
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12				
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14				

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CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

PURCHASE OF HVAC AIR FILTERS AND BELTS  
FOR THE DEPARTMENT OF PUBLIC UTILITIES

ADDENDUM 1  
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**SECTION D – REVISED DETAILED SPECIFICATIONS**

**D-1 BID ITEMS**

The filters and belts intended under this specification are comprised of the following bid items; Bid Item 1.01 – Paper Filters, Bid Item 1.02 – Polyester Filters, Bid Item 1.03 – Metal Filters, Bid Item 1.04 – Specialty Filters, and Bid Item 1.05 – HVAC Belts. Note, this list includes the most used filters and belts. An allowance has been provided for filters and belts items that may not be included on this list (See the Bid-Schedule of Items, items 1.06 and 1.07).

**GROUP 1**

**BID ITEM 1.01 – PAPER FILTERS**

Group 1, Paper Filters		
SIZE	MERV RATING	NOTES
12 X 20 X 2	8	PLEATED FILTER
12 X 24 X 2	8	PLEATED FILTER
14 X 20 X 1	11	PLEATED FILTER
16 X 20 X 1	8	PLEATED FILTER
16 X 20 X 2	11	PLEATED FILTER
16 X 20 X 4	15	PLEATED FILTER
16 X 25 X 1	11	PLEATED FILTER
16 X 25 X 2	8	PLEATED FILTER
16 X 24 X 4	8	PLEATED FILTER
16 X 25 X 2	11	PLEATED FILTER
18 X 18 X 1	11	PLEATED FILTER
18 X 24 X 4	8	PLEATED FILTER & HIGH CAPACITY
20 X 16 X 2	11	PLEATED FILTER
20 X 20 X 1	8	PLEATED FILTER
20 X 20 X 1	11	PLEATED FILTER
20 X 20 X 2	8	PLEATED FILTER
20 X 20 X 2	11	PLEATED FILTER & HIGH CAPACITY
20 X 20 X 4	15	PLEATED FILTER
20 X 24 X 1	8	PLEATED FILTER
20 X 24 X 2	8	PLEATED FILTER

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**PURCHASE OF HVAC AIR FILTERS AND BELTS  
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**SECTION D – REVISED DETAILED SPECIFICATIONS**

20 X 24 X 4	15	PLEATED FILTER
20 X 25 X 2	8	PLEATED FILTER

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PURCHASE OF HVAC AIR FILTERS AND BELTS  
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**SECTION D – REVISED DETAILED SPECIFICATIONS**

<b>Group I</b>		
<b>Paper Filters Continued</b>		
<b>SIZE</b>	<b>MERV RATING</b>	<b>NOTES</b>
20 X 25 X 2	11	PLEATED FILTER
20 X 30 X 2	8	PLEATED FILTER
25 X 25 X 2	11	PLEATED FILTER
25 X 25 X 2	8	PLEATED FILTER
20 <del>X</del> 25 <del>X</del> 4	11	PLEATED FILTER
21 X 25 X 4	11	PLEATED FILTER
24 X 24 X 2	8	PLEATED FILTER
24 <del>X</del> 24 <del>X</del> 2	11	PLEATED FILTER
24 x 24 <del>X</del> 4	8	PLEATED FILTER
20 X 24 X 4	8	PLEATED FILTER
26 X 28 X 2	8	PLEATED FILTER — EP2-40
29 X 30 X 2	11	PLEATED FILTER
29 X 30 X 2	8	PLEATED FILTER

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**BID ITEM 1.02 – POLYESTER FILTERS**

<b>Group I, Polyester Filters</b>	
<b>SIZE</b>	<b>NOTES</b>
12 X 24 X 1	POLYESTER
16 X 25 X 1	POLYESTER
19 X 24 X 2	POLYESTER
20 X 20 X 1	POLYESTER
20 X 20 X 2	POLYESTER
20 X 24 X 1	POLYESTER

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SECTION D – REVISED DETAILED SPECIFICATIONS

BID ITEM 1.03 – METAL FILTERS

Group I <sub>7</sub> Metal Filters		
SIZE	MERV RATING	NOTES
11.5 <del>X</del> 25 <del>X</del> 2	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
11.5 X 26.5 X 2	2 to 4	ALUMINUM FRAME; ALUMINUM MEDIA SUPPORT
12 X 24 X 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
13.5 X 26.5 X 2	2 to 4	ALUMINUM FRAME; ALUMINUM MEDIA SUPPORT
15.5 <del>X</del> 19.5 <del>X</del> 2	2 to 4	ALUMINUM FRAME; ALUMINUM MEDIA SUPPORT
15 <del>X</del> 20 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
16 <del>X</del> 20 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
16 X 24 X 2	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
16 <del>X</del> 25 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
18 X 18 X 1	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
18 X 24 X 4	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
19.5 <del>X</del> 19.5 <del>X</del> 2	2 to 4	ALUMINUM FRAME; ALUMINUM MEDIA SUPPORT
20 <del>X</del> 20 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
20 <del>X</del> 20 <del>X</del> 2	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
20 <del>X</del> 24 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
20 <del>X</del> 25 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
23-1/2 X 24 <del>X</del> 2	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
24 <del>X</del> 12 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
24 <del>X</del> 20 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
24 <del>X</del> 24 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
24 <del>X</del> 24 <del>X</del> 2	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
24 <del>X</del> 28 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
25 <del>X</del> 16 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
25 <del>X</del> 20 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
26 <del>X</del> 12 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
27 <del>X</del> 15 <del>X</del> 1	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
27 <del>X</del> 9 <del>X</del> 1	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
16 X <del>X</del> 12 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
16 <del>X</del> 16 <del>X</del> 2	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
*** 16 <del>X</del> 27 <del>X</del> 6	2 to 4	GALV. FRAME; GALV. MEDIA SUPPORT
29 <del>X</del> 30 <del>X</del> 2	N/A	GALV. FRAME; GALV. MEDIA SUPPORT

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**SECTION D – REVISED DETAILED SPECIFICATIONS**

28-1/2 X 26-1/2 X 2	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
20 X 20 X 4	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
<b>Group I Metal Filters Continued</b>		
<b>SIZE</b>	<b>MERV RATING</b>	<b>NOTES</b>
20 X 25 X 4	N/A	GALV. FRAME; GALV. MEDIA SUPPORT
24 X 24 X 4	N/A	GALV. FRAME; GALV. MEDIA SUPPORT

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**BID ITEM 1.04 – SPECIALTY FILTERS**

<b>Group I<sub>7</sub> Specialty Filters</b>		
<b>SIZE</b>	<b>PART NO. MERV RATING</b>	<b>NOTES</b>
<del>C</del> arbon <del>d</del> Dust <del>f</del> Filter	#P191204	DONALDSON/TORIT DOWNFLO-2 DUST CONTROL UNIT
11 X 12.5	#61511	VAV-U-MAX CARTRIDGE FILTER
7 leaf X 14 long	#38700	VAV-U-MAX FELT FILTER
28.5 X 29.5 X 4	#1A17806P8	LIEBERT AC UNIT
60 x 70 Pre-cut pad	ARS-75	FILTER PAD FOR MAU-22
60.5 X 77	PERMATRON MODEL BHA	BLACK PVC COATED, HI ABRASIVE MEDIA 2.5-INCH VINYL BINDING W/SS 3/8" GROMMETS
23 3/8 X 23 3/8 X 1 3/4	SMITH MIST ELIMINATOR	24 ga. GALV. FRAME W/LAYERED PAD OF .0157 EXPANDED MEDIA AND SCREEN <del>MEDIA AND SCREEN</del>
24 <del>X</del> 24 <del>X</del> 12	#SP40G06	BAG METAL FRAME
12 <del>X</del> 24 <del>X</del> 12	PAP350S2412	BAG METAL FRAME
<b>SIZE</b>	<b>MERV RATING</b>	<b>NOTES</b>
24 <del>X</del> 24 <del>X</del> 12	13	85% RIGID BOX WITH HEADER
20 X 20 X 12	13	85% RIGID CELL WITH NO HEADER <del>BOX STYLE</del>
20 <del>X</del> 20 <del>X</del> 12	14	RIGID CELL WITH HEADER HC
20 X 25 X 2	N/A	MAU 1
20 X 25 X 2	N/A	MAU 2
16 X 25 X 1	N/A	FIBERGLASS

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**SECTION D – REVISED DETAILED SPECIFICATIONS**

20 X 20 X 2	N/A	FIBERGLASS
28.5 <del>X</del> 29.5 <del>X</del> 4	8 to 10	FIBERGLASS

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CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

PURCHASE OF HVAC AIR FILTERS AND BELTS  
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SECTION D – REVISED DETAILED SPECIFICATIONS

BID ITEM 1.05 – HVAC BELTS

Group I <sub>7</sub> HVAC Belts
<u>SIZE</u>
3L170
3L180
3L190
3L220
3L260
3L-200
3L-260
3L270
A-18
A-19 (4L210)
A-20 (4L220)
A-22 (4L240)
A-23 (4L250)
A-26 (4L280)
A-27 (4L290)
A-28 <del>or</del> (4L300)
A-31 (4L330)
A-32 (4L340)
A-34
A-35 (4L370)
A-36 (4L380)
A-37 (4L390)
A-38 (4L400)
A-39 (4L410)
A-40 (4L420)
A-44
A-41 (4L430)
A-42 (4L440)
A-43 (4L450)
A-44 (4L460)

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PURCHASE OF HVAC AIR FILTERS AND BELTS  
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**SECTION D – REVISED DETAILED SPECIFICATIONS**

A-49 (4L510)
A-50 (4L520)
<b><u>Group I HVAC Belts</u></b>
A-51 (4L530)
A-54
A-57
A-58 (4L600)
A-56
A-65 (4L670)
A-67 (4L690)
A-68
A-78
A-84
AX 35
AX-37
AX-40
AX-43
AX-44
AX-54
AX-62
AX-64
B-24
B-46
B-48
B-62
<b><u>B-78 OR (5L810)</u></b>
B-81
B-80
B-86
B-66 (5L690)
BX-48
BX-47
BX-49
BX-50
BX-62
BX-64

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**SECTION D – REVISED DETAILED SPECIFICATIONS**

BX-66
BX-72
BX-75
<b><u>Group I HVAC Belts</u></b>
BX-95
BX-99
BX-100
BX-103
835 BELTS
844 BELTS
888 <u>BELTSets</u>
B-49 (5L520)
B-53 (5L560)
B-59 (5L620)
B-62 (5L650)
B-64 (5L670)
B-78
B-82