



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT
501 SOUTH JUPITER ROAD
Garland, Texas 75042

December 6, 2019

ADDENDUM 1, RFP #394-20-2 (32254)

SPECIAL EDUCATION – HANDWRITING MATERIALS

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum may be used as an evaluated factor.

Question:

1.1.2, You wrote that mailed copies are required. Doing so would allow us to also send a brochure, a letter of Sole Distributorship, and any other literature. I am currently completing the application electronically and expect this to be a thick packet. Is that what you are expecting? However, on page 17, item 6 **Required Forms**, you requested to scan and attach all applicable forms to this negotiation. And on page 1/19 of the actual Bid, the first general statement requested that bidders submit electronically. That suggests you want an email response. I'm happy to do either. Which is the one that will win your favor?

Answer:

Although we are legally required to accept paper bids, we strongly request that bidders submit this bid electronically. Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal. Electronic bidding eliminates errors, eliminates unnecessary work, and is more friendly to the environment. When filing this bid electronically, please do not send us a paper copy, as the electronic version will prevail. However, in the unlikely event that you do submit a paper bid, it is imperative that the title and bid number **MUST** appear on the outside of the submittal envelope. Furthermore, no faxed bids will be received. Your cooperation is appreciated. Please confirm by responding "Yes" that you have read and understand this instruction.

Question:

1.1.8. Where should pricing be included?

Answer:

Pricing is to be entered next to each line item description. Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal.

Question:

1.1.13 . May I add a second page to the Compliance Form?

Answer:

Yes

Question:

1.2.4. Where do we write that our materials are printed on recycled Eucalyptus plant-based paper? Or that everything is made in the USA? Or that many materials can be reused every year?

Answer:

Proposers offering recycled products are to indicate “Recycled Product” beside applicable item(s) on proposal sheet.

Question:

1.2.7 . Where do I list the products and materials in development? Am I recreating the table pictured on page 15

Answer:

Please refer to 1.2.10 Product Literature in the Sourcing RFP Goods-Services Template. Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal.

Question:

1.2.11 . Included in the descriptive and illustrative literature... would you like the research? A brochure? A price list? A booklet of Before/After pictures and testimonials?

Answer:

Please refer to 1.2.10 Product Literature in the Sourcing RFP Goods-Services Template. Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal.

Question:

3.1 . Shipping Charges. I am willing to incur the responsibility of damage to items while en route to your destination. However, I want to be sure that you will be paying our shipping/handling fees after delivery and upon receipt of our invoice. Please confirm. Also... when you said proposer shall be responsible for all transportation costs should service be performed off-site... what does that mean? What service?

Answer:

Please refer to section 3 through sections 3.5 of the Sourcing RFP Goods-Services Template regarding shipping.

Question:

3.3 . How could I possibly assist in unloading non-palletized freight upon delivery?

Answer:

Please refer to section 3 through sections 3.5 of the Sourcing RFP Goods-Services Template regarding shipping.

Question:

3.5 . Again... how can I assist in disposal of shipping debris? Does this even apply to me?

Answer:

Please refer to section 3 through sections 3.5 of the Sourcing RFP Goods-Services Template regarding shipping.

Question:

4.23 This is confusing. Do you want me to download this application and submit the bid electronically... or not? Earlier you said it had to be a hard copy.

Answer:

Although we are legally required to accept paper bids, we strongly request that bidders submit this bid electronically. Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal. Electronic bidding eliminates errors, eliminates unnecessary work, and is more friendly to the environment. When filing this bid electronically, please do not send us a paper copy, as the electronic version will prevail. However, in the unlikely event that you do submit a paper bid, it is imperative that the title and bid number MUST appear on the outside of the submittal envelope. Furthermore, no faxed bids will be received. Your cooperation is appreciated. Please confirm by responding "Yes" that you have read and understand this instruction.

Question:

4.24. I would be happy to upload my catalog to your Oracle Bulk Load Catalogue; however, the link did not work. In fact, none of the links worked. Again, I'm confused if you want me to submit a bid electronically. This line item said to send a flash drive or email. May I recreate the worksheet table as displayed on page 15? May I include a printed version of this table in my hard copy mailing? Is there a limit to the number of items, tables or pages needed to explain our program and product?

Answer:

Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal. Do not recreate any of the tables.

Question:

7. Line pricing. Where am I putting this information? I cannot access any links. Should I recreate the table pictured on page 15?

Answer:

Please feel free to call us at (972) 487-3009, if you require any assistance with this submittal. Do not recreate any of the tables.

Question:

9. Bidding Alternates. Is this information supposed to go on the last page, the Compliance Form?

Answer:

Please refer to 9. In the Sourcing Instruction sheet.

Bidding Alternates:

(Accepting Alternates)

Alternates will be accepted for this bid. Lines are provided for the number of alternates being accepted. If not bidding an alternate, skip the line titled as "Alternate." Additional alternates submitted beyond what's allowed will not be considered.



Donald Friedel
Assistant Director of Purchasing

Company Name

Address

City State Zip

Signature

Title