



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

501 SOUTH JUPITER ROAD

Garland, Texas 75042

May 3, 2019

ADDENDUM #1, RFP #302-19-20

Montessori Instructional Material, Equipment and Services

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. Signed addendums submitted separate from proposals should be mailed to the above address. Failure to submit the addendum may be used as an evaluated factor.

Questions and Answers:

1. **Question:** Is the district only looking for the items listed in the pricing sheet document? Or is this open for other things as well?
Answer: The items listed in the price list are sample pricing. Follow instructions on page 22 section 12 Price List and Catalog Discount under 12.1.
2. **Question:** Section 3.5 of the Request for Proposal says: "Removal of shipping cartons and other shipping debris is the sole responsibility of the successful proposer(s). Removal from the delivery site will be completed the same day of installation." As far as I have seen, this is the only reference to Installation. Could you confirm that installation is required, and should this service be listed on a separate line item?
Answer: All furniture and equipment includes cost of delivery, setup, installation and removal of debris.
3. **Question:** On the HardCopyPriceList "Library Shelf [48H]" is listed on lines 21 and 22 of the Equipment tab. Is this an unintended duplication, and what is [48H] a reference to?
Answer: Please provide a price for both line 21 and 22 for 48"H Library Shelf.
4. **Question:** On the HardCopyPriceList, line 27 includes Qty 48 of the WOODCREST CHAIR 18". This chair is intended for adults, so I am just double checking that this is the product that is wanted for this RFP.
Answer: Please provide a price for Woodcrest 18" Chair.

5. **Question:** On the Instruction Sheet, Point 13 says: “A catalog with pricing must be submitted along with the Request for Proposal”. Is the intent that our company’s entire catalog must be submitted with the bid using the bulk loader format, or should just the items we are quoting be submitted in this manner?

Answer: Items being quoted should be submitted on the Price List. Your full catalog can be submitted on the bulk loader.

6. **Question:** The term “Inside Delivery” is used several times in the RFP. Could you please clarify the meaning of this?

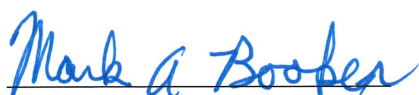
Answer: Delivery will be made inside the building to a designated area.

7. **Question:** The Instruction Sheet specifics in Point 2 (Contract Term) that there are options to renew annually through July 23, 2024. Is this just for the items listed on the HardCopyPriceList or for a broader range of items?

Answer: Contract term time frame is for all items in this RFP.

8. **Question:** Regarding Point 14 on the instruction sheet (Fingerprinting Requirement): Could you advise where a copy of the CERTIFICATION FOR CRIMINAL HISTORY CHECK FORM can be located? Also, could you advise what steps would need to be taken if a company is using a common carrier for delivery only under this contract?

Answer: Please complete the required form Certification for Criminal History Check.



Mark A. Booker
Director of Purchasing

Company Name

Address

City

State

Zip

Signature

Title