



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**  
*501 SOUTH JUPITER ROAD*  
*Garland, Texas 75042*

**August 8, 2018**

**ADDENDUM 2, RFP #302-19-04**

**Instructional Materials for English Language Learners**

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 will be used as an evaluated factor.

**QUESTION:**

Our company submitted responses in 2017 for RFP #302-18 and RFP #302-18-04; as well as a response this May for RFP #33-18-01. Is it necessary for us to also submit a response for RFP #302-19-04?

**ANSWER:**

District cannot advise.

**QUESTION:**

In Section 1.2.2. it is said that the Garland ISD will not be awarding the contract to a proposer whose principle place of business is not in Texas unless the nonresident underprices the proposal if all other bids residing in Texas. Our question is, because Robyn is residing in Texas is that acceptable as a resident of Texas

**ANSWER:**

Please refer to solicitation Section 1.2.2 Principal Place of Business.

**QUESTION:**

Also, in conjunction with this question the RFP asks 'Does your firm employ at least 500 persons in the state of Texas?' Why is the document asking this question? Does it have to do with our main presence being located in Texas?

**ANSWER:**

Please review solicitation there is no point(s) assigned in the evaluation criteria.

**QUESTION:**

For section 1.2.7. we are unsure of what this requires of us. Does this have to do with the format in which we submit the proposal?

**ANSWER:**

The unit of measure in this solicitation is each.

**QUESTION:**

As per section 1.2.10 would you need a catalog or samples to accompany the bid?

**ANSWER:**

Please note language when bidding "or equal" items.

**QUESTION:**

For Section 1.2.11 it states "proposed increases may be submitted for approval but shall not exceed the Consumer Price Index for the previous year. What does this mean exactly?"

**ANSWER:**

Price increase must not exceed the Consumer Price Index for the previous year. Please visit Consumer Price Index for Dallas- Fort Worth for this information

**QUESTION:**

For Section 3 (Shipping and Delivery), we don't have freight charges and always bill that separately because it is not a profit center for us. What is it exactly that you need here? What are you looking for with this?

**ANSWER:**

If not applicable, please disregard

**QUESTION:**

If it is pallet-ed, do they accept delivery to the loading dock? Or are you saying that you always need inside delivery?

**ANSWER:**

If palletized, yes will accept delivery at dock.

**QUESTION:**

Please explain point 3.4 – we are going to ship it in our boxes- is that a problem? If we ship to them on a pallet or in boxes – we don't have a way to take those boxes with us. How does this work really?

**ANSWER:**

No that is not a problem if you ship in your boxes.

**QUESTION:**

For section 4.5, is it possible to have all solicitation notices and purchase orders go to two emails. Can it go to one general email address and then have Robin Graybill copied in as well?

**ANSWER:**

All active users will receive emails.

**QUESTION:**

For section 4.25 – As a book supplier would we be using Oracle iSupplier? Is iSupplier where we actually submit the bid through? Do you need to set us up with an account or do we register ourselves?

**ANSWER:**

Please contact Purchasing 972-487-3009 or visit our website for iSupplier registration information.

**QUESTION:**

For Section 4.26 – Do you need PDFs in advance of bid or is that something we only supply if bid is accepted?

**ANSWER:**

GISD will contact vendor regarding Bulk Loader if needed.

**QUESTION:**

On the next part of the document it talks about background checks and fingerprinting. Because we are not going to be on site I don't think we need any of that. Could you please verify whether or not this is the case? There is also a section that requires us to have insurance. Again, because we are not going to be on site are we still required to submit this?

**ANSWER:**

Please review number 3 – Fingerprinting Requirements.

**QUESTION:**

In section 5.2 it asks 'Does your company utilize level 3 data card processing information' – What does this mean?

**ANSWER:**

This is a level of Credit Card Processing.

**QUESTION:**

Is your district tax exempt? If not, should we be including the sales tax in the pricing?

**ANSWER:**

A Tax Exempt Certificate will be provided upon award.

**QUESTION:**

On the charts at the very end of the request should we put in the information for our books? And if they do not exactly fit in the category (for example the EOC section) should we create our own excel chart. Would a straight quote be acceptable? Or would you prefer a quote as well as a chart?

**ANSWER:**

Please referenced 1.1.8

**QUESTION:**

Since we have been awarded a TIPS Contract (The Interlocal Purchasing System (TIPS) Board of Directors of Region 8 Education Service Center) is this acceptable in lieu of submitting a bid for RFP #302-19-04?

**ANSWER:**

GISD prefer issuing RFP which allows GISD terms and conditions to govern the contract.



Mark A. Booker  
Director of Purchasing

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Company Name

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Address

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City                      State                      Zip

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Signature

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Title