



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**July 31, 2024**

**ADDENDUM 1, RFP #234-25 (133583)**

**Air Conditioning Filters**

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.

**1. QUESTION:**

Is this bid is for the filters only, “No service” us changing the filters?  
Keeping the labor in house?

**RESPONSE:**

Yes, this RFP is only for the filters as the labor is done by our maintenance department.

**2. QUESTION:**

1. May I have a copy of the Previous Bid Award?
2. How many shipments were in the previous award?
3. Number of buildings to ship to?
4. Will you order in case quantity?
5. Are price increases allowed after the first year?
6. Will this bid be awarded to multiple vendors?
7. Where are the specific delivery locations for these filters?
8. Can you share previous year's winning bidder prices for each of the filters?
9. Can you detail the requirements and documents needed for hard copy bid submissions if bidders decide to mail them directly to your office?

**RESPONSE:**

1. You may see the previous RFP award by going to the following link, <https://garlandisd.net/connect/how-do-business-us/bid-tabulations>
2. The estimated amount of shipments for the previous award is over 100.
3. The ship will be to one building.
4. The quantity ordered will be based on the needs of the District.
5. For price increases, review section 1.2.10 PRICE ESCALATION PROVISION of the RFP (see below)

1.2.10. PRICE ESCALATION PROVISIONS

The District may elect to place several orders during the term of this Request for Proposal. Proposers must specify minimum order quantities – if any – and are required to hold proposed prices for 90 days from date of award. After this time, proposed increases may be submitted in writing for approval. Proof of change in market conditions must accompany a request for price increase. Any price increase request is subject to Purchasing Department review and approval. Increases may be

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submitted for approval but shall not exceed the Consumer Price Index – All items less food and energy. If vendor cannot agree to the CPI increase by default the next lowest vendor may provide a quote that can result in new award.

- 6. This RFP will be awarded to one vendor with the possibility of a secondary vendor.
- 7. Shipments will mainly be to our Maintenance Department located at 701N. First St. Garland, TX 75040 and we will order as needed.
- 8. For the previous year's winning bidder prices for each of the filters, you will need to submit a public request using this [link](#).
- 9. Please review section 1.1.4 Number of Copies for Hard Copy requirements (see below).

1.1.4. NUMBER OF COPIES (DISREGARD IF SUBMITTING ELECTRONICALLY THROUGH SOURCING) PLEASE PROVIDE ONE (1) ORIGINAL PROPOSAL RESPONSE AND ONE (1) COMPLETE ORIGINAL COPY SUBMITTED ON ELECTRONIC FORMAT (FLASH/CD). ENSURE THE SUBMISSION IS CLEARLY LABELED.

YOU MUST SUBMIT A HARDCOPY ORIGINAL. DO NOT SUBMIT AN ELECTRONIC COPY WITHOUT THE HARDCOPY ORIGINAL.

DELIVERY OF PROPOSAL: (DISREGARD IF SUBMITTING ELECTRONICALLY THROUGH SOURCING) Delivery of proposals shall be in accordance with the procedures listed. Mark the sealed return envelope in the lower left-hand corner with

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RFP#, time, and due date. If assistance is required for proposal submission, you may call Purchasing at 972.487.3009 during normal operating hours.

Proposals submitted via Commercial Carriers (other than USPS) or hand delivered: Garland ISD Purchasing Department 501 S. Jupiter, Garland, Texas 75042. Submission must be received in the Purchasing Department and date/time stamped before the deadline.

Proposals submitted via the U. S. Postal Service: Garland ISD Purchasing Department P. O. Box 469026, Garland, Texas 75046-9026 Clearly mark all Proposal envelopes as instructed on the front page. Allow sufficient transit time.

Note: Submissions must be sealed and not exceed 14"x10"x5" to use the Purchasing Drop Box

Delivery of submission to other Departments within the District is not considered as delivery to the Purchasing Department. The submission must be date/time stamped by Purchasing before the deadline.

*Mayte R Martinez*  
Mayte R. Martinez  
Assistant Director of Purchasing

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Company Name

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Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title