



MEMORANDUM

Business & Finance Services

Mark McQueen, Superintendent | Jim Loyed, Chief Financial Officer

TO: Prospective Proposers

FROM: Jacqueline Dorman, Purchasing Agent

DATE: January 11, 2024

RE: Bid Request 24-05 –Band Instruments, Equipment & Supplies
ADDENDUM NO. 1

Bid request # 24-05 Page 3, Paragraph 3 states that questions could be submitted via email until 2:00 pm, January 9, 2024, with answers to questions submitted being issued via addendum on January 11, 2024. The following are the questions that were submitted and the answers to those questions.

Q1: Section-2 - #1 – No substitutions, but then #2 states proof of equivalence...So, can we bid subs?

A1: Yes, you can provide subs, per bid Section 2 #2 proof of equivalency

Proof of Equivalency: If allowed or stated otherwise, bidders offering bids on items other than the specified brand and model number shall **provide complete descriptive literature, in sufficient detail to indicate the item bid meets or exceeds specifications.** Failure to supply such information may result in rejection of your bid or on the item in question. The District reserves the right to determine the acceptability of any item offered as an equal to the one specified.

Q2: Section-7 - #1 – Pricing submitted shall be firm for the duration of the contract, but I'm not finding anything stating the term of the contract. This information is needed to supply this information to the various manufacturers, as we need to get their permission for price protection for the term of the contract?

A2: Duration of firm pricing is for the school year so after the first purchase if a band director needs more they can use the bid for pricing throughout the school year.

Q3: Section 8 – The manufacturers will do most of the shipping, shipping directly from their warehouse to your desired location(s) ... delivery in 2 days information will not be available. They will be OK with the delivery times

A3: As long as the manufacturers are aware of our delivery times 7:00 a.m. to 2:00 p.m. CST and Days of Receiving hours are Monday through Friday. We will be ok with not getting a call for a delivery appointment

Q4: Section2-Are substitutions of equal or greater value allowed for the instruments?

A4: Yes, you can provide subs, per bid Section 2 #2 proof of equivalency

Proof of Equivalency: If allowed or stated otherwise, bidders offering bids on items other than the specified brand and model number shall provide complete descriptive literature, in sufficient detail to indicate the item bid meets or exceeds specifications. Failure to supply such information may result in rejection of your bid or on the item in question. The District reserves the right to determine the acceptability of any item offered as an equal to the one specified.

5: Informational only: Bid Form Line item 176 Wenger Music Sorting Rack, Wenger part # 173E050.120

Sign and return this addendum with your response to Bid Request 24-05-Band Instruments, Equipment & Supplies.

Firm: _____
Authorized Signature

Address: _____
Signer name (typed or printed)

Phone: _____ Fax: _____

Email: _____