



# MEMORANDUM

## Business & Finance Services

Mark McQueen, Superintendent | Jim Loyed, Chief Financial Officer

**TO:** Prospective Proposers

**FROM:** Jacqueline Dorman, Purchasing Agent

**DATE:** December 19, 2024

**RE:** Bid Request 25-01 –Band Instruments, Equipment & Supplies  
ADDENDUM NO. 1

Bid request # 25-01 Page 3, Paragraph 3 states that questions could be submitted via email until 2:00 pm, December 17, 2024, with answers to questions submitted being issued via addendum on December 19, 2024. The following are the questions that were submitted and the answers to those questions.

**Q1: On page 1, there is the section for Submittal Requirements. However, I don't see anything about any of these submittal requirements included elsewhere in the bid, outside of a business license for those claiming the local business preferences and descriptive literature if we choose to bid alternates. Can you please verify these requirements?**

A1: The only items that need to be returned with the bid is, Page 1 completed, Page 2 completed and attached to the sealed bid, Any substitutions with proof of equivalency, Attachment A conflict of interest/disclosure, Attachment B Public entity crimes statement, Attachment C if claiming local preference, Attachment D Manufacturer & bidder support services, Attachment E Vendor affidavit regarding the use of coercion for labor and services, Attachment F Foreign country of concern attestation, E-verify Certification, and bid form with pricing.

**Q2: For line item #1 Bid Form, EBS60-GL is not a valid model number. What is the desired instrument for this line?**

A2: Corrected model Eastman Baritone Saxophone EBS251yellow brass nickel-plated keys

**Q3: For line item #111 Bid Form, Yamaha Remo is not a valid brand/model description. What is the desired snare drum head?**

A3: Corrected model Yamaha DH-KS-0213 / Marching Snare Drum Heads 13"

**Q4: For line item #122 Bid form, these contra alto clarinet reeds don't come in strength 2.5. Please provide new requested size.**

A4: Vandoren Contra-Alto Clarinet size 3 box of 5

**Q5: We received a notification today that a new addendum was released, yet the addendum was for a different bid. Do we need to acknowledge receipt of this, or will it be retracted?**

A5: Please disregard the addendum notification that was sent out Tuesday, that addendum was for another bid and was posted on bid 25-01 by mistake. You do not need to acknowledge receipt of that addendum. Only this one, thank you.

Sign and return this addendum with your response to Bid Request 25-01-Band Instruments, Equipment & Supplies.

Firm: \_\_\_\_\_  
Authorized Signature

Address: \_\_\_\_\_  
Signer name (typed or printed)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_