



MEMORANDUM

Business & Finance Services

William V. Husfelt III, Superintendent | Jim Loyed, Chief Financial Officer

TO: Prospective Proposers

FROM: Dan Fuller, GM of Purchasing, Contracting & Materials Mgmt

DATE: October 15, 2021

RE: ITB #22-02 – ADDENDUM NO. 1

Addendum for ITB #22-02 – Toner Cartridge Replacement Service, is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addendum issued by Bay District Schools. This Addendum is hereby made part of the proposal documents.

This Addendum addresses questions from respondents submitted before the cutoff date. All proposers are responsible for receiving and reading Addendums. All Addendums will be posted at <http://www.bay.k12.fl.us/bids>.

Section 4 Special Conditions

1) Background & Objective

Do you know how many of the Lexmark MS431dn/ MS431dw printers are in service at this time? How many are anticipated to be put in service or is the model going to be eliminated due to the high cost of OEM toners and the possibility of a remanufactured toner not being available for a couple years if at all?

Under 200 Lexmark MS431dn/ MS431dw printers are in classrooms at this time and up to 500 additional printers could be installed in classrooms in the next year. As older Dell printers are replaced supplies are becoming a concern not only for this printer, but other makes and models also. We will continue to review. A model change in the future is a possibility. In some instances, it is cost advantageous to the District to provide the OEM toner for install with a service fee.

Section 4 Special Conditions

8) Term

3 Years with two 1 year extensions.

The bid price would be in effect for the 3 years. What if the bidder encounters a significant cost increase due to the state of the economy and the direction it has been going. Will there be any consideration on adjusting the price on year 4 and 5?

The cost of supplies may change for both the vendor and BDS, price adjustments may be necessary but will need to be mutually agreeable. We understand the supply chain

management across the world is in disarray and there may yet be unforeseeable impacts which affect supply and costs.

Section 5 Invoicing and Payment

A) Invoices will be submitted monthly.

Is weekly invoicing an option? or does it make a difference?

We prefer weekly invoices because they are tied to our Help Desk ticketing system. Weekly invoicing allows the District to close these tickets out quickly.

Proposers are asked to acknowledge receipt of this Addendum by signing in the space provided and return either separately or with their proposal response, no later than the opening date of October 28, 2021.

Firm/Signature of Proposer

Printed Name

Address

Telephone Number

City, State, Zip Code

e-mail address