



ADDENDUM No. 02

SUBJECT..... Revision to the Instructions for Bidding (Page 11)

DATE ISSUED June 9, 2014

Important Note to Bidders:

Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of the Invitation to Bid #ESD112-DE-14B shall remain the same.

Instructions to Bidders:

Bidders shall sign, date and submit the form on this page with the rest of your company's bid materials. Insert all signed addenda pages, in sequential order, behind Tab #4 in your three-ring binder. (Please insert *only page 1* from each addendum into the three-ring binder; do not include subsequent pages.)

Name of Company _____

Name of Authorized Representative (Please print) _____

Signature of Authorized Representative _____

Date Signed _____

In reference to Pages 11-13 of the Invitation to Bid #ESD112-DE-14B.

Section 2.0 shall read:

2.0 Part 2 of the Bid: Overview of the Bid Forms in Microsoft Excel.

Bidders shall use two sets of bid forms for ITB #ESD112-DE-14B to submit their company's contact information and their bidding information, and to make their offers.

2.1 The Bidder shall use one set of "**Basic Bundle**" bid forms for each unique combination of manufacturers of wireless devices and charging/syncing carts. (For example, the bidder would use one set of bid forms where the device manufacturer is Company A and the cart manufacturer is Company B, and would use a separate set of bid forms where the device manufacturer is Company A and the cart manufacturer is Company C.)

2.1.1 Basic Bundles for Chromebooks (4).

There are four worksheets for Basic Bundles for Chromebooks, carts and OS management licenses. Bidders shall complete at least one worksheet for Basic Bundles for Chromebooks, but are encouraged to complete all. Chromebook models on each worksheet shall be different. Bidding requirements are located at the top of the worksheets.

2.1.2 Basic Bundles for Tablets (6).

There are six worksheets for Basic Bundles for tablets and carts. Bidders shall complete at least one worksheet for Basic Bundles for Tablets, but are encouraged to complete more than one. Tablet models on each of the six worksheets shall be different. Bidding requirements are located at the top of the worksheets.

2.2 The Bidder shall complete one and only one set of "**Add-ons**" bid forms for delivery-ready services, headphones and headsets, keyboards, and additional solutions for the basic bundles they are offering. Bidding requirements are located at the top of each worksheet.

2.2.1 Delivery-Ready Services.

There is one worksheet for Delivery-Ready Services. Bidders shall complete this worksheet in its entirety. Bidding requirements are located at the top of the worksheet.

2.2.2 Headphones and Headsets with Mics

There is one worksheet for headphones and headsets with mics. Bidders shall complete this worksheet in its entirety. Bidding requirements are located at the top of the worksheet.

2.2.3 Keyboards

There is one worksheet for keyboards. Bidders shall complete this worksheet in its entirety. Bidding requirements are located at the top of the worksheet.

2.2.4 Bidders' Choice.

There is one worksheet for Bidders' Choice. Bidders have the option of completing this worksheet, but it is encouraged. Bidding requirements are located at the top of the worksheet.

2.3 **Using the Bid Forms Submit Bids on Basic Bundles.**

Bidders shall use the bid forms in a single MS Excel file entitled “Basic Bundles” to make offers on solutions for devices from a single manufacturer and carts from a single manufacturer. Bidders shall use the bid forms in a single MS Excel file entitled “Add-Ons” to make offers on delivery-ready services, headphones and headsets with mics, keyboards, and other solutions for basic bundles.

- 2.3.1 Bid forms are protected, and some cells are locked to ensure the consistent collection of bid data.
- 2.3.2 Bidders shall only complete one set of bid forms for “Add-ons,” but shall complete one set of bid forms for “Basic Bundles” for each unique combination of device and cart manufacturers.
- 2.3.3 Bidders shall only bid on solutions that are available at the time of this bid.
- 2.3.4 Entry-level, mid-level and high-end carts that are required on the Basic Bundle forms shall be determined by the cart manufacturer, and shall be verified on the Cart Manufacturer’s Support Form.
- 2.3.5 Bidders shall offer straight bid prices on each type of bundle and solution they offer.
- 2.3.6 Bid prices for each solution offered in the bid shall include the following:
 - 2.3.6.a A Contract administration fee of 1.5% for all sales realized or generated under or as a consequence of DigitalEdge Contract #ESD112-DE-14B.
 - 2.3.6.b The cost of shipping and handling expenses to a Purchaser’s “Ship To:” address. Shipping shall be FOB: Destination. The following exceptions shall apply:
 - 2.3.6.b1 The shipping and handling of carts shall not be included in the bid price. At the time of a purchase, the Awarded Bidder may add shipping and handling for charging and syncing carts. Shipping and handling shall be added as a separate line item. Shipping shall be FOB: Destination.
 - 2.3.6.b2 The shipping and handling of wireless devices to Alaska and Hawaii shall not be included. At the time of a purchase, the Awarded Bidder may add shipping and handling for wireless tablets to these two states. Shipping and handling shall be added as a separate line item. Shipping shall be FOB: Destination.
 - 2.3.6.c All overhead costs.
- 2.3.7 Bid prices shall not include any applicable sales tax. Sales tax, if applicable, shall be added after awards are made, and shall appear as a separate line item on the quote and invoice to the Purchaser.
- 2.3.8 All bid prices shall be the same in every state that is included in the bid. Bidders shall use Form A of the bid forms to identify the states in which they are authorized to sell the manufacturer’s products at Contract prices.
- 2.3.9 To help the Eligible Purchasers meet their state’s purchasing requirements, all bids shall reflect a more competitive price than regular published educational pricing. Bids that offer Contract pricing that is equal to or greater than pricing through regular educational

channels shall be rejected. Bidders shall be able to provide evidence, if requested, that their bid prices on the bundled solutions are more competitive than regular educational pricing would be.

- 2.3.10 The Awarded Bidder agrees that the resulting Contract prices shall not exceed the prices that the Proposer offers to sell the same or substantially similar solutions for, to Eligible Purchasers in the states where the Bidder is awarded a Contract, based on comparable quantities with the same or substantially similar Terms and Conditions.
- 2.3.11 Bidders shall be authorized resellers of all products and services they are offering in and for their bundles, and shall be able to provide evidence, if requested.
- 2.3.12 Bids that require exceptions shall be rejected.

A handwritten signature in black ink that reads "Bunny Stevens". The signature is written in a cursive, flowing style.

Bunny Stevens, DigitalEdge Procurement Contract Specialist
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