

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Scott R. Muri, Ed. D, Superintendent of Schools

PURCHASING DEPARTMENT

1031 Witte Road, Bldg. T-1A, Houston, Texas 77055-6016

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RICHARD L. GAY, CPPO, RSBO, RTSBA

Director of Purchasing Services

NOTICE TO PROPOSERS

ADDENDUM TO REQUEST FOR PROPOSAL

DATE: November 6, 2018

This Addendum forms are part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: **Annual Contract for College and Career Readiness Materials and Services**

Original Proposal Opening Date & Time: **January 10, 2019 @ 10:00 AM**

ADDENDUM NO. 1

Proposal NO. 12577

Please make the following additions, revisions, and/or deletions to the Proposal Document:

***See revised emails**

The offeror shall acknowledge receipt of this addendum in the Proposal Form.

ADDENDUM NO. 1, Proposal #12577

Please Note: Email addresses revisions (highlighted)

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2.0 Scope of Proposal

All questions must be received, in writing, by the Director of Purchasing Services via fax (713/2511115) or e-mail to cristina.varisco@springbranchisd.com no later than noon on 11/15/2018. No addenda will be issued later than 11/29/2018, except an addendum withdrawing the proposal or postponing the opening of the proposal. It is the responsibility of each Proposer, prior to submitting the proposal, to determine if addenda were issued and, if so, to obtain such addenda for attachment to the proposal.

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4. DESCRIPTION OF SBISD

SBISD consists of twenty-six (26) elementary schools, seven (7) middle schools, five (5) high schools, one (1) science center, one (1) career center, and various support facilities. SBISD has approximately 35,000 students and 4,500 employees. SBISD operates 4,836,120 gross square feet of educational facilities located within a 43 square mile area.

In order to receive any addenda or clarifications that may be issued for this proposal, all prospective proposers must send an email to cristina.varisco@springbranchisd.com

Please state your name, company name, street address, phone number, fax number, e-mail address and proposal number in your message.

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5.31.0 INVOICES; PAYMENTS

5.31.1 Vendor shall submit invoices, in duplicate, directly to SBISD's Account Payable office for processing. Electronic invoices may be sent to accountspayable@springbranchisd.com Each invoice shall include SBISD's Purchase Order number. All invoices shall be itemized to include the type of product(s) and/or service(s) rendered. Vendor shall submit invoices within a timely manner during SBISD's fiscal year in which the product(s) and/or service(s) are purchased. The shipment tracking number or pertinent information for verification of SBISD's receipt shall be made available upon request by SBISD.

END OF ADDENDUM NO. 1