



**ROCKFORD BOARD OF EDUCATION
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES
FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

IFB No. **16-55 Musical Instruments**

DATE: **Friday, May 13, 2016**

RE: **ADDENDUM NO. 1**

To All Bidders:

Attached are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Purchasing Process Manager by email at tamara.pugh@rps205.com.

Rockford Public Schools
ADDENDUM ONE

DATE: Friday, May 13, 2016

RE: IFB No. 16-55 Musical Instruments

REQUEST FOR INFORMATION

Question 1:

Contract terms - Initial contract period through June 30 2017 with 90 day temporary contract extension (paragraph 38). Effective contract term is through September 30 2017. 1st renewal option effective through September 30 2018 (including 90 day temporary contract extension) 2nd renewal option effective through September 30 2019 (including 90 day temporary contract extension)

Response 1:

The term of this contract period is effective through June 30, 2017 only. Sections 35 – *Option Year Pricing*, 36 – *Option to Extend the Term of the Contract*, and 38 – *Temporary Contract Extension* are not applicable to this bid.

Question 2:

Percentage as commission rate - Paragraph 35 states that prices for all contract periods must be both firm-fixed price and a percentage as commission rate. What is your definition of commission rate?

Response 2:

The Bid Offer Form is requesting firm-fixed pricing only. The price quoted for each item is the full purchase price to the District, including delivery to destination, and includes all transportation and handling charges, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. **The percentage as a commission rate is not applicable to this bid.**

Question3:

We interpret this as the % discount from current MSRP of the fixed unit price. Where should this % be entered on your Bid Offer Form? There is not a column for this.

Response 3:

The price quoted for each item is the full purchase price to the District, including delivery to destination, and includes all transportation and handling charges, material or service costs, patent royalties and all other overhead charges of every kind and nature.

Question 4:

Paragraph 35 Option year pricing and Paragraph 36 Option to extend the term of contract

The District may unilaterally extend this contract. Considering that most manufacturers will only price protect their dealers for one year on instruments only, our options are:

- inflate the fixed price to cover anticipated price increases through the extension periods
 - offer our lowest fixed price (based on current dealer costs for the initial contract period only) and offer only the same % discount for optional renewal periods. The % discount would be off the current MSRP at any time of the renewal periods. The latter would be in the best interest of the District. Would this be acceptable as a condition of offer?
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Response 4:

The term of this contract period is effective through June 30, 2017. Sections 35 – *Option Year Pricing* and 36 – *Option to Extend the Term of the Contract* are not applicable to this bid.

Question 5:

Would the District accept an A and B Bid Offer Form? Bid Offer Form A would be for requested products as specified by brand/model. Bid Offer Form B would be for substitute brand/model instruments considered to be equal/comparable in quality and specifications, but at a cost savings to the District. Not all items would be substituted.

Response 5:

Yes, it is acceptable to submit a Bid Offer Form for the requested models and a product substitute. For a product substitute request, Bidders must include a brochure and literature about the product substitute for it to be considered otherwise it may be deemed unresponsive to the bid.