



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

IFB No. **16-27 Maintenance, Repair and Operations Supplies**

DATE: **Friday, April 01, 2016**

RE: **ADDENDUM NO. 2**

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 TWO

DATE: Friday, April 01, 2016

RE: IFB No. 16-27 Maintenance, Repair and Operations Supplies

ADDENDUM ONE CLARIFICATION

Question 4:

As a distributor we carry multiple lines of commodity items which present challenges when offering pricing as a discount off list. Would we be able to submit our pricing in a cost plus format and still be considered for the bid process?

Response 4:

Bidders are required to submit on the Bid Offer Form a percentage discount off the catalog price.

REQUEST FOR INFORMATION

Question 1:

Are participating Bidders required to Respond and provide a Discount Percentage for all (15) Product Categories i.e. Electrical Tools and Appliances, Rental Equipment, Season Products, etc., or will Rockford Board of Education allow responses to categories less than the entire requested (15)?

Response 1:

Bidders are not required to provide pricing on all sections of the bid; bidders should only bid on areas in which they feel comfortable (their core competencies).

Question 2:

Please advise if a Maximum amount of Sub Categories exists for each Product Category? Will a Bidder be allowed to provide a Description and Discount for additional Sub Categories currently not listed on the Bid?

Response 2:

There is no maximum amount of subcategories. The subcategories that are listed are to identify commonly purchased items and are not intended to be a fully inclusive list. Bidders do not need to identify specific subcategories as the District will be purchasing from the successful bidder(s) entire inventory. Bidders need to provide a discount that will apply to the entire inventory.

Question3:

Turn-around time – Please confirm if a list of actual product sku's and quantity will be available for a vendor to properly maintain adequate stock at a local facility capable for delivery within the (2) days after receipt of the order.

Response 3:

Specific items will be discussed and identified with the successful bidder for each category. The common items listed within the bid docs is not intended to be exhaustive and is only a sample of our most commonly purchased items. The intention is to have an open dialog during the term of the contract with each category's successful bidder as common items may –and will likely- change over the next five years.

Question 4:

Vendor Pricing Guarantee – Please confirm scope including distance as well as a clear definition of other government agencies.

Response 4:

The Rockford area, for the purposes of this bid, shall be defined as any location within the District's boundaries or approximately a 10 mile radius from the Rockford Public School's Administration Building located at 501 7th St. Rockford, IL 61104. Government agencies are defined as any Federal, State, or Local governmental entities.

Question 5:

Are you accepting web based catalogs or only catalogs in PDF form?

Response 5:

Yes, web based catalogs are acceptable.

Question 6:

How are you handling this scenario? Bidder A's "list price" is on average 25% lower than Bidder B. Bidder A is offering a 10% discount off of "list" while Bidder B is offering a 15% discount. Bidder B's discount is 5% lower but their net price is 15% higher. Who wins?

Response 6:

The bid is evaluated by section based on the overall discount offered to the District. The District reserves the right to award the bid to one or more bidders in each of the sections.

Question 7:

With our catalog coming out once a year the list pricing is just a reference as pricing fluctuates through the year. There are many variables involved in our pricing structure that would be very difficult to get a hard copy or a fixed list price. Many items are marked as call for pricing in the catalog as those items are changing daily to the market pricing such as copper pricing etc. We could provide a new catalog as they just came out and the majority of items do have list pricing. Our pricing is based on a multiplier off of list but also has lot pricing in our computer if buying in quantities.

Response 7:

For the purposes of this Bid, the most current version of a company's catalog is sufficient. If a company chooses to offer the District additional discounts based on quantities – or any other factors – that's entirely the prerogative of the bidder. However, the bid will be evaluated based on the overall discount offered to the District on all items.

