



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

IFB No.        20-53 Elevator-Lift Chair Inspection & Maintenance Services  
DATE:         May 22, 2020  
RE:            **ADDENDUM NO. 1**

---

To All Bidders:

Included 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.

**If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at [purchasingdeptstaff@rps205.com](mailto:purchasingdeptstaff@rps205.com).

**CLARIFICATIONS**

This addendum includes questions from the pre-bid meeting, corresponding answers, and the pre-bid sign-in sheet.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood  
Director of Purchasing

## **CLARIFICATIONS**

Below are questions from the mandatory pre-bid meeting and corresponding answers.

1. Is the contractor responsible for Category 1 and Category 5 testing?  
Yes.
2. When was the Category 5 testing last completed?  
Category 5 testing needs to happen on all District lifts within the first 2 years of the contract.
3. How often is fire testing done?  
Annually.
4. Are service calls covered under the contract?  
Yes.
5. How can a contractor set up a site visit?  
Contractors should contact the Purchasing Department at [PurchasingDeptStaff@rps205.com](mailto:PurchasingDeptStaff@rps205.com) to schedule a site visit.

## PRE-BID CONFERENCE OPENING STATEMENT

Welcome to the mandatory pre-bid conference for IFB 20-53 Elevator-Lift Chair Inspection & Maintenance Services for the Rockford Public Schools.

The purpose of this meeting is to receive input, comments, questions, clarifications and suggested changes relative to this solicitation. As a reminder, the only acceptable changes to the Bid/RFP are formal Addenda published by the RPS Purchasing department. Additionally, the Addendum may address other issues identified by the School District.

The goal of today's meeting is to increase your knowledge of the solicitation as it is written and provide an information mechanism in which you may advise the School District of any changes it should make. Consequently, any changes you wish the Rockford Public Schools to consider must be submitted in writing to the Purchasing department before the deadline as expressed in the solicitation.

We will try to answer as many of the questions as possible. If we cannot answer a question today, we will defer that answer to the published Addendum. Additionally, minutes from this pre-bid conference will be published in the Addendum.

- Bid Opening is scheduled for June 2, 2020 at 2:00 pm Rockford Board of Education, 6th floor Conference Room. Late bids will not be accepted. Faxed or emailed bids will not be accepted.
- Board Approval June 9, 2020.
- Bid RFI Procedures - All written correspondence during the bid process **MUST** be sent to Dane Youngblood, Director of Purchasing, via email at [PurchasingDeptStaff@rps205.com](mailto:PurchasingDeptStaff@rps205.com). Last RFI will be accepted until May 22, 2020 at 12 pm. Last addendum will be issued by May 26, 2020 at 4:30 pm.
- Addenda will be emailed to all attendees at the pre-bid conference, posted on the RPS website and Demand Star.
- PLEASE reference the **REQUIRED FORMS CHECK LIST** for all documents that **must** be submitted with your bid offer form. All forms must be properly completed, signed and submitted or your bid will be deemed non-responsive.



**PRE-BID MEETING SIGN-IN SHEET**  
 IFB 20-53 Elevator Lift-Chair Inspection & Maintenance Services

**PLEASE WRITE EMAIL ADDRESS SO THAT IT IS LEGIBLE IN ORDER TO RECEIVE ADDENDUM INFORMATION**

	Printed Name	Company Name	Company Address	Telephone	E-mail
1	Shannon Knapp	Schumacher Elevator	One Schumacher Way, Denver, IA 50622	319-406-1232	<a href="mailto:Shannon.knapp@schumacherelevator.com">Shannon.knapp@schumacherelevator.com</a>
2	Greg Kuker	Schumacher Elevator	718 Post Road, Unit A, Madison, WI	319-406-1282	<a href="mailto:Greg.Kuker@schumacherelevator.com">Greg.Kuker@schumacherelevator.com</a>
3	Jim Druffel	American Hoist & Manlift, Inc.	15811 Annico Drive Homer Glen, IL 60491	Phone: 708-301-6510 Cell: 773-350-2110	<a href="mailto:jdruffel@ahmelevator.com">jdruffel@ahmelevator.com</a>
4					
5					
6					
7					

ROCKFORD PUBLIC SCHOOLS  
IFB 20-53 Elevator-Lift Chair Inspection & Maintenance Services  
Pre-Bid Meeting Sign-In Sheet  
May 20, 2020 at 9:00 a.m.

8					
	<b>Printed Name</b>	<b>Company Name</b>	<b>Company Address</b>	<b>Telephone</b>	<b>E-mail</b>
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

ROCKFORD PUBLIC SCHOOLS  
IFB 20-53 Elevator-Lift Chair Inspection & Maintenance Services  
Pre-Bid Meeting Sign-In Sheet  
May 20, 2020 at 9:00 a.m.

20					
----	--	--	--	--	--