



Shawnee Mission School District  
Bid 23-015 – Food Services Equipment – Milk Coolers  
June 15, 2023

Addendum No. 1

**Clarification of Plan-Holder Information Availability:**

Requests for plan-holder information for Bid 23-015 – Food Services Equipment – Milk Coolers should be submitted to [purchasing@smsd.org](mailto:purchasing@smsd.org). Plan-holder information will not be posted publicly, but this information is available upon emailed request.

**Clarification of Bid Submission Process:**

Please note that emailed or faxed bid responses will not be accepted by the District. If submitting a bid electronically, please utilize Public Purchase as outlined in the ITB; if submitting a hardcopy, non-electronic bid, please deliver such hardcopy bids as outlined in the ITB. The “Bid Response Instructions” in the ITB are relisted below, with the information regarding electronic and hardcopy deliveries highlighted:

**“Bid Response Instructions:**

The District is currently transitioning to the electronic bidding system **Public Purchase**. During this transition, the District prefers that bids be submitted electronically as outlined in **Attachment E**.

However, vendors wishing to submit sealed hard copy bids may still do so during this transition period by following the instructions below:

Please submit two (2) print copies of your bid response, following the process outlined below. **The bid response must be received by the District on or before 11:00 a.m. CST, June 22, 2023**. Send proposals to the following address:

Shawnee Mission School District  
Reed Beebe, Purchasing Department  
8200 W. 71<sup>st</sup> Street  
Shawnee Mission, Kansas 66204

**Please note that vendors may request a copy of this ITB in Word format by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org).**

Non-electronic bid responses will only be accepted in hardcopy format and shall be received by delivery in person or via service (US Mail, UPS, FedEx, etc.) in sealed envelope or box. Electronic delivery outside of Public Purchase (i.e. email or fax) will not be accepted. Received bids are currently scheduled to be publicly opened in **Room 2001 on June 22, 2023 at 11:00 a.m. CST.**

Envelopes containing hardcopy bids should be sealed **and marked on the lower left-hand corner** on the front of the sealed envelope with the **firm name** and **address of the bidder**, bid control number (“**23-015**”), bid opening date (currently, **June 22, 2023**), and bid opening time (currently, **11:00 a.m. CST**).

- A. No attempt will be made to provide special internal mail service for such documents.
- B. Bids not at the appointed place at time of bid opening will be rejected.
- C. Faxed Bid/Proposals will not be accepted as sealed bids.

If sending by U.S. Postal Service, please allow a minimum of 24 hours for your bid to be processed and delivered to the Purchasing Department by the Administrative Mail Center. It is the responsibility of the Bidder to ensure delivery of bids to the Purchasing Department. Bidders shall hold all bid prices firm for acceptance for 90 calendar days after date of bid opening.

**Bid results will be posted on the [smsd.org](https://www.smsd.org) website shortly after an award decision has been made. Go to [About](#); [Department Teams](#); [Purchasing & Bidding](#); [Bids & Bid Summaries View Page](#).** Additionally, you may review the bid results in the Purchasing Department during the hours of 8:00 AM to 4:30 PM.”

End of Addendum No. 1