

CARLISLE COUNTY BOARD OF EDUCATION

ADDENDUM #1 REQUEST FOR PROPOSALS (RFP) Walk-In Freezer/Cooler Unit

Addendum Release Date: February 10, 2026 **RFP Close Date:** March 9, 2026 – 2:00 PM CST

ADDENDUM #1 – OFFICIAL NOTICE

This Addendum is issued to provide additional required documents and clarifications for the Carlisle County Schools RFP for the Walk-In Freezer/Cooler Unit.

This Addendum becomes **part of the RFP** and must be acknowledged on the **Addenda Acknowledgment Form** included in this packet.

No changes have been made to the specifications, scope of work, or deadlines.

PURPOSE OF ADDENDUM #1

During internal review, it was determined that several required vendor forms and evaluation materials were referenced in the RFP but were not included in the posted document. This Addendum provides all missing documents to ensure full compliance with federal, state, and KDE procurement requirements.

DOCUMENTS INCLUDED IN ADDENDUM #1

Required Vendor Forms

- Non-Collusion Affidavit
- Debarment & Suspension Certification
- Anti-Lobbying Certification (Byrd Amendment)
- Vendor Signature Page

Vendor Submission Documents

- Proposal Sheet / Bid Form
- Addenda Acknowledgment Form
- Reference Sheet
- Bidder Checklist

Evaluation Materials

- Scoring Rubric (Evaluation Criteria)

All vendors must complete and return the required forms with their sealed proposal.

ATTACHMENTS

1. NON-COLLUSION AFFIDAVIT

Code

NON-COLLUSION AFFIDAVIT

The undersigned, as an authorized representative of the company, certifies that:

1. The proposal submitted is made without any connection with any other person, firm, or corporation submitting a proposal.
2. The proposal is made without collusion or fraud.
3. The offeror has not induced any other vendor to submit or not submit a proposal.

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

2. DEBARMENT & SUSPENSION CERTIFICATION

Code

DEBARMENT & SUSPENSION CERTIFICATION

In accordance with 2 CFR 200.214, the offeror certifies that neither it nor its principals:

- Are presently debarred, suspended, or declared ineligible by any federal agency.
- Have been convicted of or had a civil judgment for fraud, antitrust violations, or similar offenses.

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

3. ANTI-LOBBYING CERTIFICATION (BYRD AMENDMENT)

Code

ANTI-LOBBYING CERTIFICATION

The offeror certifies compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

No federal appropriated funds have been paid or will be paid to influence any federal official.

Company Name: _____
Authorized Representative: _____
Signature: _____
Date: _____

4. VENDOR SIGNATURE PAGE

Code

VENDOR SIGNATURE PAGE

By signing below, the offeror acknowledges:

- Receipt of the full RFP and Addendum #1
- Agreement to all terms, conditions, and specifications
- Responsibility for providing accurate and complete information

Company Name: _____
Address: _____
Phone: _____
Email: _____

Authorized Representative: _____
Title: _____
Signature: _____
Date: _____

5. PROPOSAL SHEET / BID FORM

Code

PROPOSAL SHEET / BID FORM

Project: Walk-In Freezer/Cooler Unit

Base Price (Turnkey Installation): \$ _____
Alternate Options (if applicable): _____
Warranty Details: _____
Estimated Delivery/Installation Timeline: _____

Company Name: _____
Authorized Representative: _____
Signature: _____
Date: _____

6. ADDENDA ACKNOWLEDGMENT FORM

Code

ADDENDA ACKNOWLEDGMENT FORM

The offeror acknowledges receipt of the following addenda:

Addendum #1: Received

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

7. REFERENCE SHEET

Code

REFERENCE SHEET

Provide three (3) references for similar projects.

1. District/Organization: _____

Contact Name: _____

Phone/Email: _____

2. District/Organization: _____

Contact Name: _____

Phone/Email: _____

3. District/Organization: _____

Contact Name: _____

Phone/Email: _____

8. BIDDER CHECKLIST

Code

BIDDER CHECKLIST

The following items must be included in your sealed proposal:

- Proposal Sheet / Bid Form
- Non-Collusion Affidavit
- Debarment & Suspension Certification
- Anti-Lobbying Certification
- Vendor Signature Page
- Reference Sheet
- Addenda Acknowledgment Form
- Any additional documentation required by the vendor

9. SCORING RUBRIC (EVALUATION CRITERIA)

Code

SCORING RUBRIC - TOTAL 100 POINTS

1. Cost (40 points)
2. Compliance with Specifications (25 points)
3. Installation Plan & Timeline (15 points)
4. Warranty & Service Support (10 points)
5. Vendor Qualifications & References (10 points)

END OF ADDENDUM #1