

# THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

## *Purchasing/Property Records/Warehouse*

817 Bill Beck Boulevard, Building 2000 • Kissimmee • Florida 34744-4495

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### SCHOOL BOARD MEMBERS

- District 1 – Jay Wheeler  
407-390-0505
- District 2 – Julius Melendez  
407-922-5113
- District 3 – Cindy Lou Hartig  
407-832-3999
- District 4 – David Stone, Vice Chair  
407-933-2700
- District 5 – John McKay, Chair  
407-957-4056



### Superintendent of Schools

Michael A. Grego, Ed.D.

January 28, 2009

### **Bid # SDOC-09-B-064-LK**

Office Supplies and Equipment Catalog Bid  
For the Osceola County Purchasing Cooperative

### **Addendum #2**

This addendum is issued to address items discussed at the Pre-Bid Meeting which was held January 27, 2009 at 9:00 AM.

A Question Deadline is scheduled for Friday, January 30, 2009 at 12:00 PM all vendors at the pre-bid were asked to look over the Revised Price Sheet and see if they had any problems with the 200 items listed. If they could not find an item or if they needed more information they needed to notify Lisa Kesecker, Purchasing Specialist at fax # (407) 870-4616 or email address at [keseckel@osceola.k12.fl.us](mailto:keseckel@osceola.k12.fl.us) so the item can be updated on the Revised Price Sheet #2.

All Vendors must use the Revised Price Sheet #2 for their bid to be considered valid. It is the vendor's responsibility to download the Revised Price Sheet #2 which will be posted to the School District's website on Tuesday, February 3, 2009. Failure to use the Revised Price Sheet #2 will disqualify your bid.

Q. When new catalogs come out when will they go into effect?

A. Each year as new catalogs are released, it must be presented to the School District's Purchasing Agent responsible for this contract. Upon review the Purchasing Agent will set a date when the new catalog prices will go into effect. All catalogs must be delivered to the Cooperative Agencies' individual departments/bookkeepers prior to the new catalog start date.

Q. What about electronic catalogs that are updated throughout the year?

A. All electronic catalogs must maintain the current "approved" published catalog prices until the new catalog is approved and goes into effect.

Q. For items that are backordered, how do you want to handle delivery? Hold and deliver everything at one time, or deliver what is available and send the rest when it comes in?

A. This may be different for each agency. The awarded Vendor shall set up criteria for each Cooperative Agency, this will be one of the questions that they would need to address during each Agency's start up configuration and training.

### ***Student Achievement – Our Number One Priority***

Districtwide Accreditation by the Southern Association of Colleges and Schools

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An Equal Opportunity Agency

- Q. If an item is backordered and a purchasing card is used for payment, do you want the order held and delivered all at once, so the credit card receipt is complete?
- A. This will depend on the Agency and should be addressed during the initial start up configuration for that Agency.
- Q. On the Price Sheet you ask about “Special Order” delivery time, this can vary from 5 days to several months depending on what is ordered, how should we address this on the price sheet?
- A. You can itemize and attach a separate list, i.e. furniture 4-8 weeks, etc. Or you can give a general answer on the price sheet, i.e. 5 days – 180 days for furniture.
- Q. Does the discount % off for the 200 items have to match the discounts listed on the bid?
- A. Yes, the discounts offered for this bid, must be used on the 200 items sample list. i.e. If you are offering a 30% discount on supplies, all supply items listed on the sample list of 200 items must show the 30% discount.
- Q. If we can’t match up one of the items on the list of 200 items, may we substitute an “or Equal” or best guess for the item?
- A. No, All Vendors at the pre-bid meeting were instructed to look over the list of 200 items and any item that they could not find in the S.P. Richards Catalog would be updated on the final Revised Price Sheet #2. All items listed on the Price Sheet shall be bid as ONLY, using the Manufacturer’s Part Number listed, allowing for no alternates. This will provide a level playing field for all bidders. Vendors shall list the page number where the item is located in their current catalog, if the item is not listed in their catalog but in the S.P. Richards catalog indicate on the price sheet with the page number and a asterisk. i.e. page 1204\*
- Q. Delivery locations, what type of delivery is required? Desktop or Department?
- A. Each Agency department/location will establish delivery requirements, they may want one general delivery location, i.e. School District Administration Complex, Front Desk, Building 1000. Or they may want it delivered to the department/school bookkeeper. Each department/school location will setup a delivery point and contact person.
- Q. Will this contract be awarded to more than one vendor?
- A. The intent of this bid is to have one (1) awarded vendor for the Osceola County Cooperative. Other governmental entities may also piggy back this contract if the awarded vendor is in agreement.
- Q. Some electronic catalogs require a Purchase Order number to continue, what if we always use a purchasing card and will not have a Purchase Order number?
- A. For Cooperative Agencies that only use purchasing cards, a special identifier will be established with the awarded vendor to recognize the agency and their departments. Some options could be the agency initials and department budget code. i.e. School District of Osceola County, Department Budget Number “SDOC-9504”.

Please sign and return this Addendum with your Bid response for your bid to be considered valid.

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Company Name

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Authorized Signature