

STOCKTON UNIFIED SCHOOL DISTRICT

Invitation for Bid No. 989 CLASSROOM LIBRARIES

Request for Information

February 21, 2019

1. We plan to include some of the materials on the list for free as a part of our discount. What sort of verbiage is acceptable to input into the available slots for “Unit Price” and “Extended Price” to notate that we are providing the item for free? Would that be as simple as “Zero Dollars and Zero Cents?”

Answer: \$0.00 and “Zero Dollars and Zero Cents” will be sufficient.

2. Along those same lines, we noticed that the prices that we input must be both spelled out and in numerical form. However, it looks like the space in the form that is provided in the Bid document is not adequate for putting both a spelled out price and a numerical price. Is there a separate document that we can provide that details the pricing for each item or do we need to use that specific spreadsheet in your bid document?

Answer: A spreadsheet will be created to address this issue. It will be available at <https://www.stocktonusd.net/Domain/155>. Also, please see Addendum 1.

3. Page 9, sections 3 and 6 are a little confusing for us. Could you provide a little clarity as to what those two mean?

Answer: In regards to Section 3, please see Addendum 1. In regards to Section 6, please list any and all principal officers involved in the submission of this bid.

4. I am writing to request more information about **Product Substitution** for Bid 989 Classroom Libraries.
*Vendor shall submit a **Product Substitution Request with all supporting documentation** by **March 1, 2019** at 2:00 p.m. Items offered as a substitute to a specified product may be required to be submitted for demonstration.*

Since this bid request was sent to Benchmark and items listed are from another vendor, I am working with my team to complete the bid for comparable resources and ship the necessary samples for your deadline. Are you available for a call to discuss our next steps?

Answer: Please include any documentation necessary to justify a substitution product is an equal product to the product stated in the bid documents. Samples may still be required, but are not being requested at this time.

5. Have you already received the Cost Proposal for the [REDACTED] Classroom Libraries?

Answer: There have been no proposals received in regards to this bid.

February 26, 2019

1. How would you like the Product Substitution Request submitted to the district? Would an email to you suffice?

Answer: An email or hard copies sent USPS would be sufficient.

2. What form would like the Product Substitution delivered in? Would an excel attachment listing line by line substitutions suffice?

Answer: A complete Product Substitution Request should contain the listing of the items in the bid with the substitute product's title and ISBN information, as well as, all supporting documentation justifying the substitute product as an equal. Samples may still be required.

3. Given the tight turn around between the Product Substitution Request deadline and the bid due date, when will we know if our product will be an approved equal or not?

Answer: The determination of substitute products as equal is not intended to be completed before the bid due date. The intention of the deadline set prior to the bid due date is to allow the district to begin the evaluation process and award the bid in a timely manner.