

## Stockton Unified School District

### Invitation for Bid No. 994 Supplemental Math Manipulatives

#### Request for Information No. 1: Dated May 13, 2019

1. **Question:** The term of the contract is stated multiple ways on various pages (pgs. 7, 9, 11 and 18) with 2 additional years for renewal so we would like to clarify: what is the contract term?  
**Answer:** The term is will be on June 12, 2019 through June 30, 2020, with optional two one-year extensions.
2. **Question:** Is this a one-time buy or will multiple Purchase Orders be issued?  
**Answer:** The District's intention is to make a one-time purchase, however, the District may find need to purchase additional materials.
3. **Question:** What is the District's expected decision date?  
**Answer:** The Governing Board of Education will make final approval of the contract on June 11, 2019.
4. **Question:** What is the District's expected Award date?  
**Answer:** The District intends to notify bidders with a Notice of Intent to Award prior to the June 11, 2019 Board meeting. All contracts must be approved by the Board of Education.
5. **Question:** What is the delivery need-by date?  
**Answer:** All product must be received prior to September 1, 2019 to ensure compliance of receipt and payment of Federal Funds
6. **Question:** When is the expected date for Purchase Order?  
**Answer:** The District intends to submit its Purchase Order after approval of the Governing Board.
7. **Question:** What is the District's lead time?  
**Answer:** All product received prior to September 1, 2019.
8. **Question:** On page 12, #6 what does the District mean by "stock out beyond your control?"  
**Answer:** The terms in Section 6 of page 12 or for continuing contracts to ensure the bidder keeps adequate stock to serve the needs of the District.
9. **Question:** On page 5, when would a vendor need to fill out the Product Substitution Request form with supporting documentation? Some of the descriptions are broad and we have multiple configurations/materials so we want to ensure we are working within the District's guidelines.  
**Answer:** Section g of Page 5 states; "Vendor shall submit a Product Substitution Request with all supporting documentation by May 17<sup>th</sup> at 2:00 p.m."
10. **Question:** What kind of supporting documentation is the District looking for to accompany the Product Substitution Request form?  
**Answer:** Complete description, measurements, and pictures of comparisons. A product line card will be sufficient.
11. **Question:** How does the District want the Product Substitution Request form submitted to them by the deadline of May 17<sup>th</sup> as stated in the bid specifications? Will email work or does this need to be submitted with our overall bid response?  
**Answer:** Email submissions of product substitutions will be sufficient.
12. **Question:** Are grade level sample kits required/requested to be submitted with the vendor bid responses?

- Answer:** Samples will need to be provided upon request.
13. **Question:** When will a vendor know if we are required/requested to submit samples?  
**Answer:** See Question 12.
14. **Questions:** Does the address on page 5 (Stockton Unified School District, Purchasing Department, 2141 Robindale Ave., Stockton, CA 95205) have a loading dock or accept pallets, in case vendors are required/requested to send sample kits?  
**Answer:** Page 5 address (Stockton Unified School District, Purchasing Department, and 2141 Robindale Ave., Stockton, CA 95205) refers to the bid submission address. The delivery address is located on Page 10, listed under Delivery Locations and Addresses. Page 10 states “\*\*\*Facility contains a loading dock and all necessary equipment to accept a palletized freight shipment.\*\*\*”
15. **Question:** Do you have a contact name, email and phone number for the person to receive samples on behalf of the District?  
**Answer:** See Question 12.
16. **Question:** Is a Certificate of Insurance required to be submitted with our bid proposals or only upon award?  
**Answer:** A Certificate of Insurance will be required upon award.
17. **Question:** Will orders related to this RFP only deliver to the address listed on page 10? (Page 12 under #7, it speaks to “individual locations as outlined on PO”.)  
**Answer:** The intention of this Bid is to have all shipments to the address listed on page 10. Should this contract continue, delivery address will be stated on Purchase Order.
18. **Question:** What does the District mean on page 11 under “Renewal” by “option to renew for the following periods and at what percentage?” Can the District clarify on the percentage question?  
**Answer:** Should a bidder wish to extend this contract for one or two year optional extensions, the bidder shall state the percentage of increase to the contract for the extension.
19. **Question:** On page 12, what does the District mean on #3 Terms by “all terms set forth in the bid shall apply to all districts using this contract?”  
**Answer:** These terms shall be deleted, please see Addendum 1.
20. **Question:** There is no place on the excel sheet to put the pricing for the bins and storage materials; where do we add those?  
**Answer:** Appendix I has been adjusted to add bins, the quantity field is left open to insert the number of bins submitted since the size of the bin can change the amount of bins provided.
21. **Question:** Where do we put the per kit prices?  
**Answer:** Please provide pricing by item, not kit.
22. **Question:** Can the District clarify #7 on page 12 and #3 on page 18: How does the District expect to be invoiced? Is it acceptable to provide invoices via email? Can we do one invoice per shipment?  
**Answer:** The District will pay clearly itemized invoices, upon delivery that can be verified. Invoices may be submitted per shipment. Email of invoices will be accepted.
23. **Question:** Are funding appropriations done before awarding of the bid and/or when a Purchase Order is issued?  
**Answer:** Funds are encumbered upon issuance of a Purchase Order.
24. **Question:** Is there a preference to plastic or foam manipulatives? Or is it based on price?  
**Answer:** Appendix I has been updated with clarifying specification.
25. **Question:** Several grades specified a 5” Geoboard: will a 5x5 pin, 7” square work?  
**Answer:** No substitutions on sizes.
26. **Question:** Please define how many Geoboards are needed in the class kit.  
**Answer:** 30

27. **Question:** Products specified (Base Ten Class kit) comes in storage bins. Do you want all manipulatives for each grade level condensed for fewest number of bins? Or do you want each class kit to be packaged in the bin separately? This will mean there is more bins of products.  
**Answer:** If a manipulative is already designed in a bin such as the Base Ten Class Kit, having it as a stand-alone is okay if the size justifies its own bin. However, if a set of manipulatives is also in a bin, but the bin is relatively small (say a bin of two-color counters, or a bin of tangrams) and can be combined with another small set of objects into a larger bin, then that would be ideal. The idea is to have a full class kit in a few bins as possible.
28. **Question:** What format should the lesson be received in? Digital or hard-copy?  
**Answer:** It is the District's preference to be provided with a hard copy.
29. **Question:** Should the lessons be bundled by grade?  
**Answer:** If the lessons are bundled in a booklet and apply to multiple grades that is acceptable. If the lessons are isolated and grade specific then please provide in a bundle by grade.
30. **Question:** How many lessons are required? A full book? Or a starter set of lessons.  
**Answer:** A minimum of 1 lesson plan is required when needed for a manipulative's effective uses.
31. **Question:** I am reaching out to you today to find out what the scope of work is on bid 994 for the math manipulatives.  
**Answer:** The District is looking to purchase math manipulative kits for each grade level and as such the District is requesting the pricing and packaging describe on page 10 of the bid (Packaging and Shipping) as well as in Appendix I and II. Appendix II identifies the specific contents of one teacher kit and then identifies the number of kits within the bid for that grade level.