ADDENDUM .......... No. 04

SUBJECT................. Evaluation Tool

- Page 1 – Responsive Bidder
- Page 2 – Responsible Bidder

DATE ISSUED .......... June 11, 2015

Important Note to Bidders:
Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of the Invitation to Bid #ESD112-DE-15B and its related Contract shall remain the same.

Instructions to Bidders:
Bidders shall sign, date and submit the form on this page with the rest of your company’s bid materials. Insert all signed addenda pages, in sequential order, behind Tab #2 in your three-ring binder. (Please insert only page 1 from each addendum into the three-ring binder; do not include subsequent pages.)

Name of Company ________________________________________________________________

Name of Authorized Representative (Please print) _______________________________________

Signature of Authorized Representative ____________________________________________

Date Signed ________________________________________________________________
In reference to Page 1 of the Evaluation Tool:
The third item listed in the left column shall read:

Binder Assembly (as per the instructions in Instructions for Submitting a Bid):

Tab #1: All Appendices
- Bidder’s Checklist of Eligibility (Appendix A completed, signed and notarized)
- Bidder’s Statements of Assurances (Appendix B completed, signed and notarized)
- Bidder’s Non-Collusion Form (Appendix C completed, signed and notarized)
- Bidder’s Offer and Acceptance Form (Appendix D two copies completed, signed and notarized)

Tab #2: All Addenda
- The first sheet of each addendum is included and signed.

Tab #3: Evidence of Bidder Eligibility
- All documents required on Appendix A are included as per the instructions in the ITB.

Tab #4: Evidence of Responsibility
- Three letters of recommendation
- Evidence of capacity of sales staff
- Evidence of capacity of reporting staff
- Sample project proposal to a purchaser
- Evidence of ability to provide a contract website

In reference to Page 2 of the Evaluation Tool:
The second item listed in the left column shall read:

Capacity of Sales Staff:
Provides evidence that the Sales Staff has the ability and capacity to perform the Post-Award requirements outlined in the following sections:
- Personal assistance (pre- and post-sales support)
- Purchasing process and documentation
- Shipping/Delivery and freight terms
- Special pricing and bundles on awarded products
(Refer to Instructions for Bidding in the Invitation to Bid, page 12, paragraph 1.4.2)

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