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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 web site

**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)*



Bunny Stevens, Project Coordinator of DigitalEdge  
E-Mail: [digitaledge.specialist@esd112.org](mailto:digitaledge.specialist@esd112.org)