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**ADDENDUM ..... No. 01**

SUBJECT..... **Instructions for Submitting Bid Materials**

- ITB – Page 14 – Section 2.0, Part 2: Sealed Envelopes with Custom Catalog Bid Forms and Other Required Documents - Envelope #1
  - Manufacturers and Corresponding States - 18A form
- ITB – Page 15 – Section 2.0, Part 2: Sealed Envelopes with Custom Catalog Bid Forms and Other Required Documents - Envelope #3

DATE ISSUED ..... November 21, 2017

**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-18A 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 14 of the Invitation to Bid, Section 2.0, Part 2: Sealed Envelopes with Custom Catalog Bid Forms and Required Documents – Envelope #1:**

**The Envelope #1 contents shall read:**

\_\_\_\_\_ **Envelope #1:**

**All bid forms from the single Microsoft Excel file (Downloadable on the DigitalEdge ITB web page.)**

Bidders shall print and submit a **complete** set of bid forms for **STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics**, including bid forms that have no data on them. In addition to providing a hard copy of these forms in the sealed envelope, the Bidder shall include their completed Microsoft Excel file on the required CD or flash drive. *Bidders shall complete and submit the **Manufacturers and Corresponding States form that is downloadable on the DigitalEdge ITB web page.** This single form recaps all manufacturers included in the bid forms, and corresponding states bidder will sell in.*

*Please note: Do not convert this file into a PDF format*

**In reference to Page 15 of the Invitation to Bid, Section 2.0, Part 2: Sealed Envelopes with Custom Catalog Bid Forms and Required Documents – Envelope #3:**

**The Envelope #3 content shall read:**

\_\_\_\_\_ **Envelope #3:**

**Product specification or description sheets (Provided by the Bidder.)**

**Bidders shall supply product information sheets (including specifications and an image) for all solutions submitted in Section 1 on the bid price forms.** Bidders shall place them in the envelope in **the same sequence as they appear on the bid form(s)** according to the name of the manufacturer. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive. *The Bidder has the option to **either provide a hard copy of these materials in the sealed envelope, or include the product specifications or description sheets in PDF format on the required CD or flash drive.***



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