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ADDENDUM ..... No. 03

SUBJECT..... Revision to the Instructions for Submitting Bid Materials (Page 14)

DATE ISSUED ..... June 9, 2014

**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-14B 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 #4 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 Pages 14-15 of the Invitation to Bid #ESD112-DE-14B.**

Section 2.0 shall read:

**2.0 PART 2: Sealed Envelopes with Bid Forms.**

Each Bidder shall submit one sealed envelope per set of bid forms.

**For bid forms on Basic Bundles:**

The envelopes shall be labeled as follows:

***Format: Example:***

Cart Manufacturer: abc

Wireless Device Manufacturer: xyz

Bid by: <Name of Bidding Company>

Cart Manufacturer: Maplegate

Wireless Device Manufacturer: Trendling

Bid by: Northstar, Inc.

**Each sealed envelope for the Basic Bundles shall contain all of the following:**

\_\_\_\_\_ **All bid forms in a set (Available in MS Excel, downloadable on the DigitalEdge ITB web page.)**

Bidders shall submit a complete set of bid forms for each unique combination of wireless device and cart manufacturers. In addition to providing a hard copy of these forms in the sealed envelope, the Bidder shall include these forms in an unprotected MS Excel 2007 or newer file, on the required CD or flash drive.

\_\_\_\_\_ **Product Specification or Description Sheets (Provided by the Bidder.)**

Bidders shall supply materials that describe each wireless device and cart offered in a bundled solution. 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.

\_\_\_\_\_ **Cart Manufacturer's Support Form (Available in MS Word format on the DigitalEdge ITB web page.)**

Bidders shall include this signed form from the manufacturer of the charging and syncing carts offered in the bid, providing evidence that the manufacturer selected the carts that were bid as "entry-level," "mid-level" and "high-end" carts. This form shall display an original signature of the company representative of the cart 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.

**For the Bidder's single bid for Add-ons:**

The Bidder shall submit one and only one envelope that includes all worksheets in the **Add-ons** file, and all pertinent product specification sheets.

\_\_\_\_\_ **All bid forms in a set (Available in MS Excel, downloadable on the DigitalEdge ITB web page.)**

Bidders shall submit one and only one complete set of bid forms for all add-ons for the Basic Bundles offered. In addition to providing a hard copy of these forms in the sealed envelope, the Bidder shall include these forms in an unprotected MS Excel 2007 or newer file, on the required CD or flash drive.

\_\_\_\_\_ **Product Specification or Description Sheets (Provided by the Bidder.)**

Bidders shall supply materials that describe each product offered in as an add-on for a bundled solution. 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 envelope for the bid on add-ons shall be labeled as follows:

***Format:***

Add-ons, Bid by <Name of Company>

***Example:***

Add-ons, Bid by Northstar, Inc.

A handwritten signature in black ink that reads "Bunny Stevens". The signature is fluid and cursive, with the first name "Bunny" and last name "Stevens" clearly legible.

Bunny Stevens, DigitalEdge Procurement Contract Specialist  
E-Mail: [digitaledge.specialist@esd112.org](mailto:digitaledge.specialist@esd112.org)