



**EDUCATIONAL  
SERVICE  
DISTRICT 112**

**EDUCATIONAL SERVICE DISTRICT 112**

**ITB NO. ESD112-DE-09**

**ADDENDUM NO. 02**



**DigitalEdge**

BUYING POWER FOR  
INTERACTIVE LEARNING TOOLS

***RETURN THIS ADDENDUM WITH YOUR BID  
TO THE ISSUING OFFICE AT:***

EDUCATIONAL SERVICE DISTRICT 112  
PURCHASING DEPARTMENT  
2500 NE 65<sup>TH</sup> AVENUE  
VANCOUVER, WA 98661-6812

**DATE ADDENDUM ISSUED: JULY 22, 2009**

**ITB TITLE:**

**INSTRUCTIONAL TECHNOLOGY AND AUDIO-VISUAL EQUIPMENT AND RELATED PRODUCTS**

**Important note to Bidder(s):**

This addendum must be signed, dated, and received with your bid by the issuing office. Only the following item(s) referenced in this addendum are to be changed. All other provisions, requirements, or terms and conditions of the Invitation to Bid #ESD112-DE-09 will remain the same.

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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**Required Changes to the ITB #ESD112-DE-09**

*In reference to Page 3 of the Invitation to Bid, the first paragraph shall read:*

Notice is hereby given that the Purchasing Department at Educational Service District 112 (ESD 112), Vancouver, Washington, shall receive formal sealed bids on instructional technology and audio-visual equipment and related products. Bids shall be submitted to the Purchasing Department at Educational Service District 112, 2500 NE 65<sup>th</sup> Avenue, Vancouver, WA 98661 by 5:00 p.m. on August 10, 2009. Bids shall be opened and publicly read on August 11, 2009 at 10:30 a.m. at ESD 112. All interested persons are entitled to attend the bid opening.

*In reference to Page 4 of the Invitation to Bid, lines 3 thru 7 shall read:*

Thursday, August 6, 2009 ..... Last day for Bidders to submit request for general information about this Invitation to Bid to the Bid Administrator

Monday, August 10, 2009 (5:00 p.m.)..... Bids are due to ESD 112 by 5:00 p.m. PST

Tuesday, August 11, 2009 (10:30 a.m.)..... Public Bid Opening  
  
Educational Service District 112 (Klickitat Room)  
2500 NE 65th Avenue  
Vancouver, WA 98661

August 12 – August 28, 2009 (Estimated) ..... Bid Evaluation Period

August 31, 2009 (Estimated)..... Award Contract(s) to Bidders

*In reference to Page 8 of the Invitation to Bid, Part 1 shall read:*

**PART 1: Three-Ring Binder with Required Documentation**

Each Bidder shall submit **one and only one** three-ring binder, regardless of the number of manufacturer product categories that they are bidding on. The three-ring binder will be one (1) inch thick, and must have a sleeve or pocket for a CD, and tabbed dividers that are organized, labeled and sequenced in the following manner:

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*In reference to [Page 8 of the Invitation to Bid, Part 2](#) shall read:*

**PART 2: Sealed Envelopes for Bid Pricing Documents**

Each Bidder shall submit one sealed envelope for each manufacturer product category bid. Each sealed envelope shall contain the following:

- **DigitalEdge Bid Price Documents**  
(These documents are available in an MS Excel file entitled “Bid\_Forms\_ESD112-DE-09” on the DigitalEdge web site.)

Bidders shall submit the following bid forms in hard copy: Bidder Information Forms (A, B and C) and Bid Price Forms (D, E, F and G). In addition to providing a hard copy of these forms in the sealed envelope, the Bidder shall include an electronic version of these forms in an **unprotected** MS Excel 2003 or newer file, on the required CD.

- **Manufacturer Price Sheets**  
(These documents are provided by the Bidder.)

Bidders shall submit the price sheet for the manufacturer product category that is in effect on July 15, 2009 in the same sealed envelope as the Bid Forms A-G for the same manufacturer product category.

*In reference to [Page 16 of the Invitation to Bid, Section 1, Paragraph 1.7](#), shall read:*

Updated DigitalEdge Bid Price documents shall be supplied in advance to the Bid Administrator before Bidders can change their price sheets or product catalog. All discounts or mark-ups remain firm (no changes that increase prices) and include all charges for the initial Contract award period through December 31, 2010. During the initial Contract award period, additional price adjustments are allowed that lower the net bid prices. Sixty (60) days prior to the expiration of the initial Contract award period, and if the contract is extended to the Awarded Bidder, negotiations will begin to discuss pricing strategies for the next extension period.

*In reference to [Page 17 of the Invitation to Bid, Section 1, Paragraph 1.11](#) shall read:*

All net bid prices resulting from the applicable discounts or mark-ups shall not include any applicable Sales Tax. Applicable sales tax can be added as a separate line item on the invoice.

*In reference to [Page 19 of the Invitation to Bid, Section 5, Paragraph 5.2](#) shall read:*

Bidders shall submit no more than one bid per product category by the same manufacturer. However, Bidder's may submit bids for more than one manufacturer in any product category. Bidders shall identify the states in which they are authorized to sell and that they are offering to sell the product categories in at Contract prices. All Bidders are required to be authorized to sell the manufacturer's product category(s) to eligible Purchasers in the state(s) named within the Bidder's bid.

*In reference to [Page 21 of the Invitation to Bid, Section 1, Paragraph 1.2](#) shall read:*

In addition to the Awarded Bidder's specific or unique ordering instructions, the following language shall also be included on their set of instructions: “All purchase orders must reference the DigitalEdge Contract number (ESD112-DE-09). A copy of the written quote must be sent along with the purchase order if the quote is lower than the net bid price on file with ESD 112.

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*In reference to [Page 24 of the Invitation to Bid, Section 6, Paragraph 6.1, bullet point number 7](#) shall read:*

- Awarded Bidders have the option to use a method to screen users of their DigitalEdge web site.

*In reference to [Page 25 of the Invitation to Bid, Section 6, Paragraph 6.5](#) shall read:*

When invited, Awarded Bidders shall participate fully in the following events and activities, and shall promote products on the DigitalEdge Contract with demonstrations, DigitalEdge flyers and contact information:

- Provide a vendor booth at NCCE;
- Participate in any and all ESD-sponsored showcases and/or events that highlight the DigitalEdge Contract;
- Conduct demonstrations at ESD (or other) technology forums.

*In reference to [Page 25 of the Invitation to Bid, Section 6, Paragraph 6.6, bullet point number 3](#) shall read:*

- Awarded Bidders shall sign up for at least one (1) webinar. The DigitalEdge Program Director will schedule webinars on a first-come, first-served basis.

*In reference to [Page 28 of the Invitation to Bid, Section 11, Paragraph 11.3](#) shall read:*

The Awarded Bidder and/or their authorized reseller (agent) shall notify the Bid Administrator within Forty-five (45) calendar days of advance written notice of cancellation or material changes of any policies that are required within the bid.

*In reference to [Page 38 of the Invitation to Bid, Line D](#) shall read:*

- Including sales tax in the net bid price, as defined in Section 1.11 in the Scope of Work.



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