

ADDENDUM

March 22, 2022

ADDENDUM #1

Bid 22CURR4, Mathematical Supplies and Calculators

DUE DATE: March 25, 2022, 2:00 P.M. –at <https://secure.procurenow.com/portal/fcps>

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal packages and any resultant contract for the above bid.

1. For the calculators, the Form of Proposal enclosed with the downloaded bid has price break #1 as 1-5 units and price break #2 as 6-15 units. The bid online for the calculator section has price break #1 as 1-4 and price break 2 at #5 or more. The other products do show a price break consistent with the downloaded bid. Which is correct for the calculators?

Please use the quantity on OpenGov Procurement table. Corrected FOP is attached for reference only, please only enter pricing into OpenGov Procurement.

2. Line 2 of calculators, 108 TKT, specifies with carrying case. The carrying case has been discontinued by TI. The kit now comes with a cardboard storage box. Should I note that error on the online bid?

Make note on the online bid.

3. As an FYI, Line 4, Presentation Link, for TI 84 Plus has been discontinued by TI

Item has been removed from OpenGov Procurement tables. Corrected FOP is attached for reference only.

4. Line 7, 84PLSEC/TBL/1L1 has been discontinued. The closest replacement is 84 Plus CE, 84PLCE/TBL/1L1 (non-python version). However, that calculator is being updated by TI sometime in 2022 (TI estimated release) to the python version of that item with part number 84CEPY/TBL/1L1. Once the python is released, the non-python version will no longer be available. The literature indicates the current and replacement item have a USB cable. It does not show a wall charger. As of now, there is no price difference between the 2 items. Do we bid the 84PLCE/TBL/1L1 with notes of upcoming python version or leave item as a no bid?

Item has been removed from OpenGov Procurement tables. Corrected FOP is attached for reference only.

5. Line 8 is being changed to python version in sometime in 2022 (TI estimated release) with part number 84CEPY/TPK/2L1. The non-python version will not be available after the python is released. So far, TI has not announced a price difference between the python and non-python. Do we bid the current version and add notes of the upcoming version or not bid that item?

Bid on the replacement item for Line 8, part number has been changed to 84CEPY/TPK/2L1 in OpenGov procurement table. Corrected FOP is attached for reference only.

6. Line 11 is sold as a teacher pack of 10 from TI. TI is no longer including slide covers in the teacher pack. Some distributors do pack this item as a 30-pack with 3 teacher packs or some other packaging. Can we bid 3

teacher packs of 10 on this item to make up the 30-pack even though slide covers are not included in the teacher packs?

Make note on the online bid.

7. During the pre-bid meeting, we discussed AFP's holding the pricing for one year. Will an addendum be issued on this one-year pricing or should I include a note that AFP is holding the price for one year? We cannot hold pricing for 2 years?

Prices will be held firm for one year and will be re-evaluated after year one. Please reference page 28 of updated Section II attached below.

Note change to Section II, page 29, 4. **CONTRACT TERMS**, line 1. should read (updated section II attached below):

1. ~~Vendors may not impose a minimum order amount greater than \$25.~~ Vendors may not impose a minimum order amount greater than \$25.00. For calculators the minimum order amount may not be greater than \$100.00.

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

Roy McHaffa

Roy McHaffa
Purchasing Agent

RM/sg

cc: Debra Myers, Curriculum Specialist and Stacey Sisler, Curriculum Specialist

**BID 22CURR4, MATHEMATICAL SUPPLIES AND CALCULATORS
FORM OF PROPOSAL - PART 1**

ITEM #	DESCRIPTION	PROPOSED MAKE/MODEL OR EQUIVALENT	UNIT PRICE QTY. 1-4	UNIT PRICE QTY 5-15
1	ALGEBRA TILES CLASSROOM SET OF 30 WITH INSTRUCTIONAL MATERIALS INCLUDED	EAI 533160		
2	BASE TEN BLOCKS, PLASTIC,SINGLE COLOR, SET OF 10	SCHOOL SMART 084952		
3	COUNTING CHIPS, 6 COLORS, TRANSLUCENT, 1", SET OF 1000 WITH TUB	LAKESHORE RA806		
4	COUNTING CHIPS, DOUBLE SIDED, 2-COLOR, PLASTIC OR THICK FOAM, SET OF 200	ETA IN4060		
5	COUNTING CUBES, 10 COLOR, INTERLOCKING, PLASTIC, SET OF 500	ETA IN030501		
6	CUBES, WOODEN, COLOR, 1" CUBES, APPROXIMATELY 100 PER JAR	ETA IND9505X		
7	DICE, DECIMAL, 10-SIDED, SET OF 36	ETA IN75418		
8	DICE, FRACTION, 40 SETS OF 6 PER SET TO EQUAL A SET OF 240	EAI 530173 X 40 SETS		
9	DICE, POLYHEDRA, ASSORTED, APPROXIMATELY 100 PER TUB	EAI 530093 WITH STORAGE TUB		
10	EQUATION UNIFIX CUBES, NUMBERS BLACK AND OPERATIONS SYMBOLS WHITE, 100 CUBES PER SET	DIDAX		
11	FRACTION BARS, STARTER SET W/ ACTIVITY MATS AND MARKERS	EAI 530314		
12	FRACTION CIRCLES, DELUXE RAINBOW BASICS CLASSROOM KIT, SET OF 15	ETA IN42857		
13	FRACTION PATTERN BLOCKS, SET OF 700, IN JAR	EAI 533098		
14	FRACTION RULERS, FOR FRACTION TOWERS, SET OF 10	ETA IN76858		
15	FRACTION TILES, RAINBOW, SET OF 51 PCS	ETA IN4264		
16	FRACTION TOWER, EQUIVALENCY CUBES, SET OF 51	ETA IN5249		
17	GEOBOARD, CIRCLE, X & Y AXES, SET OF SIX WITH RUBBER BANDS,	SCHOOL SPECIALTY 072249		
18	GEO-MODEL FOLDING SHAPES, JUMBO, 10CM, 11 SOLIDS AND 11 NETS	EAI 531832		
19	PATTERN BLOCKS, PLASTIC, SIX SHAPES AND SIX COLORS, SET OF 250, IN JAR	EAI 531007		
20	PROTRACTOR, 4" CLEAR PLASTIC, SET OF 100	EAI 534771		
21	RULERS, 12", TRANSLUCENT. ASSORTED COLORS, SET OF 24	ETA IN75642		
22	WHITEBOARD, DOUBLE-SIDED, EASEL, HINGED, 16"H X 20"W	LAKESHORE TT379		
23	WHITEBOARD, DOUBLE-SIDED, WIPE AND WRITE, MAGNETIC, 9" X 12", BLANK ON ONE SIDE/ BASELINES ON BACK, SET OF 10	LAKESHORE LL628X		
24	UNIFIX CUBES, SET OF 1000	DIDAX 2-BKAW or LAKESHORE TY4200		

**BID 22CURR4, MATHEMATICAL SUPPLIES AND CALCULATORS
FORM OF PROPOSAL - PART 1**

ITEM #	DESCRIPTION	PROPOSED MAKE/MODEL OR EQUIVALENT	UNIT PRICE QTY. 1-4	UNIT PRICE QTY 5-15
1	CALCULATOR, ELEMENTARY	108/BK		
2	CALCULATOR, ELEMENTARY, TEACHER KIT (10 CALCULATORS WITH CARRYING CASE)	108/TKT		
3	CALCULATOR, GRAPHING	84/TBL/1L1		
5	CONNECTIVITY KIT: TI-GRAPH LINK SOFTWARE AND USB CABLE FOR WINDOWS/MAC	GLINK/ENV/1L1/B		
6	CALCULATOR, GRAPHING, TEACH KIT (10 EZ-SPOT YELLOW CALCULATORS)	84PL/TPK/1L1		
8	CALCULATOR, GRAPHING (10 EZ-SPOT YELLOW CALCULATORS AND A CHARGING STATION FOR 10 UNITS)	84CEPY/TPK/2LI		
9	CALCULATOR, SCIENTIFIC	15/BK		
10	CALCULATOR, SCIENTIFIC, TEACHER KIT (10 CALCULATORS WITH CARDBOARD STORAGE BOX)	15/TKT		
11	CALCULATOR, SCIENTIFIC, CLASSROOM PACK OF 30 WITH COVERS, CARDBOARD STORAGE BOX	30XIS/TKT		
12	CALCULATOR, SCIENTIFIC	34MV/BK		
13	CALCULATOR, SCIENTIFIC, TEACHER KIT (10 EZ-SPOT YELLOW CALCULATORS WITH CARDBOARD STORAGE BOX)	34MV/TKT		

**FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)
SPECIFIC TERMS AND CONDITIONS
SECTION II**

1. SCOPE

The intent of this solicitation is to establish a contract for general math supplies and calculators used by elementary and secondary math education programs throughout the school system.

Firm prices are requested for a few math manipulative products and for a variety of calculators. A discount from list prices also is requested to accommodate unscheduled purchases for a variety of products.

Vendors may submit bids on either or both forms of proposal. Orders for non-specified products will be through the discount proposal; therefore, it is recommended that a bidder complete at least the discount form of proposal if they are interested in a continued business relationship with FCPS for math supplies.

2. CONTRACT PERIOD

The initial contract term shall be effective from May 1, 2022 through April 30, 2024, with one two-year renewal term effective May 1, 2024 through April 30, 2026, at the discretion of the Board of Education or designee. A vendor submitting a bid automatically accepts the possible renewal as a condition of award and acknowledges that all terms and conditions remain unchanged.

3. PRICING

- a. ~~All prices shall remain firm through the initial contract period.~~ Prices will be held firm for one year and will be re-evaluated after year one.
- b. FCPS expects all vendors to provide year over year cost reductions recommendations.
- c. Price decreases are acceptable at any time, need not be verifiable, and are required should the contractor/producer/processor/manufacture experience a decrease in costs associated with the execution of the contract.
- d. Price adjustments from the contractor/producer/processor/manufacture for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least 60 days prior to the renewal term and shall be accompanied by supporting documentation.
- e. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to FCPS.

4. CONTRACT TERMS

- a. Vendors are expected to have online catalogs accessible to schools from which they can calculate the net price from the discounts offered under this contract.
- b. Awarded vendors may distribute printed catalogs to schools at no cost to FCPS. School addresses are included in this bid package and are available at the FCPS website: www.fcps.org. Printed

- catalogs are expected to include a label on the front cover with bid number, ordering reference number (if applicable), discount percentage and shipping terms.
- c. Products that are discontinued or no longer available, or mistakes in school-calculated pricing shall be brought to the attention of the school or person ordering by the vendor, and may not be automatically substituted or shipped without their consent.
 - d. FCPS reserves the right to request special quotes from awarded vendors to secure more favorable pricing for larger purchases (\$500 and higher).
 - e. FCPS makes no guarantee for the purchase of any specific yearly quantity or dollar amount.
 - f. FCPS reserves the right to make purchases from off-bid sources if the specified product or its equivalent is not available from awarded vendors, or should more advantageous pricing be offered.
 - g. Orders will be placed by individual schools as needs dictate throughout the fiscal year, and will be processed either as purchase orders or paid by a school's procurement credit card.
 - h. Orders are to be delivered to the address indicated on the purchase order and shipped prepaid in full.
 - i. All delivery and handling charges should be included in the firm pricing for market basket items.
 - j. Deliveries should be made between 8:30 A.M. and 3:30 P.M., Monday through Friday, except holidays, special closings and Fridays during June, July and August. A school calendar is enclosed.
 - k. Delivery is required within 30 days after receipt of the purchase order.
 - l. ~~Vendors may not impose a minimum order amount greater than \$25.~~ **Vendors may not impose a minimum order amount greater than \$25.00. For calculators the minimum order amount may not be greater than \$100.00.**
 - m. All cartons and packages must include the purchase order number on the outside and a list of contents on an enclosed packing slip.
 - n. Invoices are to be mailed or emailed to:
 - Accounts Payable Office
 - accounts.payable@fcps.org
 - Frederick County Public Schools
 - 191 South East Street
 - Frederick, MD 21701

5. PREPARATION OF PROPOSAL

- a. Due to possible changes and/or additions to the solicitation package, FCPS requests that bidders delay submission of their bid package until after the date of the pre-bid meeting or the date that questions are due to allow time for the possible issuance of an addendum. All changes will be processed through appropriate addenda.
- b. The proposal will be submitted on-line via ProcureNow (<https://secure.procurenow.com/portal/fcps>).
- c. Proposal
 - i. The proposal will include the following forms completed:

- Signature Page
- Statutory Affidavit and Non-Collusion Certification
- Certification of Compliance
- Form of Proposal 1 - Market Basket Firm Prices (pricing to be entered on ProcureNow website)
- Form of Proposal 2 - General Discount Summary
- Vendor Conflict of Interest Disclosure

ii. Shipping costs are to be included in the firm prices offered for Form of Proposal 1—Line Items. No separate costs for shipping are acceptable.

6. EVALUATION CRITERIA AND AWARD

- a. Award shall be made by line item, or in the aggregate, whichever is determined to be in the best interest of FCPS.
- b. Discounts from catalog or published price lists may be utilized from all vendors offering the discount. The highest discount offered does not necessarily guarantee that orders will be sent to a particular vendor.
- c. FCPS does not guarantee the purchase of any specific quantity or dollar amount to any vendor to whom an award has been made.

7. DISCOUNT FROM CATALOG LISTED PRICES AND PRICE ESCALATION TERMS:

- a. Vendors are to state a discount in terms of a fixed percent (%) price reduction from retail prices, dated catalog, or price lists for any or all of the vendor/manufacture commodities listed. The discount offered may be specific to a named catalog, or may be applicable “across the board” to multiple catalogs. Each bidder may offer discounts for multiple manufacturers; however, bidders may not propose more than one discount per manufacturer/vendor catalog.
- b. The percentage discount offered shall remain constant throughout the life of the contract and may not be reduced. However, greater percentage discounts resulting in a lower net price are acceptable at any item during the life of the contract.
- c. If necessary to ensure that discounts are received, vendors may require a special contract/quotation number, in addition to this bid number, to appear on purchase orders. If applicable, note your contract number on the proposal page.
- d. Net prices shall include all shipping and handling charges.
- e. To establish baseline pricing, vendors are to submit one set of the current catalog price list(s), or catalog(s) showing prices, with their proposal to the Purchasing Department.

8. MARKET BASKET FORM OF PROPOSAL

- a. The items listed in the market basket have been identified as standardized items by the FCPS Mathematics Department.
- b. Substitutions for these items will not be considered.

9. VENDOR PERFORMANCE EVALUATION

- a. The Contract Manager and Administrator shall confer periodically to discuss the status of the contract. Issues of noncompliance may arise throughout the contract term and shall be brought to the attention of the Contract Manager as they occur.
- b. The Contract Manager or Administrator may request multiple metrics, from the vendor, to evaluate contract performance. Metrics may include, but are not limited to:
 - i. Delivery
 - ii. Response time
 - iii. Backorders
 - iv. Quality of deliverables
 - v. Invoicing
 - vi. Sales data (Contract data, non-contract data)
 - vii. Financial
- c. Where technical, construction or performance specifications have been identified in the bidding document, the contract administrator shall utilize these specifications as the basis of determining contract compliance.
- d. If noncompliance occurs, it shall be documented in a timely manner, including actions taken and final resolution. Copies of the correspondence will be maintained in the Purchasing Department bid documents.
- e. Issues of noncompliance will be handled on a case by case basis. This may include, but is not limited to, written correspondence, face-to-face meetings, and/or an agreed upon performance management plan. FCPS retains the right to terminate the contract, in whole or in part, if the noncompliance issue is not resolved to the satisfaction of FCPS.

10. AUTHORIZED DEALERS

Only manufacturers, or their authorized dealers, may bid on equipment requested herein. At the discretion of the Board of Education of Frederick County, a certificate, executed by the manufacturer, may be requested stating that the bidder is an authorized agent of the manufacturer and is duly authorized to service and maintain the equipment.

11. DAMAGES/RESPONSIBILITIES FOR ITEMS TENDERED

- a. The vendors will be held responsible for and shall be required to make good, at their own expense, any or all damages done or caused by them or their workers in the execution of the contract.
- b. The vendors will be responsible for the items covered by this contract until they are delivered and/or installed/assembled at the designated place of delivery.