

**Music and Theatre Arts Supplies/Equipment Catalog Discount**

**(Annual Contract)**

**Number: RFP 18-19**

**Addendum # 1**

**The information contained in this document shall become an official part of the original document and shall be acknowledged as noted on the Certification Form (Form 1) of solicitation document in the space provided. Failure to acknowledge receipt of an addendum may result in a status of non-responsive. Firms are encouraged to review the contents of this document and to respond accordingly.**

Addendum No. 1 is issued to answer questions submitted and to provide clarification.

<b>Questions:</b>	<b>Answer:</b>
1. I have noticed a unit pricing question on page 8. This is a catalog discount not unit pricing. Or no lump because % discount. Should this just be ignored?	Page 8, Section III. A. Pricing is part of the District's boilerplate terms and conditions.  Please note on page 16:  "The proposal submittal form and Attachment "A" supercedes any information stated in the General Terms and Conditions of this solicitation document."
2. Notice page 17 has Science Material Services in section c. Should this be ignored?	All references to "Instructional Science Materials" in Section B, page 16, Section C, page 17, Section D, page 17, Section E, page 18, and the Fee Proposal/Catalog Discount Rates, Terms and Conditions, page 20 should be changed to:  "Music and Theatre Arts Supplies/Equipment"
3. Page 18 says we need to supply a Certificate of Insurance says we need to supply this with bid and on page 29 says wait till award to supply. Do we just give a sample of our COI?	The District requests that your firm provide evidence of your existing insurance coverage. Upon award of a contract your firm will be responsible for providing a Certificate with the District listed as additional insured and Certificate Holder.
4. Page 22 says if applicable for license in Georgia and page 29 says we need to be registered in Georgia and licensed in Georgia. We are in Maryland and would claim not applicable. Would we be disqualified?	No.

**Music and Theatre Arts Supplies/Equipment Catalog Discount  
(Annual Contract)  
Number: RFP 18-19  
Addendum # 1**

<b>Questions:</b>	<b>Answer:</b>
5. Page 28 says all product must be shipped all at once and all back orders to be cancelled, is this correct? This is not usual business practice for musical instruments because of the hand made aspect of them directly.	The District’s policy is that all items on the orders are shipped at the same time. Any items that are either backordered or out of stock should be cancelled.

**CLARIFICATION**

**Section 1.0 General Intent (page 22)**

The Savannah-Chatham County Public School System, herein after referred to as the “District”, is seeking proposals from qualified suppliers, herein after referred to as “Service Provider”, interested in entering into an annual contract, with the option to renew for three (3) additional one year terms, for the "as needed" and “as required" purchase and delivery of various Music and Theatre Arts Supplies and Equipment as required for various schools throughout the District at fixed catalog discount rates (with no shipping costs). Awarded catalog discount rates, ordering instructions, and supplier contract representative information will be published in the District’s Annual Contract (ABC) book to assist District school sites, educational centers and administrative offices with the ordering process and guidelines.

**Changed to Read:** The Savannah-Chatham County Public School System, herein after referred to as the “District”, is seeking proposals from qualified suppliers, herein after referred to as “Service Provider”, interested in entering into **a two (2) year contract**, with the option to renew for three (3) additional one year terms, for the "as needed" and “as required" purchase and delivery of various Music and Theatre Arts Supplies and Equipment as required for various schools throughout the District at fixed catalog discount rates (with no shipping costs). Awarded catalog discount rates, ordering instructions, and supplier contract representative information will be published in the District’s Annual Contract (ABC) book to assist District school sites, educational centers and administrative offices with the ordering process and guidelines.

**All other terms and conditions remain unchanged.**

**End of Addendum #1 to RFP 18-19**