

Addendum #1
Bid #18-003KN-AM Books from Distributors/Re-Sellers
Written Response to Questions

July 7, 2017

The following additions/changes/deletions shall be made and incorporated in the subject bid document:

Question 1: Is this for a planned specific purchase or to create a list for schools?

Answer 1: This bid is to establish contracted vendors for schools to use as needed.

Question 2: Is this for a specific department within APS or for the entire district?

Answer 2: This bid will be used by the entire APS district.

Question 3: If we are a publisher, will this prohibit schools from purchasing from us if we are not awarded?

Answer 3: No. Per 13-1-98 NMSA "Exemptions from the Procurement Code", Section E. purchases of books, periodicals, and training materials in printed or electronic format from the publishers or copyright holders thereof; are exempt.

Question 4: Does delivered price mean cost of book and shipping and handling? Should bidders include shipping and handling into their discounted price?

Answer 4: Delivered price per page 5, Section 6 is relating to the costs for responding to the bid. Shipping and Handling for orders based on this contract pricing will be quoted at the time of order. Please provide discount from publisher's pricing on books only.

Question 5: Can you give us an example of a typical purchase? For example, the school library? Would it be the district purchasing for school libraries? Classroom libraries?

Answer 5: Each individual APS school site or department are responsible for their own purchases and purchases vary greatly in frequency, quantity, etc.

Question 6: Are you primarily looking to build lists to make purchase for school libraries?

Answer 6: No, this bid will be used by the entire APS district to order books as needed for any APS school site, library or department who wishes to purchase books.

Question 7: In addition to responding with % off Publishers Price, may we include % of the List Price of our catalogs that have books in them?

Answer 7: Yes, however, % of Publishers Price will be used to evaluate bids in order to provide fair and equitable treatment to all bidders.

Question 8: Can a discount range be submitted on the price list or only a firm discount?

Answer 8: Either way is acceptable.

Question 9: On page 2 of the bid it shows "Printed Submittals" and "Electronic Submittals". Can this entire bid be submitted electronically or is "Electronic Submittals" only referring to items you want submitted on a USB drive and sent along with the printed, sealed bid?

Answer 9: APS does not have an electronic bidding system at this time. "Electronic Submittals" are the things that should be on a USB drive with your sealed bid, please refer to page 2 of the bid document for a list of those items.

Question 10: The bid states to include a web-link where our catalog is found on the Electronic Bid Price List, however, I don't see a spot to put it on the Price List. Should I add it at the bottom of the spreadsheet under "Shipping Costs & Policy"?

Answer 10: Yes, please.

Question 11: Does the district intend to make this a sole vendor award or does the school district intend to award the contract to multiple bidders?

Answer 11: Single or Multi-Award has not been pre-determined for this solicitation. The number of awards will be based on how many bids are received and what is needed to fulfill the needs of APS.

Question 12: Will the decision for this bid be made solely on lowest cost vendor?

Answer 12: This bid is discount from list. Award will be based on greatest discount given.

Question 13: While the district maintains the right to purchase in any amount, is there an estimated annual spend for this agreement in order to gauge the discount that can be made available?

Answer 13: For FY17, APS spent approximately \$475,000 on books from distributors.

Question 14: In regards to Electronic Submittals for electronic price list/Catalog: Can this be bid on a flash drive as opposed to the required CD?

Answer 14: Yes.

Question 15: In regards to Electronic Submittals for electronic version of bid pricing list. There is no specification on how this is to be returned. Should we put an electronic version on a flash drive and send it with our bid or type it and print the page to put with our submission documents?

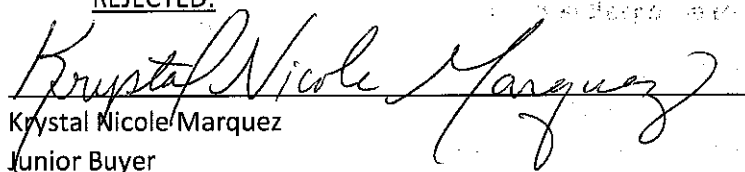
Answer 15: Provide the electronic version of the bid pricing list on a flash drive.

Question 16: On the Bid Pricing List, can we make note to a Pricing and Clarifications page if our answers will not fit in the given space?

Answer 16: Yes, however, please ensure you list your discount on the bid pricing list. Do not say "see attached" or leave blank the places that ask for % off Publishers Price List.

All other terms and conditions remain unchanged.

NOTE: FAILURE TO SIGN AND SUBMIT THIS ADDENDUM WITH YOUR BID PACKAGE MAY CAUSE YOUR BID TO BE REJECTED.


Krystal Nicole Marquez
Junior Buyer

ACKNOWLEDGED BY:

NAME OF PERSON SIGNING ADDENDUM (Please Print)

SIGNATURE

DATE

COMPANY NAME (Please Print)