



Accelerate Progress for Students

Charlotte Gensler
Executive Director

Scott Elder
Superintendent

DATE: 12/7/2023

BID NUMBER: 24-033AF

BID TITLE: Student School Planners and Agendas

ADDENDUM NUMBER: 1

See Attached Question and Answers

Question 1: I am working on our bid to submit, and I need to know if the district is looking for a fixed price on the planners no matter which type of planner the school orders (primary, elementary, middle school and high school) or are you wanting the price set for each type of planner?

Response:

Please quote per bid price form which specifies each level.

Question 2: Your format on the bid price form section doesn't expand enough to add specifics about the planners. I have entered my own tables keeping the information requested by the district and I have it attached, is this acceptable?

Response:

Please use the bid price form

Question 3: The six years for the locked/set pricing is outside of our typical time agreement. Would we specify our pricing agreement to be for three years, and the updated pricing would not exceed a certain percentage on the specification's exception page 29, or would that automatically reject/void our bid for not agreeing to the 6 years?

Response:

Please see page 11, item #7



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Question 4: We offer a wide variety of planners for different grade levels, each with a different base price. This makes providing a single base price for the sections on the pricing grid slightly difficult. Rather than providing a base price for each section on the pricing grid, would it be possible to simplify things and offer a set discount rate (5% off of any planner's list price + free shipping for example) instead? This is the way our pricing for APS currently works and it makes it quick and easy to put pricing together for schools that are interested in several different styles of planner.

Response:

Please use the bid price form

Question 5: The Early Order Discount in the specifications section mentions that it should be applied to orders received on or before May 1st – most of the schools in the district that we work with require that we deliver the planners in May or June, and orders with customized elements typically have a turnaround time of around 10-12 weeks. Would schools be made aware that ordering in April or May would likely result in later delivery dates if the orders are customized?

Response:

Schools are told that all deliveries and payments are required by June 24th.

Question 6: If you would like us to provide base pricing to fill in the pricing grid, should this base price include full-custom front and back covers as outlined in the specifications section? Very few of the schools that we currently work with request full-color custom front and back covers, and many schools order stock books that have no personalization or customization at all in order to reduce turnaround time.

Response:

Please provide pricing based on the Bid Specifications

Question 7: The bid specifications mention sending product samples – is there an address that these samples should be sent to, and should we send samples of each planner outlined in the bid price form?

Response:

Albuquerque Public Schools
Attn: Angela Fillmore, Procurement Department
PO Box 25704
Albuquerque, NM 87125



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Question 8: What is the average order size?

Response:

Depends on individual school needs – our schools range in size between 200 and 2,000 students

Question 9: What is the minimum order size?

Response:

Depends on individual school needs – our schools range in size between 200 and 2,000 students

Question 10: Can you provide more information regarding "typesetting for school specific pages". We accept handbook pages in Word Doc or PDF, is there another format that would be submitted by the school, and if so can you let us know what the format would be?

Response:

The schools should submit the handbook pages per your requested specifications

Question 11: Can you provide more information regarding "Additional copies of the "School handbook" section. Is this question in reference if a school needed additional planners, or if the school is requesting the vendor to "print" copies of a schools School Handbook as a separate document and not to be included in a planner?

Response:

This would be in response to "print" copies of a schools "School Handbook" as a separate document and not to be included in a planner

Question 12: Can you provide more information regarding "Student/Parent Edition", Is this question asking if a planner could include a School Handbook section specifically for Student/Parent rather than a Student Handbook section?

Response:

Yes

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Question 13: Would the Advertising pages be printing in 1 color?

Response:

Yes

Question 14: I see in the specifications on the bid that the district would like pricing for additional enhancements such as: bookmark ruler, vinyl pocket, hall pass pages, and planning stickers. Would you like these enhancements to be listed on the price sheet as a per unit cost like we will be doing with the basic planner pricing? Or would it be okay for us to submit a separate sheet with those unit prices listed?

Response:

Yes, you can submit a separate sheet with the unit prices listed.

Question 15: Would it be possible to get a copy of the bid tabulations for the last student planner bid that was done?

Response:

You can request bid tabulation information as a Public Records Request at the following link -

<https://aps.nextrequest.com/>

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE



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