

HAMILTON COUNTY DEPARTMENT OF EDUCATION

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Posted Date: March 29, 2022

Solicitation No.: Bid 23-01

Solicitation Name: Yearly Contract for Instructional, Library Materials, & Supplies For 2022-2023  
School Year

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. **ATTACHMENT: REVISED BY ADDENDUM BID/PROPOSAL FORM**

NOTE: Under Bid Document 23-01 Page 23 will be replaced and the attachment “Revised By Addendum Bid/Proposal Form”. This change shall become a part of the bid document as if it were written verbatim therein, and all bidders shall take this into consideration when preparing and submitting bids.

2. **QUESTIONS/ANSWERS**

1.	In previous years, a zero percent discount has been acceptable, but I noticed that is not the case this year. We cannot offer discounts to individual districts due to contractual obligations throughout the country (many contracts require pricing to be the lowest rate available to everyone). Does this mean we are not able to continue doing business with the district beyond our current term? Would the district be willing to amend the bid to allow for 0% discounts?
Answer	<p><b>Hamilton County Schools has considered your request and has amended this solicitation to remove the required 1% minimum discount rate. It remains a preference of HCS to conduct business with Vendors that present the most advantageous discount available for the future products and services purchased under the Agreement associated with this solicitation. As such, Vendors are encouraged to provide their most competitive discount offering for the products and services being requested. Vendors shall note that Hamilton County Schools intends to promote use of Vendors providing for competitive discounts under this Agreement where feasible and as applicable to future purchases. The bid form is hereby updated to revise the minimum discount language as follows and a new bid form has been made part of and attached to this Addendum notice.</b></p> <p><b><u>REVISION TO BID FORM LANGUAGE: PRICING - Discounts must be are preferred to be 1% or higher to be considered responsive. Failure to provide a discount percentage of 1% or higher will deem Vendor Non-Responsive and therefore ineligible for award. Vendors are encouraged to provide their highest available discount(s).</u></b></p>

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2.	Re section 26 TN Department of Revenue – is a document required to prove compliance with this? Please provide more clarity around this section and whether this needs to be included in the bid.
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Answer	<p><b>Bidders must ensure compliance with all State regulations under this solicitation and associated agreement. Where a business submitting a bid or proposal is required to complete registration with the Tennessee Department of Revenue such must be completed and a copy of the bidders Certificate of Registration received is requested. Hamilton County Schools reserves the right to verify compliance with solicitation, State, local and federal compliance elements during the due diligence, award, and contract period. Additional information related to the Tennessee Department of Revenue requirements can be found here and below: <a href="https://www.tn.gov/revenue/taxes/sales-and-use-tax.html">https://www.tn.gov/revenue/taxes/sales-and-use-tax.html</a></b></p> <p><b>According to the Tennessee Department of Revenue: Any person who sells, leases, or rents tangible personal property or provides a taxable service is required to register for sales and use tax purposes, even if the product sold is exempt from tax. Businesses that average more than \$400 a month in sales of tangible personal property and businesses averaging more than \$100 per month in sales of taxable services must register for sales and use tax purposes. Taxpayers may register for a sales and use tax account online through the Tennessee Taxpayer Access Point (TNTAP). There is no charge for registering a business for a sales and use tax account. When a taxpayer has registered, the Department of Revenue will send a Certificate of Registration to be displayed at the business location. Retailers, wholesalers, and manufacturers will also receive a Tennessee Certificate of Resale. To register a new business, taxpayers should select the link Register a New Business on the TNTAP home page. Taxpayers with an existing account who wish to add a new sales and use tax account should log into TNTAP and add an account using their existing login.</b></p>
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3.	Do we need to have Hamilton Co DOE as a named on the COI?
Answer	yes

4.	Are samples required?
Answer	<b>Only upon request</b>

5.	Is the Drug-Free Workplace affidavit required for NON-construction vendors? We are located in Ohio so I would need to adjust the form to be listing OHIO and not TN as the state.
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Answer	<b>The Drug-Free Workplace affidavit is not required for non-construction related services. However, the Drug-Free Workplace affidavit is encouraged to be completed by all bidders where feasible and applicable.</b>
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6.	Could you tell me if library books would be included in this bid.
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<b>Answer</b>	<b>Yes, Library Books are included on HCS Bid File 23-01</b>
7.	Does this Bid include supplemental curriculum programs for teacher/student use?
<b>Answer</b>	<b>I'm sorry I do not understand the question without additional information. This bid reflects a broad category of commodities that fall under "Instructional Materials &amp; Supplies and Library Materials &amp; Supplies".</b>
8.	Are educational software/subscriptions included?
<b>Answer</b>	<b>Bid 23-06, Yearly Contract for Instructional Computer Software for SY 2022-2023</b>
9.	Does this include Prekindergarten materials?
<b>Answer</b>	<b>Yes</b>
10.	I wanted to verify the due date of this bid is 4/13/2022 at 1:30pm is correct?
<b>Answer</b>	<b>Yes, bid opening/due date is April 13, 2022 at 1:30pm.</b>
11.	If we have an existing contract with the district under 21-06 and/or 22-06, are we required to respond to 23-06?
<b>Answer</b>	<b>Yes. In order to be considered for award under Bid File 23-06 you must provide a bid response to the currently active solicitation (Bid File 23-06) by the project's designated due date.</b>

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

**Date \_\_\_\_\_ Signed \_\_\_\_\_**

**Company \_\_\_\_\_**

**Business Address \_\_\_\_\_**

**Telephone \_\_\_\_\_**