



Los Angeles County Office of Education

Addendum #1 Invitation for Bid (“IFB”) 24/25-1750 Standard School Supplies and Equipment

Part I — Answers to Bidder Questions

1. Will the presentation be available to us?

Two Prebid Meeting files have been placed in these locations for your reference. The links will be valid through the entire bidding period and award process.

PowerPoint:

<https://www.dropbox.com/scl/fi/run6ys7z7skmaj42nzi3s/LACOE-PreBid-Meeting-May-2-2024.pptx?rlkey=4d57dvjqialr6xkx6tavfw0ca&st=xf4e1hpg&dl=0>

Video recording: <https://www.dropbox.com/scl/fi/ot03dq8msnp6pakhtbrlc/LACOE-Prebid-Meeting-May-2-2024-Standard-School-Supplies.mp4?rlkey=fsf3syi263ltghc9ciegx9tn6&st=51beiout&dl=0>

2. Please clarify if "Commercially Available Price" is MSRP or MAP?

“Commercially Available Price” means the price of that list or catalog you have identified as the base for your discount formulas. Bidders may choose which commercially available price list they want to use as the base for their formulas. MSRP could be the commercial base.

See Terms and Conditions Section II.12, which says, “A “*Commercially Available Catalog*” means a catalog with widespread availability and distribution instead of a custom or one-off catalog. A vital component of a Commercially Available Catalog is that its base pricing applies to a broad audience. When base commercial prices change, the price changes for all audiences. Based on the price in their Commercially Available Catalog, Bidders will offer LACOE pricing formulas for non-core items that constitute Rest-of-Catalog products for a specified brand.”

3. Is this specific to vendors in the state of California?

Vendors in any location may bid, but they must be able to serve all of California and be responsive to the terms and conditions.

4. Who do we contact for approval of equivalent products?

After the submission of bids, LACOE will evaluate offers of any substitutes to determine their equivalency to the listed specifications. If necessary, bidders may be required to send LACOE samples to help determine an equivalency. See Sections II.8, V.6, and V15.

5. Is LACOE is using the product?

LACOE intends to purchase those products specified on the Core List.

6. Is there a list of quantity somewhere? I don't see it on the bid sheet?

Any quantities for Core Lists associated with IFB # 24/25-1750 are listed with the field for product descriptions. If absent, the usage history for that item is unknown.

7. Will you accept bid responses that have a standard delivery timeframe outside of 5 business days?

Delivery for stock items is expected within five business days for all orders unless specified differently on an LEA's purchase order or a Vendor's accepted quotation.

Awarded Vendors may appeal to LACOE Procurement Services Section for a longer delivery period for orders of unusual circumstances, for supply chain interruptions, or for orders going to the most remote and rural counties of California, including, but not limited to, deliveries to Imperial County, deliveries east of the Sierra Nevada Mountain range and deliveries north of Sonoma County.

8. Will you accept electronic DocuSign signatures?

LACOE will accept externally circulated documents having DocuSign signatures. Upload these documents to the bid form, and include any available supplemental trace forms documenting the flow of signatures.

- 9. Do you currently have an existing HP Big Deal? If yes, can you please add us to it?**

LACOE is not directly a party to an HP Big Deal.

- 10. Can you please share your total annual spend for each category, for all 9 categories?**

The historical annual value has been more than \$1 million.

- 11. The usage is vague, can you also share your actual annual usage?**

Known usage is listed within each Core List product description. If no number is listed, the historical usage is unknown.

- 12. Can you please share your bid tabulation of the previous bid?**

Request this separately as a Public Records Request and be specific as to which bid and which categories you seek information about. There is a 10-day response period to retrieve this information.

- 13. There are several proprietary items, are you open to accepting our equivalent products without deeming us nonresponsive? Such as TruRed Paper, Waxie Solsta, Hilyard Chemicals, to name a few, these are proprietary.**

You may offer an equivalent substitution for any private-label product or proprietary product on the Core List. The offer of an equivalent does not mean a bid will be non-responsive

Part II – Changes to Terms and Conditions

- 1. The bid deadline is extended to Friday, May 31, 2024, at 3 p.m. Pacific Daylight Time.**
- 2. The following sections of the Terms and Conditions are modified as follows:**

I.6 BID DUE DATE

3:00 p.m. Pacific, ~~Thursday~~ Friday, May ~~23~~ 31, 2024.

I.8 OTHER IMPORTANT DATES

All dates are subject to change or amendment. Times are scheduled for Pacific Time. Notice of any date changes adjusted before the bid opening will be posted in the External Notes Section of the electronic IFB.

Prebid Webinar	Thursday, May 2, 2024, 10:30 a.m.
Final Date for Bidder Written Questions	Friday, May 10, 2024, 4 p.m.
Deadline for Vendor Exceptions Friday,	May 10, 2024, 4 p.m.
Bid Due Date	Thursday Friday , May 23 31 , 2024, 3 p.m.
Tentative Award Notification Date	Friday, June 14, 2024
Awarded Bidder Implementation Meeting	Thursday, June 20, 2024, 10:30 a.m.
Contract Start Date for Sales	Monday, July 1, 2024

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY COMPLETING THE INFORMATION BELOW AND SUBMIT THIS SHEET WITH YOUR BID.

Signature: _____

Name: _____

Title: _____

Firm Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Email Address: _____