

**HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT**

10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6600

<http://www.hcpss.org/about-us/purchasing/>

**ADDENDUM NO. 1
(Total Pages - 2)**

September 21, 2022

Invitation for Bids No. 009.23.B4

Professional Custodial Speed Scrubber and Speed Extractor

Opening Date: September 27, 2022 Time: 10:00 A.M.

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarification and/or attachments to the solicitation documents; however such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

Questions

1. Question : Bid states "equipment to be delivered 14 days from receipt of PO" I don't think any equipment manufacturer at this time can deliver in that time frame. Will there be any concession(s) made for the delivery time?

Answer: HCPS would like to receive this equipment ASAP, but we do realize that many vendors are experiencing supply chain issues, so we would be willing to extend the delivery time to 60 days with a maximum of 90 days if need, but we request that you provide periodic updates on the expected delivery date.

2. Question: Is HCPSS asking that we go to ALL 17 locations for equipment Training? This would be very time consuming and costly. Will you consider the option to provide a training video for each location or the option to provide one training session with all the key personnel?

Answer: HCPSS is requesting that you provide two (2) in person training sessions on separate days in the late afternoon at one of our school locations. This should include an actual piece of equipment for on hand training purposes. In addition, you are required to provide two (2) Training videos for HCPSS to use for our future inhouse training needs.

3. Question: In regard to approved equivalent for equipment substitutions. Do we need to submit spec sheets to HCPSS in advance of the bid submission for a comparable product to receive approval?

Answer: No, please include that information with your Bid submittal. Please see the General Terms and Conditions Section "H" (Brand Name or Equal Substitutions) for instructions and requirements.

4. Question: We wish to propose equivalent equipment. Can you approve our equivalents before we submit the proposal?

Answer: No, we do not approve prior to opening the proposals. Please see the answer to question #3 above.

5. Question: The Bid Document mentions the P-card program in the standard terms. The unit price on the equipment purchased may be considered capital expense by the schools. Is the intent to utilize P-Cards or ACH/Terms for the initial equipment itself?

Answer: The P-card language in our terms and conditions is just a standard section in our Terms and Conditions. It is not our intent to utilize the P-card for this purchase. The awarded vendor will receive a standard Purchase Order.

Please Note that No further questions will be accepted

Note: It is the bidder's sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their bid or proposal and duly acknowledge receipt of and full understanding of said addendums on the proper bid submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the bid or proposal non responsive and ineligible to award. It is highly recommended that the submitting bidder ascertain if they have received all the addendums posted prior to submitting their bid/proposal. Failure of any bidder to obtain any such addendum or interpretation shall not relieve the bidders company from any obligation under his/her proposal as submitted.