



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

**Solicitation: IFB SMB0100**

**Addendum No: 1**

**Date of Addendum: 01/28/2016**

This addendum is to incorporate the following changes to the above referenced solicitation:

I. **Clarifications:** Items 3, 35, and 36 on the bid sheet have been changed. The Bid Sheet has been updated to reflect this change.

II. **Questions and Answers:**

(Q1) Can I bid an equivalent product for any item on the bid sheet?

(A1) Yes, you may bid a buyer-approved equivalent on any item on the bid sheet.

(Q2) The product I would like to bid is an equivalent and comes in a different unit size. How do I fill out the bid sheet for this product?

(A2) Convert the unit price so that it is equivalent to the City's ESTIMATED QUANTITY and UNIT (Columns C and D of the Bid Sheet), and use the conversion to fill in Columns F and G (UNIT PRICE, EXTENDED PRICE). Provide a description of your equivalent product in Column E (BID ITEM DESCRIPTION), including the name of the product, unit size, and price per unit.

(Q3) If I cannot offer the City any discount off my published price list, can I still include it in Section 2 of the Bid Sheet (ADDITIONAL PRODUCTS AND/OR CATALOG ITEMS) and fill in the % Discount from MSRP or Published Price List with a "0"?

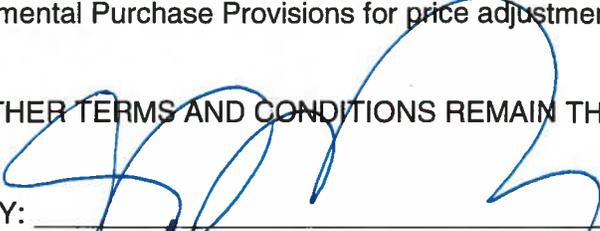
(A3) Yes.

(Q4) Prices on some of my products fluctuate. Are my bid prices fixed for the duration of the contract?

(A4) Prices are fixed for the first 12 months of the contract. Refer to Section 12 of the City's Supplemental Purchase Provisions for price adjustment information.

III. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

APPROVED BY:

  
Sandy Brandt, Corporate Contract Administrator  
Purchasing Office, (512) 974-1783

1/28/16  
Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**