



# MEMORANDUM

## Business & Finance Services

William V. Husfelt III, Superintendent | Jim Loyed, Chief Financial Officer

**TO:** Prospective Proposers

**FROM:** Jacqueline Dorman, Purchasing Agent

**DATE:** January 11, 2023

**RE:** Bid Request 23-03 –Band Instruments, Equipment & Supplies  
ADDENDUM NO. 1

Bid request # 23-03 Page 3, Paragraph 3 states that questions could be submitted via email until 2:00 pm, January 9, 2023, with answers to questions submitted being issued via addendum on January 11, 2023. The following are the questions that were submitted and the answers to those questions.

**Q1: Where in the doc is the information about the needed bid bond (amount, etc)?**

A1: No bid bond is required for this bid. Section 2, Submittal Requirements front page would have been checked with the amount needed if required.

**Q2: It states pricing good for the duration of the contract, but I'm not finding any actual time for the duration of the contract. Where is that information in the document?**

A2: I did make a mistake on the contract duration. I did leave it out of the bid. The duration of the contract is 12 months. That should have been added to Page 14, Section-7 number 1 under Pricing.

Sign and return this addendum with your response to Bid Request 23-03-Band Instruments, Equipment & Supplies.

Firm: \_\_\_\_\_  
Authorized Signature

Address: \_\_\_\_\_  
Signer name (typed or printed)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_