

ADDENDUM SJC WAN CONNECTIVITY - FY2025

REQUEST FOR PROPOSAL: SJC WAN Connectivity - FY2025

ADDENDUM IDENTIFIER: B

DATE of ADDENDUM: December 17, 2024

To All Potential OFFEROR'S:

This addendum revises specific elements of the previously issued bid documents and hereby becomes part of the bid documents identified as **SJC WAN Connectivity - FY2025**. Please attach this addendum to the documents in your possession.

Per the RFP, **(SECTION A)**, the Bidder must acknowledge receipt of addenda by signing and returning with the original RFP documents. It is the OFFEROR'S responsibility to insure receipt of any addenda. Failure to submit a signed addendum may result in rejection of a proposal.

D4. SUBMISSION OF RFP

- D4.1. In response to this RFP, OFFEROR shall submit one (1) original proposal marked "Master", two (2) identical bound copies and one (1) identical electronic response in Adobe PDF on flash drive. Clearly label and index binders with appropriate section and subsection numbers as referred to herein. Number each page individually and provide a table of contents. All cost information must be submitted in separate, sealed envelopes.
- D4.2. Neither the APPLICANT nor any official or employee thereof shall be responsible for the pre/post-opening of, or failure to open an RFP not properly addressed, identified or mislabeled.
- D4.3. Proposals submitted by telephone, telegraphic notice, e-mail or facsimile **will not** be accepted.
- D4.4. RFP and any addenda shall be submitted in a sealed envelope or box and labeled using the following format:

Company: St. Joseph County Intermediate School District
RFP TITLE: SJC WAN Connectivity - FY2025

RFP #: 2025 - SJC Wide-Area Network(WAN) Services RFP
Opening Date: February 4, 2025
Receipt Time: 8:50 A.M. Local Time
Mail/Deliver RFP: Benjamin Daugherty
Director of Information Services
St. Joseph County ISD
62445 Shimmel Road
Centreville, MI 49032

NOTE: See **(INTRO SECTION)** for alternative date opening instructions.

- D4.5. In order for an RFP to be considered, it is mandatory that the RFP documents be received and time-stamped from the information above, prior to the receipt time specified in the RFP document.
- D4.6. Information should be prepared to provide a straightforward, concise delineation of capacities to satisfy requirements of the RFP. Emphasis should be placed on conformance to RFP instructions, responsiveness to RFP requirements, completeness and clarity of content.
- D4.7. Any irregularities or lack of clarity in the RFP should be brought to the attention of APPLICANT for correction or clarification.
- D4.8. Addenda issues may become an integral part of this RFP. All addenda shall be posted on the website referenced in **(SECTION A)**.
- D4.8.1. Bidders must acknowledge receipt of addenda by signing and returning with the original RFP documents. It is the OFFEROR'S responsibility to insure receipt of any addenda. Failure to submit a signed addendum may result in rejection of a proposal.
- D4.9. An authorized representative of the OFFEROR'S firm must sign this RFP document. An unsigned proposal shall be disqualified.
- D4.10. Prices quoted shall be F.O.B. destination and exclusive of federal, state, and local taxes. No shipping charges will be allowed.
- D4.11. All costs incurred in the preparation and submission of responses to the RFP shall be the responsibility of the OFFEROR.
- D4.12. The APPLICANT and its members are exempted from the Michigan Use Tax Act, and sales to the consortium are exempt as per the Michigan Sales Tax Act.
- D4.13. OFFEROR assumes any and all risks involved with the method of dispatch chosen.

APPLICANT assumes no responsibility for OFFEROR'S failure to deliver RFP in accordance with the specified receiving point and time stated herein.

- D4.14. All proposals and accompanying documentation become the property of the APPLICANT and will not be returned.
- D4.15. Exceptions to the Terms, Conditions and Specifications of this proposal must be noted in the space provided at the end of this proposal. Failure to note said exceptions shall be interpreted to convey that OFFEROR shall propose to perform in the manner described and/or specified. The APPLICANT reserves the right to accept or reject any exceptions based on the best interest of the APPLICANT.

D5. PROPOSALS ARRIVING AFTER RECEIPT DEADLINE

- D5.1. Note that the RFP Receipt Deadline is local time as listed on the **(INTRO SECTION)**
- D5.2. Late proposals will not be accepted. A proposal arriving after the deadline will be returned to its sender unopened.

D6. WITHDRAWAL OF PROPOSAL

- D6.1. A proposal may be withdrawn by written notification delivered by mail, delivery service or e-mail provided such notice is received prior to the date and time set for the delivery deadline.
- D6.2. A request for withdrawal of a proposal received after the scheduled delivery shall not be considered.

-- END OF ADDENDUM B --

Acknowledgement of Addendum _____ Date: _____