



May 8, 2009

**ADDENDUM #2**

This addendum gives supplemental information to the Specification B0018808 Telecommunications Maintenance, and becomes part of the contract document.

Note that appended to this addendum is an acknowledgement of its receipt. Any bid returned without this addendum, and a signed acknowledgement of receipt, may not be accepted.

**To All Bidders:**

**Attached information.**

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(Detach this section and attach to your bid form)

We acknowledge receipt of Addendum #2 dated May 8, 2009 containing supplemental information to the Specification B0018808 Telecommunications Maintenance.

**To All Bidders:**

**Attached information.**

Signed \_\_\_\_\_ Firm \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

## Addendum II PBX RFP

### Reference Section 8

If bidder intends to use a sub contractor, owner will not unreasonably withhold written consent to use a subcontractor. Owner does maintain the right to review the qualifications and references of a subcontractor. If a subcontractor will be used, information should be included about the subcontractor in the RFP submission including qualifications, references and information the University is required to maintain about the subcontractor's status (if subcontractor is minority owned, woman owned or disadvantaged (disabled) owner).

The original intent of this section was not to restrict the use of subcontractors, but to insure the University could examine the qualifications of a subcontractor prior to authorizing the use of a particular subcontractor.

### Reference Sections 25 and 26

If your company is not a certified Nortel Partner you may still bid on this contract, if you are backed by or have a partnership with a certified Nortel Partner. You will need to explain your partnership with the Nortel Partner and add contact information and background information for this company. Owner will also need to see a written statement or contract from the Nortel Partner stating that such a relationship exists and the extent of that relationship in your bid package.

### Reference Mandatory Site Visit

Change date of completion. The last date for onsite visits has been changed to May 22, 2009.

### Additional Requirements:

Hard copies: Bidder should submit an original bid and three copies

Electronic submission: Bidder will be assigned a file folder to deposit an electronic version of bid. This will be conveyed to the vendor via email. Vendors will receive and email from the system being used as a depository and a separate email with brief instructions. Bid should be electronically submitted by 4:00 PM EST on the bid due date. Bidders should send an email to [ekramer@indstate.edu](mailto:ekramer@indstate.edu) requesting their electronic bid folder. Use ISU Electronic Bid Folder in the bid header. This email request should be

sent by May 18, 2009. Request a confirmation of receipt. If receipt is not received, call 812-237-3600 and ask for Ernie Kramer. It is important that you gain access to your bid folder.

## Indiana State University Bid Information

In order to insure your electronic bid reply isn't removed during the email process (ISU restricts file size) we have sent you a separate email with a link which will lead you to your bid folder. You will need to place your bid in that folder by choosing "upload" on the top right of the screen.

The email you received from our system has a link which will lead you to your bid folder. It is important to save the email/link so you can access your folder. You are responsible to maintain that link and ISU may not be able to resend the link to you. Your bid needs to be placed in the folder by 4:00 PM on the bid due date. You place a bid (and supporting documents) in the folder by uploading the document (see upper right of screen). You delete a folder by selecting it and hitting "delete", the folder should no longer be visible to you. You alone are responsible to insure the most recent and accurate version of your bid is in your bid folder before 4:00 PM EST on the due date. Your bid folder will be locked after 4:00 PM EST on the bid due date. You will not be able to make changes after your folder is locked.

Until the folder is locked (see paragraph above), you will be able to add additional documents to your bid, delete your bid and upload it again (i.e., make a change on the version you retained, remove the online version and upload your newer version). If you delete your bid you **MUST** upload a newer version. What you can see in your folder is all we can see. It is recommended to review your folder before the bid deadline to insure you have the proper version of your bid in your bid folder.

You should bookmark your link after the first time you access the page from your email link.  
Use this icon to bookmark

Use this icon to upload your bid

ISecUre - Document Manager - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://files.indstate.edu/xythoswfs/webview/fileManager.action?tk=333A1D75

Teamsters (IBT) Most Visited Getting Started Disys Dell Lenovo E and I Brandon Auctions MHEC TECH IN QPA

Home Setup Help Logged in as: Ernest Kramer [Logout]

ISecUre

Files Reports & Tools

faculty > ekramer

Copy Move Delete Rename Manage Share Email Tag

<input type="checkbox"/>	Name	Shared To	Date Last Modified	Size	Tags
<input type="checkbox"/>	ISU Internal Test Montgomery View All	Everyone	5/12/09 2:29:59 PM EDT	49.2KB	
<input type="checkbox"/>	JPMCHASE NEW	None	3/10/09 1:38:38 PM EDT	215KB	
<input type="checkbox"/>	public	Everyone	3/5/09 10:12:16 AM EST	1KB	
<input type="checkbox"/>	trash	None	5/13/09 10:21:00 AM EDT	1007KB	

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