November 19, 2026
IDEA Public Schools
2115 W. PIKE BLVD, TX 78596
(956) 377-8000

IFB #36-FSPG-0227 | Facilities Supplies – Paper Goods

Addendum #1

Issued: November 19, 2026 | **Bid Due Date:** ~~December 1, 2026, 11:00 AM,~~ ***December 7, 2026.***

The following questions were received regarding the solicitation. Questions have been consolidated and edited for clarity. Unless expressly amended by this addendum, all other solicitation terms remain unchanged.

Solicitation Schedule

Q1. Will IDEA extend the bid submission deadline from December 1, 2026, to December 8, 2026, due to the Thanksgiving holiday?

A1. Submission deadline will be extended from December 1, 2026, to December 7, 2026, 10:00 AM.

Q2. What time zone applies to the November 19, 2026, noon question deadline, and was the November 18 pre-bid meeting mandatory?

A2. Central Time, Pre-Bid Meeting was not mandatory but available for potential proposers to attend.

Product Specifications and Dispensers

Q3. Are all four lines in Attachment F separate items for pricing and potential award, or do any represent alternative options for the same product?

A3. Please price each option separately for evaluation. Listing these options does not mean that all will be awarded.

Q4. Please confirm the manufacturer item numbers, case counts, and dispenser compatibility requirements for the four items in Attachment F, including the required number of rolls per case for Line 4.

A4. Bidders should refer to the product specifications outlined in Attachment F when preparing their bids. IDEA Public Schools does not require a minimum number of rolls per case for Line 4. Bidders should clearly identify the manufacturer, item number, and case quantity for each proposed product (unit cost). All proposed products must meet the specifications outlined in Attachment F.

Q5. Will IDEA consider alternative paper products that require replacement of existing campus dispensers, or must proposed products be compatible with installed dispensers?

A5. Any alternative paper products should be listed and submitted within Attachment "E" Deviations and exceptions as a modification.

Estimated Quantities and Ordering

Q6. Can IDEA provide estimated annual case quantities by item, campus, or region, or historical usage if estimates are unavailable? Are any purchase quantities guaranteed?

A6. IDEA Public Schools does not have estimated annual case quantities or historical usage data available by item, campus, or region. Purchases will be made on an as-needed basis, and no minimum purchase quantities or order volumes are guaranteed under this solicitation.

Please submit pricing according to the units of measure and pricing format in the IFB.

Q7. Can IDEA provide anticipated first-order quantities by item and delivery location, typical order sizes, order frequency, or minimum order quantities?

A7. We do not currently have expected first-order quantities or estimated annual volumes available. Please submit pricing according to the units of measure and pricing format in the IFB.

Q8. What are the anticipated dates for the first purchase order and delivery? Will orders be placed and delivered in stages or as one initial shipment?

A8. Orders are placed based on campus needs. Each campus is responsible for placing orders on an as-needed basis. Initial orders are expected to being after July 1, 2026.

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Delivery and Logistics

Q9. Will orders be delivered directly to individual campuses listed in Attachment G or to a centralized location? Are consolidated deliveries anticipated?

A9. Deliveries will be made directly to individual campus locations listed in Attachment G, as requested through purchase orders. Orders and delivery locations will be determined based on campus needs. Consolidated deliveries are not currently anticipated as a standard requirement.

Q10. What delivery lead times, receiving restrictions, unloading requirements, and inside-delivery expectations apply after issuance of a purchase order?

A10. Delivery schedules and receiving arrangements will be coordinated with the requesting campus following issuance of a purchase order. Vendors should identify their standard delivery lead times in their bid submissions. Specific delivery instructions, including unloading and designated drop-off locations, will be communicated based on individual campus requirements.

Q11. Do all delivery locations have loading docks or forklifts available for deliveries?

A11. No. Loading docks and forklifts are not guaranteed at all campus locations. Delivery accommodations vary by campus. Awarded vendors will be responsible for coordinating delivery arrangements with the receiving campus, including designated drop-off locations and any applicable site-specific restrictions.

Q12. May an awarded vendor use a manufacturer, distributor, carrier, or third-party logistics provider to deliver directly to campuses? If approval is required, what documentation and timing apply?

A12. Yes. Awarded vendors may utilize manufacturers, distributors, carriers, or third-party logistics providers to fulfill deliveries to IDEA campus locations. However, the awarded vendor shall remain fully responsible for all contractual obligations, including order fulfillment, delivery coordination, invoicing, and compliance with applicable solicitation requirements. Any third-party delivery arrangements must not result in additional costs to IDEA beyond the awarded pricing.

Bid Scope and Award Structure

Q13. May bidders submit pricing for selected lines in Attachment F, or must they price all four lines to be responsive? May IDEA award by line item rather than to a single vendor?

A13. Bidders are encouraged to submit pricing for all four-line items listed in Attachment F. However, bids for individual line items will be accepted. IDEA Public Schools reserves the right to award contracts to one or multiple vendors, by individual line item or in whole, based on the best interests of IDEA.

Q14. May bidders propose service for selected regions (for example, Houston only), or must they be able to serve every campus in Attachment G? Will IDEA consider regional awards?

A14. IDEA Public Schools reserves the right to award contracts to one or multiple vendors for one or multiple regions. However, bidders must submit pricing with the ability to serve all campus locations listed in Attachment G. Bids limited to specific regions or campus locations will not be accepted.

Bidder Documentation and Eligibility

Q15. Are the ownership-identification and ACH banking forms required at bid submission or only after award? Are alternatives or later submission permitted?

A15. The ownership-identification form must be completed and submitted with the bid. ACH banking information will only be required from awarded vendor(s) as part of the vendor onboarding and payment setup process. Alternative documentation or later submission of required bid forms will not be accepted unless otherwise authorized by IDEA Public Schools.

Q16. Must an out-of-state LLC obtain Texas foreign-entity registration or additional IDEA vendor approval before submitting a bid?

A16. Out-of-state vendors may submit bids without obtaining prior IDEA vendor approval. However, awarded vendors must comply with all applicable federal and Texas state laws, including any required business registrations, licenses, and certifications, prior to contract execution or performance.

Q17. Which insurance certificates, coverages, and endorsements must accompany the bid, and which may be submitted after award but before performance?

A17. Bidders should refer to the insurance requirements outlined in the solicitation documents for the applicable coverages and endorsements. Certificates of Insurance (COIs) demonstrating compliance with these requirements will be required from awarded vendor(s) prior to contract execution or commencement of services.

Q18. Does the disclosure form require a full Social Security number with the bid, or may an EIN or secure, separate submission of owner information be used to avoid including sensitive information in printed and USB copies?

A18. Bidders should not include full Social Security numbers or sensitive personal banking information in their bid submissions. Where applicable, a business EIN may be provided in lieu of a Social Security number. If additional ownership-identification information is required, IDEA Public Schools will coordinate a secure submission process with the vendor.

Historical Award Information

Q19. Can IDEA provide previous bid tabulations and an itemized award report, including any price adjustments?

A19. This is IDEA Public Schools' first Invitation for Bid (IFB) for Facilities Supplies – Paper Goods. Therefore, no previous bid tabulations, itemized award reports, or associated price adjustments are available for this solicitation.

Addendum acknowledgment: Bidders should follow the solicitation instructions regarding acknowledgment of issued addenda.