



# Ellisville State School

Dr. Rinsey McSwain  
Director

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Wheelchairs, custom seating, seating systems, replacement parts accessories, and Repair Services

RFx # 3160007833

Amendment Two – Issued January 26, 2026

**Bid Submission Deadline: February 20, 2026, 04:30 PM CST**

PLEASE ACKNOWLEDGE THIS AND ANY OTHER AMENDMENTS BY EXECUTING THE BOTTOM OF THIS DOCUMENT and returning with your bid package.

### Questions, Answers and Clarifications –

1. – In the Scope of Work, Item #11 only specifies repair labor coverage for South Mississippi Regional Community Homes but does not mention Ellisville State School. Please clarify about labor repairs at Ellisville State School.

Ellisville State School should be included in that coverage/

Notice #13 has been removed – it has been determined this would be a hardship for both vendor and Agency to bill insurance(s).

### SEE ATTACHED UPDATED SCOPE OF WORK

Failure to submit this acknowledgement may result in rejection of your bid.

Acknowledged by (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company and Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment I Scope of Work

Vendor shall provide services, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

1. Vendor shall provide delivery and setup of Wheelchairs, seating, accessories and repair parts as a specified discount percentage for a one-year period as well as contract renewal periods as indicated.
2. All services provided by the successful bidder shall be performed by a qualified technician. Technicians are to be NRRTS members and CRTS certified. A copy of the certificate must be provided prior to work start.
3. Provide technical assistance to Agency's Therapy staff by participating in wheelchair seating clinics. Areas to be addressed by the clinics include wheelchair evaluations, custom seating, wheelchair repairs, adjustments, modification, and the provision of quotes. These clinics will be scheduled on a weekly basis.
4. When the Awarded Vendor participates in equipment evaluations, they shall ultimately be responsible for the proper fitting of that equipment to the client. Should a piece of equipment not be functional, that equipment should be either replaced or modified to the Agency's satisfaction at no additional cost.
5. The Awarded Vendor shall provide the Agency's representative with an itemized quotation within seventy-two (72) hours of the date of the request. Group quotes and quotes for wheelchairs with custom seating will be provided within seven (7) working days from the date of the request. Failure to provide quotations within the specified time frame may result in the cancellation of the contract, or the Agency may purchase elsewhere in accordance with State Purchasing Regulations.
6. Delivery shall be FOB "Agency". Delivery shall be within 12 weeks maximum after receipt of order. Loaner chairs shall be provided by the Awarded Vendor at the Agency's request.
7. All wheelchairs should be warrantied for a time period that equals or exceeds the manufacturer's standard warranty, to be free from defects in materials and workmanship for a period of not less than one year from the date of purchase. Parts supplies, and labor for repairs made during the warranty period will be provided at no charge to the client, or Agency.
8. The Awarded Vendor agrees to furnish the Agency with three (3) current copies of the lowest manufacturer's suggested retail price lists. The discount bid shall apply to the current price lists. Catalogs and price lists shall be forwarded to the Agency prior to the beginning of the contract period. Any changes or updates from the manufacturer that occur during the contract period shall be forwarded promptly to the Agency.

9. Travel expenses for initial delivery, fitting and warranty repairs shall be included in the bid price.
10. All services should be provided during normal business hours. (8am to 4:30pm)
11. The Vendor should include labor for repairs at each location. All repair work shall be initiated within two (2) working days from the date notification is given by a representative.
12. Vendor shall submit separate invoices for each location. (i.e. Ellisville State School, South Mississippi Regional Center Community Homes, etc.)