



County of San Diego

Winston F. McColl
Director

TELEPHONE (858) 537-2500
FAX (858) 715-6452

Department of Purchasing and Contracting
10089 Willow Creek Road, Suite 150, San Diego, California 92131-1699

August 24, 2010

ADDENDUM 4

REQUEST FOR PROPOSALS (RFP) NO. 4708 COUNTY OF SAN DIEGO, DEPARTMENT OF PURCHASING & CONTRACTING OFFICE SUPPLIES, SCHOOL SUPPLIES, AND MULTI-PURPOSE PAPER PRODUCTS

This addendum provides clarifications and corrections to the RFP listed above. Please change/revise your copy accordingly. Questions and answers are also provided in this addendum. Please note: In accordance with RFP Terms and Conditions, Section 14 Explanation to Proposers "Oral explanations or instructions will not be binding."

Changes and Corrections:

1. Page 7 Submittal Requirements: **MODIFY** as follows: Submit an original and 7 copies of each technical proposal, and ~~an original~~ of the pricing proposal as an Excel file, prior to the date and time specified in the cover letter and PC600 form.
2. Page 8 Submittal Requirements: **ADD** the following: 1.5 Litigation - State all lawsuits, litigation and regulatory actions in which offeror or other principals thereof have been involved in the last five (5) years. Provide a brief explanation of the reasons for the actions, their status, how they were resolved, and if there were any penalties, fines or other actions taken.
3. Page 8 Submittal Requirements: **ADD** the following: 3.1.1 Catalog - Provide a copy of any catalog utilized in Exhibit C, Price Schedule for Lot 4.
4. Page 27 Exhibit A: **DELETE** item 7.3
5. Page 39: Exhibit C Pricing Schedule Template - **REPLACE** with the file included in this Addendum. This version provides revised instructions, and a "Notes" column has been added to allow offerors to explain any deviation to the listed UOM.

Click on the icon below to open the file



Exhibit C Price
Schedule.xls

Questions and Answers:

- Q1. Although you have not asked for it specifically, are you looking for the suppliers to provide the unit of measure and pack quantity for the products listed in Lots 4 and 5? In order to ensure the products associated with Lots 4 and 5 are equally evaluated by the same unit of measure and pack quantity, it might be helpful for all suppliers provide this information and/or the UPC codes for each product.

- A1. The UOM or pack size will not impact the calculation used in the evaluation of Lots 4 & 5. The blended discounts proposed on the Lot 4 and 5 pricing spreadsheets will be applied to the estimated MSRP to determine the figure for evaluation.**
- Q2. Since all suppliers have their own private brand products, do we use the 'proposed product' or 'alternative product' columns in Lots 1,2 and 3 when we respond with private brand product where Staples is indicated in the manufacturer column?
- A2. For any of the items listed in Lots 1, 2, and 3, offerors should use the "proposed product" column if they are proposing the listed brand and use the "alternate product" column if they are proposing a product other than what is listed.**
- Q3. If a private brand or alternative product has a different unit of measure in Lots 1,2 and 3 than what is indicated in the UOM column, how would you like this noted on the spreadsheet?
- A3. For evaluation purposes, the pricing entered in the spreadsheet should reflect the UOM listed. The instructions have been revised and a "Notes" column has been added to the pricing spreadsheets to allow offerors to explain any deviation to the listed UOM. A revised Pricing spreadsheet file is attached to this Addendum.**
- Q4. Many suppliers publish an updated catalog twice per year as opposed to annually. In order to manage the contract more effectively for both the supplier and Participating Public Agencies, will the County of San Diego consider bi-annual product and price modifications based on the catalog change?
- A4. Yes. The County will consider bi-annual product and price modification for Lots 4 and Lot 5.**

The due date for the submission of Proposals has **NOT** been changed. Mark the outside of the package with "RFP 4708" and the name and address of the Offeror. Late Proposals will not be considered unless it is the only one received or there was mishandling on the part of County Purchasing staff. Proposals are to be submitted to the front desk of Purchasing and Contracting department **no later than 3:00 PM local time on Monday, September 13, 2010** at:

**COUNTY OF SAN DIEGO
OFFICE OF PURCHASING AND CONTRACTING
10089 WILLOW CREEK ROAD, SUITE 150, MAIL STOP O32
SAN DIEGO, CA 92131**

If you have any further questions, please contact Germaine Howson, Procurement Contracting Officer by e-mail at Germaine.Howson@sdcounty.ca.gov.

Germaine Howson for
WINSTON F. McCOLL, Director
Department of Purchasing and Contracting

WFM:GGH