



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

November 14, 2016

ADDENDUM # 1

Bid No.: 50-117824

Bid Opening Date: 11/17/2016

Extended Date: 11/22/2016

For: Two year contract for office supplies, as needed, for all Jefferson Parish Departments.

The bid opening has been extended until Tuesday November 22, 2016.

1. Question: Since each vendor supplies their own private brand items, will vendors be allowed to bid their own private brand items instead of the items specified?
Answer: Where brand names and stock numbers are specified it is for the purposes of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award. Bidders must comply with OEM requirements as it pertains to Toner and Ink Cartridges.
2. Question: For National Brand items, vendors should be allowed to submit a bid for an alternate National Brand item (Smead File Folders vs Esselte File Folders) however vendors should not be able to submit a bid for a private brand item if Jefferson Parish has specified a National Brand item. Is this correct?
Answer: See answer for # 1.
3. Are we able to provide a report (on a weekly, monthly or quarterly basis) to meet the requirement regarding the List Price Category Discount (on invoice) that you would like to see for audit purpose?
Answer: You may provide the report on a quarterly basis to the show list price minus % discount at time of order and reflect same price on invoice. The invoice shall reflect the final discounted price.



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4. Please confirm that the discounts requested on the Non-Core Category Discounts are to be discounts from List Price and that while the discount % will be constant for the term of the contract, the actual sell price of Non-Core Items will be updated based on any changes in list price.

Answer: Correct, provided that the bidder comply with the requirements stated in # 3.

5. Will our certificate of insurance without the deductible information be sufficient?

Answer: All bidders must comply with insurance requirements set in Attachment A.

Sincerely,

Donna Reamey

Donna Reamey, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.