

# Addendum to Solicitation



Purchasing Office / City of Mesa • 20 East Main Street, Suite 450 • Mesa, AZ 85201

Issue Date: February 11, 2020

This addendum will modify and/or clarify: Solicitation No.: 2020050

and is Addendum No.: One (1)

Procurement Description: Office Supplies and Products

All Respondents are hereby notified that the Solicitation for Office Supplies and Products has been revised by this Addendum.

## 1. Scope of Work, Page 16, Item 16. General Pricing Terms.

- a) **Please delete the last sentence of the third paragraph.** ~~“Percentage discounts on non-core items shall be the same percentage discount for core items.”~~

It will be allowed to have different discounts for core items and non-core items within the same category.

## 2. Exhibit A – Pricing Workbook.

- a) A new workbook has been updated and is attached. Incorrect UOM and pack sizes have been fixed and duplicates removed. Please download and use this workbook with your response.



Worksheet in  
2020050 - MESA OFFI

- b) “Generic” Core and Non-Core items have been identified in the workbook. Proposers are only allowed to provide alternate item/pricing for those items identified as “generic”. If a “name brand” product is specified on the workbook, the proposer must bid the same “name brand”. Alternate columns are available for data entry for identified “generic” items only. Refer to all instructions on the Pricing Workbook on how to complete the pricing workbook.

## 3. Points of Clarification.

- a) **Pricing Structure for Core vs. Non-Core.** The City will audit monthly the pricing of core and non-core items. Awarded vendor shall provide in an Excel file all core and non-core pricing of items purchased each month. All price adjustments to the core and non-core items shall be fixed and manufacturer letters will be required to support any price increases. All core items shall be correctly labeled on the website and easily found by users.

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b) **The total number of items being offered.** Users shall have access to all items offered by the proposer. The proposer shall offer discounts on their full catalog(s) and not just the items presented on the pricing worksheet. **All non-core discounts shall apply to all items in the full catalog. The total approximate number of items being offered should be included in the proposal.** Items identified on the pricing worksheet are for evaluation purposes and have been identified as the City of Mesa's current usage.

If there are categories not identified on the pricing workbook that the proposer can provide, i.e. Promotional Items, then please provide that information as a narrative in your response and identify the minimum Discount Off List Price available.

#### 4. Below are questions received as of February 10, 2020, and answers provided by City staff.

Q1. Tab 4 – Pricing Forms. It reads “Completed and Signed Pricing and Compensation Forms.” Does it need to be signed?

A1. No, the worksheet does not need to be signed.

Q2. Can we offer a rebate or upfront rebate incentive to the City?

A2. Any rebate program, if offered shall be based on the volume of purchases/spend. The City is not looking for any type of upfront money or incentive.

Q3. Please confirm alternates are acceptable and if we need to bid 100% of the items, as we are unable to match some of the manufacturer numbers.

A3. Alternates are acceptable but only on “generic” items. Refer to item 2.b. above.

Q4. What is the percent of spend by category? For example, we understand toner is included yet we see less than 3% of toners listed on the core list.

A4. The pricing workbook is the actual City of Mesa usage. The City of Mesa utilizes another contract for Manage Print Services for toner and supplies with another vendor. Other participating agencies toner spend are not available. Other agencies will be purchasing toners provided on this contract.

A breakdown by category is provided below. Numbers are approximate and for the calendar year 2019.

- Office Supplies - \$300,000 or 55.2% of net purchases
- Maintenance & Breakroom - \$155,000 or 28.74% of net purchases
- Technology - \$68,000 or 12.61% of net purchases
- Furniture - \$128,000 or 2.38% of net purchases
- Unclassified - \$6,000 or 1.08% of net purchases

#### Ordering Habits Summary

- Lines = 14,324
- Orders = 3,846
- Avg. Lines Per Order = 4

Q5. If the percent of spend by category cannot be answered, can you clarify:

- The total spend for toner A. \$25,000
- The total spend for paper A. \$120,000

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Q6. What is the percent of spend with P-card during the Point of sale?

A6. We utilize a P-card 100% of the time. It is mandatory for all users to use their P-Card when placing orders online.

Q7. What is the percent of invoices paid with a P-card?

A7. 99.9%. We prefer to use a P-card to pay all invoices. Occasionally for large purchases, such as a furniture project, it has been negotiated to pay by check.

Q8. What are the cities' standard payment terms?

A8. N30.

Q9. Can we get a location list of all delivery points (ship to locations)?

A9. Refer to the attached document.



City of Mesa ship to locations.xlsx

Q10. The insurance requirements in the Scope of Work Section 17 differ from the insurance requirements in Exhibit 1 Draft Agreement Section 6. To the extent the Scope of Work will be compiled into any resulting contract as Exhibit A, does the City expect to remove the insurance requirements from the Scope of Work and rely on the insurance language in the Draft Agreement to prevent the existence of potentially conflicting terms?

A10. Refer to the Draft Agreement for Insurance language and requirements.

Q11. Would the City be willing to accept the addition of language to the insurance requirements clarifying that the Contractor intends for the City to have access to the full insurance limits (which are higher than the stated minimums) purchased by the Contractor?

A11. Yes.

Q12. Number 10 on page 15 regarding fingerprint checks – Do deliveries to participating school districts involve independent or unsupervised access? If not, does the fingerprinting clause still apply?

A12. Yes, there could be independent or unsupervised access. This is a clause required by all school districts in order for them to be able to utilize the contract.

All other terms and conditions remain unchanged.

End of Addendum

Please contact [Kristy.Garcia@MesaAZ.gov](mailto:Kristy.Garcia@MesaAZ.gov) with any questions you may have regarding this addendum.

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The balance of the specifications and bid/proposal solicitation instructions to remain the same. Bidders/Proposal Offerors are to acknowledge receipt and acceptance of this addendum by indicating receipt on the Required Response Forms attachment of this bid/proposal response. Failure to acknowledge an addendum prior to bid/proposal opening time and date may make the bid/proposal response non-responsive to that portion of the solicitation as materially affected by the respective addendum.