



SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT
Division of Purchasing
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**ADDENDUM 1
17-0023
PAPER STOCK**

April 3, 2017

The following is to ensure that vendors have complete information prior to submitting a bid. Here are some clarifications regarding the bid for paper stock for Operations Support Services.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

- 1. Is it accurate to assume that everything except some of the white paper gets delivered to the Data center?**
That is correct.
- 2. How many locations would we need to deliver to within Sedgwick County will those addresses with contact information be provided upon contract execution?**
At least two dozen locations. The county will provide addresses, directions and contact information for the drivers.
- 3. Is there a minimum quantity cartons to make these deliveries (i.e. 10 carton minimum to make delivery)?**
10 cartons white copy paper to any location that is not the Printing Center. No minimum on deliveries to Printing Center.
- 4. On the 8.5 x 11- 20 # white would you purchase a large quantity like a truckload and have us bill you and we move that inventory to a customer paid (charge & hold number) in which we would then fill orders to the various locations out of this inventory till gone at N/C --or MEMO del?**
Yes, this is how the county currently does this, the county will order a large inventory to be placed on storage tickets and drawn down as needed.
- 5. Is there anything that the county would like to see done differently with this contract?**
The county desires to have more flexibility in the swapping of stock for minimal or no restocking fees. The stock that is requested by the county should be readily useable to other organizations. This would occur if staff runs into a batch of stock that one of the production devices does not handle well and it is requested to switch out for different stock to see if the machines will handle better.

Firms interested in submitting a *bid*, must respond with complete information and **deliver on or before 1:45 p.m. CDT, April 11, 2017**. Late bids will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID RESPONSE PAGE.”

Kim Bush, CPPB
Purchasing Agent