

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

May 6, 2019

ADDENDUM NO. 1

FOR:

Bid #1368 – Purchase of Bond Paper

The following changes, additions, deletions or corrections shall become a part of the Bid document for the service named above and all other conditions shall remain the same. Addendum No. 1 must be acknowledged by placing company name, authorized signer name, title, signature and date at the end of this addendum and include this document in your bid proposal.

QUESTION 1:

“If we have question on Bid 1368 - can we just send those to you via email or is there another method preferred?”

ANSWER 1:

Per General Conditions 14.1 - Questions regarding the bid, or the intent thereof or any discrepancies, omissions or inconsistencies in the bid documents shall be **submitted in writing ONLY** via email, US mail or private courier service to:

Rancho Santiago Community College District
Purchasing Services Department
2323 N. Broadway - Room 109
Santa Ana, CA 92706
Email: Chapple_Mina@rsccd.edu

QUESTION 2:

“How many different delivery sites are there within the district?”

ANSWER 2:

Currently there are three (3) delivery sites: SCC (Publications and Duplication) have paper delivered to the SCC Warehouse); SAC (Quick Copy); CEC (Duplication).

QUESTION 3:

“Is there a current buying pattern/usage?”

ANSWER 3:

July/August, December/January and May/June are the three major peak order periods with as needed purchases during the other months.

QUESTION 4:

“Was 2017 the last bid?”

ANSWER 4:

Yes.

QUESTION 5:

“2017 Recap shows Sphere was awarded, not Comet but the district is now asking for Comet. Was Comet used through Veritiv in the past or how did the college come to request Comet?”

ANSWER 5:

Comet was the paper type that was accepted and used by the colleges. The Publications Center uses Hammermill or equivalent (currently Kelly Paper) that is 30% post-consumer waste, 92 brightness. This was to assist in RSCCD’s sustainability initiatives.

QUESTION 6:

“What is the district’s current pricing?”

ANSWER 6:

Hammermill \$35.50/case; Sphere (Comet) \$30.00/case; Hammermill (Domtar) \$40.29/case; Hammermill Great White \$37.83/case; Econosource (Domtar) \$31.33/case

QUESTION 7:

“Are we able to quote other brands besides those listed on the bid? Would the district like samples sent with the bid or before the bid due date?”

ANSWER 7:

Per General Conditions 4.0 Specifications and Sample -

- 4.1 Reference to a particular brand of paper is to establish a standard of quality and performance requirements and shall be followed by the words “or equal”.
- 4.2 Specific brand/trade names and changes in specifications must be noted in the Brand Name column on the Bid Form. Failure to do so may subject your bid to disqualification.
- 4.3 Upon request by the District, the bidder shall provide a minimum of one (1) carton of any specific paper to use as an evaluation test sample. Samples must be clearly marked with the item number, brand/trade name, paper weight, color name and vendor name.

QUESTION 8:

“Can you indicate by location which sites will be ordering by pallet and which sites will be ordering by carton?”

ANSWER 8:

RSCCD Publications, SAC Quick Copy, SCC and CEC Duplication order bond paper by the pallet. SAC orders two pallets at a time. RSCCD Publications has setup blanket purchase orders for pallets of bond as needed.

QUESTION 9:

“Can I please request the last bid recap?”

ANSWER 9:

Below is a recap of Bid #1322, first year pricing.

RECAP OF BID #1322 – PURCHASE OF BOND PAPER

| | PRODUCT DESCRIPTION | VERITIV OPERATING CO | KELLY PAPER CO | SPICERS PAPER INC | OFFICE DEPOT | LIBERTY PAPER |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------|--------------------------|---------------------|----------------------|
| 1 | Domtar (or equal) Bond, 8-1/2" x 11", 20 lb, (.004), in the Following Colors: Blue, Green, Canary, Ivory, Pink (Contains 30% post-consumer fiber) | *\$35.97/cs Hammermill Colors | \$36.90/cs Domtar Colors | No Response | No Response | No Response |
| 2 | Hammermill Great White Copy (or equal), 20 lb, 8-1/2" x 11", (.004), White, 3-Hole Punched (5/16"), 92+ brightness (Contains 30% post-consumer fiber) | *\$33.77/cs Great White 10319841 | \$38.00/cs Great White Recycled | No Response | No Response | No Response |
| 3 | Hammermill Great White Copy (or equal), 8-1/2" x 11, 20 lb., (.004), White, 92+ brightness (Contains 30% post-consumer fiber) | \$31.47/cs Great White 10342914 | *\$28.70/cs Kelly Copy 30% Recycled | No Response | No Response | No Response |
| 4 | Domtar (or equal) DP High-speed Bond, 20 lb., 8-1/2" x 11", (.004), White, 3-Hole Punched (5/16"), 92+ brightness | *\$28.33/cs Econosource 10299390 | \$28.70/cs Kelly Copy | No Response | No Response | No Response |
| 5 | Comet (or equal) DP High-speed Bond, 8-1/2" x 11, 20 lb., (.004), White, 92+ brightness | \$24.94/cs Comet 108025275004 | *\$22.90/cs Sphere | No Resonse | No Response | No Response |
| | Fuel Surcharge – Per Delivery | 0 | 0 | | | |
| | Chg for Ordering Less than a Full Pallet | 0 | 0 | | | |

Addendum 1: Dated May 6, 2019

Contractor: _____

Name: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS IS THE END OF ADDENDUM NO. 1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT



**Linda Melendez
Director, Purchasing Services**