

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Janet Hagan
Acting Procurement Commissioner

June 25, 2007

BID NUMBER: S8Z53540
TITLE: Office Supplies
DEPARTMENT: VARIOUS
DATE TO OPEN: July 02, 2007 @ 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Bid # S8Z53540 has been postponed until further notice.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

Buyer, R. Saylor

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

RS/mv

CITY OF PHILADELPHIA

Janet Hagan
Acting Procurement Commissioner

July 9, 2007

BID NUMBER: S8Z53540
TITLE: Office Supplies
DEPARTMENT: Various
DATE TO OPEN: July 02, 2007 10:30 AM/postponed until further notice

ADDENDUM # 2

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Bid S8Z53540 scheduled to open July 2, 2007 @ 10:30 A.M postponed until further notice.

Bid S8Z53540 will now open on **July 30, 2007 @ 10:30 AM.**

Questions and Answers to Bid # **S8Z53540** :

Question 1. In reading page 16, Paragraph 2.3.1.2 , it states: "For all items in Part A, bidders must quote only on brand name manufactured items listed in their "Commercial In-House" catalog. No exceptions/substitutions will be permitted." Here's my question using the following as an example: if your bid is asking for an Esselte brand item, and I stock the Smead item which is equivalent and is also a national brand, and if I clearly note the item number that I am specifying, will the city accept this item or will my bid be rejected again. I called the Procurement Department Information number as shown on the bid cover sheet, and spoke to Sandra Johnson. I posed the same question to her, she checked with the spec writer and was told that in that case the substitution was acceptable. Can you confirm that her information is correct?

Answer 1. The City is requesting pricing for all items listed in Section A to be a "national brand" item. Page 9, para. 1.9.14 lists instructions for submitting alternates. Also, see response to Question 3, below.

Question 2 As prime, Corporate Express (CE) would like to allow for certain City Departments to deal directly with CE's MBE partner Legacy for account management, order placement, and customer service. Those particular departments (that represent 15-20% of the City's Spend-can be chosen by the City) will use the MBE partner's web-based ordering system which is fully integrated with CE (using only the contracted pricing). **For these particular departments, the MBE will be totally responsible for account management and customer service functions.** The billing can be from CE or Legacy. All reporting can be rolled up into one for review and purchasing tracking. Will this be acceptable?

Answer 2. Any award made as a result of this Invitation and Bid shall be awarded as a whole to one bidder. As such, the City will deal directly with and only with, the awarded vendor. .

Question 3. Section **2.3.1.2** in the bid document states that "for all bid items in Part A, bidders must quote on only Brand name manufactured items listed in their Commercial In-House catalog. No exceptions/substitutions will be permitted". We have come across a large percentage of bid items that we are currently supplying the City via contract # 04-0131 which are no longer listed in the Staples 2007 In-House catalog. Even though these items are not shown in our 2007 In-House catalog we are still able to quote and supply these items to the City with a Staples part number, Manufacturers part number and current list price. It would be in the City of Philadelphia financial best interest to allow this vendor to quote the exact item even though the item is no longer listed in our current In-House catalog.

Answer 3. Items listed in Section A of Bid **S8Z53540**, which are no longer listed in a bidders 2007 In-House catalog, but still available, per para 2.3.1.2, the bidder shall provide the City with pricing for the item as listed..

Question 4. We have come across some items (see attached copy) on the bid which are duplicated because of either being calendars that were purchased as 2005, 2006 and 2007 or items that have 2 different units of measures such as markers which show a unit for DZ and also for EA. As well as labels which have a unit of either Pk or Bx. A possible suggestion for the calendars issue would be to have everyone quote on 2008 calendars. We suggest combining these other duplicates into one item for bid purposes.

Answer 4. Bidders shall supply pricing per para 2.7.1, pg . 22, "Bidders are cautioned to carefully review each item and pay special attention to the Unit of Measure for each item. Please be sure to bid in the City's Unit of Measure, which may be different from your selling unit".

Question 5. We came across items that are on the bid that are shown with a Manufacturers name of Universal brand which is a generic or house brand for United Stationers wholesaler. Example being items **5.1.204 through 5.1.210** file folders. None of these items will be shown in the vendor's catalogs as they are only shown in the United Stationer catalogs. It would be financially beneficial to the City allow the vendor to quote there own in house Brand on these items as they would be in their respective catalogs.

Answer 5. Bidder shall provide pricing for all items listed in Section A, as described on pg. 22. para. 2.3.1.2. For bidding purposes, the "United" brand was selected due to its availability by all who intend to submit a bid for S8Z53540.

Question 6. Emerald is bidding as a prime vendor therefore I must solicit a commitment from M-BE, W-BE to participate with Emerald in this contract?

Answer 6. Yes. According to the Antidiscrimination Policy: "The Minority Business Enterprise Council (MBEC) has approved projected ranges of participation for this Invitation and Bid which serve as a guide in determining each bidder's responsibility. These ranges represent the percentage of MBE, WBE and/or DSBE (collectively, "M/W/DSBE") participation that should be attained by M/W/DSBEs from business opportunities existing in the available market absent discrimination in the solicitation and selection of these businesses."

a) record info on solicitation for participation and commitment form regardless of the result ?

Answer 6 a). Yes. The Antidiscrimination Policy states: "Bidders must submit documentary evidence of MBE, WBE and DSBEs who have been solicited and with whom commitments have been made in response to the participation ranges included in this Invitation and Bid. Failure to submit the Solicitation For Participation and Commitment Form will result in the rejection of the bid as nonresponsive..."

Question 6 b). A list of currently certified firms are available online at www.phila.gov/mbec/directory once obtain this list choose firms that are in the office supply business, call them and ask for a commitment to work as a sub-contractor for Emerald, this is done by phone or mail ?

Answer 6 b) What ever the medium used to contact the certified vendor, the results must be documented. According to the Antidiscrimination Policy: "Documentation of all solicitations (regardless of whether commitments resulted therefrom) as well as all commitments made prior to bid opening shall be submitted, concurrently with the bid, on the enclosed document entitled "Solicitation For Participation and Commitment Form". A bidder should only make actual solicitations of M/W/DSBEs whose work or materials are within the scope of this Invitation and Bid. The bidder's listing of a commitment with a M/W/DSBE constitutes a representation that the bidder has made a legally binding commitment to contract with such firm, upon receipt of a contract award from the City."

Question 7. Methodology of Acquisition do you want to know what our procedures are when purchasing or what we offer ?

Answer 7. The vendor is not required to submit any information per para 1.5, Methodology of Acquisition. The City is informing the vendor community how the City will acquire Office Supplies as a result of Bid# **S8Z53540**.

Question 8. Two Checks are required with this bid ?

- a) Bid processing fee \$200.00
- b) Bid Security \$100.00
- c) The City's Annual Master Bid Security Program does not apply to this invitation and bid ?

Answer 8 a). Per para. 1.9.8, Bid Processing Fee "bidders must submit with their bid a non-refundable check or money order payable to the City of Philadelphia in the amount of **\$200.00** to cover the bid processing fee.

Answer 8 b + c) Per para 1.7, Bid Security, "Instead, all bidders must submit with their bid a **bid bond** on the enclosed City form in the amount of **\$100,000**. A bid which is not accompanied by the required security shall be rejected.

The City's Annual Master Bid Security Program does **not apply** to this Invitation and Bid.

Failure to submit the required Bid Processing Fee and Bid Bond may disqualify the bidder from bidding.

Question 9. Page 16 # 2.3.1.2 States; for all items in Part A, bidders must quote only Brand name manufactured items listed in their "Commercial In-House" catalog, No exceptions/substitutions will be permitted. **There are items within the bid list that ARE a particular vendor's branded products, but are being stated as branded products. Staples is stating the manufacturer that makes it for them. Can we do the same. The following list is for example purposes only. The limited number of examples does not imply that the list is restricted to only those noted.** Bid #'s: 5.1.136, 5.1.138, 5.1.168, 5.1.242, 5.1.252, 5.1.253, 5.1.256.

Answer 9. A vendor who has identified any item listed in the Section 5, Part A as a "private label" item shall provide pricing for a similar "National Brand" name item meeting or exceeding specifications of the item listed in Section 5, Part A. No "Private Label" items will be accepted for Bid S8Z53540.

Question 10. "United" branded products listed on the bid (there are many) are not considered national brands, they are in fact a private label. Many of these also switch to Staples items on their website. **Please verify that the "United" brand items are not national brands and can therefore be bid as our own private label items.**

Answer 10. For bidding purposes, the "United" brand has been selected due to its availability by all who intend to submit a bid for S8Z53540. If the bidder is unable to supply any "United" brand item as indicated in pricing, Section 5, Part A, bidder shall follow the instructions for submitting Alternates as listed in Para 1.9.14 and Paragraph 2 of "Terms and Conditions of Bidding and Contract" as stated in Answer 11, below.

Question 11. On page 9 of the bid, section 1.9.14, it states “if an alternate item is offered, bidder must follow instructions in Paragraph 2 of “Terms and Conditions of Bidding and Contract”

-What is the format for submitting alternate products?

-If we don't have a name brand item, and only a private brand, should we N/A the name brand and offer the private brand as an alternative? If so, how do you want that presented to you?

-If we have the name brand, but ALSO have a private brand, lower cost item, how do you want the lower cost item presented to you?

Answer 11. It is the bidder's responsibility to read the bid in its entirety including the “Terms and Conditions of Bidding and Contract”, attached to Bid S8Z53540.

- Per para. of Bid #S8Z53540, 1.9.14 **ALTERNATES SUBMITTED:**
If an alternate to any item is offered, bidder must follow instructions in Paragraph 2 of “Terms and Conditions of Bidding and Contract”. State the brand name and the model number of each alternate offered. Detailed technical information on the alternate should accompany the bid.

Paragraph 2 of “Terms and Conditions of Bidding and Contract” states:

...“If submitting an alternate the bidder must specify the alternate (e.g., make and model #) in the bid and submit with the bid a complete description of the article (including any technical literature) and/or service proposed to be furnished. Failure to do so, will require the bidder to furnish the article and/or service specified in the Invitation and Bid. The Procurement Commissioner reserves the sole right to determine whether alternates offered are **equal or better**....

- Refer to Answer 9, for submitting prices on “private brand” items.

- Again refer to Answer 9.

No more questions for Bid S8Z53540 will be entertained at this time.

Addendum # 2
Bid # S8Z53540
Page 6

Please sign, date and return this addendum with your bid to the Procurement Department,
1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now
becomes a part of the proposal.

Buyer,

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

RS/mv