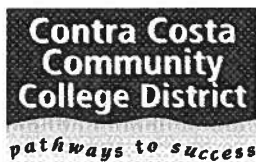


**Governing Board**

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## **Contra Costa Community College District Bid No. 4CD-20 District Wide Printer and Copier Paper**

### **ADDENDUM No. 1**

**Question and Answer:**

1. Is this paper going to be ordered JIT (Just In Time)? So it should be your cost on paper delivered to each site without a minimum. So any site can order a case or one ream one at time, delivered next day?

Response: Most of the orders will be JIT. However, for this bid, the minimum order under this pricing will be one (1) case. The vendor will bear all cost for delivery.

2. How many delivery locations are there total and please advice of each location's City and zip code?

Response: These are stated on the 2<sup>nd</sup> page of the bid document.

3. Can you please provide us with more detailed information relating to the questionnaire on page 6 item 2 that will help us have a better understanding thereby being able to offer more competitive pricing of on the above questioned delivery locations with each of the following requested information below:

How many locations require the driver to have a lift gate?

Response: 3

How many locations require them to have a pallet jack?

Response: 3

How many locations require the driver to have both a lift gate and a pallet jack?

Response: 3

4. If the vendor replies that they need 48 hours to delivery as opposed to the next day delivery requested on page 6 #1, how will this potential effect the scoring system toward successful vendors being awarded?

Response: The responses to the 2 questions reflect 20% of your score.

5. On line item 1 the estimated usage is listed as 2745 cases. Can we please request to better offer the district the most competitive pricing possible a reply listing last year's ordering pattern to each location and the quantity in cases that each location ordered for the entire calendar month for all 12 months on a per month breakdown?

Response: Sorry, but it's too difficult for us to break down the ordering pattern of each location. Some locations were ordering from more than one vendor.

6. I know this is a lot of potential work but this pattern will give us the data needed to calculate the amount of transportation and potential labor to add to our competitive pricing. On line item 2, the estimated usage is listed as 770 cases of Color Paper. Can we please request to better offer the district the most competitive pricing possible a reply listing last year's ordering pattern to each location and the quantity in cases that each location ordered for the entire calendar month for all 12 months on a per month breakdown?

Response: Same answer as #5.

7. Can we please request that a bid recap/tabulation from the last Paper Bid be emailed to us?

Response: We believe 2003 was the last time a paper bid was done by this District. However, we no longer have those files as it is more than 3 years old. We have been piggybacking on various contracts over the last couple of years.

8. When is the anticipated date this bid will go to the school board for approval?

Response: This contract will be in effect July 1, 2011. It will be taken to the June Board meeting for approval.

Your attention is called to the fact that the following have changed:

Page 3, Price Escalation – Remove the entire statement and replace with the following:

The quoted price may change based on the price increase imposed by the mills. The vendor must show proof of this increase (letter from the mill) and must give a written notification to the District 30 days prior to implementation of the price increase. If the vendor enters into a contract with other public agencies or purchasing cooperatives with prices lower than the quoted price of this bid, the vendor must give the District the same pricing.

All other facts and specifications to this bid remain unchanged.



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Dave Wetmore  
Interim Director of Purchasing