



ADDENDUM #1

Quotations for Small Procurements
Copy and Print Paper
Solicitation No. 2024-5805

Originally Issued March 6, 2024

Addendum 1 – Issued March 13, 2024

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

CHANGES:

Attachment B-Fee Submission Form has been revised.

QUESTIONS:

1. On the carbonless paper, what is your usage per month on each item?
Carbonless paper is no longer needed; it is been removed from the Fee Form.
2. For the 8 ½ x 11 CIS Kromekote paper, what point (weight) do you need quoted?
Kromekote paper is no longer needed; it is been removed from the Fee Form.
3. For the door hanger stock, do you need jumbo or regular quoted?
Door hanger stock is no longer needed; it is been removed from the Fee Form.
4. For the 9 x 12 envelopes, are they catalog or booklet? Brown Kraft or white?
Gummed, clasp, peel and seal or self-seal?
Booklet, white, and gummed envelopes are needed.
5. For the 8 ½ x 11 tabbed paper do you have the specifics? How many tabs?
Tabbed paper is no longer needed; it is been removed from the Fee Form.

END OF ADDENDUM TO DATE 3/13/24

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Attachment B: Contractor’s Fee Submission Form

The fees shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, travel, fuel surcharges, franchise fees, etc. Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully “burdened” with profit and overhead costs.

Proposed Fees Rate: The contractor may provide fees for one, or any combination of the following:

COPY PAPER	Firm, Fixed Price/ream	Firm, Fixed Price/case	Brand
8.5 X 11 White Copy Paper	\$ _____	\$ _____	
8.5 X 14 White Copy Paper	\$ _____	\$ _____	
11 X 17 White Copy Paper	\$ _____	\$ _____	

OTHER PAPER	Firm, Fixed Price/ream	Firm, Fixed Price/case	Brand
<i>3-hole drilled</i> 8.5 X 11 copy paper	\$ _____	\$ _____	
8.5 X 11 colored paper	\$ _____	\$ _____	
8.5 x 11 60lb text stock	\$ _____	\$ _____	
8.5 x 11 80lb text stock	\$ _____	\$ _____	
8.5 x 11 100lb index stock	\$ _____	\$ _____	

MISCELLANEOUS	Unit of Measure (box, pack, etc.)	Firm, Fixed Price
9 x 12 laminates		\$ _____
12 x 18 laminates		\$ _____
9 x 12 blank envelopes		\$ _____

Notes and Exclusions:



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DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the QSP.

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Authority discovers that any information entered herein to be false, such shall entitle the Authority to not consider or make award or to cancel any award with the undersigned party. Pursuant to all QSP Documents including attachments, this Fee Submission Form, and pursuant to all Documents submitted, the undersigned proposes to supply the Authority with the services and/or products described herein for the fee(s) submitted pertaining to this QSP.

Date: _____

Company: _____

Address: _____

City, State, Zip _____

Phone: _____ Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____