

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES

RFP NO.:
12PSX0184

Jill Belisle
Buyer Name

PROCUREMENT DIVISION
165 Capitol Avenue, Room 5th Floor South
HARTFORD, CT 06106-1659

Proposal Due Date:
19 December 2012
Date Addendum Issued:
26 November 2012

(860)713-5149
Buyer Phone Number

PLEASE NOTE:

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the RFP that are contained in this Addendum.

RFP ADDENDUM #2

DESCRIPTION: Office Supplies, Toner and Cut Sheet Paper

FOR:
All Using State Agencies and Political Subdivisions

PROPOSERS NOTE:

Q24: Pg 9 of Exhibit A -Section 15 -P-Card – It states "Contractor shall be equipped to receive orders issued from this Contract using the purchasing card. **The Contractor shall be responsible for the credit card user- handling fee associated with credit card purchases.** The Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services." Vendors pick up the cost of the P-card transaction fee on their end of the transaction?

Could the State please explain what it means by the highlighted section?

A24: The merchant (i.e. contractor) and merchant's bank negotiate the transaction fee when the merchant contracts with the bank to become credit card capable (to get set up to accept credit cards for payment).

Q29: Pg 6 and 8 of Exhibit A concerning the use of the United Stationer's catalog as the basis for pricing and product evaluating the RFP. What information will the State need from a vendor for all the unique items they offer not stocked by United Stationers, for both the fixed price list and the catalog? This includes other brand names, private label items and the same products stocked and sold by United but with different unit of measure?

A29: The pricing portion of the evaluation will include the following:
Fixed Price Items – (The specific items listed in the proposal pages as General Office Supplies, Toner and Cut Sheet Paper). The State expects proposers to provide aggressive pricing on these items, as they will be the most frequently purchased items on contract). As stated in Addendum #1; if a contractor is selected for negotiation after the initial evaluation, the State may consider alternate or private label products for additional savings at their discretion.

Full Catalog Discount – (All other items offered from the proposer not listed in the Fixed Price list). These items will be based on the United Stationers catalog, minus the appropriate discount. The State is asking for this discount as a level playing field for evaluation purposes.

Unique items offered by a proposer that are not included in the United Stationers catalog will be provided to the State at a net price prior to the commencement of the contract award. The State reserves the right to reject any pricing deemed to be considered excessive and will work with the contractor on a mutually agreeable price for those items.

The State does not require the net price for all items offered at this time.