



Office of Purchasing/Contract Management
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

November 1, 2019

ADDENDUM ONE (1)

RE: RFP 735-20-4324 Bulk Copy Paper

TO WHOM IT MAY CONCERN,

The following questions had been received prior to the last day for questions deadline and received the following responses:

1. Do you need driver assistance? [While it would be welcomed, it is not required.](#)
2. Do you have a fork lift? [Yes](#)
3. Do you have a pallet jack? [Yes](#)
4. Can you tell me how the invoice for the truckload of copy paper will be paid? With a check or credit card? [Once the proposals are reviewed and an award is made, a purchase order will be sent officially placing the order. With that said, the invoice will be paid via check.](#)
5. Delivery date? [We don't have an estimated delivery date, but I'm sure it will be after the deadline for submissions \(see section 1.4 of the RFP\).](#)
6. Do you belong to any purchasing coops? [Yes, but the submitted proposals will be evaluated on the criteria found in section 1.14 of the RFP.](#)
7. Expected award date? [We don't have an expected award date, but I'm sure it will be after the deadline for submissions \(see section 1.4 of the RFP\).](#)
8. May I obtain the latest recap? [I am not sure what "recap" you are referencing. All information regarding this RFP is posted. Addendums may be added up to and including the deadline for response to questions noted in section 1.4 of the RFP.](#)
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 - A. In regards to a request for a recap. I'm looking for a tally of the last bids that went out
 1. Vendors that participated
 2. Prices quoted
 3. -Brand quoted/Country of Origin (if available)

[Many vendors consider content in their proposal confidential. To ensure we don't inadvertently forward confidential documents, requests for additional information regarding a bid can be obtained by submitting an Open Records Request through our Marketing & Public Information Office. They will ensure information deemed confidential isn't shared.](#)

10. Will you be accepting brands outside the specified Domtar, Hammermill or Xerox brands? [No Substitutions per the RFP](#)

11. When will you need delivery for this 11-14-19 is the deadline on the RFP but I do not see a delivery date . [A delivery date has not been set. The deadline for submissions in 11/14/19. We will need time to evaluate the proposals. Once an award is made, the delivery date will be set based on the submitted "estimated delivery date after receipt of order \(ARO\) noted in the awarded vendor's bid.](#)
12. I also assume you will only take a domestic sheet. No foreign. [Domestic sheet](#)

Please be sure to acknowledge this addendum on Appendix D (Addenda Checklist).

Regards,

Joseph J. Mrugalski Jr.
Purchasing/Contract Management