



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

January 28, 2022

**ADDENDUM ONE (1)**

RE: RFP 735-22-7022 Bulk Copy Paper

TO WHOM IT MAY CONCERN,

The following questions were submitted and received the following responses (in blue):

- Is there an anticipated or preferred delivery date for this truckload once the contract is awarded? *We don't have an exact date scheduled as we will need time to evaluate responses. Once awarded, we will get with the awarded vendor to make delivery arrangements.*
- Is there a possibility of more orders being placed under this contract or option years as I noticed they were struck from the contract? *No, this is a one-time purchase. We do typically bid this out once or twice per year, as needed to meet the University's needs.*
- Are the samples being required prior to submission or after the award date? *Samples are not required for this bid, however, all offerings should meet the specifications noted in 6.2 "Specifications & Scope of Work"*
- Our firm will be submitting a quote to supply the copy paper outlined in this proposal. I'm reaching out to confirm if the below product is acceptable per the outlined specifications. Thanks in advance for your time! Xerox Multi-Use Printer Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, FSC® Certified, Ream Of 500 Sheets, Case Of 10 Reams *Please see Item 6.2 "Specifications & Scope of Work"*
- Also, is your receiving area have a loading dock and ramp to accommodate a 53' delivery trailer? *MSU does not have a loading dock or ramp, but we do have a forklift and pallet jacks to offload any size trailer at the receiving location.*

Please remember to acknowledge this addendum on the Addenda Checklist.

Regards,

Phillip King  
Purchasing/Contract Management