



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

April 20, 2023

**ADDENDUM ONE (1)**

RE: RFP 735-2023-4375 Bulk Copy Paper

TO WHOM IT MAY CONCERN,

Please see the response to the question submitted below:

1. You are only needing one Truck is that correct  
[Per Section 6.2 Quantity: 840 Cartons \(1\) Truck Load \(one-time order\).](#)
2. When do you need delivery and how long will the bid need to have price firm.  
[Anticipated delivery should be shortly after an award is made. This would be after the bid closes and after the evaluation period. Appendix B \(Affidavit\) notes 120 days.](#)
3. I was wondering if there was a previous BID Tabulation for this proposal of Bulk Copy Paper?  
[Please note: Many vendors consider content in their proposal confidential. To ensure we don't inadvertently forward confidential information, requests for additional information regarding a solicitation \(to include the bid tabulation, additional information, and/or prices\) can be obtained by submitting an Open Records Request to the following:](#)

Email: [publicinfo@ttu.edu](mailto:publicinfo@ttu.edu)

Hand Delivery: Public Information Act Officer  
Texas Tech University System  
System Administration Building, Suite #301  
1508 Knoxville Ave.

Mail: Public Information Act Officer  
Texas Tech University System  
Box 42021  
Lubbock, TX 79409-2021  
[publicinfo@ttu.edu](mailto:publicinfo@ttu.edu)

[They will ensure information deemed confidential isn't shared.](#)

4. Is there an award date? [There is \*\*not\*\* currently an award date. However, an award should be made shortly after the solicitation closes and the evaluation process is complete. See Section 1.4 of the RFP for Anticipated Schedule of Events.](#)
5. Is a cooperative required to participate? [A cooperative is \*\*not\*\* required to participate. However, if you are quoting cooperative pricing, please include the cooperative and the contract number on your response.](#)

6. How can we send our brand of copy paper to be approved for consideration? Samples are **not** required as we are **not** accepting substitutions. See Section 6.2 of the RFP for specifications.
7. Can you advise please if driver assist is required? Drive assist is welcomed, but not required.

**The deadline for submitting questions has now passed. No additional questions will be accepted at this time.**

Please remember to acknowledge this addendum on the Addenda Checklist.

Regards,

Joseph J. Mrugalski Jr.  
Purchasing/Contract Management