

**ADDENDA**

**RFP NO. 15-16/10**

**Peralta Community College District**

**November 10, 2015**

**RFP 15-16/10 District Wide Paper Supply**

**ADDENDUM No. 1**

This addendum supersedes items of the original contract documents wherein it is inconsistent with it. All other conditions remain unchanged. The following changes, modifications, corrections, additions or clarifications shall apply to the contract documents and shall be made a part of and subject to all of the requirements thereof as if originally specified or shown. It is the responsibility of the bidder to review the list of attachments to ensure that the addendum is full and complete. This Addendum modifies the original Bid Documents for the above Bid.

**Acknowledge receipt of this addendum in the space provided on the BID FORM. Failure to do so may subject Bidder to disqualification.**

**Request for Information**

1. We would like to know the minimum order quantities Peralta will order throughout the term on each sku?

Response: The minimum order quantities have yet to be determined. Peralta Community College District anticipates the purchase of 1,680 cases of paper that includes 16,800 reams of paper.

2. Do you have an estimated size for each order?

Response: The estimated size for each order has yet to be determined.

3. You request the recycled content to be 40% and 100% - I just would like to clarify that we have 30% recycled with a minimum of 10% pre consumed for the 40%. We also have a 50% recycled for the 14" that will cost a little more. Which would you prefer? Is the 30% + 10% acceptable for the colors?

Response: Colored paper with a 30% recycled + 10% pre-consumed is acceptable for all colored paper listed in the Product Specification of the Bid Packet. The minimum acceptable recycle content of white 8 1/2" x 14" legal size paper is 40%.

4. How many delivery locations are there?

Response: All deliveries will be sent directly to the District Warehouse at 501 5<sup>th</sup> Avenue, Oakland, CA 94606.

5. Does the receiving location(s) have a dock that can accept a trailer as large as 53'?

Response: The District Warehouse can accommodate a trailer no larger than 53'.

6. Does the receiving location(s) have a pallet jack and/or fork lift?

Response: Yes, the District Warehouse has a pallet jack and a fork lift to assist in receiving.

7. Is a lift gate required at any location?

Response: No, a lift gate is not required at the District Warehouse receiving location.

8. Is there an expectation that the driver will assist in unloading the delivery?

Response: There is no expectation that the driver will assist in unloading the delivery.

9. Is inside delivery required?

Response: There is no inside delivery required.

10. Can you please provide a bid tabulation for the last time these commodities went through a competitive bid process?

Response: A bid tabulation can be obtained by an official public information request.

**END OF DOCUMENT**