

ADDENDUM #2	NEW AND REMANUFACTURED LASER/INK CARTRIDGES ITB#: 269-2013-009 Bids Due: November 6, 2012 2:00 p.m. EST
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Date: October 23, 2012

To: All Prospective Bidders

Deadlines for bids have been extended until Tuesday, November 6, 2012, no later than 2:00 p.m. EST.

All questions received via email are included on the following pages of this Addendum #2.

Section 4.2 should read: Bidders are required to address each of the components that require a written response in this ITB as part of their bid response. Bids that fail to include all information requested in this ITB may be deemed non-responsive.

1. Will local businesses have any advantage on this bid? **No.** Does the City want Bidders to be certified by the City of Charlotte as SBE/MBE? **There are no SBO goals identified for this solicitation.**
2. **Page 32 – Section 4.16;** Does this mean we need to price all OEM pricing? **The second paragraph should read: “Bidders must submit pricing for ALL OEM cartridges in the Pricing Sheet (Section 6, Form 3) or propose Alternate Product pricing for OEM cartridges. Bidders are required to provide Premium Remanufactured Pricing for applicable OEM Products. Bidders are permitted to provide remanufactured text cartridges as optional. The CLT reserves the right to award as a whole, or as a separate contract for OEM products and remanufactured products.”**
3. **Page 34 – Section 4.22;** Why the change from 48 hours to 24 hours? 90% of the time we deliver within 24 hours or less. However, there are exceptions when 24 hours would not be enough time. **Per Section 4.22, all Products provided under this contract must be delivered F.O.B. Destination within 24 hours from the placement of order if ordered by 3:00 P.M. on a workday. Failure to comply with this requirement shall be cause to terminate this contract unless such failure is confined to infrequent and isolated instances, which do not involve major purchases. Bidders that cannot meet this requirement must take “exception” on Section 6, Form 2.**
4. When new contract is awarded, will City and County departments still have the options of purchasing from Office Depot as they do now? **Yes.**
5. Are Bidders allowed to use BIG DEAL OR BIG BID pricing on this ITB? **Per Addendum #1, the City does not recognize the reference to “big bid” pricing. The City does participate in the HP Purchase Edge program and expects the successful Bidder to submit all required invoice documentation for points to HP for the City’s accounts. The City does not determine formulas used by Bidders to submit pricing. Bidders shall submit their best price in the bid response. The City reserves the right to award a Contract(s) to the lowest responsive responsible bidder taking into consideration vendor qualifications and experience, quality, delivery, workmanship, ability to provide Products and Services to all potential Participating Public Agencies, collection and recycling programs offered, pricing, on-line**

ordering capabilities, reporting, administrative fees, incentives, vendor responses provided in Attachments 1 – 12, and any applicable environmentally preferable attributes associated.

6. How do I determine a discount from retail for all four (4) columns? The OEM column is set by the manufacturer and should be consistent across the entire bid. However, proposed or equal OEM pricing, premium, and text are not set by OEM pricing. They are set by any manufacturer you choose to build your cartridges. Therefore, there will be no consistency on those retail prices. Variances can be caused by higher yields and quality of components. See the Revised Pricing Sheet dated October 23, 2012.

Bidders must submit the **revised Pricing Sheet** dated October 23. Pricing Sheets shall be submitted in Excel format on a compact disc. Bidders are required to request **revised Pricing Sheet** via email to gcarothers@charlottenc.gov.

In order to constitute a complete bid response, you **must** acknowledge receipt of this addendum on the appropriate form of the bid response package.

We hope that you will respond to this ITB. We appreciate your interest in doing business with City of Charlotte and look forward to receiving your bid.

Sincerely,

Genetta N. Carothers, A.P.P.; CLGPO
CCPA Program Administrator

