



**Bid No. 18-30: Paper and Envelopes for
Citywide Use - Addendum No. 1**

**CITY OF BEVERLY HILLS
INFORMATION TECHNOLOGY DEPARTMENT
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CALIFORNIA 90210**

Date of Request: April 13, 2018

Bid Number: 18-30

Item Description: The City of Beverly Hills is accepting proposals from qualified vendors to provide as needed paper and envelopes for citywide use for a period of up to three (3) years.

Question Period: Monday, April 16th – Friday, April 27th @ noon (Pacific). All inquiries must be received via e-mail during this period.

Open Date: Thursday, May 3, 2018 at 2:00 p.m. (Pacific)

Cumulative Q&A: Below is the cumulative list of questions and answers submitted by potential bidders.

1. What is the term of this bid? Are renewals available?

Answer: This bid is for annual blanket purchases for a period of up to three (3) years.

2. Where will these orders be delivered? One location or multiple locations?

Answer: The orders will be delivered to one location, the City's Print Services Division located at 9355 Civic Center Drive, Level A, Beverly Hills, CA 90210.



**Bid No. 18-30: Paper and Envelopes for
Citywide Use - Addendum No. 1**

3. Are there any delivery requirements?

Answer: All deliveries must be made to the address above, indoors. This may require a liftgate depending on the size of the delivery.

4. What is the expected award date?

Answer: The award date is scheduled for prior to July 1, 2018, after which one or more blanket purchase order(s) will be issued, and orders placed.

5. Where may I locate a copy from the last Paper and Envelopes for Citywide Use bid?

Answer: You may make a public records request and resources will be allocated to find it. However, it is substantially the same as this one.

6. Page 4 stipulates the bid duration to be through 2021, but the quantities listed are listed as annual usage. Can you confirm the quantities listed are for each 12-month period?

Answer: Confirmed. The quantities listed have been averaged from previous annual usage.

7. White Copier paper (both virgin and recycled) are listed in pallets, does this mean each order would contain a minimum of 40 cases and would be ordered in pallet increments?

Answer: This is currently unknown as it depends on the City's needs. If this may be a problem, each bidder is encouraged to list minimum quantities for each order.

8. Does the delivery location have a dock for delivery? Is any assistance and/or equipment required to be provided from the driver to help unload?

Answer: Yes. The delivery location has a loading dock. However, the deliveries are required to be made inside at Level A by the driver. Therefore, whatever equipment is needed should be brought by the driver.



**Bid No. 18-30: Paper and Envelopes for
Citywide Use - Addendum No. 1**

9. Section II, bullet #13: in the past , has City of Beverly Hills awarded split bids in the past?

Answer: Yes.

10. Section II, bullet #8: for delivery purposes, is there a minimum order size (units or \$ amounts) that City of Beverly Hills requires? i.e. ten cases of paper or \$1000

Answer: No.

11. Section III, item #18: could you please provide more details on the perforated paper in regards of the orientation (vertical or horizontal) and how many inches are there from the side or bottom edge?

Answer: The exact description is 8½" x 11" white, 3" microperforation from the bottom, 24 lb. Perforated It's 3" from the bottom, and we order 30,000 at a time for Finance.

12. Section IV: Bid Form: please advise if this section has to be completed by hand and signed?

Answer: The Bid Form needs to be completed in its entirety (electronically or by hand), and signed.

13. Page #9, Pricing sheet: could you please confirm if the price list is the unit price and the extended price is the total quantity times the price?

Answer: Confirmed; list price is per unit, and extended price is the cost for the total estimated annual quantity.