



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

April 27, 2017

TO: ALL OFFERORS

FROM: SHANNON WROBEL  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS17787-PAPER-  
COPY/SPC

**ADDENDUM #2: Answers to questions asked during the question period.**

1. Not any manufacturer part #'s have been provided per item. Can this information be made available per item?

a. [Manufactured part numbers are not available.](#)

2. Not any historic usage per item. Can this information be made available per item?

Can you clarify which existing contract(s) #'s currently have all of these products under?

Any chance usage can be provided as well for the products?

Please direct me to that previous contract or if you have specific item numbers and usage for those specialty products from that previous bid would you be able to send it?

- a. [There were a lot of items not currently contract, that were added. There is the possibility of contract overlap, so usage could also be found on other contracts such as copy paper, specialty paper, and office supplies.](#)



3. Detailed usage will help clarify the following question. Do you purchase all unit of measures of the same or just looking for all options available for every SKU?
  - a. There were a lot of items not currently contract, that were added. There is the possibility of contract overlap, so usage could also be found on other contracts such as copy paper, specialty paper, and office supplies. Needs will vary by agency and department. Each unit of measure could be purchased.
4. Since State is scheduled not to respond to questions until Wednesday May 3rd, can an extension be given for final submission on May 17 vs May 11th?
  - a. Due to the question addendum, the deadline was extended from 1:00pm May 1, 2017 to 1:00pm May 11, 2017. The deadline will not be extended beyond 1:00pm May 11, 2017.
5. There are not any part #s provided. Is that information not available?
  - a. Manufactured part numbers are not available.
6. I looked it over and their still is not any part #s provided. Is that information not available?
  - a. Manufactured part numbers are not available.
7. On the 12 x 18 80# and 100# Card Stock Colors, where did these specifications come from? Is it possible to get the mill/brand names for these items? The colors, sizes and weights don't exist for many of these items.
  - a. This size and weight were from requests from the people who will be using the items covered in this contract. If the item is not something you can offer, please put no bid.
8. Since quantities are not provided, does the minimum quantity of an item that may be ordered correspond to the unit of measure for the price being asked for, i.e. ream, package, carton?
  - a. Different departments require different quantities. Each unit of measure could be purchased as one. For example: someone could order one ream of a particular paper.

All other terms and conditions remain the same.