



October 29, 2020

Potential Bidders

Street No. and Suite #

City, State - Zip

Subject: **Office Supplies Program**

Dear Bidder,

Attached to this letter is **Addendum No. 01** to subject Request for Proposal.

This Addendum:

1. Questions and Answers.

Bidders are reminded to sign the attached Addendum Acknowledgement Form and return it with their proposal. All other requirements of the RFP remain the same as before.

Please direct any questions to the undersigned.

Sincerely,

A handwritten signature in cursive script, appearing to read "Greta Marcussen".

Greta Marcussen
Buyer, Purchasing & Warehousing Department
(517) 702-6802
(517) 702-6042 Fax
Greta.Marcussen@lbwl.com



NOTICE TO BIDDERS

ADDENDUM NO. 01

This Addendum contains changes to and/or provides information related to the requirements of the Request for Proposal documents and shall be incorporated therein. The changes shall apply to the work with the same meaning and force as if they had been included in the original document. The remaining of the Request for Proposal documents not modified by this Addendum remains in full force and effect.

Bidder shall Acknowledge this Addendum in writing by signing the attached Addendum Acknowledgement form and returning it with its proposal. Failure of Bidder to acknowledge this **Addendum No. 01** may cause the Bidder to be considered as “non-responsive”.

Where required, Bidder shall replace the pages in the Request for Proposal Document with the corresponding revised pages included in this Addendum. The proposals submitted must include the latest Revision, as of the date of the Proposal, of all pages.



ADDENDUM ACKNOWLEDGEMENT

The undersigned Bidder acknowledges receipt of **Addendum No. 01**, dated 10/29/2002, to Request for Proposal for **Office Supplies Program**, and certifies that it has considered same in formulating its proposal.

Name of Bidder:

Address of Bidder:

Acknowledged By:

Signature

Name

Title

Date

Addendum No. 01

Questions & Answers

Question 1. Are there product numbers and or manufacturer numbers for the office supplies listed on the price sheet?

Answer 1. Some of the items do have product and/or manufacturer numbers. The price list is a sampling of items. The list is for you to provide the best price you have within your product line. There is a manufacturer # column for you to enter what product you are offering.

Question 2. Is there an annual usage for each of the items listed?

Answer 2. We did not provide a annual usage as all items differ and usage numbers are not a guarantee of the quantity that would be purchased.

Question 3. What was your total spend last year on office supplies?

Answer 3. Total Spend was \$73,840.00

Question 4. What is your average order size in dollars for office supplies?

Answer 4. Estimated \$307.00

Question 5. What percentage of your total office supply spend does the list provided represent?

Answer 5. This information is not available.