



# Amendment of Solicitation

**Date of Issuance:** October 25, 2019

**Solicitation No.** 0900000410

**Requisition No.** N/A

**Amendment No.** One (1)

Hour and date specified for receipt of offers is changed:  No  Yes, to: \_\_\_\_\_ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent. Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

**ISSUED BY and RETURN TO:**

**U.S. Postal Delivery:**

OMES - Central Purchasing  
5005 N Lincoln Blvd, Ste. 300  
Oklahoma City, OK 73105

Carol Williams-Downing  
Contracting Officer

405 - 522 - 0432  
Phone Number

or

**Personal or Common Carrier Delivery:**

OMES - Central Purchasing  
5005 N Lincoln Blvd, Ste. 300  
Oklahoma City, OK 73105

carol.williamsdowning@omes.ok.gov  
E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

SECTION A – AMEND SOLICITATION

Amend the solicitation to read as follows:

**Please note the revised cover page with the added Solicitation number.**

C.3.1The brand name, manufacturer number or supplier’s part number, as applicable must be completed on each line item

SECTION B – ANSWER TO QUESTIONS

Suppliers have submitted the following questions; this amendment issued is to incorporate clarifications and to share this information with all suppliers. The questions are numbered and in bold type, and the answers are numbered and in red type.

**QUESTION #1-** This link will not open. Please snip it in body of email.

**ANSWER #1 – Suppliers’ can assess the solicitation by utilizing OMES website click on the following services, purchasing, open/pending solicitation search.**

**QUESTION #2 -** Is it possible to get a list of delivery addresses?

**ANSWER #2 – No, Delivery addresses will be provided at the time of purchase.**

**QUESTION #3 -** Also, do you have part numbers for the various types of paper being requested?

ANSWER #3 - No, Only description

QUESTION #4 - I noticed you reference the Solicitation # on the email as #0900000140 but I didn't see one on the actual documentation/solicitation cover page. Is this the number we will use on the correspondence?

ANSWER #4 – Typo on email sent to suppliers. Corrected solicitation cover page attached please include with your response.

QUESTION #5 - On the actual quote/bid itself it was indicated to list the manufacturer # and Supplier part # but I didn't see a space on the spreadsheet to do such. Would we just include this to the side?

ANSWER #5 – See section A of the amendment.

QUESTION #6 - The 2019 fiscal year spend is listed at \$1,059,012.53. Is this the total for ALL items on previous contract for ALL suppliers?

ANSWER #6 – yes, total spend for fiscal year 2019.

QUESTION #7 - What is the amount of Worker's Compensation required? Is it the State minimum of \$1 million sufficient or does this bid require a higher amount?

ANSWER #7 – Yes, In accordance with the State requirement.

QUESTION #8 - Regarding both sizes of "Multi-purpose, premium laser copy paper, brightness 92," the desired recycled content is 20%. Can we construe this as a minimum content so that the State would accept 30%?

ANSWER #8 – The State will consider all offers.

QUESTION #9 - Then for the papers given for lines 28-90 [ *a) Dual Purpose, premium; b) Premium, high speed; c) Super Premium Paper*] is there a brightness number available? Any other information will be very helpful as well.

ANSWER #9 – No additional information is available.

QUESTION #10 - Can you provide further detail on the "premium" and "super premium" papers you are requesting? For example, what brightness are you looking for and what other differences distinguish between "premium" and "super premium"? (from mill)

ANSWER #10 – See question #9.

QUESTION #11 - I am having slight issues with my email and was not sure if you had received my questions for # 0900000410. ?

ANSWER #11 – All questions received are included in this amendment.

QUESTION #12 - Is it possible to get a list of delivery addresses?

ANSWER #12 – See question #2.

QUESTION #13 - Also, do you have part numbers for the various types of paper being requested?

ANSWER #13 - No additional information is available.

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b. All other terms and conditions remain unchanged.

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Supplier Company Name (**PRINT**)

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Date

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Authorized Representative Name (**PRINT**)      Title

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Authorized Representative Signature