

ADDENDUM NO. 2

State of Florida
Department of Management Services

INVITATION TO NEGOTIATE (ITN) No. 618-001-10-1 Office and Educational Consumables May 7, 2010

Please Note: This Addendum No. 2 does not need to be returned with the Response.

1.0 - Addendum No. 1 Clarification

The Department would like to clarify the intent of Section 5.14 Best Pricing Comparison provided in Addendum No. 1. Section 5.14 Best Pricing Comparison supersedes and replaces section 4.4 (b) Best Pricing Offer in the original solicitation documents.

2.0 - Section 1.5 - Schedule of Events

The following section replaces Section 1.5 Schedule of Events provided in Addendum No. 1. The table below contains the intended schedule of events for this solicitation.

Events	Event Time (EDT)	Event Date
Issue the Office and Educational Consumables ITN/ Solicitation Preview Period Opens in the MFMP Sourcing Tool		March 31, 2010
Pre-Bid Conference (Not Mandatory) Betty Easley Conference Center RM 152, 4075 Esplanade Way, Tallahassee FL, 32399, For a map go to: http://fcn.state.fl.us/dms/dbc/facilities/maps/CCOC%20Map%20August%202005.pdf	2:00 PM	April 26, 2010
Questions from Respondents Due / Bid Opens for Responses	2:00 PM	April 30, 2010
Post Responses to Respondents' Questions		May 7, 2010
Responses Due	2:00 PM	May 28, 2010
Public Meeting for Promotion to Negotiation	2:00 PM	June 21, 2010
Post Notice of Intent to Negotiate		June 22, 2010
Begin Negotiation Session(s)		June 28, 2010
Best and Final Offers Due	2:00 PM	July 13, 2010
Public Meeting – Recommend Award	2:00 PM	July 26, 2010
Post Notice of Intent to Award		July 27, 2010
Award Contract		July 30, 2010

3.0 - Section 5.11 Price Changes

The following sentence is added to the end of Section 5.11 Price Changes:

The Contractor shall submit any price decreases to the Department on a monthly basis.

4.0 - Section 5.15 Provision not Applicable

A new section is added to Section 5.0 as Section 5.15 with the following text below:

Section 4.5 of the ITN in PUR 1000 does not apply to this solicitation or resulting contract.

5.0 - Section 6.3.1 Qualification Question – Mandatory Requirement Question #1

The following table below replaces Qualification Question #1 in its entirety. The Department has revised the maximum delivery charges for furniture delivery. The MFMP Sourcing Tool will not be updated to reflect the new text. Respondents indicating 'Yes/No' to 3.1.1 in the MFMP Sourcing Tool will indicate their response to the updated text below when responding to the question.

Q1. Do you agree to:

- Provide delivery to all locations within your awarded area within 2 business days for orders placed by 4:00 PM
- Agree to F.O.B. Destination Freight Prepaid terms
- Agree to not impose delivery charges for orders above \$25.00 for the life of the contract, including extensions (excluding deliveries of Furniture)
- Agree to not impose a delivery charge greater than \$40.00 for furniture delivery service. The furniture delivery service includes inside delivery, set-up, and removal of packing debris.
- Agree to deliver to Customer's desktop, or alternate location as specified by the Customer, at no additional cost

6.0 - Attachment E and Attachment F Pricing Proposal Tools: A- Core Items Tab

The following table below is provided for clarification on how to proceed with responding to Core Items listed in Tab A – Core Items in both Attachment E and Attachment F. The Item Index Numbers are provided for you reference.

Item Index Number	S.P Richards Part Number	Department Clarification
C18	TOM68679	Item shown on the S.P. Richards website as of 5/6/2010. Respondents' proposed discount will be applied to this item for evaluation purposes. If item is discontinued, the Respondent is not expected to carry this specific item and can work with the Department to identify suitable replacement item upon award.
C22	AAGSK117000	Respondents' proposed discount will be applied to this year's item for evaluation purposes only; ITN indicates next year's item will be used to replace this year's item when it is available, with proposed discount applied to new item's list price.
C23	AAGSW20000	Respondents' proposed discount will be applied to this year's item for evaluation purposes only; ITN indicates next year's item will be used to replace this year's item when it is available, with proposed discount applied to new item's list price.
C35	SMD34216	Item shown on the S.P. Richards website as of 5/6/2010. Respondents' proposed discount will be applied to this item for evaluation purposes. If item is discontinued, the Respondent is not expected to carry this specific item and can work with the Department to identify suitable replacement item upon award.
C76	AAG702600510	Respondents' proposed discount will be applied to this year's item for evaluation purposes only; ITN indicates next year's item will be used to replace this year's item when it is available, with proposed discount applied to new item's list price.
C77	AAG709500510	Respondents' proposed discount will be applied to this year's item for evaluation purposes only; ITN indicates next year's item will be used to replace this year's item when it is available, with proposed discount applied to new item's list price.

Item Index Number	S.P Richards Part Number	Department Clarification
C323	PLNCS55HL10	Item shown on the S.P. Richards website as of 5/6/2010. Respondents' proposed discount will be applied to this item for evaluation purposes. If item is discontinued, the Respondent is not expected to carry this specific item and can work with the Department to identify suitable replacement item upon award.

7.0 - Attachment E and Attachment F Pricing Proposal Tools: Audit Costs Tab

The Department has revised the audit parameters provided in the Audit Costs tab to replace completely with the text below.

This section will not be scored and it is for information purposes only. The Department requests Respondents to provide pricing on Price Proposal #1 and Price Proposal #2 exclusive of the option listed below. If the Department chooses to incorporate the auditing services as described below, it will be discussed with Respondents during negotiations and Respondents will have the opportunity to refine their pricing before the Best and Final Offers are due.

The Department is interested in determining Respondent's cost for implementing external auditing on this contract. The Department requests Respondents to provide a quote to obtain these 3rd party auditing services if awarded the contract.

1. Contract with a 3rd party auditing firm (to be approved by the Department) to conduct a monthly random sampling (a minimum of 570 items per month) of contract items to confirm the accuracy of list price, discount % and net price. Specifically, confirm the price displayed on the Contractor's website matches the contract terms. The 3rd party auditing firm would provide a monthly report to the Department indicating the Price Accuracy Rate (Price Accuracy Rate = Number of items with the list price, discount % and net price that match the contract terms divided by the number of items audited). Also, at a minimum, the monthly report would identify items not in compliance with the contract terms, provide the date of the audit, and screenshots of the Contractor's on-line catalog of all items in the random sample that were not in compliance with the contract terms.

2. Contract with a 3rd party auditing firm (to be approved by the Department) to conduct an annual (once each contract year) sampling of customer invoices (a minimum of 600 customer invoices for the 12 month period) to confirm list prices, discount %, and net prices of invoiced items match contract terms. Specifically, confirm the price charged to the customer matches the contract terms during that time period. The 3rd party auditing firm would provide an annual report to the Department indicating the Price Accuracy Rate (Price Accuracy Rate = Number of items with the list price, discount % and net price that match the contract terms divided by the number of items audited). Also, at a minimum, the annual report will include copies of the invoices in the random sample that were not in compliance with the contract terms.

8.0 – MFMP Sourcing Tool Update

The Department has added Section 7.0 to the MFMP Sourcing tool to assist Respondents in complying with Section 2.9. As outlined in Section 2.9, if Respondents cannot certify to any of the following statements in Section 2.9, the Respondent shall submit with its response a written explanation of why it cannot do so. Respondents shall use section 7.0 on the MFMP Sourcing tool to upload their written explanation if necessary. If no written explanation is necessary, Respondents may leave this Section blank.

