

ADDENDUM NO. 4

State of Florida
Department of Management Services

INVITATION TO NEGOTIATE (ITN) No. 618-001-10-1 Office and Educational Consumables May 14, 2010

Please Note: This Addendum No. 4 does not need to be returned with the Response.

In response to questions received within the Q&A Board, the Department is providing Respondents with a tool to communicate acceptance to the terms and conditions outlined in this ITN or identify any proposed changes to be reviewed and discussed during the negotiations. Section 6.6 Additional Response Instructions and Attachment H – Proposed Respondent Modifications are hereby incorporated into the solicitation.

6.6 Additional Response Instructions

Respondents shall identify their acceptance or any proposed changes to the provisions contained in Sections 3 and 5 in this ITN using Attachment H - Proposed Respondent Modifications. Respondents are required to review Sections 3 and 5 of this ITN and then follow the directions in the first tab labeled Instructions in Attachment H – Proposed Respondent Modifications.

Respondents are reminded that the provisions listed in Sections 2 and 4 are required to be incorporated into all State of Florida Contracts and Solicitations. Further, the Department is not permitted to supersede any of these provisions where it might conflict with Florida law. However, Respondents may seek minor clarification of provisions contained in Sections 1, 2, 4, and 6 of this ITN using Attachment H. Respondents shall upload their completed Attachment H into the MFMP Sourcing Tool in space provided under Section 11.0.

The Department reserves the right to modify, by addition or deletion, terms and conditions during the negotiation process. The Department does not guarantee the terms proposed by Respondents will be accepted and incorporated into the Contract.

Attachment H - Proposed Respondent Modifications

Respondents please refer to Attachment H - Proposed Respondent Modifications in Section 11.0 of the MyFloridaMarketPlace Sourcing Tool.