



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

Purchasing Division  
2284 Miccosukee Road  
Tallahassee, Florida 32308  
(850) 606-1600

Commissioners

BILL PROCTOR  
District 1

JANE G. SAULS  
District 2

JOHN DAILEY  
District 3

BRYAN DESLOGE  
District 4

BOB RACKLEFF  
District 5

CLIFF THAELL  
At-Large

AKIN AKINYEMI  
At-Large

PARWEZ ALAM  
County Administrator

HERBERT W.A. THIELE  
County Attorney

January 27, 2009

Bid Title: Office Supplies, Continuing Services  
Bid No: BC-01-28-09-16  
Opening Date: Thursday, February 12, 2009 at 2:00 PM

### ADDENDUM #2

Dear Vendor:

This letter serves as Addendum #2 for the above referenced project.

The following changes shall be made to the bid specifications.

1. The section titled "Bid Award" on page 15 of the Invitation to Bid shall be replaced in its entirety with the following:

**Bid Award:** Award of this bid will be made to the lowest responsible and responsive bidder based upon the following scoring factors:

1. **Pricing, 60 points:** This shall be a calculation based upon the item prices computed on Appendix B. Prices provided on the item price list in Appendix B will be verified utilizing current Catalog and the percentage plus/minus bid by the Bidder. The verified extended totals will then be awarded points with the lowest priced vendor receiving 60 points and each other vendor receiving a score based upon the following formula:

60 points - (1 point per .5% difference or fraction thereof between Bidders' total price and lowest Bidder's total price) = point score

e.g.: If Bidder A's total price is \$52,365 and Bidder B offers a total price of \$51,875; Bidder B gets 60 points and Bidder A gets 58 points.

2. **References, 20 points:** Items to be checked from references provided by the vendor and/or from other references selected by the County include, but are not limited to: on-time delivery; completeness of orders, invoices, credits, and returns; billing issues and how they are handled; handling of backorders; courtesy and responsiveness of vendor's staff; and overall customer satisfaction.
3. **Capability, 20 points:** This includes, but is not limited to: the range of products in catalog; staff person to be assigned and authority given; delivery means; internet capabilities; order taking and processing; means and methods of operation; other current major contracts; and any value added services detailed in bid response.

Addendum #2  
Office Supplies, Continuing Services  
BC-01-28-09-16

2. The section titled "Price Revisions" on page 16 of the Invitation to Bid shall be replaced in its entirety with the following:

**Price Revisions:** Price revisions during the term of the agreement shall be as follows for Office Consumables and Desktop Supplies; Electrical and Other Items:

The vendor discount pricing bid shall not change during the term of the agreement. The discounts will apply to item unit prices contained in the current general vendor catalog allowing unit prices to change with the issuance of new general catalogs by the vendor. The contractor shall provide no less than 30 days written notice of any new general catalog that will contain price changes.

3. A revised Appendix B is enclosed for pricing bid items. This Appendix is also being provided on the Leon County Purchasing Division website along with this addendum as an Excel file for your convenience.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,



Keith M. Roberts  
Purchasing Director

**APPENDIX B REVISED**

**January 27, 2009**

<b>Manufacturer</b>	<b>Item</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>	<b>Cost</b>	<b>Extended Cost</b>
HAMMER	86700	PAPER,GREAT,LTR,20#RCY,WE	CS	1150		
NU-KOT	NK501P	RIBN,STAR MICR,SP 200	EA	475		
MMM C	811341296	TAPE,MAGIC PLUS,3/4X1296	EA	400		
UNVSL	10200	CLIP,BINDER,SMALL	BX	180		
UNVSL	20962	BNDR,VIEW,11X8.5,1",WE	EA	130		
DURCEL	MN24RT16Z	BATTERY,AAA16-PK	PK	85		
UNVSL	10210	CLIP,BINDER,MEDIUM	BX	85		
UNVSL	51301	TAPE,MASKNG,1"X60YD,3/PK	PK	85		
MMM C	810P10K	TAPE,MAGIC,.75X1M,10RL,CR	PK	80		
UNVSL	79000	STAPLES,CHSEL PT,5M/BX	BX	80		
UNVSL	81012	BASE,PRONG,F/FSTNR,2"CAP	BX	80		
UNVSL	20732	BNDR,VIEW,11X8.5,2",WE	EA	70		
UNVSL	12113	FOLDER,MLA,1/3 CT,LTR,100	BX	65		
ESSLTE	59352	FOLDER,HNG,PSBD,2DIVDRLGL	EA	60		
HAMMER	86704	PAPER,GREAT,LGL,20#RCY,WE	RM	60		
UNVSL	20744	BNDR,VIEW,D-RNG,1.5IN,WE	EA	60		
UNVSL	20972	BNDR,VIEW,11X8.5,1.5",WE	EA	60		
UNVSL	42300	ROLL,ADD/CALC,3"W,50/CT	CS	60		
MEAD	G10000	BOOK,APT,DLY,8X4.88,BK	EA	60		
SANFRD	37001	MARKER,SHARPIE,ULTRAFN,BK	EA	60		
ELMERS	E372	GLUE,ALL,WE,4OZ	EA	60		
AVERY	5790	LABEL,.25RND,450/PK,RD	PK	60		
SANFRD	33111	PEN,BALLPOINT,MED PT,BE	EA	55		
SANFRD	33311	PEN,BALLPOINT,MED PT,BK	EA	55		
UNVSL	24264	PENCIL,GOLF AND PEW	BX	55		
AVERY	29591	HIGHLIGHTER,EVERBOLD,FYW	EA	55		
MMM C	65312AQ	NOTE,PST-IT1.5X2,12/PK,AQ	PK	50		
UNVSL	72220	CLIP,JUMBO,SMOOTH,1M/PK	PK	50		
SANFRD	32701	MARKER,SHARPIE FN RT,BK	EA	50		
SANFRD	83001	MARKER,EXPO,ERASE,BRD,BK	EA	50		
UNICAR	E92FP12	BATTERY,ENRGZ,AAA,12PK	PK	50		
UNVSL	40300	CLIPBOARD,BOX,LTR,AM	EA	50		
PAP MF	5058	REFILL,BPT,F/05057,BK	EA	50		
SANFRD	30001	MARKER,SHARPIE,FINE PT,BK	EA	40		
UNVSL	83436	TAPE,WRITE ON,3/4X36YD	EA	40		
UNVSL	72210	CLIP,#1,GEM,SMOOTH,1M/PK	PK	40		
UNVSL	55520	PENCIL,#2,BLACKSTONIAN	EA	40		
MMM C	142	TAPE,MAILNG,2"X800"W/DISP	EA	40		
UNVSL	86920	BOOK,STENO,GREGG,80SH,GN	EA	40		
AVERY	11132	INDEX,BNDR,LTR,8CR/ST	EA	35		
WILSON	36610	BNDR,1IN SMRTVIW VNYL,WE	EA	35		
INOVER	51505	CLEANER,DUSTER,10 OZ,2/PK	PK	35		
ARMBRU	04703CT	TOWELETTE,WET ONES,ANTBCT	EA	30		
AVERY	11416	INDEX,MAKER,SNGL ST,5/TBS	EA	30		
AVERY	24283	INDEX,COPPER REINFD,1-31	EA	30		
AVERY	82319	INDEX,LGL,SIDE TAB I-X,WE	EA	30		
GOJO	965912	SANITIZER,PUREL,12OZ	EA	30		
MMM C	811121296	TAPE,MAGIC PLUS,1/2X1296	PK	30		

\$

-