

Request for Proposal (RFP)

Office Supplies and Services



Only Manual Bids Allowed

**Issued By**

State Procurement Office
1225 Ferry Street SE, U140
Salem, Oregon
97301-4285

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Opportunity #
102-1557-09
Addendum # 8

Original Publish Date & Time

05/04/2009 11:30 AM

Publish Date & Time

07/09/2009 12:56 PM

Closing Date & Time

07/30/2009 3:00 PM

Time Zone
Pacific Time

Approx. Time Remaining

All dates are mm/dd/yyyy

Attachments Exist
Organization Attachments Do Not Exist
Privileged Attachments Do Not Exist
Documents for Purchase Do Not Exist

Geographic Matching Exists
Commodity Matching Exists

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Addendum # 8

Language change for Section 22 of Attachment B, See attachments for copy of Addendum #8

Addendum # 7

Addendum #7 is created to attach the Market Basket Spreadsheet. Please see the attachments for the copy of the spreadsheet. 6/29/09, make sure to follow the instructions in the Addendum #7 and the spreadsheet.

**** Addendum #6**** is available in the Attachments please make sure to download and submit at proposal submission.

Addendum # 6

This Addendum is responding to questions submitted for Addendum #5

See attachments for responses. 6/29/09

Addendum # 5

Response to Protest to addendum #1, see attachments for copy of addendum #5

 Addendum # 4

Second Phase, Response to Protest of the RFP. See attachments for the Addendum #4

 Addendum # 3

First Phase, Response to protests to the RFP, see attachments for the Addendum #3,
 additional responses to come.

 Addendum # 2

This RFP has been extended for additional time, the new closing date is July 30, 2009

 Addendum # 1

Answers to Questions and Clarification.(SEE ATTACHMENTS FOR DETAILS)

New Closing Date: June 16, 2009 at 3:00 PM

Opportunity Summary

The State of Oregon, Department of Administrative Services, State Procurement Office (DAS SPO), on behalf of the State of Oregon and its agencies, the Western States Contracting Alliance (WSCA), the National Association of State Purchasing Officials (NASPO) and authorized members of the Oregon Cooperative Purchasing Program (ORCPP), is requesting proposals from responsible Proposers to establish a Price Agreement(s) for Office Supplies, Toner, Paper, Recycle Products, remaining Full Line Catalog items, and related services. The State of Oregon and many of the WSCA states have adopted the principles of sustainability and are committed to meeting the office supplies needs of Authorized Purchasers while not harming the environment or human health.

SEE ATTACHMENTS FOR THE REQUEST FOR PROPOSAL AND THE PRICING SECTION

Item #	Quantity / Unit	Description	Unit Price	Total Amount
1	0	Commodity No. 600-73 Office Machines, Equipment, Accessories, and Supplies - Recycled		
Delivery Requirements To Be determined Payment Terms Net 30 FOB FOB Destination			Total Including all charges US Dollars Only	

Manual & Electronic response must express an interest. Manual response must 1st DOWNLOAD the

document. Electronic Response [if allowed] – must express interest; select Supplier Response & complete response. Instructions can be found in the HELP screens

Control # 1149157

This Addendum modifies the Request for Proposal (RFP) Document(s) only to the extent indicated herein. All other areas not specifically mentioned or affected by this Addendum shall remain in full force. This Addendum shall be added as a part of the Original RFP.

REQUEST FOR PROPOSAL (RFP) #102-1557-09 RESPONSE TO PROTEST AS
FOLLOWS:

Office Supplies Response to Protest Questions:

Supplier Protest to addendum #2: Section 22. Amendments (pg 42 of 58).

Section 22 of Attachment B, Standard Contract Terms and Conditions - Western States Contracting Alliance (pg 42 of 58) is deleted in its entirety and replaced with the following:

22. AMENDMENTS.

- a. This Contract may be amended, modified, or supplemented only by a written amendment signed by WSCA and CONTRACTOR ("Amendment").
- b. The parties anticipate that they might amend this Contract to purchase or acquire additional Goods, Products and Services directly related to the scope of the RFP. At such time as either party proposes any such Amendment, and to the extent necessary, WSCA and CONTRACTOR shall negotiate to finalize the terms of and costs, if any, associated with the Amendment and shall reduce those terms and costs to writing upon mutual agreement.
- c. WSCA may add or delete items during the term of the Contract. Adding or deleting items can only be done by written amendment between WSCA and CONTRACTOR. In the event that new Goods, Products or Services become available during the term of the Contract, CONTRACTOR may offer new Good, Products or Services to WSCA. CONTRACTOR shall provide these items at the same discount off manufacturer's list price from CONTRACTOR costs provided for similar items in published list price.

Unless the specific deadline in this Addendum, Section 2.7 **Addenda** and Section 2.8 **Protest of Addendum**, is extended by subsequent Addenda, no requests for clarification, requests for change, or protests of provisions contained in the originally-issued RFP will be considered after the date specified herein. Date specified in the original RFP is 3:00 pm on May 20, 2009.

After that date, Proposer may submit requests for modification of the RFP provisions, but only for those items directly covered by an issued addendum. Requests for clarification, requests for change, and protests of Addendum provisions addressed in this addendum

must be received by DAS by 5:00 P.M.(Pacific time) on July 20, 2009 or they will not be considered. DAS will not consider requests or protests of matters not added or modified by the Addendum.

THIS ADDENDUM MUST BE SIGNED AND RETURNED BEFORE RFP CLOSING. A TOTAL OF TWELVE (12) COPIES OF THIS ADDENDUM MUST BE SUBMITTED, (ONE ORIGINAL AND ELEVEN COMPLETE PHOTO COPIES OF THE ORIGINAL. AT LEAST ONE ADDENDUM SUBMITTED BY THE BIDDER MUST BEAR AN ORIGINAL SIGNATURE AND BE MARKED "ORIGINAL". FAILURE TO SIGN AND RETURN THIS DOCUMENT WILL RESULT IN REJECTION OF THE OFFER.

PROPOSER SIGNATURE: _____

DATE: _____