To: All Vendors Bidding on The College of New Jersey
Office Supplies (AB150049)

From: Mark Mehler
Finance & Business Services

Date: June 23, 2015

ADDENDUM NO. 1

REFERENCE: The College of New Jersey
Office Supplies
Bid No. AB150049

Date of Original Bidding Documents: June 11, 2015

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda, if any, as identified above.

QUESTIONS:

Question 1: Do you use the Sciquest platform?
Response: No, the College does not use Sciquest.

Question 2: The core list does this represent the 60% of the spend as stated?
Response: No, the core list does not represent 60% of the total spend. Rather, the core list represents approximately the top 150 selling items by volume and/or dollar amount.

Question 3: Do you have an HP big deal pricing structure in place?
Response: Yes, the College currently has HP big deal pricing through the incumbent vendor.

Question 4: OX9001 (1,798) and 054901 (1,196) are both Paper items which indicate “Ream” or “RM” in the description, but show CT as their UOM; and coincidentally, there ARE separate lines with “CTN” added to those very same part numbers. Please validate the UOM and Pk Qty for those 4 lines.
Response: UOM for each item should be as follows:
OX9001 (qty=1,798) – Ream
054901 (qty=1,196) – Ream
Question 5: Can you provide rebate and incentive program from the current contract?

Response: While the College can confirm that there is a rebate and incentive program in our current contract, we do not disclose details of the contract during the bid process.

Question 6: Will this be awarded to one or several vendors?

Response: It is the intent of the College to award this contract to one (1) vendor.

Question 7: Can we get a copy of last year tab sheet on this bid?

Response: This contract last went out to bid in 2011. Attached is the bid tabulation sheet, which represents the costs of core/contracted items listed in that bid.

Question 8: Does TCNJ currently receive manufacturer deviations? (i.e. an HP Big Deal) If so, will TCNJ grant permission for vendors to access the program information to provide the most competitive pricing possible?

Response: The College currently has HP bid deal pricing through the incumbent vendor. Bidders are not restricted from contacting any manufacturers to obtain any programs, pricing, etc. for their bid.

Question 9: The core item list contains OEM ink and toner. Can TCNJ clarify that if will only accept OEM ink and toner bids or are compatible/ remans going to be considered?

Response: While the College may be interested in remanufactured ink and toners once under contract with the awardee, bidders should not provide pricing for remanufactured ink and toners on the core list where OEM products are specified.

Question 10: The 2011 Bid stated multiple criteria for evaluation including contract pricing, a discount for non-contracted items, and Rebates/Incentives. The Bid Results from 2011 only list the Contract Price totals. Was this the only factor used to determine low bidder? If not, can the TCNJ provide the other relevant information from the 2011 Cost Sheet?

Response: In determining the award for the current contract, many factors were used in determining the award, including but not limited to, contract pricing, discount for non-contracted items, and rebates/incentives. Specifically, rebates/discounts that were considered were sales volume, average order size, online ordering volume, and early payment discounts.
Question 11: How will various factors of this bid be evaluated to determine an overall low bidder? (how will the college “weight” the Off-Contract Discount, line item pricing, rebates, etc.) Can TCNJ qualify the following statement with a scorecard value or assigned weight: Preference will be given to those proposals that offer rebates opposed to pricing discounts.

Response: In addition to assessing a bidder’s qualifications and ability to provide a platform of online orders, the College’s financial analysis will include quantifying the value of pricing of contracted items based on provided volume, value of the rebates and discounts, and non-core list items. The value of non-core list items will be evaluated by taking a random sample of items at the proposed discount at a fixed volume.

The College typically will score each evaluation factor to come up with total score. In the event of any equal evaluation scores, preference will be given to those bidder that offer rebates opposed to pricing discounts.

Question 12: Will TCNJ consider an Off-Contract discount from a Net Price catalog or Online catalog provided the supplier can provide a net pricer for all off-contract items?

Response: Yes

Question 13: Will TCNJ only consider a single off-contract discount or can multiple off-contract discounts be offered by product category?

Response: The College will consider multiple off-contract discounts by product category. Bidders should clearly indicate those discounts in their submission.

Question 14: The ORDER BREAKDOWN states “Approximately (60) percent of our annual purchases have been of contracted items.” Does the Core List (Attachment A) represent 60% of TCNJ spend during the most recent year? If not, what percentage of spend is represented by the items in Attachment A?

Response: No, the core list provided does not represent 60% of total spend. Rather, “60% of our annual purchases have been of contracted items” represents the contracted item list in our current contract, not the list provided in this bid. The core list provided represents the top selling items by volume and/or dollar amount. During fiscal year 2014, the total spend volume for the College was $310,853, which the core list item listed in the bid document would represent approximately 46% of that spend.

Question 15: Is it possible for TCNJ to provide Attachment A as an excel file?

Response: Yes, the College can provide Attachment A as an excel file upon request via email to mehler@tcnj.edu.
END OF ADDENDUM NO. 1
Advertised Bid #: AB1100022
Project: Office Supplies
Public Bid Opening: Date - May 5, 2011, Time - 2:00pm

Bid Results

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