
A D D E N D U M # 1

TO: ALL PROSPECTIVE Bidders

FROM: Purchasing Department

DATE: APRIL 16, 2018

RE: OFFICE SUPPLIES BFY18/20-23

The following information is added to the bid documents for the aforementioned subject bid.

QUESTION #1

What your annual Volume/spend?

ANSWER #1: The estimated annual volume/spend is 5370 units or \$140,000.

QUESTION #2:

What does the usage represent in regards to your spend?

ANSWER #2: Usage and spend are actual purchases made throughout the year.

QUESTION #3:

How long will the awarded contract be?

ANSWER #3: Two years, 7/1/18 to 6/30/20.

QUESTION #4:

Can you send us the usage in excel?

ANSWER #4: No, the usage in an Excel file does not exist.

QUESTION #5:

Do you need desktop delivery to your locations?

ANSWER #5: No, desktop delivery is not required, all deliveries are made to our Receiving Department.

QUESTION #6:

How many locations does the campus consist of?

ANSWER #6: There are three locations (campuses) Elizabeth, Plainfield and Cranford.

QUESTION #7:

How many online users do you have?

ANSWER #7: The estimated number of online users is eighty (80).

Please complete below. A signed copy of this addendum, SIGNED BY AN OFFICER OF THE BIDDER AUTHORIZED TO DO SO, must be included with your bid submission.

Submitted by _____

Signature: _____

Title: _____

Company or Corporation: _____

Phone #: _____ Email: _____

Date: _____