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County Manager

October 16, 2024

SANTA FE COUNTY
RFP No. 2024-0122-CMO/TJ
RE-BID OFFICE SUPPLIES

ADDENDUM NO. 1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

THE DEADLINE TO SUBMIT BIDS HAS BEEN EXTENDED TO:

Thursday, October 24, 2024 at 2:00 p.m.

Question No. 1: Appendix A shows on page 4 that it's due October 8th. On the Appendix A document it shows October 11th. Can you confirm which is correct.

Answer No. 1: The date shown on Appendix A is the correct date, October 11, 2024.

Question No. 2: Can you share what you spent on office supplies or with your office supplies provider in:

- a. 2023
- b. Current YTD 2024

Answer No. 2a: FY 2023 approximately \$257,000.00

Answer No. 2b: FY 2024 approximately \$261,000.00

Question No. 3: In our effort to adopt sustainable resource management, ODP does not print a hardcopy catalog. Instead we offer our pricing on ODP Business site, which requires users to have a secure user name and password to our site. This site is also set up so that you access your specific pricing. Will we be disqualified because we do not offer a hard copy of a printed catalog?

Answer No. 3: No, you will not be disqualified if you do not provide a catalog. We understand more companies are adapting to the sustainable resource management approach. However, we are requesting fixed discount rates from your catalog price listing for office supplies.

Question No. 4: How many requestors do you have requesting supplies today?

Answer No. 4: Approximately 310 requestors throughout Santa Fe County departments.

Question No. 5: What was the total number of orders for the County in 2023, and YTD 2024?

Answer No. 5: See answer to question No. 2. Each department requests an open purchase order at the beginning of the fiscal year and the department may use that purchase order throughout the year.

Question No. 6: What was the average order size for orders placed between January 1, 2024-September 30, 2024?

Answer No. 6: Order sizes were dependent upon departmental needs, which varied countywide. Individual Department purchases range from <\$100 to >\$2,000.

Question No. 7: Should we need additional time to submit for the \$500.00, is it possible to request an extension?

Answer No. 7: The submission date has been extended to October 24, 2024.

Question No. 8: What type of reporting have you received in the past?

Answer No. 8: None.

Question No. 9: Would you like to have the ability to show savings with alternatives at the time of purchase? Are you open to receiving reports that show departments/user that elected not to choose savings with an alternative?

Answer No. 9: Yes, we are open to receive the useful and beneficial information regarding purchases.

Question No. 10: Do you have a current approval process in place to review all orders before they are submitted to vendor?

Answer No. 10: The requestor submits their purchase requisition and quote to Purchasing where the Procurement Specialist audits the requisition and ensures the products requested are allowable to order per the agreement and the quote includes the discounted rate from the vendor. Once approved a purchase order is executed and submitted to the vendor to fulfill.

Question No. 11: Do you have specific order release days or are orders placed every day?

Answer No. 11: No. Orders are initiated and placed by the departments based upon their needs.

Question No. 12: Do you have the ability to choose an item to go on back order if not available or choose an alternative at the time of order?

Answer No.12: Contingent upon department. Back orders may be acceptable as an alternate item, but goods must be received prior to the end of the fiscal pay period of June 30, 2025.

Question No. 13: What departments are your largest office supply users? And can we interview them for improvement opportunities?

Answer No. 13: The largest office supply users in the County are Public Safety and the Community Development Departments. Interviews with the Departments are not allowed during the open procurement process.

Question No. 14: If I price 8,000 items in my 2024 catalog some of the items will no longer be available and there will be new items for 2025. Prices change January 1, 2025 and I'll be receiving a 40,000 item catalog for 2025.

Answer No. 14: Prices will remain firm and fixed for the initial one-year term of the contract. The bidder will include as part of its bid how rate increases will be determined at each renewal period and any fixed discount rates from their catalog price listing. (retail less the discounted rate to give exact pricing for each item)

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Tammy Jim, Procurement Specialist Senior at tjim@santafecountynm.gov.