



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

**CAROL L. SHEPARD, CPA  
SUPPLY COMMISSIONER**

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MAYOR**

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**ADDENDUM NO. 1  
BID OPENING: April 7, 2015**

**TO:** ALL BIDDERS  
**FROM:** JOHN CASSIDY, BUYER  
**DATE:** March 20, 2015  
**RE:** RFQ 65015Q0245, Bond Paper

This addendum is issued prior to bid opening to provide information based on questions received.

**Question:** Does the receiving location(s) have a dock that can accept a trailer as large as 53'?

**Answer:** One receiving location. We have no loading dock. We have a large garage door. I believe the length of past trailers has been 43'. Not sure about room for the 53' trailer, but my guess is that it would be very tight. I'd recommend the smallest trailer that will hold 21 pallets of paper. That is max amount we have always received from any truck. We usually receive a total of 42 pallets in two shipments, sometimes on the same day.

**Question:** Does the receiving locations(s) have a pallet jack and/or fork lift?

**Answer:** Yes, we have both.

**Question:** Is the lift gate required at any location?

**Answer:** No.

**Question:** Is there an expectation that the driver will assist in unloading the delivery?

**Answer:** Yes.

**Question:** Is inside delivery required?

**Answer:** No. We load the pallets off the truck and place them in our warehouse.

**Question:** Do you require delivery on an as needed basis or will there be a one-time order?

**Answer:** One time order. As mentioned above, we usually receive two shipments, each shipment delivering 21 pallets of paper each. These shipments are made on the same day or within a few days of each other.

**Question:** Will you be paying for this purchase with a credit/procurement card?

**Answer:** No. Purchase order issued, payment by check.

**Question:** Can you please provide a bid tabulation for the last time these commodities went through a competitive bid process?

**Answer:** See attached bid tab.

All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that this information has been received.

**ADDENDUM RECEIVED AND ACKNOWLEDGED**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

QUOTE NO. 65014Q0205, WHITE BOND PAPER

*\*Quoted*

DESCRIPTION	QTY	UNISOURCE		GSM DEVELOPMENT		OFFICE ESSENTIALS		DUTCH HOLLOW	
		UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
WHITE BOND PAPER	16,800	\$ 2.4500	\$ 41,160.00	\$ 2.5600	\$ 43,008.00	\$ 2.5940	\$ 43,579.20	\$ 2.6250	\$ 44,100.00
FREIGHT	1	INCLUDED	-	INCLUDED	-	INCLUDED	-	INCLUDED	0
TOTAL			\$ 41,160.00		\$ 43,008.00		\$ 43,579.20		\$ 44,100.00
DELIVERY					3-5 DAYS				10-15 DAYS

*Foreign Product + add 10% = \$2.69/km for evaluation 5 DAYS*  
*Pinpoint*

DESCRIPTION	QTY	DA-COM CORP.		MATERIALS MGMT.		STAPLES	
		UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
WHITE BOND PAPER	16,800	\$ 2.6750	\$ 44,940.00	\$ 2.7100	\$ 45,528.00	\$ 2.8500	\$ 47,880.00
FREIGHT	1	INCLUDED	-	INCLUDED	-	INCLUDED	-
TOTAL			\$ 44,940.00		\$ 45,528.00		\$ 47,880.00
DELIVERY					7 DAYS		15 DAYS