



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

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ADDENDUM NO. 1

Janitorial Supplies Bid

Bid Opening Date – October 14, 2015

To: All Bidders
From: Dotlyn Bedessie, Buyer
Date: September 16, 2015
Re: Janitorial Supplies

This addendum shall be considered part of the Specifications for bid (except as noted otherwise) and is issued to change, amplify, or delete from or otherwise explain these documents where provisions of this addendum differ from those of the original documents. This addendum shall have precedence over the original documents and shall govern.

Q1: How many delivery locations are there for the “various departments” referenced, and where are they located?

A1: *There may be as many as 50 shipping locations with most in the City of St Louis and one (1) at the St Louis Airport and one (1) location in Chesterfield.*

Q2: Would you please provide a typical order size to expect for janitorial supplies, since quantities are expected to vary?

A2: *We do not have the particulars on order size because we do not see the orders or the invoices.*

Q3: *Freight is F.O.B.; do you accept minimum order amount requirements?*

A3: *How you bid is a business decision that your company will have to make. In the past, some vendors have indicated a minimum dollar amount per order with a fee for orders under the minimum.*

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

ADDENDUM RECEIVED AND ACKNOWLEDGED

Name of Firm

Representative

Signature

Date