



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-7960 • Fax 415-865-4325 • TDD 415-865-4272

TO: POTENTIAL PROPOSERS

FROM: Administrative Office of the Courts
Finance Division

DATE: July 25, 2008

SUBJECT/PURPOSE OF MEMO: **ANSWERS TO QUESTIONS AND ADDENDUM NO. 1**
Project Title: **Statewide Office Supply Program**
Request for Proposal (RFP) Number: **FIN-0708-OS**

ACTION REQUIRED: Please review the attached response to bidder questions and the changes to RFP Number FIN-0708-OS

DATE AND TIME PROPOSAL DUE: There will not be a pre-proposal conference for this RFP.
Proposals must be received by **Tuesday, August 12, 2008, no later than 1:00 p.m. (PST).**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
**Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. FIN-0708-OS
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688**

SUBMITTAL CONTACT: **E-MAIL:** tcsolicitation@jud.ca.gov

RESPONSES TO BIDDER QUESTIONS

Question 1: Would you be able to furnish annual usage for items listed in Attachment D?

Response: We are unable to provide a detailed usage report by item. All items have been purchased by the Purchasing Group in fiscal year 2007-2008 in various quantities.

Question 2: Do we have to respond to the entire RFP to be considered or will you accept response for toner only?

Response: A vendor may submit a proposal for a portion of the RFP; however, per Section 1.3 of the RFP, "The AOC reserves the right to make only one award, multiple awards or to reject any or all proposals...."

RFP Number FIN-0708-OS is hereby amended as indicated below:

1. **Section 3.8.2, paragraph 5** is revised as indicated below with the highlighted and italicized text (indicating additional text):

The prices proposed in the proposer's response will be valid for a minimum of one year after any resulting agreement is signed, *except as provided in Section 4.1.8.2.* The proposer's cost proposal must describe how future price increases will be minimized and capped and how both increases and decreases will be passed on to the Purchasing Group purchasing goods if the agreement is renewed after the initial term. The proposer must explain the proposed process to implement price changes, including the process to update catalogs and websites.

2. **Section 4.3** is revised as indicated below with the strikethrough text (indicating a deletion) and the highlighted and italicized text (indicating additional text):

After award of a Master Agreement or Master Agreements, requests for services utilizing a Master Agreement will be made by issuance of a Purchase Order issued from individual members of the Purchasing Group requesting goods and/or services as specified in the Master Agreement. ~~The Purchase Order will reference the Master Agreement and the terms and conditions of the Master Agreement shall take precedence over the terms and conditions of the Purchase Order, contract, or terms and conditions included on an invoice or like document unless changes are made by reference to specific provisions of the Master Agreement.~~ *A Purchase Order placed by the Purchasing Group member constitutes and will be construed as a separate, independent contract between Contractor and such Purchasing Group member for purchase and payment of such supplies, copier paper and toner as described in the Purchase Order subject to the following limitation. Any additional or supplemental terms contained in the Purchase Order or in any invoice or confirmation of the Purchase Order that conflict with or materially alter any term or condition of this Master Agreement as it relates to a Purchase Order will not be deemed part of such contract.*

3. **Attachment A, Master Agreement Terms and Conditions:** Attachment A, Master Agreement Terms and Conditions, is hereby deleted and replaced in its entirety with Attachment A – Revision 1, Master Agreement Terms and Conditions (see separate Word and PDF document).

Note: (View the redlined changes in the Word document by ensuring you are displaying “Final Showing Markup” in the Reviewing toolbar.)



4. **Attachment B, Purchasing Group Address List:** Attachment B, Purchasing Group Address List is expanded to include the county law libraries in California (see separate Excel spreadsheet).