



FLORIDA INTERNATIONAL UNIVERSITY

Office of the Controller
Procurement Services
(305) 348-2161

December 15, 2021

ITN-2022-00057
OFFICE SUPPLIES AND PRODUCTS

ADDENDUM #1

Responses to the *Q & A Board* in FIU's eSourcing portal.

Audited Financials

Q1: *In lieu of audited financials, will FIU accept any alternative documentation to prove financial stability, for example, bonding, bank letter, etc.?*

A1: Answer: **FIU prefers audited financial statements as noted in question 6.1.6 of the ITN, but may consider other alternative documentation.**

Pricing

Q2: *With this being a 5-year contract term, are price adjustments during that period allowable for Custom and Master core lists? If so, what limitations are placed on price changes.*

A2: Answer: **FIU allows price adjustments. The minimum time frame for pricing to be held for Custom and Master Core lists is a ninety (90) day period.**

Spend Analysis

Q3: *The bid sheet includes 25,000+ items. The existing vendor has an advantage because they have the completed sheet and existing pricing. In the interest of adding more competition to the bid, would you be able to consolidate the list into your top 70-80% of spend by dollar volume? In our experience, the bottom 20-30% of items (by dollar volume) do not get ordered often, if at all. There are also a lot of Office Depot branded items on here.*

A3: Answer: **FIU is providing updated Office Supplies ITN Pricing Schedule. Items with low usage have been removed. Category *Pallet Paper* has been removed from the Non-Core Category list.**

Regional Opportunities

Q4: *In the interest of fairness, would you consider allowing regional players to participate? For instance, could there be an opportunity to win the lowest pricing and then choose to distribute on a state-by-state basis? Regional players that are not Office Depot or Staples will not have an opportunity to compete on this if they have to ship to the other side of the country from Florida distribution centers. However they may be able to service other states near by.*

A4: Answer: **Regional companies are welcome to participate in this ITN. Pricing is very important component to be considered in this ITN, but the resulting contract will not be awarded based on pricing only.**

Prerequisite

Q5: *I have a question about the following prerequisite: Respondent shall present evidence of successfully providing services described in this ITN in the past 10 years. Our company, Worldwide Paper Corporation has recently expanded into South Florida under the name, Sunshine Paper & Office Supplies Corporation. We can submit supporting documents of the past ten years performance for Worldwide. Would it be acceptable as long as we show proof of shared ownership between both companies?*

A5: Answer: **This depends on the relationship between the companies and other factors. They are welcome to submit all pertinent information, and FIU can look at it and decide whether it is relevant, or in fact the respondent is a completely separate new entity.**

Question on Omnia Partners

Q6: *Is it FIU's intent to award a contract resulting from this solicitation, based on open and fair competition and the stated evaluation criteria, where it then becomes available to others nationally through the OMNIA Partners portfolio OR does the solicitation limit proposals from only those suppliers currently holding a contract with OMNIA Partners?*

A6: Answer: **FIU's intent is to award a resulting contract based on open and fair competition and stated evaluation criteria. This solicitation DOES NOT limit proposals from only those suppliers currently holding a contract with OMNIA Partners.**

Toner

Q7: *Can a vendor just bid on the reman toner portion of the Bid? Or do we have to bid on all terms that are not toners as well?*

A7: Answer: **Respondents cannot bid on the reman tone portion of the bid only. Respondents have to respond to all items listed in Pricing Schedule.**

Scope of Work Clarification

Q9: *Question: Please clarify time period on Scope of Work page 5, 3.g.*

Conflicting info (issued within ten (5) days).

"1. The Web Punch-Out Site must be reliable, easy to use, and run at current standard speeds, which must be updated as technology becomes more advanced. In the event an error in pricing is discovered in favor of the user, the Awarded Supplier shall provide a refund and/or credit memo to be issued within ten (5) days after the discovery of the discrepancy [PH1]."

Q9: Answer: **Awarded Supplier shall provide a refund and/or credit memo to be issued within five (5) days after the discovery of the discrepancy. Please see updated Scope of Work page 5, section 3.g.**

Pricing Question

Q10: *In the Scope of work under the Master Core Section the ITN states: "It should be noted that, if an OEM product is specified on the Pricing Schedule, Respondent MUST provide pricing for that OEM product specified."*

Please note, the following MASTER CORE sku's have been discontinued. We are providing you with alternates for your review and consideration to be added or removed.

Item Category	SKU	MFG #	Description	Unit of Measure	Alternate Item	Description	Unit of Measure	MFG #
Master Core	805226	115100	PAPER,MULTIPURPOSE,HP,REAM	RM	698308	PAPER,POL,MP,FSC,20,97B,11,W	RM	POL-8511
Master Core	303035	OD303035	BINDER,2",EO,CV,D-RING,WHITE	EA	1385803	OD DUR VW 2BDR SLNT RNG WHT	EA	82364
Master Core	199570	00703	BOX,STOR,ECON LETTER/LEG	CT	287154	BOX,STOR/FILE,LTR/LGL,BSC,10PK	PK	0070314
Master Core	814293	94205	SUGAR,CANNISTER,20 OZ,3PK	PK	7052214	SUGAR,CNSTR,EXC SUITE,20OZ/3PK	PK	94212PK
Master Core	185432	GOJ 9674-12	SANITIZER,HAND,PURELL,ALOE,8OZ	EA	450073	HAND SANTZR,PURELL,8OZ,PUMP	EA	9652-12
Master Core	680017	86700	PAPER,LTR,20#,RECY,MULTI	CA	116946	PAPER,BOISE ASPN,30%REC,LTR,WH	CT	054901-CTN
Master Core	433680	OD433680	PORTFOLIO,POCKET,TWIN,10PK,LTB	PK	6843160	FOLDER,2PK,LIGHT BLUE,25PK	PK	ODV6843160
Master Core	403076	85342	BOARD,DRY-ERASE,34"X48",ALUM_	EA	489674	BOARD,DRY-ERASE,48X36	EA	B34
Master Core	326059	1918	PAPER,COPY,CASE,WHITE	CA	6028288	PAPER,OD COPY,20LB,11,10RM,CS	CT	ODBCP92-CTN
Master Core	8182020	WDBS4B0020BBK-WESN	HARD DRIVE,PASSPORT,2TB,BLK	EA	8030711	MY PASSPORT,2TB,BLACK	EA	WDBYVG0020BBK-WESN
Master Core	727381	C7115A	CARTRIDGE,PRINT,C7115A,HP	EA	869881	CARTRIDGE,HP,UJ,C7115X,ULTRA	EA	C7115X
Master Core	4812214	WDBLPG0020BBK-WESE	HARD DRIVE,PASSPORT,MAC,2TB,BK	EA	6834937	MY PSSPRT FOR MAC,2TB,BLU	EA	WDBA2D0020BBL-WESN
Master Core	166904	5000212	GLUE,GORILLA,2 OZ	EA	287825	GLUE,FAST CURE,GORILLA,2oz.	EA	5201212
Master Core	4037187	200377	BOX,CLEAR,5.9 QT,4PK	PK	973087	BIN,MODULAR,LATCHING,6QT,CLR	EA	100275

A10: Answer: **Discontinued items have been removed and replaced with suggested alternatives. FIU is providing updated Office Supplies ITN Pricing Schedule as part of the Addendum 1.**

Prerequisite Section

Q11: *The Prerequisite Section requires the upload of the 'FEDERALLY FUNDED PROJECTS AMENDMENT' and 'CERTIFICATE OF NON-SEGREGATED FACILITIES' to begin a response to the ITN. Is the federally funded projects amendment, technically an addendum to the bid? Amendments would be for previously executed contracts? Please clarify as we cannot sign an amendment to a contract that has not yet been executed.*

A11: Answer: **Federally Funded Projects Amendment has been removed and replaced with Federally Funded Projects Addendum. Please read, sign, and upload a completed Federally Funded Projects Addendum Prerequisite question 15. Certification of Non-Segregated Facilities is a standard document included in all solicitations. Respondents have to read, sign, and upload a completed Certification of Non-Segregated Facilities Prerequisite question 12.**

FIU Single Use Account Program

Q12: *Instructions to vendors #10. FIU Single Use Account Program in lieu of the SUA program, will FIU consider other options that provide a similar financial benefit to the University?*

A12: Answer: **FIU highly recommends for the Respondents to accept Single-Use Account Program (SUA) as a payment method at no additional costs, fees, or handling charges, however, FIU may consider other options that provide the same or better financial incentive to FIU. Withdrawal from SUA would have a major financial impact of the overall card program as the spend impacts the aggerate program spend, the tier in which the rebate is calculated, and the direct rebate based on the awarded Office Supply vendor spend.**

In-State Vendors

Q13: *Question: 1.1.3 - Is the University applying a preference to In-State vendors?*

A13: Answer: **Based on [BOG Regulation 18.001](#), FIU shall provide preference to vendors with a principal place of business in Florida.**

Quoted Discount – Clarification

Q14: Clarification on quoted discount – Contradicting Details?

In Scope of Work 1.0 Pricing Schedule, Paragraph 2

*“Respondents shall provide pricing based on a discount from a verifiable price list or catalog, or fixed price, or a combination of both with indefinite quantities. **Multiple percentage discounts by category are acceptable.** Any exceptions to the discounts proposed must be clearly identified. Additional pricing and/or discounts may be included.”*

In Scope of Work 1.3

*“For Non-Core Items the quoted discount from list **must be applied to every item in the category.** Margin or cost floors and not allowed.”*

Is the university allowing exceptions from the quoted discount or must the quoted discount be applied to every item in a category?

A14: Answer: **Quoted discount must be applied to every item in a category. Please review updated Scope of Work Section 1, paragraph 2.**

Clarification on Non-Core Discount

Q15: Contradicting Details?

In Scope of Work 1.0 Pricing Schedule, Paragraph 2

“Respondents shall provide pricing based on a discount from a verifiable price list or catalog, or fixed price, or a combination of both with indefinite quantities. Multiple percentage discounts by category are acceptable. Any exceptions to the discounts proposed must be clearly identified. Additional pricing and/or discounts may be included.”

In Scope of Work 1.3

“For Non-Core Items the quoted discount from list must be applied to every item in the category. Margin or cost floors and not allowed.”

The bid has conflicting information around how non-core items should be quoted. Is the university requiring a discount from List Price?

A15: Answer: **For Non-Core Items FIU is requiring a discount from List Price. Please review updated Scope of Work Section 1, paragraph 2.**