



November 21, 2018

**ADDENDUM NO. 001
INVITATION FOR BID NO. 2019-003
PROMOTIONAL ITEMS FOR MARKETING AND SALES INITIATIVES**

Prospective bidders and all concerned are hereby notified of the following changes in the Invitations for Bid (IFB) for the above referenced bid document. These changes shall be incorporated in and shall become an integral part of the IFB documents.

Addendum Item No. 1

The due date for bids has been extended to no later than 1:00 p.m., December 4, 2018, at which time they will be publicly opened.

Addendum Item No. 2

Attached please find answers to questions received prior to the established deadline. Please note if you do not see a response to any question(s) your firm submitted, then the question was deemed not to be part of the technical process.

All other terms and conditions of the IFB remain the same.

This Addendum No. 1 consists of one (1) page and a two (2) page attachment.

END OF ADDENDUM NO. 1

**ADDENDUM NO. 001
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PROMOTIONAL ITEMS FOR MARKETING AND SALES INITIATIVES**

QUESTIONS AND ANSWERS

1. do you have to be on the state promotional contract to bid? **No.**
2.
 - (a) Delivery is stated to be required within 30 working day – does that after 30 working days start after receipt of PO and written approval of art? IF not, when?– **Yes. Refer to page 1, delivery information, for extended delivery time.**
 - (b) How can freight cost be included in price when neither delivery location nor definite quantity is given? And further, in reference to item 10, we don't know what the item to be shipped will be. **Delivery cost is requested along with the quote, at which time supplier will have supplied delivery location and quantity.**
 - (c) What is purpose pf providing hard copy or link for available inventory? If manufacturer is unwilling to provide inventory information, what information may be in provided in lieu thereof? **Inventory hard copy or link allows the CAA/BDL to view other promotional items that might be available.**
 - (d) Is imprint on Shaeffer pen to be rose gold in color? Writing ink color? **Imprint to be rose gold, to match the highlights on the pen. Ink is black.**
 - (e) What is meant by “executive-style” portfolio? Full size approx. 9” x 12” or junior size? Zip-around? Color? Outside pocket? Required inside features– e.g. pen loop, pad, zip pocket; business card window; calculator; USB loop; cellphone pocket; other? Preferred method of embellishment? Hot stamp, deboss, other? Dimensions of medallion? **Full size, approx. 9” x 12”. Pen loop, 1 pocket for business cards and 2 pockets for loose paper. Preferred medallion, 1.25” in diameter, gold-tone. Includes 8.5”x11” lined pad.**
 - (f) Are chocolate foil squares to be 1 inch square? If not, what size? What type of chocolate? Milk? Dark? White? Belgian? **Refer to Item No. 6 in IFB document “type of chocolate TBD”** Other – please specify Shipping for chocolates varies by season and delivery location i.e., special shipping requirements during warmer months and/or locations. When do you anticipate purchasing this item? **Time of purchase unknown.**
 - (g) Sunglasses – frame shape? Only adult size? **No specific frame shape. Adult size. Frames colors must be solid red or solid blue.**

- (h) Luggage Locks is an imprint area of ¼” x 1” acceptable or must the imprint be larger? **Yes, this imprint area is acceptable.**
 - (i) Airplane Ballpoint Pen- is the pen to be metallic blue in color with a white imprint or have a white body with red and blue trim and a red or blue? **Either, samples will help determine final selection.**
3. I have a couple of questions and a suggestion. The question is regarding samples – we have produced a number of the items in your marketbasket. Specifically the Sheaffer pen, airplane stress reliever, antibacterial pocket spray, chocolate foiled squares, sunglasses and luggage locks. Do we have to submit additional samples for these or can you use the items already purchased? **Refer to Specifications section in IFB – first paragraph “Reference to literature submitted with a previous bid will not satisfy this provision.” Please provide samples of all items your firm will be bidding on.**
 4. The second question has to do with the Executive Style Leatherette Portfolio – can you provide additional details regarding this item? The dimensions, number of pockets, color, type of decoration would all be helpful in providing a price. If you have an image that would further assist in the bid preparation. **See 2(e) above.**
 5. I would like to suggest that the Item 10 be changed from a “percent discount” to a “cost plus” . I believe the Authority will benefit with better pricing from this change. The reasons I would make this recommendation are as follows: Asking for a blanket percent discount on “all additional products supplied by the vendor” is difficult supply because the pricing structure varies greatly from item to item and supplier to supplier in the promotional products space. There is no set margin across the industry. This leads to providing price discounts that must factor in the wide range of margins and results in higher pricing for the Authority. Asking for the blanket discount does not provide the Authority with the best pricing as many vendors receive pricing incentives beyond the catalog list price. The discount is applied to the catalog price and yet the actual price may in fact be substantially lower. Using a cost plus approach assures the Authority that it is receiving the best possible price for the goods requested. **This item shall remain as written in the IFB.**