
TULSA COUNTY

PURCHASING
DEPARTMENT

MEMO

DATE: February 13, 2019

FROM: Megan L. Blackford
Assistant Purchasing Director

TO: Board of County Commissioners

SUBJECT: Addendum 1 – Print Cartridges



On January 28, 2019, the notice to bidders was mailed to solicit bids for Print Cartridges for the Tulsa County Departments. This bid is set to open on February 25, 2019, with bids to be received by the County Clerk's Office until February 22, 2019 at 4:00pm CST.

This addendum is to provide answers to vendor questions.

This addendum is respectfully submitted for your approval.

MLB /arh

ORIGINAL: Michael Willis, County Clerk, for the February 19, 2019 agenda.

Q1. #29 the business reference requirement. It does state surrounding area of Tulsa. I only have a working contract with the Clark County School District in Nevada for print cartridges but with Konica only none of the products listed the RFQ. I have a working relationship with Steve King with the Tulsa Housing Authority since August of 2017, from anything from a printer up to a network closet for a new facility. I also have a working relationship with Tulsa County Information Technology as well. With that all being said, would any of these factors disqualify me from the bid?

A1. No, that would not disqualify you. We ask that all vendors provide three (3) references. As stated in #29, "If three different current or recent Tulsa-area clients cannot be provided as references, the vendor should list references for purchasers located as near as possible to the Tulsa area."

Q2. We do offer a B2B site and Tulsa County Information Technology has ordered off the site since September. If we are awarded the contract we can set that up for all departments, when it is saying ability to cross-reference the County's 3-to-4 digit are you meaning the line item number listed on this bid?

A2. The final numbers will differ from those on the bid list. They will have 3 to 4 digits and start with the number 901.

Q3. Can pricing be on a separate spreadsheet or does it need to be in file that was provided?

A3. Bid prices must be submitted on the forms provided by Tulsa County (printed from the provided PDF template).

Q4. If there are any exceptions from the bid, is our response immediately disqualified? For example, if we are unable to keep prices on some items locked for a year, is this a disqualifier?

A4. The awarded bidder must be able and willing to lock in bid pricing as described in the bid specifications; others will be disqualified.

A. For products in the itemized bid list, the bid price must remain unchanged throughout the contract year.

B. For products not in the itemized bid list, the discount percentages that are bid must remain unchanged throughout the contract year; but the list prices to which the discounts are applied may be adjusted once each calendar quarter with notice of the new list prices.

Q5. Could you share the total spend for print cartridges in 2018?

A5. The checks paid under the COS contract for cartridges in calendar year 2018 totaled \$188,119.81.