
TULSA COUNTY

PURCHASING
DEPARTMENT

MEMO

DATE: February 13, 2019

FROM: Megan L. Blackford
Assistant Purchasing Director

TO: Board of County Commissioners

SUBJECT: Addendum 1 – Office Supplies



On January 28, 2019, the notice to bidders was mailed to solicit bids for Office Supplies for all 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. Can pricing be on a separate spreadsheet or does it need to be in file that was provided?

A1. Bid prices must be submitted on the forms provided by Tulsa County (printed from the provided PDF template).

Q2. 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?

A2. 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.

Q3. Please share the total cost of Office Supplies in 2018.

A3. The checks paid under the COS contract for office supplies in calendar year 2018 totaled \$236,019.34.