



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

DEPARTMENT OF GENERAL SERVICES
Christopher L. Winstead, P.E.
DIRECTOR

April 16, 2013

ADDENDUM NO. 1

Bid Request No. 13-9376-2EF

Subject: Paper Products and Janitorial Supplies

Please make the following corrections, deletions and/or additions to the above referenced bid request:

- 1. Pages 2-3, Sec. I.,B Lot A – is being changed to provide the colors of the trash can liner. Replace this section to read as follows:**

Lot A

1. Trash can liner; Brown, 24x24, 6 micron, 7-10 gallon capacity; 1000/case; Manf. Poly Plastics Products #PLR242406B or approved equal. **Estimated annual usage: 700 cases**
2. Trash can liner; Brown, 33"x40", 13 micron; 250/case; Manf. Star Bottom Construction #XXHLL48 or approved equal. **Estimated usage: 597 cases**
3. Trash can liner;Black,40x48, 2 mil, 100/case; Manf. AEP #VL404620B;or approved equal
Estimated annual usage: 72 cases
4. Trash can liner; Brown,44x48, 1.2mil;250/case; Manf. Poly Plastics Products #MHF617591; or approved equal. **Estimated annual usage: 4028 cases**
5. Trash can liner; Black 33x39,1.5ml; 100/case; Manf. AEP #VL333915B; or approved equal
Estimated annual usage: 1100 cases
6. Roll Towels, Jumbo, Unbleached; 8x625'/rl;2" core,8" width;12rl/case; Manf. Georgia Pacific #GEP26200; or approved equal. **Estimate annual usage: 4845 cases**
7. Toilet Tissue, Jumbo;2 ply, 3.4"x1900';6rl/case; Manf. Roses Southwest Paper # 01145JRT; or approved equal. **Estimated annual usage: 663 cases**

Find attached questions and answers

Please acknowledge the receipt of Addendum No. 1 dated April 16, 2013 with your Bid Form when returning your bid package. If your Bid package has already been mailed, please return this addendum under separate cover referencing the IFB number, due date and time on the outside of the envelope. **Failure to acknowledge this addendum may result in your bid being declared non-responsive.** All other general terms, conditions and specifications shall remain the same.

Sincerely,

Eileen Falcone
Purchasing Officer
804-501-5637
fal51@co.henrico.va.us

Signature

Printed Name

Company Name

Date

Questions and Answers
IFB # 13-9376-2EF
Paper Products and Janitorial Supplies
April 16, 2013

1. **What is the current cost for the all items listed on this bid? Who do your currently purchase these items from?**
As listed in the chart below:

Item Description and	Manf. Item #	Distributor	UOM	Price
Recs & Parks				
Trash Bags - Black	VL333915B	American Paper & Chemical	100/CS	\$12.55
Trash Bags - Black	VL404620B	American Paper & Chemical	100/CS	\$26.85
Roll Towels	38090	Rutherford Supply	6RL/CS	\$42.25
Toilet Paper	B12990	Rutherford Supply	36RL/CS	\$40.90
Schools				
Trash bags - Brown	PLR242406B	Brame School Products	1000/CS	\$11.54
Trash bags - Brown	MHF617591	Brame School Products	250/CS	\$32.65
Trash bag - Brown	XXHLL48	This item has not been purchased at this time. Estimated usage is provided in the specifications	250/CS	
Roll Towels Jumbo Unbleached	GEP26200	Commonwealth Distribution	12RL/CS	\$29.80
Toilet Tissue Jumbo	01145JRT	Commonwealth Distribution	6RL/CS	\$23.14

2. **What is the approximate frequency of ordering and quantity ordered by location?**

Estimate usage is provided in the specs. The approximate frequency of orders for Schools is:

Lot A

Item 1 (PLR242406B) – Approximately 6 times per year

Item 2 (XXHLL48) – Approximately 7 times per year. This item has not been ordered yet so this is an estimate.

Item 4 (MHF617591) – Approximately 36 times per year

Item 6 (GEP26200) – Approximately 42 times per year

Item 7 (01145JRT) – Approximately 16 times per year

For Recreation and Parks

Ordering information varies depending on how active the parks are. Here is an estimate of ordering frequency.

Items are ordered more during the months of April – October and less in the months of November – March.

Lot A

Item 3 (VL404620B) – Approximately 100 cases per order

Item 5 (VL333915B) – Approximately 100 cases per order

Frequency of ordering varies

Lot B

Item 1 – Approximately 10 cases per order every two weeks

Item 2 - Approximately 10 cases per order every two weeks

There may be events that will require ordering these items by pallets.

- 3. Please clarify the color of the can liners.**
See Addendum Item 1
- 4. What is the case count per case for the liners? What is the case weight?**
Case counts are listed on the Bid Form. The case weight cannot be provided.
- 5. If submitting pricing for an equal product, are sample of our products to be submitted with the bid or upon request.**
Upon request as stated in General Terms and Conditions. All product information shall be submitted with bid package.
- 6. Are your dispensers for the roll towels and the JFT tissue generic and will take any brand?**
The roll towels cabinet is a MarkII/Georgia Pacific, Fort James 562-01. The JFT tissue is a Tork Sca-68T; jumbo roll smoke T21 System.
- 7. Currently, how many suppliers do you have for these products?**
See chart in question 1.
- 8. What approved equals have been determined?**
There is no pre-approved list. If the bidder submits a product other than what is specified, the County will evaluate the item and determine if the product meets the specifications.
- 9. Can a bid be submitted for a different item then what is specified in the bid?**
Only for Lot A
- 10. How will bid be awarded.**
See Sec.I,A.3
- 11. Can we call FedEx at our expense and pick up a sample of each liner?**
The County will not provide samples. It is a bidder's responsibility to review the bid requirements and submit products that meet the specifications.