

# TERREBONNE

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## Parish School District

201 Stadium Drive  
Houma, LA 70360  
(985) 876-7400 / [www.tpsd.org](http://www.tpsd.org)

March 14, 2017

### ADDENDUM No. 4

To all potential bidders of the Office Supply Catalog Contract Bid:

Question 1: What percentage of your total spent do the items on Bid Form 1 represent approximately?  
The percentage of orders from Bid Form 1 is unknown.

Question 2: What is the time frame of the usage on the items listed on Bid Form 1?  
Schools and administrative offices place orders periodically throughout the year for the items listed on Bid Form 1, as well as for items not listed, but offered for sale by the vendor.

Question 3: What is your average order size for 48 locations?  
Approximately \$200,000 is spent annually on office supplies through the current vendor. By school district practice, a single order cannot be placed for less than \$50.

Question 4: What percentage of your deliveries would be desktop as opposed to being left in designated receiving area?  
Deliveries would be made to the front office of each school, and to the individual Department of each administrative building. Percentage of each is unknown.

Question 5: Will items on Bid Form 1 be considered a "core list" ...while items in the catalog but not on Bid Form 1 be discounted by categories shown at top of page 16 of RFP document as a "non-core"?  
Items on Bid Form #1 are for price comparison purposes only. Bidder may choose to discount by categories or by the entire catalog.

Question 6: What is being referred to by the term "matrix catalog prices" on page 16 of RFP document?

It is preferred for bidders to quote prices from their catalog at discount prices. The catalog bid is intended to offer the district either catalog-wide or category-wide discounts on all products offered by the vendor.

Question 7: Are margin floors allowed on the discounts off list price in the full line catalog?

It is preferred that a discount apply to any and all purchases.

Question 8: Is there a "Bid Form 2" that is not posted on the TPSD website?

There are three Bid Forms. Bid Form 1 is an Excel spreadsheet, which was uploaded separately from the bid document. Bid Form 2 and Bid Form 3, which are Word documents, are included within the larger bid document.

Question 9: Each school is listed as a ship to address, will it be sufficient to deliver to front desk at each school and then someone in the school will make sure it gets to the correct department within the school?

See Addendum #3.

Question 10: There are roughly 85 products that are being priced for submission on the core Bid Form 1. Will people be allowed to purchase items not on the core bid list (items online or in the catalog)?

See Addendum #3.

Question 11: Is online ordering submission acceptable as long as PO's are tied to each order placed?

See Addendum #3.

The instructions contained within Addendum No. 4 will supersede all bid instructions and specifications.



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Rebecca Breaux, CFO  
Terrebonne Parish School District