

# TERREBONNE

## Parish School District

201 Stadium Drive  
Houma, LA 70360  
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March 3, 2017

### ADDENDUM No. 3

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

Question 1: 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?

Answer 1: Delivery to the front desk/main office of each school is sufficient and preferred.

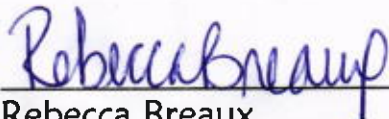
Question 2: There are roughly 85 products that are being priced for submission on the core bid list. Will people be allowed to purchase items not on the core bid list (items online or in the catalog)?

Answer 2: The products listed are regularly ordered items that are used for price comparison in the bid evaluation. The bid is a catalog bid, meaning that all items available from the winning bidder (catalog or online) would be available for purchase by the District, at the stated discount.

Question 3: Is online ordering submission acceptable as long as PO's are tied to each order placed?

Answer 3: Currently, online ordering is not allowed by the District. The person ordering would be allowed to "shop" online, add items to a cart, and print the cart. That printed list would then be attached to a paper purchase order. The PO would then be mailed or emailed, depending on the vendor's preference. In the future, online ordering may be allowed.

The instructions contained within Addendum No. 3 will supersede all bid instructions and specifications.



Rebecca Breaux

Chief Financial Officer, Terrebonne Parish School District