



Amendment of Solicitation

Date of Issuance: 04/02/2018

Solicitation No. 290000000096

Requisition No. 2900003511

Amendment No. 1

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery:

OMES Central Purchasing
5005 N. Lincoln Blvd.
Oklahoma City, Ok 73105

Cinnamon Alexander

Contracting Officer

405 - 365 - 2581

Phone Number

Cinnamon.alexander@omes.ok.gov

E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

An amendment for questions submitted for response:

Question 1) Regarding delivery, we currently utilize our warehouse in Garland, TX for storage of your product. The current market for deliveries is causing fluctuations of shipping fees as well as dates. We would like to quote the product with a delivery to Garland, and to quote the additional delivery fees to OESC at the time it is requested, in the time it needs to arrive (next day or 2nd day vs. Hot Shot).

Answer 1) OESC would like all delivery fees to be included in the original quote. This includes deliveries from the warehouse to OKC. OESC does not want separate delivery charges billed upon delivery. Quoted prices should include packaging, handling, shipping, and delivery charges.

Question 2) Regarding payment, our current terms are net 20. You have requested 45. We cannot support that model. Your last two payments to us were 25 and 27 days late. Prior to that, they were within that limit of 20 days.

Answer 2) Pursuant to A 18.1 & A 18.2, 74 O.S. 85.44 (B), current Oklahoma Statutes require that all invoices will be paid in arrears, and payment terms are net 45 days. Additional terms which provide discounts for earlier payment will be evaluated when making an contract award. Additional terms shall be no less than fifteen (15) days increasing in five (5) day increments up to thirty (30) days. Discounts offered must be in half or whole percent increments. The date from which the discount time is calculated shall be the date of a valid invoice. An invoice is considered valid if sent to the proper recipient and goods or services have been received.

Example: Oklahoma statute requires a net 45-payment term. The only allowance that will override this is if the vendor offers a discount for earlier payment. Example would be vendor offers a 2% discount for a net 20. If there is not a discount for the state then the net 45 rules would apply.

Question 3) **Regarding Pricing and Renewals**, we are reviewing the option of whether we could commit to pricing that's 5 years out, understanding that your delivery needs might change, as well as the equipment that you're running these sheets on, which could change the construction of the sheet for us. Is there any flexibility in a 5-year contract with a 6% escalation from our side to terminate if we needed to redesign the piece?

Answer 3) OESC will consider all pricing submitted in the proposal. If it is felt that an increase is needed at certain periods during the contract then the price should reflect accordingly

Question 4) If you place usual order, Do you pay for all 200,000 that you ordered upon completion of printing? Then we ship you 100m of each immediately and store 100m of each until needed?

Or do you only pay for what is actually shipped? Just need to know if our money is tied up on half the order for 6 more months. We need to know if we need to figure interest into cost.

Answer 4) OESC pays for all forms ordered upfront once printing is completed. If OESC orders 200,000 forms, we pay for all 200,000 forms. We may ask to have 100,000 delivered upon completion of printing and the other 100,000 stored for up to six months or until need.

Question 5) The PS80 forms-- The Sol. Specs state in C1.1 (overview) that there are 5 pressure seal forms. I received the sample packet that I requested and it would appear that the PS80 is just a laser cut sheet form and is not a pressure seal form? Just want to clarify if the PS80 form is now being changed to a pressure seal form or is it to remain a laser cut sheet?

Answer 5) The PS-80 forms will not be changing. It will remain as a laser cut sheet.

Question 6) In section H.1 the specs state we must maintain a minimum of 6 months in storage of the 5 forms on the contract. In section, C 2.2 the specs state you will order as needed. Please elaborate the intended order quantity on the initial order. Should we print the entire quantity listed for all items (except PS80 for reason as stated in Section G.2) upon award, ship you half upon completion and place half in storage for 6 months?

Answer 6) OESC will order forms as needed. Usual orders are for 200,000 of each form per order. OESC will request to have 100,000 of the forms delivered to the Will Rogers Building in OKC and the other 100,000 will be stored in your storage for up to 6 months or until OESC request for the rest of the order to be delivered to OKC.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature