ADDENDUM NO. 3

For

Various Types of Printing Paper

SPECIFICATIONS AND CONTRACT DOCUMENTS NO.: 133875

For which Bids are scheduled to be opened in the office of the Chief Procurement Officer, Department of Procurement Services, Room 103, City Hall, 121 N. LaSalle Street, Chicago, IL 60602 at 11:00 a.m., Local Chicago Time, on Thursday, September 24, 2015 is rescheduled to open on October 5, 2015.

The following changes and or revisions are incorporated into the Contract Document as noted. All other provisions and requirements as originally set forth, except as amended by previous addenda, remain in force and binding. Any additional work required by this Addendum must conform to the applicable provisions of the original Contract Documents.

UPON SUBMITTING THE BID THE BIDDER MUST ACKNOWLEDGE RECEIPT TO THE ADDENDUM IN THE BIDDERS BID DOCUMENTS.

REVISIONS TO CONTRACT

Question 1: With regards to the pricing, do you want a price based on the "per thousand" unit of measure or do you want no Price and no Extended Price but a "Discount or Markup" to be offered? The detailed specifications, Specification number 133875, page 3 of 5, paragraph 1.8 reads " The percentage of Discount or Mark Up is to include any and all peripheral costs (e.g. shipping, re-stocking charges, warranties, guarantees, insurance, etc.) and will remain unchanged throughout the lifetime of the Contract, including any and all time extensions. I interpret this to mean that if a discount or a mark up is offered that it must remain firm for the entire 36 month period of the contract. But, the Discount or Markup box has (NA) written in it. Do just want a unit price to be offered and that Unit Price must remain firm for the contract duration?

Answer 1: A unit price per thousand and extended price is requested. Unit price must remain firm for the contract duration. There isn't a Discount or Mark-up required for this Bid.

Revised Section 1.8 should read: The Unit Price and Extended Price is to include any and all peripheral costs (e.g. shipping, re-stocking charges, warranties, guarantees, insurance, etc.) and will remain unchanged throughout the lifetime of the Contract, including any and all time extensions.

Question 2: Lines No.7,8,9 and 10 request Opaque paper but there is no brand name specified. Do you have a Preference?

Answer 2: Domtar or Earthchoice is preferred. Please state the brand name you are quoting in the comments section on each Bid Line of the proposal page.

Question 3: Line No. 11, the pressure sensitive paper paper, Metro, Uncoated, pressure sensitive permanent adhesive 60# 8.5" x 11" comes in regular colors and fluorescent colors, do you want them both when you say various colors? There is a difference in price.

Answer 3: The proposal bid lines #11 and #12 have been edited to separate white and fluorescent colors to allow each unit and extended price to be quoted.

Question 4: Lines No 1-11, there is an **(NA)** shown under Catalog #ID,Date and MFR. Are we required to show the brand that we are offering or is the assumption that we are offering one of the brands that are specified on lines #1,2,3,4,5,6, and 11 and not required to show the manufacturer on lines 7,8,9 and 10?

Answer 4: There isn't a Catalog #ID,Date and MFR. requirement for this Bid. Please state the brand name you are quoting in the comments section on each Bid Line of the proposal page.

END OF ADDENDUM No. 3

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES

JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER

CITY OF CHICAGO
Department of Procurement Services
Jamie L. Rhee, Chief Procurement Officer
121 North LaSalle Street, Room 806
Chicago, Illinois 60602-1284

REQUEST FOR QUOTATION INVITATION

FOR: **Various Types of Printing Paper**

RE: **Small Orders Request for Quotation: 4988**
Specification Number: 133875

DPS: **Alvin J. Jefferson**
DPS Procurement Specialist
Email: alvin.jefferson@cityofchicago.org
Telephone: 312-744-7660

Addendum #3 DUE DATE: October 5, 2015

The City of Chicago Department of Procurement Services (DPS) invites vendors to submit a quote for the above requirement. If you are interested in doing business with the City of Chicago, you are encouraged to respond. Please direct all questions to the DPS Procurement Specialist listed above.

This RFQ and resulting Purchase Order (PO) are subject to the City of Chicago Request for Quotation and Detailed Specification (both attached), and the Small Orders Terms and Conditions – Blanket (downloadable from cityofchicago.org/bids), which are hereby incorporated into the RFQ and PO by reference.

The Maximum Compensation under the resulting PO cannot exceed $100,000.00. The Chief Procurement Officer (CPO) has determined that the nature of the services to be provided under this contract is such that neither direct nor indirect subcontracting opportunities will be practicable or cost-effective. Therefore, there will be no stated goals for MBE/WBE participation resulting from this contract. This determination is being made pursuant to Section 2-92-450 of the Municipal Code of Chicago.

RFQs and blank insurance certificates are available at cityofchicago.org/bids. Economic Disclosure Statements (EDSs) must be filed online at https://webapps.cityofchicago.org/EDSWeb.

TO RESPOND: Please complete and sign the City of Chicago Request for Quotation and send it via e-mail to bidandbond@cityofchicago.org or by fax to **(312) 744-5611**. Include the RFQ and Specification number in the subject line/on the cover sheet on all correspondence. All quotations must be received no later than 11:00 a.m. Central Time on the above Due Date.

Please write or stamp your firm's name on all pages of your bid submittal.

Following the RFQ due date and time, a bid tabulation will be prepared. Bid tabulations are made available to the public on DPS's website at cityofchicago.org/procurement under "Contract Administration," "Bid Tabulations (Bid Tabs)," "Get Started Online." Search by the above specification number. Please allow one to three business days for posting of the bid tabulation.

The lowest responsive and responsible bidder will then be contacted by the DPS Procurement Specialist and will be required to submit: 1) Original City of Chicago Request for Quotation with original signature; 2) properly filed EDS; and 3) insurance certificate.

The CPO will then move to award a PO. Notice of Award for a Small Order PO is made by the City's website when an Award Date is posted. Awarded POs and the Award Dates are made available to the public on DPS's website at cityofchicago.org/procurement under "Contract Administration," "Awarded Contracts," "Get Started Online," "City of Chicago," "Contracts and Awards." Search by the above specification number.

Revised: July 3, 2014

CITY OF CHICAGO
Department of Procurement Services
Jamie L. Rhee, Chief Procurement Officer
121 North LaSalle Street, Room 806
Chicago, Illinois 60602-1284
Fax: 312-744-5611

DETAILED SPECIFICATION

1.8 Peripheral Cost

The Unit Price and Extended Price is to include any and all peripheral costs **(e.g. shipping, re-stocking charges, warranties, guarantees, insurance, etc.)** and will remain unchanged throughout the lifetime of the Contract, including any and all time extensions.

1.9 INVOICES

This contract is subject to Centralized Invoice Processing ("CIP"). Invoices must be submitted directly to the Comptroller's office by US Postal Service mail to the following address:

INVOICES

City of Chicago, Office of the City Comptroller

33 N. LaSalle St., Room 700

Chicago, IL 60602

OR

Via email to: INVOICES@cityofchicago.org with the word INVOICE in the subject line.

All invoices must be signed, marked "original," and include the following information or payment will be delayed:

- Invoice number and date
- Contract/Purchase Order number
- Blanket Release number (if applicable)
- Vendor name and/or number
- Remittance address
- Name of City Department that ordered the goods or services
- Name and phone number of your contact at the ordering department
- Invoice quantities, commodity codes, description of deliverable(s)
- Amount due

City of Chicago
Department of Procurement Services
Room 806, City Hall, 121 N. LaSalle St.
Chicago, IL 60602 Tel. (312) 744-4900

City of Chicago
Request for Quotation

CAUTION:
This not an order.
Submit all quotations on this form.

Sealed bids for the following supplies and/or services will be accepted at City Hall, Room 103, up to 11:00 A.M. on 10/5/15.

RFQ Header Information

Please Respond By 10/5/2015

RFQ Number 4988

RFQ Description Various Types of Printing Paper

Ship To Location ,

Special Instructions

Your Quote is Effective as of 10/5/2015

For More Information Please Contact ALVIN JEFFERSON
312-744-7660

RFQ Status In Process

RFQ Header Information

Please Respond By 10/5/2015

RFQ Number 4988

RFQ Description Various Types of Printing Paper

Ship To Location 091-2005 HRLD WASH
400 S. STATE ST.
Chicago, IL 60605

Special Instructions

Your Quote is Effective as of 10/5/2015

For More Information Please Contact ALVIN JEFFERSON
312-744-7660

RFQ Status In Process

RFQ Header Details

Contract Type COMMODITIES-SMALL ORDERS

Specification 133875

Target Market NO

Procurement Type BID

Advertise Date

Bid Deposit Required NO

WEB BID Edit Rules ALL

Compliance Officer

Compliance Type Description

	Percentage Type Desc	Required %

Run Time: 09/22/15 12:42:34

PU085D

IMPORTANT–When returning BID, mark your envelope "BID", state specification number, date, and time bid is to be opened. Quote unit prices for each item and total must be typewritten or in ink. Quotations must be signed by an authorized officer. Bid/proposal pricing for all commodity and/or service line items must be based ON THE STANDARD UNIT OF MEASURE indicated in this document. PRICING ON ALTERNATE UNITS OF MEASURE WILL NOT BE ACCEPTED. UNIT COSTS MUST BE LIMITED TO THREE DECIMAL PLACES.

Line No	Line Type	Item	Category	Commodity Desc	UOM	Estimated Usage	Price	Discount or Markup	Extended Price	Catalog #/ID, Date, and Mfr
1	Goods	6452810200	64528	BRISTOL - PAPER, EXACT BRISTOL, 67# VELLUM, 8.5" X 11" WHITE 94 BRIGHTNESS	Thousand	200	$	(N/A)	$	(N/A)
Comments:										
2	Goods	6452810205	64528	BRISTOL - PAPER, EXACT BRISTOL, 67# VELLUM, 11" X 17" WHITE 94 BRIGHTNESS	Thousand	250	$	(N/A)	$	(N/A)
Comments:										
3	Goods	6453510125	64535	PAPER COVER STOCK - HOTS OR ASTROBRIGHTS, 65# COVER, 8.5" X 11" VARIOUS COLORS	Thousand	100	$	(N/A)	$	(N/A)
Comments:										
4	Goods	6459035100	64590	PAPER, TEXT - HOTS OR ASTROBRIGHTS, 60# TEXT, 8.5" X 11" VARIOUS COLORS	Thousand	200	$	(N/A)	$	(N/A)
Comments:										
5	Goods	6459035105	64590	PAPER, TEXT - HOTS OR ASTROBRIGHTS, 60# TEXT, 8.5" X 14" VARIOUS COLORS	Thousand	40	$	(N/A)	$	(N/A)
Comments:										
6	Goods	6459035110	64590	PAPER, TEXT - HOTS OR ASTROBRIGHTS, 60# TEXT, 11" X 17" VARIOUS COLORS	Thousand	60	$	(N/A)	$	(N/A)
Comments:										
7	Goods	6453510120	64535	PAPER COVER STOCK - OPAQUE, 65# COVER, 8.5" X 11" VARIOUS COLORS	Thousand	100	$	(N/A)	$	(N/A)
Comments:										
8	Goods	6459035115	64590	PAPER, TEXT - OPAQUE, 60# TEXT, 8.5" X 11" VARIOUS COLORS	Thousand	250	$	(N/A)	$	(N/A)
Comments:										
9	Goods	6459035120	64590	PAPER, TEXT - OPAQUE, 60# TEXT, 8.5" X 14" VARIOUS COLORS	Thousand	200	$	(N/A)	$	(N/A)
Comments:										
10	Goods	6459035125	64590	PAPER, TEXT - OPAQUE, 60# TEXT, 11" X 17" VARIOUS COLORS	Thousand	250	$	(N/A)	$	(N/A)
Comments:										
11	Goods	6457401020	64574	PRESSURE SENSITIVE PAPER - PAPER, METRO, UNCOATED, PRESSURE SENSITIVE PERMANENT ADHESIVE, 60# 8.5" X 11" WHITE COLORS	Thousand	12	$	(N/A)	$	(N/A)
Comments:										

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Line No	Line Type	Item	Category	Commodity Desc	UOM	Estimated Usage	Price	Discount or Markup	Extended Price	Catalog #/ID, Date, and Mfr
12	Goods	6457401025	64574	PRESSURE SENSITIVE PAPER - PAPER, METRO, UNCOATED, PRESSURE SENSITIVE PERMANENT ADHESIVE, 60# 8.5" X 11" FLOURESCENT COLORS	Thousand	18	$	(N/A)	$	(N/A)
Comments:										

Total Price $ _____

Signed: _____ Date: _____

By: _____

Bidder's Legal Name: _____

Bidder's Federal Employer Identification Number:
(if you have one) _____

D/B/A (if applicable): _____

Business Address: _____

Person to contact regarding bid:

Title: _____

Phone: _____

Fax: _____

E-Mail: _____

IF THE COMMODITY QUOTED ON THIS REQUEST CONTAINS A RECYCLED CONTENT, INDICATE THE DESCRIPTION AND PERCENTAGE OF THE RECYCLED CONTENT BELOW:

Run Time: 09/22/15 12:42:34 **PU085D**

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