ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #KF082613

Commodity: Office Supplies

Dated: September 19, 2013

Proposal Due: October 4, 2013

Please reference the following for clarifications and changes to the RFP #KF082613 issued on August 26, 2013 for Office Supplies:

RFP Attachment 2, Preferred Contractual Provisions:
   In Section L, Use of Agreement by Third Parties, delete existing text and replace with:

L. **Cooperative Purchasing / Use of Agreement by Third Parties**
   It is the intent of this RFP and any resulting Agreement to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institution, or any University related foundation may access the Agreement if authorized by the Selected Firm.

   Participation in this cooperative procurement is strictly voluntary. If authorized by the Selected Firm, the Agreement may be extended to the entities indicated above to purchase goods and services in accordance with the Agreement. As a separate contractual relationship, the participating entity will place its own orders with the Selected Firm and will fully and independently administer its use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. No modification of the Agreement or execution of a separate agreement is required to participate; however, the participating entity and the Selected Firm may modify the terms and conditions of the Agreement to accommodate specific governing laws, regulations, polices, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Selected Firm.

   The Selected Firm will notify the University in writing of any such entities accessing the Agreement. The Selected Firm will provide semi-annual usage reports for all entities accessing the Agreement. The University will not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Selected Firm to extend the Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.
Use of the Agreement does not preclude any participating entity from using other agreements or competitive processes as needed.

Add Attachment 6, Delivery Location Codes:
   This document may be found at:
   https://virginia.box.com/Delivery

Add Attachment 7, Hewlett-Packard Company Contact:
   Jane Holtz
   Hewlett-Packard Company
   Territory Manager – Imaging and Printing Group
   443-266-4005
   Jane.holtz@hp.com

Add Attachment 8, Office Supply Purchase Averages:

   For FY13, all “Supplies, Office” POs
   • Total number of POs: 13,819
   • Average total PO Amount:  $229.42
   • Average # lines per PO:  3.5
   • Average # items per line:  7.9 (This may artificially high because of standing orders with quantity 1,000 price $1, for example)
   • Average # items per PO:  27.7 (also may be artificially high)
   • Average per item cost:  $4.55

Add Attachment 9, Pre-Proposal Power Point:
   This document may be found at:
   https://virginia.box.com/s/pw9bq007zbi69ha1s47t

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 924-2636. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Kristin Floyd
Procurement Specialist

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

Signature __________________________ Name of Firm __________________________

Please Print Name of Person Signing Above __________________________ Date _____________