



**REQUEST FOR PROPOSAL  
RFP 2010-008**

**ADDENDUM NO. 2**

To: Prospective Bidders

From: John N. Tortelli  
Cooperative Educational Services

Date: January 15, 2010

CES has received the following questions regarding RFP 2010-008 from e-mail, fax or letter. Please accept the following as responses to the questions submitted.

**Submitted by:** Mark Steffens  
Albuquerque Freightliner & Western Star

**Question 1:**

Could I provide my catalog pricing in electronic format only?

**Background:**

RFP 2010-008, Section I: Instructions to Offerors, E: Proposal Submission, Item 2: Format of the Proposal.  
Page 8 to 9.

- a. One (1) original of the proposal will be submitted on the forms and in the format contained in the RFP and must have original signatures. The proposal will contain all Microsoft Excel pricing information, support documentation, descriptive literature, specifications, samples, etc. The proposal will be submitted in a three-ring binder.
- b. The forms as contained in and format as requested in the RFP will be used. Offerors can reproduce the forms and retype the information, but all of the required information must be presented in the order requested. All proposals must be completed in ink, on a computer or typewritten. Forms can be filled in by hand, but must be printed.
- f. In addition to preparing and submitting electronic pricing, the Offeror must provide both a paper copy organized in the format requested and an electronic copy with each tab's information as a separate file on a CD-R or CD-RW in either or combination of the following file formats: Adobe PDF (pdf), Rich Text Format (rft), Microsoft Word (doc) or Microsoft Excel (xls). The CD is to be laid out in the same format as Content of the Proposal (see below).

All pricing submitted must utilize one of the pricing methodologies/format options allowed by CES.

1. If utilizing the Line-Item pricing methodology/format, please use one Excel book per manufacturer/brand and an individual sheet per category of product (See Exhibit 3 and item [4] below).
2. If utilizing your own e-commerce solution (Punch-Out methodology/format), it must be able and have the capacity to integrate with CES' e-commerce web-based CPP (Cooperative Purchasing Program) application (See Exhibit 5) above.
3. If utilizing the Open Item methodology/format, the nationally-published price book or custom price book has been identified and the additional pricing information (Factors, Multipliers and/or Discounts) you need to provide is defined by CES depending on the individual solicitation/category being responded to. (See Exhibit 4)
4. All pricing information must be organized, categorized and indexed in a way that the following information is clearly identified (See Exhibit 3).
  - a. Offeror's Name - alpha/numeric fifty (50) characters maximum (Required)
  - b. Product Number - unique product number/identifier (Manufacturer/Vendor) assigned, alpha/numeric twenty-one (21) characters maximum (Required).
  - c. Product Name - short name/description alpha/numeric fifty (50) characters maximum (Required). This field will probably be the most searched field.
  - d. Product Description - product description/specifications alpha/numeric two hundred-fifty (250) characters maximum (Required).
  - e. Unit - unit of measure alpha/numeric 25 characters maximum (Required). Example: each, per dozen, 12 oz. bottle, etc.
  - f. Price - unit price numeric 15 characters two decimals (Required).
  - g. Category - NIGP five (5) digit Code and description 50 characters (Do Not Complete).
  - h. Brand - alpha/numeric 25 characters maximum (Required).
  - i. Manufacturer's Name - alpha/numeric 50 characters maximum (Not Required).
  - j. Image Name - Product Image file name, must be correct with (jpg) extension, example (5236421.jpg). (Not Required) Do not place images in Excel Spreadsheet, provide separately.
  - k. Product Thumb Image - Provide an image/picture of the product, must be in (jpg) file format (Not Required).
5. Other pricing-related terms, conditions, stipulations and requirements that cannot be indicated and/or communicated using the established Excel pricing books must be attached as a separate document (Place behind Tab 6). Such areas may include, but is not limited to:
  - a. Shipping, freight, and/or delivery costs;
  - b. Minimum order requirements;
  - c. Volume discounts and pricing points;
  - d. Special pricing bundles, time-limit sales and pricing options;
  - e. Maintenance agreements, if applicable;
  - f. Warranties and extended warranty options;
  - g. Product returns and allowances; and
  - h. Catalogs and price lists.
6. Pricing information provided using Exhibit 3 or Exhibit 5 does not need to be provided as paper documents.
7. Once your offer is accepted, any future price adjustments must be made in the same manner and in accordance with the General Terms and Conditions.

8. It is your responsibility to keep your contract current in every way. Auditors review our contracts, and we want to keep everything legal.
9. If, for any reason, you need to lower a price to remain competitive, or to pass on a special price offered by a manufacturer or supplier, you must first send notice (fax, email, or letter) to CES, officially lowering the items/products price. Once CES has received the information and acknowledged the price change, then you may offer the new prices to your customers. It is against the terms and conditions of this RFP to agree to a lower price with a customer, and then later notify CES or not offer it to all CES Members/Participating Entities wanting to procure the same item and the same quantity. CES and its Members/Participating Entities understand that there are times that Offerors want to reward a customer or is in a very competitive situation and wants to provide an additional cost incentive. If this situation arises, the Offeror may donate (provide at no cost) any product or service as a cost enhancement. However, on its price quote/proposal, the item is listed at its CES contract price and then indicates “(no cost) donated” in the extension column.

**CES Response 1:**

A respondent may provide manufacturer’s product catalogs and/or price list in electronic format only as long as it contains all of the necessary information that will allow CES staff, Members and Participating entities staff to identify each product/services with its associated cost that the proposed CES discount can be applied to obtain the CES price.

**Question 2:**

Could I provide any product information in electronic format only?

**CES Response 2:**

Yes the respondent can provide product information in electronic format only. The respondent will need to identify in their proposal that they will only provide product information electronically and a notation will need to be put in the correct tab of their proposal.

If you have any questions regarding this Addendum, please contact my office at 505-344-5470.

By dating, signing, and returning this page, the Offeror acknowledges receipt of Addendum No.2  
**(Please place behind Tab 1 of your response).**

Date: \_\_\_\_\_ Company Name (Print): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_