



REQUEST FOR BID
RFP 2005-007

ADDENDUM NO. 1

To: Prospective Bidders

From: Llew F. Perry 
Cooperative Educational Services

Date: March 15, 2005

Cooperative Educational Services (CES) has received questions regarding RFP 2005-007 by e-mail on March 7, 2005. The following are the responses to the questions asked.

Question:

1. Is the freight cost to be included in the unit cost of each item?
2. Is the unit cost the list price and Bulk price etc the discounted price, or does the bulk price & JIT price reflect total number of items - including or excluding freight?
- 3 Will line items for Bulk be sent as 1 shipment to one place?

Submitted by: Suzanne Dyer
Expressive Industries
exiplay@earthlink.net
Sent on March 7, 2005

Background:

RFB 2005-007, Section I, Item E: Listing of General Terms and Conditions, Page 16 of 37.

Freight: Vendor agrees to ship F.O.B. destination, prepaid (no COD's). Allowable freight charges to members include those from Albuquerque, New Mexico to the delivery point, or from the vendor to the delivery point, whichever is less. All members located in the Greater Albuquerque metropolitan area, which includes all of Bernalillo County, Rio Rancho and Corrales, are to receive their supplies and equipment at the F.O.B destination. Vendor will only be allowed to charge members for one shipment per purchase order. Freight charges for backorders and/or additional shipments will be absorbed by the vendor and not incurred by the member.

Vendor will provide a copy of the actual freight bill to members in addition to incorporating said charges into the billing.

Members reserve the right to make other, lower cost arrangements for delivery, that is, pick up by a member owned vehicle, a member's employee, etc. In the case where the member elects to pick up items, the F.O.B. point is the point where the pick up is made.

Members reserve the right to specify a preferred delivery method. The vendor will be responsible for taking notice of instructions provided on the member's purchase order. Failure of the vendor to comply with the request by the member to be contacted regarding making shipping arrangements will be liable for the shipping costs.

Vendor can deliver merchandise via its own trucks only upon request or with the permission of the member if the vendor is charging for delivery and only when the quoted delivery charge has been approved by the receiving agency prior to the delivery.

CES Response:

In response to question 1, as stated within the solicitation document "Allowable freight charges to members include those from Albuquerque, New Mexico to the delivery point, or from the vendor to the delivery point, whichever is less.", therefore, if the freight cost is going to exceed the allowable freight charges then YES the additional amount needs to be included in the individual item cost.

In response to question 2, the bulk and JIT prices submitted on the bid submission form is to be the unit cost per the stated unit of measure indicated for each item. It is NOT the extended cost (units requested multiplied by the unit cost). In regards to the freight please refer to response to question 1 above.

In response to question 3, individual CES participants will issue purchase orders to the vendors awarded for the items they requested and for each purchase order issued there will be a single delivery point. It should also be noted that vendors will only be allowed to charge members for one shipment per purchase order and freight charges for backorders and/or additional shipments will be absorbed by the vendor and not incurred by the member.

If you have any questions regarding this Addendum No. 1, please contact me by phone (505) 344-5470 or by email llew@nmedu.org.

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

_____ Date

_____ Company Name (please print)

_____ Print Name

_____ Signature