



CITY OF PORTLAND, OREGON

OFFICE OF MANAGEMENT & FINANCE

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August 19, 2008

ADDENDUM NO. 1
Request For Proposals No. 109230
Promotional Items

Proposals Due: September 4, 2008
By: 2:00 p.m. Pacific Time

This addendum provides for: a new Attachment C, Pricing Form; deletes two of the required sample items and defines the remaining 6; changes delivery to FOB origin and increases delivery time to no longer than 45 calendar days; changes the Escalation/De-Escalation Clause; and numerous other changes as stated below. Use the new Attachment C, Pricing Form, provided in this addendum when preparing and submitting your proposal. This addendum is hereby included in the RFP and, when awarding a Price Agreement, will be a part thereof. Any changes made by this addendum to said solicitation offset only those documents and portions specifically mentioned herein; the balance of the solicitation remains in full force. It is the responsibility of each proposer to conform to this addendum.

1. On page 7, under 5.b., Demonstrated Ability to Meet or Exceed Environmental Requirements, question/request #7 is changed to read as follows:

7. Where is your firm located? Does your firm utilize any suppliers from Oregon or Southwest Washington for the products that would likely be supplied to the City? If so, include the name of the supplier, their location (City/State), and the type of product they supply.

Requests #8 and #9 are combined for a new #8 as follows:

8. Describe how your firm identifies environmentally preferable or "green" products in your hard copy and/or online product catalogs. Include an example of identifying symbols and standard product description details (e.g. % post consumer recycled content). How would your firm promote the use of environmentally preferable products as part of this contract?

2. On page 8, 5.e., the title is changed from "PRICING" to "PRICING AND QUALITY OF ITEMS". And, in the second paragraph, the last sentence is changed to read as follows: The discounted prices shall include all costs (except delivery and set-up costs) necessary to provide Promotional Items to City bureaus.

3. On page 10, under 6. SUBMITTAL OF SAMPLES, delete the requirement for - f. Magnet, and g. Child size T-shirt.

4. All wording in the RFP which refers to eight or 8 sample items is changed to six or 6 sample items.

5. On page 10, 7. SUBMITTAL OF CATALOGS AND PRICE LISTS, the first sentence is changed to read as follows:

Each proposal shall include one copy of four catalogs (and corresponding price lists if necessary) which are most used by the proposer and offer items pertaining to the Scope of Work (page 3).

6. A new Attachment C, Pricing Form, is provided which now requires quantity level pricing for the sample items, allows for discounts for each of the four catalogs provided, and makes other changes as noted on the

new form. Use the new Attachment C, Pricing Form, provided in this addendum when preparing and submitting your proposal.

7. On page 14, under Criteria, the title of "e." is changed from "Pricing" to "Pricing and Quality of Items".

8. On page 22, under 5. DELIVERY, the first sentence is changed to read as follows: All items shall be FOB point of origin and delivery prices shall be agreed-upon prior to placing an order.

The number "15" is changed to "45".


9. The ESCALATION/DE-ESCALATION clause on page 22 is changed to read as follows:

PRICE ESCALATION/DE-ESCALATION

Pricing offered in this Price Agreement may be adjusted up or down on a cent-for-cent basis via pass-through from the manufacturer after the initial order, supported by submission of copies of the manufacturer's price change notices, and corresponding to changes in the vendor's wholesale posted/or book price, and in effect to all similar classes of customers at the time of delivery. Additionally, all price reductions shall be passed on, in total, as of the effective date. The City of Portland shall have the option of accepting the price increase or canceling the balance of the Price Agreement. The Contractor shall notify the City of all price increases and decreases as far in advance of the effective date as possible. Notification shall be in writing and will be confirmed in writing by the City.

For the duration of this Price Agreement, Contractor agrees to provide pricing for all products for which Contractor is an authorized distributor if and when requested by the City. Should the City decide to purchase offered goods and services, the City may issue an Order for those items. Contractor agrees to provide the same pricing for all goods and services requested by the City that Contractor offers to its other similarly situated customers, for the duration of this Price Agreement and extensions. Price changes shall be documented in writing between Contractor and City's Purchasing Agent as amendments. All proposed price adjustments shall be calculated consistent with the methodology used to calculate the prices set forth in the Contractor's Original Proposal (e.g. discount from list price); the Contractor shall certify this in its request for price adjustments. Price adjustments will only become effective by fully executed amendments, following receipt by the Purchasing Agent of the requested price adjustment. It is anticipated that the Contractor may introduce promotional pricing during the term of this Price Agreement and in that event, Contractor shall offer and City may take advantage of such promotional pricing if the City satisfies all terms and conditions necessary to qualify. For the purpose of this section, the term "promotional pricing" includes the cost of goods and services as well as the addition of features, functionality, or additional usage of goods and services. The Contractor shall immediately notify the City's Purchasing Agent in writing of such promotional pricing.

Please direct all questions and concerns to Jim Van Nest at (503) 823-5680, or jamesvannest@ci.portland.or.us.



Jeffrey B. Baer
Director, Bureau of Purchases

ATTACHMENT C Pricing Form

The following sample items shall be provided with the proposal as well as current catalog cut sheets or price lists showing current quantity level pricing for these items. The percentage off catalog or price list prices will be applied to show the prices which would be charged the City of Portland for these items. This methodology will also be used in determining prices if the proposer is awarded a Price Agreement.

1. SAMPLE ITEM DESCRIPTION and PRICING:

All sample items shall have one screen-printed logo or message of one color.

A. Tote Bag, medium size, approx. \$5 charge after min. qty. level discount

Quantity Levels and Discount Pricing:

Percentage Discount Taken off of List Price = _____%

B. Reusable Coffee Mug, ceramic, approx. \$8 charge after min. qty level discount

Quantity Levels and Discount Pricing:

Percentage Discount Taken off of List Price = _____%

C. Pen, approx. \$3 charge after min. qty. discount

Quantity Levels and Discount Pricing:

Percentage Discount Taken off of List Price = _____%

D. Keychain, approx. \$.75 charge after min. qty. discount

Quantity Levels and Discount Pricing:

Percentage Discount Taken off of List Price = _____%

E. Reusable Water Bottle, approx. \$2 charge after min. qty. discount

Quantity Levels and Discount Pricing:

Percentage Discount Taken off of List Price = _____%

F. Umbrella, compact, collapsible, approx. \$12 charge after min. qty. discount

Quantity Levels and Discount Pricing:

Percentage Discount Taken off of List Price = _____%

2. Percentage Off List Pricing for the 4 Catalogs provided with proposal

<u>Catalog Name</u>	<u>Discount Percentage Offered</u>
1. _____	_____ %
2. _____	_____ %
3. _____	_____ %
4. _____	_____ %

3. Typical set-up costs for initial logo and/or imprinting messages are: \$ _____

(Include a statement of how many letters or colors are typically included in this price)

Example of format expected for sample item pricing:

A. Tote Bag, medium size, approx. \$5 charge after min. qty. level discount

Quantity Levels and Discount Pricing: 50 – 250 = \$5; 250 – 1,000 = \$4.50; 1,000 – 2,500 = \$4;
Over 2,500 = \$3.50

Percentage Discount Taken off of List Price = 20%

(Use your own quantity levels and pricing as well as discounts off of list price, this is only an example)