



# CITY OF PORTLAND, OREGON

OFFICE OF MANAGEMENT & FINANCE

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Bureau of Purchases

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August 25, 2008

**ADDENDUM NO. 2**  
**Request For Proposals No. 109230**  
**Promotional Items**

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

This addendum provides for one change to Attachment C and provides a new Attachment C. 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.

On the Pricing Form, Attachment C, Item 1.B, Reusable Coffee Mug, change the approximate charge from \$8 to \$3.

Please direct all questions and concerns to Jim Van Nest at (503) 823-5680, or [jamesvannest@ci.portland.or.us](mailto: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. \$3 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)

\_\_\_\_\_  
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**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)