

September 14, 2018  
**Addendum #2**  
RFP 2018-004  
Paper Goods & Supplies  
**Questions and Answers**

**Question #1**

Do Unit of measures need to be an exact match? For example, line item one states a pack size of 100 but pack quantity is 10, what if we have a product that is one pack of 1000? Do we need to have the Unit of Measures match up exactly, as this can potentially limit the pool of items to choose from? Would it be acceptable to substitute UOM if we can offer a better price for a larger size?

**Answer #1**

Pricing should be provided based on the units of measure listed in the RFP. Although a vendor may not carry the unit of measure listed in the RFP, pricing should be based on the unit of measure listed in the RFP. This may mean a vendor has to scale the unit of measure and pricing up or down accordingly so that units of measure provided match what is listed in the RFP.

**Question #2**

The quantities provided below on the screen shot, are they per location or in totality. I know you mentioned 3 delivery locations, just did not know if this in totality or per location?

**Answer #2**

The quantities listed are for the main location, located at 7818 Wilkerson Ct. The other two locations may buy similar or different items. As the main location is the largest buyer of products, a summary of the items purchased from the main location was used for this process.

**Question #3**

Unit of Measure/Quantity- On the bid it mentions that NHA feeds 3000 people a day, based on that, the annual quantities provided in the bid seem to differ based on that number. Annualized quantities would respectively seem more in line with a weekly purchase or even monthly. Can you please verify UOM & QTY. Specifically Items # 7 & 8.

**Answer #3**

This information is not available.