

September 25, 2018  
**Addendum #3**  
RFP 2018-004  
Paper Goods & Supplies  
**Questions and Answers**

**Question #1**

Could we please get the 6 month usage on all items in all bids as soon as possible? This will help us achieve the 6 month locked in price.

**Answer #1**

Please see Addendum #1 for annual usage.

**Question #2**

Will there be an opportunity to bid on trash bags, toilet paper, latex gloves and general janitorial supplies?

**Answer #2**

The items available to bid on are listed in the RFP, and those are the only items NHA is accepting bids for at this time. NHA does use similar items listed in Question 2, but they are not available for bidding on at this time.

**Question #3**

How often are paper supplies ordered? (ie, weekly, daily, monthly)

**Answer #3**

Paper supplies are ordered as needed, which typically occurs weekly.

**Question #4**

How many locations are paper supplies required to be delivered to?

**Answer #4**

There are three locations that may require deliveries of paper supplies. The main site is NHA's Nutrition Services: 7818 Wilkerson Ct., San Diego, CA 92111.

**Question #5**

What are delivery hours?

**Answer #5**

Delivery hours for paper supplies may be between the hours of 8am and 1:30pm, and will be negotiated during contract preparation.

**Question #6**

The paper products listed don't give a description of the items. For example, laminated, white black.

**Answer #6**

Descriptions of items in the Exhibit are listed below under "Specifications."

Item Number	Item Description	Pack Quantity	Pack Size	Specifications
1	10 oz foam bowl	10	100	White foam
2	7 oz polystyrene cup	1	2500	Opaque, soft plastic, approx.. 3 ½" tall
3	9" white foam plate	1	500	White foam
4	6" white foam plate	1	1000	White foam
5	12"x13" 2-ply napkin	1	6000	Brown
6	30 oz white foam bowl	1	450	White foam
7	White Medium Weight forks	100	10	White plastic
8	White Medium Weight teaspoons	100	10	White plastic
9	Medium Latex Gloves	10	100	White
10	Black 4 oz portion cup	50	50	Black shiny plastic
11	Clear lid for 4 o portion cup	50	50	Clear shiny plastic

**Question #7**

RFP 2018-004 Paper Goods and Supplies – Plates and cups have many characteristics associated with a 7 oz cup or 9” plate. The products can be non-laminated, laminated, squat, tall, etc. Would it be possible to have the Vendors who are submitting a proposal for the Paper Goods visit the nutritional center and review each of the mentioned products in order to correctly quote the product and price.

**Answer #7**

Additional specifications are provided in Answer #6.