



**ADDENDUM  
REQUEST FOR PROPOSAL  
MEDICAL SUPPLY  
CITY OF AUSTIN, TEXAS**

---

**Solicitation: CRR0103**

**Addendum No: 2**

**Date of Addendum: 03/14/2016**

---

This addendum is to incorporate the following changes to the above referenced solicitation:

**I. Questions and Answers:**

- (Q1) Is the final date for questions March 4, 2016 as stated in the 0400?
- (A1) The final date for questions is Thursday, March 17, 2016. The 0400-Supplemental Purchase Provisions document has been updated and the most updated version is attached.
- (Q2) There is a pricing fluctuation for pharmaceuticals. This solicitation states that prices are firm/fixed for the first 12 months. How will these situations be handled?
- (A2) The prices listed under Section 1 of Attachment A for this contract are firm and fixed for the first 12 months. Refer to Paragraph 16 of Section 0400 – Supplemental Purchase Provisions for future price adjustments after the first 12 months. The percentage discount off catalog requested in Section 2 of Attachment A is fixed for the life of the contract.
- (Q3) Are all the items on the scope of work everything that needs to be addressed in the proposal?
- (A3) The Scope of Work lists minimal requirements. Your proposal should present your best offer. Please refer to the 0600 for all the proposal requirements and necessary documentation.
- (Q4) Order fulfillment is listed as 3 days in the Scope of Work and 5 days in the 0400. Which is the correct requirement?
- (A4) The correct requirement is three (3) days, an order should ship within three (3) days from the date they are ordered. Please include order fulfillment timelines in your proposal.
- (Q5) For Tab 8, in the price proposal preparation instructions-how detailed should this information be?
- (A5) Please provide a list of the manufacturer's you are authorized to distribute. If there are any questions about this, or the City needs additional documentation, this may be requested upon contract award.

(Q6) Since most distributors discount a percent off retail list price, the available discount will vary by distributors. Is it necessary to state the percent off retail list price that is being offered on the bid sheet?

(A6) Attachment A - Bid Sheet requires you to provide a list of your Distributors under Section B. The evaluation of the award will be based off the total evaluation of price (i.e. Total Price quoted for Section A) and not on the individual discount offered on each line. Section B does allow the City to award points on the number of Price Lists offered to the City to use on this contract.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: Claudia Rodriguez  
Claudia Rodriguez, Sr. Buyer  
Purchasing Office, 512-974-3092

3/14/16  
Date

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name Authorized Signature Date

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**