



Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

Fulton County, GA

Date: May 23, 2011

Re: 11CT78684A Office Supplies

Dear Quoter(s):

Attached is one (1) copy of Addendum **1**, hereby made a part of the above referenced **11CT78684A Office Supplies**

Except as provided herein, all terms and conditions in the quote referenced above remains unchanged and in full force and effect.

Sincerely,

Carolyn Towns

Carolyn Towns
Procurement Officer

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



**11CT78684A Office Supplies
Addendum No. 1
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original quote documents as noted below:

- **The RFQ due date and time had changed from May 24, 2011 at 2:00P.M. to May 26, 2011 local legal prevailing time.**
- **Responses to questions submitted for clarification are listed below:**

Questions: Item# 17 FEL-3227901 has been discontinued by the manufacturer; please provide instructions as to a possible substitute for this item.

Response: Replace with Universal Cross-Cut Shredder UNV-48020

Questions: Item # 36 I show the current stock number for that Compact Commercial stapler as SWI-71101

Response: Should be #SWI-71101

Questions: Item # 73 should that number be HON-626CLL instead of HON-6266LL

Response: Should be # HON-626CLL

Questions: The request calls for OEM pricing. Many of the specified products are branded "Universal", which is the private label offering from United Stationer's dealers. Will you accept equivalent privatebranded alternatives for these.

Response: Yes, we will.

Questions: Regarding your quote request for office supplies, the toner cartridges, do you want compatibles or brand name.

Response: We only want name brand, Original Equipment Manufacturers (OEM) product. We do not want compatibles.

For additional information regarded this addendum, contact Carolyn Towns, Procurement Officer **(404) 612 4208**.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render you quote non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the quote due date and time **Thursday, May 26, 2011 2:00 P.M. legal local prevailing time.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2011.

Legal Name of Bidder

Signature of Authorized Representative

Title