

**STATE OF CONNECTICUT**  
*DEPARTMENT OF ADMINISTRATIVE SERVICES*  
PROCUREMENT DIVISION  
450 Columbus Boulevard, Hartford, CT 06103

BID NO.:  
**18PSX0314**

Bid Due Date:  
1 February 2019

Date Addendum Issued:  
14 February 2019

**PLEASE NOTE:**

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the bid that are contained in this Addendum.

**BID ADDENDUM #2**

DESCRIPTION:

Promotional Items

FOR:

Department of Administrative Services, All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations

**BIDDERS NOTE:**

- 1. Q-The bid percentage must include delivery with no shipping cost added?**  
**A-Please refer to Exhibit A, (b) Delivery Terms #4.**
- 2. Q-What exactly is this Warrantee about?**  
**A-Please refer to Exhibit A, (g) Warranty.**
- 3. Q-Due to the recent changes in tariff rates between China and the US, most of our suppliers are no longer printing catalogs with pricing. Presently, the only way to get accurate pricing is to visit the supplier's actual website. How do you want to handle this requirement in lieu of sending electronic catalogs?**  
**A- Please submit an electronic catalog with your bid submittal.**
- 4. Q-What type of warranty information are you looking for?**  
**A-Manufacture warranty.**
- 5. Q-In the apparel section, the companies we use to supply the shirts, etc. only sell us black goods, so the discounts to be shown will only be for blank goods. How do we show pricing for screen printing or embroidery? I understand we will show that amount as a separate line item.**  
**A-Please refer to Exhibit A, Invoicing #3.**
- 6. Q-You have 20 specific promotional item categories. Many of our suppliers have vast product lines and span many of these categories. Being limited to choosing only 3 vendors per category, it makes it harder for us to show the buying agency a wide variety of choices to fit their budget. If say one of our suppliers is approved for say Desk Items, but they have a Tech Item that the agency is seeking but we have not listed that company as our three suppliers, can we use it anyway?**  
**A- Only three (3) catalogs may be submitted for each category. Only the items that fall under the listed categories are included in this solicitation.**

- 7. Q-How are freight/shipping charges to invoice? Are the charges included in the invoice as a separate line item? What documentation will be sufficient back up for these charges?**  
**A- Please refer to Exhibit A, Invoicing #3.**
- 8. Q-For items that are not apparel, i.e. specialty items such as mugs, balloons, ice scrapers, are the additional charges for decorating to be included as a separate line item?**  
**A- Please refer to Exhibit A, Invoicing #3.**
- 9. Q- Is a copy of the vendor's additional charges as shown in its catalog sufficient documentation of these charges?**  
**A- Yes.**
- 10. Q-What was your last awarded price for Promotional items bid?**  
**A-Please refer to contract 14PSX0181 [https://biznet.ct.gov/SCP\\_Search/ContractDetail.aspx?ID=15016](https://biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=15016)**
- 11. Q-When you say FOB destination, can we list the freight as a separate line item?**  
**A- Please refer to Exhibit A, 9b0 Delivery Terms #4.**
- 12. Q-Promotional product manufacturers list product cost and then charge set up, sometimes a proof charge and they charge us freight to deliver the product.**  
**A- Please refer to Exhibit A, 9b0 Delivery Terms #4.**
- 13. Can we list each of these charges on separate line items?**  
**A Please refer to Exhibit A, Invoicing.**
- 14. Q-Do you require hard copy catalogs or will website addresses be sufficient for the on-line catalogs?**  
**A-Please submit electronic files such as excel price list or PDF catalogs. Websites will not be acceptable.**
- 15. Q-What type of promotional items are you looking for?**  
**A-This award is not for a specific project. This award will result in multiple vendor with multiple items.**