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REQUEST FOR INFORMATION

BID NO. 23-011

FOR

JANITORIAL PAPER AND CLEANING SUPPLIES

INFORMATIONAL ADDENDUM NO. 2

DATED ISSUED: April 11, 2023

1. Who is your current supplier?

Please see Addendum No. 1

2. What is the current price/value of the items/products?

Please see Addendum No. 1

3. Term of current contract?

The current contract terms were for one-year with the option to extend for an additional three (3) one-year terms. Current extensions were not utilized as current vendors could not keep their proposed price increases within the San Francisco-Oakland Consumer Price Index.

4. What is the estimated quantity needed?

Estimated quantities are outlined on Exhibit B of the RFB beginning on page 20.

5. What is the lead time of delivery of the items?

3-5 days. For example: Monday ordering for Wed-Friday delivery.

6. Who is the manufacturer? How is the packaging done?

The manufacturers are listed on Exhibit B of the RFB beginning on page 20.

7. What is the estimated date of delivery per month?

Deliveries are done on a weekly basis, currently on Wednesday and Friday (see question #5).

8. Are you requesting a sample of the product?

At this time the City will not require a sample of the products but exercises the right to request a sample if necessary in the future for contract award consideration.