

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

PAGE OF PAGES

1 8

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

01

01/07/2009

6. ISSUED BY

CODE

JSC

7. ADMINISTERED BY (If other than item 6)

CODE

JSC

NASA/Johnson Space Center  
Attn: Jonathan P. Prihoda/BJ3  
2101 NASA Parkway  
Houston TX 77058-3696

NASA/Johnson Space Center  
Attn: Jonathan P. Prihoda/BJ3  
2101 NASA Parkway  
Houston TX 77058-3696

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

9A. AMENDMENT OF SOLICITATION NO.

NNJ09275418R

9B. DATED (SEE ITEM 11)

12/22/2008

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not.  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See Page 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

David V. McKay

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

The purpose of this amendment is to provide answers to questions received for solicitation NNJ09275418R and to make necessary revisions to the solicitation required as a result of the answers provided.

I. The following questions were submitted and the following responses are provided with regard to solicitation NNJ09275418R:

*Question 1. Confirming the time for January 12, 2009 is 4:30 CT.*

Answer 1. The due date for proposal submission is being extended to January 16, 2009 at 1630 LT.

*Question 2 Is there a Room Number at JSC that I can hand deliver a hard copy proposal?*

Answer 2. Proposal delivery instructions will be added to the RFP in Section 4 as Provision 4.8, PROPOSAL MARKING AND DELIVERY. Hand delivery of proposals is acceptable, but proposals shall be delivered to Building 421 by the deadline, not directly to the buyer.

*Question 3. May we submit multiple copies of a hard copy proposal to hand out to each of the Buying Team? If so, how many are on the Buying Team?*

Answer 3. Provision 4.9, INSTRUCTIONS TO OFFERORS -REQUIRED CONTENT OF OFFERS, will be added to the RFP in Section 4 as Provision 4.9. Three copies of the proposal will be sufficient.

*Question 4. Since there is not a Unit of Measure noted for the Item Number, do we price all items as an each price?*

Answer 4. The Unit of Measure is contained within the Item Description field. If a unit of measure is not discernable, assume a Unit of Measure of "each".

*Question 5. The Office Max numbers (i.e., OM-----) are specific Office Max numbers and not available on the Office Max on-line web site. They are also numbers that are not available in our data base which normally can cross over other stock numbers. We are having to cross the description over to a Manufacturer Item Number. Do we add a column for the Alternate Manufacturer Number or do you want us to replace the existing number?*

Answer 5. Offerors can modify the excel sheets (by adding a column) if needed to assist in cross-referencing. Please do not replace the existing number to allow for traceability.

*Question 6. Will you consider an extension due to the fact that we have lost four days due to the holidays, and also the time it is taking to research the Office Max numbers and cross over to a Manufacturer number?*

Answer 6. The due date for proposal submission is being extended to January 16, 2009 at 1630 LT.

*Question 7. May we substitute items for the branded products listed on the bid if we feel our product is a suitable substitute? For example, 3M has a much higher cost than our brand called Universal. We can save NASA money in this regard.*

Answer 7. When completing Attachment I, Pricing Evaluation Template, please do not substitute items; we need to be able to compare the templates against each other. As for Attachment II, NASA/JSC Baseline Pricing Form, offerors are requested to complete it for all items that would be available to NASA/JSC, which would include possible substitute items.

*Question 8. May we change the units of measure for items listed with our substitutes? Again, we can give NASA more products at a less cost with our branded items.*

Answer 8. When completing Attachment I, Pricing Evaluation Template, please do not alter the units of measure, we need to be able to compare the templates for each offeror against the others.

*Question 9. When it comes to the NIBNISH item numbers, can we provide a substitute if we can find it cheaper through one of our house brands?*

Answer 9. When completing Attachment I, Pricing Evaluation Template, please do not substitute items; we need to be able to compare the templates against each other. You may provide pricing for the potential substitute items when completing Attachment II, NASA/JSC Baseline Pricing Form.

*Question 10. What do we do when an item number is not available and no substitute exists?*

Answer 10. Offerors who determine that they cannot provide a quote for a specific item listed on Attachment I shall state on the template. Additionally, if no substitute exists, the offeror shall state so as well on the template.

*Question 11. How does the price guarantee work? The contract is supposed to be good from 3-5 years, but what does that really mean? Since the manufacturers will be passing along price increases to us during this time:*

- a. Do we have to guarantee our prices during the length of the contract?*
- b. Guarantee our prices for one year?*
- c. Can we pass along any increases as they come in from our manufacturers?*

Answer 11. The contractor is required at the time of proposal submission to submit a template listing of the prices it charges to its most favored customer for its entire catalog of items in effect at that time.

This listing will also reflect any additional discount given to NASA/JSC and shall be inclusive of all delivery and handling charges to accomplish delivery in accordance with the Statement of Work.

The percentage discount for NASA/JSC identified on the template for an item **shall remain in effect during the entire contract period of performance**. If the contractor offers a new item in their catalog during the period of performance of the contract, the contractor shall notify the Government of any additional discount offered over and above the most favored customer price.

The pricing of each individual order placed by a JSC authorized user through the contractor's internet ordering system will be on a firm, fixed price basis. The firm, fixed price of the individual order will be based on applying the NASA/JSC discount for that item to the most favored customer price **in effect at the time the order is approved** by the JSC JITS administrator multiplied by the quantity of the item ordered. The firm, fixed price of the order shall be inclusive of all delivery and handling charges to accomplish delivery in accordance with the Statement of Work.

*Question 12. What format would you like this bid sent (e.g. Sections 1-6)? Electronic or paper?*

Answer 12. Proposals shall be submitted in hardcopy format. Three hardcopies shall be submitted in accordance with Provisions 4.8 and 4.9.

*Question 13. Our firm would like to request an extension to the due date of Solicitation NNJ09275418R for Just-In-Time Office Supplies. As you know the item list is extensive and requires adequate time to properly research many of the products including the Office Max Branded products.*

Answer 13. The due date for proposal submission is being extended to January 16, 2009 at 1630 LT.

*Question 14. Section 1.2.3 Supplies must come from local vendor warehouse, not directly from manufacturer. The Contractor provides toner from our Distribution Center in Dallas, TX. Office supplies are provided through our subcontractor, with a warehouse in Houston, TX.*

Answer 14. As stated in Section 1.2 of the solicitation, supplies must come from a local vendor warehouse. Contractor must be able to provide next day, direct-to-desktop delivery of ordering user, delivery for order placed prior to 3 p.m. to the end user placing the order. This means that there would be approximately 30-50 deliveries a day that must be dropped off to the end user's desktop, not to a central delivery drop-off point.

*Question 15. Section 1.2.5 Provide a dedicated delivery driver with a dedicated back-up delivery driver who both must meet minimum security clearance requirements for badging.*

*Section 1.2.6 Delivery shall occur in a clearly marked vendor-owned vehicle only.*

- *The contractor provides toner delivery via United Parcel Service utilizing both the UPS truck and dedicated driver and dedicated back-up driver. Please confirm this is within your requirements.*
- *Office Supplies are provided through our subcontractor, utilizing their vendor owned truck, marked with the subcontractor's logo, dedicated driver and dedicated back-up driver. Please confirm this is within your requirements.*

Answer 15. As stated in Section 1.2 of the solicitation, deliveries shall occur in a clearly marked vendor-owned vehicle only. The proposed delivery method, as depicted in the question above, does not meet the requirement as written. As stated in the answer to question 14, as the requirements call for direct-to-desktop delivery of the ordering user, there may be approximately 30 -50 deliveries a day that must be dropped off to the end user's desktop, not to a central delivery drop-off point.

*Question 16. Section 1.2.17 Provide for Internet online capability to track orders  
Section 1.2.18 Provide for Internet online capability to see if an item is in stock when placing the order. The contractor partners with a subcontractor to provide our Federal customers with their office supply requirements. We do not utilize the subcontractor's internet system as our own. Therefore we are unable to provide real time data on office supply items. We are able to provide accurate product description, ordering information and price on the contractor's web site as it applies to office supplies.*

*Also, our staff stands ready to assist with any questions on any of the products offered on the BPA. We will be the conduit for all questions and Customer Service questions for both Toners and Office Products. (Again, we are able to comply fully with these requirements for toner.)*

Answer 16. As stated in Section 1.2 of the solicitation, contractor must provide internet online access: real-time usage data (preferably available in online in excel format) to minimally include: ordering organization to the 3<sup>rd</sup> level; items ordered, stock number, quantity, cost, percent recycled content of item. The real-time usage data requirement applies to all items that may be ordered under the contract.

*Question 17. Please advise if an amended solicitation will be considered with a revision for the on-line tracking and inventory status.*

*In lieu of an amended solicitation with a revision for on-line tracking and inventory status, please advise if revised solicitations will be considered, separating the toner and office supplies products. This would allow small businesses, including our firm, the opportunity to fully respond to the toner portion. Please advise if an amended solicitation will be considered, along with an extension of the due date.*

**Answer 17.** At this time, an amended solicitation for either a revision of on-line tracking and inventory requirements, or separating toner from office supplies is not being considered.

II. As a result of the questions and answers for solicitation NNJ09275418R, the following changes are made to the solicitation:

- A. Block 8 of the SF1449 shall be amended to read, "01/16/2009 1630 LT".
- B. Provision 4.8, PROPOSAL MARKING AND DELIVERY is hereby added to Section 4 of the solicitation.

**"4.8 JSC 52.215-109 PROPOSAL MARKING AND DELIVERY. (JUL 2006)**

(a) Methods of Proposal Delivery

Proposals shall be delivered to the designated proposal receiving office by one of the following methods:

- U.S. Postal Service
- Commercial Delivery Service
- Delivery by company employee or other individual agent

Regardless of the method of delivery chosen, the Offeror is responsible for delivery of the proposal to the designated receiving office no later than the date and time stated in the solicitation.

(b) External Marking of Proposal Package(s)

All proposal packages must be closed, sealed, and marked in large letters "PROPOSAL – DELIVER UNOPENED". Proposal packages must include the solicitation number, the contracting officer's name, mail code/stop, and the Offeror's name and address clearly marked on the outside of the package.

The Offeror shall include a notice on the cover of the proposal package as follows:  
"NOTICE: THIS PROPOSAL MUST BE DELIVERED TO THE SPECIFIED ADDRESS  
NO LATER THAN (Offeror *to fill in*)."

(c) Delivery Address

Proposals must be delivered to the address/location specified on the cover page of the solicitation.

Proposals submitted by commercial delivery service or hand carried packages must be delivered to: NASA Johnson Space Center  
Central Receiving, Bldg 421  
2101 NASA Parkway  
Houston, TX 77058-3696

Faxed or E-mailed Proposals Will Not Be Accepted.

(End of provision)”

C. Provision 4.9, INSTRUCTIONS TO OFFERORS – REQUIRED CONTENT OF OFFERS is hereby added to Section 4 of the solicitation.

**“4.9 INSTRUCTIONS TO OFFERORS -REQUIRED CONTENT OF OFFERS**

Please provide three (3) original copies of your proposal. The Offerors' proposal should be organized as detailed in section 4.6 ADDITIONAL INSTRUCTIONS TO OFFERORS. DO NOT submit proposals in any type of binding.

(End of provision)”

(End of Amendment)