



To: Prospective Supplier

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Date: February 2, 2017

Subject: Request for Proposal #217-30
Contract Office Supplies
ADDENDUM #2

1. The core list has been revised to better reflect the highest ordered items.
Please disregard the core list in Addendum 1.
2. The time period scheduled for supplier presentations has been moved to March 13-17, 2017.
3. Below are responses to supplier questions.

If a driver arrives before 9:30 a.m. are they able to deliver?

The warehouse on Edgeway in Allendale is not normally staffed. We hope that the deliveries are at a fairly consistent time and we meet the driver there. Our current driver arrives between 8:00 - 8:30 which is ideal. Our student drivers usually wait until 9:30 or 10:00 for delivery, but we try to make our department deliveries in the morning so those are the very latest times we would want delivery. If the driver comes later in the day, we will probably need a phone call so that we can send someone there to accept the delivery. Late delivery should be a rare exception.

Do both locations require dock, or pallet delivery? If not, are they a “front door” setting that the driver will be delivery through via a dolly?

Yes. Both the Allendale and DeVos Grand Rapids delivery points are dock/pallet delivery.

Besides the label requirements detailed in the RFP, are there any sorting requirements upon delivery?

No additional sorting requirements.

Is there any specific “check in” or verification processes that needs to take place upon delivery?

No specific check-in, but we do like a manifest listing the order #, the number of packages per delivery & the delivery name/address/location if at all possible. This can come by e-mail if necessary.

Do you have a ballpark estimate on what percentage of your annual volume goes to these two locations?

Probably 99% goes to either the Allendale or Grand Rapids delivery locations.