



Anne B. Wicks
Executive Officer

DISTRICT OF COLUMBIA COURTS
Administrative Services Division
Office: Gallery Place
616 H Street NW, 6th Floor
Washington, DC 20001
Mailing Address: 500 Indiana Avenue NW
Washington, DC 20001-2131



Louis W. Parker
Administrative Officer

AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

**AMENDMENT
ISSUE DATE:** September 24, 2013

SUBJECT: Solicitation No. DCSC-13-IB-0033 – DC Courts Office
Supplies

**BID SUBMISSION
DATE:** Wednesday, September 25, 2013 by 12:00 pm, Eastern
Standard Time

The subject solicitation is amended as follows:

1. Responses to written questions received from prospective offerors are included as Attachment A to this amendment.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

Louis W. Parker
Contracting Officer



This amendment is acknowledged and is considered a part of the subject solicitation.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

Attachment A- Questions & Answers
Solicitation No.: DCSC-13-IB-0033
Office Supplies

1. A number of items are Staples generic items. Under “C.3.3.5. Substitutions for requested brand name items are not allowed without prior written approval from COTR, Contracting Officer, or designee.” Do I have permission to substitute items for same or better quality which I will indicate on our response.

For those items listed with Staples generic item numbers, same or better quality substitutions will be accepted. Substitutions for any other items specified in this solicitation will not be accepted.

2. On Section B.4.3., discount off non-core items, we are fully prepared to give a flat percentage discount off of the list prices in the full line catalog. However, every quarter we get updates from the wholesaler who prints the catalog with any increases or decreases in the manufacturers’ list prices. If one of your authorized people orders on-line, the discount will be off of the manufacturers’ current list price that quarter.

It is understandable that prices of non-core items may fluctuate over the course of this Contract. It is for that reason that The Courts are requesting a percentage discount off of published catalog prices.

3. Section 3, Buy American Provision, do we need anything there?

For Core Items, list excluded end products and their country of origin for any items not considered “domestic end products” as defined by section 26. Buy American Act, D.C. Courts General Contract Provisions (Page 16, Attachment J.1.)or 41 U.S.C. §10a.

4. Section J.5. asks for a project name and I do not know what that is.

The project name is the solicitation caption.

5. Section J.8. is a release of claim form That seems to be something that would be used at the end of a contract.

J.8. shall be submitted upon completion of this contract and after payment of the final invoice.