

**UNIVERSITY MEDICAL CENTER OF SOUTHERN NEVADA
 Bid No. 2011-23
 Custom Medical Folders**

September 28, 2011

ADDENDUM NO. 1

GENERAL CONDITIONS

Please make the following changes under General Conditions:

1. **Updated II.13.A. Product Delivery**
 Product should be shipped within ~~three (3) days~~ five (5) business days after receipt of order and shipped to UMC.

2. **Updated II.24 Vendor's Stock**
 The successful Bidder agrees to maintain 40 cases of folder for ready shipment to UMC ~~access to sufficient stock of any item awarded in this bid.~~ UMC may order any case amount but capped at 40 cases (per order). UMC may order once or twice a month therefore successful Bidder has to replenish the used up amount in a timely manner to maintain the 40-case requirement. UMC will take into consideration a two (2) week production lead time. The lead time(s) for such stock shall not exceed the time period(s) as specified in this bid.

3. **Add Section II.29 Overages**
 Any overage remaining at the end of the contract term will be purchased by UMC. Overages shall not exceed 40 cases.

QUESTIONS / ANSWERS

- Q.1 What is UMC's total annual usage?**
 A.1 As of Calendar Year 2010 we've ordered 465 cases (averaged 39 cases a month). Each case contains 60 folders. Therefore we received 27,900 folders last year.

Month	Cases Ordered	Folder Quantity
January	25	1500
February	50	3000
March	30	1800
April	60	3600
May	30	1800
June	60	3600
July	0	0
August	0	0
September	25	1500
October	50	3000
November	50	3000
December	85	5100

Totals 465 27,900

As of January 2011 to July 2011:

Month	Cases Ordered	Folder Quantity
January	30	1800
February	30	1800
March	60	3600
April	60	3600
May	0	0
June	0	0
July	79	4740
Totals	<u>259</u>	<u>15,540</u>

Q.2 What is UMC's shipment plan?

A.2 Orders will be placed as needed.

Q.3 What happens to any overages at the end of the contract? Will UMC extend the contract until all folders are delivered?

A.3 Any overage remaining at the end of the contract term will be purchased by UMC. Overages shall not exceed 40 cases.

TECHNICAL SPECIFICATIONS

Please use the updated Technical Specifications attached herein. See next page.

III – TECHNICAL SPECIFICATIONS

BID NO. 2011-23

Custom Medical Folders

Name of Firm	
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INTENT:

It is the intent of these specifications to provide custom medical folders that will conform to the specifications, and be suitable for continuous use by UMC. The custom medical folder offered shall be new, unused, and conform to the specifications provided below.

These specifications shall be construed as minimum requirements. Should the manufacturer's current published data or specifications exceed these, they shall be considered as minimum and be furnished by the Bidder.

BIDDERS MUST RETURN THE ORIGINAL OR A PHOTOCOPY OF THIS FORM AND MAKE AN ENTRY FOR EACH SPECIFICATION IN THE SPACE PROVIDED OPPOSITE THE SPECIFICATIONS, INDICATING ANY VARIANCES IN THE SPECIFICATION. IF THERE IS NOT ENOUGH SPACE, ATTACH AN ADDITIONAL SHEET OF PAPER.

SPECIFICATIONS NO. 1

Custom 15 point Manila folder with three dividers.

Usage: average of 25,000 to 30,000 folders each per year.

Folder Requirements:

Custom 15 point Manila folder with three dividers.

Size: 9 1/2" x 12 1/8" x 3", 9 1/2" High Front

Stock: 15 point Manila, reinforced

Printing: Custom Black Copy on folder (per sample provided)

Accessories:

- Folder has interlocking reinforcement on top and right side tab.
- Three 11 point inner dividers are attached to 3" white Tyvek Gusset with 3/4" between each panel.
- Dividers are 1/3 cut.
- Folder has eight 2" permclip bonded fasteners hot glued on top positions #1 & 3.
- Sample provided

Storage / Shipping / Ordering Requirements:

- Successful bidder will manufacture and hold per order 40 cases of folder, and ship until UMC places an order.
- UMC will notify successful bidder of any changes in quantity.
- UMC will place occasional orders for the folder on individual purchase orders.
- UMC generally places orders for quantities of 1,500 – 2,400 at a time once or twice per month.
- Folders may not be shipped without receipt of a purchase order.
- No auto shipments.
- Case of 60 folders each or other.
- Product delivery is within five (5) business days.

Billing and Delivery Conditions:

FOB Destination, Prepaid & Allowed

Payment Terms Net 90 days

The Bid due date of **Wednesday, November 2, 2011 at 2:00:00 P.M.** remains the same. Should you have any questions, please contact me at (702) 383-2423 or via email at Kristine.sy@umcsn.com.

Issued by:

Kristine Sy
Contract Management Analyst
UMC