



ADDENDUM NO. 2 TO ALL OFFERORS:

Reference: Request for Proposal: **RFP# 7530DH**

Commodity: Promotional Merchandise Fulfillment Services

Dated: **April 29, 2022**

All offerors are required to acknowledge all RFP addenda in their proposals.

- 1. They “realistic order” as outlined on pages 35-36: Is that considered realistic for one center only – or as a total for the entire VA Lottery system – for the year?**
 - a. The “realistic order” shown is an example of what a “bulk” order would look like.
 - b. Note:
 - i. As it pertains to uniforms, there will be times that orders will be sent for individual employees depending on when they are hired throughout the year.
 - ii. As it pertains to premium items, there will be times throughout the year that bulk orders may be sent for individual items to replenish supplies for upcoming events.
- 2. The shipping costs we are to include in the pricing: Should that reflect shipping 1 item to a home address, OR shipping the entire “realistic order” in bulk to one of the customer service centers listed. Individual residential shipping is significantly higher per piece than a bulk shipment to a work address. We want to make sure that to remain competitive in this bid – that you are comparing the same shipping scenarios among bidders.**

Shipping costs for uniforms should reflect the “final cost” of the item whether it’s an annual bulk uniform order or an individual order for a new employee being shipped to any one of the (8) customer service centers or the agency headquarters location in Richmond.

Shipping costs for premium items should reflect the “final cost” of the item whether it’s an annual bulk premium item order or an individual premium item order being shipped to any one of the (8) customer service centers or the agency headquarters or warehouse locations in Richmond.

- 3. For the items we plan to provide pricing and samples, which do you prefer – the acrylic tumbler listed for a sample, or the stainless steel tumbler listed on the price matrix? (see below)**

We have no preference. Offeror can provide either one or the other, or both.

Sincerely,

Davonia Holland

Davonia O. Holland
Strategic Sourcing Specialist



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