October 16, 2018

ARIZONA STATE UNIVERSITY

ADDENDUM 1
RFP 201901 Promotional Items Fulfillment

Please note the following answers to questions that were asked prior to the deadline for inquiries date of 10/15/18 at 3:00 P.M., MST.

1. As an approved ASU/CLC promotional products supplier is this a separate category we need to peruse or are we already included on this list?
   a. The RFP is for the fulfillment of promotional items as in the shipping/warehousing of promotional items mainly for Arizona PBS. As an ASU/CLC promotional products supplier you would not be on this list and would need to bid on this RFP if you would like to do the fulfillment of promotional items.

2. Can companies Outside USA apply for this? (like, from India or Canada)
   a. Yes. Anyone is welcome to bid on the RFP if they feel they meet the qualifications.

3. Do we need to come over there for meetings?
   a. No. Any meetings that could be necessary can be done through other means than face-to-face.

4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
   a. If a company is setup to handle the specifications outlined in the RFP while outside of the USA, then yes.

5. Can we submit the proposals via email? (Section IV-1)
   a. No. All submittals must be sent via mail per the RFP instructions Section IV – 1. “No telephone, electronic or facsimile proposals will be considered.”

6. Does the warehouse/firm have to be located in AZ to bid on the opportunity?
   a. No. Anyone is welcome to bid on the RFP if they feel they meet the qualifications.

7. Do you have a list of promotional products that that you would like to provide for this RFP? If so please provide the corresponding specifications. (Ref: Section II, page 4 #1 Statement of Intent)
   a. No, most of the items are pledge thank you gifts.

8. What surety bond amount is requested / required? (Section IV Page 8 #18)
   a. We are not requiring performance or payment bonds for this RFP.
9. What is the zip code of the current inventory location? (Ref: Section V page 13 #1a)
   a. 85040

10. Will there be removal/exit fees incurred as it relates to preparation of the existing inventory for relocation? If so, will the bidder be expected to pay these fees and what are those fees? (Ref: Section V page 13 #1a and #1o)
   a. Depending on the amount of inventory left after we purge the older items, we could possibly keep the remaining product at our station and not have to worry about relocating to the new fulfillment house

11. Prior to removal of current inventory, will there be an opportunity to cull the inventory to include only active items? (Ref: Section V page 13 #1a)
   a. Yes

12. Will a detailed packing list of items being relocated be included in the shipment being relocated? (Ref: Section V page 13 #1a)
   a. Yes

13. Regarding the premiums that proposer will be accepting and storing, is the intent of the RFP to have proposer provide purchasing services for products not distributed by the proposer? In other words, is the proposer to source and order these items or will they be ordered by Arizona PBS and shipped to us for fulfillment? (Ref: Section V page 13 #1d)
   a. The proposer would locate the distributor of the thank you gifts, order them and ship them to our members.

14. Does ASU want the return address on direct-to-donor packages be the proposer’s address so that returns come directly to the proposer? (Section V page 13 #1h)
   a. If the proposer is capable of managing the returns and the cost is not too high then yes, otherwise we can use the station’s return address.

15. What is the preferred method of transmitting daily reports? (FTP, Drop Box, Email, API, etc.) (Ref: Section V page 14 #2c)
   a. Email works fine but if the proposer is able to manage the data on their website and we can log in and view it as needed, then that will work also.

16. Does ASU have a preferred shipping method for non-Media Mail products? (Ref: Section V page 14 #3a)
   a. The least expensive and most reliable shipping method.

17. For Illustration purposes, with the high number of variables with shipping (weight, destination, type of products, etc.), will examples such as these below fulfill your request for shipping costs? (Ref: Section IX Page 18)
Typical current shipping costs* (to zip code 85004)

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Method of shipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD</td>
<td>0.107</td>
<td>USPS Media Mail</td>
<td>$ x.xx</td>
</tr>
<tr>
<td>DVD</td>
<td>0.255</td>
<td>USPS Media Mail</td>
<td>$ x.xx</td>
</tr>
<tr>
<td>T-Shirt</td>
<td>0.535</td>
<td>DHL - SmartMail Parcel</td>
<td>$ x.xx</td>
</tr>
</tbody>
</table>

*Rates will change with carriers annual rate changes.

a. Yes, that will work fine.

18. Will ASU supply a sales tax exemption certificate for the items purchased as donor gifts under this contract? (Section XII Page 22 #7)

a. Yes