

**IFB# 2020-01 RECORD AND ACCOUNT BOOKS
RESPONSE TO BIDDERS' QUESTIONS**

Total number of questions received: 5

Questions due by: February 7, 2020

No.	Question	DOCCS' Response
1.	Have you made 3 year contracts for these products in the Past or this is your first Time.	No - DOCCS has not made 3-year contracts for this commodity in the past.
2.	How many locations are the books to be delivered?	Delivery will be statewide to about 50 facilities.
3.	Is there any peak period, when more books are used or there is specific quantity at Regular intervals?	DOCCS has no information regarding peak period usage.
4.	Is there minimum delivery for each delivery?	Please see Minimum Order section of the IFB under General Information (P. 14).
5.	Do you have record of annual consumption of each if the books to be ordered	Please see Bid Price Page in the IFB (P. 22).

Please acknowledge receipt hereof and submit with your bid.

Bidder's Signature: _____

Date: _____