

**MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT**  
**PAY FOR PRINT MANAGEMENT SERVICES**  
**RFP NUMBER: 419-012**  
**RFP CLOSING DATE AND TIME: JUNE 24, 2019 @ 3:00 PM**



**ADDENDUM #1**  
 Issued: June 19, 2019

**ADDENDUM FOR THE PURPOSE OF:**

1. To add Attachment H: Campus Maps.
2. To add Attachment I: Print Volume by Campus.
3. To provide College responses to vendor questions.

<b>QUESTION:</b>	<b>ANSWER:</b>
1. Outline normal business hours at each location	The hours of operation provided below reflect the Summer 2019 Schedules only. Fall/Spring semester schedules will be announced later. <ul style="list-style-type: none"> <li>• Libraries 8:30 am -7:00 pm M-F</li> <li>• Labs and Learning Centers                             <ul style="list-style-type: none"> <li>- M-TH: 8:30 - 8:00 pm M-TH; 8:00 am</li> <li>- Fri: 8:00 am – 4:00 pm</li> <li>- Sat-Sun: Closed</li> </ul> </li> </ul>
2. What is the annual value of the contract?	Refer to Attachment I.
3. What are the annual print volumes for the last five years?	Refer to Attachment I.
4. Is there a possibility to make the contract a solid 5-year commitment instead of one?	Not at the present time. Contract term is consistent with College policy.
5. How are we calculating the 99.5? What is the expectation and timing for the uptime guarantee?	The 99.5% up-time requirement was determined at the initial launch of pay-for-print at the College. Where student printing typically occurs on the College’s campuses during normal business hours.
6. What is the expectation for the 24-hour the maintenance requirement?	The College expects any system outages to be remedied as expeditiously as possible. Any print kiosk equipment breakdowns shall be repaired within a 24-hour window.
7. Confirm if there would be a violation of another contract in place should a new solution offer other services such as scan, fax, etc.	There would be no breach of other contracts currently in place at the College, should the pay for print solution offer students the ability to scan, fax, print photos, etc.
8. Are the employee(s) of the current vendor eligible for employment with the winning bidder? Is there a non-compete clause?	WEPA has no non-compete clause or NDA on file. Should a different company win the bid, this employee is free to seek employment elsewhere.

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All other specifications, terms and conditions remain unchanged.



Patrick Johnson, MBA  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the **TECHNICAL PROPOSAL SUBMISSION**. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

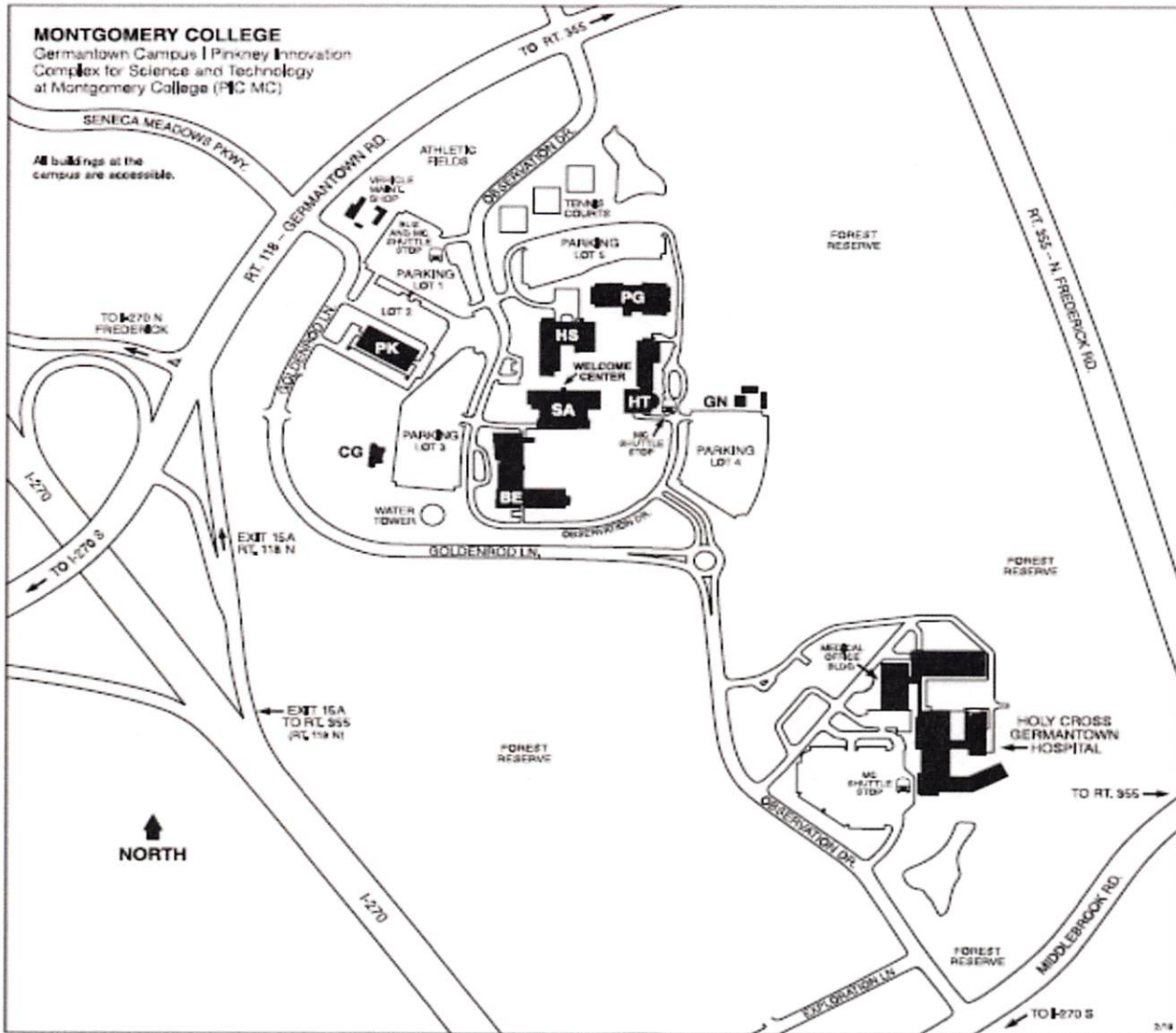
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Printed/Typed Signature

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**ATTACHMENT H – CAMPUS MAPS**

**MONTGOMERY COLLEGE**

**Germantown Campus | Pinkney Innovation Complex for Science and Technology (PIC MC)**



**MC MONTGOMERY COLLEGE**  
**Germantown Campus | Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC)**  
 20200 Observation Drive  
 Germantown, MD 20876  
 240-567-7700  
 montgomerycollege.edu  
 For updates to campus maps, visit  
 montgomerycollege.edu/maps

**Legend of Campus Buildings**  
*(as of February 2019)*

- BE** Bioscience Education Center
  - Conference Center
- CG** Child Care Center
  - Center for Early Education (CEE)
- GN** Greenhouse

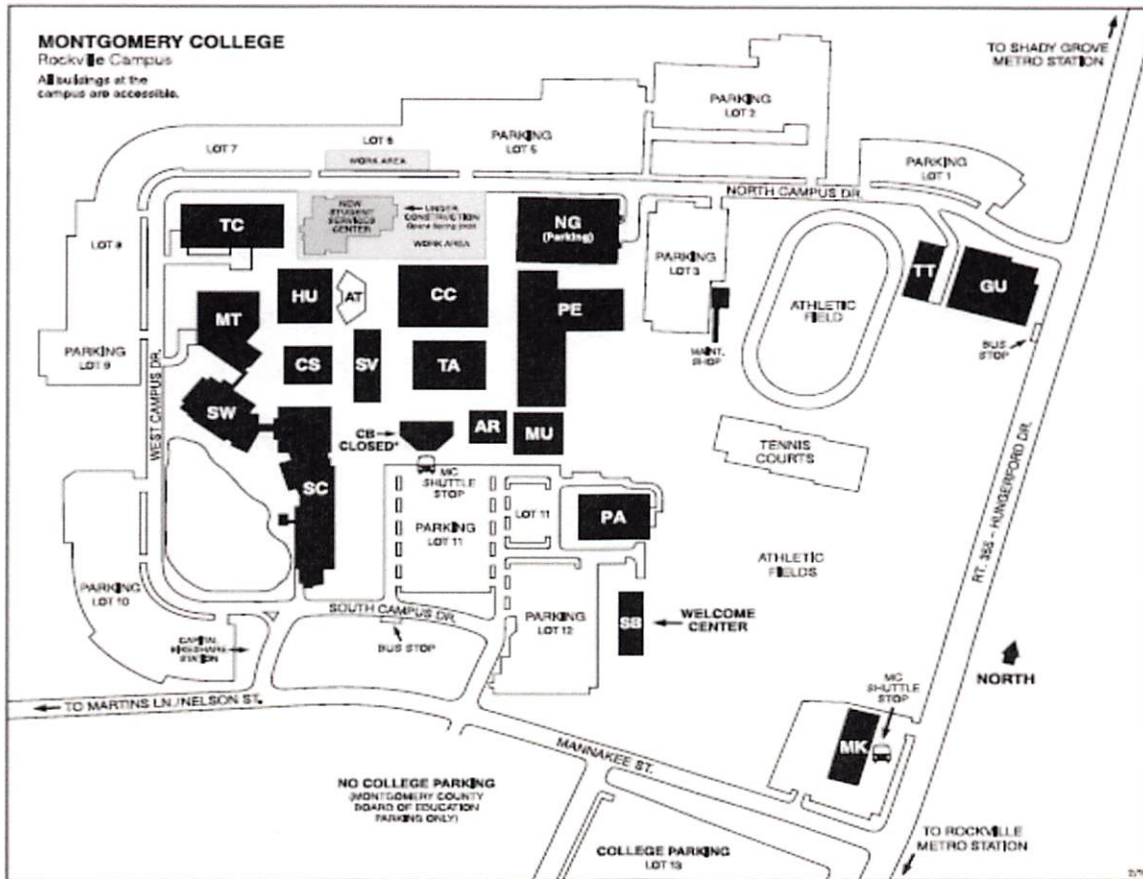
- HS** Humanities and Social Sciences Building
  - Bookstore
  - Cafeteria
  - Library
  - Workforce Development & Continuing Education (WD&CE)
- HT** High Technology and Science Center
  - Globe Hall
- PG** Physical Education Building

- PK** Paul Peck Academic and Innovation Building
  - Germantown Innovation Center
- SA** Student Affairs and Science
  - Counseling and Advising
  - Disability Support Services
  - Enrollment Services
  - Financial Aid Office
  - Public Safety Office
  - Student Life Office
  - Welcome Center

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**MONTGOMERY COLLEGE**  
**Rockville Campus**



**MC MONTGOMERY COLLEGE**  
 Rockville Campus  
 51 Mannakee Street  
 Rockville, MD 20850  
 240-567-5000; TTY 301-294-9672  
 montgomerycollege.edu  
 For updates to campus maps, visit  
 montgomerycollege.edu/maps

**Legend of Campus Buildings**  
 (as of February 2019)

- AR** Paul Peck Art Building
- AT** Amphitheatre
- CB** Counseling and Advising Building\*
- CC** Campus Center
  - Bookstore
  - Cafeteria
  - Student Life Office
  - Workforce Development & Continuing Education Office (WD&CE)
- CS** Computer Science Building
- GU** Homer S. Gudefsky Institute for Technical Education

- HU** Humanities Building
- MK** Mannakee Building
  - Center for Training Excellence
  - Counseling and Advising
  - Disability Support Services
  - Public Safety Office
- MT** Gordon and Marilyn Macklin Tower
  - Library
- MU** Music Building
- NG** North Garage (Parking)
- PA** Robert E. Parola Performing Arts Center
- PE** Physical Education Center
- SB** South Campus Instruction Building
  - Welcome Center

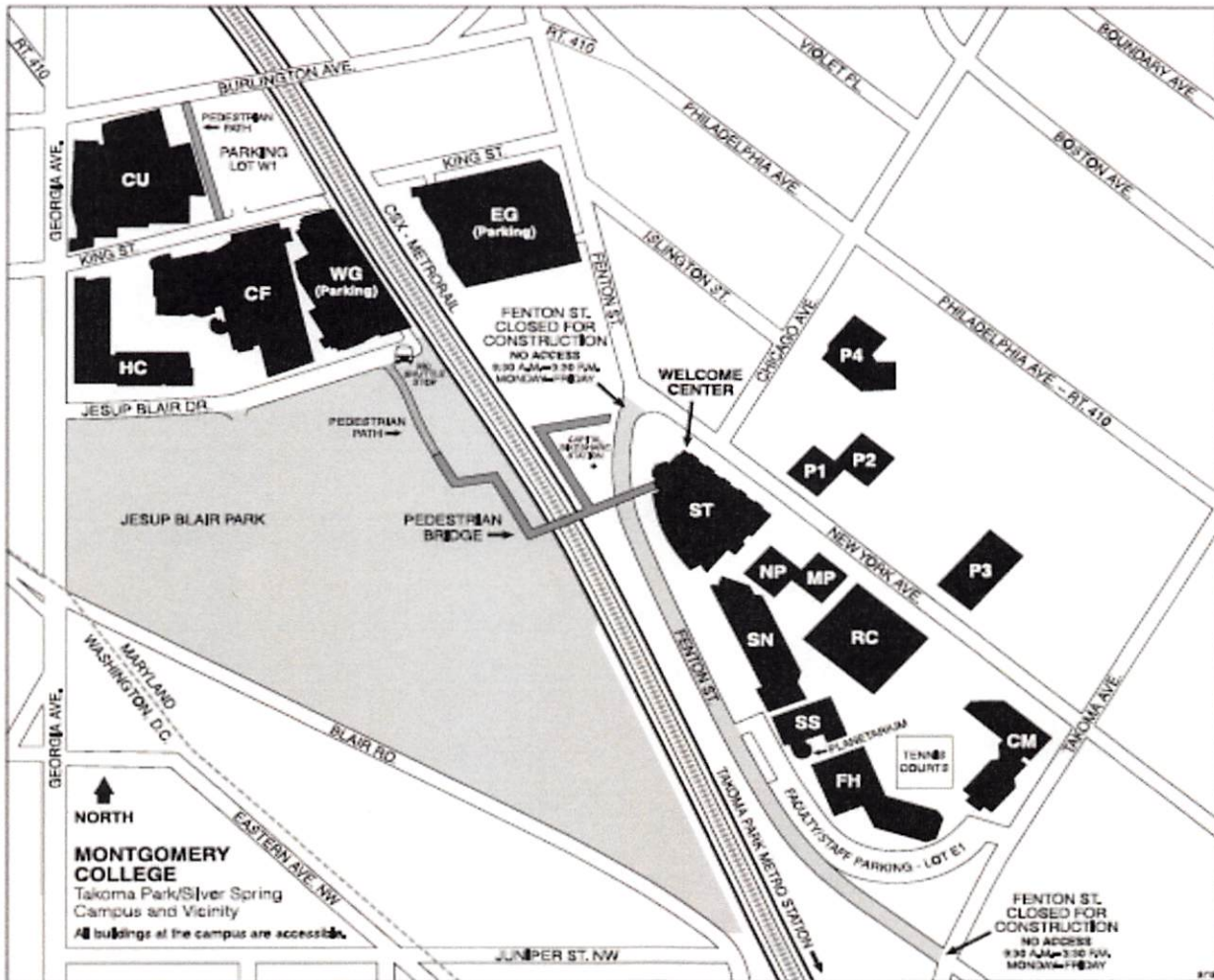
- SC** Science Center
- SV** Student Services Building
  - Enrollment Services
  - Financial Aid Office
- SW** Science Center West
- TA** Theatre Arts Building
- TC** Technical Center
- TT** Interim Technical Training Center

\*Closed as of December 17, 2018. Counseling, Disability Support Services, and Public Safety offices relocated to Mannakee Building (MK).

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**MONTGOMERY COLLEGE**  
**Takoma Park/Silver Spring Campus and Vicinity**



**MC MONTGOMERY COLLEGE**  
**Takoma Park/Silver Spring Campus**  
 7600 Takoma Avenue  
 Takoma Park, MD 20912  
 240-567-1300; TTY 301-587-7207  
 montgomerycollege.edu  
 For updates to campus maps, visit  
 montgomerycollege.edu/maps

**Legend of Campus Buildings**  
*(as of August 2018)*

**CF** The Morris and Gwendolyn Cafritz Foundation Arts Center  
 ■ Art store/food options  
 ■ Educational Opportunity Center  
 ■ Refugee Training Center  
 ■ Workforce Development & Continuing Education (WD&CE)

**CM** Catherine F. Scott Commons

**CU** Cultural Arts Center

**EG** East Garage (parking)

**FH** Falcon Hall  
 ■ Physical Education

**HC** Health Sciences Center

**MP** Mathematics Pavilion

**NP** North Pavilion

**P1** Pavilion One

**P2** Pavilion Two

**P3** Pavilion Three

**P4** Pavilion Four

**RC** Resource Center  
 ■ Library

**SN** Science North Building

**SS** Science South Building  
 ■ Planetarium

**ST** Charlene R. Nunley Student Services Center  
 ■ Bookstore  
 ■ Cafeteria  
 ■ Counseling and Advising  
 ■ Enrollment Services  
 ■ Financial Aid Office  
 ■ Public Safety Office  
 ■ Student Life Office  
 ■ Welcome Center

**WG** West Garage (parking)

**Note:** Fenton Street will be closed for construction from 9:30 a.m. to 3:30 p.m., Monday through Friday, through spring 2019. The sidewalks will remain open.











