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.

Qι	JESTION:	ANSWER:
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. • Libraries 8:30 am -7:00 pm M-F • Labs and Learning Centers - M-TH: 8:30 - 8:00 pm M-TH; 8:00 am - Fri: 8:00 am - 4:00 pm - Sat-Sun: Closed
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 rema	in unchanged.
	- talk
	Patrick Johnson, MBA Director of Procurement
Please sign below to acknowledge receipt of this Add SUBMISSION. Failure to return this Acknowledgeme	dendum and return with the TECHNICAL PROPOSAL nt of Addendum may deem a proposal nonresponsive.
NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP AI E-MAIL.	DDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR
Company Name	Authorized Signature
Date	Printed/Typed Signature

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT

PAY FOR PRINT MANAGEMENT SERVICES

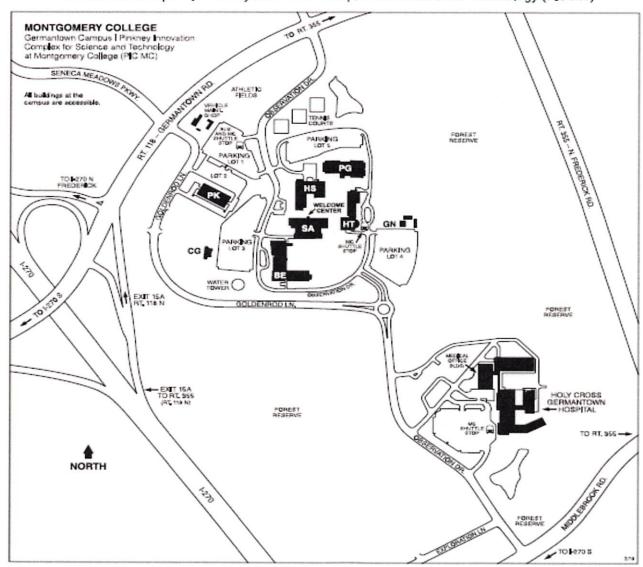
RFP NUMBER: 419-012

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ATTACHMENT H - CAMPUS MAPS

MONTGOMERY COLLEGE

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





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
 Envolment Services
 - = Financial Aid Office
 - = Public Safety Office
 - = Student Life Office
 - = Welcome Center

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT

PAY FOR PRINT MANAGEMENT SERVICES

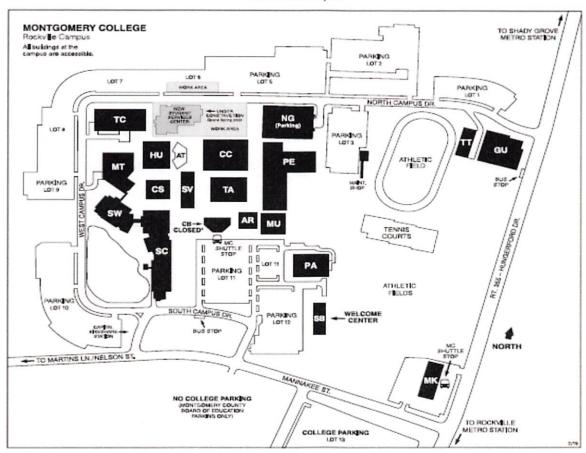
RFP NUMBER: 419-012

RFP CLOSING DATE AND TIME: JUNE 24, 2019 @ 3:00 PM

ATTACHMENT H - CAMPUS MAPS

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. Gudelsky Institute for Technical Education

HU Humanities Building

- MK Mannakee Building
 - = Center for Training Excellence
 - Counseling and Advising
 Disability Support Services
 - Disability Support Services
 Public Safety Office
- MT Gordon and Marilyn
- Macklin Tower

 Library
- MU Music Building
- NG North Garage (Parking)
- PA Robert E. Parilla 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).

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT

PAY FOR PRINT MANAGEMENT SERVICES

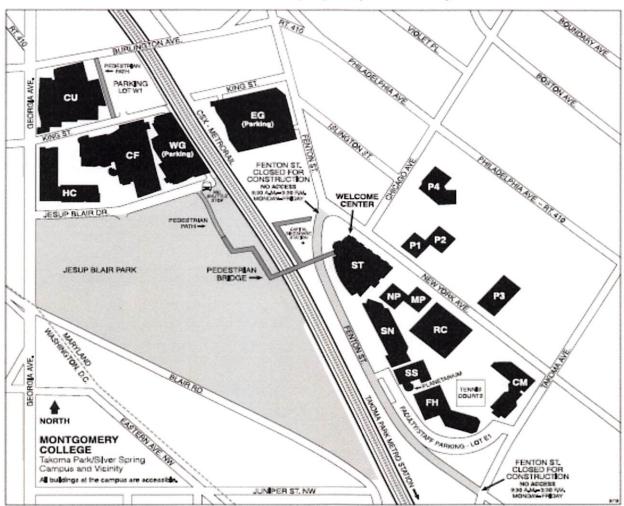
RFP NUMBER: 419-012

RFP CLOSING DATE AND TIME: JUNE 24, 2019 @ 3:00 PM

ATTACHMENT H - CAMPUS MAPS

MONTGOMERY COLLEGE

Takoma Park/Silver Spring Campus and Vicinity



MC 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 Gwendollyn 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

3

MP Mathematics Pavilion

Health Sciences Center

- NP North Pavilion
- P1 Paylion One
- P2 Paylion Two
- P3 Pavilion Three
- P4 Pavilion Four
- RC Resource Center = Library
- SN Science North Building
- SS Science South Building

 # Planetarium

T Charlene R. Nunley

- Student Services Center
- = Bookstore
- = Cafeteria
- Counseling and Advising
- = Enrollment Services
- = Financial Aid Office
- = Public Safety Office
- = Student Life Office
- Welpame Center

WG West Garage (parking)

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

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT REQUEST FOR BID TITLE: PAY FOR PRINT MANAGEMENT SERVICES

RFP NUMBER: 419-012

RFP CLOSING DATE AND TIME: June 24, 2019 @ 3:00 P.M.

WEPA Print Figures - Rebates - FY	-2015											
	RV Mono	RV	RV Color	Rockville	TP/SS Mono	TP/SS	TP/SS Color	TP/SS	GT Mono	GT Mono	GT Color	GT Color
	Duplex	Mono	Duplex	Color	Duplex	Mono	Duplex	Color	Duplex	<u> </u>	Duplex	
July 2014	1,695	9,970	33	341	2,543	13,885	202	668	507	3,322	24	186
August 2014	1,834	11,120	21	491	2,856	14,942	94	443	848	5,185	33	190
September 2014	5,540	43,982	179	1,409	4,767	41,850	81	1,392	2,076	16,816	162	404
October 2014	6,428	49,600	236	2,200	5,014	45,051	188	1,569	2,241	18,018	166	679
November 2014	4,596	42,606	317	1,559	3,811	37,420	172	1,325	1,237	15,225	105	428
December 2014	3,100	33,063	108	1,313	1,987	28,793	137	824	950	11,539	57	346
January 2015	1,087	8,523	108	461	2,238	11,016	40	259	840	2,620	32	128
February 2015	4,890	33,371	179	1,636	5,517	35,446	144	1,078	2,142	14,755	49	595
March 2015	4,843	32,617	152	1,386	4,938	35,373	99	1,128	1,751	13,868	81	570
April 2015	6,509	49,293	278	3,115	6,410	47,385	257	1,672	2,106	20,387	56	1,080
May 2015	3,653	35,099	208	1,907	2,832	32,497	120	1,142	1,726	13,383	73	505
June 2015	2,208	14,496	144	1,307	1,823	14,188	102	683	414	4,056	104	141
Total:	46,383	363,740	1,963	17,125	44,736	357,846	1,636	12,183	16,838	139,174	942	5,252
Total Mono Duplex	107,957											
Total Mono	860,760											
Total Color Duplex	4,541											
Total Color	34,560											
Comm. Mono Duplex (\$.02)	\$2,159.14											
Comm. Mono (\$.01)	\$8,607.60											
Comm. Color Duplex (\$.10)	\$454.10											
Comm. Color (\$.05)	\$1,728.00											
TOTAL COMMISSION	\$12,948.84											
# OF MACHINES:												
	21			-								-
Rockville	23			-								
TP/SS	13											
Germantown									-			
	57											

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT REQUEST FOR BID TITLE: PAY FOR PRINT MANAGEMENT SERVICES RFP NUMBER: 419-012

RFP CLOSING DATE AND TIME: June 24, 2019 @ 3:00 P.M.

	RV Mono	RV	RV Color	Rockville	TP/SS Mono	TP/SS	TP/SS Color	TP/SS	GT Mono	GT Mono	GT Color	GT Colo
	Duplex	Mono	Duplex	Color	Duplex	Mono	Duplex	Color	Duplex		Duplex	
July 2015	1,545	8.698	104	351	2,945	11,964	174	530	630	3,379	12	152
August 2015	852	6,406	24	257	1,295	8,871	25	238	347	2,318	0	101
September 2015	6,531	36,378	198	2,473	5,963	35,913	349	1,388	2,585	15,906	133	655
October 2015	8,352	44,758	406	2,329	5,976	37,328	476	1,355	2,278	17,530	70	1,013
November 2015	6,418	37,551	356	2,260	4,661	32,743	226	1,016	2,229	14,741	101	669
December 2015	5,474	39,383	332	2,226	3,117	32,036	171	1,443	1,816	14,856	106	580
January 2016	951	3,426	34	180	1,318	5,330	25	156	277	1,989	0	55
February 2016	7,733	35,721	397	2,058	6,588	32,903	335	1,262	2,219	14,220	67	404
March 2016	7,838	35,456	298	1,950	4,743	28,454	189	993	1,916	13,921	134	431
April 2016	8,503	42,177	547	2,637	4,906	31,612	197	1,246	2,252	17,477	116	663
May 2016	4,213	33,220	219	1,530	2,182	22,435	226	961	1,320	11,464	34	495
June 2016	3,427	13,337	165	966	1,813	10,907	29	265	1,068	3,960	48	192
Total:	61,837	336,511	3,080	19,217	45,507	290,496	2,422	10,853	18,937	131,761	821	5,410
Total Mono Duplex	126,281											
Total Mono	758,768											
Total Color Duplex	6,323											
Total Color	35,480								-			
Comm. Mono Duplex	\$2,525.62											
Comm. Mono	\$7,587.68											
Comm. Color Duplex	\$632.30											
Comm. Color	\$1,774.00											
TOTAL COMMISSION	\$12,519.60											
# OF MACHINES:												
Rockville	21	-		-					1			
TP/SS	23			-			1		1			
Germantown	13			-					1			-
Germantown	57	-		-								1

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT REQUEST FOR BID TITLE: PAY FOR PRINT MANAGEMENT SERVICES

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WEPA Print Figures - Rebates - F	<u>-2017</u>											
	RV Mono	Rockville	RV Color	Rockville	TP/SS Mono	TP/SS	TP/SS Color	TP/SS	GT Mono	GT Mono	GT Color	GT Colo
	Duplex	Mono	Duplex	Color	Duplex	Mono	Duplex	Color	Duplex		Duplex	
July 2016	2,438	6,924	99	590	1,108	7,768	19	223	629	1,917	5	101
August 2016	2,370	10,077	44	335	2,131	11,848	83	311	820	3,947	22	103
September 2016	8,917	30,735	357	1,700	8,081	27,295	233	826	3,847	11,024	142	433
October 2016	11,366	33,463	607	1,695	8,054	24,755	701	1,424	4,131	12,384	205	510
November 2016	9,810	33,004	386	1,789	7,539	22,525	389	897	3,950	10,634	172	565
December 2016	6,984	29,103	324	1,265	4,138	19,891	217	969	2,940	9,946	179	402
January 2017	3,943	7,461	169	362	3,838	9,475	82	505	1,837	2,655	32	89
February 2017	9,531	25,566	828	1,524	8,480	23,012	213	761	3,545	9,983	47	341
March 2017	9,213	25,533	827	1,323	7,393	20,452	212	750	3,659	8,795	99	310
April 2017	11,873	30,505	799	2,100	8,266	24,843	299	991	3,473	11,892	141	389
May 2017	6,399	21,998	400	938	4,149	16,646	208	737	2,167	8,712	59	356
June 2017	4,459	9,207	385	615	2,718	7,307	141	202	911	1,897	18	133
Total:	87,303	263,576	5,225	14,236	65,895	215,817	2,797	8,596	31,909	93,786	1,121	3,732
Total Mono Duplex	185,107											
Total Mono	573,179											
Total Color Duplex	9,143											
Total Color	26,564											
Comm. Mono Duplex (\$.02)	\$3,702.14											
Comm. Mono (\$.01)	\$5,731.79											
Comm. Color Duplex (\$.10)	\$914.30											
Comm. Color (\$.05)	\$1,328.20											
TOTAL COMMISSION	\$11,676.43											
# OF MACHINES:												
	21								-			
Rockville	23						-		-			
TP/SS												1
Germantown	13 57								-			

MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT REQUEST FOR BID TITLE: PAY FOR PRINT MANAGEMENT SERVICES

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WEPA Print Figures - Reb	Jaces - FY	-2018											
		RV Mono	Rockville	RV Color	Rockville	TP/SS Mono	TP/SS	TP/SS Color	TP/SS	GT Mono	GT Mono	GT Color	GT Color
		Duplex	Mono	Duplex	Color	Duplex	Mono	Duplex	Color	Duplex		Duplex	
July 2017		2,562	6,201	267	309	1,545	5,460	97	221	688	1,909	3	17
August 2017		3,397	7,501	384	340	3,093	7,565	106	470	1,343	2,357	125	71
September 2017		8,421	28,722	779	1,681	5,655	23,872	232	755	2,538	11,768	142	328
October 2017		9,922	37,622	1,094	1,308	6,065	29,594	364	739	2,036	14,702	68	568
November 2017		7,835	33,964	1,023	1,963	5,559	23,709	258	1,110	1,812	13,663	54	365
December 2017		4,489	26,078	329	1,266	3,127	18,937	76	521	1,156	10,001	102	344
January 2018		3,651	10,795	361	371	2,119	9,886	106	442	949	3,909	38	151
February 2018		7,863	29,297	770	1,430	5,060	24,454	518	798	1,969	11,395	93	340
March 2018		6,888	22,581	655	1,071	3,687	19,168	425	661	1,832	8,742	72	322
April 2018		8,586	34,984	577	2,132	5,419	25,279	351	1,195	2,542	14,435	82	542
May 2018		4,959	25,646	406	1,094	3,398	16,078	268	526	1,240	8,434	114	261
June 2018		3,441	10,457	469	719	3,294	8,154	138	222	532	2,756	16	59
Total:		72,014	273,848	7,114	13,684	48,021	212,156	2,939	7,660	18,637	104,071	909	3,368
Total Mono Duplex		138,672											
Total Mono		590,075											
Total Color Duplex		10,962											
Total Color		24,712											
Comm. Mono Duplex	(\$.02)	\$2,773.44											
Comm. Mono	(\$.01)	\$5,900.75											
	(\$.10)	\$1,096.20											
Comm. Color	(\$.05)	\$1,235.60											
TOTAL COMMISSION		\$11,005.99											
# OF MACHINES:													
Rockville		21											
TP/SS		23											
Germantown		13											
Comantown		57											

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WEPA Print Figures - Re	bates - FY-2019											-
	RV Mono	Rockville	RV Color	Rockville	TP/SS Mono	TP/SS Mono	TP/SS Color	TP/SS Color	GT Mono	GT Mono	GT Color	GT Color
	Duplex	Mono	Duplex	Color	Duplex	TI 735 IVIONO	Duplex	11/05 00101	Duplex	<u> </u>	Duplex	3. 33.0.
	Duplex	IVIOIIO	Duplex	COIOI	Duplex		Duplex		Биріск		Duplen	
July 2018	3,202	6,450	135	462	2,089	6,536	38	322	905	3,013	7	53
August 2018	2,803	9,207	211	509	3,709	10,375	97	339	905	4,088	44	185
September 2018	6,398	24,052	492	1,376	7,109	21,916	326	975	2,054	9,871	61	280
October 2018	9,647	34,232	732	2,124	8,121	27,656	453	1,850	2,297	13,410	82	532
November 2018	7,173	28,402	842	1,911	5,881	21,416	374	1,146	1,848	10,145	57	503
December 2018	4,729	26,485	361	1,105	3,134	15,810	196	582	1,309	8,176	31	483
January 2019	3,365	9,923	235	505	4,348	8,662	106	712	1,275	3,132	31	158
February 2019	7,335	27,768	527	1,548	6,920	20,854	289	750	2,476	9,787	76	350
March 2019	7,479	23,764	336	1,328	4,937	18,619	279	963	1,876	10,603	92	354
April 2019	10,402	35,605	671	2,051	5,824	24,448	318	1,219	2,784	13,123	84	638
May 2019												
June 2019												
Total:	62,533	225,888	4,542	12,919	52,072	176,292	2,476	8,858	17,729	85,348	565	3,536
Total Mono Duplex	132,334											
Total Mono	487,528											
Total Color Duplex	7,583											
Total Color	25,313											
Comm. Mono Duplex	\$2,646.68											
Comm. Mono	\$4,875.28											
Comm. Color Duplex	\$758.30											
Comm. Color	\$1,265.65											
TOTAL COMMISSION	\$9,545.91											
# OF MACHINES:												
Rockville	21											
TP/SS	23											
Germantown	13											
	57											