

OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: OFFICE PRODUCTS AND SERVICES
RFP NUMBER: E520-039
RFP CLOSING DATE: MAY 8, 2020 @ 3:00 PM



ADDENDUM #2

Issued: April 23, 2020

ADDENDUM PURPOSE:

- To provide the attached questions and answers.
- To change due date for questions and answers from 4:00 pm, April 22, 2020 to 4:00 pm, April 27, 2020.

All other specifications, terms and conditions remain unchanged.

A handwritten signature in black ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson, MBA
Director of Procurement

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

NOTE: All proposals MUST BE RECEIVED **electronically** (NEW) by 3:00pm Eastern Standard Time on **May 8, 2020.**

REMINDER: Electronic proposal and addendum or addenda shall be sent to the following email address prior to the submittal deadline date and time at vendor.proposals@montgomerycollege.edu. **No responses will be accepted after this date and time.**

Company Name

Authorized Signature

Date

Printed/Typed Signature

OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: OFFICE PRODUCTS AND SERVICES
RFP NUMBER: E520-039
RFP CLOSING DATE: MAY 8, 2020 @ 3:00 PM

Vendor Questions	MC Response
1. Can you provide access to your HP Big Deal, permission from Montgomery College is required? This is needed to access the big deal pricing available to the College and include in our proposal.	In order to access Montgomery College's Hewlett Packard (HP) Big Deal pricing, vendors must be an HP Qualified Partner for Supplies. If you meet the requirement please contact David Catalano, HP Account Manager at david.t.catalano@hp.com for assistance.
2. The due date on questions is currently due April 22, 2020. Can we request an extension for the questions to April 24, 2020 to allow for a thorough review of the RFP?	The deadline for the submission of questions has been extended to April 27, 2020, by 4:00 pm.
3. The RFP states the annual spend on your office supply program is 1.1 million annually: what percent of that 1.1 million is represented by the bid list?	50% to 60%
4. Do you know what your average order size is?	The average size of an order may vary based on the needs of the departments.
5. We see there are five gallon water bottles and a bottle water deposit fee on the bid list: a. Do you have a bottled water program in place? b. Do you rent or own your own water coolers used with those bottles?	a. The College does not have a bottled water program in place. b. Department(s) both rent and/or buy water coolers.
6. Who is the current office supply contractor?	WB Mason Company
7. We see MBE's are encouraged to respond, how is that calculated into the evaluation criteria point total?	Minority participation is encouraged, but is not a part of the evaluation criteria.
8. Section 2.3 has a different response time than section 4.6, which response time frame is correct?	It should read: <ul style="list-style-type: none"> ▪ 2-4 hours or less response time for all problem calls and inquiries. ▪ 24-hour problem resolution response time.
9. Will the Headquarter building on Observation Drive be included in the contract, as well as any new locations to added? It is not on the delivery locations list.	The Germantown campus located at 20200 Observation Drive will be included in the contract as well as any new buildings that are added. Check website at https://www.montgomerycollege.edu/about-mc/campuses-and-locations/ for campuses and locations.
10. How many end users place orders?	There are up to 200 active accountholders.
11. Invoicing/Payment. We see the reference to p-cards in addition to invoicing in the RFP: a. What percentage of the purchases are via p-card? b. What percentage of the purchases are invoiced? c. Is the invoice frequency daily, weekly or monthly? d. Are the payment terms net 30 on invoicing?	a. 70% b. 30% c. Monthly. d. Invoice payment terms should be net 30.
12. Non-core discount. a. What is the non-core discount on your current contract? b. How are items which are not in that catalog priced? c. What is the estimated dollar value for non-core items in the RFP? d. How will the discount be calculated and weighted?	a. Non-Core items discounts from manufacturer's list price in WB Mason's current Corporate Catalog at 65.1%. b. Same as above. c. \$500,000 to \$700,000 estimated (Subject to change based on actual purchases). d. Offered discount will be assigned a portion of the points allowed for pricing
13. May we request a copy of the current/expiring office supply agreement?	A request for authorization to release has been submitted. Pending approval, the information will be shared once it's available.

**OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: OFFICE PRODUCTS AND SERVICES
RFP NUMBER: E520-039
RFP CLOSING DATE: MAY 8, 2020 @ 3:00 PM**

******* End of Questions & Answers *******