

OFFICE OF PROCUREMENT  
REQUEST FOR PROPOSAL TITLE: OFFICE PRODUCTS AND SERVICES  
RFP NUMBER: E520-039  
RFP CLOSING DATE: MAY 11, 2020 @ 3:00 PM



**ADDENDUM #3**

Issued: April 28, 2020

**ADDENDUM FOR THE PURPOSE OF:**

- To extend the closing date from May 8, 2020 at 3:00 pm to May 11, 2020 at 3:00 pm
- To provide the attached questions & answers
- To replace Section 8 Price Proposal, with the attached revised Price Proposal

**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 11, 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](mailto:vendor.proposals@montgomerycollege.edu). **No responses will be accepted after this date and time.**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Signature

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Vendor Questions	MC Response
1. Regarding your existing contract with your current vendor, it is stated that your catalog discount is 65.1% off of manufacturer list price. Can you please provide all exceptions that were listed by incumbent vendor?	There are no exceptions listed.
2. The RFP is due electronically by 3 p, EST, May 8 <sup>th</sup> . Considering the current stay at home orders in Maryland, is there still a requirement to submit a hard copy as well? If yes: is the hard copy due at the same time?	Yes, a single hard copy proposal is still required. It is preferred that hard copy proposal be submitted by the proposal submittal deadline date, but not required. Hard copy proposal must be received by the College prior to contract award.
3. We see printers are listed as blocked items, but notice two printers (one with a quantity of 100 and the other with a quantity of 66) on the bid list: a. Do you have a printer standards program? b. Will similar quantities of these two printers be ordered annually? c. Were these printers purchased as a bulk/on time buy? d. Is hardware included in the HP bid deal?	Printers will be excluded from this contract. Printers and associated quantities have been removed from the Price Proposal. Original Price Proposal has been replaced by the attached, "REVISED PRICE PROPOSAL"
4. The estimated annual spend on the RFP is 1.1m: What was the annual spend on the contract for each of the last three years individually?	2017 = \$985,315 2018 = \$871,719 2019 = \$1.1 million
5. There is a printer on the Price Proposal, line 85: HEWE3E03A. Printers are not included in this bid however. Do you still want this item priced?	Printers will be excluded from this contract. Printers and associated quantities have been removed from the Price Proposal. Original Price Proposal has been replaced by the attached, "REVISED PRICE PROPOSAL"

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

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**SECTION 8 – REVISED PRICE PROPOSAL**

In order to be considered for award, Offeror must bid on all items listed below. Offeror must provide unit pricing for each line item, in addition to extended (total annual) price.

**GROUP I: CORE CONTRACT ITEMS**

Item#	Product Code	Description	UM	Unit Price	Annual Qty	Total Annual Price
1	HAM162008	PAPER,LTR,TIDAL,WE	CT		1,846	\$
2	BLZ41200	PAPER,LTR,98BRT,WHITE,5000/CT	CT		652	\$
3	XER3R02047	PAPER,LTR,F/4200DP,WE,92B	RM		588	\$
4	SAN81505	ERASER,DRY ERASE SOFT PILE,5 1/8W X 1 1/4H	EA		490	\$
5	WBM97200	PAPER,FLGSHP BRIGHT8.5X11,98BR,20#	CT		450	\$
6	PERR11476903DP	WATER,ECO,DEER PARK,1/2L,24/CT,NONDEPOSIT	CT		437	\$
7	SAN80001	MARKER,EXPO 2,CHISEL,BK	DZ		423	\$
8	BLZH2O5GS	WATER,5GAL JUG,BLIZZARD,SOUTH	EA		385	\$
9	UNV10210	CLIP,BINDER,MEDIUM	DZ		367	\$
10	UNV47210	CARD,INDEX,RULED,3X5,WE [LL0275377]	PK		366	\$
11	HEWC2P23AN	INKCART,HP 934XL,HY,BK-1K	EA		363	\$
12	BICGSM11BK	PEN,ROUND STIC,MED,BK	DZ		329	\$
13	PERR100705DP	WATER,DEER PARK,48/8OZ,NONDEPOSIT	CS		327	\$
14	SAN80008	MARKER,EXPO2,CHISEL,PURPLE,EA	EA		326	\$
15	UNV10200	CLIP,BINDER,SMALL,BC05,99020,78200	DZ		313	\$
16	DIX12886	PENCIL,ORIOLE,#2,PRESHRP	DZ		308	\$
17	OXF29900055BGD	HOLDER,CERTIFICATE,5/PK,BK	PK		305	\$
18	AAGAY200	PLANNER,PROF,MO,8X11-7/8,AY,JUL-AUG,BK [SO]	EA		303	\$
19	VER95236	DRIVE,USB 4GB,RD	EA		291	\$
20	HEWF6U19AN	INKCART,HP 952XL,BK-2K	EA		269	\$
21	AVE05706	BINDER,VIEW, 1/2"WHITE,(18517)(WLJ36213W)(BSN09951)	EA		247	\$
22	HEWC8767WN	INKCART,#96 21MIL BLK-800PG	EA		239	\$
23	SAN80003	MARKER,EXPO,2,CHISEL,BE	DZ		233	\$
24	SAMU86308	BNDR,1",VIEW,2PK,GPE	PK		215	\$
25	UNV79000	STAPLE,SHARP PT,5M/BX(66000	BX		206	\$
26	HEWC2P19AN	INKCART, F/HP 934 BLK-400PG	EA		204	\$
27	HEWN9H65FN	INCART,HP935 CVP CMY,AST	PK		201	\$
28	MEA05510	BOOK,THEME,10.5X8,7OCT	EA		195	\$
29	AVE05711	BINDER,VIEW, 1" WHITE (WLJ36214W)	EA		186	\$
30	MMM691HLP3	FLAG PEN HIGHLIGHTER 3PK	PK		186	\$
31	HEWC2P26AN	INKCART,HP 935XL HY,YL-825PG	EA		182	\$
32	HEWCN053AN	INKCART, 932 XL,BK-1K	EA		171	\$
33	HEWC2P24AN	INKCART,HP 935XL HY,CN-825PG	EA		170	\$
34	NES35110BX	FOOD SRV,CREMR,LIQUID,REG,,38 OZ,50/BX	BX		167	\$
35	HEWC2P25AN	INKCART,HP 935XL HY,MG-825PG	EA		166	\$
36	HEWC9363WN	INKCART,#97 TRICLR 14ML-560PGS	EA		161	\$
37	UNV10220	CLIP,BINDER,LARGE,78220	DZ		159	\$
38	VER97087	DRIVE,USB FLASH 4GB,BE	EA		156	\$
39	SAN80002	MARKER,EXPO,2,CHISEL,RD	DZ		155	\$
40	AVE23079	INDEX,BNDR,LTR,8TAB,CLRD	ST		152	\$
41	CLI06650	BNDR,POCKET,WRTON,AST	ST		151	\$
42	MAX190560	HEADSET,EAR BUD,BK	EA		150	\$
43	SAN80004	MARKER,EXPO,2,CHISEL,GN	DZ		150	\$
44	UNV10199	CLIP, BINDER, 15MM,DZ	DZ		145	\$
45	UNV55400	PENCIL,HB #2,YELLOW BARREL,DOZEN	DZ		141	\$
46	HEWN9K27AN	INKCART,HP952,CYN, MAG, YEL 3 / PK	PK		140	\$
47	HAM103267	PAPER,FORE MP,LTR,20#,WE	CT		139	\$
48	DXE5356CD	CUPS,HOT,16OZ,PERFECTOUCH,COFFEE DREAMS,50/PK	PK		138	\$
49	CASMP2201BE	PAPER,XERO/DUP,20#,LTR,BE	RM		134	\$
50	OXF29900235BGD	HOLDER,CERTIFICATE5/PK,DBE	PK		134	\$

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51	DIE60052101	KCUP, DONUT SHOP, REGULAR, 24/BX, SLIM	BX		134	\$
52	BICGSM609BK	PEN,ROUND STIC 60 PACK,BK	BX		130	\$
53	AVE19601	BNDR,DURBLE VIEW 1IN,WHITE	EA		129	\$
54	CASMP2201CY	PPR,8.5X11,20LB,CANARY,500/RM(LMPIT160)	RM		128	\$
55	HEWCN056AN	INKCART,933XL,YL-825PG	EA		126	\$
57	AVE17001	BNDR,DURBLE VIEW 1/2,BK	EA		123	\$
58	HEWCN054AN	INKCART, 933 XL,CN-825PG	EA		121	\$
59	UNV72220BX	CLIP,JUMBO,SMOOTH,100/BX	BX		120	\$
60	VER97088	DRIVE,USB FLASH 8GB,BE	EA		119	\$
61	HEWLO567AN	INKCART,HP 952XL,YL-1.6K	EA		118	\$
62	OXF44212	HOLDER,DPLMA CERT12X10,BE	EA		117	\$
63	DMN401424	SUGAR,GRANULATED,CANISTER,20 OZ.,24/CT(00725)	EA		116	\$
64	PAP2254	PENCIL,WARRIOR,#2,BK	DZ		115	\$
65	HEWLO561AN	INKCART,HP 952XL,CN-1.6K	EA		115	\$
66	QRT5001M	MARKER,ENDURA,CHSL4ST,AST	ST		114	\$
67	HEWCN045AN	INKCART,950XL,BK-2.3K	EA		114	\$
68	HEWCN055AN	INKCART,HP 933XL,MG-825PG	EA		113	\$
69	SAN1752229	CLEANER,EXPO 22OZ NONTOX	EA		112	\$
70	KCC21200	TISSUE,FACIAL,2PLY,POP-UP,WHITE,3/PK	PK		112	\$
71	HEWC2P21AN	INKCART, F/HP 935-MAG-400PG	EA		112	\$
72	HEWLO564AN	INKCART,HP 952XL,MG-1.6K	EA		111	\$
73	AVE05726	BINDER,VIEW, 1.5" WHITE,(18557)(WLJ36234W)	EA		110	\$
74	AVE74171	SHEET PROTECTOR,NONSTIK,CLR	PK		109	\$
75	HEWC2P22AN	INKCART, F/HP 935-YEL-400PG	EA		109	\$
76	CRD26310	BNDR,XLIF,SLT RNG,1.5",WE	EA		108	\$
77	DXE2340PATHPK	CUP,HOT,PAPER,10OZ,PATHWAYS,50/PK	PK		107	\$
78	TOP25095	NOTEBOOK,MEMO,5X3,SIDOPN	EA		105	\$
79	GOJ965212	CLEANER,PURELL,INS,HND,8OZ	EA		105	\$
80	HEWC2P20AN	INKCART, F/HP 935- CYN-400PG	EA		105	\$
81	UNV72210	CLIP,#1,GEM,SMOOTH,1M/PK	PK		104	\$
82	NES35170BX	FOOD,CREMR,LIQD,FRNCHVNLA,,38OZ,50/BX,4BX/CT	BX		104	\$
83	CASMP2201GN	PAPER,XERO/DUP,20#,LTR,GN	RM		102	\$
84	WBM20630	PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ		102	\$
86	DXE5310DXPK	CUP,HOT,PAPER,PERFECTOUCH,10OZ,COFFEE HAZE,25/PK	PK		99	\$
87	SWI35450	STAPLES,FULL STRIP,5M/BX	BX		98	\$
88	GMT6520	KCUP, GMT, BREAKFAST BLEND LIGHT, 24/BX, SLIM	BX		98	\$
89	SAN80078	MARKER,EXPO,CHSL,8/ST,AST(80678)	ST		97	\$
90	BICGSM11BE	PEN,ROUND STIC,MED,BE	DZ		96	\$
91	JAM218912242	PLASTIC 1" BINDER, PURPLE 3 RING BINDER, EA	EA		96	\$
92	CSOSL300SV	CALC,HHLD,DUALPWR,8DIGIT	EA		95	\$
93	WBM12113	FOLDER,MLA,1/3 CT,LTR,100EA/BX [370-1/3]	BX		95	\$
94	DEF69201	HOLDER SIGN STAND-UP LETTER	EA		95	\$
95	PAP3030131	PENCIL,#2LEAD,DISP (DOZEN)	DZ		91	\$
96	GEO45332	COVER,DOCUMENT COVER,NY	PK		91	\$
97	AVE11903	DIVIDER,PLST PCKT 8TB,AST	ST		90	\$
98	SAN82001	MARKER,EXPO 2,BULLET,BK	DZ		90	\$

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99	GMT4061	KCUP, GMT, DARK MAGIC EXTRA BOLD, 24/BX, SLIM	BX		90	\$
100	KCC21271PK	TISSUE,FACIAL,BOUTIQ,6/PK	PK		89	\$
101	DXEFH207	FORK,PLASTIC,PS,HW,WHITE,100/BX	BX		89	\$
102	NESR50055	WATER,DISTILLED,5 GAL, DEER PARK	EA		89	\$
103	MMMC38BK	DISPENSER,TAPE,DESK,BK	EA		86	\$
104	AVE11201	DIVIDER,INDEX 8TAB,AST	ST		85	\$
105	BLZH2O5GSDEPOSIT	BOTTLE,DEPOSIT,5G,SOUTH	EA		85	\$
106	AVE05710	BNDR,ECONO VIEW 1 IN,BK,(18530)(WLJ36214B)	EA		85	\$
107	HEWC9353FN	INKCART,96/97 BLK (860PG) & TRICOL(560PG)	PK		84	\$
108	NES35180BX	CREAMR,LQD,CFFEMT,HZLNUT,.38 OZ, 50/BX	BX		83	\$
109	CASMP2201PK	PAPER,XERO/DUP,20#,LTR,PK	RM		83	\$
110	SOUCT1R	AWARDS,CERT,BLUE,15/PK,IY	PK		83	\$
110	OXF5049526	FOLDER,METALLIC 2 PKT,PE	BX		83	\$
111	MEA06132	NOTEBOOK,BUS,MEETNOTES,WIRE,8-1/4X11,80SH,BK	EA		82	\$
112	HEWCN060AN	INKCART,HP 933,YL-330PG	EA		82	\$
113	UNV00700	STAPLE REMOVESR(93050,95691)	EA		81	\$
114	GOJ902210BX	WIPES,PURELL,SANITIZING	BX		81	\$
115	DIX13830	PENCIL,TIC #2 PRESHARP,YL,30/PK	PK		80	\$
116	MKL24002	CREAMER,CAN,12OZ,24/CT(DMN0700)	EA		79	\$
117	BAL8574GM	DISPENSER,LENS CLNER100BX	BX		78	\$
118	AVE74404	PROTECTOR,DSPLY,10/PK,CR	PK		76	\$
119	HEWCN059AN	INKCART,HP 933,MG-330PG	EA		76	\$
120	GEO44407	PAPER,CERTIF 60# 12SH,GD	PK		75	\$
121	GOJ363912	SANITIZER,PURELL,ALOE,12OZ	EA		75	\$
122	CRD11111	BNDR,ESYOPN,CV,LCK1.5",BK	EA		75	\$
123	DXEUX9WSPK	PLATE,ULTRALUX,MW,8.5",PATHWAY,125/PL	PK		75	\$
124	DXE2342PATHPK	CUP,HOT,12OZ,PATHWY,50,WH	PK		74	\$
125	AVE17012	BINDER,VIEW 1"WHT	EA		73	\$
126	AVE09501	BNDR,SLNTRNG,11X8.5,2",WE (WLJ38544W)	EA		73	\$
127	OXF57513	PORTFOLIO,2PCKT,ASST,25BX	BX		73	\$
128	SAN69025	PEN,RBALL,VSNELT,FN,PE	EA		72	\$
129	PGC87611BX	TISSUE,PUFFS,BSC,180SH,WHT	BX		72	\$
130	AAGSK2400	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	EA		72	\$
131	CASMP2201LV	PAPER,FRWX,8.5X11,20LB,LV	RM		72	\$
132	UNV47200	CARD,INDEX,PLAIN,3X5,100EA/PK,WE[74814]	PK		71	\$
133	OXF40280	CARD,INDX,RULD,3X5,AST,1C	PK		71	\$
134	AVE11111	INDEX,BNDR,11X8.5,8CLRD	ST		70	\$
135	HEWCN058AN	INKCART,HP 933,CN-330PG	EA		70	\$
136	HEWN9H56FN	INKCART,HP933,CMY,3/PK	PK		70	\$
137	HEWCE401A	TONER,HP 507A,CYN-6K	EA		70	\$
138	SAM18957	BINDER,RECYCLED,INSERT,1.5",WHITE	EA		69	\$
139	HEWF6U15AN	INKCART,HP 952,,BK-1K	EA		69	\$
140	MMM209024A	TAPE,PAINTERS,.94X60,BLUE	RL		66	\$
141	BICMPLWS11BLK	PENCIL,MECHANICL,0.9MM,BK	DZ		66	\$
142	SAN30001	MARKER,SHARPIE,FINE PT,BK (EA=1 MARKER)	DZ		66	\$
143	HEWCN057AN	INKCART, 932,BK-400PG	EA		66	\$
144	DURMN2400B24000	BATTERY,COPPRTP,AAA,24/BX (MN2400BKD01)	BX		66	\$
145	OXF51726	PORTFOLIO,LTR,PE	BX		66	\$
146	HEWCE403A	TONER,HP 507A,MAG-6K	EA		66	\$
148	BWK6500BX	TISSUE,FACIAL,2PLY,30/100	BX		65	\$
149	ZEB22210	PEN,BPT,RET,Z-GRIP,1MM,BK	DZ		65	\$
150	HEWCF300A	TONER,BLK.#827A,F/M880-29.5K	EA		65	\$

<b>GROUP I CORE ITEM GRAND TOTAL</b>	<b>\$ _____</b>
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