

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR BID TITLE: PRINTING AND DELIVERY OF COLLEGE DIPLOMAS & CERTIFICATES
RFB NUMBER: E521-005
RFB CLOSING DATE AND TIME: DECEMBER 16, 2020 at 3:00 P.M.



ADDENDUM #1
Issued: December 9, 2020

ADDENDUM FOR THE PURPOSE OF:

1. To provide answers to vendor questions.
2. To delete paragraph **1.15 Contract Documents** and insert the following in lieu thereof:

1.15 Contract Documents

The Request for Bid in its entirety, the accepted Bidder's response, and the College purchase order will form the contract. Bidders requiring their signed contract or terms and conditions separate and apart from the foregoing must submit such contract and terms and conditions with their response. The contract will be examined and evaluated along with the Bidder's response. The College reserves the right to reject the Bidder's contract form and terms and conditions."

3. To delete Section 5: Price Proposal and insert the new Section 5: Revised Price Proposal in lieu thereof.
4. To insert Attachment G: Sample College Diploma
5. To insert Attachment H: Sample Padded Diploma Cover

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: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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QUESTION:	ANSWER:
1.) Could you provide a PDF of the Diploma so that we can see how much foil is involved?	See Attachment G: Sample College Diploma.
2.) Regarding the mentioned Hard Copy Proofs, will Montgomery College require one hard copy proof for every diploma to be printed, or a small sample? (Page 9 of original PDF, "Hard copy and digital PDF proofs required prior to final print run for review of formatting, layout, and confirmation of student information.")?	A small random sample proof of 10 Diplomas and Certificates will suffice. Sample proofs are due within 7 business days of final upload.
3.) Will the diploma covers be padded or unpadded? Are there images that can be provided for pricing? (Page 9 of original PDF, "Cover/Folder: 140# Cardboard Diploma/Certificate holder, 10x8, Purple.")?	The College currently uses padded covers, but is open to unpadded. See Attachment H: Sample Padded Diploma Cover.
4.) Could you please clarify the College's stance on exceptions taken to the bid? Per page 23 of the Bid, "Exception for Montgomery County Public Schools (MCPS) will not be accepted" but Attachment C, number C-4 asks us to state any exceptions for our response.	Attachment E – General Conditions and Instructions, <u>Use of Contract by Other Educational Institutions</u> , offers the winning bidder the opportunity to attract business from other Maryland academic and government institutions through award of this contract if they so choose. If the winning bidder is not interested in other Maryland agencies also using this contract, please specify where appropriate. Exclusions will apply to all agencies except MCPS.
5.) Section 1.2 details the requirements for an electronic bid submission, but section 1.6 indicates two paper and cardboard folder samples are required for submission. Can the University please confirm the requirements for submission? Additionally, will the university please confirm it is acceptable for bidders to provide generic samples (from other universities) of both diplomas and folders?	Generic samples of diplomas and folders from other institutions are acceptable.
6.) The RFB states both "covers" and "folders", however the pricing sheet only lists "folders". Can you confirm that only folders (5000 quantity) are required in this RFB?	Only folders are required. However, The College is also interested in seeing pricing for padded folders as well. See Section 5: Revised Price Proposal.
7.) Do you have images or physical samples of the existing diplomas, diploma covers/folders to provide for review?	See Attachment G: Sample College Diploma in pdf format.

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8.) Item 2.4.6 indicates the specifications for folders, are these folders intended to be mailed directly to students with the diplomas? Or would these folders be mailed to campus for distribution to graduates at commencement, for example?	Given our remote operational status, the intent is for the folders to be mailed to student. We may opt to switch to the folders being mailed to the campuses once we are able to return.
9.) Is Montgomery College open to an 80# weight diploma paper instead of 100# weight diploma paper?	Yes, the College is open to an 80# weight diploma paper instead of a 100# weight diploma paper.
10.) Is Montgomery College open to a paper envelope with cardboard inserts to protect the document in transit instead of the white coated cardboard with pen end with zip and tear strip listed in the RFB?	Yes, paper envelopes with cardboard inserts is acceptable. The College also wants to see pricing for [mailing] tubes. See Section 5: Revised Price Proposal attached.
11.) 2.4.5 honors stickers - Is Montgomery College open to high resolution printing of honors stickers instead of affixing actual stickers? We find that printing of these images creates a better looking document overall.	The College is open to high resolution printing of honors stickers instead of affixing actual stickers.
12.) If applicable, where can bidders provide any exceptions to terms and conditions provided in RFB. Additionally, may bidders provide sample terms and conditions for SaaS to be incorporated in a final contract?	Any exceptions to terms and conditions must be included in proposal submission on or before proposal deadline. (Refer to 1.15 Contract Documents).
13.) Is Montgomery College open to an annual prepaid subscription that locks in costs for the year or is it the desire of the institution to be billed on actuals?	The College's preference is to be billed on actuals.

*******END OF QUESTIONS AND ANSWERS*******

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SECTION 5 – REVISED PRICE PROPOSAL

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement.

Item	Description	UM	Qty	Unit Price	Total Price
1	Diplomas – 100# Card Smooth Off-white	LOT	4,500	\$	\$
2	Certificates - 100# Card Smooth Off-white	LOT	500	\$	\$
3	TOTAL ANNUAL COST PER PRINT RUN		5,000	\$	
4	TOTAL ANNUAL COST FOR DIGITAL PRINTS & DELIVERY		5,000	\$	
5	Initial Print Set-up/Layout	EA	One-Time	\$	\$
6	Diplomas Covers – Padded, Leather grain, 140# 10x8 Purple	LOT	5,000	\$	\$
7	Mailing Creation/Data Merge	EA	One-Time	\$	\$
8	Envelopes/Mailers – white coated cardboard, 12.25x9.75 with open zip tear	LOT	5,000	\$	\$
9	Mailing Labels		EA	\$	\$
10	Postage (No mark-up)		EA	\$	\$
	ADDITIONAL PRICING:				
	Diplomas/Certificates – 80# Card Smooth Off White				
	Diploma Covers – Non padded, Cardboard, 140# 10x8 Purple	LOT	EA	\$	\$
	Paper Envelopes/Mailers w/cardboard inserts, 12.25x9.75	LOT	5,000	\$	\$
	Diploma Tubes/Mailers – 3 pc. Telescopic, 2x11.5	LOT	5,000	\$	\$
	SHIPPING TO ZIP 20855				\$
GRAND TOTAL					\$

Earliest Delivery Date After Receipt of Order (ARO): If applicable, the stated delivery date may be considered in evaluation of the award. Indicate number of business days for delivery ARO: _____.

Bidders must submit prices and all additional information requested for all line items, including delivery, to be considered for award: failure to do so will deem an offer non-responsive.

Note to Bidder: Submitted price must be inclusive of all costs associated with all requirements listed herein.
Montgomery College is tax exempt, certification provided upon request

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SECTION 5 – REVISED PRICE PROPOSAL continued

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

Company Name Authorized Name (printed/typed)

Title Authorized Signature and Date

ATTACHMENT G – SAMPLE COLLEGE DIPLOMA

Montgomery College

The Board of Trustees of Montgomery College, After Certification of Completion of Degree Requirements by the Chief Enrollment Services and Financial Aid Officer, Conferral by the Faculty, and Ratification by the Board of Trustees, Hereby Grants to



This Diploma, in Testimony that the Recipient Has Been Awarded the Degree of

Associate of Arts

With All the Rights and Privileges Thereunto Appertaining, in Confirmation of Which Our Signatures and the Seal of

Montgomery College are Hereunto Affixed.

Dated at Montgomery County, Maryland, this Twentieth Day of May, Two Thousand and Sixteen.

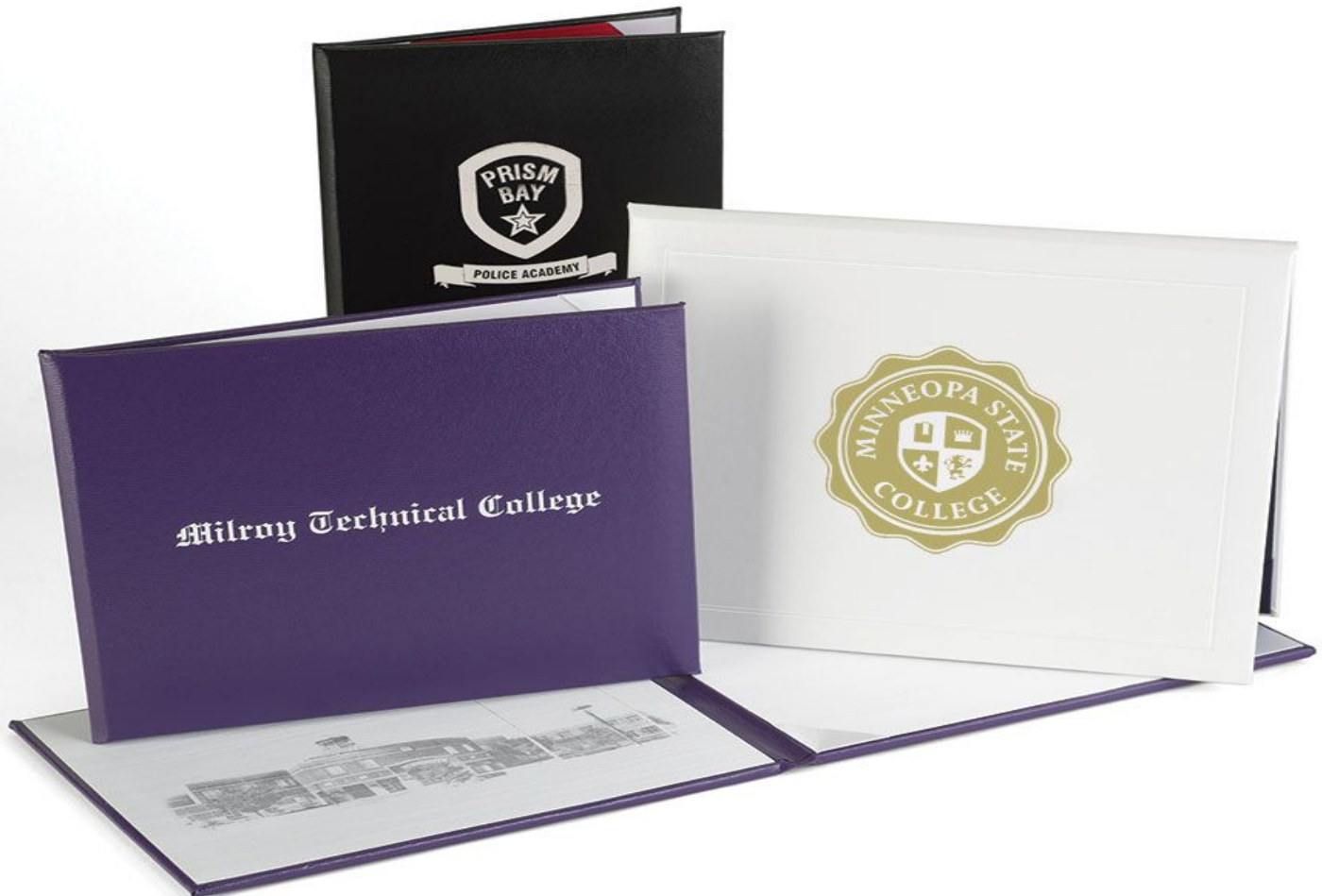
Margha Sugg Smith
CHIEF, MONTGOMERY COLLEGE BOARD OF TRUSTEES



Deborah P. Pollard
PRESIDENT OF THE COLLEGE

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ATTACHMENT H – EXAMPLE OF PADDED DIPLOMA COVER



NOTE: Folder depicted represents padded folder style used by the College.