

MONTGOMERY COLLEGE - OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL (RFP) TITLE: FOLDER INSERTER EQUIPMENT LEASE
RFP NUMBER: E924-007
RFP CLOSING DATE AND TIME: November 30, 2023 @ 3:00 PM



ADDENDUM #1

Issued: November 17, 2023

PURPOSE OF ADDENDUM:

- Provide answers to vendor questions received by the November 17, 2023 3:00pm question submittal deadline.

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. If proposal has already been submitted, send signed acknowledgement under separate email. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: All proposals MUST BE RECEIVED **electronically** by 3:00pm Eastern Time on **November 30, 2023**.

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

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QUESTIONS AND ANSWERS

Vendor Question	Montgomery College Answer
What is the estimated monthly envelope count?	2,000 – 2,500 per month
How many pages into the envelope or does it vary?	1 page per envelope
What is the envelope size?	#10 Commercial Size: 4-1/8 x 9-1/2 with a 1-1/8 x 4-1/2 window
Is there a business reply envelope?	No
Where is the address printed on the page?	The vendor payment address is printed on the bottom left side of check stock, so that it shows in bottom left window.
Would a response under the State of Maryland approved NASPO contract or the State of Maryland approved Sourcewell contract, with those appropriate pricing and terms to govern the resulting contract be acceptable to Montgomery College?	No, resultant contract will be based on the RFB, and associated lease agreement only
If Montgomery College does not approve Suppliers responding this RFB using a State approved pre-negotiated contract, would Montgomery College be willing to extend the RFB due date from November 30th to December 7th in order to give all Suppliers time to enjoy the upcoming US holiday and still work to craft a complete and comprehensive response to this RFB?	Due to the immediate need for requested equipment, an extension cannot be granted.
Would Montgomery College consider entering into a Lease without a Termination for Convenience clause? This would allow Suppliers to provide more advantageous pricing and while the College would still maintain the ability to terminate for cause or non-appropriations.	Montgomery College will NOT consider a lease agreement without the Termination for Convenience clause.

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