



MONTGOMERY COLLEGE OFFICE OF PROCUREMENT  
RFP NO.: E926-005  
RFP TITLE: PROMOTIONAL PRODUCTS ONLINE STORE  
RFP CLOSING DATE/TIME: March 2, 2026 @ 3:00 PM

ADDENDUM #1  
ISSUED: February 20, 2026

QUESTION & ANSWER

PURPOSE OF ADDENDUM:

- Replace section 2.5 (Delivery), first bullet item, with the following:

*After an order has been placed, products must be delivered to the College within five business days; If the Contractor is unable to deliver or fails to deliver a promotional product order within the ~~five-day~~ ten-day time frame, the College reserves the right to purchase the items from another vendor and to charge the Contractor for the amount paid that exceeds the contract price.*

- To provide answers to all questions received by the January 30, 2026 question submittal deadline outlined in Request for Proposal (RFP).

All other specifications, terms and conditions remain unchanged.

Patrick Johnson, MBA, CPPB  
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the **Technical Proposal submission**. If Technical Proposal was submitted prior to issuance of any addenda, addenda acknowledgements shall be submitted under separate email. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

**NOTE: ACKNOWLEDGEMENT OF RECEIPT OF RFP ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE.**

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

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

\_\_\_\_\_  
Date

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



**MONTGOMERY COLLEGE OFFICE OF PROCUREMENT**  
**RFP NO.: E926-005**  
**RFP TITLE: PROMOTIONAL PRODUCTS ONLINE STORE**  
**RFP CLOSING DATE/TIME: March 2, 2026 @ 3:00 PM**

**ADDENDUM #1**  
**ISSUED: February 20, 2026**

**QUESTION & ANSWER**

<b>Vendor Questions:</b>	<b>Montgomery College Answers:</b>
Would you consider a service model where freight is billed separately from the item cost?	Requested pricing shall be inclusive of shipping/freight costs.
Is there opportunity to negotiate how price adjustments are handled, or the process outlined in 1.18 the preferred model?	No. Price adjustments must adhere to section 1.18 of the RFP.
Is there a preference in the scoring for local / diverse companies?	No
Will the awardee of this contract receive a preferred status for projects outside direct scope outlined in this RFP?	Awardee would be considered, where possible, as long as outside projects are directly related to the scope outlined in the RFP.
If I could ask a separate more informal question – I saw that someone else asked about the firm 5 days for item delivery. I’m assuming many people will ask about that, as it would be tough for any company in our industry. Is that absolutely going to stay as a final requirement? Or is there a chance you will extend? 10-12 days would seem more realistic from our end.	The delivery requirement has been changed to 10 days.
As the solicitation specifies a required delivery timeframe of five (5) business days, we would like to confirm whether our proposal would still be considered if our minimum delivery time is ten (10) business days, given that this is an as-needed contract. We would like to assure you that we can fully meet all technical specifications and provide all required website services at no additional cost. Charges would apply only to the ordered products as proposed in our bid.	See above answer.
We are submitting as a prime bidder and intend to utilize subcontractors for certain	Refer to section 1.8 (Sub-contractors) of the RFP.



MONTGOMERY COLLEGE OFFICE OF PROCUREMENT  
RFP NO.: E926-005  
RFP TITLE: PROMOTIONAL PRODUCTS ONLINE STORE  
RFP CLOSING DATE/TIME: March 2, 2026 @ 3:00 PM

ADDENDUM #1  
ISSUED: February 20, 2026

---

**QUESTION & ANSWER**

portions of the work. Could you please advise on the appropriate process or requirements to ensure our structure complies with the solicitation and allows us to be considered for participation?	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

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