



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: September 15, 2020

TO: All Prospective Proposers

FROM: Nena Charity
Purchasing Manager, Office of Procurement
301-546-0025

RE: **Addendum 3: RFQ 21-04 – Office and Print Supplies**

The following amends the above referenced RFQ documents. Receipt of this Addendum 3 is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal.

1. Questions and Responses.

Questions and Responses received during the Questions period are provided via the attached Question and Response Log.

The last day for Question was September 2, 2020 10 AM ET.

End of Addendum 3 dated 09-15-2020

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFQ NO.: 21-04

TECHNICAL AND FEE PROPOSAL DUE DATE:

Tuesday, September 24, 2020, on or before 10:00 A.M. ET

RFQ FOR: RFQ 21-04 – Office and Print Supplies

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 9-04-2020

Addendum No. 2 dated 9-09-2020

Addendum No. 3 dated 9-15-2020

Addendum No. dated

Addendum No. dated

As stated in the RFQ documents, this form is included in our Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM

No.	Addendum No.	Solicitation Section/Reference	Question	PGCC Response		
1	3		<p>Part 1: Do you have more detail on the item below?</p> <p>Part 2: What size envelope?</p> <p>Part 3: Is this black or color ink on the logo?</p> <p>Part4: Can you send logo that's will be put on envelope?</p> <p>Part 5: How many do you order per year?</p> <table border="1" data-bbox="726 646 1041 873"> <tr> <td data-bbox="726 646 821 873">0201</td> <td data-bbox="827 646 1041 873">Windowed Envelopes Printed with PGCC logo (size of envelopes?)</td> </tr> </table>	0201	Windowed Envelopes Printed with PGCC logo (size of envelopes?)	<p>Printed stationary is currently not required under this Solicitation. Currently, the College uses #10 envelopes. Proposer may include their ability to provide printed stationary and pricing.</p>
0201	Windowed Envelopes Printed with PGCC logo (size of envelopes?)					
2	3		<p>Are you looking for one vendor to supply all the product in the RFQ for Office Supplies Or will the contract be awarded to several vendors line by line or by category?</p>	<p>The College has the right to award more than one vendor for this contract.</p>		
3	3		<p>Is there a current contract this RFP is replacing?</p>	<p>The College does not have an existing contract for the services described in this Solicitation.</p>		
4	3		<p>When does the current contract expire?</p>	<p>The College does not have an existing contract for the services described in this Solicitation.</p>		

5	3		What vendor holds the current contract?	The College does not have an existing contract for the services described in this Solicitation.
6	3		May we have a copy of the current contract?	The College does not have an existing contract for the services described in this Solicitation.
7	3		When will the new contract be awarded?	The College anticipates awarding a vendor or vendors by the end of September 2020. Please check Prince George's Community College Procurement page for the most updated information pertaining to this solicitation.
8	3		When will the new contract be implemented (end users begin placing orders)?	The College anticipates the contract starting in or around October for some of the these services required. Collaboration with the awarded contractor/s is needed to develop and roll out other services.
9	3		There are printed items on the RFP (example: envelopes on lines 4 and 5 and folders on line 6 as well as business cards): These are custom items: We are requesting specifications on those items, quantities and lot size purchased as well as a sample of each, so they may be quoted.	Printed stationary is currently not required under this Solicitation. Currently, the College uses #10 envelopes. Proposer may include their ability to provide printed stationary and pricing.
10	3		What quantities are you purchasing the paper in? Truck load? Pallet? Cases?	Initially, the College may procure cases of items. However, it is the College's desire to establish an ordering site/portal for end-user to order items as needed from an approved list of products that will be delivered next day or as agreed to with the awarded vendor/s.

11	3		Are you purchasing the paper on the paper tab from your office supply vendor or another vendor?	Currently, paper is procured by multiple sources. The College may continue to use multiple sources to procure paper or select one Proposer to source paper from, the most advantageous process and fee will impact the College's decision.
12	3		How frequently are you purchasing the paper?	Purchasing are made on an as needed base.
13	3		We see legal size (8.5x14) on the file, but not letter size (8.5x11). Are you purchasing standard copy paper (8.5"x11")? If yes, where are you purchasing it from? Is it included on this contract?	Yes, the College currently procures standard (8.5x11)The College procured approximately 11,000 reams in FY20.
14	3		This RFP includes promotional products. However, there are no item numbers or descriptions for this product. How will the promotional product category be evaluated?	Promotional items are purchased on an as needed based. Proposers are to complete Tab 4 that pertains to promotional items.
15	3		The item price file (tab one and two) does not include quantities purchased (usage):	Quantities may fluctuate year to year. Due to COVID-19, current usage and need is difficult to project. Bids received by the solicitation due date are reviewed and scored by an evaluation team. The bid(s) scored to be most advantageous to the

			<p>Can you provide the usage on the items on the price file?</p> <p>How will the bid file be evaluated?</p>	<p>College will awarded a contract to perform services stated in the Solicitation.</p> <p>Proposers shall be evaluated based on services and pricing, and the firm's ability to meet other requirement, for example the MBE goal commitment.</p>
16	3		<p>There is HP toner on the bid list: Does Prince Georges Community College have an HP big deal? Does Prince Georges Community College use alternative brand or remanufactured toner to reduce cost?</p>	<p>The College does not currently participate in the HP Big Deal and alternative brand and remanufactured toner is not used at the College. The College is interested in participation of the HP Big Deal, Proposers are to include how your firm will assist in the management and oversight of this program as it relates to the College's HP toner purchases. In addition, how your firm will report and issue to the College earned rebates and or credits.</p>
17	3		<p>What percent of the annual total spend for office supplies is represented from the bid list?</p>	<p>97% of the total annual spend is for office supplies.</p>
18	3		<p>How were the items on the bid list determined?</p>	<p>The items listed have historically been used campus wide and are deemed by the College as approved office supplies.</p>
19	3		<p>How many end users place orders?</p>	<p>Currently, there is one person placing orders. The College is seeking a firm that has the ordering platform that allows users accounts for drop shipping, either to desk or to the College's Central Receiving for daily distribution.</p>
20	3		<p>How do these end users place orders? Do they go directly to the vendors website?</p>	<p>Currently end-user order Stockroom via the College's internal software platform, School Dude. The order do not go directly to the vendors. The College is seeking a vendor/s with the capability to set-up and manage an ordering portal for end-user for desk or warehouse drop off. It is the College's desire to no longer warehouse/stock office supplies on campus.</p>

21	3		Does the college utilize a third party ERP system such as SAP, Oracle, Ariba, etc.?	The College utilizes Colleague as it's financial platform. Colleague currently does not have the capability to incorporate vendor punchout catalogs.
22	3		How will the price file be evaluated?	Pricing will be evaluated by lowest pricing, discounts, possible rebates, fixed pricing, etc.
23	3		How do you plan to evaluate the off contract (items not on the bid list) spend?	The College will evaluate "off contract" items based on fixed pricing, discounts off from listed pricing, etc.
24	3		Contract Term	The College anticipates and initial term of one year. At the College's sole discretion, the College may renew the agreement for five (5) one-year renewal terms, for a total contract term of 6 years. Board approval shall may be required prior to any renewal terms.