

# BALTIMORE COUNTY PUBLIC SCHOOLS

Verletta White ♦ Interim Superintendent ♦ 6901 North Charles Street ♦ Towson, MD ♦ 21204

## ADDENDUM NUMBER 3

DATE: June 25, 2019  
BID NAME: OFFICE SUPPLIES  
BID NUMBER: JBO-722-19  
DUE DATE: NO CHANGE  
DUE TIME: NO CHANGE

TOTAL PAGES: 5 (including Verified SKU attachment)

The following revisions and responses to questions are made to the original bid document. This addendum forms a part of the Contract Documents and modifies the Original Solicitation Documents accordingly and as noted below. Acknowledge receipt of this Addendum in the space provided on the "Addenda" form within the Form of Proposal.

**Bidders must submit the Revised Worksheet One REV62419.**

### **GENERAL**

The solicitation inquiries received prior to the issuance of this addendum are as follows:

**(1) INQUIRY:** Can you please give us at least 2 (each) existing examples of these requirements that are already in utilization from page # 45, Section # 3.0 TECHNICAL OFFER sub section 3.4 – Provide detail on opportunities such as logo wear fundraising, public purchases for school supplies ordering that result in a commission back to the designated school, future ordering programs.

**RESPONSE:** An example of each:

- Logo wear fundraising- school spirit promotional products created through print and copy services
- Commission back to school – schools receive credit for qualifying purchases when teachers, students, parents etc. provide a schools program ID.
- Future ordering programs – orders can be placed by schools up to 180 days in advance

**(2) INQUIRY:** Attached are the SKU's that we need manufacturer information verified as the original SKU's are remanufacturer, but MFR info listed from the customer form is OEM info.

**RESPONSE:** BCPS has reviewed the supplied SKU's. Worksheet One has been edited to remove the manufacturer's/brand information listed. The sku's in question are compiled on an attached worksheet for ease.

**(3) INQUIRY:** In addition: Amendment states: Brands names and manufacturers that do not use the words "or equivalent" after them are to be considered the only brands acceptable. If a brand name or manufacturer is not listed you may bid a compatible product. None of the manufacturer information states "equal" or "Or equivalent" in there. We would need an "or equivalent" so we can cross to small businesses to meet their requirements.

**RESPONSE:** Worksheet 1: Core List Pricing Instructions shall be revised as follows:

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**ADD:** BCPS would like to establish functional equivalency for items other than ink and toner cartridges. Bids may be considered on models, brands, or manufacturers other than those specified provided the documentation or samples are included with your response. Bidders must determine an equivalent or equal product.

If an item, including ink and toner, is discontinued, and a specified brand/manufacturer is listed, bidders must determine an equivalent or equal item. Bidders must provide documentation for the equivalent or equal item with your response.

Items with an estimated usage of 10 or less have had the brand/manufacturer removed. Bidders must bid the OEM or an equivalent or equal item. Please add the equivalent or equal name on the blank line. For private label items, please bid an OEM or your private label branded item.

Bidders must place all equivalent or equal documentation in the price proposal envelope. Bidders must reference item number and product number when providing equivalent or equal information.

**REMOVE:** ~~Contractor shall not substitute core item brand and item number, except where private label brands are acceptable, in which case, you can bid the OEM specified or your private label branded product.~~

**(4) INQUIRY:** In order to meet the Diversity Requirements, can we add a diversity sub to the right on the spreadsheet OR sub all together?

**RESPONSE:** Bidders may enter Y or N. If yes, abbreviate the diversity subs name. Provide documentation with the abbreviation and full name.

**(5) INQUIRY:** Would shorter price holds be considered for paper and toner with manufacturer letters and notification?

**RESPONSE:** Shorter price holds for paper will be considered no more than every six months. A Producer Price Index will be used. Shorter price holds will not be considered for toner cartridges.

**(6) INQUIRY:** Would mutual termination for convenience be allowed and / or add a cure period?

**RESPONSE:** Mutual termination for convenience will not be allowable. A cure period is only allowable for termination for default and that period would be based on the type of default.

**(7) INQUIRY:** For category discounts would discount from web price be considered vs. discount from list?

**RESPONSE:** Yes, discounts from web price will be considered.

**(8) INQUIRY:** Is there any HP big deal pricing associated with your HP pricing? If so, all the vendors will need access to that big deal pricing before we submit our quote to you.

**RESPONSE:** Yes, if your company will be submitting a bid, please send the purchasing agent an email. Include the bidder's company name and contact information on or before June 27, 2019.

**(9) INQUIRY:** Is the core list reflective of all of the members most frequently purchased items included on this bid or are the items just BCPS most frequently purchased items? If it is just BCPS, is there any way you can let us know what percent of overall spend the core list represents?

**RESPONSE:** Per addendum two - inquiry four, Worksheet One includes usage for all entities that participated.

**(10) INQUIRY:** If the core list is representative of all of the members most frequently purchased items, can you let us know the overall percent of spend the core list represents per member?

**RESPONSE:** BCPS does not have this data.

**(11) INQUIRY:** Are you or any members currently associated with any national purchasing groups such as TCPN?

**RESPONSE:** BCPS does use cooperative contracts from TCPN; however, this is not a request to use a TCPN contract.

**(12) INQUIRY:** On page 15, #14, item d. says Standard BCPS payment terms are 30 days. Payments made directly by BCPS will be made within 30 days from invoice date or receipt of goods, whichever is later. Payments made by any other agency may not meet these terms. Can you please let us know if BCPS payments will be made by credit card or check? Additionally, can you please let us know per member what their payment terms are (days) and also if they will be made by credit card or by check?

**RESPONSE:** BCPS Schools or offices will pay using both credit card and check. BCPS is not able to provide data regarding terms of the other member agencies.

**(13) INQUIRY:** For all product toner/cartridge description with "replace" on them, example: TONER, REPLACE HP 2600, CYAN, are you looking for an alternative of the original HP toner/cartridge?

**RESPONSE:** See response to inquiry two.

**(14) INQUIRY:** Line 265 – capacity size of the USB flash - CENTON DATASTICK PRO - USB FLA

**RESPONSE:** 8 GB

**(15) INQUIRY:** I am not able to find the exact products below for the brewers:

INK9666 - 655430 - BREWER, KEURIG,B140,6CUP > Alternative: BUN-BXB PLEASE ADVISE.

**RESPONSE:** This line item has been revised on Worksheet one. See also response to inquiry three.

**(16) INQUIRY:** Exact specs for line number 290 - 3M POST IT EASEL PAD

**RESPONSE:** Super Sticky Easel Pads, 25" x 30", White, Pack of 2 Pads

**(17) INQUIRY:** Is this order specific? like brand, description or the product description really matter. Example below:

Line 501 774483 CREAM,HLF&HLF,INTDLT,9ML,180CT INT'L DELIGHT

Line 503 919330 CANDY,POPS,DUM DUM,STND UP BAG DUM DUMS

**RESPONSE:** See response to inquiry three.

**(18) INQUIRY:** We note there is some bulk paper (paper ordered by the pallet (PL)) on the office supply bid sheet:

103057	PAPER,COPY,WHITE,PALLET,92BR	PL	200000	7
978782	ASPEN30,SKID,PAPER,11	PL	200000	4
496038	X9 20# 92B 11" SKD	PL	200000	100
495656	ASPEN30 20# 92B 11" SKD	PL	200000	12

A. How many entities/locations receive palletized orders? (1 pallet=40 cartons)

**RESPONSE:** The purchases are spot buys. The number of entities that receive palletized orders are unknown.

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B. Of those entities/locations how many pallets do they plan to order at a time of each paper? (i.e. 1 pallet at a time, 3 pallets at a time, etc.)

**RESPONSE:** The quantities are unknown.

C. Does the receiving entity/location(s) have a dock that can accept a trailer as large as 40'?

**RESPONSE:** Yes, where the award bidder finds that a location does not have such, a special delivery fee may be charged.

D. Does the receiving entity/location(s) have a pallet jack and/or fork lift?

**RESPONSE:** Yes, where the award bidder finds that a location does not have such, a special delivery fee may be charged.

E. Is a lift gate required at any of the receiving locations?

**RESPONSE:** Some locations may require a lift gate.

F. Is there an expectation that the driver will assist in unloading the delivery?

**RESPONSE:** Yes, per Part II, 21.0 Delivery, all deliveries shall be FOB Destination (inside) freight included and made to a single point at each location.

G. Is inside delivery required? (are the drivers required to physically move the pallets inside the customers building and is there a requirement to break open the pallet and/or move the cartons)

**RESPONSE:** See response to inquiry F. Yes, the driver is required to physically move the pallets inside the building. No, the driver is not required to break open the pallet and/or move carton.

**(19) INQUIRY:** We are seeking approval to break the discount percentages down into further detail for the Non-Core Categories listed under these worksheets. To illustrate what we are seeking here is one example – it would be advantageous to you for us to assign one discount to ink and another discount to toner. Please let us know this will be accepted.

**RESPONSE:** Bidders may supply deeper discounts for specific subcategories on a separate page. Please be mindful that the overall discount listed on the non-core worksheet will be used to determine award.

**(20) INQUIRY:** Please review the attached items as we are indicating they may possibly be no longer available or sourced only through Office Depot.

**RESPONSE:** Worksheet One has been edited to remove the manufacturer's/brand information listed. See response to inquiry three.

All other specifications and terms remain as stated in original document. This addendum is hereby made a part of the Contract Documents, on which the contract is based and is intended to modify, explain, correct and/or add to the original Contract Documents.

### **END OF ADDENDUM**

ATTACHMENTS – REVISED WORKSHEET ONE REV62419 – Excel spreadsheet  
SKU's related to inquiry two and twenty

Jamika Bowen  
Purchasing Agent  
Baltimore County Public Schools - Office of Purchasing

Bid file

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Items below are related to inquiry two

Item #	Description
784518	TONER,REPLACE,HP,CE278A,BLK
712826	TONER,REPLACE HP 83A,BK
118933	TONER,REPLACE HP CE261A,CY
119617	TONER,REPLACE HP CE390A,BK
699324	TONER,REPLACE HP 2025, YELLOW
699297	TONER,REPLACE HP 2025, CYAN
118906	TONER,REPLACE HP CE260A,BK
699342	TONER,REPLACE HP 2025, MG
229987	TONER,REPLACE HP P4015,BLACK
762813	TONER,REPLACES HP 05A,BLK
106778	TONER,REPLACE HP CF280A
118996	TONER,REPLACE HP CE400A,BK
699279	TONER,REPLACE HP 2025, BLACK
119059	TONER,REPLACE HP CE402A,YL
311210	TONER,REPLACE,HP,81A,BLK
118978	TONER,REPLACE HP CE262A,YL
106859	TONER,REPLACE HP CE410A,BK
923469	TONER,CART,COMPAT,HP3525,CYAN
923505	TONER,CART,COMPAT,HP3525,YELLO
106886	TONER,REPLACE HP CE413A,MG
502934	TONER,REMAN,1160/1320STD
230014	TONER,REPLACE HP 2600,YELLOW

Items below are related to inquiry two

Item #	Description
230023	TONER,REPLACE HP 2600,MAGENTA
230005	TONER,REPLACE HP 2600,CYAN
229996	TONER,REPLACE HP 2600,BLACK
178787	TONER,CANON 128,REMAN,BLACK
923478	TONER,CART,COMPAT,HP3525,MGNTA
229267	TONER,REPLACE CANON 104,BLACK
106877	TONER,REPLACE HP CE412A,YL
571335	TONER,HP3800,REMAN,YELLOW
790012	TONER,REPL HP 78A DUAL PACK
370698	TONER,HP P2035,CE505A,MICR
571300	TONER,REMAN,HP3800,CYAN
106868	TONER,REPLACE HP CE411A,CY
614425	TONER,53A,BLACK
578446	CARTRIDGE,REMAN,HP C8061X
118969	TONER,REPLACE HP CE263A,MG
402146	TONER,REMAN,REPL,HP,26A,BLACK
228253	TONER,BROTHER TN450,BLACK,HY

Items below are related to inquiry 20

Item #	Description
818654	Custom Full-Color Poster
451277	ADDITIONAL COLOR RUN CHARGE
587678	LEARNFIT ADJUSTABLE STANDING DESK
7112300	BULK HA202-2NP HEADPHONES & MI
935770	OEM ACM-70 STEREO HEADPHONE
370212	WORKSTATION,COMP,39-45,ADJ,BLK
270727	CUTOUPS,STORY,STARTERS,OPINION