

# BALTIMORE COUNTY PUBLIC SCHOOLS

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

## ADDENDUM NUMBER 1

DATE: May 30, 2019  
BID NAME: OFFICE SUPPLIES  
BID NUMBER: JBO-722-19  
DUE DATE: NO CHANGE  
DUE TIME: NO CHANGE

TOTAL PAGES: 6 (does not include Revised Worksheet One)

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.

### **GENERAL**

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

**(1) INQUIRY:** What is the last day for questions?

**RESPONSE:** The last day for question is June 10, 2019. The last day for BCPS to issue and addendum is June 12, 2019.

**(2) INQUIRY:** Can I get some clarification on the toners? If the line item doesn't say compatible or reman do you want pricing on OEM genuine toners only or can we quote both compatible and OEM?

**RESPONSE:** 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.

**(3) INQUIRY:** Will there be One Awarded vendor for all supplies? Or will the items be awarded to different vendors line by line or by category?

**RESPONSE:** One award will be made to the responsive and responsible bidder offering the lowest favorable bid price.

**(4) INQUIRY:** Was the previous contract awarded to 1 or several vendors?

**RESPONSE:** A single bidder was awarded.

**(5) INQUIRY:** For the toner cartridges, are you looking exclusively for the original Manufacturer brand or are you interested in a compatible brand?

**RESPONSE:** 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.

**(6) INQUIRY:** Can you provide the Previous Bid tabulation sheet?

*Developing Lifelong Learners Through Literacy*

**RESPONSE:** Please see the attached Anne Arundel County (AACPS) agenda item.

**(7) INQUIRY:** Will a bid for compatible products be accepted or must it be OEM?

**RESPONSE:** Brands names and manufacturers that do not use the words "or equivalent" after them are to be considered the only brands acceptable. 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.

**(8) INQUIRY:** The usage report provided does not include neither the item number of the product from current vendor nor the manufacturer number to accurately identify and cross reference/match the item for bid purposes: Can you include the current vendor item number and/or the manufacturer number of the items on the core item bid list?

**RESPONSE:** Assuming you are referring to Worksheet One as the usage report, it has been revised to include the current awardees product numbers. The revised worksheet will be provided with addendum one.

**(9) INQUIRY:** The current Anne Arundel County Public School / BRCPC contract includes HP big deal: We are requesting being added to this HP big deal to complete this RFP.

**RESPONSE:** Your company must contact HP to coordinate.

**(10) INQUIRY:** Who is your current awarded vendor today?

**RESPONSE:** The incumbent is Office Depot. See AACPS agenda item.

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 – Pre-Bid Meeting Sign-In Sheet  
AACPS Agenda Item  
Worksheet One REV 53019 (Excel)

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

Bid file

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
OFFICE OF PURCHASING

6901 CHARLES STREET, BLDG "E"  
TOWSON, MARYLAND 21204

TELEPHONE: (443) 809-4334  
FAX: (410) 887-7831

Pre-Bid Meeting Sign-in Sheet  
JBO-722-19- OFFICE SUPPLIES  
MAY 23, 2019 11:00 AM

Representative's Name	Company Name	Phone Number	E-Mail Address
Ryan Strout	W.B. Mason	860-208-4435	ryan.strout@wbmason.com
Sean Morat	W.B. Mason	240-285-5250 x1	Sean.Morat@wbmason.com
KATHERINE HUNTER	OFE BASICS	800 571 5855	KATHERINE@OFFICEBASICS.COM
Kevin Evans	Rudolph Supply	240-750-3980	Kevin@rudolphsupply.com
CHRISTINE MAGUIRE	Office Depot	215 859 3437	CHRISTINE.MAGUIRE@OFFICE DEPOT.COM
Brad Shaw	Rudolph Supply	410-591-0366	bshaw@rudolphsupply.com
STEPHANIE MEDAIRE	SCHOOL SPECIALTY	240 379 2833	STEPHANIE.MEDIAIRE@SCHOOL SPECIALTY.COM
VASELINA THOMAS	AGILE OFFICE	301 559 7100	VHThomas@agileoffice.com
Naulene Morris	Agile Office	301 559-7100	ndmorris@agileoffice.com
TIM DOYLE	STAPLES	443/80/4652	tim.doyle@staples.com
DEAN GRAY	Staples	301 956 3497	DEAN.GRAY@staples.com
Jamika Bowen, Purchasing Agent	Baltimore County Public Schools	Please Email	jbowen@bcps.org

Representative's Name	Company Name	Phone Number	E-Mail Address
Sandy Arteaga	Office Depot	910 9886384	Sandra.Arteaga@officedepot.com
Brian McCreary	Metropolitan Office Products	410-935-1648	bmcCreary@shopmoproducts.com
Tori Johnson	Frik Systems	2906027919	TJohnson@ardenis.org
Anita Randall	BCPS	443-8099385	
Bob Ball	BCPS	443-809-4374	rball@bcps.org
Debbie Groat Attended via phone	Baltimore Metropolitan Council		dgroat@baltometro.org

**Anne Arundel County Public Schools**

Item No. ....

**Agenda for: February 1, 2012**

Exhibit Attached: Y

**AGENDA ITEM FOR THE BOARD OF EDUCATION**

\_\_\_\_\_ Information

February 1, 2012  
(Preferred Date)

\_\_\_\_\_ Action

X Review

\_\_\_\_\_  
(Absolute Date)

**FISCAL IMPACT: YES**  
**DOLLAR AMOUNT: \$14,804,631.48**

**BUDGETED: YES**  
**BUDGET SOURCE: Operating & Capital Funds**

**SUBJECT: Award of Contract #11CM-221, for Office Supplies, to Office Depot**

**TERM: January 1, 2012 through December 31, 2016 with three (3) one (1) year extension options**

**THE ISSUE: Contractor shall provide Office Supplies in accordance with the specifications, terms and conditions of the subject contract. Anne Arundel County Public Schools served as the lead agency for this multi-jurisdictional process. The contract shall minimally include the following entities: Anne Arundel County Public Schools, The Howard County Public School System, Charles County Public Schools, and Saint Mary's County Public Schools.**

The evaluated grand total of \$14,804,631.48 includes the value for all four school districts. Individually, AACPS represents approximately \$10,000,000.00 of that total over a 5 year period. Savings have been evaluated to be 4.2% – 12.2% over the national agreement we are currently using. There were eleven (11) respondents to this solicitation. Through the evaluation process by the Office of Purchasing and the selection committee, six (6) did not meet the minimum score of 750 points for their technical response.

ORGANIZATIONAL UNIT:	Agency-Wide	BUYER:	<i>WH</i> William T. Hubbard
PROCUREMENT METHOD:	Multi-Step Competitive Sealed Bid	OPENING DATE:	07/12/2011
ADVERTISED ON:	06/08/2011	AWARD AUTHORITY:	DEA.C.2
BID RESULTS ATTACHED: (Bid list located in contract file)	Y	# SENT BID: 60	# MBE: 10
# OF RESPONDENTS:	11		

**GRAND TOTAL OF AWARD.....\$14,804,631.48**

	Office Depot	Office Max	STAPLES	W.B. Mason	<i>Rudolph's Office Supplies</i>
Award Scenario - Year 1 Base; Year 2-3 5.5M; Year 4-5 6.75M	<b>14,804,631.48</b>	15,334,115.07	15,725,982.41	15,746,952.62	17,343,325.40
1) BID WORKSHEET #1 - Core	558,799.49	484,820.71	491,688.74	561,493.81	585,888.64
2) BID WORKSHEET #2 - Priv.Label	<b>50,316.83</b>	60,695.92	27,357.04	56,511.65	37,960.31
3) BID WORKSHEET #3 - Catalog Discount	<b>1,141,499.88</b>	1,154,131.92	1,206,603.51	1,156,075.32	1,305,230.65
Subtotal Base Year - Lines 1-3	<b>1,750,616.20</b>	1,699,648.55	1,725,649.29	1,774,080.78	1,929,079.60

Escalations in Volume:

4) BID WORKSHEET #4 Volume Discount 5.5M (+2%)	<b>2,474,450.00</b>	2,586,100.00	2,676,850.00	2,589,400.00	2,900,150.00
5) BID WORKSHEET #4 Volume Discount 6.75M (+3%)	<b>2,834,325.00</b>	3,140,100.00	3,285,225.00	3,161,025.00	3,559,275.00
6) BID WORKSHEET #4 Volume Discount 8M (+3%)	<b>3,119,200.00</b>	3,682,000.00	3,813,600.00	3,726,400.00	4,218,400.00

Calculations when using Escalations:

Calculation #1 (1+2+4)	<b>3,083,566.32</b>	3,131,616.63	3,195,895.78	3,207,405.46	3,523,998.95
Calculation #2 (1+2+5)	<b>3,443,441.32</b>	3,685,616.63	3,804,270.78	3,779,030.46	4,183,123.95
Calculation #3 (1+2+6)	<b>3,728,316.32</b>	4,227,516.63	4,832,645.78	4,844,405.46	4,842,248.95

Bold Indicates awardee, italics indicate Minority Business Enterprise