

QUESTIONS AND ANSWERS # 001-LL05 – OFFICE SUPPLIES – 09/14/2011

Question: I have been checking the website regularly and have not seen answers to these questions as listed in email below.

Answer: All questions are reviewed in depth, prior to rendering a response to the public.

Question: In the event The Contractor is unable to meet a specific term or condition or requirement of the bid, will The School Board allow a clarification to these requirements to be submitted along with the bid?

Answer: No. All bidders must meet the terms and conditions of the bid solicitation.

BIDDER QUALIFICATION FORM

Question: Please advise if Performance Security is required- if so, please indicate the amount of the security required

Answer: No – A Performance Security is not required.

INSTRUCTIONS TO BIDDERS

Question: Packaging (B) – requires certain information to be applied to “each shipping container”.

In the Office Supplies industry we receive and ship standard manufacturer cartons that are labeled with brand names and product numbers. They do not include our Customer’s Bid and/or Purchase Order number or our Company name. For the purpose of this bid, if each shipping container has either a shipping label or packing slip affixed to the shipping container that contains the requested information, will that meet the requirement of this section?

Answer: Yes.

Question: Recycling Requirements – This section requires a letter along with the bid that indicates each item bid and/or its packaging contains pre-consumer or post consumer waste, and if the product and/or packaging may be recycled. The Contractor can provide a report of all items in our assortment and indicate which green certification it carries, such as “Green Seal” or “Ecologo” as well as the % of pre and post consumer waste. This can be provide for just items 1-75 on the bid, or our entire assortment. Will this satisfy the requirements of this section? It will not include packaging details.

Answer: Yes, because the Instructions to Bidders XII states, “*where possible*”.

SPECIAL CONDITIONS

Question: Does The School Board have a committed date for return of any written questions submitted?

Answer: Yes. The DEADLINE for any inquiry, clarification, or information regarding this bid is one (1) week prior to the due date for bid submittals. This will allow M-DCPS sufficient time to address all inquiries.

Question: Pricing- This section combined with the Bid Proposal Form require pricing and any changes to be managed using manufacturer's product list prices. For the purpose of standard documentation, The Contractor requests that our submission be based upon the list price as published in the standard SP Richards pricer. Would this be acceptable to meet the requirements of these sections?

Answer: S.P. Richards Company is a business products wholesaler, who distributes products to a network of resellers; the (Contractor) therefore may not be the manufacturer of all items bid or sold to the M-DCPS District. The bidder's discount should be a percentage discount off of the manufacturer's suggested retail price (MSRP) list.

Question: For the catalog requested to be used for this bid, is there a minimum number of items that are required to be in the catalog assortment? Is there a maximum?

Answer: The bidder is to determine the catalog or collection of catalogs and/or manufacturers prices list(s) to be utilized to service this bid, which should show the MSRP. Should the catalog(s) not list the MSRP, the bidder is responsible for providing proof of the current published MSRP.

Question: Does the School Board share the "Quotation Threshold" for purchases?

Answer: The current threshold is \$1000.00.

Question: Warranty- will The School Board accept the following warranty terms:

To the extent that The Contractor is required to provide warranties on any products sold, The Contractor's warranties shall be limited to The Contractor branded products.

For all other products, The Contractor will pass through to The School Board, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.

Answer: Special Condition # 15 is the M-DCPS's standard warranty for the commodities that would be purchased through this bid. Our standard is the warranty given by the manufacturer to all consumers.

Question: Does The School Board anticipate that users will place orders on their account that may be invoiced and other orders that may be charged to their credit card?

Answer: Yes.

Question: The Contractor can accept orders electronically, or via telephone or fax. In the event an electronic order is placed on a credit card account, the user will receive an online confirmation of the order, including pricing and product availability. If an order is called or faxed, The Contractor can provide product availability and pricing information upon the request of the user. Customer account settings can be set up to not allow back orders, if desired by The School Board. The user can download a report at any time indicating their prices and delivery information. Will this capability satisfy the requirements of this section?

Answer: The Contractor should have the ability to accept orders via telephone, facsimile, or e-mail with our new ERP system. The only orders that should be placed on a credit card are those that the user department has directed to be charged to a credit card. All others should be billed according to the instructions on the purchasing document received. All telephone, faxed, e-mail or credit card orders should be confirmed by the Contractor.

As it relates to backorders for credit card purchases, no backorders are allowed. All orders must be complete. (See Special Condition #24: CREDIT CARD PURCHASES). However, for all other types of purchasing methods utilized, the Contractor should carefully review Special Condition #22 for guidance when dealing with deliveries and "backorders".

Question: Rebates and Special Promotions. This section requires the Bidder to pass on all rebates and special promotions offered by the manufacturers during the term of the contract. The Contractor requests that any rebates or special promotions offered under this agreement be limited to public consumer promotions that are run by the manufacturers, and any special promotions that are run in any of our retail stores that are made available to users when shopping in our stores. Will this clarification be acceptable for this requirement?

Answer: Yes this is acceptable. However, it is the vendor's responsibility to advise of any such rebates.

Question: For security reasons, The Contractor does not always affix packing slips to the outside of a carton. Packing slips are routinely put inside the cartons. All cartons are appropriately labeled with detailed purchase order and shipping information. Is that acceptable to The School Board?

Answer: Bidders bear the risk of shipment refusal. However, reasonable markings on the box with the address of ordering location and purchase order number may be accepted by the user department. When in doubt, bidder should contact the requesting location for shipping instructions.