

QUESTIONS AND ANSWERS

OFFICE SUPPLIES

PROJECT NO. 10-16

To: Prospective Respondents

From: Houston Community College

Date: June 9, 2010

Subject: Informational Letter # 1 – Invitation For Bids, HCC Project No. 10-16

The following questions regarding the Invitations For Bids, HCC Project No. 10-16 were received in the Procurement Operations Department within the time period stated in the IFB:

**Question #1:** - What is the annual spend on this RFP?

**HCC Answer:** - The Annual Expenditures for (FY) Fiscal Year 2008 – 2009 is \$713,751.16.

**Question #2:** - Will this contract be single sourced?

**HCC Answer:** - Yes.

**Question #3:** - Are we permitted to do quality-for-quality product substitutions? i.e. Batteries-Duracell (spec) vs. Energizer (alternative)

**HCC Answer:** - No.

**Question #4:** - Is Attachment No. 2 available in an Excel spreadsheet that can be sent to us electronically?

**HCC Answer:** - No.

**Question #5:** - Is it the intention of HCC to award a contract from this RFP?

**HCC Answer:** - Yes.

**Question #6:** - What is HCC's timeframe/schedule for evaluation and award?

**HCC Answer:** - Cannot be determined at this time.

**Question #7:** - What is the award date?

**HCC Answer:** - See answer to Question #6.

**Question #8:** - Will HCC consider an extension for this RFP till June 18, 2010?

**HCC Answer:** - Yes, See Solicitation Amendment No. 001

**Question #9:** - Please clarify that the pricing needs to be in "ink"? Does this mean printed or handwritten? Or do you mean no pencil allowed?

**HCC Answer:** - Yes. In ink (Printed or Typed).

**Question #10:** - Please clarify Attachment 3, Section 1-8 that you don't expect us to respond to this?

**HCC Answer:** - HCC expects the selected vendor to comply with all requirements of Attachment No. 3, Scope of Services.

**Question #11:** - Do you need 20 or 50 catalogs per page 24?

**HCC Answer:** - At least Fifty (50) Catalogs will be provided to HCC if selected for a contract.

**Question #12:** - Do we have to bid on each item or can I just bid on the toner cartridges?

**HCC Answers:** - No partial bids will be accepted.

**Question #13:** - Do we need to attend the June 4<sup>th</sup> pre-bid conference in order to bid?

**HCC Answer:** - No.

**Question #14:** - Do you have a compatible laser toner program in place for all the laser printers on campuses:

**HCC Answer:** - No

**Question #15:** - What percentage of your locations requires desktop delivery:

**HCC Answer:** 100%

**Question #16:** - In the future, if possible, please list the bid items through an Excel spreadsheet. Doing so will make working on the bid pricing much easier for the vendors.

**HCC Answer:** - No Reply.

**Question #17:** - How do you wish us to handle discontinued items?

**HCC Answer:** - See Solicitation Amendment No. 001.

**Question #19:** - All deliveries will be made during normal business hours, 8:00 a.m. through 5:00 p.m., Monday through Friday. Is this acceptable?

**HCC Answer:** - Deliver shall be in accordance with Attachment No. 3, Scope of Services, Paragraph No. 2, Delivery Requirements.

**Question #20:** - With regard to attachment 17, will HCC furnish us with the names of all HCC associates so we can verify stock ownership, gifts, etc?

**HCC Answer:** - Visit the [www.hccs.edu](http://www.hccs.edu) website to obtain a list of the Board of Trustees.

**Question #21:** - On the pages that require a notary signature, it is not clear whether the notary must be a resident of Texas and actually signing in Texas. Please clarify.

**HCC Answer:** - The notary is not required to be a resident of Texas.

**Question #22:** - Instructions to bidders, page 4: Instructions to bidders, page 4:

Section 1 states that "each bidder shall review the documents and take steps as reasonably necessary to ascertain the resulting contract performance requirements." Later in paragraph, HCC states "After the bids have been opened, HCC shall have the right to review the bids and examine the credentials and qualifications of each bidder to determine whether any or all of the bid submittals are responsive."

-this section seems to be in contradiction to section 3-e of the bidder instructions, which states that a "bidder may be requested to submit written evidence verifying that he/she meets the minimum requirements described in Section 3d and as necessary to be determined a responsible bidder.

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**HCC Answer:** - This question is not clear to HCC. Please elaborate in a more succinct manner.

**Question #23:** - How many copies of the IFB must be submitted on the due date?

**HCC Answer:** - One Original Copy.

**Question #24:** - Jackie mentioned that there were some isolated requirements for deliveries after 5PM and on Saturdays. What are the requirements and frequencies of these?

**HCC Answer:** - See Answer to Question No. 19.

**Question #25:** - In communicating to us the annual spend on office supplies for HCC, please breakout the amount spent on the approximate 300 core items and the amount spend outside of these core items. I believe the term Jackie used for these was "line order Po's".

**HCC Answer:** - This information is not available.

**Question #26:** - It was mentioned at the pre-bid meeting that there were many delivery points within the campuses. How many are there? Where specifically are they? What is the breakdown between dock deliveries and desktop deliveries?

**HCC Answer:** - a. HCC has six (6) colleges and its Administration Building.  
b. This information is not available.

**Question #27:** - Is your copy paper apart of a separate contract?

**HCC Answer:** - Yes.

**Question #28:** - For the TI calculators on page 13, lines 18 & 19 of project no. #10-16, can you please give me a little more information on the calculators you are looking for?

There are a few options for each:

TI 83 Plus Graphics Calculator (83PL/CLM/1L1/G)  
TI 83 Plus Teacher Kit (83PL/TPK/1L1/E)

TI 84 Plus School Pack (84PL/TPK/1L1/B)  
TI 84 Plus Graphics Calculator (84PL/CLM/1L1/B)  
TI 84 Plus Silver (84PLSE/CLM/1L1/E)

**HCC Answer:** - See Solicitation Amendment No. 001.

**Question #29:** - have a question pertaining to Attachment 1 in RFP #10-16 Office Supplies: What exactly should be filled in under "Receipt of Bid Amendments Number(s)"?

**HCC Answer:** - The actual no. of Amendments that you are acknowledging receipt of.

**Question #30:** - On page 22 of bid project no. #10-16, items 263-270 does not have a quantity listed. Can you please provide the quantity?

**HCC Answer:** - See Solicitaion Amendment No. 001

**Question #31:** - What is the approximate value of this bid?

**HCC Answer:** - This will be determined on bid opening date.

**Question #32:** - Are all payments handled via electronic funds transfer? Will any users be using credit cards? If so, can you please give us an idea of how many users use credit cards?

**HCC Answer:** - Payments will be made using both methods of payments.

**Question #33:** - The document states payment is made once goods are accepted. Can you please tell us how long it takes to accept the goods once they have been delivered?

**HCC Answer:** - Most items will be accepted upon delivery.

**Question #34:** - Will there be replacement item numbers for the discontinued items?

**HCC Answer:** - See Solicitation Amendment 001.

**Question #35:** - What is the contract term of this solicitation?

**HCC Answer:** - 3 Years.

**Question #36:** - The only items that the successful bidder is allowed to sell HCC are the ones on the contract. Other items will be rebid or otherwise sent to someone else. Is this correct?

**HCC Answer:** - Yes.

**Question #37:** - If we are a Small Business company, do we need to still have a subcontractor small company for the 25% SBE participation?

**HCC Answer:** - Yes, See Instructions to Bidders, Paragraph No. 8, Small Business Development Program (SBDP).