



Office of Purchasing  
10910 Clarksville Pike Ellicott City, Maryland 21042-6198  
(410) 313-6724, fax (410) 313-6789

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August 22, 2014

To All Interested Contractors:

The Howard County Public School System (HCPSS) invites your submittals to provide a High-Speed/High Volume Multi-Functional Devices (MFDs) contract. Pricing to include delivery, set-up, onsite training and maintenance/services to the Print Services office of the Howard County Public School System as specified in Request for Proposals (RFP) No. 010.15.B2. Submittals shall be accepted at the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, MD 21042, until **10:00 a.m. on Friday, September 12, 2014.**

Late submittals will not be considered. It is the responsibility of each offeror to ensure that its submittal is delivered to the proper place prior to the scheduled closing date and time.

Copies of the Request for Proposal may be obtained by contacting the Purchasing Office at the address above or by calling (41) 313-6724. Copies of the RFP may also be obtained from the HCPSS website, <http://www.hcpss.org/about-us/purchasing/current-bids/>. Organizations obtaining the RFP from the website are encouraged to review that website frequently to learn of any changes that may be made in the RFP.

**A pre-submission conference will be held August 29, 2014 at 10:00 a.m.** at the Department of Education, 10910 Clarksville Pike, Ellicott City, MD 21042. Howard County Public School System staff will explain the scope of work and answer questions that will assist in the preparation of submittals. Attendance is not mandatory; however, it is strongly encouraged. In order to assure adequate space, Offerors interested in attending the pre-submission conference should advise the Purchasing Office of the number of persons who will represent their firm no less than 48 hours prior to the conference.

The Howard County Public School System reserves the right to reject in whole or in part any or all submittals.

Sincerely,

*CeCe Clement*

CeCe Clement, CPPO, CPPB  
Purchasing Manager

**Addendum 1** – Bid 010.15.B2 – High-Volume MFDs

Tentative Timeline -

Post Bid for Public	August 22, 10:00 am
Pre-Bid Meeting	August 29, 10:00 am
Responses are due	September 12
Review responses	September 12 - 18
Inform 2 vendors of testing	September 19
<b>All vendors are informed of this timeline so all should keep the 23<sup>rd</sup> and 24<sup>th</sup> available for testing at their showroom since we are on a tight timeline.</b>	
Testing for 2 Units	September 23 and 24
HCPSS closed	September 25
Testing Complete and Decision Made	September 26
Letter of Intent to the Awarded Bidder	October 2
Report for Board of Ed due	October 2
Board of Education Meeting	October 9
Inform Bidder of Award	October 10
Implementation Plan Due	October 17
Install new copiers	October 29,30
Installation Complete	October 31