

SHELBY COUNTY BOARD OF EDUCATION

**PROCUREMENT SERVICES**

160 South Hollywood Street, Room 126 †Memphis, Tennessee 38112-4892 †Phone (901) 416-5376

**REQUEST FOR PROPOSAL**

**(NOT AN ORDER)**

The Shelby County Board of Education reserves the right to accept or reject any or all Bids, or any part thereof, and to waive any minor informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Board of Education. Successful Bidders shall be paid only when delivery is complete. *\*For the appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law- Tennessee Public Chapter #417- House Bill #731.*

**ADDENDUM 2**

**PROPOSAL FOR OFFICE PRODUCTS AND SUPPLIES**

**ISSUED BY: Faith Mungah, Buyer**

**RFP #07312020FM**

ACKNOWLEDGEMENT OF ADDENDUM I:

\_\_\_\_\_  
**NAME OF FIRM**

\_\_\_\_\_  
**PRINT AUTHORIZED REPRESENTATIVE NAME**

\_\_\_\_\_  
**SIGNATURE AUTHORIZED REPRESENTATIVE NAME**

\_\_\_\_\_  
**DATE**

## ADDENDUM 2

### SUBJECT: CHANGE OF PRE- PROPOSAL CONFERENCE CALL LOGIN INFORMATION

DATE: **July 24, 2020**

PROPOSAL DUE DATE: **July 31, 2020**

PROPOSAL DUE TIME: **2:00 PM/CS**

#### Additional information in Exhibit- A:

RFP requirement response from vendors:

**This is all or none RFP proposal response on items in Exhibit - A**

#### Original Equipment Manufacturer (O.E.M)

For the purposes of this RFP, only NEW O. E. M. (original equipment manufacturer) cartridges will be considered. Remanufactured, used, or refilled cartridges will not be accepted as part of this bid. (See attached RFP scope, Exhibit A- Table A)

**NEW TONER CARTRIDGES - MUST BE NEW Original Equipment Manufacturer (OEM) cartridges.**

#### Note:

**ONLY OEM SPECIFIED ITEMS WILL BE ACCEPTED (NO SUBSTITUTES OR COMPATIBLES). NO COMPATIBLES, CLONES, SUBSTITUTIONS, REFILLED, OR REMANUFACTURED TONER CARTRIDGES WILL BE ACCEPTED FOR THIS SOLICITATION.**

#### Rebates:

**Respondents should propose any available rebate programs to which SCBE may be eligible**

#### Price Increases:

**Respondent must indicate on the price schedules any price increases to be incurred by the District during the Contract Term, and any renewal term.**

#### Product Discontinuation:

**Offeror shall describe how it will communicate manufacturer's discontinuation of products to the designated agency representative within five (5) business days of notification by manufacturer to the Offeror.**

#### **Exhibit A- TAB – C**

**Provide discounts for:** "Other items on the product catalog list not listed above"