



## RFP 454-10 Office Supplies and Janitorial/Sanitary Products

Addendum 006  
May 21, 2010

We are looking forward to seeing or hearing from our shortlist candidates on Wednesday, May 26, 2010. The schedule for the day is as follows:

<u>Mtg No.</u>	<u>Start</u>	<u>End</u>	<u>Firm Name</u>	<u>Committee</u>
1	8:00	8:40	Central Distributing	Janitorial
2	8:45	9:25	Sanitary Supply	Janitorial
3	9:30	10:10	Staples	Janitorial
4	10:15	10:55	Northern Colorado Paper	Janitorial
5	11:45	12:25	Staples	Office Supplies
6	12:30	1:10	Northern Colorado Paper	Office Supplies
7	1:15	1:55	Office Depot	Office Supplies
8	2:00	2:40	Sandy's Office Supply	Office Supplies
9	3:30	4:10	OfficeMax	Office Supplies
10	4:15	4:55	Source Office Products	Office Supplies
11	5:00	5:40	Pilot Office Supply	Office Supplies

Each meeting will consist of a 20 minute presentation from our vendor, followed by 20 minutes of Q and A  
 Meetings will start precisely on time  
 An interview may take less than 40 minutes; none will take more than **45 minutes**

Please note the typo above. The **45 minutes** highlighted in green should read 40 minutes. To allow the following group a few minutes of set up time we appreciate everyone wrapping up completely and clearing the room by the end time indicated above. These interviews often don't take the full scheduled time. If you can communicate your message and answer our questions in less than 40 minutes it will not impact your score in a negative way. For your convenience I have copied the selection criteria that this committee will be using in its decision making process. This is taken from Addendum 004:

- A. Quality of submittal
- B. Company experience, including previous experience with the College if applicable, and competence level of our primary Account Representative
- C. Pricing
- D. References
- E. Environmental policy and "Green" initiatives
- F. Delivery capability (how long and how much?)
- G. Ease of ordering for the end user
- H. Billing options, including ease for the campus/department and college financial reporting capability

You are encouraged to address these points in your presentation. While it is useful to underscore important points, each of our committee members has already reviewed everything you have submitted.

Another issue we would like to hear from everyone on is their position on the college entering a vendor relationship that requires us to direct a certain spend to one vendor. What are the advantages and disadvantages? How would we measure any cost savings associated with such an agreement? Are you recommending we enter into such an arrangement with your firm?

These 40 minutes are your chance to persuade the Selection Committee that your solution is the "best value" for the college. You may say whatever you want and ask any questions of our committee. In some cases our committee may have follow-up or additional questions so you may want to leave some time at the end. You do not necessarily need to stop your presentation and go into Questions and Answers after 20 minutes, it's up to you. The list of selection criteria above is what the committee is considering however, so you should have a good idea of what our questions will be and can address as many of them as possible in your presentation.

The voting members of each selection committee are represented below. Most or all members will be present on Wednesday. Supervisors and co-workers of committee members are also invited to attend these sessions and participate, but not vote. As a result there may be a few more people in the room. You are welcome to hand out anything you'd like but please keep in mind that CMC supports environmental initiatives and everyone on the selection committee has the ability to review an electronic file. After your presentation you are welcome to send a follow-up email to me and attach any documentation. I will forward that email to the members of the appropriate Selection Committee.

<b>RFP 454-10 Office and Janitorial Supplies</b>	
<b>Office</b>	<b>Janitorial</b>
Debbie Novak	Carolina Martin-Childers
Lynne Cassidy	Lynne Cassidy
Kelly Bejarano	Bryan Trujillo
Jim Lamb	Dave Reker
Karen Crawford	Alan Cohn
Linda Shoup	Bob Beck
Carol Richards	Joe Gugelman
Jeanne McCann	*Linda Ouellette
*Linda Ouellette	
<i>*Votes only in the event of a tie</i>	

Please do not contact any of these people directly about this RFP. You are welcome to continue any existing business you may have with one or more of the members.

