



**OFFICE OF PROCUREMENT**  
**REQUEST FOR APPLICATION**

SOLICITATION NO. WS1427281338

**Issue Date: January 27, 2025**

**Office Supplies**

**NOTICE**

A Prospective Bidder that has downloaded this solicitation from the *SPEED* eProcurement Platform <https://service.ariba.com/Discovery.aw/ad/profile?key=AN01496591158> and e-Maryland Marketplace Advantage <https://emma.maryland.gov/> will receive emailed notices of addenda with changes or additional materials related to this Solicitation.

**PRINCE GEORGE'S COUNTY  
OFFICE OF PROCUREMENT  
SOLICITATION KEY INFORMATION SUMMARY SHEET**

**Solicitation Name:** Office Supplies  
**Solicitation Number:** WS1427281338  
**Solicitation Issue Date:** JANUARY 27, 2025  
**Closing Date and Time:** OPEN  
**Procurement Officer:** SAMIM SAFI AND LATANYA ADAMNS  
Office of Procurement  
1400 McCormick Drive, Suite200  
Largo, Maryland 20774  
Phone: (301) 883-6400 e-mail: SupplySchedule@co.pg.md.us

**Applications must be submitted to SPEED:** For assistance with registering for SPEED, please visit **SPEED** eProcurement Platform <https://service.ariba.com/Discovery.aw/ad/profile?key=AN01496591158> To access a listing of FAQ, please visit the Prince George's County Business Highway <https://pgcbusinesshighway.com/>

**Application Informational Sessions:** **4th Thursday of the month beginning February 27, 2025 at 11:00 a.m. local time**  
The monthly informational sessions for this application will be held via Microsoft Teams. Please use the following link to access the meeting:

Prince George's County OOP is inviting you to a scheduled Microsoft Teams meeting.

Join the meeting now  
Meeting ID: 278 901 471 279  
Passcode: Zb3Jq6tP

Dial in by phone  
+1 240-673-1195,,62076815# United States, Bethesda  
Find a local number  
Phone conference ID: 620 768 15#

**Submission of Questions:** All questions must be submitted through SPEED.

# PRINCE GEORGE'S COUNTY GOVERNMENT

## Office of Procurement



Tara H. Jackson  
Acting County Executive



### **Prince George's County Supply Schedule Limited Application Acceptance Notice**

As the capacity of the Prince George's County Supply Schedule continues to grow, the Office of Procurement will accept applications on a limited basis from businesses that possess a valid Prince George's County Business Certification issued by the Supplier Development & Diversity Division. This phased approach ensures that the County can efficiently manage the onboarding of new vendors while maintaining the highest standards of service delivery and compliance. Businesses seeking to participate in the PGCSS must be prepared to meet all applicable requirements and demonstrate their capability to support the County's operational needs effectively.

The Government of Prince George's County reserves the right to modify the application process and eligibility criteria at any time to align with evolving procurement goals and strategic priorities. Applications will be accepted on a rolling basis as capacity allows, and interested vendors are encouraged to stay informed of updates and opportunities by regularly visiting the County's procurement website. The County remains committed to fostering inclusivity and economic growth by providing opportunities for qualified businesses to engage in government contracting through the PGCSS program.

# REQUEST FOR APPLICATION FOR A PRINCE GEORGE'S COUNTY SUPPLY SCHEDULE (PGCSS) CONTRACT

## SECTION 1: OVERVIEW

### INTRODUCTION

Prince George's County Government, Office of Procurement (OOP), hereby requests applications to establish a Multiple Award Schedule for Office Supplies pursuant to the Prince George's County Purchasing Regulations; Prince George's County Code of Ordinances, Subtitle 10A, and the Prince George's County Supply Schedule (PGCSS) Program. The PGCSS Program provides County customer agencies with competitive choices, reduced procurement processing time and increased levels of utilization of County Based Small Business (CBSB) and County Based Minority Business Enterprises (CBMBE).

The applicant must agree to enter a contract in the form of the PGCSS Contract and agree to be bound by the General Terms and Conditions Prince George's County Government (see Attachment A). It is critical that you review the PGCSS contract terms and conditions (Contract) and Attachment A before completing the application process.

Potential vendors seeking information on the application process, please contact Procurement Officers Samim M. Safi or LaTanya Adams at (301) 883-6400, or alternatively you can email [supplyschedule@co.pg.md.us](mailto:supplyschedule@co.pg.md.us). Please note any formal inquiries on the application process must be submitted via **SPEED Portal in the event Messaging Section for the specific application you are applying to.**

For information on the CBSB/CBMBE certification process, vendors must contact the Supplier Development and Diversity Division (SDDD) at (301) 883-6400.

## **SECTION 2**

### **Understanding the PGCSS Process**

The OOP has established the PGCSS to streamline the procurement of Office Supplies for county agencies. This initiative is designed to foster a competitive environment, reduce the time needed for procurement, and promote the engagement of CBSBs and CBMBEs. Successful applicants will enter into a contract with Prince George's County that adheres to the terms and conditions outlined in the PGCSS Contract. The contract will also incorporate the General Terms and Conditions Prince George's County Government as outlined in Attachment A. It is essential that applicants review these documents thoroughly before submitting their application.

Applicants are required to offer their services or supplies within the defined scope of the PGCSS. If an applicant holds an existing federal contract for similar services, they must offer prices that are equal to or lower than those in the federal contract. In cases where an applicant does not have their own federal contract, they may adopt the pricing schedule from another contractor's federal contract that aligns with the PGCSS scope. This approach ensures fair pricing while preventing underpricing or overpricing of services or supplies.

Qualified vendors will enter a PGCSS contract, distribute an authorized price list, and must be actively certified by SDDD as a CBSB or a CBMBE. Orders can be placed by county agencies through the Office of Procurement or directly using a Prince George's County purchase card. All Prince George's County purchase card orders must be approved by the OOP Purchasing Agent. All offerings must have been previously evaluated and awarded through a federal contract to qualify for inclusion in the PGCSS. Proprietary products, or products with only one source, construction, and information technology services and products are not eligible for inclusion under the PGCSS.

Applicants must complete and submit the necessary documents as outlined in Section 5 of this document. Submissions without the requisite federal contract adoption or equivalent documentation will not be considered.

After the contract is awarded, the vendor is responsible for marketing their products or services, ensuring compliance with all contractual obligations and maintaining an up-to-date price list.

## **CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST**

### **2.1 DESCRIPTION OF SERVICES OR SUPPLIES**

OOP, on behalf of Prince George's County Government agencies is seeking contractors to provide Office Supplies.

### **2.2 CONTRACT TYPE**

Prince George's County contemplates awards of Indefinite Delivery/Indefinite Quantity (ID/IQ) type contracts. Contracts resulting from this request will allow County agencies to use this vehicle to procure a wide variety of services or supplies. The work shall be accomplished in the manner and within the scope and time specified in an individual Purchase Order (PO).

### **2.3 SELECTION OF FEDERAL MULTIPLE AWARD CONTRACT**

If the applicant has its own federal award contract, it must offer prices that are no greater than the prices set forth within that contract.

If the applicant does not have its own federal contract, it may adopt the pricing schedule of another contractor's federal contract for supplies or services in accordance with the scope of this request. In this event, the applicant's prices shall be no greater than the adopted federal contract prices.

### **2.4 REQUIRED INFORMATION**

The applicant is required to complete and return the documentation described in Section 5. **Applications submitted without the adopted federal schedule contract and pricing will be rejected and will not be considered for award.**

### **2.5 ORDERING LIMITATIONS AND INFORMATION**

The services and supplies shall be provided only as authorized by the purchase orders; POs issued in accordance with the ordering procedures described in the contract. The total value of POs shall be in compliance with the ordering limitations below. Except for any limitations on quantities or dollars set forth below, there is no limit on the number of POs that may be issued. County may issue POs for services or supplies for multiple projects at multiple locations simultaneously.

**MINIMUM ORDER:** The minimum order for each awardee in an amount of ten dollars (\$10.00) for the base year and each of the option years. Prince George’s County is not obligated to order any supplies or services beyond the stated minimum.

**MAXIMUM ORDER:** For any PO, the maximum order limitation shall be no greater than the maximum contract ceiling amount.

**MAXIMUM CONTRACT CEILING:** The maximum contract ceiling for each schedule varies per year and is outlined below:

<b>Schedule Contract Ceiling</b>	<b>Schedule Contract</b>
\$500K	Advertising, Promotional, & Specialty Products
\$500K	Marketing and Media Services
\$500K	Medical Equipment & Supplies
\$500K	Training Services
\$500K	Event Space & Catering Services
\$2 Million, maximum for any single PO is \$100K	Industrial Supplies & Apparel
\$2 Million, maximum for any single PO is \$100K	Industrial Services
\$2 Million	Audit & Financial Management Services
\$5 Million	Furniture & Furniture Management Services
\$5 Million	Office Supplies, General
\$5 Million	Temporary Support Services
\$10 Million maximum for any single PO is \$300K, OOP approval must be received before executing <b>any</b> PO over \$100K	MOBIS Management Consulting Services

## **2.6 PRICING**

- a. Prices that are adopted from a federal contract to establish the PGCSS contract shall become the item ceiling rates under the PGCSS contract.
- b. Prices offered shall be no greater than the prices for the current contract period established under the adopted federal contract at the time of award. For example, in the event that the current federal prices which you intend to adopt are in a year other than the base year, you shall adopt those prices or prices no greater than those prices, as your base year prices and continue to offer prices no greater than the prices set forth in the remaining federal contract periods. In the event that prices for the adopted federal contract are in the last option period and the period of performance of the PGCSS contract will continue beyond the last option period of the adopted federal contract, the contractor shall adopt and offer prices that are no greater than that last period.
- c. The pricing letter shall be submitted on your company letterhead.
- d. The pricing sheets shall be required prior to contract award. The pricing sheet must contain company's name and continuous page numbers at the bottom.

## **2.7 BASE YEAR/OPTION YEARS AND PRICING**

- a. The applicant shall identify all supplies or services that the applicant will provide from the federal multiple award or other federal schedule contract for Office Supplies as described in Section 3 of this request. Please complete and submit item descriptions and prices for each period listed below.
- b. If the applicant intends to offer the entire pricing schedule of the adopted federal contract, simply indicate for each category below "applicant hereby adopts the entire price schedule or catalog."
- c. List all supplies, services labor categories and related prices for the base year and each option year of the contract.

## **2.8 NUMBER OF FEDERAL MULTIPLE AWARDS ELIGIBLE FOR ADOPTION**

Applicants may adopt two federal multiple award schedules in their application. The applicant may offer prices that are lower or no greater than the prices within the adopted contract.



## **2.9 DEALERS OR SUPPLIERS**

For contracts to provide supplies, if the Applicant is other than the manufacturer, the Applicant must submit prior to award of a contract, either:

- a) A letter of commitment from the manufacturer which will assure the Applicant of a source of supply sufficient to satisfy Prince George's County's requirements for the contract period, or
- b) Evidence that the Applicant will have an uninterrupted source of supply from the manufacturer to satisfy Prince George's County's requirements for the contract period.

## **2.10 LIMITATION OF PGCSS CONTRACTORS**

Prince George's County reserves the right to limit the number of awardees for a given multiple award schedule.

**SECTION 3**  
**SPECIFICATIONS**

**3.1 SCOPE: OFFICE SUPPLIES NAICS CODE 339940**

OOP, on behalf of Prince George's County Government agencies is seeking contractors to provide Office Supplies.

**3.2 TYPE OF SERVICES**

**a. Office Essentials** – Products include, but are not limited to: assorted pens, pencils, erasers, markers, highlighters, chalk, blackboard erasers, bulletin boards, paper clips, binder clips, 3-ring binders, notepads, assorted lined pads, post-its, books, assorted tape, tape dispensers, computer diskettes, correction fluid, file folders, hanging files, fasteners, flags, highlighters, hole punchers, index cards and index tabs, labels, stamps and stamp pads, push pins, thumb tacks, typewriter ribbon, rubber bands, rulers, scissors, staplers, staples, staple removers, toner, inkjet cartridges (new and remanufactured). Paper products in this category are subject to the provisions of section d. below.

**b. Business Machines** – Products include, but are not limited to: adding machines, calculators, copier/fax supplies, etc.

**c. Technology-Related Products** - Products include, but are not limited to: video tapes, video cassettes, audio tapes, audio cassettes, computer tapes, cartridges, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic products (wrist, back and foot rests), computer accessories, cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini vacuums, etc.) optical disks, CD ROMS, physical storage, security, protective and related ADP supplies, remanufactured toner cartridges.

**c. Paper and Paper Products** - Copier paper (assorted sizes), printer paper, fax paper, laser paper, computer paper, labels, envelopes, stationery and printed forms. The following three (3) types of paper must be available: (1) virgin paper, (2) paper containing 30% recycled waste paper, and (3) paper containing 40% recycled waste paper. Note: Price lists that do not include paper containing 40% recycled waste paper will not be considered nonresponsive.

**d. Calendars and Personal Organizers**

**f. Cases and Portfolios**

**g. Office Furnishings (clocks, frames, stools, etc.)**

**a.** test administration.

## **SECTION 4**

### **PERIOD OF PERFORMANCE AND DELIVERABLES**

#### **4.1 TERM OF CONTRACT**

The term of the contract shall be for a period of one year from date of award specified on the cover page of the contract.

#### **4.2 OPTION PERIOD**

Prince George's County may extend the term of the contract by exercising up to four (4), one-year option periods.

The total duration of this contract, including the exercise of any options, shall not exceed five (5) years.

#### **4.3 DELIVERABLES**

The contractor is required to submit monthly sales reports. Failure to submit the reports may be cause for termination of the contract or Prince George's County's decision not to exercise an option to extend its term.

#### **4.4 MAXIMUM CONTRACT CEILING**

- a. Prince George's County reserves the right to increase or decrease the maximum contract ceiling for this schedule at any time by written modification.
- b. No individual order or accumulated amount of orders within a twelve-month period placed by Prince George's County shall exceed maximum contract ceiling.
- c. All POs that exceed \$10,000.00 must receive the approval of OOP prior to execution.
- d. Procurement Officers are encouraged to seek price reductions when orders exceed ten percent (10%) of the maximum contract ceiling. The contractor agrees to negotiate price reductions for any items when orders exceed ten (10%) of the maximum ceiling.

#### **4.5 51% PRINCE GEORGE'S COUNTY RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

For contracts for services in the amount of \$300,000 or more, the contractor shall comply with the Prince George's County Employment Regulations, as amended, Prince George's County Employment Code (First Source Act), 51% County Residents New Hires Requirements and First Source Employment Agreement.

**SECTION 5**  
**APPLICATION**

The following details exactly what information must be included in your application for a PGCSS contract. **Failure to submit all of the necessary information will be cause to reject the application.** The contracting officer reserves the right to waive any of these requirements.

Complete, sign and return the following documents electronically via SPEED Portal

- **Prince George’s County Electronic Signature Agreement** (Attachment B)
- **Letter of Offer** (Attachment C)
- **Bidder Offeror Certification** (Attachment D)
- **Bid/Proposal Affidavit** (Attachment E)
- **Bidder/Offer Statement of Ownership** (Attachment F)
- **Vendor Oath and Certification** (Attachment G)
- **Bid Price Sheet** (Attachment H)
- **Wage Requirement for County Service Contracts** (Attachment I)
- **Mid-Atlantic Purchasing Team Rider** (Attachment K)
- **First Source and Local Hiring Agreement** (Attachment L)
- **Certificate of Compliance regarding Fair Labor Standard Act** (Attachment M)
- **Professional References** (Attachment N)
- **Welfare to Work Initiative Form** (Attachment O)
- **Certification of Compliance Regarding Suspension and Debarment** (Attachment Q)
  
- For supplies, submit written substantiation that the applicant is authorized to sell the supplies and provide related services.
- For services, clearly identify labor categories and specific services being offered in the price schedules for the base and option years.

- **Your price list** - If the entire contract catalog or price list for services or supplies is not being offered, clearly specify the supplies and services that are being offered for your PGCSS contract.
- A copy of the current federal multiple award or other federal contract with pricing
- Required certificates of insurance
- A copy of each Prince George's County license, registration or certification that the applicant is required to maintain in order to provide those services or goods
- A copy of your capabilities or Mission Statement
- Certification that the contractor and its personnel meet the minimum education/experience requirements, as stipulated in the current federal multiple award or other federal contract being used to establish the PGCSS.

**SECTION 6**  
**CONTRACT ADMINISTRATION**

**6.1 Purchasing Agent (PA)**

Only Purchasing Agent, or designee may enter, modify and sign contracts on behalf of Prince George's County.

## SECTION 7

### SPECIAL CONTRACT REQUIREMENTS

#### 7.1 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The contractor shall be bound by the most current Wage Determination issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §§ 6701-6707 ***as of the date of award of the contract.*** If an option is exercised, the contractor shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the contracting officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the contractor may be entitled to an equitable adjustment.

## **SECTION 8**

### **INSTRUCTIONS, CONDITIONS AND NOTICES TO APPLICANTS**

#### **8.1 CONTRACT AWARD**

##### **8.1.1 MOST ADVANTAGEOUS TO PRINCE GEORGE'S COUNTY**

Prince George's County intends to award multiple contracts to responsible applicants whose applications conforming to this request will be most advantageous to Prince George's County.

#### **8.2 APPLICATION INFORMATION**

PGCSS application submission is on a continuous basis. However, Prince George's County reserves the right to establish a closing or due date for any and all applications and incorporate any provision regarding late applications and amendments of applications at a later date by written amendment to this request.

#### **8.3 EXPLANATION TO PROSPECTIVE APPLICANTS**

Applicant should submit any questions relative to the application process electronically via SPEED Portal. Prince George's County will furnish responses via Portal and formal amendment.

An amendment to the request will be issued if that information is necessary in submitting applications, or if the lack of it would be prejudicial to any other prospective applicant.

Oral explanations or instructions given before the award of the contract will not be binding.

#### **8.4 APPLICATION DISPUTE PROCESS**

Contractors who wish to dispute a decision made by OOP regarding their application must submit a formal written dispute within ten (10) calendar days of receiving a deficiency or denial letter. The dispute must clearly identify the specific deficiency or issue being contested, citing the exact location within the original application where the contractor believes they met the required criteria. All evidence provided to support the dispute must originate from the initial application submission; no new information will be considered.

An OOP representative will review the submitted dispute and supporting documentation, and a final determination will be communicated to the contractor within a reasonable time frame. Contractors are encouraged to ensure that all relevant application materials are thoroughly reviewed before submitting a dispute to avoid delays in the resolution process.



## **8.5 SIGNING OF APPLICATIONS**

The contractor shall sign and date the Letter of Offer and include it with all other required documents.

## **8.6 UNNECESSARILY ELABORATE APPLICATIONS**

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this application are not necessary and may be construed as an indication of the applicant's lack of price consciousness. Elaborate artwork, expensive visual and other presentation aids are neither necessary nor desired.

## **8.7 RETENTION OF APPLICATIONS**

All pricing documents will be the property of Prince George's County and will be retained by Prince George's County, and therefore will not be returned to the applicants.

## **8.8 APPLICATION COST**

Prince George's County is not liable for any cost incurred by the applicants in submitting responses to this request for applications.

## **8.9 ACKNOWLEDGMENT OF AMENDMENTS**

The applicant shall acknowledge receipt of any amendment to this request electronically via SPEED Portal (need proper name) with the submission of their application. An applicant's failure to acknowledge an amendment may result in rejection of its application.

## **8.10 LEGAL STATUS OF APPLICANT**

Each applicant must provide the following information:

- Name, address, telephone number, and federal tax identification number of applicant;
- If the applicant is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the Prince George's County, the applicant shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- If the applicant is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint

venture or teaming agreements.

## **8.11 STANDARDS OF RESPONSIBILITY**

The applicant must demonstrate to the satisfaction of Prince George's County its capability in all respects to perform fully the contract requirements; therefore, the applicant must submit relevant documentation within five (5) days of the request by Prince George's County. To be determined responsible, a prospective contractor must demonstrate that it:

- Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;
- Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government contract commitments;
- Has a satisfactory performance record;
- Has a satisfactory record of integrity and business ethics;
- Has a satisfactory record of compliance with the applicable County licensing and tax laws and regulations;
- Has a satisfactory record of compliance with the law, including labor and civil rights laws and rules, and the Prince George's County Employment Regulations, as amended, Prince George's County Employment Code;
- Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- Has not exhibited a pattern of overcharging Prince George's County;
- Does not have an outstanding debt with the State of Maryland, Prince George's County or the federal government in a delinquent status of more than the greater of \$1,000 or 1% of the contract value, up to \$25,000; and
- Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

If the applicant fails to supply the information requested, the Purchasing Agent shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the contracting officer shall determine the applicant to be non-responsive.

## 8.12 RESTRICTION ON DISCLOSURE AND USE OF DATA

Applicants who include in their application data that they do not want disclosed to the public or used by Prince George's County except for use in the procurement process shall:

Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside Prince George's County government and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process. If, however, a contract is awarded to this applicant as a result of or in connection with the submission of this data, Prince George's County government shall have the right to duplicate, use, or disclose the data to the extent consistent with Prince George's County's needs in the procurement process. This restriction does not limit Prince George's County's rights to use, without restriction, information contained in this data if it is obtained from another source. The data subject to this restriction are contained in sheets (*insert numbers or other identification of sheets*)."

Mark each sheet of data it wishes to restrict with the following legend:

**"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."**

## **SECTION 9**

### **METHOD OF AWARD**

#### **9.1 BASIS OF AWARD**

Selection of awardees shall be based on applicant achieving the following:

- (a) Identifying and offering prices that are no greater than those on an identified federal multiple award or other federal contract that is providing services or supplies consistent with the scope of the PGCSS. Prince George's County reserves the right to enter into negotiations to establish fair and reasonable prices.
- (b) Determining the applicant responsible in accordance with Section 8.11 of this request.
- (c) Furnishing all information required in Section 5.

#### **9.2 NOTICE OF AWARD**

The applicant shall be notified in writing of its acceptance as a PGCSS contractor.