

## Questions for RFP #251-25-288 – Logitech K400 Plus Wireless Keyboard w/Trackpad

Reference	Vendor Question	Answers
Pg. 4, Scope of Work and Contract Time Period	<p><i>“All orders must be shipped complete.”</i>  <i>“December, 2024 through June 30, 2025.”</i></p> <p>Please clarify if this is intended as a single order or multiple orders throughout the stated Dec-June term.</p>	<p>We are requesting 10,000 keyboards to be shipped to Central Receiving. WCPSS reserves the option to place additional orders before June 30, 2025. An addendum will be posted regarding the option to place additional orders during the term of the contract.</p>
Pg. 4	<p>Will this be a one time buy or a roll out (multiple shipments)</p>	
	<p>For the provided shipping address, is there a shipping dock and will they need liftgate and/or inside delivery services:</p>	<p>Yes, Central Receiving has a dock, and the equipment needed to unload most shipments.</p>
	<p>When will delivery be expected?</p>	<p>Delivery is expected as soon as possible after receipt of Purchase Order.</p>
Pg. 3, last lines	<p>The instructions refer to submitting documents via mail. We are requesting permission to submit the documents electronically via email instead?</p>	<p>Per the bid document, page 3, ALL proposals shall be physically delivered to the office address listed on or before proposal deadline. THIS IS AN ABSOLUTE REQUIREMENT. You may deliver via courier, USPS, or other delivery service.</p>
Pg. 8, Terms & Conditions	<p>We understand sales tax is required to be billed separately. How is that process facilitated?</p>	<p>WCPSS POs reflect 4.75% NC Sales Tax, but we request that invoices reflect the full 7.25% NC Sales Tax.</p>
	<p>Is there a target award date?</p>	<p>There is no guarantee of an award date. The expected time period is one week, however holidays and other factors may cause delays in this expected time period.</p>