ADDENDUM No. 1
RFP No. 12-22
CLEANING SUPPLIES, EQUIPMENT AND CUSTODIAL RELATED PRODUCTS, SERVICES AND SOLUTIONS

NOTICE TO ALL BIDDERS
This Addendum is attached to and made a part of the above entitled specifications for Fresno Unified School District.
Incorporate the following into your bid response.

BID OPENING HAS CHANGED TO AUGUST 27, 2012 PRIOR TO 2:01 P.M.

Questions and answers from RFP # 12-22

On Page 22 the questionnaire of the RFP items A-J, if the responding distributor misses any, few criteria will this eliminate them entirely from the bid items for Fresno USD? I understand there are a few local distributors that cannot meet all 10 so I just would like to understand how this may impact them moving forward

This is a national solicitation and negative responses to the Supplier Worksheet for National Program Consideration may disqualify Supplier from consideration.

Will Fresno USD use this method exclusively moving forward or will they still utilize a traditional bidding process?

The awarded vendor will be Fresno Unified’s primary vendor for cleaning supplies equipment and custodial related products services and solutions.

Can page numbers be corrected to avoid confusion? Some numbers are duplicated, and others are skipped.

Page 22 is duplicated and 23 was skipped. To avoid confusion, any questions or communications regarding those pages we will reference the text on the page.
Introduction and Background Overview, under “Material Safety Data Sheet”
Do all shipments need a paper copy of the MSDS sheet or can an online link be provided on the packing list? This approach cuts down on paper usage and is in line with your environmental policies. Additionally, does this apply only to orders placed by Fresno USD or would this apply to orders placed by other agencies piggy-backing the master agreement under US Communities?

For FUSD evaluation purposes and award of this bid, MSDS sheets can be provided by a link on the packing list, but Participating Public Agencies may have their own requirements that the awarded Supplier should anticipate fulfilling.

Registration Form
If we are already a registered vendor with Fresno USD and received this RFP via email, do we need to complete this form?

If RFP was received by email, registration form does not need to be filled out and returned.

Hold Harmless Clause
Can the following edits be made so that there is some level of protection for the supplier in the event that an issue is not caused by the actions of the supplier, but rather the school district or others out of the supplier’s control?

Any exceptions to the terms and conditions of the RFP must be noted in the suppliers bid response.

Supplier Information - Environmental
For question number 2 with a. through g. – is this information required for all janitorial products proposed by Supplier, potentially tens of thousands of products, as applicable? Or is this information required for those items on the Sample B Pricing Attachment? If it is required for all products, how should the information be provided? Additionally, if it is required for all items, can an extension be granted for preparation of this information as it is quite extensive?

This information is required for all cleaning products offered by Supplier. Information can be provided as a separate attachment or detailed when answering questions in Supplier Information, Environmental section. Please reference above for updated due date of Monday August 27th at 2:01.

In the Supplier Annual Sales chart
Sales for all government segments are on separate lines. Would it be acceptable to group some of these sales segments together if separate reporting is not available?

Sales for all government segments are requested on separate lines.

Supplier Information, Services and Solutions - Custodial staff training
Do these 5 questions beginning with “Describe your company’s ability to provide training for custodial staff .” apply to those proposing to provide products only? Or is this limited to those proposing to provide Services as well?

Yes, training also applies to vendors that provide products only.

Contract Period and Renewal, Section 3.3
Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract annual anniversary date. Requests for adjustment in cost of labor and/or materials must be justified and based upon verifiable criteria such as the Consumer Price Index (CPI-U), U.S. City Averages, or other relevant indices. Instead of requests for reasonable price changes 60 days prior to the contract anniversary date, could this be adjusted to the supplier’s annual catalog publication date?

Yes, cost increase can be tied to the supplier’s annual catalog publication date.
Under Corporate Commitment,
“All of Supplier’s direct and indirect marketing and sales efforts to Public Agencies shall demonstrate that the Master Agreement is Supplier’s primary offering and not just one of Supplier’s contract options.”
Can this be removed since creating multiple versions of marketing materials can be costly for suppliers?

No.

On Attachment B the Pricing spreadsheet
Please consider adding a column for “Each Price” when there is a multiple pack count as the unit. The pack counts amongst different manufacturers may not match.

We will add a column for “Each Price”.

Can more than one alternate item be proposed? For instance, there may be an item that is an equivalent that costs more and has a longer lead time, but there may also be an item that is very close that can be provided at a lower cost and shorter lead time.

The spreadsheet is for evaluation purposes only, the award will be on the entire line. Vendors should list the exact item or limit to one alternate that is closest to the spec.

Will Fresno USD consider a request for extension of the due date to August 28, 2012 in order to allow distributors to gather manufacturing price supports for this very large project? Since pricing is national in scope and based on some of the US Communities price matching requirements manufacturers will take longer than usual to review and respond with pricing, since so many existing agreements are affected. We will be offering nearly 5000 items from over 100 manufacturers.

See Bid date change above in Addendum # 1 for RFP # 12-22

Will US Communities release information about their current janitorial supply contract with ZEP? It would be helpful to see the current scope of the contract as well as know where existing US Communities members may need immediate service.

Current contract information can be found at the U.S. Communities website at www.uscommunities.org. Additional information is not available.

Regarding Section 6 Part B Pricing Commitment.

“Supplier represents to U.S Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) on Products and Services that it offers to Public Agencies. Supplier’s pricing shall be evaluated on either an overall project basis or the Public Agency’s actual usage for more frequently purchased Products and Services.”

Does this pricing commitment relate to only those prices offered under similar terms, conditions and service requirements?

No. Supplier represents to U.S. Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) that it offers to Participating Public Agencies.

How will US Communities respond to situations where a manufacturer is unwilling to offer price support to distribution for the US Communities contract equal to or better than a customer’s existing agreements?

It is up to the Supplier to determine its’ pricing with manufacturers. Supplier must still meet the commitment to lead with U.S. Communities and offer the lowest overall pricing (net to purchaser) to Participating Public Agencies.
How will US Communities respond to situations where distributors will be unable to support the requirement to transition if:

Manufacturer refuses to extend price support? Or, US Communities administrative fee reduces gross margin to the point the business is unprofitable. The 2% fee may represent the majority of the actual gross margin on many large volume stand-alone contracts?

Supplier is required to adhere to the terms of Administration Agreement, 3.3 (b).

How will US Communities respond to situations where price supports from manufacturers particularly for high volume, high price volatility products are not extended by the manufacturer to the US Communities Co-Op?

Supplier is required to adhere to the terms of Administration Agreement, 3.3 (b).

Regarding (C) Supplier holds a contract with an individual Public Agency. The Public Agency contract does not contain any cooperative language and therefore other Public Agencies are not eligible to utilize the contract. Supplier would be required to match the lower pricing under the Master Agreement and make it available only to the individual Public Agency.

How will US Communities respond if this results in moving distribution from a profitable to unprofitable position with the agency due to the administrative fee or the refusal of manufacturing to extend the same price support and terms to US Community’s contract transactions for this client?

Supplier is required to adhere to the terms of Administration Agreement, 3.3 (b).

Regarding “(iv) Supplier’s Options in Responding to a Third Party Procurement Solicitation. While it is the objective of U.S. Communities to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own procurement solicitations, U.S. Communities recognizes that for various reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

Supplier may opt not to respond to the procurement solicitation. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.

Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.

If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.”

Do the parts A, B, and C above apply to all solicitations of any individual product or group of products contained within the catalog of products made available to US Communities?

Yes.

Can these provisions be considered anticompetitive since they appear to remove the winning US Communities bidder from the market unless they bid in conjunction with US Communities?

No.

How will US Communities respond if a bid is released and it does not allow pricing to be offered by the winning bidder using a GPO that does not match the terms and conditions of the RFP?

Reference Administration Agreement, 3.3 (b)(iv).
How will US Communities respond to requests for additional products to be added to the contract catalog in volumes too small to merit manufacturing price support that may be offered with price support on other contracts?

All contract changes or additions to the contract must be approved by Fresno Unified School District. Additionally, Supplier must still meet the commitment to lead with U.S. Communities and offer the lowest overall pricing (net to purchaser) to Participating Public Agencies.

How will US Communities respond to situations where customers have existing third party contracts for product dispensers for paper, soap, and cleaning products?

It is up to the Participating Public Agency to determine what is most advantageous for its district or jurisdiction.

Are shipping costs to be included in the quoted prices or would they be handled as an additional cost over the quoted prices?

Shipping costs should be included in the quoted prices.

Do you intend to continue to stock and ship from your warehouse to each school site or do you intend to operate a "just-in-time" style program?

Although FUSD does not plan to change current shipping methods, vendors should be able and prepare to ship either way.

To participate in the program do we need to be able to provide on-site sales support, customer service or training in all 50 states?

Yes.

We note that you have a point system for evaluation the RFP. Could you provide more detail on how points are distributed or weighted? (e.g., how many points for environmental benefits, how many for pricing, product breadth, etc.)?

Supplier’s Technical proposal will have a weighting of 60% and Suppliers Cost proposal will have a weighting of 40%.

The bid specification requires UL certified products. Some of our products are certified to UL standards by UL and others are certified to UL standards by ETL, another Nationally Recognized Testing Agency. Is that acceptable?

If it not UL certified vendor should say what organization they are using to certify.

We sell equipment directly and through independent distributors. How will we and our distributors know that customers are buying under the Master Agreement so we can account for it properly?

Participating public agencies should reference the Master Agreement number on their purchase order. It is up to the Supplier to determine how to keep track of spend through the program by Participating Public Agency and report that spend to U.S. Communities. Reference Administration Agreement, 5.2.

Our range of equipment is broad and includes very large and expensive pieces of equipment as well as smaller commercial cleaning equipment. We can make equipment available for inspection as part of the sampling program but would appreciate clarity about how it will be protected and when we can retrieve it etc

Any large sample equipment would be stored inside the Districts warehouse and would be available for retrieval as soon as the evaluation is complete.
We understand that the pricing is to be the "lowest overall available pricing (net to purchaser) on Products and Services" offered to Public Agencies, not including taxes. To us, this implies that freight is included in the bid. However, our equipment prices cannot practically include freight charges as freight varies greatly depending on the size of the equipment, the customer locations etc. and there is no practical way to estimate such charges. Can we submit an equipment bid that is net of freight and taxes? (Note that smaller parts and consumables can be quoted with freight included.)

The standard request is to include freight however if additional freight will be charged on equipment Submitting equipment that does not include freight is acceptable but actual freight charges must be noted in the response. However, all freight charges must be actual charges with no additional markup, fees or surcharges.

We are a public company and much of the supplier information you require as part of the RFP is not publicly available. If we identify this information as "Confidential and proprietary information" per section 12 of the General Information instructions, will this information be treated confidentially? How many parties will have access to this information? Can we request that it be destroyed or returned to us after the awards are determined?

Reference General Information, Section 12 for instructions on Trade Secret/Proprietary Information.

Would it be possible to get information regarding current vendors who have entered into Master Agreements with lead agencies and U.S. Communities for reference purposes?

To view a list of current U.S. Communities contracts, go to www.uscommunities.org. If you wish to have contact information for a specific Supplier, please provide this request to Marisa Thibodeaux at marisa.thibodeaux@fresnounified.org.

When responding to sheets for “Sample Pricing for Evaluation”, in particular for chemicals, the dilution rate needs to be taken into account to compare “in-use cost per gallon” for comparative products. How would you like for suppliers to account for this, in particular in cases where a product may have varying dilution rates?

An “each price” column will be added to Sample Pricing sheet, the each price should be closest to the purpose of the specified item.

Under National Staffing Plan, it states to identify the key personnel who are to “work on the project, their relationship to the contracting organization, and amount of time to be devoted to the project.” How is “project” to be interpreted? Is it the assignment and allotted time required for the work and preparation to set up the processes that will be needed to manage the contract or is it the assignment and allotted time required to run and manage the daily processes once the contract has been awarded?

Supplier’s National Staffing Plan should identify key personnel and the time commitment of those key personnel that will be actively engaged to administer and manage the contract during implementation and throughout the contract period.

To insure consistency across all proposers, will you provide a format to submit product portfolios/pricing?

No, Reference General Information, Section 6 for Cost Proposal instructions.