



## REQUEST FOR PROPOSAL ADDENDUM

ADDENDUM #1

DATE: August 8, 2018

**REFERENCE:** Request for Proposal Number: R-BB-19002  
Title: Facilities Management Products and Solutions  
Issue Date: July 17, 2018  
Sealed Proposal Due Date: August 23, 2018 @ 2: p.m.

*All Offerors shall be advised of the following clarifications to the referenced solicitation:*

1. Question: Please provide clarification regarding the purpose of attachment F.

**Answer:** *Attachment F, the Sample Contract, is provided to give proposers an idea of what a contract would look like if an award was made.*

2. Question: Because terms, conditions and legal requirements for the performance of services can vary across business lines (Rental, First Aid & Safety and Fire Protection), will the local agreement to be executed by the Participating Public Agencies be the governing document for the product or services being procured even if those terms and conditions may run contrary to that which is in the main agreement.

**Answer:** *No. The Master Agreement will prevail and any end user agreement terms and conditions should reference those in the Master Agreement. End User Agreements may include additional terms, however, that are specific to the product or service being provided. Proposers should provide an example of each end user agreement they would ask a public agency to sign, as indicated in 7.13.12.11.*

3. Question: The items listed on the National Market Basket under Uniforms Purchased Nationwide are identical to the items listed on the Uniform Rental sheet. Should these be identical?

**Answer:** *Yes, these are meant to be the same. The market basket items are simply being used to perform a cost comparison. These items should not be construed as a core list.*

4. Question: 10.1 (pg. 13) option to renew for two (2) additional two-year periods, two-years at a time. However, on the "sample contract" Attachment F, 3.1 (pg. 32) it states option to renew for four additional, one-year periods, one year at a time. Even though Attachment F is just a sample contract, should those terms match and be set at the two-year term?

**Answer:** *The term in Section 10.1 is correct.*

5. Question: 5.1.5 First Aid & Safety (pg 9) should Cintas include pricing for training courses we provide under our First Aid & Safety Division. Training courses are part of offering.

**Answer:** *In order for this offering to be included in any resulting Master Agreement, it should be fully described in the offeror's proposal. Pricing should be included.*

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6. Question: On the National Market Basket page there is a column called "Discount (Percentage from Discount Category)", is this to list the pricing discount from standard pricing?

**Answer: Proposers should indicate the percentage discount for this item. That percentage discount should correspond to the discount entered in the "Discount by Category" tab for that category.**

7. Question: On the page "Discount by Product Category" is this page to detail discounts on items not in the market basket?

**Answer: The market basket will be used solely for comparison purposes and is not a core list. The proposer's full price proposal should be contained in the "Discount by Category" tab.**

8. Question: There are additional items in our enterprise that our outside of the market basket of items given, is pricing for those other items required to presented in our bid response?

**Answer: The proposer must present pricing for all products and services in their proposal. The full pricing proposal should be contained in the "Discount by Category" tab. The market basket should, also, be completed but will be used solely for comparison purposes and will not be a part of any resulting Master Agreement.**

9. Question: We view our organizational structure (org chart) as proprietary can we assign this to be redacted?

**Answer: Please see Section 7.10 of the RFP.**

10. Question: With the NIGP trade show occurring the date of the RFP submission requirement, can the deadline be extended?

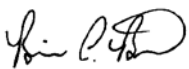
**Answer: No, the sealed proposal due date will not be changed.**

11. Question: Do you have a "WORD" and/or "EXCEL" format version of the attached PDF that you could email me? Our Administrative Department tried to convert the attached PDF in to WORD but it did not convert in a manageable form.

**Answer: It is not PWCS' standard practice to release solicitation documents in other than PDF.**

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Purchasing Office either prior to the Proposal due date and hour specified or attached to the RFP. Signature on this addendum does not constitute the Offeror's signature on the original proposal document. The original proposal document shall also be signed.



Brian Burtner, CPPB, VCO  
Buyer

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ACKNOWLEDGMENT:

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Name of Firm

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Signature

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Date

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Print Name and Title

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