



GENESEE COUNTY PURCHASING DEPARTMENT

ROOM 200, COUNTY ADMINISTRATION BLDG.
1101 BEACH STREET
FLINT, MICHIGAN 48502

TELEPHONE
(810) 257-3030
FAX
(810) 257-3380

ERIC F. HOPSON
Purchasing Director

CINDY CARNES
Purchasing Manager

November 6, 2008

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #08-028
RESTROOM/JANITORIAL SUPPLIES AND DISPENSERS**

1. The Due Date for submissions of proposal has been extended to:
Friday, November 14, 2008 at 11:00 am (EST)
2. Add the following item as **item 18** in **ADDITIONAL TERMS AND CONDITIONS:**
Best and Final Offers: Genesee County will determine if it is in its best interest to seek a 'Best and Final Offer' from prospective offerors submitting acceptable and/or potentially acceptable proposals. The 'Best and Final Offer' would provide a prospective offeror the opportunity to amend or change their proposal to make it more acceptable to Genesee County. Genesee County reserves the right to choose whether or not to exercise this option. The contract that may be entered into will be awarded based on the proposal response and possible Best and Final Offer that is the most advantageous to Genesee County.

During the aforementioned procedures, neither the names of any of the offerors nor the contents of any proposal will be disclosed until the completion of negotiations and possible revisions of proposals.

3. Include the **Revised PROPOSAL FORM C**, in place of **PROPOSAL FORM C**, with the submitted proposal.
4. Please see the attached questions and answers submitted in response to the above mentioned RFP.

Indicate on the Signature Page item #5 and the exterior of the envelope containing your proposal:

**“ADDENDUM #1 RECEIVED”
ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 200
FLINT, MI 48502**

Eric F. Hopson

Eric F. Hopson, Purchasing Director
G:/bid2/2008/08-028add1

**PRE-PROPOSAL MEETING MINUTES, QUESTIONS, AND ANSWERS
RFP#08-028 RESTROOM/JANITORIAL SUPPLIES AND DISPENSERS**

Cindy Carnes – Purchasing Manager
Jim Miller – Building & Grounds Supervisor
Laurie Boyd – Corporate Express/Staples
Mark Caldwell, Grainger
Jack Miller – Industrial Cleaning Supply
Jim Burr – Janitorial Supply Solutions
Jim Ishmon – Michigan Merchants Supply & Service
Dennis Forn – Supply Pro

This one RFP will be reviewed by different departments in Genesee County for their specific use. There are three groups featured in this RFP: Building and grounds is responsible for most of our buildings here at the County, with the exception of all of the Parks and Recreation facilities. Parks and Recreation will be purchasing independently. Sheriff Department orders for the Jail and will be purchased independently also.

Proposals are due on or before 2:00 p.m., Wednesday, November 12, 2008

This is an informational meeting. Please put your name and contact information on the Sign-in sheet

INSTRUCTIONS TO OFFERORS pages 3 & 4

- #3 Submit one original, two additional copies of the proposal, and one electronic version of your proposal in a sealed package.
- #4 Attachment 1 is the model Equity & Diversity plan that is turned it to the Office of Equity & Diversity.
- #5 The County's Standard Proposed Contract is attached to this RFP any exceptions must be written on company letterhead and included with the proposal response
- #7 Bidders insurance checklist pg 18 Submit Completed Checklist
- #6 (check the Genesee County Purchasing Department website (<http://www.co.genesee.mi.us/Purchasing/currentbids.htm>) for all updates)
- #8 Proposal Format: Proposals must be submitted in the format outlined on pages 13-15 (see PROPOSAL REQUIREMENTS CONTENT/FORMAT) to be deemed responsive.

STANDARD TERMS & CONDITIONS pgs 4 - 6

ADDITIONAL TERMS & CONDITIONS pgs 7 – 10

- #2 This is the best opportunity to ask questions/get clarification, all questions are due Monday November 3 at 5:00 pm
- #9 Disclosures – All items are subject to full disclosure through the Freedom Of Information Act.
- #10 Addenda will be posted at the website and each proposer is to acknowledge receipt of the addenda on the Signature Page
- #17 Acceptable Deviations: We do expect to get proposals for alternative supplies. If you are providing alternative items, include your marketing

materials, catalog, etc. We are looking to standardize our products somewhat, save money, and make improvements.

Overview - SCOPE OF SERVICES pg 9-12

We do not expect to have delivery charges. So if you need have a minimum order set, specify that in your proposal. Some of the departments are smaller and need to know what the minimum is.

Order placement – We do want to have the procedure to place an order, whether they can be emailed, faxed, what your delivery turn around time is, if we can develop a core list and those core items are delivered in 48 hours everything else is delivered in 72 hours or what ever your specified time frame will be.

ALTERNATIVE PRODUCTS AND SOLUTIONS pg 12

Proposal form B is to enter all alternate products. We did list all of the requested items again. Each item is numbered on Proposal form A and Proposal form B. When recommending an alternate product for any item be sure to reference the item number if you are providing additional information which does not fit on the proposal form provided, for example 1A Bleach. Proposal Form A items are numbered 1, 2, 3... and Proposal Form B items are numbered 1a, 2a, 3a.

PRICING page 12

Invoicing – standard format of what you sold, how much per item rather than a total dollar amount per shipment. We want an itemized detailed invoice.

PROPOSAL REQUIREMENTS CONTENT/FORMAT pg 14/15

Use this page as your checklist for assembling your proposal.

EVALUATION, SELECTION, AND AWARD PROCEDURE pg 15

RESTROOM AND DISPENSER COUNT – INFORMATIONAL ONLY page 16

SIGNATURE PAGE pg 17 Submit an original signature of the person authorized to make a binding offer.

BIDDERS INSURANCE CHECKLIST pg 18

REFERENCES pg 19

COST PROPOSAL FORM A pg 20 – 25

Cost Proposal Form A – If the decision is made to continue with all the same products and not make any changes at all we know what it is going to cost us.

COST PROPOSAL FORM B pg 26 – 30 use additional pages for other items. Cost Proposal Form B is an opportunity to propose alternate products.

PROPOSAL FORM C - CATALOG PRICES

We are going to have a core list of items that we buy all the time. In addition to the core items, there will be other items that we will need to purchase. We are hoping to be able to go through the catalog and select those items and know what the discount will be for other items purchased from the catalog. Please describe any volume discounts,

government pricing, rebate incentives your firm may offer and include detailed minimum order / penalty fee information.

PROPOSAL FORM D – EXTEND CONTRACT PRICING Option to extend the contract to other local units of government, affiliated agencies, and school districts.

ATTACHMENT 1 – STANDARD PROPOSED CONTRACT FOR PURCHASE OF GOODS

ATTACHMENT 2 - MODEL EQUITY AND DIVERSITY PLAN

Questions received:

Q1. How long is the contract?

A1. Initial Term

The initial term of this Agreement is effective upon approval by the Genesee County Board of Commissioners (the “Board”) and shall be effective for one (1) year (the “Initial Term”).

Extension Terms

The Board has the option to extend this Agreement for up to three (3) additional one year terms (the “Extension Terms”).

Q2. On Cost Proposal Form A, what is the reference to PARKS under MFG SKU NO?

A2. These items are the items the Parks and Recreation division provided to Purchasing.

Q3. Will this product be purchased by more than one department?

A3. Yes. The three departments that do the most purchasing of this type of product are Building and Grounds, Sheriff (for the Jail) and Parks. Each department has different requirements and products. Genesee Valley Regional Center will also be buying products that will fit their requirements.

Q4. I have a page labeled Exhibit A and it is blank, what is this?

A4. This is part of the Standard Contract; it will be completed at the time the contract is awarded.

Q5. On the Bidder’s Insurance Checklist, is the \$1M General Liability a rider on the County Policy?

A5. No. The successful Contractor is required to have insurance coverage through their own business policy. This is normally a policy that will cover services, operations and products provided to the county in completion of the awarded contract. The Checklist is a list of the coverage the County requires to do business with it.

If the question really was about the Additional Insured (AI) provision, the indemnification and insurance requirements require that the County is added to the Contractor's Additional Insured list. This can be done by a blanket provision in the policy usually worded that the AI is included automatically if required by the

contract or by the carrier adding the County as an AI through an endorsement through the Contractor's insurance company.

This can be provided to the inquirer who should discuss it with their insurance agent.

Q6. How many delivery points are you going to have?

A.6 Parks and Recreation has a warehouse. Parks intends to buy the entire years worth of product and deliver to the warehouse one time. Jail, 1002 S. Saginaw Street is a delivery location, Building and Grounds has two locations and Genesee Valley Regional Center on Pasadena Ave would be a separate location for delivery.

Q7. Parks and Recreation would be ordering independently. Does that mean they would be tied to the contract or are they free to do what they want?

A7. They will be selecting from the products in the proposal responses to this RFP. The County may decide on one vendor that fits our needs, and Parks may determine that another supplier better fits their requirements.

Q8. In many of these that we do is a Just in time concept of say 24 hours delivery to locations on core products. Is that the concept of this?

A8. We would like to see something like that.

Q9. Eventually the Parks might go to that?

A9. I don't know if the Parks will be doing that. They typically put their supply order out for quote once a year. The most cost competitive supplier gets the order.

Q10. Other areas could be ordering those same products?

A10. Yes.

Q11. Other areas are ordering more frequently which would be different pricing.

A11. Yes, departments which order more frequently would be looking at the pricing you are offering on the proposal forms A and/or B. Parks when placing one large annual order would be looking for a volume discount beyond the standard proposal pricing, if offered. This pricing should be reflected as part of proposal form C.

Q12. How many locations does the Parks have?

A12. A restroom count was not provided. They will not be changing any fixtures.

Q13. If we are going through this and we can't identify from your description what it is, can we email you?

A13. Yes

Q14. Can we see some of these products if we have questions?

A.14. I guess it would depend on which product it is. It would be possible.

Q15. What if you don't have this exact same brand on your proposal A we can put an alternate on Proposal A?

A15. Yes, if it is substantially the same product. If it is packaged differently or if it is a different brand, just let us know what the difference is, for comparison purpose. The product differences could be referenced by the item number on a separate sheet and the pricing included on Proposal form A.

Q16. During this process how are you going to determine if that product meets your needs or standards?

A16. If there are alternates, we may ask for samples. At this point in time, it is hard to answer, because I don't know what information I'm going to get back. We have left time in here to talk to anyone of the proposers to clarify what is being offered. We have not bid out this product before. Every effort will be made to give every proposer the same opportunity to be awarded this contract.

Q17. Regarding catalogs, you want to know what discount off the list price?

A17. Yes

Q18. Regarding discount could you give us some dollar volume amount of annual sales so that we could say if you reach this amount, you'll get this back?

A18. What we have included in Proposal A is our projected annual usage in the case pack we have listed. These figures are based on sales reports that we have received during the year from our current vendor.

Q19. There are other issues like training if a change in product occurs. Is training important to you?

A19. It is probably something we will need to address in the addendum. Upon additional discussion it was determined to allow a vendor to include training cost in the proposal if the vendor feels that the product being proposed would require a formal training session. Any additional costs should be noted on Proposal Form C.

Q20. It would be helpful to know what type the various dispensers are. Are you looking for a program to come in and install all new dispensers?

A20. We are going to consider that option, the Administration Building, the Health Department and the courts are the most likely places for new dispensers. The jail, GVRC and the Parks facilities are not likely to change any fixtures,

Q21. In your paper supplies, cost of dispensers using proprietary paper you get dispensers at no charge, is that something you're looking for.

A21. That is what the alternative proposal is looking for, that type of information. We are looking for what you think our best solution would be.

Q22. Would you consider, for example on soap dispensers, we tell you what the price of the soap dispensers and the cost of the soap is and get you the cost per push or cost per hand wash. We can give you that analysis, but would you be able to digest it?

A22. We do not have a current cost per use. Initially the cost comparisons will be done based on annual cost and the proposals should provide the cost

information on an annual basis. More detailed cost may be requested as part of best and final offers if needed.

Q23. Dispensers – Is this a pretty accurate count for those departments that will make changes?

A.23. Everyone is listed but not everyone will be making changes. The Courts are up for change, Courthouse, Galiver Building, Admin Building, will be changed, not sure about Animal Control,. The Public area of the Sheriff Department may be changed. GVRC may need some individual attention there by the company awarded this contract. It is a detention facility and they have to meet certain requirements. The Haley building, Health, Burton and McCree North, MSU Extension office, and Motor pool would be up for change. Parks will not be changing anything.

Q24. Equipment or equipment repair involved in this proposal? Like floor machines?

A24. No.

Q25. If you are unable to provide a certain item does that count negatively against you?

A25. No. Not if it's an item here or there, especially if you provide an alternate.

Q26. Is bleach used in the jail as well?

A26. Yes the Jail is the primary user. Parks uses a general disinfectant and that could be similar to what the jail uses. There are some items that departments may not be flexible on.

Q27. The pricing expectation is what, 1 year?

A27. We did make allowances for price changes every 6 months. Some products are somewhat volatile. If you are concerned about that, we do address it every 6 months. We don't want changes more than twice a year. All price changes will need to be supported with industry changes.

Q28. Some items like liners are on the way down and in some instances it would be good to look at that quarterly.

A28. You can certainly put that in your proposal.

Jim Miller stated:

If we should decide to standardize and go to something totally different than what we have there, we would be interested to know if you would install the new dispensers, and if we decide to do it how you would work with us to do that. We are still up in the air about who will do it and what that entails. Any upgrades will be a phased process. We are concerned that if we change to a new delivery system that it stays that way for a long, long time and the products are available.

RFP #08-028 RESTROOM/JANITORIAL SUPPLIES AND DISPENSERS
REVISED: PROPOSAL FORM C - CATALOG PRICES
(NON-CONTRACT ITEMS)

Straight percentage discount on all non-contract catalog items.

Catalog shall be submitted with proposal.

Non-contract Catalog items list price less _____%

Volume discounts

____ **Yes**, see attached sheet with detailed information

____ **No**

Governmental Pricing discounts

____ **Yes**, see attached sheet with detailed information

____ **No**

Rebate Incentive

____ **Yes**, see attached sheet with detailed information

____ **No**

Minimum Order

____ **Yes**, see attached sheet with detailed information

____ **No**

Other Costs: (provide explanation) _____

Signature: _____

Title: _____

Name(Printed): _____

Company: _____

Address: _____

Date: _____