

Q&A - RFP #19-20 Maintenance, Repair and Operations (MRO) Supplies & Related Services

Document/Section	Question	Answer
RFP #19-20, Addendum #2	In case these have not already been brought to your attention, Exhibit A's letter order on page 39 is out of sorts. Page 38 ends with "I" and page 39 starts with another "I." "L" is skipped, followed by two M's in a row.	See addendum #2
Appendix D, Exhibit B	<p>2 Exhibits referenced in the Example Administration Agreement do not match the RFP Exhibits. Since it is an example, I wasn't sure if they need changed for accuracy: Page 43, #13 labels "Exhibit C" as the "Contract Sales Report," but it is the Example Master Intergovernmental Cooperative Purchasing Agreement (pg 46). The Sales Report is Exhibit E (pg 50).</p> <p>Pg. 43, # 14 states "Administrative Fee payments are to be made via Automated Clearing House (ACH) to the OMNIA Partners, Public Sector designated <u>financial institution identified in Exhibit D,</u>" but Exhibit D is the Example Principal Procurement Agency Certificate (pg 49).</p> <p>Will these be addressed during the pre-bid conference or updated via an addendum?</p>	The Exhibits, as referenced in Exhibit B, Administrative Agreement, are correct.
RFP #19-20, page 12 V. Pricing – Electronic Price Lists	We have received an RFP for an upcoming bid and will be our first time to solicit in this fashion. In reading the Scope of Work, we are to provide pricing from our catalog. We are the manufacturer and we sell both wholesale and retail. Neither our catalog or our web-site have any pricing. We do have "established "price sheets with List Pricing that our sales staff work from. What would be acceptable?	Please review page 12 V. Pricing – Electronic Price Lists
RFP #19-20, Page 3	Pertaining to page 3 under Product & Services Specification: "Each service proposed is to be priced separately with all ineligible items identified." If products in the market basket fall outside of a suppliers core offering, will the supplier be considered unresponsive if they "no bid" those select items? If it is allowed to "no bid" select items and still be considered responsive, will the supplier be evaluated less favorably during the evaluation process for "no bidding" select items?	The evaluation committee will review all responses. "No bidding" certain items is acceptable.
RFP #19-20, Page 15, Section C item f.	Pertaining to page 15 section C item F: "Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors." Would Region 4 ESC consider	If there is known information that

	a time horizon of the past 10 years an acceptable timeframe to report any past litigation, bankruptcy, reorganization, or state investigations of the supplier, current officers or directors?	goes past 10 years, please include.
Appendix E – Price Sheet	Pertaining the market basket: Can we get a more detailed description for the following market basket items?	All of the information we have is provided.
RFP #19-20, Page 39, Section M	<p>Regarding Page 39, letter M:  <i>“Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners, Public Sector Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement (“Guaranteed Contract Sales”). [...] To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.”</i></p> <p>This provision has changed from the 2014 RFP the current contracts were awarded on (#32 on pg 37 of RFP #14-21). The added statement, “the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sale,” would seem to advantage the largest companies, simply by virtue of their standard revenue qualifying larger sales figures.</p> <p><u>Question 1:</u>  How will section M be weighted in the decision making process?</p> <p><u>Question 3:</u>  Is OMNIA Partners willing to amend M’s last sentence to, “The administration fee shall be calculated based on the actual Contract Sales,” (or similar) so the fee is only based on actual sales?</p> <p>Or, are they willing to name a uniform dollar figure in lieu of a fee based on bidders predicted sales? An example of this we have seen elsewhere is, “___% of contract sales or \$X, whichever is greater.”</p>	All responses and exceptions will be evaluated and considered. If a supplier guarantee’s sales that will be considered within the Evaluation Criteria. The language has been revised from the previous RFP.

RFP #19-20, Addendum #2	<p>Good Morning Crystal – just wanted to ask a question in regard to the question’s deadline. During the pre-proposal conference it was discussed that the question period would be extended to Thursday, November 21<sup>st</sup>. Since we have not seen an addendum issued with the new timeline, should we follow the timeline stated in the proposal documents and have all questions submitted by end of day today?</p>	<p>Addendum #2 and revised Exhibit E has been emailed and Pre-Proposal meeting notes posted 11/18/19.</p>
Appendix E – Price Sheet	<p>On Appendix E, 3<sup>rd</sup> tab (named Category-Disc.), in the drop-down options, “Electrical” is not an option. “Electronics” is available but Electronics and Electrical are essentially two different product types.</p> <p>On page 11 of the RFP, “Electrical Supplies and Equipment” is listed (but Electronics is not). Will Appendix E be updated with Electrical or should the bidder use “Electronics” for Electrical?</p>	<p>Appendix E has been amended to add “Electrical” category and emailed on 11/22/19. Please do not edit this form!</p>
Appendix E – Price Sheet	<p>Can we submit a net price in column i labeled “discount off unit price” if we’re submitting a net price for the requested item? If no how should an offeror represent their price for the SKU?</p> <p>If yes to question 1, if offeror is submitting a category discount on tab three, are we required to enter a percent discount off in column H in the core MktBsk basket tab since we’re holding the net price for that item? The percent discount off does not seem relevant since we are providing a and holding firm a fixed price point steeper than a category discount.</p>	<p>Appendix E Tab 1, column headings for H &amp; I have been amended. Revised Appendix E emailed on 11/22/19.</p>
RFP #19-20, Q & A	<p>Will Region 4 / OMNIA be releasing the answers to the questions which were asked in the pre-proposal meeting? We’re specifically looking for the answer to question asked around g. Please submit price lists and/or catalogs in excel or delimited format only minimizing file size.</p> <p>It’s our understanding based on the feedback from the conference we’re NOT required to submit our entire catalog sku listing on a flash drive or the 19-20 market basket price sheet. Simply the core list items requested and any category discounts associated with our offer are required for this proposal. Can you please confirm?</p>	<p>RFP #19-20, Pre-Proposal Meeting Notes Version 2 has been posted. A revised Appendix E has been issued in Amendment 3.</p>

RFP #19-20, Appendix D, Exhibit G, Document 7	Appendix D, Exhibit G, Document 7 requires submission of our New Jersey Business Registration Certificate. Our company has more than 20 locations within the state of NJ, each with their own Business Registration Certificate. Will submission of one Business Registration Certificate suffice, or will they be required for each of our locations?	Complete the form and include at least one Business Registration Certificate
Appendix E – Price Sheet	<p>The RFP excerpts below reference Electronic Catalog/Price Lists. Are you looking to receive a copy of our entire catalog in excel or is this referring only to Appendix E/the market basket?</p> <p>Page 3, Product &amp; Services Specification “Electronic Catalog and/or price lists must accompany the proposal. Include an electronic copy of the catalog from which discount, or fixed price, is calculated.”</p> <p>Page 4, 2.a)e. “Electronic price lists must contain manufacturer part #, Offeror part # (<i>if different from manufacturer part #</i>); description; manufacturers list price and net price to Region 4 ESC and participating members (including freight).”</p> <p>Page 4, 2.a)f. “Media submitted for price list must include the respondents’ company name, name of the solicitation, and date on Flash Drive (i.e. Jump Drives).”</p> <p>Page 4, 2.a)g. “Please submit price lists and/or catalogs in excel or delimited format only minimizing file size.”</p>	No. Complete and submit Appendix E – Price Sheet
RFP #19-20, Page 4, Section 8	Paragraph 8 of the Instructions to Offerors prohibits the Offeror from specifying that its pricing is exempt from public record. We respect the nature of the request; however, based on prior experience, we note that Section 552.104(a) of the Texas Government Code excepts from disclosure “information that, if released, would give advantage to a competitor or bidder”. In addition, Section 552.110(b) provides that “Commercial or financial information for which it is demonstrated based on specific factual evidence that disclosure would cause substantial competitive harm to the person from whom the information was obtained is	Follow the requirements spelled out in Section 8.

	excepted from the requirements of Section 552.021" (Availability of Public Information). For these reasons, Lawson requests its pricing be exempt from public disclosure.	
Appendix E – Price Sheet	Pertaining to the Market Basket tab Core-MktBsk: Is the "Supply Category" drop down option a mandatory field for submission on the 1st tab Core-MktBsk? There are items in the market basket that don't appear to fall within the predetermined Supply Categories. As an example, line 189 (Drill Bit); we would consider that a Cutting Tool Category, but that is not an option. Would that fall into the "Building Supplies" category?	Please select the closest category option. Misc is also a category choice.
Appendix E – Price Sheet	Pertaining to the Market Basket tab Core-MktBsk: For the column titled "DISCOUNT OFF UNIT PRICE", is this defined as the net pricing (the pricing after the discount off the List price)?	Please see revised Appendix E – Price Sheet issued with Amendment 3
Appendix E – Price Sheet	Pertaining to the Market basket tab 3 "Category-Disc": If we supply MRO categories that we feel are not represented in the Supply Category drop down (such as Fluid Power), should we select "Misc."?	Please select the closest category option. Misc is also a category choice.

**END OF Q&A**