

Addendum to Solicitation



Purchasing Office / City of Mesa • 20 East Main Street, Suite 400 • Mesa, AZ 85201

Issue Date: August 8, 2019

This addendum will modify and/or clarify: Solicitation No.: 2019209

and is Addendum No.: One (1)

Procurement Description: Vehicle Tires, Accessories and Related Services

Below is the City's response to Vendor questions:

- Vendor Question:** Attachment A Pricing – Both National Pricing and City of Mesa Market Basket Tabs: the worksheets have a column for the “Manufacturer” Name. **If a tire manufacturer has multiple brands, can the brand names be used instead of the Manufacturer name?**

Response: Yes.

- Vendor Question:** Attachment A Pricing – National Pricing Discount Tab, Section G: “In the table below, indicate any additional products or services that can be provided nationally to include comprehensive tire retread products and services. Breakout pricing and insert rows as needed to provide all necessary information.” **Can we attach a separate spreadsheet rather than list multiple retread lines (there are over 3,000)?**

Response: Yes.

- Vendor Question:** Several items in the bid refer to service and delivery guarantees. As a tire manufacturer, our network for serving dealers will be managing that aspect. **Without dealer agreements as part of this bid, will OMNIA considering removing those items, as they do not apply directly to the tire manufacturer?**

Response: Yes, items related to service and delivery guarantees may be considered depending on the proposed response and solution. As part of the response, indicate what service and delivery guarantees can be provided; also include any redlines for language the Respondent is proposing to remove or change.

- Vendor Question:** **Are services included as part of the calculation for the administrative fee?**

Response: Yes.

- Vendor Question:** Page 30 of Attachment D refers to this as a Requirements Contract. **Can you define what those requirements are?** There is no min/max, which may preclude this as being a Requirements Contract.

Response: A requirements contract, as defined by the City, means the City is under no obligation to purchase materials or services under the contract, unless the City determines there is a need. The quantities are estimates only and do not obligate the City to purchase the identified quantity.

- Vendor Question:** **Is the City of Mesa open to language change on the Indemnification/Liability portion of this bid, located on page 40 (Section 24)?**

Response: While the City does not encourage exceptions, any exceptions your firm requests must be indicated in *Attachment B Required Response Form*. The City is not required to grant exceptions and depending on the

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exception, the City may reject the Response as non-responsive. The City reserves the right at its sole discretion to negotiate exceptions with a Respondent and material exceptions will be reviewed and either approved or denied by the City Attorney.

7. Vendor Question: **When is the contract award date?**

Response: The anticipated award date is November 18th, but this is subject to change depending on the number of responses the City receives.

8. Vendor Question: **When does the contract start?**

Response: The anticipated contract start date is December 1, 2019 but is dependent upon the date it is approved by Council.

9. Vendor Question: Instructions #4 Response Format (Pg 5), Tab 2, #8
What is a summary invoice?

Response: Summary Invoicing is the ability for a vendor to allow a customer to conduct business over a short period of time (typically a month) and then be invoiced for the amount spent rather than being invoiced for each transaction.

10. Vendor Question: Attachment A - Pricing
In addition to completing the market basket for the tires listed, should a price list with all brands and products be submitted with the response? If so, should it be an attachment?

Response: Yes, to both questions.

11. Vendor Question: Attachment A – Pricing
“A” reads “Propose a national discount off list price pricing structure. These are the minimum discounts Supplier will offer to Participating Agencies.” **Can there be several tires in the same group # that have a discount % that is better than the minimum discount %?**

Response: Yes.

12. Vendor Question: Attachment B – Exceptions & Confidential Information
While I don’t expect many exceptions, **if there is not enough space in the area provided for exceptions and/or suggestions, should a separate attachment be used?**

Response: Yes, you can include a separate attachment if you indicate that in the Exceptions portion listed on the Required Response Forms. You will need to note where, in your response, the attachment for the Exceptions is located.

13. Vendor Question: Scope of Work, Pg 17, Product & Service – General Tire Specs
#6 A reads: All tires shall be of a quality not less than the tires normally furnished in representative quantities by Original Equipment Manufacturers (OEM) as original equipment for automobiles, trucks, tractors, buses, backhoes, loaders, motor graders, and other heavy equipment. Not all tires are manufactured to OE specs. **Is the spirit of this specification to mean the tires should be top quality only and no blemished tires?**

Response: Yes.

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14. Vendor Question: Scope of Work, Pg 20
"F" Service Areas reads: "Respondent should demonstrate, in their Response, the ability to sell and service tires and tubes to the Participating Public Agencies. Respondent is required to provide a list of sales and service areas within each state. The list should be sorted by city and state and should outline the materials/services that can be provided in each area. Respondent's list of Authorized Distributors within each state must provide full location addresses including contact information and services that are currently provided by each location." Since this list could have thousands of Authorized Distributors in the United States, **would it be acceptable to provide something smaller (ex. Authorized Dealers in Arizona, Top 100 Authorized Dealers in the United States, etc.)?**

Response: The City would like to see the Authorized Dealers in Mesa, Arizona and the top 250 Authorized Dealers in the United States.

15. Vendor Question: #9. Exhibit 1 Draft Agreement, Pg 30
#3 & #5. Orders & Payment. **Could it be an option for government agencies to order the tires directly from an Authorized Dealer and pay that Dealer at the time of purchase?**

Response: Yes, but the respondent must also include how sales reporting will be provided.

16. Vendor Question: Attachment D – OMNIA, Pg 14, Items #13 & #14.
#13. Reports - **Can the due date of the monthly sales report be changed from the 10th day of the following month to the 15th business day of the following month to account for weekends and holidays?**
#14. Administrative Fee Payment – **Can the due date of the monthly administrative fee payment be changed from the 10th day of the following month to 15 business days after submittal of monthly sales report to allow finance and accounting process of payment?**

Response: Note those exceptions in your response.

Below is a revised pricing sheet to add two items to the City of Mesa Market Basket Pricing. Changes are indicated in red.



Revised Pricing
Addenda 1.xlsx

Please Note: proposals are due not later than September 4, 2019, 3:00 p.m. Arizona time.

Please contact brandy.andersen@mesaaz.gov or evan.karl@mesaaz.gov with any questions you may have regarding this addendum.

The balance of the specifications and bid/proposal solicitation instructions to remain the same. Bidders/Proposal Offerors are to acknowledge receipt and acceptance of this addendum by indicating receipt on the Required Response Forms attachment of this bid/proposal response. Failure to acknowledge an addendum prior to bid/proposal opening time and date may make the bid/proposal response non-responsive to that portion of the solicitation as materially affected by the respective addendum.