

16-21 Janitorial Supplies, Equipment, Maintenance and Repair Q&A

1. Page 8 D. General Terms and Instructions to Offerors - I. Submission of Response: RFP states “Vendor must also submit two electronic proposals free of propriety information to be posted on Vendor information page if awarded the Contract.” Please confirm that this is not a requirement until the award is made.

*Answer: Proprietary free copies must be submitted with original response. Awarded supplier(s) will have the opportunity to finalize proprietary free copy of solicitation prior to posting on website.*

2. Page 11 Conditions of Submitting Proposals - XV. Specifications: RFP states When a solicitation contains a specification that states no substitutions, no deviation from this requirement will be permitted. Offeror must comply with the true intent of the specifications and drawings and not take advantage of any unintentional error or omission. In cases where no type and kind of product is specified, specifications have been developed to indicate minimal standards as to the usage, materials, and contents based on the needs of the members. There is not a detailed product list within the RFP, are we to provide an offering based on our suggested program to TCPN, or is a list available?

*Answer: There is no specific product listing for this solicitation, the resultant contract is intended to cover the full line of janitorial supplies, equipment and services the offeror provides.*

3. Is there a process for product approval, in the event a new item needs to be added? If so, please outline guidelines.

*Answer: Suppliers may respond with category discounts that allow for obsolete items to be automatically be removed and new items to be automatically available under the contract. New product pricing would be based on the applicable category discount. Supplier’s offering a core list of specific items will use a Request for Vendor Contract Update form. The completed form along with supporting documentation, is provided to Region 4 for approval.*

4. How are core products vs. non-core products identified? Please provide guidelines for establishing, differentiating and pricing non-core products.

*Answer: Since no specific “core list” is provided with the solicitation, please reference page 7, B. Scope and page 25, Appendix B. Product/Services Specifications on how to respond with products/pricing. Reference answer to question 3 on how to add items.*

5. Is there a minimum order requirement?

*Answer: Offerors are to state in their responses if minimum order requirements apply.*

6. Please advise how TCPN Region 4 will help support the overall program nationally or locally.

*Answer: Region 4 partners with National IPA/TCPN to promote the Region 4 contract to public agencies nationwide. National IPA/TCPN will work to develop a mutually acceptable sales and marketing plan with the awarded supplier.*