



**COBB COUNTY
Purchasing Department**

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Roger Ball
Purchasing Director

ADDENDUM No. 3

**Sealed Bid # 23-6692
Request for Proposals
Technology Product Solutions and Related Services
Cobb County Purchasing Department**

Date: October 5, 2022

Page 1 of 5

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

This Addendum consists of:

- **Questions Submitted in Writing**

Receipt of addendum MUST be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Company Name

Date

Signature

Please Print Name

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 122 Waddell Street NE, Marietta, GA 30060.

ADDENDUM No. 3

**Sealed Bid #23-6692
Request for Proposals
Technology Product Solutions and Related Services
Cobb County Purchasing Department**

Date: October 5, 2022

A. Questions Submitted in Writing

Question: Will electronic signatures be permitted for the subject RFP response? Our company is still working 100% remotely, with many of our officers and signature authorities living in different states. Will printed, electronically signed documents be sufficient proof of signature for this response?

Answer: Yes.

Question: Suppliers are nationally recognized and qualified are expected to propose a broad section of tractors, mowers, implements and related equipment and services that they offer commercially. Confirming that this is a mistake and should be a broad range of solutions, products and services within Information Technology and Physical Security?

Answer: Correct. This RFP is for Technology Product Solutions and Related Services.

Question: Prices shall remain fixed for the first twelve (12) months of the Master Agreement term. Reasonable price changes based on market conditions and price/cost analysis may be made after the initial twelve (12) months. The Contractor shall supply documentation satisfactory to Cobb County, such as: documented changed to Producers Price Indexes; Consumer Price Indexes; or a manufacturer's published notification of price change(s). The County states that "Prices shall remain fixed for 12 months". If the proposal pricing structure is based on discounts from List, will the County accept that "discounts from List Price will remain fixed for 12 months? Please note in this unprecedented time after COVID-19 pandemic and major industry product constraints, most original equipment manufacturers are not guaranteeing List Prices for specific products, but they are committing to discount structures.

Answer: The County understands that manufacturer pricing can change and does change on a regular basis (whether that be annually, bi-annually, etc.) but the discount shall remain the same.

Question: Include a list of the five (5) most relevant or comparable contracts completed by your firm during the past five (5) years with a public entity. Will the County confirm what it means by "Completed"? For example, if our Firm has held an OMNIA contract (previously US Communities that was novated to OMNIA) for over 19 years and it's expiring in April 2023, would that past performance be acceptable since the previous contract ended longer than 5 years ago?

Answer: The contracts must have been active within the past five (5) years and must have been in effect for a minimum of five (5) years.

Question: Suppliers shall provide pricing based on a discount from a manufacturer's price list or catalog. Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from Supplier and the pricing per item. Multiple percentage discounts are acceptable, if where different percentage discounts apply, different percentages are specified. Additional pricing and/or discounts may be included. Will the County allow discounts per Manufacturer or per Manufacturer Product Line?

Answer: The County would prefer that discounts be per manufacturer if multiple discounts are proposed.

Question: Include an electronic copy of the catalog from which discount is calculated. Will the County require OEM list price catalogs for all OEMs offered? Many of these catalogs are extremely large and could cause storage issues.

Answer: Proposers may provide a link to the catalog, or a website, may be provided with the proposal response but proposers must also include directions on where to look on the website, so the County does not have to search the entire website for the information.

Question: Suppliers are required to pay an Administrative Fee of 3% of the greater of contract Sales under the Master Agreement and the Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners Administration Agreement (Exhibit B). Is the annual guaranteed sales number calculated into a monthly number or is it applied annually at the end of the year?

Answer: Suppliers are required to pay the administrative fee. Guaranteed contract sales are calculated annually however guaranteed contract sales are not required.

Question: For the annual guaranteed sales number, would it be possible to have flexibility for the first 6 months of the contract? Our concern is with product lead times and constraints, this impacts our ability to provide products and solutions in a short period of time. As a new contract, most likely a ramp up time to book and deliver products, services and solutions would be needed. Would the County be open to a true-up process at the end of the contract year?

Answer: Guaranteed contract sales are calculated annually however guaranteed contract sales are not required.

Question: Will the County provide a pricing template and format to be included in submissions?

Answer: No. Proposers shall submit pricing as detailed in the RFP and subsequent addenda but may submit the information in any format they choose as long as it is clearly labeled and identified.

Question: Will the County provide a list of products/manufacturers to be priced and included for competitive evaluation?

Answer: No. The County is not looking for a specific list of manufacturers that proposers offer. The County is interested in contracting with a vendor for its entire offering, not specific manufacturers.

Question: Will the County consider providing an extension on the submission date?

Answer: No extension will be granted.

Question: Regarding signatures required within the bid proposal, are docusign signatures acceptable? Many authorized signers in different departments are remote and not based out of HQ.

Answer: Yes.

Question: I have a question regarding the review of proposers financial ratio evaluation, in lieu of financial statements. Will you please confirm that the financial ratio review completed by a signed and certified public accountant against financial statements is sufficient?

Answer: Yes, as long the financials were audited or reviewed by a third party independent auditor or certified public accountant.

Question: Will Cobb County be willing to notify proposers once a sealed bid package is received in mail, due to electronic submissions not being accepted?

Answer: Proposers may reach out to the County to confirm receipt but the County will not reach out.

Question: Page 21 – XXXVI. Project Team – Is there a preferred location for this information to be provided in the proposal contents listed on page 6-9?

Answer: Include in the Company Background/Profile section.

Question: Page 44 – Marketing and Sales 3.3 L. – Just as Cobb County and OMNIA Partners can not guarantee a minimum volume of sales to the supplier, the supplier cannot guarantee a minimum of contract sales. Supplier request this term be removed from contract.

Answer: Suppliers are not required to guarantee a minimum of contract sales however both the County and OMNIA are interested in what suppliers believe projected sales could be under this contract.

Question: Page 44 – Marketing and Sales 3.3 M. – Do these terms only apply to Public Agencies that are members of OMNIA? Supplier requests the condition to provide higher pricing to other solicitations be removed from contract.

Answer: Supplier may include any exceptions or modifications in their response for consideration.

Question: On page 5 of the Overview, Additional Agreements are discussed. Can we include EULAs or TOS via links?

Answer: Proposers may provide a link to any agreements but proposers must also include directions on where to look on the websites, for the particular agreements, so the County does not have to search the entire website for the information.

Question: In Section 1 on page 1 and Section 5.5 on page 8 of the RFP, it states that a broad selection of tractors, mowers, implements, and related equipment and services must be proposed. Is this correct given the definition of Products and Services on page 2 of the Overview? Please advise.

Answer: That is a typo from a previous solicitation. This RFP is for Technology Product Solutions and Related Services.

Question: Is a wet signature required under Section I of the Cobb County General Instructions for Proposers, Terms and Conditions on page 10?

Answer: Digital signatures are allowed.

Question: Per the RFP requirements, Master Agreement Overview (page 2): “Pricing for complete product and services offering will be determine by a percentage discount off the Supplier’s retail list price.” However, the RFP, Technology Product Solutions and Related Services 4. Pricing (page 7) states: Pricing shall remain fixed for the first twelve (12) months of the Master Agreement term... Please clarify.

Answer: The County is looking for a percentage discount and that discount shall remain fixed for the first twelve (12) months of the Master Agreement term.

Question: The Request for Proposal (RFP) Form mirrors the Bid Submittal Form. Is the RFP Form also required for submission, or was it just for the Pre-bid conference?

Answer: Both forms must be submitted.

Question: It is understood that Cobb County is the lead agency and the resultant Master Omnia contract is extended to other participating public agencies within the US. However, would Cobb County consider a direct contract that does not include the OMNIA Terms and Conditions?

Answer: As it states in the solicitation, “Cobb County, GA reserves the right to award the contract locally and/or nationally in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of the County and Participating Public Agencies as a result of this solicitation.”