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NOTICE TO OFFEROR  
QUESTIONS AND ANSWERS

Solicitation Number 22-05

Request for Proposal (“RFP”)  
by Region 4 Education Service Center (“ESC”)  
for Sport Surfaces, Installation, and Related Material

1. Question: Could you please provide some specifics about what type of surfacing this RFP is for? Would this be for full length athletic fields (football, soccer, etc), playground surfacing, indoor gym flooring?

*Answer: Offerors are not required to provide all forms of sport surfaces so that all Offerors may compete in a fair and open competition format. The scope of work is open could include (but is not limited to): fields, tracks, playground surfacing, gym flooring, turf, etc. so Offerors are encouraged and able to provide their full breadth of products and services.*

2. Question: For our pricing workbook, can it be submitted in either PDF or Excel?

*Answer: Yes, either can be submitted. Having both though often works best for Participating Public Agencies.*

3. Question: For signature pages, can we submit scanned versions of the signature pages on the media drive or do they need to specifically be submitted in DocuSign?

*Answer: They can be scanned versions.*

4. Question: Please explain the Guaranteed Contract Sales provision of the Master Agreement. Are more points awarded for a higher guaranteed sales number? If the guaranteed amount is not met, will vendor need to pay the 3% admin fee for the difference?

*Answer: A Guaranteed Contract Sales amount is not required. Points are not allocated for guaranteed sales, but some Suppliers choose to submit to show their commitment. If a guaranteed amount is not met, Awarded Offeror(s) would need to pay the administration fee on the total amount of the sales guarantee that is noted in the Awarded Offeror(s) response.*

5. Question: When is reporting and admin fee due? Reporting is monthly; however, are projects reported as they are awarded or when we are paid in full? Is admin fee due when we are paid in full by member?

*Answer: Reporting and payments are due monthly. Reporting and payments are to be made on the sale of products and/or services. If there are any exceptions or clarifications that an Offeror would like to make, they can submit those in their proposal.*

6. Question: The RFP reads "Net Price to Region 4 is to include shipping. We ship everywhere in the US and cannot pre-determine shipping costs. Can shipping be excluded? Also, isn't shipping a pass-through to customer?

*Answer: If shipping cannot be pre-determined, then include that as part of the response. Some Offerors may include shipping as part of their overall pricing, others may have it as a separate line item. But if there are to be shipping charges to Participating Public Agencies, they need to be indicated even if it is to say that shipping costs are separate and determined at the time of order.*

7. Question: Will a Fed Ex delivery be accepted for our submission?

*Answer: Yes, but please take delivery time into account when submitting a proposal. Offerors must be aware of the proposal due date and time as Region 4 Education Service Center is not responsible for deliveries received after the Submittal Deadline.*

8. Question: Is an RS Means Coefficient required? If so, are additional points awarded if the coefficient is below a 1? Are points deducted if coefficient is above a 1?

*Answer: A RS Means Coefficient is not required but pricing for products and services included as part of an Offeror's response is. An Offeror may also use multiple pricing mechanisms based on their different products and/or services. An example is the Offeror may provide list pricing for certain products and services but a coefficient for others. Pricing is also not limited to these options and could additionally include a discount off structure or hourly rates; Offerors should review Section IV. 2. a) Products/Pricing for additional details. Products/Pricing is an evaluation criteria and Offeror's will be scored based on all the pricing that is submitted and what may be best for Participating Public Agencies.*

9. Question: Will you be publishing the questions and responses asked and answered during the Zoom meeting?

*Answer: Yes. Questions that were asked in the Zoom meeting are included in this Question and Answer document.*

10. Question: I had a question on this solicitation – in terms of the scope of work, is installation a “must have” requirement to participate, or are we able to propose the materials themselves (with the warranty, etc.)? Essentially we’re wondering if this is an “all or nothing” bid or if we’re able to bid on components of the requested scope.

*Answer: Installation is not a must have requirement, but the most advantageous proposals will be selected based on the Evaluation Criteria stated in the Request for Proposal.*

11. Question: I am writing to request a copy of the pre-bid meeting attendance sheet, addendum and if available, the plan holder's list. I would also like to know the estimated budget for this project.

*Answer: Companies that noted their attendance include: AstroTurf; California Sports Surfaces; Elite Sports Builders; FieldTurf; Hellas Construction, Inc.; ICP Building Solutions Group; and Mid America Sports Construction. Currently, there are no addendums or a plan holder's list. As indicated in the solicitation, there is no minimum volume guaranteed but the estimated annual shared volume is \$80M.*