

# Public Questions & Answers

## Event Information

Number: 24-08 Addendum 4  
Title: Maintenance, Repair and Operations (MRO) Supplies, Equipment, and Related Products and Services  
Type: Request for Proposal - Region 4 ESC  
Issue Date: 5/15/2024  
Question Deadline: 5/31/2024 05:00 PM (CT)  
Response Deadline: 6/27/2024 02:00 PM (CT)  
Notes: Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

Only online proposals will be accepted. Proposals must be submitted via Region 4 ESC's online procurement system: [region4esc.ionwave.net](http://region4esc.ionwave.net).

**No manual, emailed, or faxed proposals will be accepted.**

### **NON-MANDATORY PRE-PROPOSAL CONFERENCE**

**Meeting to be held on  
Thursday, May 30, 2024 at 10:00 am CST  
via ZOOM. Click [here](#) to join.**

Offerors are strongly encouraged, but not required to participate in a pre-proposal conference with the Procurement and Operations Specialist.

## Published Questions

---

Question: List of attendees from Pre-Proposal Conference.

Answer: Lindsey Omohundro-Lowe's Companies LLC  
Eric Gould-W. Joe Shaw dba goSafe  
Monica Waler-goSafe  
Zach Wise-Fastenal  
Justin Reynolds-Kimball Midwest  
Andrew Carvile-Airwavz Solutions, Inc.  
Erik McKenna-Fastenal  
Marcy Diamondstein-Airbill Industries  
Johnathan Hovanex-OMNIA Partners  
John Samartzis-OMNIA Partners  
Kristy Taurisani-Northern Safety and Industrial  
Steven Lanahan-Northern Safety and Industrial  
Lisa Minton-Lowes  
Scott Wynne-OMNIA Partners  
Ken White-Grainger  
Rob Bezjak-Wesco Distribution  
Jessica Goforth-OMNIA Partners  
Jill Schmitz-OMNIA Partners  
Scott Wilson-OMNIA Partners  
Chris Church-OMNIA Partners  
Adam Tabor-Region 4 ESC  
Conner Reed-OMNIA Partners  
Braden Ash-OMNIA Partners  
Steve Stenson-Airgas  
Michelle Halverson-Lowes  
Josh Goldstein-Airbill Industries  
Rex Robbins-OMNIA Partners  
LeAnna Toebbe-Kimball Midwest  
Crystal Wallace-Region 4 ESC

Asked: 6/3/2024 11:25 AM (CT)

---

Question: Will a supplier's ability to execute via e-Commerce be a consideration in the evaluation process?

Answer: It is up to the supplier to decide if they would like to include additional products/services on the Value Add upload.

Asked: 6/3/2024 11:18 AM (CT)

---

Question: Exhibit B (Administrative Agreement), Section 7 How will OMNIA Partners communicate “request to know” or “request to delete” received from third party with Supplier? How will OMNIA Partners like Supplier to “reasonably assist” OMNIA Partners with accommodating “request to know” or “request to delete” it receives from third party? Would OMNIA Partners like Supplier to notify OMNIA Partners upon completion of the request? In case Supplier receives “request to know” or “request to delete” directly from “Public Agencies or others on OMNIA Partners’ behalf” from whom Supplier directly collected personal information from, would OMNIA Partners like to be notified of such requests?

Answer: Each awarded Supplier in the OMNIA Partners portfolio has an assigned Partner Development person who will work directly with the supplier and a member of the OMNIA Partners Public Sector Contracting team for any requests that come in that relate to the Supplier. If a Supplier receives a request to know, request to delete, or another similar request from a Public Agency, they do not necessarily need to involve OMNIA Partners unless it is something OMNIA Partners is also involved in).

Asked: 5/31/2024 01:13 PM (CT)

---

Question: Exhibit A (Response for National Cooperative Contract). Section 1.2 of Exhibit A provides in part that Supplier is required to pay an Administrative Fee and “At Supplier’s option, Suppliers may pay additional fees beyond administrative fees, such as technology fees, to OMNIA Partners and/or a third party for additional support and/or access to OMNIA Partners’ technology platform.” Please expand or provide examples of the type of support and access that will be provided. Will a Vendor be required to have access to OMNIA Partners’ technology platform? How will the technology fees be determined?

Answer: The additional fees at the Supplier's option is referring to Supplier's who choose to join the OPUS (a technology platform). OPUS is not a requirement but is strongly encouraged and will be discussed further after contracts have been awarded.

Asked: 5/31/2024 01:11 PM (CT)

---

Question: Attributes. For questions where a Vendor must mark “I have read and agree,” how does a Vendor indicate that it has clarifying exceptions?

Answer: All exceptions must be added to Appendix B and submitted with the response.

Asked: 5/31/2024 01:10 PM (CT)

---

Question: Appendix A (Draft Contract). Section 18 of Appendix provides in part “Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor’s pricing at Contractor’s sole cost and expense.” Can a definition or example of “materially inconsistent” pricing be provided for this Contract?

Answer: No but an Offeror may provide exceptions or clarifications as part of their response and it may be considered as part of the negotiation process.

Asked: 5/31/2024 01:09 PM (CT)

---

Question: Is there a domestic fastener clause or focus for any of the fasteners in this RFP? If so, we need to know the clause details and please indicate which parts this would apply to.

Answer: No

Asked: 5/31/2024 11:07 AM (CT)

---

Question: Can we get manufacturer name and part numbers to provide a more accurate quote?

Answer: Each bidder is to provide the manufacturer part number and description they are submitting pricing for. Offeror's may provide additional information as needed.

Asked: 5/31/2024 11:07 AM (CT)

---

Question: Since a UOM is not called out, is there a specific UOM that we should follow?

Answer: See the revised Appendix E included in Addendum 1 of this solicitation. Offeror's are given the option to indicate what unit of measure they provide as part of their response.

Asked: 5/31/2024 11:07 AM (CT)

---

Question: If the manufacturer part number given does not match the description, which one should we quote from?

Answer: The manufacturer part number.

Asked: 5/31/2024 11:07 AM (CT)

---

Question: RFP Section VI (2)(a)(iii)- Products/Pricing, requests an electronic catalog from which vendors' discounts are offered. a. Given the breadth and depth and size of vendors' catalog offerings, and the challenges in transmitting this volume of data, will Region 4 ESC accept a vendor's website in lieu of transmitting an electronic catalog? b. What will the catalog data be utilized for, for example: evaluation purposes, validation that a Contractor's offer currently exists and is available for purchase?

Answer: Yes, an Offeror may reference their website as the catalog.

Asked: 5/30/2024 03:21 PM (CT)

---

Question: 7) RFP Section IV 6, Ordering Capabilities, states, "The Successful Offeror(s) shall provide an electronic on-line catalogue and have a fully operational website that enables on-line ordering by the individual Participating Public Agencies. Features shall include product lookup that indicates Region 4 ESC contract price, ability to set purchasing authorization limits, and ability to download order invoice history reports." a. Will Region 4 ESC verify the credibility of an offeror's proposed item by examining its website or catalog to determine whether the product can be searched by manufacturer part number to confirm it is the product requested or a functional equivalent, that it is available for purchase, presents a current price, and can be placed in the order cart so a purchase can be transacted? b. If a vendor provides an item in the market basket whose price is not viewable to a Region 4 ESC participant, will that item be considered non-responsive?

Answer: Region 4ESC will verify the information provided by Offerors. If an item is not viewable, Region 4 ESC reserves the right to make additional investigations as it deems necessary to establish the capability of any Offer per section VI. Evaluation Process and Criteria, item 5.

Asked: 5/30/2024 03:19 PM (CT)

---

Question: Within Appendix E, Market basket Excel file, Core-Mkt-BSK tab, a column is provided for Offerors to select a Unit of Measure (UOM) of "Case" or "Each". a. Given variations in case quantities across vendors, how will Region 4 ESC evaluate vendors with differing case quantities? b. Can Region 4 ESC provide a revised Market basket Excel file to include a UOM methodology to provide insight as to how varied UOMs will be evaluated?

Answer: See the revised Appendix E included in Addendum 1 of this solicitation. Offeror's are given the option to indicate what unit of measure they provide as part of their response.

Asked: 5/30/2024 03:02 PM (CT)

---

Question: Within Appendix E, the Market basket Excel file, the MFG-Discount tab asks vendors to provide a manufacturer name and fixed discount off manufacturer's published list price. Distributors and suppliers offer discounts across categories in their catalog. These discounts are not confined to particular manufacturers. Can an Offeror respond by providing a discount across specific categories, while also providing a representative list of manufacturers within that category?

Answer: Yes, see the revised Appendix E included in Addendum 1 of this solicitation.

Asked: 5/30/2024 03:01 PM (CT)

---

Question: 4RFP Section VI, Evaluation Process and Criteria, Section 2 (a) II, states "For additional product and services outside the Market Basket, Offerors shall provide pricing based on a discount from a manufacturer's price list or catalog, or fixed price, or a combination of both with indefinite quantities." Across the MRO sector, particularly as to distributors and suppliers, a manufacturer's list price or catalog is not used as a market based price point of reference. Instead, distributors and vendors use their own contract or catalog list price or a contract reference price, to present a market based orientation from which the discount can be applied. Instead of a manufacturer's list price, may offerors present a contract or catalog list price or contract reference price from which a discount may be applied?

Answer: Yes, see the revised Appendix E included in Addendum 1 of this solicitation.

Asked: 5/30/2024 03:00 PM (CT)

---

Question: 3) The Excel sheet Marketbasket Category-Discount tab requests "Fixed Discount Off Manufacturers Published List Price". The breadth of distributor/supplier categories, and the large number of manufacturers each represents across many categories, presents significant challenge and confusion if the Manufacturer's Published List Price is the only metric permitted. Will Region 4 ESC accept a Fixed Discount Off a category that encompasses all manufacturers and suppliers products represented by an Offeror within the category?

Answer: Yes, a fixed discount off a category that encompasses all manufactures and supplies products represented is acceptable

Asked: 5/30/2024 02:59 PM (CT)

---

Question: Without a vendor part number or description field within the Market basket Excel sheet, how will Region 4 ESC evaluate between vendors' offers and determine if an exact match or a functional equivalent is being quoted?

Answer: See the revised Appendix E included in Addendum 1 of this solicitation. Additional pages may also be inserted as part of the Products/Pricing section of the Offeror's response.

Asked: 5/30/2024 02:58 PM (CT)

---

Question: RFP Section III (17), Quality of Materials or Services, says, "Offeror shall state the brand name and number of the materials being provided." However, the Marketbasket Excel sheet does not allow space for a Vendor to provide Part#/Catalog # or a description of item being quoted. Where may an Offeror insert the requested information within the Marketbasket Excel sheet?

Answer: See the revised Appendix E included in Addendum 1 of this solicitation. Additional pages may also be inserted as part of the Products/Pricing section of the Offeror's response.

Asked: 5/30/2024 02:57 PM (CT)

---

Question: Will you accept electronic signatures rather than print out/scan/sign/upload?

Answer: Yes, electronic signatures are acceptable.

Asked: 5/30/2024 02:05 PM (CT)

---

Question: In "Instructions to Offerors" page 12, iii: it states, Include an electronic copy of the catalog from which discount, or fixed price, is calculated. Electronic price lists must contain the following: (if applicable) Can we reference our website as the catalog or are we being asked to provide a spreadsheet of our entire catalog".

Answer: Yes, an Offeror may reference their website as the catalog.

Asked: 5/30/2024 02:04 PM (CT)

---

Question: Please clarify. In "Instructions to Offeror's" Page 10 , section V, #4 Pricing it states: Category Discounts – Offerors shall offer pricing for products based on a discount off a price list specified, i.e. wholesale price; catalog; retail POS for each category with limited exceptions specifically identified in each price file. In Appendix E, the only reference in the spreadsheet is Manufacturers List Price. What is acceptable to utilize?

Answer: The List Price in the Core List/Market Basket represents the price that will be discounted with the Percent Discount Off List. If an Offeror is providing a discount off a list price that is not based on the Manufacturers List price for the additional Category Discounts section, the Offeror may provide a discount off pricing that is not the manufacturer's list price. See revised the discount off is based on (such as wholesale price, catalog, etc.). See revised Appendix E included in Addendum 1 of this solicitation.

Asked: 5/30/2024 02:01 PM (CT)

---

Question: In the Bid Attributes #18 there is no place to upload Appendix D Exhibit A. Where should that be?

Answer: All of the questions for OMNIA Exhibit A are listed out in the Attributes tab, there is nothing to upload.

Asked: 5/22/2024 12:00 PM (CT)

---

Question: In your market basket list you have several distributor private label items. For example Condor is a distributor's private label. Example Condor 4EY97. Your template does not offer an ability to insert a direct alternative from a specific manufacturer. How should we handle this.

Answer: This is an excel file that columns and rows can be added if necessary.

Asked: 5/22/2024 12:00 PM (CT)

---

Question: Would this bid cover reconditioning of athletic equipment, supplies & apparel ? Thank you .

Answer: It is up to each vendor to choose to submit a response to a solicitation as Region 4 ESC cannot make a determination if someone should or should not submit a response. If you feel your product/service is not listed on the Product/Services Specification on page 9, you may choose to include this in the Value Add section on the "Response Attachments" tab.

Asked: 5/15/2024 02:52 PM (CT)

---