



**COBB COUNTY
Purchasing Department**

122 Waddell Street NE
Marietta, Georgia 30060
(770) 528-8400 • fax: (770) 528-8428
purchasing@cobbcounty.org

Roger Ball
Purchasing Director

ADDENDUM No. 1

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

Date: September 19, 2022

Page 1 of 8

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:

- Minutes, Questions and Clarifications from Pre-Proposal Meeting held via Webex on September 14, 2022
- Sign-In Sheet(s) from Pre-Proposal Meeting
- Questions Submitted in Writing
- Attachment - Financial Ratio Evaluation Excel Spreadsheet

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. 1

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

Date: September 19, 2022

A. Pre-Proposal Meeting – September 14, 2022 at 3:00 PM, Via Webex

1. Bid Submission Procedures

- Bids are due **October 13, 2022 before 12:00 PM**, noon at the Cobb County Purchasing Department, 122 Waddell Street NE, Marietta, GA 30060. *For GPS directions, please use the following address: 121 Haynes Street, Marietta, GA 30060.*
- Late bids will not be accepted.
- Bids will be opened at 2:00 PM on the same day at the Cobb County Purchasing Department, 122 Waddell Street NE, Marietta, GA 30060.
- The bid opening may also be watched on Cobb County’s government access channel TV23 or the website (www.cobbcounty.org).
- A Georgia Security & Immigration Act Affidavit (Exhibit A) must be included with the bid. It must be signed and notarized; it must include the E-Verify number to be deemed as completed; if it is not included the bid will be deemed non-responsive.
- Mark all packages with the company name and bid number. Use the label in the bid package.
- If addenda are issued, receipt of each addendum **MUST** be acknowledged in the submitted proposal. It is the Bidder’s ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal. The acknowledgement form issued with each addendum must be signed, dated, and included with your submitted proposal. Failure to acknowledge addenda may result in the bid being deemed nonresponsive. Addenda can be located at www.cobbcounty.org/Purchasing.
- **One (1) original, two (2) copies and ten (10) flash drives** of the bid must be submitted. Mark the box with the original copy with number 1.
- All questions must be submitted to Cobb County Purchasing Department by **October 4, 2022 at 5:00 PM**. Questions may be faxed to (770) 528 –8428 or emailed to purchasing@cobbcounty.org. Please reference the bid number and bid title on all questions.
- See the attached sign in sheet from the pre-proposal conference.

2. General Notes Presented During Pre-Proposal Meeting

- The intent of this RFP is to provide Participating Public Agencies with a full range of solutions to meet their field care, landscaping, and grounds-keeping needs.
- Cobb County, GA has partnered with OMNIA Partners, Public Sector to award a contract from this solicitation and make it available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities and agencies for the public benefit.

- An overview of OMNIA Partners Public Sector and its divisions, including contracting, marketing, account management and partner development, that assist suppliers and agencies with contracts was provided.
- Administrative Fee for Suppliers is 3%. This fee helps support the marketing of the contract and a portion is returned to the lead agency for administration of the contract.
- Reviewed Attachment A – OMNIA Partners Requirements and what must be submitted with the response:
 - The following must be submitted: Exhibits A, F, G
 - The following are examples/informational in nature: Exhibits B, C, D, E, H
 - While some of the exhibits are examples, any exceptions to any exhibit or any terms and conditions shall be submitted with the response.
 - For Exhibit E, proposers shall submit a sample of their reporting template if already in use with a contract.
 - For Exhibit G, complete even if no business is conducted in New Jersey (for future use, if necessary) but note “No Business Conducted in New Jersey” on the top of the first page.

3. Questions Asked During Pre-Proposal Meeting

Question: Is this a contract for Cobb County to do business in general or is it product specific?

Answer: Both. This is a term contract for both the County and other participating public agencies throughout the country to use, for both products and services.

Question: Are there any exceptions to Exhibit A?

Answer: Any exceptions to any exhibit or any terms and conditions shall be submitted with the response.

Question: Are manufacturers able to submit a response?

Answer: Yes.

Question: OMNIA stated there is a 3% admin fee. If we are submitting our whole catalog, would it be 3% of Qty 1 of each part?

Answer: No. It is 3% of total sales under this contract.

Question: Is reporting done monthly?

Answer: Yes.

Question: Section 5.7 asks for proposers to provide financial statements. As a private company, we are unable to disclose private financial information in a public RFP response. In lieu of providing this information, is the County / OMNIA willing to accept a letter from a 3rd party Auditor attesting to the financial health and stability of our company?

Answer: No. In lieu of financial statements, proposers may submit the attached Financial Evaluation Ratio Spreadsheet. The County still prefers to receive the financial statements if possible (an income statement and balance sheet). All financial statements can be marked as ‘confidential’ or ‘proprietary’, and this information would not be shared with anyone other than our Finance department.

Question: Will written questions be answered in a rolling fashion or held until after October 4th?
Answer: Addenda will be posted as quickly as possible.

Question: Do we need to respond with our Manufacturer's proposed product Terms and Conditions? Or is it possible to incorporate product Terms and Conditions at the order level?
Answer: Include standard terms and conditions with your response.

Question: Is this replacing an existing contract or is it a net new contract?
Answer: It is an existing contract, but Cobb County is a new lead agency for the contract.

Question: Are you able to provide the scoring/points allocated for each category in the Evaluation Criteria in Section 6?
Answer: The County does not disclose this information.

Question: Will this be defined as a US Communities Contract, National IPA Contract, or just an OMNIA Partners Contract?
Answer: This is an OMNIA Partners contract.

Question: Do you have a limit on the number of contract awards?
Answer: No.

Question: Can you please confirm Supplier Response Section 3 must be submitted with our response?
Answer: Yes. The following must be submitted: Exhibits A, B, F, G. The following are examples/informational in nature: Exhibits C, D, E, H except as noted above in the General Notes section.

Question: Where do you want the FEMA information in the response?
Answer: Complete FEMA Exhibit F and submit with your response. Include FEMA Special Conditions and any additional information here.

B. Questions Submitted in Writing

Question: Per Page 8, Section 5.6a, we are required to include an electronic copy of the catalog from which the proposed discount is calculated. It is acceptable to include a link to our public website?
Answer: A link may be provided 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: Per Page 9, Section 5.7a, we are required to include our most recent, independently certified financial statement. Is it acceptable for to include a link to our Annual Report on our public website?
Answer: A link may be provided but proposers must also note which pages contain the pertinent financial statement information, so the County does not have to search through large documents in search of the information.

Question: Do you have a timeline for when you hope to post responses to questions?
Answer: Addenda will be posted as quickly as possible.

Question: Is there a main contact name for purchasing at Cobb County?

Answer: All communication regarding this solicitation shall be directed to purchasing@cobbcounty.org.

Question: We are a private company, so our financial statements are not public. Please advise the best way to submit financials in order to maintain confidentiality.

Answer: In lieu of financial statements, proposers may submit the attached Financial Evaluation Ratio Spreadsheet. The County still prefers to receive the financial statements if possible (an income statement and balance sheet). All financial statements can be marked as 'confidential' or 'proprietary', and this information would not be shared with anyone other than our Finance department.

Question: I notice the above referenced RFP mentions a scoring system. Do you happen to have the scoring sheet that will be utilized on the evaluation?

Answer: The County does not disclose this information.

PRE-BID CONFERENCE

**Sealed Bid # 23-6692
Technology Product Solutions and Related Services
September 14, 2022**

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
Stephanie Brice	Cobb County Purchasing	770-528-8400	purchasing@cobbcounty.org
Christine Dorantes Amy Smith	OMNIA Partners Public Sector	615-431-8182 314-518-3974	christine.dorantes@omniapartners.com amy.smith@omniapartners.com
Amy Patterson Katie Palmer Angela Burke Mary Hanslow Destin Echols	RJ Young		katie.palmer@rjyoung.com
Scott Crosby Karen Gintovt	Fiscal Note	619-518-3450	scott.crosby@fiscalnote.com
Andrea Altieri	Iron Bow Technologies	703-279-3000	andrea.altieri@ironbow.com
Joshua Richiron Robert Bush Meg McEwen	Connection	800-800-0019 x33628	joshua.richiron@connection.com robert.bush@connection.com meg.mcewen@connection.com
Winnie Chu	AspireHR	972-372-2815	wchu@aspirehr.com
John Tebbe	DSI Tech	404-538-7425	john.tebbe@dsitech.com

***Please note that contact information provided to a government agency may be subject to public release as required by Georgia's open records law.**

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PRE-BID CONFERENCE

Sealed Bid # 23-6692
Technology Product Solutions and Related Services
September 14, 2022

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
Cara Vermillion Sabrina (Reider) Marquez Chad LeBree	Carbyne	303-957-7097	carava@carbyne.com
Harvey Green III	XenTegra-GOV	704-912-5158	harvey.green@xentegra-gov.com bids@xentegra-gov.com
Cheryl Burckhard	Audio Enhancement, Inc.	800-383-9362	cheryl.burckhard@audioenhancement.com
Erica Falchetti Jennifer Brickhill Penny Musser	Insight	480-333-3071	erica.falchetti@insight.com
David Jones	OpenGov	703-609-4411	djones@opengov.com
Anne Marie Strickland Albert Blackmon Lee McFadden Dennis Sullivan	SAS Institute Inc.		anne.strickland@sas.com albert.blackmon@sas.com lee.mcfadden@sas.com dennis.sullivan@sas.com
Chris Casula	Benchmark Analytics	312-795-0558	chris.casula@benchmarkanalytics.com
Megan Behr Catherine L. Stephenson	UNICOM Government, Inc.	703-502-2125	catherine.stephenson@unicomgov.com
Anna Decker Ashley Willilams	Emergent, LLC	757-226-7713	adecker@emergent360.com awilliams@emergent360.com

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