

BARRON COUNTY  
REQUEST FOR PROPOSALS 2020-200  
TRAFFICE CONTROL PRODUCTS AND RELATED PRODUCTS AND SOLUTIONS

**ADDENDUM NO. 1**

**October 14, 2019**

**NOTICE TO ALL BIDDERS**

This Addendum is attached to and made part of the above entitled Request for Proposal for Barron County.

Incorporate the following into your bid response.

**Questions and answers received**

**Question 1**

I really appreciate your help with this solicitation.

However, I am still in need of further clarification. The scope of the project states Parks and Recreation Products such as: Benches, Tables, Waste Receptacles and Bike Racks. We manufacture all of the requested items.

I have reviewed the RFP and the Market Basket and none of the documents provide specifications for any of the aforementioned site amenities.

That's where the confusion is coming into play.

Is the expectation to just submit our catalog for consideration, and the Highway Department will choose amenities from vendors based off their proposed offerings?

Please advise as to how we should proceed.

**Answer 1**

The RFP is focused on Traffic Control Products and Related Products and Solutions. The market basket is a summary of the most frequently purchased items. Each company needs to make a business decision on how to respond to the RFP

## END OF QUESTIONS

### Question 2

I was a pleasure meeting with you yesterday. I appreciate the County's willingness to consider extending the term to base 4-year contract with (2) 3 year contract extension options. Additionally, I appreciate the wiliness to modify the amount of copies needed from 10 to 5.

I did want to discuss with you two additional matters.

Namely, the proposed increase in the administrative fee increase from 2% to 3% (and shipping terms). It's important to first know that many of our largest revenue projects bid on very low (single digit) profit margins. I've very concerned about being able to retain (and land) existing and future large projects with the administrative fee at 3%.

I would ask the County to revise this fee back to the (original) base of 2%.

If that isn't feasible, then I would ask these options to be considered;

- A. After the 15MM in annual (baseline) reported sales is reach, TAPCO would be willing to agree to a 2.5% administrative fee on sales above and beyond 15MM. The logic here is that I don't want to increase pricing on existing contracts and/or be punitive to the established, business. I would be willing to increase the administration fee a half a percent after our baseline of 15MM is met.
- B. If the County requires a 3% administrative fee, then I would ask to adjust the RFP language regarding the shipping terms. I would request to offset the risk/impact of smaller sales orders, by requesting a concession on the freight terms (which are currently a universal FOB Destination) term.
- C. I would like to propose free freight only on order of \$1000 and up. This minimum threshold would still allow for the same terms and conditions to apply to TAPCO's largest customers but would safeguard against the risk smaller (freight sensitive) orders. For instance; items over 8' in length (like u-channel posts) shipping out west can cost easily \$500 for shipping (or more). Freight is a considerable factor to the supplier and to avoid the role of smaller orders impact on freight.
- D. Another option would to be to allow some time to grandfather in any proposed administrative increase in the extension years.

Your response and consideration on these two areas is appreciated. I'm happy to jump on a phone call with you as well.

### **Answer 2**

We will take this into consideration and if there are changes it will be issued in the addendum. Please note any/all exceptions in your response to the RFP.

### **Question 3**

It appears this bid is in connection with OMNIA, is there a reason that Barron County decided to go this route instead of releasing the bid to WI based vendors?

- Is Barron County looking to purchase all of the line items listed, or just some of them?
  - If the County is looking at only purchasing some of the items, would you be opposed to Decker Supply providing a quote directly to you for these items?
- The qty's for each line item is very high, is that because it is a nationwide contract of some sort?
- It appears the contract is a 5 year contract, which includes (5) 1 year renewal options. However, it does not say anything about price escalations every year. Will the price escalation be allowed, assuming they are accepted by both parties?
- Some of the sign sizes listed (and sheeting) do not meet WisDOT state Specs. I assume the County wants to follow state specs for these signs?
  - ONE WAY Signs (should be a minimum size of 24" x 30", with High Intensity Prismatic Sheeting)
  - Speed Limit Signs should be a min size of 24" x 30"
- The 18" x 24" sheeted blanks, it states Engineer Grade Sheeting.....is that what you want, or would you prefer the HIP?
- 18" and 12" cones are listed.....are these the correct sizes?

I have several more questions, but I don't want to bog you down with them. Overall, I am just looking for more clarity on this bid, and what it all entails, etc.....

### **Answer 3**

Barron County will be the contract holder of this RFP. It is intended to be a national purchasing opportunity, through Omnia to take it to the national level. The quantities in the Market Basket are what we would anticipate seeing and will give us a basis for comparison. Sizes, materials etc. should be bid as stated.

**RFP Addendums**

**Item 8. CONTRACT PERIOD AND RENEWAL is Amended as follows;**

**b.** The initial term of the Agreement will be from March 1, 2020 through February 28, 2025(Initial Term). Barron County may, at its option, renew the term of this Agreement for Five (5) successive One (1) year periods (renewal term) and any combination thereof. The Contractor shall be notified in writing by the County of its intention to extend the contract term at least thirty (30) calendar days prior to the expiration of the original contract term.

**Item 14. SUBMISSION OF PROPOSALS**

**a.** One (1) original (duly marked), three (3) copies and three (3) thumb/jump drives of the entire proposal. Electronically stamped delivery receipts are available.

**END OF ADDENDUM #1**