

City of San Antonio

ADDENDUM II

SUBJECT: Formal Invitation for Bid for Annual Contract for Citywide Janitorial Supplies, (IFB 6100006046), Scheduled to Open: June 12, 2015; Date of Issue: May 14, 2015.

FROM: Paul J. Calapa, Procurement Administrator

DATE: June 9, 2015

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED FORMAL INVITATION FOR BID

THE ABOVE MENTIONED FORMAL INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

1. This IFB submission date is hereby extended to June 17, 2015 at 2:00 p.m C.T.
2. Remove Attachment A- Price Schedule Section I – Catalog Discounts by Category and replace it with Attachment A- Price Schedule Section I – Catalog Discount by Category Revision I dated 6/09/15, posted as a separate document.
3. Remove Attachment A- Price Schedule Section II – Market Basket and replace it with Attachment A- Price Schedule Section II – Market Basket Revision I dated 5/28/15, posted as a separate document.
4. Attachment J– Estimated City Delivery Locations, posted as a separate document.
5. The following document is posted for review:
 - a. Redacted Pre-Submittal Conference Sign-in Sheets

On May 20, 2015 and June 1, 2015, the City of San Antonio hosted a Pre-Submittal conference to provide information and clarification for Annual Contract for Citywide Janitorial Supplies. Below is a list of questions that were asked at the pre-submittal conferences. The City's official response to questions asked is as follows:

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRESUBMITTAL CONFERENCE:

Question 1: Can we get bid tabulations for the previous award on janitorial supplies?

Response: The previous bid tabulations may be obtained by going to www.sanantonio.gov, Bidding and Contracting, Tabulations & Awards and searching for contract 6100004811 for liners and 6100004447 for janitorial. The contracts were awarded utilizing cooperative purchasing BuyBoard contract, 397-12, www.buyboard.com.

Question 2: Can we call UPS at our expense and pick up a sample of each trash liner currently being used?

Response: Please refer to Attachment A- Price Schedule Section II – Market Basket Revision I dated 5/28/15 for product descriptions.

Question 3: Regarding the garbage bags, can you provide us with the thickness, case count and case weight for each type of bag?

Response: Please refer to Attachment A- Price Schedule Section II – Market Basket Revision I dated

5/28/15 for revised descriptions.

Question 4: Can you confirm how many locations would be expecting delivery?

Response: Please refer to Section 004 Specifications/ Scope of Services, 5.2." There are approximately 100 delivery locations; each location will specify the delivery timeframe and point of contact upon issuance of a purchase order".

Question 5: Is there a loading dock and pallet jack at the location(s) to assist with unloading?

Response: Please refer to Section 004 Specifications/Scope of Services, 5.8. "Delivery personnel shall be required to deliver products to a specified area of the designated facility or dock. It will be the Vendor's responsibility to provide any equipment needed to complete the delivery process. Vendor's delivery personnel must wait for the order to be received, invoice(s)/packing slip(s) verified and signed with discrepancies (shortages, longs, damage, etc.) documented on the delivery invoice".

Question 6: Will this be awarded by line item a whole or by section? Will this be awarded by category or market basket?

Response: Please refer to Section 004 Specifications/Scope of Service, 4.5 "The Market Basket Pricing Worksheet will NOT be awarded separately". 4.6, "Award will be made to the lowest responsible bidder or bidders, by category, after evaluation of items from both the Price Schedule (Section 1) and the Market Basket Pricing (Section 2) Worksheet".

Question 7: Can you provide a list of city locations?

Response: Please refer to above Item 4 of this Addendum II.

Question 8: Can the training be conducted by someone else, like the manufacturer?

Response: Yes; however it is the Contractors responsibility to ensure that training is performed in accordance with Section 004 Specifications/Scope of Service, 14, Training.

Question 9: How often can we submit list price changes?

Response: Please refer to Section 005 Supplemental Terms & Conditions, Catalog Discount Pricing. "It is agreed that any published price list(s) may be superseded or replaced during the contract period only if such list is published by the manufacturer for industry wide use. If Vendor's catalog is a compilation of products from various manufacturer's, then the product pricing for a particular manufacturer's products may be superseded or replaced if that manufacturer's price increase is published for industry wide use. Vendor must be able to substantiate the price increase to City's satisfaction.

A revised price list must be submitted to City in the same format as the originally submitted price list, unless a different format is approved by City. It is agreed that any price list provided other than the manufacturer's price list may not be superseded or replaced during the contract period. (NOTE: Discounts accepted as part of this bid are not subject to revision.)

A written notice stipulating in detail the changes of a price list must be furnished and approved by the City before revisions go into effect.

All price lists submitted with the bid, or approved revisions, are hereby incorporated into this contract by reference."

Question 10: Are market basket prices held firm for the contract period?

Response: Please refer to Section 004 Specifications/Scope of Service, 4.4 and Section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.

The contractor may submit a request for price revisions in accordance with Section 005 Supplemental Terms & Conditions, Catalog Discount Pricing. However the discounts offered in Attachment A- Price Schedule Section I – Catalog Discount by Category Revision I dated

6/09/15 and Attachment A- Price Schedule Section II – Market Basket Revision I dated 5/28/15 will remain fixed for the duration of the contract.

Question 11: What if there is no list price catalog, can we submit a Company catalog?

Response: Please refer to Section 003 Instructions for Bidders, Catalog Pricing and Section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.
Section 003 Instructions for Bidders, Catalog Pricing.
“The bid will be based on manufacturer’s latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Bidders shall be responsible for providing one copy of the manufacturer’s catalog for each manufacturer for which a bid is submitted. Bidder shall provide said catalog at the time of submission of its bid. Manufacturers’ catalogs may be submitted in any of the following formats: paper copy or CD ROM for bids submitted on paper, or PDF file for bids submitted electronically.

Bidders may submit price lists other than the manufacturer’s price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City Purchasing & General Services Department.

Specified items identified herein, if any, are for overall bid evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.”

Question 12: Is it a chronic problem for the City locations to have broken soap and sanitizer dispensers?

Response: Please refer to Section 004 – Specifications/Scope of Services, 6.0 Soap/Sanitizer Dispensers.”
The soap dispensers shall be provided at no additional cost to the City. The soap dispensers shall be installed and maintained by the vendor to accommodate the hand soap or sanitizers specified for the area. The dispensers shall be installed in various buildings throughout the City. Vendors shall maintain, repair and/or replace the dispensers at no additional cost. Maintenance, repair and replacement shall be completed within one week of notification of damages. Upon expiration of the contract the vendor shall remove the dispensers at no cost to the City.”

Question 13: Can there be more than one catalog per category?

Response: Yes, please refer to section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.

Question 14: Can we bid alternate or similar items?

Response: Please refer to Section 003 – Instructions for Bidders, Description of Supplies. “Any brand names, catalog or manufacturer’s reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Bids submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with bid response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item’s suitability and compliance with bid specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City.”

Question 15: What volume of hand dispenser damage does the City anticipate for repair/replacement?

Response: Please refer to Section 004 – Specifications/Scope of Services, 6.0 Soap/Sanitizer Dispensers.”

The soap dispensers shall be provided at no additional cost to the City. The soap dispensers shall be installed and maintained by the vendor to accommodate the hand soap or sanitizers specified for the area. The dispensers shall be installed in various buildings throughout the City. Vendors shall maintain, repair and/or replace the dispensers at no additional cost. Maintenance, repair and replacement shall be completed within one week of notification of damages. Upon expiration of the contract the vendor shall remove the dispensers at no cost to the City.”

Question 16: How long does it take to determine award?

Response: The anticipated council date is in August 2015.

Question 17: When will the contract start?

Response: Please refer to 005 – Supplemental Terms & Conditions, Original Contract Term.
“This contract shall begin upon the effective date of the ordinance awarding the contract, or September 1, 2015, whichever is later. This contract shall begin upon the date specified in the award letter, if it does not exceed \$50,000. This contract shall terminate on DECEMBER 31, 2018.
Renewals.

At City's option, this Contract may be renewed under the same terms and conditions for 2 additional 1 year period(s). Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefore.”

Question 18: How long does it take for a price increase to go into effect?

Response: Please refer to section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.

The City will thoroughly review and validate the vendors request for a price change. After review, the City will issue a written notice stating if vendors request for price change is approved.

Question 19: How do we handle building security during a delivery?

Response: Each purchase order will have the designated contact person to schedule the delivery with for that location. Please refer to section 004 Specifications/Scope of Services, 5.0 Delivery.

Question 20: How will the bidder know where/time/who/when to delivery?

Response: Please refer to section 004 Specifications/Scope of Services, 5.0 Delivery.

Question 21: In regards to the hand/sanitizer dispensers, is the vendor expected to replace for free when it is clearly vandalism?

Response: Yes, Please refer to section 004 Specifications/Scope of Services, 6.0 Soap/Sanitizer Dispensers (applies to Product Category 2 – Hand Soap & Sanitizers), “The soap dispensers shall be provided at no additional cost to the City. The soap dispensers shall be installed and maintained by the vendor to accommodate the hand soap or sanitizers specified for the area. The dispensers shall be installed in various buildings throughout the City. Vendors shall maintain, repair and/or replace the dispensers at no additional cost. Maintenance, repair and replacement shall be completed within one week of notification of damages. Upon expiration of the contract the vendor shall remove the dispensers at no cost to the City.”

Question 22: Will the list pricing requirement remain or will it be changed to fit the current market?

Response: Refer to above Question 9 and 10 and city response.

Question 23: Can Safety Data Sheet (SDS) be submitted online rather than included in every shipment?

Response: No, please refer to Section 004 Specification/Scope of Services, 11 Safety Data Sheets.

"Applicable Safety Data Sheets (SDS) are required for all shipments, initial and/or backorders. Shipments that fail to include the appropriate SDS will not be accepted. Contractor is to provide accurate SDSs for all chemicals delivered to the building. Contractor shall provide the cleaning chemical supplier's toll free hotline that can be called in the event of spills or accidents to access safety data and protocols."

Question 24: How will the market basket and the catalog be used together for comparison?

Response: The comparison will be conducted by using the market basket items calculated with the catalog discount percentage offered from price schedule I and price schedule II.

Example 1:

Vendor A: Category A, Catalog 0% discount offered

Vendor A: Market Basket, Category A, Item 1, 90% discount offered
Item 1 is ABC liner, list price \$1.00.

Catalog discount applied equals net price of \$1.00

Market Basket Discount applied equals net price of \$.10

Total price = \$1.10

Vendor B: Category A, Catalog 10% discount offered

Vendor B: Market Basket, Category A, Item 1, 50% discount offered
Item 1 is ABC liner, list price \$2.00.

Catalog discount applied equals net price of \$1.80

Market Basket Discount applied equals net price of \$1.00

Total price = \$2.80

Vendor C: Category A, Catalog 50% discount offered

Vendor C: Market Basket, Category A, Item 1, 50% discount offered
Item 1 is ABC liner, list price \$3.00.

Catalog discount applied equals net price of \$1.50

Market Basket Discount applied equals net price of \$1.50

Total price = \$3.00

Vendors ranked in order from low to high bid are:

Vendor A, Vendor B, Vendor C

	Vendor A	Vendor B	Vendor C
Category A: Janitorial Catalog Discount offered (Price Schedule Section I)	0%	10%	50%
Category A Market basket discount offered Item 1 (price schedule Section II)	90%	50%	50%
Item 1: ABC Liner List price	\$1.00	\$2.00	\$3.00
Catalog discount net price for Category A Item 1	\$1.00	\$1.80	\$1.50
Market basked discount net price for Category A Item 1	\$0.10	\$1.00	\$1.50
Total price used for comparison of price	\$1.10	\$2.80	\$3.00

Example 2:

Vendor A: Category A, Catalog 0% discount offered

Vendor A: Market Basket, Category A, Item 1, discount offered 90%
Item 1 is ABC liner, list price \$1.00

Catalog discount applied equals net price of \$1.00

Market Basket Discount applied equals net price of \$.10

Total price = \$1.10

Vendor B: Category A, Catalog 10% discount offered

Vendor B: Market Basket, Category A, Item 1, discount offered 50%

Item 1 is ABC liner, list price \$1.00
 Catalog discount applied equals net price of \$.90
 Market Basket Discount applied equals net price of \$.50
 Total price = \$1.40

Vendor C: Category A, Catalog 50% discount offered
 Vendor C: Market Basket, Category A, Item 1, discount offered 50%
 Item 1 is ABC liner, list price \$1.00.
 Catalog discount applied equals net price of \$.50
 Market Basket Discount applied equals net price of \$.50
 Total price = \$1.00

Vendors ranked in order from low to high bid are:
 Vendor C, vendor A, vendor B

Example 2:	Vendor A	Vendor B	Vendor C
Category A: Janitorial Catalog Discount offered (Price Schedule Section I)	0%	10%	50%
Category A Market basket discount offered Item 1 (price schedule Section II)	90%	50%	50%
Item 1: ABC Liner List price	\$1.00	\$1.00	\$1.00
Catalog discount net price for Category A Item 1	\$1.00	\$0.90	\$0.50
Market basked discount net price for Category A Item 1	\$0.10	\$0.50	\$0.50
Total price used for comparison of price	\$1.10	\$1.40	\$1.00

Question 25: Is the bidder required to bid all items in a single category on the Market Basket to be considered responsive?

Response: A bidder will not be considered non-responsive if they do not bid all items on Attachment A-Price Schedule Section II – Market Basket Revision I dated 5/28/15. However bidder should be cautioned that the market basket items represent the most commonly used items by the City of San Antonio and may affect evaluation of bidder’s submitted Market Basket price schedule and the Catalog by Discounts Category price schedule. Refer to above Question 24 and response.

Question 26: Will a bidder be deemed non-responsive with discounts provided by subcategory not category?

Response: Sub-category discounts will not be accepted. Refer to below Question 27 and city response.

Question 27: Will the City accept bids with multiple subcategory discounts per product category?

Response: Please refer to Section 005 Supplemental Terms & Conditions, Catalog Discount Pricing.

The vendor may submit a catalog discount for multiple manufacturers per product category. For example;
 Category 2 – Hand Soap and Sanitizers, a vendor may submit a 20% discount for ABC Manufacturer, 50% discount for EFG Manufacturer and a 30% discount for XYZ Manufacturer.

Question 28: Will the City allow yearly price adjustments to accommodate manufacturer increases?

Response: Refer to above Question 9 and 10 and city response.

Question 29: Will the bidder be deemed nonresponsive for offering an alternative option to Section 004 Specifications/scope of services, section 6.0 Soap/Sanitizer Dispensers

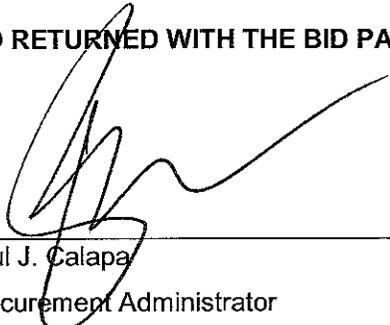
Response: Please refer to Section 003 – Instructions for Bidders, Description of Supplies. “Any brand names, catalog or manufacturer’s reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Bids submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed

item with bid response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with bid specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City."

*****THIS ADDENDUM SHALL BE SIGNED AND RETURNED WITH THE BID PACKAGE*****



Company Name _____
Address _____
City/State/Zip Code _____
Signature _____
PC/ki

Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

