

Procurement Department
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ADDENDUM #1

Bid #25-JH-011

**Custodial Supplies, Equipment, and Custodial Related Products,
Services and Solutions**

TO: ALL BIDDERS
FROM: Jennifer Horner, CPPB, Procurement Agent
DATE: November 13, 2024

This Addendum is issued in response to prospective proposer's inquiries and to add/clarify verbiage in the RFP.

1. **QUESTION:** Will this be awarded by each item in a category, category as a whole or this is a 1 winner bid? How many vendors were awarded last time this was up for RFP and what are their names?

ANSWER: Per Section 7.3, HCPS reserves the right to award the agreement in aggregate, by section, multiple awards, primary, secondary, and tertiary, whichever is in the best interest of HCPS and Participating Public Agencies as a result of this solicitation. This solicitation is a new solicitation for HCPS and is not replacing a contract.

2. **QUESTION:** Can we have the most previous bid tabulation and awarded vendors list?

ANSWER: This solicitation is a new solicitation for HCPS and is not replacing a contract.

3. **QUESTION:** Are items to be delivered to 1 location or multiple locations? If multiple, how many?

ANSWER: See Section 6. Special Conditions of the solicitation: This is an Indefinite Delivery/Indefinite Quantities (IDIQ) Contract. The services requested are pending allocation of funds and approval of award by the Board of Education of Harford County. HCPS reserves the right to order services as may be required during the Contract period and reserves the right not to authorize/order any services.

4. **QUESTION:** How often will orders be placed?

ANSWER: See Section 6. Special Conditions of the solicitation: This is an Indefinite Delivery/Indefinite Quantities (IDIQ) Contract. The services requested are pending allocation of funds and approval of award by the Board of Education of Harford County. HCPS reserves the right to order services as may be required during the Contract period and reserves the right not to authorize/order any services.

5. **QUESTION:** What are your current pricing and product brands for this bid?

ANSWER: This solicitation is a new solicitation for HCPS and is not replacing a contract.

6. **QUESTION:** Do you require samples?

ANSWER: See section 20.2.12 of the solicitation: It is the Proposer's responsibility to provide HCPS and Participating Public Agencies with an up-to-date price list and any necessary brochures, finish material samples or related materials at no charge for the duration of the Contract.

7. **QUESTION:** Can you specify anticipated order quantities for the line items?

ANSWER: This solicitation is a new solicitation for HCPS and is not replacing a contract. See Section 6. Special Conditions of the solicitation: This is an Indefinite Delivery/Indefinite Quantities (IDIQ) Contract. The services requested are pending allocation of funds and approval of award by the Board of Education of Harford County. HCPS reserves the right to order services as may be required during the Contract period and reserves the right not to authorize/order any services.

8. **QUESTION:** Will you accept alternative brands?

ANSWER: Alternate brands may be accepted per the Market Basket.

9. **QUESTION:** Are there any usage quantities available for prior year's spend? The bid sets 1 ea/bx for each item in your top spend. Quantities insure that ODP Business will best discount your largest use items.

ANSWER: Participating Public Agencies may have different requirements and quantities. To ensure the most accurate pricing for each item, quantities are listed as 1 to get fair per item pricing. Pricing is considered not-to-exceed and Awarded Supplier(s) may choose to provide a deeper volume or other discount to Participating Public Agencies.

10. **QUESTION:** Is there a total spend \$\$ the County can share for the last year or rolling 12 months for the items included in this bid?

ANSWER: This solicitation is a new solicitation for HCPS and is not replacing a contract.

11. **QUESTION:** Would HCPS be willing to change dispensers for soap/sanitizer/towel/tissue/air care as part of an award?

ANSWER: HCPS prefers not to change dispensers but understands that it may be required. The cooperation of each supplier involved is expected.

12. **QUESTION:** In Section 7 - Award, part 7.4 states that HCPA may reject proposals that offer alternate items. In the Market Basket, private label products are listed in the Top HCPS tab (example Appeal Skin Care or Renown) but there is also a section to include substitutes. Are participants going to be rejected/penalized for subbing private label items we are prohibited from selling?

ANSWER: Refer to Question #8 of this Addendum.

13. **QUESTION:** Can you please address the delivery requirements? Will shipments go to a centralized warehouse or directly to the schools? If items are to deliver to the schools, is inside delivery and/or put-away required?

ANSWER: This is a just-in-time contract where each school will place their orders and will be shipped to each location. HCPS does not have a warehouse. Most of the items do not need inside delivery and/or put-away requirements, but there may be times that inside delivery may be

necessary. Each Participating Public Agency may have different delivery and/or put-away requirements.

14. **QUESTION:** Historically, due to the competitive nature of the jan-san industry, there has not been one standard list price across all distributors for the same SKU. How does HCPS plan to evaluate proposals/product category discounts when the list price can vary on the same item resulting in significantly different % discount models across distributors?

ANSWER: The proposals will be evaluated based on the Evaluation Criteria Matrix located in the solicitation.

15. **QUESTION:** Per Section 20.2.3.5 of the Harford County Public Schools RFP 25-JH-011 , it is noted that "Pricing in the Market Basket must correspond with the discounts submitted in the Cost Proposal." We plan on quoting exclusive brands/private label and brand-name manufacturers products in the same product category which would typically result in different discounts. To provide our most competitive proposal, may we have the ability to offer discount variation within the same product category on the market-basket pricing?

ANSWER: Discounts on exclusive brands/private label and brand-name manufacturers' products should be added to the market basket under Alternate Products.

16. **QUESTION:** Per Section 20.2.6 of the Harford County Public Schools RFP 25-JH-011, it is noted that "Additional pricing and/or discounts may be included," while in Section 20.2.3.5 HCPS notes that "Pricing in the Market Basket must correspond with the discounts submitted in the Cost Proposal." If we would like to extend deeper discounts for some lines in the market basket than our proposed Category Discounts, how should we present this on the pricing sheets? Would a range of discounts or minimum discount be acceptable in our Category discount sheet?

ANSWER: The Market Basket should be the deepest discount available. A range of discounts or minimum discount is acceptable in the Percent Off Category sheet (Attachment I).

17. **QUESTION:** Can you provide clarification on the Unit of Measure pricing that HCPS would like to see in Cost Submission for the List Price Column (Column K), Each Price (Column L), and Unit Price with Discount Applied (Column N). For example, on Product Number CLO31650 listed on the HCPS tab under chemicals, what would be the desired value for us to list for "Each Price" field. Since the product is sold as a Case of 4, would we list the "Each Price" as the price of 1 bottle or the total case of 4?

ANSWER: The price listed should correspond to the unit of measure listed in the Market Basket. For the example given for CLO31650, the unit of measure (UOM) listed in the pricing attachment is a case (CA) so the price would be for the total case.

I hereby acknowledge receipt of Addendum #1 dated November 13, 2024, to Bid #25-JH-011 Custodial Supplies, Equipment, and Custodial Related Products, Services and Solutions.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Proposer shall sign and submit Addendum with submission. The same person signing the Addendum shall sign the RFP. Failure to submit the Addendum may deem your proposal non-responsive.