



**Pre-proposal Conference Notes for
RFP 19A-0214 Janitorial Supplies Equipment and Services – Direct Online Order**

Thursday, February 7, 2019, 10:30 a.m. local Arizona time
Meeting held using WebEx Telephone Conferencing

Maria Brissette called the meeting to order at 10:32 am.

Maria Brissette introduced herself as the author of RFP 19A-0214. She and Nancy Colbaugh, Mohave Contracts Manager, CPPB, facilitated the meeting. Esther Hopkins, Operations and Support Specialist, Mohave Cooperative, took the meeting notes and roll call. The meeting notes and roll call will be posted on Mohave's website within 24 hours after the meeting. The questions asked today will determine if an amendment will be issued for clarifications, corrections and/or additions. The final decision to issue an amendment rests with Mohave. If an additional amendment, Amendment #3 is issued, it will be emailed to the email address provided on the vendor's Prospective Bidders registration.

There were eighteen (18) interested parties who called in. (See attached WebEx reservation sheet.)

Reminders:

- FedEx, UPS, and USPS will not guarantee overnight delivery to Kingman, as Kingman is a rural area. Be sure to mail, or deliver, the RFP's before the due date and time of Thursday, February 21, 2019 at 3:00 p.m. local Arizona time.
- Any interested parties are welcome to the RFP's opening. The solicitation's sign-in and opening documents will be posted on our website within 24 hours of the due date.
- February 14, 2019 is the last day for questions. Written emails are preferred.
- **Statements made during this pre-proposal conference were not amendments to the solicitation.**

Maria Brissette provided an overview of the procedure for the conference and solicitation reminders.

- Mohave is requesting that all participants mute phones, while on the call.
- Maria Brissette will provide an overview and explanation of several points in the solicitation and discuss previously submitted questions and answers.
 - Offerors are reminded while price is an important component of Mohave's evaluation process for criteria; other criteria will also be evaluated as listed on page 7. Contract(s) will not be awarded solely on the basis of price.
 - This is a RFP for direct online purchasing. This information can be found on the following page numbers including, but not limited to: 8-9; 21; 23-25; 27; and 30.
 - Mohave prefers that offerors provide full lines of industrial cleaning products and supplies versus limited incidental off the shelf retail inventory.

- Offerors are reminded this RFP is not a solicitation for facility cleaning services, these services are covered in Mohave Cooperative's existing Contracted Custodial and Janitorial Services contracts. RFP 19A-0214 is a solicitation for janitorial products, equipment and services. Services, e.g. site visits or surveys for customer support or training, etc. are requested and important to a successful contract.
- Pages 23-27 includes questions which address the offeror's website information. Members should be able to log into an awarded vendor's website and see contract pricing. The website should either filter non-contract items or have a way to clearly distinguish between contract and non-contract items. Offerors must have the ability to distinguishing Mohave contract purchases for administration fee reporting purposes. Also, while having a physical storefront is not required, offerors that have physical locations should have the option of offering "will call" pick-ups
- With an offeror's electronic workbook, ensure that all documents can be opened and are easily searchable electronic formats. Use the preset formulas provided. It is Mohave's preference that the required RFP 19A-0214 pricing workbook be submitted with their bid/proposal in the original **Excel** format.
- The contract vendor under an awarded contract remits the 1% administration fees to Mohave. Bidders/Offerors shall include the administration fee in all offered prices in the Price Schedule(s), and shall not add the administration fee separately (or as part of a reduction off the offered discount) into the prices.

Previously Submitted Questions and Answers:

Question: Would you please clarify if this is a catalog bid? And a similar question was: are there specific items to be bid?

Mohave Answer: The Scope of Work starting on page 6 of the RFP lists the types of products and services being requested, however this is not an exhaustive list. Offerors are encouraged to submit any products or services that are in the scope of work/services, even if it is not specifically requested.

Question: How many delivery locations are there?

Mohave Answer: This information is not available. Please refer to the Mohave website at mesc.org and review our "Current Mohave Members" link on our website for further information.

Question: May a vendor set minimum orders?

Mohave Answer: Yes. Provide information in Section One: Shipping, and Restock Information in the 19A janitorial supplies equipment & services.xls pricing workbook.

Question: Are gloves, trash can liners, and/or trash receptacles part of this bid?

Mohave Answer: The specifications for this RFP begin on page (8) eight. Trash can liners are found in Specification Section 1.12.

Question: Are samples required to accompany the bid?

Mohave Answer: Samples were not requested with this RFP.

Question: What are the most commonly procured gloves, trash can liners, and garbage cans?

Mohave Answer: This type of information was not provided in RFP 19A-0214. If you are needing something more specific, fill out and submit a Request for Public Inspection of Records form found on our website at:

<http://www.mesc.org/images/docs/Request%20for%20Inspection%20of%20Public%20Records.pdf>

This link is to a document and form which outlines the public inspection of records as provided in Arizona Statutes. Mohave Cooperative can then provide the documentation you require. Please be specific in your request. The completed form must be emailed to the address on the form.

Question: Mohave had received three separate emails from prospective offerors with documents attached which were intended to be a portion of an offeror's response.

Mohave Answer: Partially or fully emailed responses to RFP 19A-0214 will not be accepted. Also, with a request for a sealed proposal, Mohave cannot preview any information which an offeror intends to submit with their response.

Question: A prospective offeror had asked for further information regarding the financial information requested in the proposal.

Mohave Answer: RFP 19A-1218 requests the offeror to place after Tab 2d a current letter from your financial institution indicating the range of credit available to your firm or audited annual financial statements. The RFP also allows audited financial statements with a current date from an independent auditor's report and may include income statements and balance sheets. The current letter from your financial institution should be on the institution's letterhead, dated within the last twelve months, signed by a member of the financial institution and the letter should provide the credit amount (or range) applicable to your firm.

Question: At this time, are we able to view which prospective offerors intend to bid?

Mohave Answer: This information may change daily up until the solicitation's due date. If you would like this specific information as of today, please fill out and submit a Request for Public Inspection of Records form at the link provided above.

Question: What is the actual scoring of the award criteria (as per the Scope of Work page seven in the RFP)?

Mohave Answer: Per General Term and Condition 11.15, Mohave will use a point system to evaluate proposals. The specific weighted scoring information was not provided in the solicitation documents. Mohave, as a practice does not provide this information beforehand.

Question: Pricing is listed as one of the award criteria. How will a vendor be judged since there are two methodologies for pricing but they choose to only use one? How would you judge a vendor's fixed pricing vs. a discount off list?

Mohave Answer: Product pricing will be used in a market basket methodology, if applicable for discount verses fixed pricing. The evaluation committee cannot determine anything more specifically on how the offerors' pricing will be compared until solicitations are opened and pricing can be reviewed.

Question: Basis for Pricing (Special Term and Condition **10.3. Basis for pricing**) mentions two different pricing methodologies: (1) Percentage of discount off manufacturer's list price; and (2) Fixed-pricing. In our industry, only 10-20% of the manufacturers publish a national list price. None of the paper, liner, and soap manufacturers publish a list - nor do many other. How will you determine what list price to use during your evaluation if responders indicate a different list price for the same manufacturer item number?

Mohave Answer: The RFP requires that all prices schedules/lists be provided with your response. (See page 30, #4). Like items will be compared and evaluated depending on the pricing submitted by all offerors.

Question: Regarding online ordering capabilities, is this a "must have" or is it optional?

Mohave Answer: Yes, an awarded vendor must have online ordering capabilities.

Question: Does a local vendor need to have a local facility?

Mohave Answer: No. The RFP did not require that a vendor have a facility in the state of Arizona.

Question: Does a vendor need to be registered with the State of Arizona?

Mohave Answer: Mohave cooperative is a separate political subdivision from the State Procurement office.

Question: Regarding taxes, "must" a vendor pay taxes to the State of Arizona?

Mohave Answer: An awarded vendor is responsible for collecting taxes from Mohave members on invoices under the awarded contract. Contract vendors shall forward all taxes to the proper revenue office.

Questions and Answers during Preproposal meeting:

Question: Are offeror's websites required to do everything requested in the RFP specifications?

Mohave Answer: Yes. The solicitation is specifically for direct order online capabilities. The specifications regarding the identification of contract items and the reporting requirements for tracking contract purchases are required for a successful offer.

- **Roll call.**
- There were no other questions and the meeting concluded at 10:53 a.m.

Additional Questions and Answers:

Question: We are holding on to our signed acknowledgments of the amendments (1 & 2) for submission with our proposal. Did you want those sent before our final submission?

Mohave Answer: Both amendments have the instructions, "*Place a signed copy of Amendment 2 after Tab 1b in your formal proposal binder.*" The signed amendments should be included with your submitted documents for RFP 19A-0214.

Question: The most recent audited financials we have available are year-end 2017. Is this sufficient?

Mohave Answer: Yes, this is sufficient.

Question: Regarding the tab on attached titled Product & Services Price List, is this tab to be populated ONLY if we are offering a Fixed Price Agreement?

Mohave Answer: No. All items which your firm intends to provide with your offer need to be listed in this worksheet.

Question: Are we to list all items within our catalog regardless of the proposal type (Discount vs Fixed Price)?

Mohave Answer: Yes. All items regardless of proposal type should be listed in this worksheet or in additional worksheets if your firm intends to include them with your offer.

Prices per product or service would be listed in either in Column G, *MOHAVE PRICE (with Admin. Fee)*, or Column I, *FIXED PRICE (with Admin. Fee)*.

Please note, Column G contains a formula to calculate the MSRP PRICE less DISCOUNT. See page 32 of the RFP under Product and Services Pricing for further information.

Attachment: Attendee List
2/14/19: EH/MTB



**19A-0214 Janitorial Supplies, Equipment and Services –
Direct Online Order
Pre-Bid Conference Attendee List
February 7, 2019 10:30 a.m.**

1. Maria Brissette, Contract Specialist I, Mohave Educational Services Cooperative, Inc.
2. Nancy L. Colbaugh, CPPB, Contracts Manager, Mohave Educational Services Cooperative, Inc.
3. Esther Hopkins, Mohave Educational Services Cooperative, Inc.
4. Kristin Mason, Ferguson Facilities Supply
5. Stephanie Pieper, Ferguson Facilities Supply
6. Bobbi Jo Huskey, Partitions and Accessories Co.
7. Clyde M. Hayes, Northern Chemical Co
8. Ruben Navarrete, Northern Chemical Co
9. John McCall, Hillyard
10. Mike Cowart, Hillyard
11. Jim Moore, Hillyard
12. Alyssa Moll, Hillyard
13. Jim Borup, Hillyard
14. Veda Halligan, Veritiv
15. Joseph Gurzenda, Veritiv
16. Bruce Orman, BT Supplies West, Inc.
17. Jerry Russell, WAXIE Sanitary Supply
18. Lori Kirby, WAXIE Sanitary Supply
19. Mike Muscara, WAXIE Sanitary Supply
20. Andrew Coons, Brady Industries
21. Ian Kent, Brady Industries