

RFP NO: 19-20-02P - AMENDMENT ONE

This amendment is issued to provide additional information, assist in clarifications, and to reasonably support prospective suppliers and manufacturers in developing a responsive and responsible submittal package to this RFP. Due to the overwhelming response to our RFP, it is necessary to allot an ample amount of time to provide interested contractors as much information as possible for competitive bidding and crafting quality responses. Additional information shall be forthcoming in Amendment Two on or before September 24th, 2019 by close of business.

As such, the deadline date and time for this RFP is revised. **The new deadline is changed to October 1st, 2019 at 10:00 p.m.** Responses received after this date and time will not be accepted.

The below Qs&As are provided for your information and use. As indicated above additional information will be forthcoming as data becomes available.

1. Can we provide prices only for the products we offer?

Response1: *Specificity of currently used products will be provided in Amendment Two prior to the revised Deadline Date above. For heed and read RFP requirements on product offerings. "...Other product offers may be submitted if they are equal to or better than preferred products in use." Note: The District will entertain innovative cost savings square footage pricing as an alternate means for contract pricing If it is in the best interest of the district to do so. Please provide alternate pricing per square foot based on the Total square footage as indicated in **Exhibit 1A.***

2. For the items that are eligible for rental, do we provide rental pricing? Or strictly purchase pricing only? EX. Dust mops/wet mops/towels.

Response2: *Rental pricing may be provided as additional information in submittal packages for commercial machinery/equipment type items only. Dust mops, wet mops, towels, etc., are subject to purchase.*

3. Can you please provide me with previous award information and tabulations?

Response3: *The previous award was to a single-source respondent in which no bid tabulation was completed. Pricing was calculated by total square footage at .178 cents per SQFT.*

4. What is the annual estimated usage for the can liners listed?

Response4: *Annual Utilization data of estimated quantities are provided in **Attachment 1** to this Amendment One. See list for Can liners general description noted.*

5. How many locations will be utilizing this contract?

Response5: *Please reference the listing of locations and addresses within the District which identifies 40 school and program locations. There are approximately 48 overall facilities*

which includes Portable buildings and administration offices. This number may vary plus or minus upon operational needs and decision of district leadership.

6. What locations are equipped with loading dock? If none, is there a pallet jack to help with unloading?

Response6: *No School or main building are equipped with on/off loading docks. Deliveries will be made to all District facilities.*

7. What are the receiving hours?

Response7: *Receiving and delivery hours are 7:00 a.m. – 4:00 p.m. subject to change for schools. Main administration offices hours of operations are 8:00 a.m. – 5:00 p.m. at various locations.*

8. I wanted to clarify the order you would like our final technical proposal structure for RFP 19-20-02P to follow. I read two different structure recommendations:

1. Page 12 and 13 tabs
2. Page 16 Evaluation Criteria

Response8: *Submissions to this RFP should be consistent with the flow of the RFP. Page 12 and 13 tabs references how information should be organized in proposal submissions. The Information structure on page 16 shall fall within paragraph VIII, Evaluation Criteria and organized as such for this section. This information is in whole or in part a reiteration of the information in the Tabs as specified on pages 12 and 13. It is meant to assist and ensure all information requested is vital and valuable to the overall evaluation of proposal packages.*

9. Will supply deliveries be made to each school or to one central location?

Response9: *Yes, to each school and facility within the District.*

10. What is the frequency of deliveries if to each school?

Response10: *Delivery and receipt of product is normally on a bi-weekly basis or every two (2) week frequency. As deemed schedule deliveries may vary contingent on necessity utilization, emergency, or priority ordering by proper school official authority.*

11. What is the length of this agreement? (forgive me if I overlooked this)

Response11: *A contract resulting from award approval, maybe entered for two 4- year terms; not to exceed 8-years. Annual renewals maybe generated based upon appropriations and/or satisfactory performance pursuant to provisions of the procurement code, RFP, and related Agreement.*

12. Can you send me last year's bid winner for janitorial supplies, equipment and related products, solutions, and management services? I also have a questions on the quantity for the products we are bidding. Can you give me an amount for each item?

Response12: *A. The previous contract holder was initially awarded to Springtime. Brady Industries acquired this company and has held the contract to date. B. Demand utilization is provided as Attachment 1. This list is generic and is categorized by general*

description with no specific brand. Unit pricing is not available for each individual item due to the contract was based on price per square foot.

13. As we approach the deadline to ask questions, there are still a few things that pop out at me. I noticed that you don't include the specs for several of the products such as the red and blue pads. What size are you needing? The price varies based on size.

Response13: *Some or most of the product line specifications are not definitive. The Red and Blue pads should be based on a variety of sizes. If not provided in the forthcoming Amendment Two, please include pricing for commonly used standard sizes. Supplier Catalos should depict the various sizes offered and related price with discounts.*

14. Under Objectives on page 3 you ask the following question:

A. Provide a comprehensive competitively solicited offering of Products and delivery Services for District-wide use in maintaining a healthy, sanitary, safe, and environmental sound school district for all clients with learning and business relations it serves. B.

Do you have an idea of the locations, times of day, frequency of these deliveries?

Response14: *A. This statement objective pertains to proposers providing competitive bid offerings of compliant products delivered in a timely manner to sustain a healthy school environment. No more or no less. B. See Attachment 2 for delivery locations. Schools operate on a 7:00 a.m. to 4:00 p.m. work week. Main Administration business hours of operations are from 8:00 a.m. – 5:00 p.m. work week. Schools and business offices are subject to closure on recognized holidays.*

15. On page 4 you have the following requirement. Provide environmentally responsible products and services. Please clarify what is meant by environmentally responsible services?

Response15: *Provide products that are environmentally safe that causes little or no impact to the environment and/or effects on humans when interacting or handling such products.*

16. On page 14 you state the following... Provide the pricing for all services and solutions using a mark-up percentage over cost in the Exhibits 1 & 2. Cost shall be substantiated by an actual invoice indicating the amount paid for services or solutions. Proposer may propose alternative methodologies for pricing services if it feels it is in the best interest of the School District. It is not clear to LD Supply what is being requested here.

Response16: *We want to know your cost pricing methods for determining this contract; can your company provide custodial supplies for each individual item at unit price with a catalog discount? Or Can a cost per square foot be offered with cost savings to our District? In either scenario, we require detailed invoicing prior to authorizing or transacting payment.*

17. On page 16 you state the following...The proposer shall provide the District an innovative way to track demand use via utilization reports and analysis by school and/or

facility within the school district. Monthly reporting of use shall be provided to the Director of Purchasing and to the Executive Director of Physical Plant for internal tracking. Proposer shall identify and provide in the report narrative of utilization, high turnover areas, pilferage, and excessive use that may be an indication or cause misuse, waste, or possible training issues of personnel use.

Are you referring here to some type of inventory management system? If so can you tell us which one you might be interested in?

Response17: *Yes, you are correct. WE want to know what type of inventory management software you utilize in order to help us track/trend the above stated items. You tell us what system or software you use to track and provide reporting of the categories as indicated.*

18. Are you no longer using the cost per ft² model? We saw that you are requesting pricing per unit.

Response18: *Yes, we utilize cost per square foot, but we are welcoming other methods of determining cost as well.*

19. Are you going to issue this contract to more than one bidder or will it be winner take all?

Response19: *Preferably to one supplier/manufacturer. However, it may possibly be both methods as determined to be in the best interest of the district.*

20. Are you able to provide usage quantities for the items?

Response20: *See Attachment 1.*

21. What is the duration of the contract?

Response21: *Four years, possibility eight years, administered in one year increments pending mutual agreement of both parties, (LCPS and the vendor).*

22. It states that samples are required, however it doesn't state for which products in either of the exhibits.

Response22: *Sampling of products will be at the discretion of the Physical Plant Executive Director and/or staff. Samples shall be of products you plan to supply, such as custodial products, paper products, equipment, etc.*

23. Can you explain the difference between "Old" and "New" in the equipment section?

Response23: *Yes, the word old represents the previous unit supplied by our vendor. The word new, represents the new improved unit the vendor now supplies our district. An update to the equipment will be provided in Amendment Two.*

THE END (wam)

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ENCLOSURES:

- EXHIBIT 1A
- ATTACHMENT 1

EXHIBIT 1A:

TOTAL SQUARE FOOTAGE LCPS SCHOOLS & FACILITIES

TOTAL SQFT DISTRICT-WIDE	4,074,370
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UNIT PRICE/COST PER SQFT: _____

Comments:

Company Name

Signature - Authorized Representative

Date

Printed Name and Title

<u>Product Group Description</u>	<u>Unit of Measure</u>	<u>Quantity Shipped 2018 - 19</u>
BA ACCESSORIES - WASTE	EACH	60
BA DISPENSERS - BATH TISSUE/PROPRIETARY	EACH	20
BA DISPENSERS - ROLL TOWEL/UNIVERSAL	EACH	50
BA DISPENSERS - SOAP/PROPRIETARY	EACH	200
CHEMICALS - ALL PURPOSE CLEANER	EACH	2278
CHEMICALS - ALL PURPOSE CLEANER	GALL	49
CHEMICALS - ALL PURPOSE CLEANER	CASE	12
CHEMICALS - ALL PURPOSE CLEANER	EACH	1216
CHEMICALS - ALL PURPOSE CLEANER	GALL	6
CHEMICALS - BATHROOM	QRT	1247
CHEMICALS - BATHROOM	QRT	642
CHEMICALS - BOWL	QRT	1892
CHEMICALS - BOWL	QRT	929
CHEMICALS - CARPET/EXTRACTION	GALL	189
CHEMICALS - CARPET/EXTRACTION	GALL	90
CHEMICALS - CARPET/SPOTTER	QRT	352
CHEMICALS - CARPET/SPOTTER	QRT	93
CHEMICALS - DEGREASER	GALL	8
CHEMICALS - DEGREASER	GALL	6
CHEMICALS - DISINFECTANT&SANITIZERS	EACH	1762
CHEMICALS - DISINFECTANT&SANITIZERS	CASE	156
CHEMICALS - DISINFECTANT&SANITIZERS	EACH	867
CHEMICALS - FLOOR/FINISH	PAIL	493
CHEMICALS - FLOOR/FINISH	CASE	16
CHEMICALS - FLOOR/FINISH	PAIL	361
CHEMICALS - FLOOR/RESTORER	GALL	308
CHEMICALS - FLOOR/RESTORER	EACH	193
CHEMICALS - FLOOR/RESTORER	EACH	87
CHEMICALS - FLOOR/RESTORER	GALL	120
CHEMICALS - FLOOR/SEALER	PAIL	13
CHEMICALS - FLOOR/SEALER	PAIL	15
CHEMICALS - FLOOR/STRIPPING	PAIL	126
CHEMICALS - FLOOR/STRIPPING	PAIL	83
CHEMICALS - FLOOR/WOOD	EACH	33
CHEMICALS - GLASS	EACH	170
CHEMICALS - GLASS	EACH	78
CHEMICALS - INSECTICIDE	CAN	707
CHEMICALS - INSECTICIDE	CAN	230
CHEMICALS - LABELS	EACH	750
CHEMICALS - LABELS	PACK	10
CHEMICALS - POLISH/STAINLESS STEEL	CAN	892
CHEMICALS - POLISH/STAINLESS STEEL	GALL	65
CHEMICALS - POLISH/STAINLESS STEEL	CAN	520
CHEMICALS - POLISH/STAINLESS STEEL	GALL	21
CHEMICALS - POLISH/WOOD	CAN	325
CHEMICALS - POLISH/WOOD	CAN	303
CHEMICALS - SPECIALTY	CAN	207
CHEMICALS - SPECIALTY	PAIL	5
CHEMICALS - SPECIALTY	EACH	126
CHEMICALS - SPECIALTY	CAN	129

CHEMICALS - SPECIALTY	EACH	45
CLEANING SUPPLIES - BOTTLES	EACH	805
CLEANING SUPPLIES - BOTTLES	EACH	480
CLEANING SUPPLIES - BOTTLES/TRIG & CAPS	EACH	979
CLEANING SUPPLIES - BOTTLES/TRIG & CAPS	EACH	499
CLEANING SUPPLIES - BROOMS/HANDLES	EACH	15
CLEANING SUPPLIES - BROOMS/HANDLES	EACH	24
CLEANING SUPPLIES - BROOMS/UPRIGHT	EACH	214
CLEANING SUPPLIES - BROOMS/UPRIGHT	EACH	44
CLEANING SUPPLIES - BRUSHES	EACH	303
CLEANING SUPPLIES - BRUSHES	EACH	213
CLEANING SUPPLIES - DUST PANS	EACH	29
CLEANING SUPPLIES - DUST PANS	EACH	8
CLEANING SUPPLIES - DUSTERS	EACH	373
CLEANING SUPPLIES - DUSTERS	EACH	141
CLEANING SUPPLIES - HAND PADS&SPONGES	EACH	4593
CLEANING SUPPLIES - HAND PADS&SPONGES	CASE	93
CLEANING SUPPLIES - HAND PADS&SPONGES	PACK	5
CLEANING SUPPLIES - HAND PADS&SPONGES	EACH	2364
CLEANING SUPPLIES - HAND PADS&SPONGES	CASE	109
CLEANING SUPPLIES - HAND PADS&SPONGES	PACK	2
CLEANING SUPPLIES - HANDLES/DUST MOPS	EACH	98
CLEANING SUPPLIES - HANDLES/DUST MOPS	EACH	39
CLEANING SUPPLIES - HANDLES/WET MOPS	EACH	252
CLEANING SUPPLIES - HANDLES/WET MOPS	EACH	123
CLEANING SUPPLIES - MICROFIBER/WET	EACH	5
CLEANING SUPPLIES - MISC	PAIR	20
CLEANING SUPPLIES - MOPS/COTTON	EACH	798
CLEANING SUPPLIES - MOPS/COTTON	EACH	427
CLEANING SUPPLIES - MOPS/DUST	EACH	187
CLEANING SUPPLIES - MOPS/DUST	EACH	53
CLEANING SUPPLIES - MOPS/FINISH SYSTEM	EACH	1
CLEANING SUPPLIES - MOPS/RAYON	EACH	81
CLEANING SUPPLIES - MOPS/RAYON	EACH	70
CLEANING SUPPLIES - WAX APPLICATORS	EACH	14
CLEANING SUPPLIES - WAX APPLICATORS	EACH	6
CLG SUPPLIES - ABSORB,SW COMP,SAND	EACH	108
CLG SUPPLIES - ABSORB,SW COMP,SAND	EACH	57
DEODORANTS - LIQUID	EACH	266
DEODORANTS - LIQUID	GALL	81
DEODORANTS - LIQUID	EACH	151
DEODORANTS - LIQUID	GALL	40
DEODORANTS - URINAL	EACH	986
DEODORANTS - URINAL	DZN	168
DEODORANTS - URINAL	EACH	743
DEODORANTS - URINAL	BOX	48
DEODORANTS - URINAL	DZN	61.9944
DILUTION CONTROL SYSTEMS - DISPENSERS	EACH	7
DILUTION CONTROL SYSTEMS OTHER	EACH	135
DILUTION CONTROL SYSTEMS OTHER	EACH	59
EQUIPMENT - AUTO SCRUBBER MACHINES	EACH	2

EQUIPMENT - BACK PACK VACUUM	EACH	4
EQUIPMENT - BACK PACK VACUUM	EACH	2
EQUIPMENT - FLOOR MACHINES	EACH	2
EQUIPMENT - UPRIGHT VACUUM	EACH	7
FLOOR PADS - BUFFING	EACH	200
FLOOR PADS - BUFFING	EACH	108
FLOOR PADS - CARPET BONNETS	EACH	16
FLOOR PADS - CLEANER	EACH	112
FLOOR PADS - CLEANER	EACH	67
FLOOR PADS - HI PRODUCTIVITY STRIPPING	CASE	10
FLOOR PADS - HIGH SPEED	EACH	377
FLOOR PADS - HIGH SPEED	CASE	100
FLOOR PADS - HIGH SPEED	EACH	83
FLOOR PADS - HIGH SPEED	CASE	100
FLOOR PADS - SANDING SCREENS	EACH	90
FLOOR PADS - SANDING SCREENS	EACH	17
FLOOR PADS - SCRUBBING	EACH	15
FLOOR PADS - SCRUBBING	EACH	15
FLOOR PADS - STRIPPING	BOX	1
FLOOR PADS - STRIPPING	EACH	417
FLOOR PADS - STRIPPING	EACH	267
FLOOR PADS - STRIPPING	CASE	25
FUEL SURCHARGE	EACH	822
FUEL SURCHARGE	EACH	426
GLOVES - LATEX	PAIR	529
GLOVES - LATEX	PAIR	297
GLOVES - NITRILE	BOX	330
GLOVES - NITRILE	BOX	1152
GLOVES - VINYL	BOX	2297
LINEN - RAGS & CLOTHES	CASE	183
LINEN - RAGS & CLOTHES	CASE	102
LINERS - LDPEX	CASE	2889
LINERS - LDPEX	CASE	1694
LINERS - HDPE	CASE	1967
LINERS - HDPE	CASE	921
LINERS - HDPEJR	CASE	1227
LINERS - HDPEJR	CASE	711
MATERIAL HANDLING - CARTS/INDUSTRIAL	EACH	6
NON- INVENTORY ITEMS	EACH	24
NON- INVENTORY ITEMS	EACH	12
OFFICE SUPPLIES - RETAIL	CAN	1404
OFFICE SUPPLIES - RETAIL	CAN	750
PAPER - BATH TISSUE	CASE	2434
PAPER - BATH TISSUE	CASE	1269
PAPER - ROLL TOWEL/UNIVERSAL	CASE	2788
PAPER - ROLL TOWEL/UNIVERSAL	CASE	1333
SAFETY - ACCESSORIES	EACH	4
SERVICE PARTS - BATTERIES	CASE	80
SERVICE PARTS - GENERAL	EACH	292
SERVICE PARTS - GENERAL	PACK	288
SERVICE PARTS - GENERAL	EACH	144

SERVICE PARTS - GENERAL	KIT	2
SERVICE PARTS - GENERAL	PACK	130
SERVICE PARTS - VACUUM	EACH	22
SERVICE PARTS - VACUUM	EACH	12
SERVICE PARTS - VACUUM BAGS	PACK	342
SERVICE PARTS - VACUUM BAGS	PACK	177
SKIN CARE - HAND SANITIZER	CASE	36
SKIN CARE - HAND SANITIZER	CASE	8
SKINCARE - HAND SOAP/FOAM	CASE	7156.0002
SKINCARE - HAND SOAP/FOAM	EACH	62
SKINCARE - HAND SOAP/FOAM	CASE	3060
WINDOW CLEANING - SCRAPERS	EACH	245
WINDOW CLEANING - SCRAPERS	EACH	125