Procurement and Contracting Services

Request for Proposals for Custodial Consumables

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L292402
Due on April 12, 2024, no later than 2:00 PM, MST
The following questions were received prior to the close of the Technical Question period on March 29, 2024, at 12:00 PM MST:

1. The requested price guarantee is for the two-year term of the original contract. Would you agree to a one-year guarantee with a contracted maximum escalation percentage for the subsequent year/s. Understanding that a two-year price guarantee will mean higher prices in year one as manufacturers do not guarantee costs for two years. **We will accept a one-year price guarantee with a maximum of 5% escalation percentage for subsequent years.**

2. When including alternate items on the RFB where should those line items be placed in the file? Should we add a line directly underneath the original or add them at the end? **Adding a line below for alternate items will be acceptable.**

3. What is the anticipated bid award notification date. **We are anticipating no later than May 3rd.**

4. Can we provide alternate items on hard spec items, ie; disposable gloves. Provided products specs are equal to or greater quality than hard spec item. **Yes.**

5. Will this be awarded to one vendor or per line item? **Per line.**

6. How many delivery locations? **Everything will be delivered to one location.**

7. Based on previous ordering history and purchase orders, about how often are the trash bags ordered (Monthly, quarterly or other) and what is an approximate case order? **We order all supplies on an as needed basis, three month quantities are noted on the attachment.**

8. Based on previous ordering history and purchase orders, about how often are the gloves ordered (Monthly, quarterly or other) and what is an approximate box order? **We order all supplies on an as needed basis, three month quantities are noted on the attachment.**

9. Can we arrange a sample pickup of the plastic trash Bags at our expense? **Yes we can provide a sample.**
   a. If not would you please provide the case weight and bill of lading?
   b. If yes, would you please provide the contact name, number, address of pickup, email address and window of time to make the pickup. **It can be picked up at the warehouse with advanced notice, 1405 N Ring Rd operating hours are 6AM-2:30PM.**

10. Can you please provide the previous award tab with winning vendors and item prices? **Not available.**
11. How many delivery locations do you have? Everything will be delivered to one location.

12. How frequently do you place orders? Orders are placed on a as needed basis, depending on the product it could be weekly or monthly.


14. Can you provide Attachment A in Excel? Yes

15. Will you accept an Excel price file when we submit? No, Attachment A must be filled out.

16. Do you have previous bid tabulation with pricing? No

17. On your request spreadsheet, there are several products we/Hillyard does not have access to Purchase, DIVERSEY brand products, such as Virex, or OXIVIR, 4277285. However, Hillyard is a Manufacture of Chemical cleaners, and disinfectants, can we use our equivalents? Green highlighted items must remain that manufacturer.

18. For the floor pads, we have our floor pad private label that is made by 3M. Can I use our 3M lines to bid for floor pads? If they are manufactured by 3M that will be acceptable, please note that in the MFG area.

19. for U of A item 4105010 MULTIFOLD WHITE PAPER TOWELS, "KLEENLINE", 16/CASE, Pacific Blue: The item number 20904 is actually a Single fold towel, not a Multifold towel, U of A item 4105015, SINGLE FOLD PAPER TOWEL, "PREFERENCE", 9 1/2" x 10 1/4", 16/CASE. Item 2078601, according to Georgia Pacific, this item has been discontinued and replaced by item: 20904 My question is what "Multifold Towel" would you request to Bid on as your asking for 78 cases? The manufacturer information was incorrect in the attachment. We currently use Kleenline brand multifold towel Item specs are as follows. 1-ply multifold towel 9.25 x 9.4 sheet size. 250 sheets per pack, 16 packs per case. The 78 cases is our average 3 month order quantity.

20. From Georgia pacific website:
   PACIFIC BLUE SELECT® S-FOLD PAPER TOWELS BY GP PRO (GEORGIA-PACIFIC), WHITE, 4,000 TOWELS PER CASE
   Item ID: 20786/01
   ITEM ID 20786/01
Discontinued and Replaced By Similar Product 20904. We currently use item 20904 for our single fold towels.


22. There are several items for 3M Floor pads, Hillyard gets our Pads through 3M, Private label, Can I use these items? If they are manufactured by 3M that will be acceptable, please note that in the MFG area.

23. For items shaded "Green" if we cannot provide the exact item number, should we add "No Bid" on these items Price slots? Yes

End of addendum, all else remains the same.