



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.rder? **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.**
13. Will you accept AdobeSign signatures on the forms? **Yes.**
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.**

21. On the format for turning in my Bid for Custodial Consumables: do we list just the Item Price? Of Item price and extended total price? **Item price.**
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.