



**WASHTENAW COUNTY  
FINANCE DEPARTMENT**

**Purchasing Division**

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**DATE: September 27, 2016**

**Addendum #1  
RFP # 7120 – Janitorial Supplies**

**Revised Due Date:  
Tuesday, October 25, 2016 at 4:00 pm EST**

This ADDENDUM is official notification that the original bid response date deadline of Monday, October 3, 2016 @4:00 pm EST has been extended to Tuesday, October 25, 2016 at 4:00 pm EST.

In addition a question cut-off date of October 7, 2016 is in effect, all answers will be addressed by October 14, 2016.

**Questions and **Answers:****

1. On page 4 Terms, the RFP states / All terms and conditions will remain unchanged, including prices, The term of the Contract being 3 years. It then states that price increase notices need to be submitted one Month before the price increase takes effect. Do prices need to be firm 3 years? Please explain is the price guarantee is it 3 years or upon 30 day notice? **You are held to the prices in your bid proposal for three years. In the event there is a manufacturer price increase during the three year term, it must be reviewed by the Purchasing Manager at least 30 days before the price increase takes effect.**

Will the contract be awarded item by item to the lowest bidder or in whole? **At this time we are uncertain if the award will be by group or by item. Green products are encouraged but typically cost more than non-green products thus the evaluation**

committee will evaluate each item first then determine the effectiveness of awarding by group v. by item. The County reserves the right to award to multiple vendors.

2. Does a bidder have to quote on all items? **Bidding is not required on all items.**
3. Do you have an advantage for Minority, or Women owned Certified Companies? **We do not offer an advantage for Minority or Women owned Certified Companies at this time.**
4. Are products brand specific or can we bid an equal alternate (I note a several items in the towel & tissue section that are basically the same but different packs or brands) **Equal alternates are acceptable.**
5. I was hoping to get last terms bid tabulations and a usage report for the Janitorial Supply bid #7120 is that possible? **The tabulation from the last bid is available at [http://www.ewashtenaw.org/government/departments/finance/purchasing/online\\_bids/bid-status-previous-years/previous-year-assets/assets\\_2010/rfp6558sum.pdf](http://www.ewashtenaw.org/government/departments/finance/purchasing/online_bids/bid-status-previous-years/previous-year-assets/assets_2010/rfp6558sum.pdf). Annual usage is reflected in the pricing sheet.**
6. I would like to know how you will award the above referenced bid, by group or item? **At this time we are uncertain if the award will be by group or by item. Green products are encouraged but typically cost more than non-green products thus the evaluation committee will evaluate each item first then determine the effectiveness of awarding by group v. by item.**
7. So you have last years award information? **This RFP was not issued last year. If you would like to review the bid responses from several years ago, please visit [http://www.ewashtenaw.org/government/departments/finance/purchasing/online\\_bids/bid-status-previous-years/previous-year-assets/assets\\_2010/rfp6558sum.pdf](http://www.ewashtenaw.org/government/departments/finance/purchasing/online_bids/bid-status-previous-years/previous-year-assets/assets_2010/rfp6558sum.pdf)**
8. Who was awarded then for the liners? **Supply Den was awarded for all products.**
9. Two before the last liner is a 40X48 16 micron liner, do you need 25/case or it's supposed to say 10/25? **It is supposed to say 10/25 per case**
10. Is this typically awarded to just one vendor or can it be broken into multiple awards? **Depending on the bid responses awards are made to either single or multiple vendors. Until the responses are received and reviewed we will not know what type of award would provide the best value solution for the County.**
11. Can you tell me if the intent on RFP 7120 is to make the award to 1 vendor in its entirety. We are not Distributors of some of your controlled products that have specific manufacturer's dispensers to utilize the products. If we did not bid on these products would it preclude us from getting an award? **Bidding is not required on all items and alternate products are acceptable in your bid response. Bidding on alternate items will not preclude you from getting an award.**

There are several more questions and answers to come, please watch for updates.

***Beth A. Duffy, CPPB***  
***Senior Buyer***

cc: RFP 7120