

QUESTIONS/RESPONSES For:

RFP no. 2016 Janitorial Chemicals and Cleaning Supplies KSU Facilities Management

Question One: 1. Attachment B says: Include samples of millage for Bags, Toilet paper (Jumbo rolls, 420 and 470) Paper towels with your submittal.

Since the bid is submitted ONLINE, should we send samples to:

Greg Evans, Housekeeping Manager

Kent State University, University Facilities management Department

1787 E. Summit Street; Kent, Ohio 44242-0001

And how many samples per liner?

Response: Send samples to the address stated in Section 6.5 of the RFP. Please provide 6 of each liner and 2 rolls of each requested toilet paper and paper towels. Millage and spec information is required.

Question Two: We see that Forms 1-9 are samples, so we do not need to fill them out until we respond to the bid online?

Response: Correct. Forms 1-9 are to be filled out online.

Question Three: The bid document mentions that the copy of the price form has to be emailed in excel format, but the documents downloaded from your site are all on PDF Format, is that something that will also be provided in excel as we upload the bid online?

Response: KSU will post Attachment A Price Sheet in Excel format to the Procurement website by the due date to post responses. No modifications to layout or format will be allowed. Please enter requested information only, e.g. price.

Question Four: The scope of work 6.3 Paper Products & Trash Liners Product Categories says: Dispensing equipment for paper products must be supplied and installed free of charge at the inception of the agreement. We are an out-of-town supplier; does this mean that we need to service the dispensing equipment?

Response: Awardee of this RFP is to install the dispensers free of charge including labor and materials at start up. Dispensers will be available free of charge throughout the duration of the contract and any potential renewal term(s).

Question Five: The delivery mentions a main location, but from there it seems that the vendor needs to deliver to other locations, how many locations in total? If we deliver using major carriers, can we prepare the deliveries already for multiple locations?

Response: There are currently 80 delivery points around main campus. Yes, preparing orders prior to arrival at campus for delivery is acceptable.

Question Six: Can you tell us, based on previous purchase orders, how often are orders typically placed and about how many cases of liners are ordered at a time by each location? Can you also provide us with the same delivery information for the paper towels and toilet paper?

Response: Orders are placed weekly, but locations are on a monthly rotation. QTY will vary based on semesters, size of dorm/building, sport schedules, and special events. Reference average annual used on Attachment A Price Sheet.

Question Seven: Can you provide the previous tabulation showing the awarded prices by item and winning vendor?

Response: The bid tab from the previous RFP will be posted to the Procurement website.

Question Eight: Could I request a copy of the previous winning RFP?

Response: The bid tab from the previous RFP will be posted to the Procurement website.

Question Nine: Would you be willing to entertain a company for chemicals if they cannot provide like products, such as strippers and wax.

Response: Please provide your best answer to complete the bid.

Question Ten: Is it possible to know where and how these chemicals are being used?

Response: Chemicals will be used in accordance with manufacturers' specifications.

Question Eleven: Who handles ordering or where are all the chemicals stored?

Response: KSU will handle the ordering. Chemicals are stored in respective custodial areas around campus.

Question Twelve: Who fixes the dispensers when they do not work anymore.

Response: Paper towel, toilet paper, hand sanitizer, soap and shampoo dispensers will be replaced by KSU personnel after installation. Wall mounted chemical dispensers will be serviced by the winning vendor. All dispensers will be available free of charge throughout the duration of the contract and any potential renewal term(s).

Question Thirteen: Are green initiatives important?

Response: Yes. Reference Section 6.2 Chemical Cleaning Products Category of the RFP.

Question Fourteen: What is the best way to price out a chemical dilution program vs. upfront case pricing? current price format requests case pricing

Response: Please provide your best answer to complete the bid.

Question Fifteen: Do you know what chemicals are currently being used in the quick mix 4x4 proportioners?

Response: Please refer to the RFP Attachment A - chemical information and annual usage.

Question Sixteen: Please verify if actual samples of each liner and paper items are required, OR are you just wanting the millage and spec information? Below was the request on the chemical product information sheet, so I just wanted to clarify, based on the wording: *Include samples of millage for Bags, Toilet paper (Jumbo rolls, 420 and 470) Paper towels with your submittal.*

Response: Send samples to the address stated in Section 6.5 of the RFP. Please provide 6 of each liner and 2 rolls of each requested toilet paper and paper towel. Millage and spec information is required.

Question Seventeen: Wanted to verify if actual samples of each liner and paper items are required, OR are you just wanting the millage and spec information?

Response: Send samples to the address stated in Section 6.5 of the RFP. Please provide 6 of each liner and 2 rolls of each requested toilet paper and paper towel. Millage and spec information is required.

Question Eighteen: If samples are required, and we are not able to get them from the manufacture by the bid date, is there leeway on providing samples?

Response: All vendors' responses are to follow the timeline listed in the RFP.

Question Nineteen: For the liner SKU's on the bid (below) can you provide the info below to help us to ensure the best cross reference to bid?

- Case weight for each SKU below
- Picture of the label on the case of the liner that is currently being used, for each SKU below.

17	DSB3339135	DSB3339135	LINER 33X39 150/CS 1.35 MIL BLACK	150/case	1125
18	DSB-404618	DSB-404618	LINER 40X46 100/CS 45-45 GAL 1.8 MIL BLACK	100/case	1249
19	DSB-243110	DSB-243110	LINER 24X31 250/CS 12-16GAL 1.0 MIL BLACK	250/case	704
20	DSB-242408	DSB-242408	LINER, 24X24 CLEAR, 8 MICRON, 1000/CS 5B242408	1000/case	40
21	DSB1717035	DSB1717035	LINERS TRASH CAN 17X17X, 1,000/CS, 35MIL, CLEAR	1000/case	10
22	DSB404613B	DSB404613B	LINER 40X46 1.3 MIL BLUE	250/case	430

Response: Please provide your best answer to complete the bid.

Question Twenty: Is there a time frame or specific day(s) of the week required for deliveries to be made?

Response: When KSU is open, deliveries are on Wednesday and Thursdays. Receiving is open from 7:00 AM to 3:00 PM M-F.

Question Twenty-One: How many delivery locations are there and are they all located at the Main campus in Kent?

Response: There are currently 80 delivery points for this RFP. All points are on Kent main Campus.

Question Twenty-Two: Are all orders placed at the same time for all buildings, with an expected streamlined delivery that is done at one time, OR is each delivery based on when each location placed their order?

Response: Orders are placed weekly, but locations are on a monthly rotation. QTY will vary based on semesters, size of dorm/building, sport schedules, and special events. Reference average annual used on attachment A.

Question Twenty-Three: There was no excel/pdf sheet provided for the chemicals. Do you have an excel format you would like this submitted in or are you ok with us providing the info our own format for the Excel/PDF sheet?

Response: KSU will send out the Excel bid response template. No modifications to layout or format will be allowed. Please enter requested information only, e.g. price.

Question Twenty-Four: We are having trouble accessing the documents on the website, I believe we are missing the excel sheet & Bid submissions forms 1-9 at least. Would it be possible to email them over?

Response: The bid tab from the previous RFP will be posted to the Procurement website. Forms 1-9 are to be filled out online through Dynamic Forms.

Question Twenty-Five: Are you able to provide the last bid tabulation?

Response: The bid tab from the previous RFP will be posted to the Procurement website.

Question Twenty-Six: The RFP says not to alter the specifications or pricing from, how/where would they like us to notate things like Ohio-made, bio based, etc. It looks like in years past we notated it by Price UOM is that acceptable?

Response: Yes. UOM is acceptable.

Question Twenty-Seven: Is there is an additional attachment that that shows the current chemical specifications and quantities?

Response: Use the information shared to provide your best proposal.