

Addendum #2
RFP #20-010-232 PPE Supplies
Questions and Answers

1. Just to confirm, is this proposal due Friday July 10th or Friday July 17th?
The RFP due date and time is 12:00 p.m., Friday, July 10, 2020. We corrected the due date via addendum #1 posted Friday, June 26, 2020. The documents are posted to:
<https://www.resa.net/services/purchasing/rfp/>
<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>
2. I just saw that there will be partial proposals accepted but didn't know if there would be multiple awards for individual items. Hope that makes sense!
WCRESA will review and consider all proposals. Conversely, WCRESA will consider all award options
3. The estimated quantities are delivered in how many shipments?
The estimated quantities (per Section IIA PPE Specifications, pages 15-16), are collective of the public school districts and charter schools in Wayne County, Michigan. Public school districts and charter schools will individually contact the awarded supplier(s) to purchase the items needed for their building(s).
4. Can you provide us with the current pricing per item and vendor?
WCRESA does not have a current provider or contract for PPE items. The intent of this RFP is to establish pricing and issue an award(s) for PPE items.
5. How many locations are the Items delivered to?
Per Section IIA PPE Specifications (pages 15-16), the intent of this RFP is to have PPE ordered by, and delivered to, the individual public school districts and charter schools within Wayne County, Michigan. Per section IA (Introduction to Suppliers, page 3), there are thirty-three (33) public school districts and approximately 104 charter schools in Wayne County.
6. Does the agency need the masks and the gloves or any of your items to be FDA or CE Certified?
WCRESA does not require suppliers submit samples with proposals; however, per section IIA (PPE Requirements, page 15 and 16) "equipment quoted must comply with COVID-19 PPE guidelines established by the Centers for Disease Control (CDC) and Wayne County Health Department" and "Suppliers are expected to include product specifications documents for all items quoted in proposal"
7. What delivery date does the agency require?
WCRESA does not have a specific delivery date; however, the desire is to ensure public school districts and charter schools will have the supplies they need in order to reopen for the 2020-2021 school year.
Please specify your firm's lead times with your proposals.

8. If a vendor can't be a distributor as it seems per solicitation will the vendor be disqualified?
There isn't a *requirement* for supplies to be inventoried by the awarded supplier(s). Instead, the primary goal is to find a supplier(s) that can obtain and provide appropriate PPE as needed and requested by the public school districts and charter schools in Wayne County, Michigan. Again, WCRESA will consider all proposals received, and welcome suppliers to propose *their* method(s) for providing the needed items.
9. Can a vendor place a bid but offer delivery only to only one location of your choice and not multiple locations?
Per section IIA (PPE Requirements, page 15), the intent of this RFP is to have all items ordered by, and delivered directly to, the individual public school districts and charter schools in Wayne County, Michigan. Nevertheless, WCRESA will review and consider all proposals.
10. Does the any of the items have to be made in USA or can it be from overseas?
PPE items do not need to be made in the USA; however, per section IIA (PPE Requirements, page 15), equipment quoted "*must comply with COVID-19 PPE guidelines established by the Centers for Disease Control (CDC) and Wayne County Health Department*".
11. If a vendor does not work with any Educational Clients but only with state agencies would this be acceptable as a reference?
Yes; government, healthcare and higher education references are acceptable
12. Wayne County RESA (Wayne RESA) bid posting does not list your agency's payment options and terms. Please advise.
It is WCRESA's preference for a NET30 arrangement; however, the payment terms will vary by public school districts and charter schools. RFP respondents are expected to detail their purchasing process in their proposal and to also include any and all exceptions to RFP requirements as "Proposal Section 13.0" in their proposals
13. Would you accept a bid for alternate sizing options other than the posted 1L bottles? Our company makes and sells 8oz pump bottles with gallon refill containers or gallon pump bottles. If either of our options are acceptable, please let me know.
WCRESA will definitely review and consider all proposals. Suppliers may also propose alternative and/or additional PPE as an Appendix to the proposal. **Please specify lead times with your proposals.**
14. What is the delivery time requirement after receipt of order for each item?
Please specify lead times with your proposals. Per section IIA (PPE Requirements, page 15), the intent of this RFP is to have all items ordered by, and delivered directly to, the individual public school districts and charter schools in Wayne County, Michigan. Nevertheless, WCRESA will review and consider all proposals.
15. Do you know the quantities that you will order at a time for each item?
The quantities to be ordered will most likely vary by school, and by each order
16. I wanted to confirm that samples for this upcoming bid for PPE are NOT required prior to submitting our response?
WCRESA does not require suppliers submit samples with proposals; however, per section IIA (PPE Requirements, page 16) "*must comply with COVID-19 PPE guidelines established by the Centers for Disease Control (CDC) and Wayne County Health Department*" and "*Suppliers are expected to include product specifications documents for all items quoted in proposal*"

17. Is there a past bid tabulation on any of these items?
WCRESA does not have a current provider or contract for PPE items, so a bid tabulation is not available at this time.
18. Will all of these items be shipped to one central location or will the awardee be required to ship to multiple locations? If so multiple locations, how many different locations?
Shipped to multiple locations. Per section IIA (PPE Requirements, page 15), the intent of this RFP is to have all items ordered by, and delivered directly to, the individual public school districts and charter schools in Wayne County, Michigan. School districts and charter schools may have centralized locations for delivery. There are thirty-three (33) public school districts and approximately 104 charter schools in Wayne County.
19. Do bidders need to bid on all line items to be considered for an award or can they bid on individual line items?
WCRESA will review and consider all proposals. Further, per section IIA (PPE Requirements, page 16), *“WCRESA will review and consider partial proposals”*
20. Is there a right for a price increase during contract period?
The preference is for supplier(s) to hold pricing throughout the duration of the contract; but again, WCRESA will consider all proposals. Please include any and all exceptions to RFP specifications/requirements as “Proposal Section 13.0” in your proposal
21. Can they contract be renewed? If so, for how long?
If beneficial, WCRESA will consider renewal options. Suppliers may propose renewal options as an appendix to proposals
22. Is there a description of the specs for each item listed anywhere in Bid?
WCRESA does not have descriptions of the PPE items listed in the RFP, as we prefer Suppliers provide product descriptions for the items they can provide. Per section IIA (PPE Requirements, pages 15 and 16) *“Suppliers are expected to include product specifications documents for all items quoted in proposal”*
23. Sanitizing machine – what will you be sanitizing and how many machines will you require?
It is WCRESA’s understanding that sanitizing machines would be used to sanitize rooms and/or various equipment. At this time, the organization does not have a specific count for the machines. Per section IIA (PPE Requirements, page 16) WCRESA seeks information and, (if available), pricing for the additional PPE listed in **Table 2**. Sanitizing machines are listed in Table 2. We understand that more information may be needed to provide pricing for these items; and if so, please be sure to state in Proposal Section 3.0 - Comprehensive List of Assumptions
24. Page 10- F2 a) XXXXXXXXX imports products and has adopted an automotive process of using contract packaging/warehousing as part of its operations. The company is XXXXXXXX. We warehouse our products at their facility and use their employees to process customer orders. Will I need to submit a copy of Pakrite’s Worker’s compensation insurance along with our product liability insurance?
For the purpose of the RFP and supplier proposals, suppliers only need to submit a copy of their insurance certificate. Additional insurance certificates may be requested from distributors if/upon award.

25. We use Good Will Industries (green Work division to bottle our FDA approved sanitizer. We provide that in 1 Gallon jugs, 8 Oz and 16 Oz spray bottles. We noticed that you are requiring 1 liter equivalent to 32 Oz bottles. Would you consider in the above mentioned sizes?
WCRESA will review and consider all proposals. Suppliers may also propose alternative and/or additional PPE as an Appendix to the proposal
26. I was just reading the RFP on Bid Net. I see where you are requesting 1 Liter bottles of Hand Sanitizer. I was just wanting to know if you would be open to other Package sizes? We have 8oz/16oz and 1 Gallon jugs.
WCRESA will review and consider all proposals. Suppliers may also propose alternative and/or additional PPE as an Appendix to the proposal
27. Do you have an approximate value of this contract?
WCRESA does not have a pre-established value of this contract. Instead, WCRESA requests price proposals from prospective suppliers to better understand the contract value
28. Will all requested quantities be ordered in one order or will subsequent smaller orders up to the quantity and contracted dollar amount be ordered through out the 6th month period?
Per section IIA (PPE Specifications, page 15), the intent of this RFP is to have all items individually ordered by, and delivered directly to, public school districts and charter schools in Wayne County, Michigan. The quantities listed in Table 1 are provided to demonstrate the estimated usage for the entire county.
Once a vendor(s) are identified for an award, there may be immediate orders for PPE necessary for schools to reopen. Additional orders may also be issued (on an as-needed basis) to replenish supplies
29. Please refer to page 16 where it states, "B. Length of Contract Provide pricing for a six (6) months' duration. In addition, it is acceptable to offer any other options that might provide a best case price scenario for districts."
WCRESA will review and consider all proposals. Suppliers are welcome to propose alternative solutions and/or additional PPE as an Appendix to the proposal
30. Is Tiered pricing mandatory?
Per section IIA (PPE Specifications, page 15 and 16), there will be orders for PPE necessary for schools to reopen, and additional orders to replenish supplies on an as-needed basis. The quantities to be ordered after schools reopen may not be as high as the initial order, which is why we requested two (2) pricing formats. Please be sure to note in Attachment #2 of your proposal if your organization's pricing will not change regardless of quantities ordered.
31. Please provide more detail on what should be included in the high level execution plan. Are you looking for costs, quantities and a delivery schedule in regards to the item(s) ordered or something else?
WCRESA seeks pricing for the PPE listed in the specifications (IIA, pages 15 and 16), details of the items, lead times, etc. The expectation is that suppliers will submit proposals in the format outlined on pages 4-6
32. Regarding Risk Management Considerations are you wanting us to show how we prepare for the unexpected minimizing risks and extra costs before they happen?
I'm unsure if I understand this question. If the question pertains to Section F (Indemnity, Release, Insurance and Security, pages 10 and 11), WCRESA requires suppliers submit a copy of their insurance certificate with proposals to demonstrate their organization meets (or exceeds) WCRESA's insurance requirements.

33. If WCRESA needs to allow the individual schools to place orders on an as needed basis, would you entertain the idea of purchasing the entire order upfront and storing at a warehouse until individual fulfillment is needed?

WCRESA will review and consider all proposals; and welcome suppliers to propose alternate solutions (as an appendix) that meet the needs of the group. The goal is to ensure schools obtain all of the PPE needed to reopen.

34. Is WCRESA expecting the pricing to be valid for 6 months after the bid has been submitted?

The preference is for supplier(s) to hold pricing throughout the duration of the contract; but again, WCRESA will consider all proposals. Please include any and all exceptions to RFP specifications/requirements as “Proposal Section 13.0” in your proposal

35. Regarding the product specification documents that are to be included, are you looking to receive the Safety Data Sheet (SDS) and the Medical Safety Data Sheet (MSDS) or something else?

WCRESA seeks product literature for the items quoted (e.g. manufacturer, expiration date, material content, sizing, etc). MSDS data sheets, if application, should be included as well.

36. Can you please explain further in detail what information you are looking for under the Value and Outcomes section that is to be delivered to WCRESA?

Per Proposal Section 1.0 – Executive Summary (page 5), Suppliers are expected to provide an Executive Summary in their proposal. This summary should introduce your organization, your service offerings, explain the benefits of working with your group, etc. Regarding the “values and outcomes”, Suppliers should explain the value of WCRESA partnering with your organization; and what can be expected throughout the partnership

37. I am looking over your bid on BidNet for PPE and hoping to fill out a bid proposal, but unable to find online documents as listed. Do all bid proposals need to be mailed in or are there electronic ones?

WCRESA advertises RFPs on the following websites. Electronic copies of the RFP and all addendums can be found there:

<https://www.resa.net/services/purchasing/rfp/>

<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>

In light of recent recommendations (related to COVID-19) from the Center for Disease Control (CDC), and state and local health departments, WCRESA’s Education Center is currently closed to the public. As a result, WCRESA will allow suppliers to submit an electronic copy of proposals to my attention via email at huntere@resa.net.

Per #2, Section C (Proposal Process, page 4), proposals should be combined into a PDF file.

Suppliers may also opt to ship hardcopy originals

38. Reusable Masks – are you looking for sizes (S, M, L) and if yes, fair to assume 20% S, 40% M, 40% L distribution?

WCRESA seeks pricing for all available sizes (as the masks may be worn by adults and children). Per page 5 of the RFP, Suppliers should include a list of all assumptions in their “Proposal Section 3.0 - Comprehensive List of Assumptions”. We suggest listing the quantity assumption breakdowns in this section

39. Gloves – Nitrile powderless gloves. Do you want sizes S, M L and if yes, fair to assume 20% S, 40% M, 40% L distribution?

WCRESA seeks pricing for all available sizes (as the masks may be worn by adults and children). Per page 5 of the RFP, Suppliers should include a list of all assumptions in their “Proposal Section 3.0 - Comprehensive List of Assumptions”. We suggest listing the quantity assumption breakdowns in this section

40. Sanitizer – Do you want the bottles to have flip caps or pumps?

WCRESA will consider proposals for both types

41. Disinfectant Spray – What size are you requesting? 32oz trigger spray bottle or 1 Gallon containers? We have a green technology that is non-toxic, non-corrosive, safe for children/adults. Best applied through a sprayer or fogger. And we have a Green Heavy-duty Cleaner that is also available in spray bottles and gallon containers that is a contact cleaner. Just want to confirm we are quoting the correct container size.

WCRESA will consider proposals for both the spray bottle and gallon containers

42. Sanitizing Machine – Are you looking for costs for Sprayers or foggers? Or are you looking for dispensers for sanitizer, such as a wall mount or pedestal dispenser?

At this time, WCRESA does not have a specific count, or type, of sanitizing machines. Per section IIA (PPE Requirements, page 16) WCRESA seeks information and, (if available), pricing for the additional PPE listed in Table 2. Sanitizing machines are listed in Table 2. We welcome information on all of the various machines suppliers can provide.

43. Please check for COVID 19 issue, we are difficult to find Notary agent here, please check if it is a must requirement? We checked with Chase bank, UPS and USPS. They temp cannot provide Notary service due the current situation.

Please note that Attachment #4 and Attachment #5 must be notarized. In light of recent recommendations (related to COVID-19) from the Center for Disease Control (CDC), and state and local health departments, Wayne RESA will temporarily allow submission of proposals without notarization of the ‘Ethical Standards Affidavit’ (RFP Attachment #4) and ‘Conflict of Interest Affidavit’ (RFP Attachment #5). Signatures of each document should still accompany proposals. WCRESA will work with Suppliers to obtain notarized copies at a later date.

Of course, WCRESA will accept notarized copies if Suppliers are able to obtain.

44. On page 3, under, "B. Scope" you state "(see Appendix A for detailed list)", however, we don't see anything labeled "Appendix A". Can you please advise what you are referencing as "Appendix A"? Please note that "(see Appendix A for detailed list)" is highlighted in yellow.

Please disregard-we will correct and post the correction as Addendum #3 by the end of the day, Thursday, July 2, 2020.

Per section IA (Introduction to Suppliers, page 3), there are thirty-three (33) public school districts and approximately 104 charter schools located in Wayne County.

45. Regarding your line item for Gloves on page 15 in Table 1:

- Are Food Safety rated Gloves acceptable?
- Because Gloves come in various sizes, do you have a quantity you want in each size?

WCRESA will review and consider all proposals, so we ask Suppliers to propose the items they can provide (medical, food safety grades, etc). Regarding sizes, we do not have exact quantities of sizes at this time, so we would ask that Suppliers provide pricing for all available sizes.

46. Would individuals at each of the schools need a way to purchase products from us directly?
Yes. It is WCRESA's intent to have all items ordered by, and delivered directly to, the individual public school districts and charter schools in Wayne County, Michigan. It is WCRESA's understanding that most schools would place orders via purchase orders (PO).
47. Would your expectation be for us to inventory these items and ship as needed?
There isn't a requirement for supplies to be inventoried by the awarded supplier(s); however, the expectation is that the awarded vendor(s) will be able to fulfill PPE orders as requested by each school district and charter school. Again, WCRESA will consider all proposals received, and welcome suppliers to propose their method(s) for providing the needed items.
48. Are you looking to place orders:
- Over the phone?
 - Via a form?
 - Through a custom-built webstore?
- It is WCRESA's understanding that most schools would prefer to place orders via purchase order (PO). Nevertheless, WCRESA will review and consider all proposals and Suppliers should detail their organization's purchasing requirements in their proposals
49. Is documentation for each item required at submission or at a later date?
Per section IIA (PPE Specification, pages 15-16), product specification documents for all items quoted should be submitted with proposals
50. Can you offer any more detailed product specifications? i.e. alcohol % in hand sanitizers, etc.?
Per section IIA (PPE Specification), equipment quoted **must comply with COVID-19 PPE guidelines established by the Centers for Disease Control (CDC) and Wayne County Health Department.** CDC currently recommends using alcohol-based hand rub with greater than 60% ethanol or 70% isopropanol.
51. What is the lead time? ("July/August" currently listed as start date.)
There is not a specific begin date for this project; however, schools will need to place orders and receive items in order to reopen schools. **Please specify lead times with your proposals.**
52. What is the material requirement?
Not sure I understand the question; however, per section IIA (PPE Specification, pages 15 and 16), equipment quoted ***must comply with COVID-19 PPE guidelines established by the Centers for Disease Control (CDC) and Wayne County Health Department.*** Also, per the same section, ***"Suppliers are expected to include product specifications documents for all items quoted in proposal"***

53. Since there is one Line Item to respond on the bid ONLINE and several items in the bid. What should we enter as price when we respond?

Not sure I understand the question; however:

Order UOM (e.g. box, case, etc.)	Provide the unit of measure in which supplies must be ordered (e.g. case, pallet, box, etc.)
Quantity per Order UOM	Provide the number of units/"each" in each order (e.g. 2,000 masks per case, etc)
Price per Order UOM	Provide the price based on the order unit of measure (e.g. \$XX/case, etc.)

If there are different pricing and sizes for the items, please provide as an Appendix to your proposal.

54. Is the disposable surgical mask your basic 3-ply mask?

Yes.

55. For the glove quantity listed (810,000) is that a single glove or pair of gloves? Our vendors sell them both ways (single and pair)

The figure is for approximately 810,000 pairs of gloves

56. Disinfectant spray ~ any particular size can?

At this time, WCRESA does not have a specification for a certain size can. We welcome Suppliers to propose all available options. Please note that per section IIA (PPE Specification), **"Suppliers are expected to include product specifications documents for all items quoted in proposal"**

57. Hand sanitizer ~ any particular percentage of alcohol required?

Per section IIA (PPE Specification, pages 15 and 16), equipment quoted **must comply with COVID 19 PPE guidelines established by the Centers for Disease Control (CDC) and Wayne County Health Department.** CDC currently recommends using alcohol-based hand rub with greater than 60% ethanol or 70% isopropanol.

58. For the liter bottles of sanitizers would you like pump tops?

WCRESA will consider proposals for all options (e.g. pump tops, capped tops, etc.)

59. On the price sheet on the last column it has Price Per Order UOM. Are you asking for the minimum quantity of cases/boxes x the case price? And not the Case price.

Order UOM (e.g. box, case, etc.)	Provide the unit of measure in which supplies must be ordered (e.g. case, pallet, box, etc.)
Quantity per Order UOM	Provide the number of units/"each" in each order (e.g. 2,000 masks per case, etc)
Price per Order UOM	Provide the price based on the order unit of measure (e.g. \$XX/case, etc.)

60. Many of the PPE products (ie: masks, gloves and others) are quoted on a daily basis. The market is so volatile that pricing is not guaranteed until a PO and payment is received. Will this type of Pricing be understood and accepted?

WCRESA will review and consider all proposals. RFP respondents are expected to submit any and all exceptions to RFP requirements as “Proposal Section 13.0” in their proposals.

61. Most of the PPE comes from overseas,

- Payment is required in advance by EFT- is this acceptable?
- These manufacturers do not provide us representatives (brokers) with liability insurance. Do these company qualify?
- We are a mfg. representative and do not take title to products but pass through payment and effect delivery. Is this acceptable as a vendor?

It is WCRESA’s preference for Suppliers to accept purchase orders with a NET30 arrangement; however, WCRESA will review and consider all proposals. Suppliers are expected to submit any and all exceptions to RFP requirements as “Proposal Section 13.0” in their proposals.

62. Are quantities requested on page 15 a “per piece” quantity or cases?

Quantities are per piece/unit

63. Our proposals on certain items will be in full container or truckloads to minimize freight and secure product from overseas- is this acceptable

WCRESA will consider proposals for all options. Please provide a detailed explanation of your product and service offering in your proposal to ensure full understanding of your

64. If awarded a product will RESA take the delivery to ONE location?

Per section IIA (PPE Requirements, page 15), the intent of this RFP is to have all items ordered by, and delivered directly to, the individual public school districts and charter schools in Wayne County, Michigan. The awarded supplier can work with each school to determine delivery locations.

65. As a manufacturer’s representative and not a distributor- are we eligible to be a bidder/vendor?

WCRESA will review and consider all proposals received. We just request that you provide a detailed explanation

In regard to “Desk Shield”:

66. Is there an estimate to the quantity of desk shields? The tiers of the pricing grid speak to a large range of units.

At this time, WCRESA does not have a specific count for desk shields (or for any of the items listed in **Table 2** of section IIA, PPE Specifications, page 16). The committee seeks information for the items in the list; and, (if available), pricing for those items. We understand that more information may be needed to provide pricing for these items; and if so, please be sure to state in Proposal Section 3.0 - Comprehensive List of Assumptions

67. What are the preferred dimensions of the desk shield?
- Will there be different sizes for different grade levels?
 - Would you need tri fold student desk?
 - Or one sided, community area desk guards?
 - Will teacher desks be included?
 - Will secondary specifications be included?

At this time, WCRESA does not have specifics for desk shields. Instead, we would appreciate any and all information (e.g. specifications, pricing, etc.) available for them (and the other items listed in **Table 2** of Section IIA, PPE Specification, page 16). The committee will review the provided information to determine what, if any, options will be selected.

68. Our clients were awarded contracts under..... Can we offer WCRESA the same products and pricing?

WCRESA will definitely review and consider all proposals and price offerings

69. Our clients have items not listed on your RFP, but fall within the realm of PPE and we expect school districts to purchase them. Can we offer?

WCRESA will definitely review and consider proposals for alternate/additional items. Per Section IIA (PPE Specifications, pages 15-16), please provide proposals for additional items as an appendix to your proposal