



**PURCHASING DEPARTMENT
6600 34TH AVENUE
MOLINE, IL 61265**

DATE: October 23, 2018

**TO BE OPENED ON
November 6, 2018**

IMPORTANT SHOW "RFP 02-19 <u>ADDENDUM 1</u> ON OUTSIDE OF MAILING ENVELOPE

**REQUEST FOR PROPOSAL (RFP)
CLEANING SUPPLIES, DISTRICT WIDE, PREFERRED VENDOR(S)
RFP 02-19 ADDENDUM 1**

Pursuant to the provisions of Section 3-27.1 of the Illinois Public Community College Act and rules and regulations adopted thereunder, sealed proposals subject to the conditions and requirements made a part hereof **will be received until 2:00 p.m. local time, on Tuesday, November 6, 2018 in the Finance Office at Black Hawk College Quad Cities Campus, located at 6600 34th Avenue in Building One, Second Floor, Room 244A, then opened publicly, read aloud and recorded immediately thereafter when possible, in the Black Hawk Room, (Room 255) for furnishing the goods or services described below, to be delivered or performed at the location(s) stated.** Whether or not a proposal is timely shall be determined by reference to the clock located in the Purchasing Office of the College, and the determination of whether or not a proposal is timely in accordance with that clock shall be at the sole discretion of the Black Hawk College Purchasing Office and Board of Trustees, whose decision on that issue shall be final.

REFER INQUIRIES TO: MIKE MELEG BLACK HAWK COLLEGE 6600 34th AVENUE MOLINE IL 61265	VENDOR INFORMATION:
	Contact:
TELEPHONE: (309) 796-5002	Company:
EMAIL ADDRESS: melegm@bhc.edu	Address:
	City/State/Zip:
	Telephone:
	Fax Number:
	Email Address:

GENERAL

Proposals are subject to the attached Standard Terms and Conditions.

USING DEPARTMENT

Facilities, District Wide

ADDENDUM 1

Here are all of the questions received by 5:00 p.m. on Monday, October 15, 2018:

Q: Is the bid all or nothing? I could quote can liners, brown roll towels, wagon wheel toilet tissue, etc. using your dispensers?

A: The bid is not "all or nothing". As stated "The College may choose to enter an agreement with one Vendor, or more than one Vendor if it is more advantageous for the College." What this means is the College may order different products from different vendors, or may choose to order the same products from different vendors, whatever is most advantageous to the College.

Q: The Tork/Bay West paper listed is there any other options for this? Like installing all new dispensers for the next 3 years if the pricing was at a substantial savings??

A: The College desires to keep using its existing Tork/Bay West dispensers, so please bid paper to fit these.

Q: The bid sheet lists Brand name items for both chemical and hand soap. Again is this open to similar products and the possibility of changing out your hand soap dispensers if it made sense?

A: The College desires to keep using its existing chemical dilution systems and hand soap dispensers, so please bid products to fit these. For products not dependent on any propriety dispenser/delivery system, as stated for Tab 4 Proposal Requirements: "Please insert a space beneath each line for which you are proposing a competitive product, and provide its Part Number, Description, Unit Information (i.e. size, number per case, etc.), and Price."

Q: Will you be choosing one supplier for all supplies in this RFP or choose multiple suppliers?

A: As stated "The College may choose to enter an agreement with one Vendor, or more than one Vendor if it is more advantageous for the College." What this means is the College may order different products from different vendors, or may choose to order the same products from different vendors, whatever is most advantageous to the College.

Q: I was also wondering how you will be evaluating pricing. Will it be in use cost, case cost, etc.?

A: Cost will be compared, item by item, by the unit cost. We will ensure all units are equal so we are getting a true "apples to apples" comparison.

Q: Lastly, Can you please define unit price?

A: Unit price would be the price and quantity for the product being sold. For example if a product is sold by the gallon, the unit price would be price per gallon. If the product is be sold by the case, the unit price would be price per case. In order for us to perform the pricing evaluation addressed in the above question, please provide complete, relevant unit information, i.e. Unit size (ounces, gallons, pounds, etc. if sold by the ounce, gallon, pound, etc.), quantity per case (6 gallons per

case, 4 quarts per case, etc. if sold by the case) so we can make all necessary calculations to arrive at a true “apples to apples” comparison.

Q: Do you have an RFP for disposable gloves, or do you source these through a quoting process?

A: Disposable gloves are a part of this RFP and are found on Attachment A.

Please be reminded of the following:

10. ACKNOWLEDGEMENTS OF ADDENDA

Signature of company official on original document shall be construed as acknowledgment of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.