



## **ADDENDUM #1**

**To:** All Companies Interested in Submitting a Proposal  
**From:** Rebecca Johnson, CPPB, Purchasing Agent  
**Bid:** Janitorial Supply Program (RFP #PUR0915-052); Dated: March 4, 2016  
**Subject:** Addendum #1 (4 pages)  
**Date:** March 14, 2016

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The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the bid was sent.

### **Clarifications from Pre-Proposal Meeting held on Thursday, March 10, 2016:**

- The City is currently using Windsor equipment for auto scrubbers (6) and vacuums and is happy with it. The City will be open to other equipment as replacements are needed over time.
- Proposals will be evaluated by an evaluation team consisting of the Environmental Services Supervisor, Sustainability Coordinator, and representatives from the Parks & Recreation Department and Eastern Iowa Airport. Purchasing Services will facilitate the evaluation process. Following review of written proposals the committee will decide if additional information, sample products, and/or presentations and interviews are needed in order to make an award decision. You will be contact by Purchasing Services if anything is needed from you following submittal of your written proposal.
- The majority of janitorial supply purchase will be made using a City MasterCard. On the occasion that a purchase is not made by credit card (rare), the City's payment terms are 45 days from receipt of acceptable invoice.
- Many of the City's facilities, including the Fire Department, Police Department, City Hall, City Services Center, Transit, Library, and Water Pollution Control, are supplied from a central inventory location at the City Services Center at 500 15<sup>th</sup> Avenue SW so deliveries to these facilities will not be necessary. Please note that the address for the City Service Center is listed incorrectly in Attachment D.
- Other facilities including, but not limited to, the Airport, Parks & Recreation Department, Animal Care & Control, Civil Rights, Water Divisions, US Cellular Center, and Ice Arena, will order their own supplies and require delivery directly to their locations.

**Question:** Regarding can liners, flat packs are getting harder to find as some of the biggest manufacturers are doing away with them. How important is it to bid flat or would City facilities be ok with roll style liners?

**Answer:** Roll style liners are acceptable.

**Question:** Can you please provide the last pricing paid by the City of Cedar Rapids for the items included in Attachment E?

**Answer:** Current pricing is provided in Attachment A to this Addendum.

**Question:** Can you provide us with usage on the products listed in Attachment E?

**Answer:** Purchase quantities for the past 24 months are provided in Attachment A to this Addendum.

**Question:** How many foaming hand soap dispensers are in all the locations that this RFP would encompass?

**Answer:** Citywide, there are approximately 145 soap dispensers, 65 of which are at the Airport.

**Question:** If dilution systems were acceptable to install, how many locations would require the equipment on their site?

**Answer:** Currently there are four (4) equipment locations at City Hall and twelve (12) at the Airport.

**Question:** Is there an opportunity to coordinate a site visit?

**Answer:** No. Following evaluation of proposal submittals, site visits may be scheduled with the top scoring firms if needed.

**Question:** Do you receive any environmental reporting from your current vendor?

**Answer:** No

**Question:** Office Depot is the City's office supplies contract vendor. Is there any cross-over of departments purchasing miscellaneous janitorial supplies off this contract (i.e. Rubbermaid, hand sanitizer, tissues)?

**Answer:** There could be. Due to the number of facilities and employee buyers this is not something that can be reasonably controlled or tracked at all times.

**Question:** During the pre-proposal meeting, we were told that the City's Water Administration does not allow dispensing systems at most locations due to back-flow concerns. Would the City be willing to consider additional information regarding solutions to this issue that would allow for safe conversion to concentrated chemicals via dilution system?

**Answer:** Not at this time. Per the Water Service Manager, the water supply line that feeds any of these types of dispensers must have a USC approved Reduced Pressure Principal Backflow preventer (RPZ) to isolate the product from any other potable water. The backflow preventer must be tested upon installation and annually by a state certified backflow prevention device tester. Only City Hall and the Eastern Iowa Airport are currently equipped for dispensing systems and there are no current plans for this to change.

**Question:** Can you help us understand the fulfillment process – at least with the facilities for which Facilities Maintenance does the ordering for central inventory? It sounded like products are delivered to a central location and then taken by City drivers to the respective needed location. Do these drivers have other responsibilities for going from facility to facility, or is it simply to deliver those products?

**Answer:** City staff delivers supplies for use at different locations. Additional responsibilities are not relevant for the purposes of this RFP.

**Question:** For training purposes mainly, do you have a custodial lead in each facility or how is the control/management of product maintained at the individual facilities?

**Answer:** No, there is not a custodial lead in each facility. Each employee has an assigned work area.

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All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for proposal submittal is Tuesday, March 22, 2016 before 3:00 p.m. CDT.

## ATTACHMENT A TO ADDENDUM #1 – USAGE AND PRICING

Brand SKU	Description	Usage	Current Price
<b>CLEANING SUPPLIES</b>			
JWP04705	Glance glass & surface cleaner, 1 qt bottle	1092	\$2.46
REN02839-MS	Renown blue 9 HCL acid bowl cleaner	759	\$1.83
REN02495	Handwashing system refill, pink lotion foam cleanser, 1250 mL	624	\$11.89
GEO40450	Liquid chlorine bleach, gallon	528	\$1.72
PGC45112	Dawn manual dishwashing liquid, 38 oz bottle	516	\$6.16
REN02836-MS	Renown bathroom cleaner, 1 qt bottle	504	\$2.54
REN02814-MS	Renown bacterial digestant, 1 qt bottle	412	\$3.45
AIM6800	Oil absorbent sweeping compound, 50 lb bag	380	\$6.91
MMM23163	Scotch-Brite 3000 power sponge scrub, 2.8" x 4.5" x .6"	380	\$1.95
REN05219	Gloves, disposable, latex, exam, powder-free, 5 mil, XL, 100 per box	348	\$5.80
REN02503	White lotion hand soap, bulk pour gallon	292	\$5.42
SPA3016-04	Damp mop concentrate floor cleaner, rinse-free, gallon	252	\$9.61
REC04675	Lysol disinfectant cleaner, fresh scent, 19 oz	240	\$10.38
REN05237	Renown gloves, disposable, nitrile, exam, powdr-free, XL, 100/box	200	\$9.64
APP18203	Appeal microfiber cloth, green, 14" x 14"	200	\$0.67
APP18201	Appeal microfiber cloth, blue, 14" x 14"		
PGC34953	Cascade Powder dish detergent, 75 oz	180	\$9.92
REN05007-AM	All purpose cleaner/degreaser, green, citrus, foaming , aerosol, 19 oz	180	\$3.28
REN02484	Renown Bag-in-box soap system refill, pink lotion cleanser, 800 mL	144	\$2.48
SMP13012	Simple Green all purpose cleaner and degreaser, 24 oz bottle	144	\$7.16
REN05002-AM	Renown heavy duty glass cleaner, 19 oz bottle	142	\$3.00
JWP3364707	Crew disinfectant rstrm floor/surface cleaner, non-acid, RFD, 5L	132	\$26.37
MMM14002	3M stainless steel polish cleaner, aerosol, 21 oz can	120	\$10.89
REN02191	Renown mop, loop, heavy duty, large	116	\$7.38
REN05136	Toilet bowl mop, Duralon, 4-1/2" head, 12" I-beam plastic handle, wht	112	\$0.78
REN03012-FR	Urinal screen, flat, flexible vinyl, tapered drain holes, blue, bubblegum	110	\$13.20
REN05236	Renown gloves, disposable, nitrile, exam, powd-free, lg, 100/box	110	\$7.49
<b>PAPER PRODUCTS</b>			
REN06125-WB	Renown 2-ply bath tissue, 3 1/4" x 4"	473	\$52.45
REN06001-WB	Renown 2-ply roll towels, white	427	\$24.86
REN06005-WB	Renown hard roll towel, white, 8" x 800'	268	\$29.38
APP12500-WB	Appeal toilet tissue, jumbo, 2-ply, 3.46" x 9" roll	249	\$25.96
REN06104-WB	Renown toilet tissue, white, 4.5" x 3.75"	207	\$37.24
GPT21000	Signature paper towel, multifold, 2-ply, premium, 9.25" x 9.5", white	127	\$18.34
REN06119-WB	Renown hard roll towel, natural, 8" x 425'	119	\$23.65
GPT48100	Preference facial tissue, flat box, 7.63" x 9", white	88	\$29.24
REN06004-WB	Renown roll towel, natural, 8" x 800'	#N/A	\$28.32
<b>CAN LINERS</b>			
REN26021-CA	38"x58" high/low density liner, 60 gal, 1.5 Mil, black, repro., flat pack	217	\$28.88
REN66021-CL	38"x58" high/low density liner, 60 gal, 2 Mil, black, repro., flat pack	111	\$28.02
REN24549-CL	40"x46" high/low density liner, 45 gal, 2 Mil, clear, repro, flat pack	107	\$36.22
REN12506-CL	30"x37" high/low density liner, 25 gal, 2 Mil, natural, repro, flat pack	39	
REN21500-CA	24"x32" liner for desk trash cans, 15 gal, .3 mil, black		\$24.98