



Submitted Questions and Answers for

RFP 24A-0215 Janitorial Supplies, Equipment, and Services – Direct Online Order

NOTE: Questions below are taken verbatim from correspondences received by Mohave. There are no corrections to grammatical or spelling errors. However, personal names will be replaced by a personal pronoun, business names will be replaced by the term "firm," and any numerical values associated with a cost are replaced by "XX."

Questions and Answers:

- **(January 30, 2024) Question:**
Who is the current contractor?
What is the current contract amount?
If you are unable to provide the current contract amount, what is the current budget your agency has for this project?
Is there a bond requirement?
Will the contractor's employees be required to pass a background check?
Will the contractor's employees be required to wear a badge?
Square Footage for each location?
- **(January 30, 2024) Mohave Answer:**
For the current contractor information, please review Question 4's response.
The current contract amount is listed on Page 6 of the RFP.
The awarded contract(s) is not for a single agency so a budgetary amount cannot be provided.
Per the RFP Page 37 Performance and payment bonds are not required under an awarded contract.
With regard to the employee requirements, it would be at the discretion of the member should they utilize your firm for services under Specifications 1.25, 1.26, or delivery services.
Square Footage for each location? The awarded contract(s) is not for a single agency so square footage information cannot be provided.
- **(February 1, 2024) Question:** Summary Section Five requests "Manufacturer, Price Lists, Products" in column 1 - Should this indicate only one response (e.g., 3M) or indicate the supplier & product type as well (e.g., 3M, Acme pricing, chemicals)? Our price list is comprehensive - Do we need to submit a separate price list for each of our manufacturers?
- **(February 1, 2024) Mohave Answer:** Summary Section Five should list all manufacturers your firm is offering. If the manufacturer offers different "Discount off MSRP" for different product lines or price lists, then multiple rows will be used to identify each discount. Firms may choose to list all manufacturers price lists in the Excel worksheet titled "Product & Services Price List," or provide unlocked, searchable PDFs or Excel workbooks of the manufacturers price list. The PDF pricing must indicate the manufacturer's name, part number, product description, and MSRP.
- **(February 2, 2024) Question:** Will bid submissions still be considered if offerors are unable to offer equipment repair and rental services?
- **(February 5, 2024) Mohave Answer:** Mohave may consider partial proposals for award of a contract.

- **(February 5, 2024) Question:** In specifications section under 1.25, Cost Analysis Software. Is there an example of what Mohave is looking for? Are there current contracted vendors offering this or this is a new requirement for this solicitation?
- **(February 6, 2024) Mohave Answer:** The specifications outline the services requested of a cost analysis software. For clarification, 1.25 Cost Analysis Software is a request, not a mandatory requirement. The current contract vendors may be offering it as a free service or as a miscellaneous service.
- **(February 8, 2024) Question:** Are exceptions allowed pertaining to pricing? This bid is requiring discounts off the manufacture. We are not the manufacturer and cannot offer a discount off the manufacturer list price, but we can offer a % discount off our internal (non-published) GLP for commercial items. Is that acceptable or does it have to be discount off the manufacturer list price?
- **(February 8, 2024) Mohave Answer:** 4. Contract Type provides the option of 1) percent of discount off manufacturer's price list or catalog, 2) fixed price, or 3) a combination of both with indefinite quantities. Pricing Information Price Workbook Instructions (Page 37) 6. states "Percent of discount off manufacturer's price list or catalog offers that are not based upon published price lists or catalogs shall be administered as fixed price contracts." (non-published) Special Terms and Conditions (Page 47) 10.5 Fixed prices outlines the requirements for this method of pricing. Note that fixed prices shall be firm until the annual renewal period.
- **(February 13, 2024) Question:** Can you clarify what you are asking for under Shipping?
- **(February 13, 2024) Mohave Answer:** Summary Section Five: Discount Information, Column E, Shipping is where your firm will list any specific shipping/handling that will be applied to the manufacturer, price list, or product that is listed in Column B.
- **(February 13, 2024) Question:** We are a redistributor Doesn't that make the shipping information for the manufacturer irrelevant? Wasn't shipping covered in the Summary Section 1-3.
- **(February 13, 2024) Mohave Answer:** The question is not irrelevant because some responding firms may charge a shipping fee to the member along with the manufacturer's fee to ship to the firm. Responding firm may experience other differences in shipping that apply to specific products or price lists; therefore, the question is included to ensure all costs associated with the manufacturer, price lists, and products are captured for evaluation.
- **(February 13, 2024) Question:** Is the "part number" the manufacturer number or our internal part number?
- **(February 13, 2024) Mohave Answer:** The "part number" will be the part number your firm would use on a quote(s) if awarded a contract.
- **(February 13, 2024) Question:** Does the online purchasing portal need to be in place at the time the contract is submitted or can we wait to publish and put it out for use when the contract is awarded.
- **(February 13, 2024) Mohave Answer:** Per Direct Online Order - General Requirements Specifications 1.1.01, Contract vendor shall provide a direct online order system under an awarded contract. Additionally, Tab 2a, Question 6 b) requires responding firms to provide a URL and a sample password/guest access code to allow access to products/pricing offered under a Mohave contract. A sample or "Dummy" website is acceptable. Account must remain active for a maximum of 90 days. Please indicate the expiration date and/or any limited number of logins for the guest account given. (This temporary account will be used for evaluation purpose only.
- **(February 14, 2024) Question:** In the unlikely event that it is necessary to do so, can we refuse an order?
- **(February 14, 2024) Mohave Answer:** See General Term and Condition 18.1 Acceptance of Orders, RFP page 64 for the potential of refusing an order.
- **(February 20, 2024) Question:** Can we place minimum on orders? And can they be different based on different shipping zones?
- **(February 14, 2024) Mohave Answer:** Should you apply minimums on orders based on regions, you should include documentation in your proposal that clearly details the minimum order requirements for each region.

There were no other answers provided to questions submitted past the RFP's published Deadline for Questions: February 20, 2024.

Updated: 2/21/24 KH