

August 3, 2016

Addendum #3

Request for Proposal# 683317

Athletic, Corridor, and Storage Lockers

Revised Proposal Due Date: Wednesday, September 7, 2016, 1:00 PM Eastern Time

Pre-Proposal Conference Calls:

Two non-mandatory pre-proposal calls were held on Wednesday, July 13, 2016 and Monday, July 25, 2016. The following companies to date have received a copy of the RFP (companies with an asterisk had representation on the call):

Sandusky Lee Corporation
List Industries, Inc.*
Hollman
Penco Products Inc.
Tennsco
Lyon Workspace Products
John Watts Associates*
Bell & Howell LLC

Aurora Storage Products Inc.
Wenger Corporation
Ideal Products, Inc.
DeBourgh Manufacturing Co.
Summit Lockers
Young Equipment Sales, Inc.
Construction Specialties of New England*
The Park & Facilities Catalog

Please note: The RFP is available for download on www.eandi.org and additional Suppliers not listed above may respond to the RFP.

The question below was asked by a potential Supplier during the pre-proposal conferences.

1. Regarding the Section 2.4.1 Product Description, would Suppliers be responsible for wiring electronic/electrical connections?

Answer: Based upon Member requirements and specifications, it is expected that Supplier would be able to coordinate project assignments and responsibilities with on-site Project Managers.

Below is the list of questions submitted to E&I by potential Suppliers prior to the deadline for written questions.

1. How many universities are on their list?

Answer: As noted in Section 1.3 of the RFP, E&I Membership includes approximately 3,700 Members. Approximately 63% of the Membership is a Higher Ed institution.

2. How many members on their list are K-12 schools?

Answer: As noted in Section 1.3 of the RFP, E&I Membership includes approximately 3,700 Members. Approximately 33% of the Member is a K12 institution. (Approximately 4% of the Membership is identified as Healthcare/Teaching Hospital.)

3. “Required to attend E&I presentations to their members as E&I decides is necessary” – How many annually does this equate to? Where are they (i.e. just the US)?

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Answer: Suppliers are encouraged to attend as many as possible. Presentations may include visits to Member campuses with assigned Member Relations Executive. E&I also participates in the National Association of Education Procurement's (NAEP) Annual meeting. Suppliers are encouraged to attend as many Members are also members of NAEP and value the opportunity to meet suppliers face to face.

4. *"Required to attend quarterly performance review meetings at E&I" – Can this be done by webinar? Where are these meetings held?*

Answer: Quarterly performance meetings may be held via WebEx, teleconference or in-person. If in-person, meetings may be held in Jericho, New York or a location which is mutually agreed to in advance of the meeting.

5. *"Provide ongoing training to E&I staff including webinars, conference calls and on-site training" – How many staff are we required to train and how often would Supplier have to travel to assist?*

Answer: E&I has a Field Staff of approximately 30 which may support the agreement at any given time. Typically WebEx trainings have been the method of educating staff, however, a Supplier may be required to travel with Field Staff to Member campuses.

6. *"Members get to choose payment terms and Supplier must agree to such terms" – Please provide more detail as to the scope of payment terms that Supplier would have to consider? Please provide examples.*

Answer: Depending on State Statutes, Members may require Net 30 or Net 45; Members may also request a prompt pay discount.

7. *Outside of schools and universities, do they support any other industries? If yes, which?*

Answer: E&I is a Member-owned Cooperative made up of education institutions, including Higher Ed, K-12, Public and Private.

8. *What annual revenues have their members expended thru E&I for locker systems over the last three years? Projection for next three years?*

Answer: E&I currently does not hold any agreements for this commodity and does not have historical data on Member spend. However, E&I is pursuing this commodity as it has been identified as a need by our Members. Current projections are that this commodity will generate \$15M in sales by year 3 of the Agreement.

9. *Are members REQUIRED to use the E&I network of suppliers or are they allowed to go out on their own with RFPs?*

Answer: Members are not required to use E&I Agreements; however, Members understand the value of utilizing an E&I agreement as it provides a cost-effective agreement and solution. Many of our Members direct staff to utilize E&I Agreements as they understand that utilization of a Nationally-based agreement provides cost savings and operational efficiencies (eliminates the need for a competitive solicitation as most E&I Agreements are competitively solicited).

Members may issue RFPs, but Suppliers are encouraged to respond with the E&I Agreement as this reduces cost both for the Supplier and the Member.

10. Section 2.3 (pricing)

May we quote geographic “zones” for each of the three pricing areas of delivered tailgate, inside delivery and delivered and installed?

- There are significant freight differences, and subsequent potential savings, of shipping 100 miles vs 2500 miles.
- There are significant labor rate differences, and subsequent potential savings, of installing lockers in Chicago vs Chattanooga.

Answer: At a minimum, the Supplier must propose tiered discount off manufacturer’s price list based upon order size by the three identified levels of service. Pricing must include product and delivery/installation costs. Freight is a separate line item to be determined when quotation is issued to participating Member.

Suppliers may propose regional pricing but must clearly define parameters.

11. Section 2.3 (pricing)

Will “additional product lines may be offered” include cabinets and/or shelving?

Answer: Suppliers may include related storage product lines in their proposals.

12. Section 2.4 (detailed products and services defined)

Need definition (in number of days prior to shipping) of “near immediate shipment of products”.

Answer: Supplier may provide average number of days for stock items and estimate for custom products. To be determined by Member requirements when requesting quotations; Supplier must be able to accommodate Member requirements.

13. Section 2.4.3 (delivery)

The locker business is seasonal to any locker manufacturer, typically anchored to the school break periods, and this said, “indicate maximum shipping times per product” proves problematic.

- Would seasonal windows, ideally identifying maximum lead times by calendar month suffice?

Answer: Supplier proposals may identify maximum lead times by calendar month

14. Section 2.4.3 (delivery)

Concerning the “supplier shall be responsible for any charges associated with temporary storage” requirement ...

- Would the storage be pre-shipping or post-shipping?
 - If post-shipping, will the supplier be allowed to choose the method and location of the storage?
- What is the maximum number of days for storage?
 - Will there be a charge allowed for days exceeding?

Answer: Storage may be a requirement of a participating Member and may be negotiated with the participating Member. Supplier must be able to accommodate Member requirements. Cost of Storage to be negotiated with participating Member.

15. Section 2.4.3 (delivery)

Concerning the “members may reserve the right, at no additional cost, delay delivery by up to 60-days” requirement ...

- What amount of time will be allowed prior to the “delay shipment” notification?
- Manufacturers have different aspects of a project taking place typically over a 4- week period (material purchases, material sizing, material fabrication, material painting, material assembly, etc.), and delays made within that time would disrupt production flow.

Answer: Participating Members may require delivery delay and Supplier must be able to accommodate Member requirements. May be negotiated with Member on a “per project basis”.

16. Section 2.4.3 (Delivery)

Please provide clarification of FOB Destination term

Answer: FOB Destination is defined as the Member takes title of products being shipped to Member by a Supplier once the products arrive at the Member’s delivery point. The responsibility and ownership of the product remains with the Supplier during transportation.

Suppliers must indicate FOB Destination, Freight Prepaid and Allowed or FOB Destination, Freight Prepaid and Added.

17. Section 2.4.2 (performance and quality assurance)

What specific regulations, relative to lockers, do “compliance with all federal, state and local regulations” refer to?

Answer: Participating Members may present additional requirements to Suppliers. Supplier must be able to accommodate Member requirements.

18. Section 3.1.2 (evaluation information)

What lead time, for the production of samples, be given if a presentation (with samples) is requested?

Answer: If a presentation is required, the Supplier will be provided with 2 – 3 weeks notification.

19. Section 3.1.3 (evaluation information)

What are, or where can be found, “the State of California requirements for a contract award”?

Answer: When evaluating responses, E&I takes State of California contract award requirements which are incorporated into Section 3.2, Evaluation Criteria.

20. (general terms and conditions)

Confirm that all information and requirements on these pages currently marked “DRAFT” will be the final version.

Answer: All information and requirements are the final version.

21. Will questions asked, verbally or written, be considered after July 29th?

Answer: Written questions were due July 29, 2016. E&I reserves the right to decline responding to questions received after this date.

22. May/will multiple awards (suppliers) be considered for the same product group?

Answer: Depending upon the responses received and the Evaluation Team's assessment, multiple awards may be made for this RFP.

23. Shall the names of all authorized dealers be submitted with our formal bid?

- a. May this list be revised as potential distribution changes are made by the manufacturer?

Answer: Supplier may include authorized dealer listing and this list may be revised as changes are made.

Please sign below to acknowledge receipt of this addendum and return with your submittal of the RFP.

Thank you for your time and interest in doing business with our members through E&I Cooperative. If you have any questions in regards to this addendum, please contact Helga Strobel-Pedisich, Contract Manager, Interior Products at hspedisich@eandi.org.

Sincerely,



Judy Schaffer
National Category Director
General Products, Services and Interior Products

Addendum 3 Acknowledged:

Company Name

Date

Authorized Signature