

# West Michigan Sustainable Purchasing Consortium

The purchasing consortium for the West Michigan Community Sustainability Partners

## Questions, Answers and Addendum

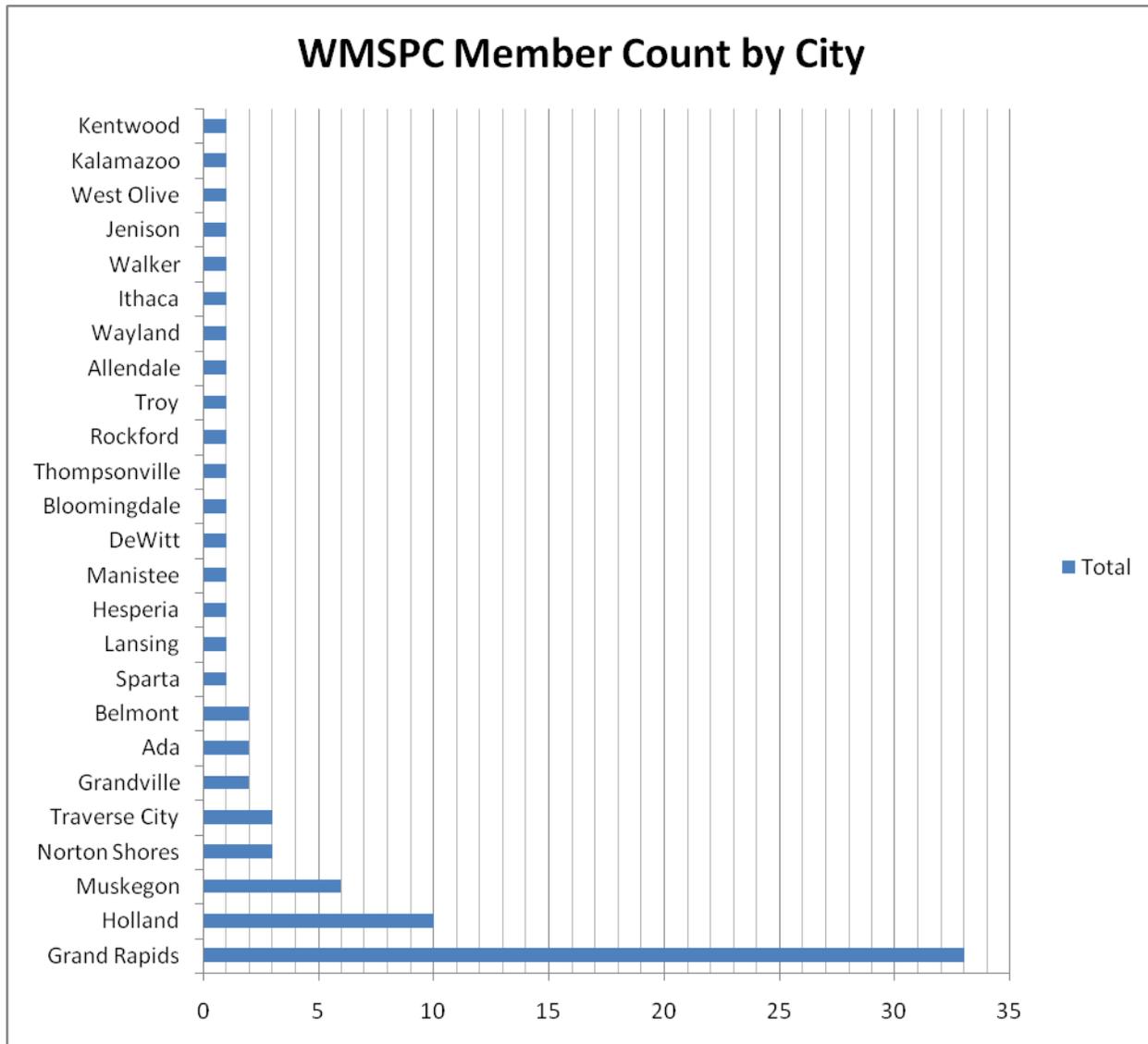
regarding Request for Proposal #2009-05-01

Please note: Attachment G begins on p.19 of the pdf. It has not been sent out as a Word document since it does not require any completion by vendors. It is for informational purposes only.

### **Q: Where are the delivery locations?**

**A:** The delivery locations may be those included in the survey data in Attachment G *as well as* the various locations of all WMSPC members that choose to participate. The West Michigan geographical region is generally comprised of, but not exclusively limited to, the following 8 counties: Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Newaygo & Ottawa.

Here is a current chart that reflects the number of WMSPC members by City:



If there are areas to which vendors do not deliver or to which they deliver at an extra cost, they should be very clear about that in their proposals.

\*\*\*As a way of avoiding the environmental impacts, costs, and time associated with multiple long distance deliveries, WMSPC hopes to receive bids from distributors or manufacturers within the 8 county region of West Michigan. If the Master Services Agreement is not awarded to a local vendor, WMSPC is prepared to designate a local business to market the awarded product(s) and aggregate the purchases and storage for smaller members in order to reduce the number and variability of delivery locations.\*\*\*

**Q: Is there somewhere in the RFP that designates a number of days in which the product must be delivered after receipt of order?**

**A:** Per the "Delivery Requirements" section on p.7:

Delivery Date: Bidders must indicate on the attached bid Proposal form the number of calendar days from receipt of order(s) by which time delivery will be completed. Delivery must be completed within five (5) business days from receipt of order(s) unless either Attachment D: *Product Information and References* shows fewer days or a WMSPC member's purchase order calls for a different delivery schedule.

**Q: Can a vendor propose totes rather than 50 lb. bags?**

**A:** Yes. The specification on p.4 (V,C) should be updated as follows to reflect the fact that proposals for bulk quantities are acceptable: "*Available and sold in 50 lb. bags in various quantities and/or available and sold in bulk.*"

Please note the majority of WMSPC members who responded to the de-icer survey are accustomed to purchasing in 50 lb. quantities. Making 50 lb. bags available to them helps facilitate a smooth transition to a new product.

**Q: Attachment F includes a place for respondents to indicate a minimum order required. Is there somewhere to note a *maximum* order?**

**A:** Respondents are invited to create their own pricing chart. If they would like to include a range of volumes, and associated prices, they may do so.

**Q: When will the product(s) be awarded?**

**A:** While follow-up questions, clarifications, or difficulty reaching vendors' references may slow the process down, WMSPC expects to make an award(s) during the first week of June.

**Q: Will all of the responses be public?**

**A:** WMSPC will only post the awarded bid on [www.wmspc.org](http://www.wmspc.org), and that content will be posted on the members-only side of the site.

**Q: Can vendors bid multiple products?**

**A:** Yes. Vendors can bid multiple products. They should be clear about what differentiates one product from another, and they should keep in mind that WMSPC seeks effective and cost competitive products that reduce or eliminate chloride use and minimize other environmental impacts.

Per section 7 on p.3 of the RFP: *A bidder may submit more than one proposal, each of which must follow the Response Outline and satisfy the requirements of the RFP. The bidder's prime proposal must be complete and comply with all instructions. Any alternate proposal may be in abbreviated form following the Response Outline but providing complete information only for sections that differ in any way from those contained in the prime proposal. If any alternate proposals are submitted, the reasons for the alternate(s) and its comparative benefits must be explained. Each proposal submitted will be evaluated on its own merits.*

**Q: If a respondent opts to submit a product that consists of a granular product treated with a liquid product, is there any requirement about the gallons of liquid used to treat each ton?**

**A:** There is no set requirement. However, vendors do need to include information about the gallons per ton associated with their proposed product. The quantities should be sufficient to make the product effective in typical West Michigan winter conditions.

**Q: Will proposals for custom blends be accepted?**

**A:** Yes, proposals for custom blends will be accepted. Vendors need to include information about the chemicals and their concentrations in the blend.

In addition, if the blend includes a product that appears on the Pacific Northwest Snowfighters Qualified Product List (<http://www.wsdot.wa.gov/partners/pns/pdf/PNSQPL.pdf>) or that carries the Design for Environment label (<http://www.epa.gov/dfe/pubs/projects/formulat/formparte.htm#deicers>), vendors should submit information to prove that they are licensed to sell that product.