ITB-20-011-HR
Hand Sanitizers (Sheltered Market for SBE/MBE)

ADDENDUM NO. 1

The following changes, additions, clarifications, and/or deletions amend the ITB document of the above captioned solicitation and shall become an integral part of the Contract Documents.

CHANGES:

REVISION # 1: Section 8 – Bid Summary Excel Spreadsheet has been updated as per the attached Revised Bid Summary Excel Spreadsheet.

REVISION # 2: Specification CC – 38.0 has been changed to CC – 38.1 as per the attached Specification No. CC-38.1 PDF document.

QUESTIONS AND ANSWERS:

Q1: Does the county have any rough expectations indicating how many gallons would be ordered at one time? It would be helpful in calculating pricing to know if volumes are expected to be ordered by the pallet (180 gallons), by the truckload (4680 gallons), or less than a pallet.

A1: Multiple truck load orders. The exact quantity is dependent of your truck load loads and the demand from schools.

Q2: Does this bid allow for exceptions to the 32oz hand sanitizer? Our company offers 17oz hand sanitizer gel with quick touch pump design.

A2: No.

Q3: Are these bids true set aside bids? We are a NY vendor but we are not qualified as a set aside vendor. Can we bid?

A3: No.

Q4: I only have 8oz bottles of hand sanitizer gel 75% alcohol. Would you accept this to bid or must be 32 oz?

A4: No, only 32oz and 1 Gallon.

Q5: We are finalizing filling out paperwork for the bid on hand sanitizer. I have once question. We are offering a 1.3 gallon bottles for the same price as the gallon bottle. I just want to double check to make sure that is acceptable.

A5: No.

Q6: Our company offers 17oz hand sanitizer gel with pump design. Does this bid require samples? Also, can you confirm the quantities for this bid?

A6: 32 oz only. Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid. The requested quantities may be found on the Bid Summary Excel Spreadsheet of this ITB.

Q7: Are you only looking for the specific brands listed in your RFP, namely: "SBC International Group CleaniFul Instant Hand Sanitizer 70% Alcohol, Able Business Services OPE Elite Brands Superior Hand Sanitizer, Sterno Hand Sanitizer Contains Over 60% Alcohol, Level 1 Health Hand Sanitizer Premium Moisturizing Gel 70% Ethanol"?

A7: No, but new brands will need to be tested. Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q8: I have looked in the specific bid posting as well as your procurement portal and have not found the specification for CC-38.0. Could you please direct me to the appropriate location for this specification?

A8: Please refer to the Revised Bid Summary Excel Spreadsheet and the attachment Specification No. CC.38.1

Q9: Our company would like to bid the upcoming Hand Sanitizer Bid. We currently provide the State of FL with their PPE needs. I was reviewing the Bid form and wanted to know if we needed to send a sample of our product to the testing facility. Please let me know if this is needed for this bid.

A9: No. Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q10: My company is located in California, my question will this prohibit my company from submitting a bid with Miami-Dade County, Florida ? We are a Corporation located in California. Our Sanitizer is made in an OTC and FDA approved facility.

A10: This bid is <u>only</u> for Miami-Dade County Public Schools, Office of Economic Opportunity Certified Firms.

Q11: We would like to offer an Alternative to Alcohol based sanitizer for bid # ITB-20-011-HR Hand Sanitizer.

A11: Not at this time.

Q12: I wanted to check with you to see if samples are required.

A12: Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q13: Can you please confirm that Miami Dade would like 1 pump per gallon of sanitizer.

A13: Yes, confirmed.

Q14: What is the minimum order you will place each order?

A14: Multiple truck load orders. The exact quantity is dependent of your truck load loads and the demand from schools.

Q15: What is your delivery schedule (i.e. how frequently do you anticipate ordering)?

A15: The total quantity required will be spread out over 3 to 4 orders per year.

Q16: Where can we locate FSPMA CC 38.0 Alcohol Based Gel Hand Sanitizer referred to in the Excel Spread Sheet?

A16: Please refer to the answer provided for Q8.

Q17: Could you confirm if only the approved brands are allowed for this bid or can we submit brands that meet the described specification and are FDA approved?

A17: Yes, but new brands will need to be tested. Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q18: If we need to submit an approved brand how do we get it approved in time?

A18: Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q19: Is there an estimated total of Sanitizers you are looking to purchase?

A19: Please refer to the Revised Bid Summary Excel Spreadsheet of this ITB.

Q20: Are you looking for an Individual Travel Size Sanitizer, if not what size are you looking for (Gallon, Liter, oz)

A20: Please refer to the Revised Bid Summary Excel Spreadsheet of this ITB.

Q21: Do this product need a certification from Florida School Plant Management Association (FSPMA)?

A21: Yes, it shall be certified under FSPMA CC-38.1 Alcohol-Based Gel Hand Sanitizer. MT&E website materials.dadeschools.net has most of the requirements listed. Click on FSPMA Chemical Products on the left side. A new menu will open. Click on testing fee where information on the sample size and cost is presented. Then click on Chemical Specifications and then on CC-38.1 to find out all the sample requirements. Finally, click on Chemical Forms A and B and complete them. An SDS and/or TDS of the product shall be provided. A gallon or a 32 oz bottle, both shall come with a pump. Send the whole package to:

Alberto Velazquez
Materials Testing
7040 W Flagler
Miami, Fl 33144
Phone: 786-275-0787
Avelazquez1@dadeschools.net

Q22: Can you please send us the list of the approved brand for the hand sanitizer?

A22: Please refer to the Revised Bid Summary Excel Spreadsheet of this ITB.

Q23: For the 32oz Sanitizer, can we bid on the alternate brands or do they have to be from the approved list of companies which are mentioned on the excel sheet? and also does it have to be 32oz or we can bid for a different size eg:16oz or 66oz?

A23: Specified sizes only. New brands will need to be tested. Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q24: I just wanted to know if there are a number and size for the hand sanitizer?

A24: Please refer to the Revised Bid Summary Excel Spreadsheet of this ITB.

Q25: Is the 16.5 ounce size, a size you would consider? The feedback we have received from BCPS is this is a well-received and convenient size.

A25: Specified sizes only. New brands will need to be tested. Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q26: What is the expected delivery schedule? In item 7.2 of the bid, it is stated "completed within thirty (30) days after receipt of a purchase order." Does this mean you would like the entire quantities delivered at once, or will these be spread out over the course of the school year? If the deliveries will be spread out, do you have an idea how many units will be needed on a monthly basis?

A26: The entire amount will not be required within 30 days, the quantity required will be spread out over 3 to 4 orders. The monthly quantity required will be determined based on the demand from schools. Unfortunately, the demand is not known at this time as this is a new item.

Q27: In the bid details, there is a list of "approved brands." We manufacture our sanitizer here in Miami-Dade County. Our brand, Puri-Clean®, is not listed on the bid. Is this a problem?

A27: New brands will need to be tested. Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q28: The delivery date in the bid package reads 30 days after receipt of the PO. Is that the entire amount of approx. 240,000 Liters and 120,000 Gallons? Or will it be broken into smaller deliveries?

A28: The entire amount will not be required within 30 days, the quantity required will be spread out over 3 to 4 orders. The monthly quantity required will be determined based on the demand from schools. Unfortunately, the demand is not known at this time as this is a new item.

Q29: What documents should be included in the bid package such that the board is aware of the recycled materials in the product and the environmental impact / environmentally-friendly nature of the product?

A29: All pertinent information can be included in your bid submittal. The information will be reviewed by Procurement.

Q30: I am just confirming that we need to submit a USB with electronic files with the mailed bid package. There's no way to submit the bid online?

A30: Yes. Please refer to the bid document, Section 6.3, Bid Submission.

Q31: The bid package mentioned an approved list of products, however, I did not see any hand sanitizer listed. Is there an approved list of hand sanitizer products? If so, how can I ensure that my company's product gets approved?

A31: Please refer to the Revised Bid Summary Excel Spreadsheet of this ITB. New brands will need to be tested. Samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q32: The bid package has a couple of forms that seem to require local Miami-Dade companies to fill out. Can non-local businesses still submit a bid? If so, how should we fill out those documents requesting local addresses and tax returns?

A32: This bid is <u>only</u> for Miami-Dade County Public Schools, Office of Economic Opportunity Certified Firms.

Q33: I do not see a requirement to provide lab data for this RFQ is that correct? I only see mentioned if you claim to kill 99.99%. As I said we do not put that on our product due to large corporations being sued over that. Also, I see that you will request a sample after the bids are submitted and if we make it to the next round. Is that correct?

A33: Correct, there is no requirement to provide lab data. Yes, samples will be requested by the Procurement representative upon evaluation. Samples must NOT be sent with the bid.

Q34: Do you have an editable version of the Bidder experience document (attachment #11) Could it be filled out electronically or does it need to be filled out in pen? Do you need the original as well?

A34: An editable version for Attachment 11 is not available. Please have each client complete the form in pen. Copies will be accepted.

Q35: I am working on completing this bid and in addition to my previous questions, I am wondering how to fill out the attached reference form. Is this form to be filled out by the references themselves?

A35: Yes.

Q36: Provide this specification or location of this document on your procurement portal.

A36: Please visit the Procurement Management Services website at: http://procurement.dadeschools.net/ then select Solicitations, then select Non-Construction, then select New Bids and RFP's, then you will locate the solicitation ITB-20-011-HR and click on the Bid Number to download the bid documents. The excel spreadsheet will contain the approved brands. Also, please refer to the answer provided for Q8.

Q37: I have still be unable to find CC-38 on the counties website. I am not a member of Demand Star for Miami-Dade as it is a charging site. Please let me know specifically where I can locate the proper information regarding the specifications needed for alcohol based hand sanitizer.

A37: Please refer to the answer provided for Q36.

Q38: There was a question that was not addressed on the call regarding "local presence" that I need clarification on please. It would appear based on what was discussed on the zoom call that only local businesses would qualify for SBE certification and therefore vendors from outside of the state would not be considered for this solicitation! Can you please clarify?

A38: Correct, this bid is only for Miami-Dade County Public Schools, Office of Economic Opportunity Certified Firms.

Q39: Also the restriction was to 3 counties within Florida further limiting your "approved" vendors allowed to submit. Can you please clarify?

A39: This bid is only for Miami-Dade County Public Schools, Office of Economic Opportunity LOCAL Certified Firms.

Q40: **We are interested in responding to your solicitation for hand sanitizer but we are unable to open the link on page 15 for approved products. We need to understand your product specifications in order to provide our quote.**

A40: Please refer to the Revised Bid Summary Excel Spreadsheet and the attachment Specification No. CC.38.1.

Q41: Can the due date be extended.

A41: No.

Q42: I would like to clarify the statement "The Goal Setting Committee has sheltered this ITB. Only M-DCPS certified SBE/MBE firms may participate." How do we get certified by M-DCPS.

A42: Please contact the Office of Economic Opportunity via http://oeo.dadeschools.net/#!/fullWidth/273 or send an email to jwright2@dadeschools.net with "Certification" as the subject. An email detailing the certification process will be sent back.

Q43: We are a small wholesale distributor, but we are located in California and I am unsure based on the registration requirements under Special Conditions 6.5 if we can still bid on this ITB?

A43: Please refer to the answer provided for Q10.

Q44: Our company is small but does exceed the thresholds for gross sales, percent minority/female. Does this automatically preclude us from bidding? It appears that on Section 2, we only submit the certification if applicable.

A44: Please refer to the answer provided for Q42.

Q45: I have registered on both DemandStar and BidSync but was unable to locate this ITB, if I cannot locate the ITB details from these site will the necessary information also be posted on the M-DCPS site?

A45: Yes, please visit the Procurement website at: http://procurement.dadeschools.net/

Q46: Is there a deadline date or window for the samples to be submitted to FSPMA for certification?

A46: Please refer to the answer provided for Q12.

Q47: On Page 4, it calls out the requirement to submit a Bidder Qualification Form, is this Section 1 or is there a template for this?

A47: The Bidder Qualification Form qualifies the Bidder and the bid and must be completed and submitted as page 1 of the bid.

Q48: For the 32oz gel there is a list of approved brands, but if we can provide a "As Equal" or "Equivalent" to specifications outlined, when do we need to submit our samples for testing? I would assume then we just call out that it is an "Equivalent" product as outlined on Page 7 of the ITB.

A48: Please refer to the answer provided for Q17.

Q49: Section 6- Special Conditions 6.2 on page 13 details that this is sheltered ITB, that only M-DCPS certified SBE/MBE firms may participate. Will you automatically be disqualified if you cannot be certified?

A49: Please refer to the answer provided for Q10.

Q50: Attachment 9 – Since we are located in California, do we submit blank with an N/A on this form?

A50: In accordance with School Board Policy 6320.05; local business means the Bidder has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address.

Q51: Attachment 13- It requests the Bidder to provide the date and Time of submission. Since our bid would be mailed via US Mail or FedEx, would we put the date/time it was postmarked?

A51: Yes. All bidders will sign and acknowledge timely submittal of this ITB, as well as Procurement Management Services Staff. Please also refer to Section 6.3, Bid Submission.

Q52: Attachment 14- It asks for the Emergency Purchase Item, is this" ITB-20-011-HR - Hand Sanitizers"?

A52: Yes.

Q53: Attachment 14- Do you leave paragraph 7 in the affidavit if it does not apply.

A53 If a paragraph is not applicable, please mark it as such.