

ADDENDUMNo. 01

SUBJECTPre-Bid Conference and other questions

- Bid Due Date Clarification
- Questions and Answers
- Updated Pricing Form/Specifications

DATE ISSUEDJuly 2, 2020

Important Note to Bidders:

Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of ITB ESD 112-14-20 shall remain the same.

Instructions to Bidders:

Bidders shall sign, date and submit the form on this page with the rest of your company's bid materials.

Name of Company _____

Name of Authorized Representative (Please print) _____

Signature of Authorized Representative _____

Date Signed _____



Bid Due Date Clarification

The bid timeline shows a due date of July 10th but the cover page of the bid document shows July 13th.

JULY 10TH IS THE CORRECT DUE DATE

Questions and Answers

Please see numbered questions with bolded answers below.

1. Will the quantities listed be the amounts ordered up front? This information will help determine if we can meet the 8/17 deadline.
 - **The amounts may vary but should be very similar to what is listed on the updated pricing form. We do plan to place this as one large order based on these amounts.**
2. If the quantities decrease or increase in an appreciable manner, how should the vendors protect their pricing.
 - **In addition to pricing based on the amounts given, vendors should also provide thresholds where pricing would change either as an increase or a decrease. For example, if our number of masks increases to 4 million or decreases to 3 million how would this affect pricing.**
3. Will the bid be split or is it an all or nothing award?
 - **The bid awards may be split depending upon pricing and product availability. We also may make secondary awards in case we need to make additional orders and the primary vendor runs low on product.**
 - **If being awarded multiple items will reduce pricing, please include the rationale and pricing so that we can take that into consideration.**
4. Will this order be shipped in bulk to a central warehouse?
 - **That is the plan but we do have a few districts that make up the majority of the purchases so delivery to these locations would be greatly beneficial (see question 15).**
5. Will your agency consider pre-payment or 50% down payment on some items? In many instances, manufacturers are asking for upfront payment.
 - **If required this should be noted in your bid but we would prefer to not make pre-payments.**
6. Are net 7 terms allowable on PPE purchases?
 - **ACH net 15 will be the fastest we would be able to accommodate.**
7. The 3-ply disposable masks are packed in a box of 50 each. (that is not an issue correct?)
 - **The packaging quantities do not matter to us.**



8. We are able to provide KN95 on the FDA Appendix A list (can we send the offer instead of the N95 knowing that may not be approved?) N95 FDA Appendix A approved NIOSH certified?
 - **We have made some changes to the specifications (see below).**
9. Is there a specific thickness for the gloves (usually it's for the finger and palm)?
 - **Minimum 4 mil.**
10. Hand Sanitizer (any restrictions on where is it made?) - we also have 1Liter (33.8oz) - should we bid on that as well?
 - **We do not currently have any restrictions. Please only bid on the sizes listed on the updated pricing sheet.**
11. As you may have seen in our catalog we have both standard boxes of 50 3-ply disposable masks, as well as boxes of 50 individually wrapped 3-ply disposable masks. For our individually wrapped masks, we have both adult and children's sizes. Does ESD112 have any interest in the individually wrapped items or children sized masks? And if so, do you have an estimate on the quantities of those items?
 - **Individually wrapped are not necessary but we will need Youth and Adult sizes. We don't currently have that number broken down (see below). If possible please provide some pricing thresholds for various quantities (i.e., <1,000, 1001-10,000, 10,000 - 50,000, etc.) based on your price points.**
12. For items like our hand sanitizer and face shields we have an approximate 30 day lead time. With orders scheduled to be placed on July 20th, we would not likely be able to make the August 17th delivery date. Is the ESD still interested in proposals on items that cannot be delivered prior to August 17th?
 - **Yes, we may still be able to work out arrangements, but even if we cannot work out a primary award this lead time may not be an issue for future orders and we may decide to make secondary awards to these vendors.**
13. We are able to provide samples of our face masks; would you like us to send some over?
 - **Sure, we'll be happy to evaluate any samples.**
14. The ITB now shows a deadline of July 13th for the bids. Did this change impact other dates in the schedule?
 - **Please see above for this clarification.**
15. What % of volume of the total units to bid *approximately* represent the top 4 schools? If we chose to include drop ship to these locations in our bid submission.
 - **Our top four schools represent about 44% of our total, but if we look at our top seven schools, they represent 52.5% of the total. Six are in the Seattle-Tacoma area and one is near Walla Walla.**



- **Please submit information regarding direct deliveries for large orders. If there a dollar threshold for a location that would allow direct delivery and not increase pricing please include those figures.**
16. If we currently have an account set up for you through a co-op, can we submit this bid utilizing the current contract terms and customize the pricing?
- **This should be acceptable.**
17. Do we need to submit sealed bids or can we bid electronically?
- **We will ultimately need sealed bids with “wet” signatures but we would like bids to also be sent digitally by the due date and time to jeff.strunk@esd112.org in case there are any delivery issues with the carrier. Ideally all sealed bids and digital bids will be received by the due date.**
18. In the link example for reusable face shields (Amerishield), which option on that page is the specification based?
- **Either example is acceptable.**
19. In regards to reusable cloth masks, are there any color, branding or sizing requirements?
- **Color does not matter and branding is not necessary. We will be asking for Youth and Adult sizing in the updated specifications (see below). Again, since we are currently unsure of the split between youth and adult sizes, please provide some pricing thresholds for various quantities (i.e., <1,000, 1001-10,000, 10,000 – 50,000, etc.) based on your price points.**
20. In regards to work references, is it acceptable if we have no specific state work on a contract?
- **Yes, just business references establishing ability to provide this type of equipment in these large quantities.**
21. Can you clarify your specifications on 3-ply masks (civil grade, medical grade 1 or 2) FDA approved?
- **We will want civil grade with nose clip. FDA approval is not necessary.**
22. Will masks that greatly exceed specifications be considered?
- **We can review but not sure we will be able to add them at this point. We are keeping a list of items to recommend to schools who require additional needs/specifications and those can be ordered individually by those schools/districts.**
23. Gloves in these quantities may be difficult to get in time, how strict is the timeline?
- **If necessary, we will work with the vendors on ways to fulfill the orders. Please include the number of gloves you have in stock that can meet the delivery deadline as we may need to contract with multiple vendors to get our quantities delivered in time.**
24. In regards to 3 ply masks, was the governor’s recommendation that children supply their own?
- **There is direction that all students and instructional staff should wear masks but no formal**
-



guidance has been given on whether districts will provide PPE or if it should be done personally by faculty, staff and students.

25. Can you clarify the specification on cloth masks? There are multiple things to consider; 2 ply, 3 ply, 100% cotton, a blend, woven, spun jersey blend, etc.

- **We are specifying a 2-ply poly-cotton blend. We will need Youth and Adult sizes although we don't currently have that number broken down (see below). If possible please provide some pricing thresholds for various quantities (i.e., <1,000, 1001-10,000, 10,000 – 50,000, etc.) based on your price points.**

26. Are there any additional specifications for the non-contact thermometers?

- **No, we feel this specification is fine as listed.**

27. What is the price hold expectation?

- **Vendors should advise us as to price hold timing. This shouldn't be a problem for the initial large order as we plan to place an order within two weeks of receiving bids. For future orders we may have to attain quotes from the awarded bidders prior to re-order.**

28. Are multiple deliveries ok?

- **Multiple deliveries are fine. We will have warehouse space available early on to receive orders to meet our main goal of receiving all product by August 17th.**

29. Can you clarify what is meant by outside resources for company profile suppliers?

- **We just need to be clear who we will be dealing with in terms of contracting and ordering.**

30. Will there be other zoom conferences? Was this mandatory?

- **No other conferences are scheduled and this was not mandatory.**

31. In regard to the hand sanitizer, you mentioned the bigger sizes will be used as refills and pumps will be needed for the non-refill sizes, is there any consideration for using disk cap lids?

- **Either pumps or disk caps are acceptable**

32. Would ESD change this specification to one size fits all? The Bella Canvas Mask sample provides two sizes. This would require the ESD Logistics team to stock two SKU's and estimate on sizes needed for over 300 schools.

- **It does appear that we will need pricing for Youth and Adult sizes although quantities are hard to determine at this stage. If possible please provide some pricing thresholds for various quantities (i.e., <1,000, 1001-10,000, 10,000 – 50,000, etc.) based on your price points.**

33. Would the ESD consider adding two manufacturing standards for the cloth mask:

1. Bluesign- The world's strictest sustainable, environmental and fair labor requirements for textiles.



2. OEK-TEX Standard 100- Every component of the cloth mask, i.e. every thread, button, and other accessories, has been tested for harmful substances that could affect humans or the environment. Fluorocarbon free and durable water repellent.

- **We won't be able to add these specifications. While I understand the concern, our goal is to provide the schools with the most cost-effective way to get them reopened based on the information provided by the various State health and safety agencies.**
- **The Bella masks should not be considered our specification, our specification is 2-ply poly-cotton blend.**
- **Again, we are keeping a list of items to recommend to schools who require additional needs/specifications.**

34. Regarding Packaging: Would ESD change the spec on the cloth mask so that each mask is pre-packaged in individually sealed packs?

- **This answer will be the same as number 33.**

35. Will ESD require that one manufacturer provide all the PPE listed in the bid or can we not bid on all other items except the cloth mask?

- **You may bid on any or all of the products. We reserve the right to make multiple awards based on pricing, availability, etc.**

36. Are you going to require that the loops be made of some type of actual elasticized fabric (fabric with elastic in it) or just a standard cotton or poly/cotton that has natural stretchiness and/or some ability to be adjustable via tying or via an adjustable slider clip?

- **Elastic or stretchy material made out of the same material as the mask is fine. The main goal is that they be ear loops rather than ties.**
- **We are now asking for Youth and Adult sizing so we are not specifying slider clips.**

37. In the General Terms and Conditions section of the ITB, there is the following paragraph:

CONFLICT OF INTEREST – All bids submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 112 or the appropriate Advisory Board may have in the proposing agency or proposed project. Does the Non-Collusion Affidavit included in the ITB satisfy this conflict of interest statement requirement?

- **It does.**

38. In the Zoom call you mentioned that an electronic copy of our submissions may also be submitted in addition to a hard copy. How do we format and submit an electronic file so that it still qualifies as a "sealed bid"?

- **A pdf file is fine but I would want the pricing form in Excel. The digital version will not qualify as sealed bid so we do need a hard copy as well.**

39. Also, in the call I believe I heard that as long as we submitted an electronic file by or before the deadline, the hard copy could arrive later. Can you please clarify what would qualify as "later" in this specific context?



- **While I would like them to arrive by the due date if they arrive by Monday, July 13th, that would be acceptable.**

40. I need to better understand the use case for the N95 masks. Is there a desire for a mask that can be washed and also have replacement filters as part of the N95 specification? Our concern is the environmental impact on the disposal rate as well as the general availability of N95 masks for medical personnel. I also want to clarify if the bid requirement for N95 is because of how the mask seals or if it just needs to filter 95% plus of bacteria?

- **We have clarified the specification for N95 masks (see below).**

41. Is there any preference for masks made within the State of Washington? I understand this bid is set up to be the lowest cost. However, that will mean some risk about who has inventory and where it is coming from with import logistics. We have the potential opportunity to source disposable masks within Washington State but would need additional time to potentially distribute. How much you need by when will have an impact on costs so I need to understand if you would be willing to entertain half of the shipment by the deadline and the remaining balance several weeks later. This could potentially solve a problem with warehouse space and everything being delivered at the same time.

- **There is no preference for in state manufactured products. However, based on the information in question 15 above, if half could be delivered to our warehouse in Vancouver before the deadline and the other half delivered directly to these schools before Labor day then yes, your scenario would be feasible.**

42. Can I put prices for air delivery and sea delivery to show differences in pricing to determine the best route and determination of delivery? We do warehouse but inventory fluctuates right now and everything is preordered.

- **You may specify various pricing models but we will be basing our award(s) on the lowest pricing available that can also meet our deadlines.**

43. Will reusable cloth face mask with removable filter be considered for the Line 1 “reusable cloth covering” item?

- **Yes, as long as it meets the other specifications (see below).**

44. Would the ESD consider adding the following requirements:

1. No aroma (reason is that many people have a sensitivity to odor and that can impact their ability to function well in their environment and reduce compliance with using it)
 2. Add Bitrex to make the hand sanitizer taste bad so people, especially children won't drink it.
 3. Add the requirement to include aloe vera, vitamin E and glycerin.
- **The language “fragrance free” was included in the specification.**
 - **This was discussed among our group but will not be included as a specification.**
 - **This was also discussed among our group but will not be included as a specification.**

Updated Pricing Form/Specifications

If you are on the bidders list and received this addendum as part of an email, the updated pricing form is attached to the email. Otherwise it can be found on our website at: <https://www.esd112.org/itb-rfp-rfq-contracts/>.

Below is an overview of the updates to the pricing form:

- Reusable cloth covering
 - Added specification of 2-ply cotton blend
 - Ear loops (removed the term elastic)
 - Added youth sizing
- 3-ply Disposable Face Masks
 - Added specification of Civil grade
 - Added Youth sizing
- N95 Masks
 - Added specification of FDA Appendix A approved and NIOSH certified
- Added KN95 Masks and specification below
 - Non-medical – an option for teachers and classroom staff
- Gloves
 - Added minimum 4 mil thickness
- Updated quantities based on new commitments from schools received since the initial bid posting.

End of Addendum 1

Thank you.



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