

## **Questions/Answers regarding the LearningEdge ITB #ESD112-LE-18B:**

**Question:** As we evaluate our participation can you tell me how this will be awarded? Will you have multiple manufacturers included at different price points? Or will you be awarded based on "lowest price" student desks and teacher desks; seating, chair, benches, etc.?

**Answer:** There have been several questions submitted that will be answered in the mandatory virtual bidder's conference. The purpose of this conference is to inform the potential bidders about parameters of the ITB, Contract, supporting documentation and specific information that is to be submitted in response to the ITB. Potential bidders *must* attend the Mandatory Virtual Bidders' Conference on September 7, 2018, at 10:00 PST in order for their bid to be accepted. This is outlined in the ITB and evaluation form. This meeting will explain the ITB and award process. The link to register for the event is noted on the ESD 112 website: Request for Bids, Proposals, and Quotes webpage ITB page.

**Question:** Will we have the opportunity to ask questions during and after the virtual conference?

**Answer:** Yes, there are Q/A sessions during the Mandatory Virtual Bidders Conference. In addition, if bidders have additional questions following the broadcast, questions can be submitted until September 13, 2018, as outlined in the ITB, Bid Timeline noted on page 4.

**Question:** I am interested in knowing who is LearningEdge and who do they represent?

**Answer:** There are several purchasing programs at ESD 112 and this ITB is a bid publication for the LearningEdge purchasing program.

**Question:** Will there be purchases that exceed the \$250,000 dollar amount?

**Answer:** The dollar amounts ordered will be determined by the purchasers' needs. To forecast dollar increments for individual purchases is not possible.

**Question:** What are the exceptions to this bid proposal?

**Answer:** As stated in the ITB, Instructions for bidding section, page 17, *Bids that require exceptions shall be rejected.*

**Question:** What is the annually projected furniture spend on this contract?

**Answer:** It is difficult to project annual projected sales for the resulting contract. However, this contract will provide a source for products that are not currently on another ESD 112 Purchasing contract.

**Question:** Is this contract designated for Large New school orders or is it going to help districts with smaller orders and requests?

**Answer:** Both.

**Question:** Will additional questions and answers continue to be posted on the website?

**Answer:** Yes, questions and answers will be added to this document as they are received up until the deadline of September 13, 2018. This cutoff date is designed to allow the bidders adequate time to work on their bids without any additional revisions or addenda being made following September 17, 2018.

**Question:** As a manufacturer can we bid this directly and have our authorized dealers take PO's directly?

**Answer:** Yes, as a manufacturer you can bid directly. The ITB outlines that it is a single reporting source, which indicates that the authorized dealers will report their sales to you as a manufacturer and you will report the sales on behalf of all the resellers. Please attend the broadcast to learn more about the ITB, Contract etc.

## **Additional Questions and Answers noted below from the Mandatory Virtual Bidders Conference:**

**Question:** Is there music suite equipment and/or athletic storage on your bids?

**Answer:** When you review the bid forms and ITB, this information is separated on the individual bid forms. Please review the website for additional information.

**Question:** Regarding the fee based tab on the bid forms, does this refer to services that include Installation?

**Answer:** As noted in the ITB, Scope of Work Section, the fee based services does not include installation, design or integration.

**Question:** Are the Post Award meetings in person or virtual meetings?

**Answer:** They are virtual meetings

**Question:** As a manufacturer, we do not make all of the products in particular category. Are we able to submit just one product in a category?

**Answer:** Yes, you may just submit one product in a category. But remember that you need to submit a complete set of a bid form, which means copies of pages that do not contain any submitted information on them as well. This is noted in the ITB within the Scope of Work section.

**Question:** As a manufacturer, if we bid one item per category, does that allow our entire catalog to be accessed?

**Answer:** When you bid an item in a product line, the entire product line by that manufacturer is on the catalog bid. The products that you list on the catalog pages are your key products. During the life of the contract, products in the catalog are added to the contract price verification sheet, as will be explained in the post award meeting, in order to list the price for the LearningEdge contract. All pricing for LearningEdge is to be at or below educational pricing.

**Question:** Should the Manufacturers letters come from our dealers or the end user?

**Answer:** The manufacturer letters stating that you as a dealer are authorized to sell their products and in which states, needs to be provided from the manufacturers.

**Question:** Appendix C requires copy of a business license - which states must we have a business license in? We are not located in WA, OR or ID.

**Answer:** Please provide a copy of your business license. You need to be authorized to sell in those states.

**Question:** Is there a template we can download on your site for the catalog?

**Answer:** The bid forms are located on the ESD 112 Website, within the District Support services, Procurement services, Requests for Bids, proposals and quotes section.

**Question:** Is there a template for the website expectations if we are awarded?

**Answer:** In the Post-Award meeting, we will discuss the template and expectations. Please refer to page 4 of the Contract, Post-Award Requirements for additional information.

**Question:** In the Instructions for Bidding, page 13, section 1.4, Evidence of Responsibility, regarding the Letters of Recommendation, can these letters be from our dealers?

**Answer:** As a manufacturer, you may have one of your dealers work with their purchasers to provide a letter of recommendation. The letters of recommendation need to be from an educational organization.

**Question:** What if our product does not seem to fit into the specific categories listed? We handle Flexible seating options, such as wobble stools.

**Answer:** There is a bid form for flexible seating options, it is 1.3, Soft Seating and Flexible Furniture. Please review the bid forms posted on the ESD 112 website.

**Question:** Do you have letters of interest from Colleges and Universities?

**Answer:** We do not have letters of interest from Colleges and Universities. But, we do sell to Colleges and Universities.

**Question:** Can the letter of recommendation come from another public entity - such as a library system?

**Answer:** No, as stated in the ITB, the letters need to come from educational organizations. LearningEdge is only available to sell to educational organizations, which does not include libraries and other public entities.

**Question:** What is meant by "custom catalog?"

**Answer:** A custom catalog is your bid submittal of the manufacturers and product lines that you wish to submit in response to the ITB. This is customized based on your submittal.

**Question:** Is the catalog to be a printed catalog?

**Answer:** The bid form submittal is printed as well as provided on a CD or Jump drive.

**Question:** Are Manufacturers who bid this directly able to list authorized resellers?

**Answer:** Yes, you list the authorized resellers and the contact information on Form C of the bid forms.

**Question:** What is meant by administration fees?

**Answer:** The administration fee for this contract is 2%. The administration fee is the percent of the final sale amount that is paid to LearningEdge to cover administrative costs.

**Question:** Is there an opportunity to pay a lower administration fee?

**Answer:** The reduction of administration fee is discussed in the post award meeting as well as outlined in the contract. When a vendor has large purchase over \$250,000 that meets the requirements as outlined on page 6 of the Contract, the vendor can submit a request for admin fee reduction form. The form contains the chart for the admin reduction scale. This will be provided in the post award meeting and discussed at that time. It is a benefit to the awarded vendors.

**Question:** Is freight included in the bid price?

**Answer:** As outlined in the ITB, Page 17, Section 3.5.2, shipping and handling expenses shall not be included in the bid price. This is added at the time of purchase as a separate line item.

**Question:** This is for multiple manufacturers only?

**Answer:** No, if you have one manufacturer that you want to submit in response to the bid, you may do so. It is not limited to the number of manufacturer product lines that may be submitted.

**Question:** Is an order minimum allowed?

**Answer:** No, we do not allow that a vendor specifies that a purchaser has to order a set quantity of a product.

**Question:** In the Submitting Bid Materials section, Envelope # 2 - We no longer print hard copies of our catalogs and price lists. Are copies printed out on our copier acceptable?

**Answer:** Yes, this is acceptable. As noted in the Submitting Bid Materials section, the hard copies as well as digital copies on a CD or Jump drive need to be submitted.

**Question:** I feel like the excel docs will be easier if we have only 1 product line/manufacturer to fill in. Am I correct in that?

**Answer:** As outlined in Appendix G, the directions for copying an Excel form are provided. This allows for multiple manufacturers to be submitted on the copied tabs. The tabs for Extended Warranties, Fee-based services, and Support products, provide the area for multiple manufacturers to be submitted on the same form.

**Question:** Can we charge for install?

**Answer:** As noted in the ITB, section 2.0, page 11 of the Scope of work, installation is not a fee-based service.

**Question:** Section 1 of the Scope of Work that describes each of the categories, finish and fabric selections submitted must be grade 1 or equivalent. Can you please clarify?

**Answer:** On the products that are submitted we want to have at least the level of Grade 1 submitted. We want your basic grade of fabric and finish, then the purchaser can go beyond that in their selection.

**Question:** Regarding page 12 of the Scope of work, 2.3 support products. Can you explain this category? Where is this information regarding support products provided?

**Answer:** There is a separate tab on all the Bid forms for the support products. These products support previously submitted products in the specific product category bid form tabs listed prior to the support products. Paragraph 2.3 outlines the parameters of these products as well as the specific bid form for this products.

**Question:** What is included and not included in the bid price? In other words, do we specify freight/delivery/installation charges in the bid?

**Answer:** This information is in the ITB, Instructions for Bidding Section, paragraph 3.0. Please review carefully to understand what is included in the bid price.

**Question:** How do we handle extreme price increase due to tariffs imposed by the Federal Government?

**Answer:** In the contract, within the Post-Award Section, paragraph 7.5 indicates the process for the awarded vendor to submit a letter of harm, should the manufacturer's cost increase, therefore affecting the margins of the product. This information will be covered also in the post-award meetings.

**Question:** Regarding page 13 of the Instructions for Bidding, 1.4.3, what is expected regarding the marketing and communications bullet?

**Answer:** This is expanded on in the post-award requirement section of the Contract. Please review section 6.0, Marketing and Communication Requirements on Page 8 of the Contract.

**Question:** If our website requires a log-in, how is this handled?

**Answer:** Again this is will be address in the post-award meeting, but if your website requires a log-in, LearningEdge needs to be provided with a log-in to access your website.

**Question:** Will there be an award to multiple manufacturers for each category?

**Answer:** As outlined in the Bid Evaluation section 2.0 on page 21, the process for evaluating and determining if a bid is competitive or non-competitive is outlined here. If the bids are non-competitive they potentially may be awarded to multiple manufacturers.

**Question:** In the Instructions for Bidding, evidence of the capacity of the company's sales staff, notes special prices or bundles on awarded products. Is this required?

**Answer:** No, it is not required. However it is a useful tool that awarded vendors may find beneficial, such as with EOL products.

**Question:** Would bidders' be allowed to offer competitive prices below the bid price once awarded?

**Answer:** Yes, as noted in the contract, special pricing can always be offered. The promotional pricing is often advertised on the websites, as well as social media, and newsletters.

**Question:** Will the 2% admin fee be based on unit pricing only or include the delivery and installation?

**Answer:** Again, please review the section in the ITB, Instructions for Bidding Section, paragraph 3.0.that outlines what is included in the bid price and what is not included.

**Question:** Are we allowed to negotiate freight charges and installation charges upon receipt of a purchase order.

**Answer:** As noted in the Fee-based services, installation is not a service that is fee-based. Freight however is added to the purchase order or quote. This is outlined in the in the ITB, Instructions for Bidding Section, paragraph 3.0.

**Question:** As an example, when a bidder is submitting a bid for instance using the Excel form for category 1.13 Outdoor Furniture identifies a Leisure Craft or Approved Equal **U-Leg Wire Bench**. If we wish to propose outdoor furniture items other than this particular style of bench, would we be permitted to do so?

**Answer:** Bidders responding with products on the tab (Outdoor furnishings) that is being referred to on the 1.13 bid form, need to respond with the U-Leg wirebench on this form. You will note the top of this form also includes Picnic tables, and outdoor trash receptacles to match. But to add different benches, when adding products to the support products page, you may add different benches here to support the picnic tables you submit. **Please note a possible Addenda will be added to expand the ability to respond with additional products.**

**Question:** Our understanding per 2.3 of the Scope of Work is that it would be inappropriate to list these additional items on the Support Products tab since that tab is intended for products that "support, enhance, improve or extend the use of a product submitted in one of the catalog categories listed previously on the bid form" and that they are not to be "stand alone products".

**Answer:** The support products tab is intended to provide products that support items submitted on the previous bid tabs. The scenario listed above in the previous question with a bench style (other than the u-bench) being added to the support products tab, provides the option to add a different style to "support" a picnic table, etc. **Please note a possible Addenda will be added to expand the ability to respond with additional products**

**Question:** We understand from Instructions for Bidding 2.1.2.a and Appendix G that vendors are permitted to duplicate tabs in the Excel workbooks. Is duplication of these tabs only permitted for bidders who are resellers bidding multiple manufacturers, or would a bidder who is a direct manufacturer be allowed to duplicate the tab for the purpose of providing additional items for that category that are not direct equivalents of the items specified on the green and orange tabs?

**Answer:** The duplication of the tabs is allowed for all bidders. The purpose to duplicate is if you have *additional manufacturers* for the specific bid form, each bid form is for one specific manufacturer. It is *not* to add additional items that are not direct equivalent. Those products will be addressed on the specific product bid form. **Please note a possible Addenda will be added to expand the ability to respond with additional products**

**Question:** Per Instructions for Bidding, 3.3.1.d, bidders must submit a manufacturer's price sheet with the bid. Is this to be provided as a separate document in addition to the provided Excel bid forms?

**Answer:** The MSRP form is a separate document that is to be submitted in Envelope #2 as per the Instructions for Submitting a Bid.

**Question:** Should this price list be inclusive of all of the manufacturer's offered goods, regardless of whether or not they fall into the categories identified in Section 1.0 of the Scope of Work?

**Answer:** Often the MSRP does include all products, which is fine. These documents are not shared, they are for the bid evaluation only.

**Question:** If as a manufacturer we attended the broadcast, and we would like to have our resellers submit the bid on our behalf, can they do so even if they did not attend the broadcast?

**Answer:** The bidding company is the company that needs to attend the broadcast. If the resellers did not attend the meeting, the manufacturer that attended the broadcast can submit the bid and assign resellers.

**Question:** Will this video be available?

**Answer:** The video will be available on the ESD 112 Website, within the LearningEdge ITB section.

**Question:** Does watching the video substitute for attending the mandatory conference?

**Answer:** No, potential bidders must have attended the mandatory Bidders' Virtual Conference in order to submit a bid in response to the ITB.

**Question:** When are the post award meetings?

**Answer:** The post award meetings will be held on November 27 and 28<sup>th</sup>, Please reserve this time on your calendar.

**Question:** During the life of the contract, as prices change can we update our MSRP and/or Manufacturers wholesale pricing when a manufacturer has price changes?

**Answer:** As outlined in the Contract #ESD112-LE-18B (Part 2 of 2), Page 11, section 7.5 Changes in Contract Price, and the Contract administration, material terms section 5.1, price changes are to be made when they occur, as well as product changes when a product is discontinued. The Post Award requirements will be discussed in the Post Award meetings following the award of the contract. All Bidders should review the contract prior to submitting a bid, as stated previously.

**Question:** Are there any addenda's published for the LearningEdge ITB #ESD112-LE-18B?

**Answer:** The final day for posting Addenda and questions on the website is September 17, 2018. There are addenda now available on the website. Please review the website for the posted addenda.

**Question:** As a result of the Addenda, did any of the bid forms (catalog categories) require revisions?

**Answer:** All bid forms have been revised to reflect the Addendum #01. Again, please review the website for the accurate forms to use when submitting a bid form.

**Question:** Are the documents that contain an addenda emailed to the potential bidders?

**Answer:** No, it is the bidder's responsibility to review the addenda, forms, and all related documents that are updated and posted on the website prior to submitting a bid.

**Question:** Do I need to notify the purchasing department if I am going to submit a bid, and when it is sent?

**Answer:** Yes, please email [Bunny.Stevens@esd112.org](mailto:Bunny.Stevens@esd112.org) to provide notification that you will be submitting a bid.

**Remember all questions are due by September 13, 2018**

**Final questions, answers, and Addenda have been posted on the Website as of September 17, 2018.**