



7145 West Tidwell Road ~ Houston, Texas 77092
(713)-462-7708
www.esc4.net

NOTICE TO OFFEROR

ADDENDUM NO. 1

Solicitation Number 21-13

Request for Proposal (“RFP”)
by Region 4 Education Service Center (“ESC”)
for
Cleaning Supplies, Breakroom, and Related Products

This Addendum No. 1 amends the Request for Proposals (RFP) for Cleaning Supplies, Breakroom, and Related Products 21-13 (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

Region 4 Education Service Center (“Region 4 ESC”) requests proposals from qualified suppliers with the intent to enter into a Contract for Cleaning Supplies, Breakroom, and Related Products. Addendum No. 1 is hereby issued as follows:

QUESTIONS AND ANSWERS

1. Question: Is there a pricing excel sheet?

Answer: No pricing Excel sheet is provided in the RFP. Details for pricing submittal are provided on RFP page 14, under Section IV. Evaluation Process and Criteria, 2.a) Products/Pricing.

2. Question: Is there a price list/spreadsheet with various line items for particular PPE products under this bid or do we just provide our entire product catalog along with pricing for everything?

Answer: See answer to Question 1 of this Addendum 1.

3. Question: Is it ok to just bid under this one PPE category since we do not provide products under any of the other categories or are you looking for one vendor that can provide everything across all categories?

Answer: No, Region 4 is seeking vendor(s) that can provide products and services across all categories, as detailed in RFP page 2, I. Scope of Work.

4. Question: Looking through this bid and noticed that products were mentioned but no quantity or brand names. I didn't see a list of specific products. If you could provide me with the information on the requested products or direct me to where I can find it in the RFP?

Answer: No quantities or brand names are specified in the RFP. Offerors should refer to RFP page 13 in Section IV. Evaluation Process and Criteria, 2. A) Products/Pricing.

5. Question: Within the RFP are the list of products and product requirements, however we are unclear of how to provide pricing and details for these items. For example: Should we provide a subset of items that fall within each product category for your review? Is there a specific number of items you wish to see in order to review pricing? Are you expecting to see all items available within these categories?

Answer: As detailed in Section IV. 2. a) i. "As indicated in the Scope of Work, Offerors shall provide a complete and comprehensive line of quality made cleaning and breakroom supplies." Offerors should further refer to Section IV. 2. A. ii. – iii.. of the RFP for additional pricing requirements.

6. Question: We want to clearly understand how you are reviewing the pricing methodology for products within these categories, so we can provide the correct format for your review. Please clarify or provide an example (For Example: the pricing columns you wish to see.).

Answer: See answer to Question 5 of this Addendum 1 and refer to the entire Section IV 2 for further pricing details.

RECEIPT OF ADDENDUM NO. 1 - ACKNOWLEDGEMENT

Offeror shall acknowledge this addendum by signing below and include in their proposal response.

Company Name _____

Contact Person _____

Signature _____

Date _____

Crystal Wallace
Region 4 Education Service Center
Business Operations Specialist