

**Roanoke Regional Airport Commission
RFP No. 22-001
Purchase of Custodial Products and Services**

**Addendum #1
May 13, 2022**

The contents of this addendum represent solicitation questions and answers, notes, changes, additions or clarifications to the specifications. The bid tabulation for RRAC IFB #21-006 and a spreadsheet showing current year-to-date ordering totals from the awarded contracts against RRAC IFB #21-006 are also included as separate attachments for reference.

Questions and Answers – RRAC IFB #22-001 – Purchase of Custodial Products and Services

- Q1. Could we please get a copy of the award made last year for the Custodial Products and Supplies Bid #21-006?
A1. Bid #21-006 resulted in contract awards to six (6) vendors. A copy of the bid tabulation is provided for reference.
- Q2. Is estimated annual usage available for each of the line items on this year's bid, or a fiscal year-to-date report of actual purchases available?
A2. A spreadsheet of the current year-to-date ordering totals for the RRAC Custodial Products and Supplies contracts is provided for reference.
- Q3. Are you able to provide volumes and previous awarded bid pricing for these products?
A3. Please reference the bid tabulation for Bid #21-006 and the current year-to-date ordering totals spreadsheet.
- Q4. Please provide the previous bid tabulations and itemized award information.
A4. A copy of the bid tabulation for Bid #21-006 is provided for reference.
- Q5. Does the receiving location have a loading dock and/or forklift?
A5. The receiving location has a loading dock but does not have a forklift.

- Q6. Are samples required for any items by the due date?
A6. Samples are not required for any items by the bid due date.
- Q7. How often are orders placed for the can liners and toilet tissue, and in what quantities?
A7. Please reference the current fiscal year year-to-date ordering totals spreadsheet.
- Q8. Is there an estimated value for this IFB annually?
A8. Please reference the current year-to-date ordering totals spreadsheet for current fiscal year totals.
- Q9. Are you able to share incumbent vendor and previous award price on these items?
A9. A copy of the bid tabulation for Bid #21-006 is provided for reference.
- Q10. Would offering these items through a cooperative or offering rebates in conjunction with this IFB be considered in the evaluation?
A10. No.
- Q11. Can you provide the award pricing per item and winning vendor from previous bid and the date of the previous award?
A11. A copy of the bid tabulation for Bid #21-006 is provided for reference.
- Q12. Based on previous ordering history and purchase orders, about how often are the can liners ordered (monthly, quarterly or other) and what is an approximate case order?
A12. Please reference the current year-to-date ordering totals spreadsheet for ordering history.
- Q13. Are the can liners delivered to one or multiple locations within the airport? If there are multiple locations, how many locations are there?
A13. The can liners are delivered to one location at the airport.
- Q14. Will all bid prices have to remain firm from July 1, 2022 through June 30, 2023?
A14. Yes. Per Page 4, Section D.3. of IFB #22-001, bids shall be valid July 1, 2022 through June 30, 2023. Per Page 6 of IFB #22-001, "All bid pricing shall remain valid for one year."

Q15. Will your organization accept a signature by DocuSign?

A15. No. The following language has been added by Addendum No. 1 as paragraph 7 under Section B – Additional Bid Requirements:

“The Bidder must submit its Bid on the Bid Forms contained herein; no other form is acceptable. All blank spaces in the Bid Forms must be correctly and completely filled in, where indicated, in ink or type written, except that all signatures shall be signed in ink by an official of the firm who is authorized to submit the bid.”

Q16. Can the usage from the previous 6-12 months be provided for reference?

A16. Please reference the current year-to-date ordering totals spreadsheet for ordering history.

Q17. Will the Commission allow biannual price adjustments to reflect changes in market conditions?

A17. No. Per Page 4, Section D.3. of IFB #22-001, bids shall be valid July 1, 2022 through June 30, 2023. Per Page 6 of IFB #22-001, “All bid pricing shall remain valid for one year.”