

**QUESTIONS AND ANSWERS REGARDING
REQUEST FOR BIDS (RFB) NO. 23-0007
JANITORIAL SUPPLIES**

1.	Please provide the previous bid tabulations & itemized award information, including any price adjustments.
2.	Would you be able to provide the delivery quantity breakdown per each item?
3.	We have noted regarding scope of service "Supplier must be able to warehouse inventory and deliver on a Just In Time (JIT) schedule." may we know what time frame is "just in time"?
4.	Can you send specs or pictures of the dispensers currently hanging in the bathrooms for the following: Soap dispensers Toilet tissue dispensers Roll towel dispensers Or can we schedule a site visit to see what is currently in use? Additionally, are you interested in getting new dispensers?
5.	Are we able to put a minimum PO amount as apart of our proposal? It will be beneficial to know so we can determine expected shipping cost in our pricing.

	All purchase orders will be based on actual needs, therefore will not be defined by minimum, quantity, or price.
6.	When submitting pricing for this bid, does it have to be a set price for the year?
	Yes, we are looking for a yearly commitment.
7.	We are working on bid #23-0007 (Janitorial supplies) and are kindly asking if you could send the previous pricing for it.
	This is our first RFB for Janitorial Supplies, so we do not have the requested information.
8.	How often the contractor should deliver the janitorial supplies?
	A Purchase Order will be issued weekly for janitorial supplies.
9.	Should the contractor be present when delivering?
	The supplier does not have to be present when supplies are delivered.
10.	Is it ok to have more than one distributor from different manufacturers?
	The bidder must bid on the exact items listed in the RFB or equivalent items. Bidder can use a distributor of their choice.
11.	Can the contractor submit the completed application online through email?

	No. Bids must be submitted as per the instructions in the RFB.
12.	For the supply 88012-N Vondrehle, 16 rolls per case, is it ok to take 12 rolls per case because they do not have 16 rolls per case.
	A different case quantity is acceptable but total pricing must be equal, based on the total number of rolls. See Addendum #2.
13.	Section 11: Are electronic signatures acceptable for these forms?
	The signature can be electronic but all forms must be submitted as per Section 2.5, RFB and Response Submissions
14.	Section 9.1 - Is this a line item award?
	No. There will be one award for this bid package.
15.	How long is the contract period?
	This will be a one-year contract.
16.	Section 7 – Scope of Services: Line 1: Brown Paper Towels - 88012-N Vondrehle – Unit of Measure is listed as 16 rolls; per the spec sheet from the manufacturer, this is 12 per roll; please confirm. Line Item 9: Purell Professional Advance hand Sanitize - Please confirm this item 646002; it is showing as discontinued on the GOJO website.

88012-N, Vondrehle is 12 rolls per case. See Addendum #2

We currently use Purell 646002. This is hand sanitizer for the Purell ES6 Dispensing System.

Questions are listed as submitted, company names are withheld.