



Date of Issuance: 03/16/2023

Solicitation No. 0900000578

Requisition No. N/A

Amendment No. 1

Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

Sign and return a copy of this amendment with the solicitation response being submitted; or,

If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date in the subject line of the email.

ISSUED FROM:

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Contracting Officer

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TO:

Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, **RFP#0900000578** received during the Q&A period, which closed on 03/16/2023 at 3 PM.

Question 1:

In Exhibit 1 – Scope of Products and Services Section B points 1 and 2. Can you elaborate more on what exactly is being requested for these two points? It sounds like Point 1 is seeking a single discount that would be applicable to all manufacturers and all items whereas Point 2 is seeking a listing of discounts by manufacturer. Each manufacturer prices their products in different ways making Point 1 not really practical. Regarding Point 2, is there a particular format being requested? What I had in mind for this was 2 columns, first column would be the name of the manufacturer and the second column the discount to be applied to that manufacturer's list prices.

Answer:

Exhibit 3– Pricing; 1. Market Basket of Goods states: Note: The intention of this effort is to not overly burden Supplier and allow the submission of existing catalogs or price sheets of items which support the scope of this solicitation. Supplier must clearly indicate discount percentage as blanket for entire catalog, individually discounted by manufacturer/quantity/or other criteria as determined by Supplier. Supplier maintains responsibility for ensuring all pricing/discount information is presented as clearly as possible. How the vendor makes this determination as to best present the data is at their discretion per these instructions. However, it

remains vendor responsibility to ensure that it fully identifies how discount will be achieved, (by item, by specific brand, etc.).

The information within Exhibit 3.xlsx tabs all required. However, it is not necessary that a vendor offer all options with an affirmative offering. For example, if a vendor declines to offer leasing, parts, service, etc. as indicated and only wishes to provide the sale and installation of commercial kitchen equipment, then they will so indicate "No" on the respective tab and no other information required.

Please read all pages and attachments carefully for full instructions to ensure any submitted response is compliant. It remains vendor responsibility to ensure any catalogs, pricing sheets, or any other offering vendor submits to satisfy the requirement clearly designates and explains all discounts as applied.

Question 2:

In Exhibit 1 – Scope of Products and Services Section A Paragraph 1 discusses Commercial Kitchen Equipment; Paragraph 2 discusses small wares and Paragraph 3 discusses Foodservice Parts. In Exhibit 3 – Pricing there is a tab pertaining to Commercial Kitchen Equipment (1. Market Basket of Goods), a tab pertaining to Parts (3. Parts) but there is not a tab related to small wares. Was this an oversight or is pricing information not being requested on small wares?

Answer:

Vendor will submit for those areas in which they wish to propose those offerings. Whether that's all areas of need as identified by State of Oklahoma or whether vendor will only propose support for some areas is at their discretion per instructions and as answered above within Question 1. However, vendor must ensure that regardless of format elected that vendor items offered, and their associated discounts will be clearly identified.

Question 3:

Exhibit 3 Tab 1. Market Basket of Goods – There was one item, 1304-00999, where I could not find the item number at all. Please see below what came up when I Googled it. Is there more information you can supply for that item that might help me identify the particular product in question?

Answer:

To evaluate price as a "Market Basket of Goods", it's necessary to provide a representative sample of previously purchased products existing or previous like statewide contract(s). The items have all been purchased in such quantities and thus serve as the benchmark for pricing evaluation. Though the State of Oklahoma desires as many offerings within the described need as possible, it's impractical to evaluate hundreds or thousands of individual items and will use the items as listed or vendor supplied comparable for evaluation purposes.

Instructions within state, ***Complete all items below. If Supplier does not offer exact item as listed, Supplier may offer a comparable make/model within its offering which is as nearly identical as possible. If Supplier does not offer exact or comparable item, then Supplier will so indicate.***

If a vendor wishes to make this election as it does not offer previously purchased items as indicated, then vendor will use their own judgement in making an offering that is as close to that as described. If vendor cannot offer any comparable item, it should so indicate it cannot provide the item.

Question 4:

Bidder Instructions Page 4, Section 8.1(Letters B & C) Preparation of Bid &

Attachment A, Exhibit 1-Scope of Products and Services, Section B.

Cook's plans to offer additional categories, manufacturers and MSRP discounts per the categories requested on the bid website page. Do we submit this on a separate spreadsheet (example attached)? How should we label? Exhibit 3?

Cooks would also like to offer a small wares discount from our Cook's catalog for certain manufacturers. Should we provide a detailed smallware spreadsheet or a physical PDF of our catalog with details of the discounts?

Answer:

Suppliers invited and encouraged to offer as many different products as possible which support the objectives of this RFP. Supplier remains responsible for ensuring that the information provided within the bid is responsive and easily understood. However, ultimate format (complete catalogs, Excel spreadsheets, etc.) remains Supplier option, so long as Supplier clearly articulates the available percentage discounts for items offered.

Question 5:

Attachment A, Exhibit 1-Scope of Products and Services, Section B Number 2 Percentage Discounts

If a MSRP percentage discount is offered on a market basket item, must the same percentage discount on that item be offered in other categories of equipment for the same manufacturer?

Answer:

Exhibit 3, Tab 1. Market Basket of Goods: These percentage discounts will be used for source-selection scoring purposes in that Supplier certifies the discount percentage against this item.

Otherwise, Supplier remains responsible for discount methodology (by item, by brand, something else, etc.) at their discretion.

Question 6:

Attachment A Exhibit 1-Scope of Products and Services, Section A. No. 6 Letter D. Depot Repair

Can you elaborate on the types of products (examples) you want the warranty for in this section? What specifically do you want included in the warranty? Is this for countertop appliances such as blenders, toasters, microwaves etc.? Supplier to cover parts, shipping, repairs under manufacturer's warranty or offer warranty if one is not available? Can you provide an example of how Depot Repair is executed, from customers perspective?

Answer:

Exhibit 3, Tab 5. Depot Repair: Though optional at Supplier discretion, State of Oklahoma desires a Depot Repair solution as detailed within this RFP. Should supplier elect to offer depot repair, then it will Circle 'YES' on Tab 5 follow associated instructions within.

The ultimate format and presentation of depot repair services remains Supplier option. Supplier must articulate whether depot repair service in addition to or part of manufacturer warranty, etc.

From an execution standpoint: State of Oklahoma needs to complete methodology as process from beginning to end. For example: Eligible on which items? Process for requesting service. Process for shipment of items to vendor, their repair and return? Etc.

Ultimately, State of Oklahoma desires Depot Repair on those items small enough for such transport and service which otherwise does not require service on-site.

Question 7:

Attachment A, Exhibit 1-Scope of Products and Services, Section B Number 4 Services

Prices for Labor Hours are highly unpredictable and are subject to change by provider without notice, are and only applicable to service (not install). For the services section can we offer the hourly rate for the first year, and provide the additional hourly rates at renewal time so the pricing will be more in line with the current yearly pricing? (Note: hourly rates are labor only and do not include additional fees for off hours, remote location, installation, limited access, parts, etc.)

Answer:

Exhibit 3, Tab 4 Service: Though optional at Supplier discretion, State of Oklahoma desires an on-site service solution as detailed within this RFP.

Should supplier elect to offer depot repair, then it will Circle 'YES' on Tab 5 follow associated instructions within. This includes all services as "included" or "not included" with this proposed rate which must be quoted separately at time of service, etc.

As this contract offers multiple option periods, Supplier must provide information as requested per instructions therein. Supplier will use its own judgement on how it decides appropriate hourly rate for each option period and whether that rate remains constant or changes year over year for the duration of all option periods, etc.

Question 8:

I just want to make sure I clearly understand the language in this bid.

Is this "All or Nothing"?

I ask because we are a parts distributor only and we cannot bid on the equipment at all.

Conversely, equipment dealers can bid on the equipment and then get you parts as well, but they are buying from a distributor and unable to pass savings to you as we can. My hope was to have 2 separate contracts. One for equipment and one for parts so the state would get the best of both worlds?

Answer:

Bidders may bid on those elements within Exhibit 3 which are applicable to them. At this time, there is no requirement for a separate contract.

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature