

33500 Van Born Road
Wayne, Michigan 48184-2497
www.RESA.net

Stacey Shaw
Purchasing Consultant
purchasing@resa.net

Addendum #1
RFP WRESA-04032023-232-01 Office Supplies
Questions and Answers

Q.1. Will you add columns with the referenced data for the following: Manufacturer Name, Manufacturer Part#, Sell UOM, and Annual Usage? - With this data, our team will be able to use their bid tools & analyze the best way forward.

A.1. Unfortunately, the information and data requested is unavailable to retrieve. The listed items in the Price Sheet are only a basic, core list of items needed at the very minimum.

Q.2. What is the total estimated amount of office supplies for the 16 organizations spent? (80 items in RFP & total spend)

A.2.

RFP# WRESA-04032023-232-01				
<i>Type of Solicitation: Request for Proposals (RFP) – Wayne RESA, in partnership with the Michigan Association of Counties (MAC) CoPro+ Program, is competitively bidding and awarding a Master Agreement to a contractor or contractors for Office Supplies for consortium districts. Individual Districts or Districts/ISDs outside of the Consortium may elect to participate. The following organizations have indicated their desire and interest to participate in using the resulting contract and reserve the option to do so with the awarded proposer(s).</i>				
	Organization	Enrollment	Population	*Program Potential
1	Wayne RESA	estimate		\$500,000
2	Clare County		31,352	\$31,352
3	Crestwood School District	3,875		\$135,625
4	Genesee County		401,983	\$401,983
5	Gladwin County		25,728	\$25,728
6	Grosse Ile Township Schools	1,660		\$58,100
7	Huron Valley Schools	9,080		\$317,800
8	Ingham County		284,108	\$284,108
9	Jackson County		160,066	\$160,066
10	Livingston County		35,521	\$35,521
11	Livonia Public Schools	13,847		\$484,645
12	South Redford School District	3,234		\$113,190
13	Trenton Public Schools	2,457		\$85,995
14	Wayne County		1,757,043	\$1,757,043
15	Westwood Community Schools	1,472		\$51,520
16	Wyandotte Public Schools	5,200		\$182,000
	TOTAL	40,825	2,695,801	\$4,624,676
*Program Potential - Based on sole source award & all locations purchasing office supplies, paper, toner from Awarded Vendor.				

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Q.3. Will the award be “sole source” or an “opportunity” to reach out to each organization to onboard them?

A.3. This is open to being a multi-award.

Q.4. Would you like to utilize the NPPGov / State of Michigan / MiDEAL Cooperative Contract? Or, prefer a stand-alone agreement?

A.4. We are aware of other cooperative/consortium agreements and have decided to host our own. We are requesting equal or better pricing to be submitted (See Section 1.8 Pricing Schedule).

Q.5. The RFP seems very specific to office supplies for education, less so for business needs. If we were to compete on these items included in the excel document of the RFP, how do you see this scaling and impacting the local government businesses?

A.5. The items on the spreadsheet are utilized by both education and business. We anticipate the entities that utilize the resulting contract(s), both educational and governmental, will have a wide range of office supply needs. These items are provided for bid purposes only and are not intended to reflect one over the other.

Q.6. If a vendor is unable to remit the 2% fee to MAC, will that vendor be able to bid?

A.6. No.

Q.7. Can a vendor choose to not include a 2% fee?

A.7. The 2% administrative fee is required to be remitted, no exception. We have had vendors that have been part of the program that have chosen to absorb the 2% fee in their pricing because they receive the benefit of having to not put together other public bids, which in turn saves them time and cost. We have also had other vendors that have simply added the 2% to their overhead. Either way, it is required.

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Q.8. Can you explain exactly how the fee should be applied? Monthly, one time, annual?

A.8. The vendor will be contacted by MAC on a quarterly basis for all of its self-reported sales (all billings made to an entity whether it be for sales or service) and the 2% will be applied to all sales and services made to entities using the contract.

Q.9. Will the 2% administrative fee be paid by our company to MAC, or will Livingston County be withholding 2% and pay MAC directly?

A.9. The 2% administrative fee will be paid by the vendor to MAC.

Q.10. Would you like our suggestion on how we pay other buying cooperatives?

A.10. Sure, please propose your solution in your response.

NOTE: See Attachment A – Price Sheet v.2 with the following updated instructions:

The following quantities listed below are estimated. Actual quantities will vary. The PO issued will be for estimated quantities or dollars, but will not constitute any obligation or commitment to purchase.