

AMENDMENT OF SOLICITATION MODIFICATION OF CONTRACT

1a.	1b. Effective Date	3. Issued By U.S. House of Representatives CAO Office of Acquisitions Management 5110 O'Neill House Office Building Washington, DC 20515 Office Phone: 202-225-2921	
2a.	2b. Dated		
4.		For Information, Contact:	
		4b. Name:	4c. Phone:
		4d. Email:	
5.			
6.			
7a. Name and Title of Authorized Signer <i>(type or print)</i>		8a. Name and Title of Contracting Officer <i>(type or print)</i>	
7b. <hr/> (Authorized Signature)	7c. Date Signed	8b. U.S. House of Representatives <hr/> (Signature of Contracting Officer)	8c. Date Signed

Questions and Answers Discussed at Pre-Proposal Meeting held on February 21, 2019 for RFP OAM19009S Office Supplies

1. Wanted to clarify that on Attachment J.2 Copy Paper, the lines 3 and 7 should be size 11x 17 not 8.5 x 17
Answer: 8.5" X 11" and 11" X 17"
2. Attachment J.3 Toners is it possible to get some kind of Usage per line.
Answer: No
3. Is there height restrictions at the 5110 O'Neill House office location for bulk deliveries.
Answer : 10.5'
4. Is their any advance towards the award if you have a GSA Contract or Social Economic status like Hub Zone, Small Business etc.
Answer: No
5. Will one vendor get the entire toner portion or it might be split among several vendors?
Answer: There is no way of knowing that in advance of receiving proposals and completion of Evaluation process.
6. Is there is an incumbent contractor currently performing these services? If so, could I please find out the contractor name and contract number? Any information is greatly appreciated.
Answer: This is question is not germane to the scope of work.
7. Is the Pre-Proposal Conference taking place on February 21st mandatory for vendors to attend?
Answer: No
8. If applicable, who are the incumbents for these services and for how long have they served The United States House of Representatives (House) in this capacity?
Answer: Not Applicable
9. What is the House's current pricing for the products requested in the solicitation?
Answer: We do not provide that information
10. What is the House's historical usage and yearly spend for this contract?
Answer: This information is provided in RFP
11. What is the anticipated annual and total spend for this contract?
Answer: This information is provided in RFP
12. How many awards does the House anticipate making?
Answer: There is no way of knowing that in advance of receiving proposals and completion of Evaluation process.
13. Considering there is a potential for multiple awards, are respondents required to bid on all products (in attachments J.1 – J.4) in order to be deemed responsive?
Answer: No
14. Will respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to the House?
Answer: cannot answer a hypothetical question.

15. What types of licenses, permits, or authority to do business is needed by vendors responding to this RFP?

Answer: Normal Business License

16. If vendors do not have all the requested past performance or references, but are capable of satisfying the requirements in the solicitation, are they allowed to respond? Or will they be disqualified?

Answer: cannot answer a hypothetical question.

17. Is there a minimum or maximum number of past performance references that we are required to submit with the proposal?

Answer: This information is provided in the RFP. Section L

18. Can you please clarify the locations that vendors would be required to deliver to under this contract? Would vendors only be delivering to the Capitol Hill Campus and House Office Buildings in Washington, D.C., and the Washington Metropolitan area – or would they also be required to deliver to House Member District offices located throughout the Continental U.S. as well?

Answer: Please see C.2.b

The vendor will deliver bulk merchandise to the Longworth HOB to stock the Office Supply Store. Then the vendor will deliver to offices within the House campus. The vendor is also responsible for delivering to all district offices throughout the United States.

19. Can the United States Postal Service (USPS) be used to deliver vendors' products to the Capitol Hill Campus, and other required locations, as opposed to vendors' own delivery personnel? If so, how would the House prefer the required letter and information for delivery personnel on Page 15, Section D.2., Paragraph c. Delivery Schedule and Instructions (name, date of birth, social security number, etc.) be satisfied?

Answer: The vendors' dedicated delivery people will deliver to the House Campus. The mandatory information for those dedicated delivery persons will be requested after contract award. District offices can receive USPS if USPS delivers next-day.

20. Can the delivery of products to the Capitol Hill Campus, and other required locations, be subcontracted to vendors' suppliers/manufacturers, or other companies? If so, how would the House prefer the required letter and information for delivery personnel on Page 15, Section D.2., Paragraph c. Delivery Schedule and Instructions, be satisfied?

Answer: No

21. Can you please clarify the required locations in this contract that private shipping companies (UPS, FedEx, etc.) and local shipping companies can make deliveries to for vendors?

Answer: All House Office buildings. Capitol Building. All District Offices.

22. On Page 15, Section D.2., Paragraph b. Marking, it mentions the package requirements for private and local shipping companies to make deliveries. Does this only apply to areas outside of the Capitol Hill Campus, considering the statement on Page 12, Section C.7.2?

Answer: Yes

23. Will the office space for the On-Site Customer Service Representative (CSR) be co-located with other company Customer Service Representatives (assuming the award is for multiple vendors)? Would the Customer Service Representative be able to work remotely?

Answer: The on-site rep will be from the vendor with the Top Items Office Supply contract.

24. If all orders will be placed via an online ordering system, what is the primary purpose of the on-site Customer Service Representative?

Answer: See C.4

All orders are not placed on line. Up to 95% may be placed online. Customers will also call in orders to the rep and place orders in person with the rep in the Office Supply Store.

25. If the Customer Service Representative is required to be on-site, will they have a designated parking space?

Answer: No

26. What are the hours of operations expected of the Customer Service Representative?

Answer: A set schedule Monday through Friday; no less than 30 hours per week

27. With whom will the Customer Service Representative be in contact with on a daily basis?

Answer: Office Supply Staff and House staffers

28. Can you please clarify the scope of work that the Customer Service Representative is expected to perform, particularly relating to "refreshing product inventory"?

Answer: Recommending new product to OSS staff that may be brought into store inventory. Taking old inventory back

29. Can the Customer Service Representative position be subcontracted to vendors' suppliers, manufacturers, or another company?

30. **Answer: No**

31. We can provide the following sizes 8.5" x 11" o or 11" x 17".

Answer: 8" x11" and 11" X 17" are the sizes needed.

32. On attachments J1 though J4 are substitute "like" items acceptable if the item provided has same characteristics as the original item listed?

Answer: Yes, if the original item can not be sourced. Items must have same characteristics as original item.

33. On attachments J1 through J4 the files seem to indicate the base period for firm fixed pricing will be four years and each option year firm fixed pricing is to be held for two years. Can you please confirm or elaborate on this?

Answer: Yes you are correct. Escalation or fixed

34. Are substitutions allowed for the NSN items?

Answer: Only if item brand is exclusive to another supplier

35. Do substitutions for the NSN items have to be Ability One products?

Answer: No

36. Is it possible to get usage for items for the all categories?

- Attachment J.1 Core items
- Attachment J.2 Copy Paper
- Attachment J.3 Toners
- Attachment J.4 Shipping & Packing Supplies

Answer: No

37. If a supplier's sell unit of measure is not equal to the House purchase unit of measure how would you prefer we price those items?

Answer: By Supplier's sell unit with explanation

38. Attachment 1 – Top Core Items - Line 9: The provided manufacturer part # 927197 - BINDER, REFILL BUS. CARD HOLDR - has the item as a Pack of 10. The House list has the notation, "Priced by 24/Box, Sold by 24/Box" in the "Quantity Included in UM" Column. Is that a typo?

Answer: Yes, 24 per package

39. Attachment 1 – Top Core Items – Lines 89 and 90: The House purchase unit of measure is a Box. Can you please confirm that this is a Box of 10 Reams?

Answer: Yes

40. Attachment 1 – Top Core Items - Line 144: The manufacturer item # is not valid, please clarify.

Answer: #1374040

41. Attachment 1 – Top Core Items - Line 146: The manufacturer item # is not valid, please clarify.

Answer: Yes, it is

42. Attachment 1 – Top Core Items - Line 149: Item 98460. Please clarify the specifications on the Clorox Wipes. There seems to be a discrepancy on the count.

Answer: 75 wipes per canister

43. There is a requirement to block furniture; however, to allow furniture for specified individual web users.

Would furniture be potentially ordered for anywhere in the program (continental US, including Washington, DC)?

Answer: Yes

44. Refer to Page 3, Section B.1 (PRICING SCHEDULE): Is discount offered by vendor to be off Manufacturer’s List Price, or, in order to ensure that all pricing offered by vendor is lower than advertised pricing in all cases, is discounting to be off vendors’ publicly advertised website price? The primary reason we ask is that the term “Offeror Catalogue Price” is used by the House on Attachments 1 & 3 while “Manufacturer’s List Price” on Attachment 2, so we’re a little unclear as to what the desired benchmarking actually is.

Answer: Catalogue Price

45. If discounting off of manufacturer’s List Price is required, will a Gross Profit Floor be considered? For those who may be unfamiliar with the term,

Answer: No

A Gross Profit Floor is a declaration by a provider that it reserves the right to a minimum Gross Profit on a product or products that supersedes any discount that may otherwise have been quoted. Below is an illustration of the application of a Gross Profit floor:

Example of a Gross Profit Floor:

<u>Item</u>	<u>Item Description</u>	<u>List Price</u>	<u>Quoted Discount</u>	<u>Net Price Based on Quoted Discount</u>	<u>Dealer Cost</u>	<u>Gross Profit Floor Percentage</u>	<u>Final Price to Customer Based on Gross Profit Floor</u>	<u>Actual Discount Received</u>	<u>Increase Actual Price vs "Discountable" Price</u>
ABC123	WIDGET,X-LRG,BLUE	\$10.00	50.00%	\$5.00	\$6.00	20.00%	\$7.50	25.00%	50.00%

In the example above for item ABC123, the prevailing discount quoted is 50.00%. The list price for the item is \$10.00. Applying a discount of 50.00%, the net price for the item would be \$5.00. However, the dealer cost for the item is \$6.00 and in the example above the dealer has attached a 20.00% Gross Profit Floor to its 50.00% discount. Therefore, the sell price of \$5.00 based on the quoted discount of 60.00% results in a gross profit for the dealer that is less than 20.00%, thereby triggering the conditional 20.00% Gross Profit floor. Thus, the dealer cost of \$6.00 is marked up to result in a sell price to the customer that includes 20.00% gross profit for the dealer, a sell price of \$7.50 (\$1.50 profit on the sell price of \$7.50 equals 20.00% Gross Profit). In this example, the actual discount

received by the customer on this transaction is 25.00% (List Price: \$10.00; Purchase Price: \$7.50 = discount received 25.00

46. Reference Page 4, Section C.1 (BACKGROUND): Does the spend figure of \$1.6M referenced in this section include the spend of the home offices around the country? If not, can any sort of total spend figure be quoted inclusive of those sites around the country?

Answer. It is all inclusive and no we cannot break it down further.

47. Refer to Page 6, Section C.2 (DESCRIPTION OF WORK), subsection f.: Can any estimate be provided of what percentage of the overall spend under this contract is paid for via Purchase or Credit Card?

Answer. No

48. Refer to Page 7, Section C.5 (BILLING AND REPORTING): This section lists in some detail the House's Invoicing Requirements? In order for vendors to see first-hand what the requirements are applied in real time fashion, can a sample of the House's current invoicing be provided?

Answer: Not Applicable (N/A)

49. Refer to Section M.1 (EVALUATION FACTORS FOR AWARD), subsection a.: Are the evaluation factors in this section listed in order of importance/weight? Can the weight or percentage of award that each factor (technical approach, management approach, corporate capabilities past performance, and price) carries be provided?

Answer: In no order

50. What percentage of the House's total \$1.6M spend is encompassed by the Attachment 1 listing of "Top Products"?

Answer: N/A

51. What percentage of the House's total \$1.6M spend is encompassed by the Attachment 2 listing of Copy Paper items?

Answer: N/A

52. What percentage of the House's total \$1.6M spend is encompassed by the Attachment 3 listing of "Toner Sold in the Office Supply Store"?

Answer: N/A

53. What percentage of the House's total \$1.6M spend is encompassed by the Attachment 4 listing of Shipping/Packaging items?

Answer: N/A

54. Does the initial four year price hold on core items for all four Attachments? As copy paper and toner are derived from commodities subject to fluctuations endemic to their respective markets, typically paper and toner are subject to shorter price holds? In fact, a shorter price hold would be of significant benefit to the House, as vendors forced to hold paper/toner pricing (all pricing, for that matter) for a period of four years will simply build cost increases anticipated over that four year period into their base pricing. As a result, the House will pay more for these items at the beginning of the contract than it would if the duration of price holds were shorter? If the four year price hold is in fact mandatory for all four attachments of items, would the House consider that pricing along with alternate pricing from vendors firm for a period of, say, one year, which would illustrate how four year price holds will initially be to the detriment of the House?

Answer: No

55. Attachment 2 references usage for copy paper as for "FY2012". Is usage for any more recent period of time, say, calendar or Fiscal Year 2018, available?

Answer: Typo. Should indicate FY2018

56. Regarding Attachment 3, does the House have any sort of custom discount arrangement with any of the manufacturers (Hewlett-Packard, Ricoh, Xerox) represented on that attachment? One example of such would be Hewlett-Packard "Big Deal"? If so, can written consent authorizing all bidders to access details of any such arrangement from relevant manufacturer(s) be provided?

Answer: No

57. Regarding Attachment 3, no usage is provided. In order for all bidders to fairly compete on a level playing field with the current provider, can usage for Attachment 3 items be provided?

Answer: As discussed all are on a level playing field.

58. Can details of the House's current Office Supplies contract be provided? Can the contract itself be provided to all bidders? If currently posted in the public domain, instructions on where to access the contract would be greatly appreciated.

Answer: We do not provide this proprietary information.

59. For the various attachments, any pricing for any other entity (GSA for example) that would be in effect four, six, or eight years from now is not known at this time. Is current data to be supplied in the relevant fields where requested? Please clarify if this understanding is not correct.

Answer: No

60. Refer to Attachment 1: can a specific definition of "Ability One Compliant" be provided?

Answer: Labeled Ability One, JWOD, or NIB

61. On each of the four attachments, we notice that the Unit of Measure references both a single unit of measure ("each" ... "roll" ... etc.) and then the master pack for that single unit ("carton" ... "box" ... etc.). We want to confirm that both the usage provided is for the smaller unit of

measure and that the House wants vendors to provide pricing in that smaller unit. Can you either confirm this assumption or correct us if that assumption is incorrect?

Answer: Yes, smaller unit

62. Line 91 says percentage discount for items not listed in column A. Each manufacturer has a different approach to cost and list (larger or smaller cost to list variance). Therefore, it does not allow for a single discount to work.

Answer: There is no question here.

63. #2. "The House may substitute items listed in column A, rows 10 -75, four times per year based on product need in the CAO Office Supply Store." Can you describe the substitution process? What does it mean; i.e. adding new items, changing sell price, etc.?

Answer: Adding new items based in sales and customer requests.

64. There is no usage provided for these items – can current usage be provided?

Answer: No

65. "PERCENTAGE DISCOUNT FOR PAPER PRODUCTS NOT LISTED IN COLUMN A:" Is this just for xerographic bond?

Answer: No

66. The usage in this sheet is denoted as being from 2012 – can the updated usage be provided?

Answer: Typo. Should be listed as FY2018

67. Many of the requested items are proprietary items from the incumbent. How do vendors provide part numbers for alternates?

Answer: Like or equal products

68. Catalog Price- Please explain what you mean by catalog price; i.e. manufactures' list price?

Answer: They are the same

69. Percentage discounts will be applied to the offeror's list price. The offeror must provide the website to it's product's list price is the space provided below." Commercial websites do not provide a list price like commercial printed catalogs. A printed catalog can be provided electronically.

Answer: That is okay

70. AbilityOne Compliant Y/N field- Is this part of the evaluation criteria for an award? If it is being used as part of the evaluation criteria, how does it impact an offers submission? The price offering will be increased with a larger representation of AbilityOne product.

Answer: No

71. Can the vendor use Fed Ex/ UPS if they are already utilizing these companies to deliver there?

Answer: No

72. Are vendors allowed to drop ship items?

Answer: Only to district offices if delivered within one business day

73. Do drivers have to be US Citizens? Is dual citizenship ok?

Answer: Have to be able to pass background check

74. Is it ok to have items for other customers on vehicle for delivery as well?

Answer: Yes

75. Page 42 of 62 mentions "outside of business hours"; does this pertain to the onsite person?

Answer: No

76. Are drivers' part of the background checks?

Answer: Yes

77. How many drivers are vendors allowed to clear? Does the paperwork come from the vendor or the courier they use as the agent for delivery?

Answer: No limit. Paperwork comes from company awarded contract.

78. How long does it normally take to get through the Capitol Police scanning facility?

Answer: Depends upon when you get there an hour to several hours.

79. Is there a time limit for delivery after going through the Capitol Police Site?

Answer: Delivery trucks are sealed after they are screened. Arrive to the House campus with the seal intact.

80. Is delivery to one site within the Capitol or multiple?

Answer: Deliver to OSS receiving area, then to individual offices

81. It looks like the information in Attachment 2 (U.S. Capital Police, Off-Site Delivery Center Effective Instructions) is slightly inconsistent with the information in Section D.2(c)(Delivery Schedule and Instructions) of the RFP. Can you please provide clarification on those requirements if possible (for example Attachment 2 states different hours of operation for the Off-Site Delivery Centers and a different renewal schedule regarding requests for access)?

Answer: Use information form attachment