



CHARLOTTE

Department of General Services – City Procurement

Addendum # 1	CCPA Fire EMS Supplies ITB # 269-2024-003
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To: All Prospective Vendors

Date: February 6, 2024

Subject: **Addendum # 1 – ITB #269-2024-003 CCPA Fire EMS Supplies**

Please note the modifications/clarifications, service provider questions, and the City’s answers below for this ITB.

Item #	Page #	Section #	Specification	Modifications, Clarifications, and Questions
1	12	Section One	1.25	Modification: No guarantor will be needed for this ITB. This section has been removed from ITB 269-2024-003.
2	B2	N/A	CCPA Administrative Fees	Service Provider Question: The company shall submit a min of 'two percent' (1%) of the overall CCPA Program. What is the min amount? 2% or 1%? Clarification: This clerical error has been corrected. The company shall submit a minimum of one percent (1%) of the overall CCPA Program spend by the City and awarded vendor during the term of the Contract to the City as an Administrative Fee.
3	N/A	N/A	Bidding Requirements	Service Provider Question: In order to participate on this bid, does the vendor need to bid on all? Answer: No. The City reserves the right to award all or some portions of the bid, to a single vendor or to multiple vendors, in order to best meet the needs of the City.

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4	N/A	N/A	N/A	<p>Service Provider Question: Will you accept our website for items not listed in lieu of a catalog?</p> <p>Answer: Yes. Please provide the direct website address for your catalog.</p>
5	N/A	N/A	Submission Guidelines	<p>Service Provider Questions: "Is DocuSign an acceptable form of signature?" "Does the City consider electronic signatures to be valid "original" signatures (i.e.: DocuSign)?"</p> <p>Answer: Yes, wet signature, electronic signature, and DocuSign are all acceptable forms, so long as the resulting document is clear and can be uploaded and submitted electronically to the Bonfire platform.</p>
6	N/A	N/A	Charlotte Business INclusion	<p>Service Provider Question: "If we are not utilizing any MWSBE supplier/subcontractor will our bid still be considered?"</p> <p>Answer: A goal waiver has been issued for this solicitation and no subcontracting is required. Use of subcontractors will not determine bid eligibility.</p>
7	N/A	N/A	Solicitation Guidelines	<p>Service Provider Question: Can we choose not to participate in the co-op and just provide pricing to Charlotte, we currently participate in 4 Co-op's offering the same opportunities to the named agencies and schools in the bid we really have no reason to join another. Will we be deemed non-responsive if we choose not to participate?</p> <p>Answer: This solicitation is specifically for the Charlotte Cooperative Purchasing Alliance (CCPA) and is intended to create a cooperative agreement contract. Co-op participation is required.</p>

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8	N/A	N/A	Funding	<p>Service Provider Question: Is this agreement federally funded?</p> <p>Answer: Due to the fact this is a Charlotte Cooperative Purchasing Alliance (CCPA) contract, we have included federal terms to allow for the possibility of federal funding, depending on an agency's need.</p>
9	N/A	N/A	N/A	<p>Service Provider Question: Do you currently have this same bid in place, with all of the same terms and requirements? Who is the vendor?</p> <p>Answer: Yes, a contract is in place with similar terms and requirements. Bound Tree Medical LLC is the current vendor.</p>
10	N/A	N/A	Solicitation Purpose	<p>Service Provider Question: Are you able to clarify what this plan is all about and consists of and how it relates to this solicitation?</p> <p>Answer: CCPA stands for Charlotte Cooperative Purchasing Alliance. We are soliciting this bid as a cooperative agreement contract so that other agencies can utilize the contract as well. You can visit our website at https://charlottealliance.org/.</p>
11	N/A	N/A	Required Forms	<p>Service Provider Question: Please confirm if the Buy American Certification Form is required to be submitted with this bid.</p> <p>Answer: Yes, the form is required.</p>
12	N/A	N/A	Public Records	<p>Service Provider Question: Can you provide the award pricing per item and winning vendor from the previous bid?</p> <p>Answer: Please see our webpage at https://charlottealliance.org/contracts/concordance-healthcare-solutions/.</p>

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13	N/A	N/A	N/A	<p>Service Provider Question: Can you tell us, based on previous purchase orders, how often are orders typically placed and about how many cases or boxes of gloves are ordered at a time by each location?</p> <p>Answer: Orders are based on each individual entity's needs. We cannot determine which other agencies will use this new cooperative agreement or to what extent.</p>
14	11	Section One	1.22	<p>Service Provider Question: Please clarify are subs allowed for section 1- a manufacturer is listed for each item- are we to bid that mfg. or can we bid a substitute? Section 2 - Gloves list a manufacturer for each glove, can we bid a sub for section 2 or only the mfg. listed?</p> <p>Answer: Submission of alternatives is permitted. All proposed alternatives will be evaluated to determine if they match the grade or quality of the items listed on the price sheet. The vendor shall provide samples of suggested alternatives upon request.</p>
15	11/21	Section One	1.23/3.21	<p>Service Provider Question: 3.21 states samples must be submitted and approved for subs; 1.23 States Bidders shall not submit samples unless requested by the City. Which is correct?</p> <p>Answer: 3,21 States samples may be required. No brand names are specified for this contract; therefore, samples will not be required.</p>
16	13	Section One	1.31	<p>Service Provider Question: Please advise who the contracting entities will be for both the: (a) Procurement Agreement between the City of Charlotte and the awarded Vendor(s); and (b) the administrative agreement for the Administrative Fee that is discussed in section 1.31 of the ITB.</p> <p>Answer: The contracting entities will be the City of Charlotte and the awarded vendor.</p>

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17	13	Section One	Administrative Fee Payment	<p>Service Provider Question: Are admin fees paid directly to the City or are admin fees paid to the CCPA?</p> <p>Answer: The CCPA is a part of the City of Charlotte. Checks are payable to the City of Charlotte.</p>
18	17	Section Three	3.5.1	<p>Service Provider Question: With our bid submission are you requiring 2 copies of the manufacturer's warranty for what we are bidding?</p> <p>Answer: No, one copy is sufficient.</p>
19	18	Section Three	3.7.1	<p>Service Provider Question: Will deliveries be made to one central hub OR to each individual facility listed as needed?</p> <p>Answer: The City and Participating Public Agencies will each require deliveries to their specific locations.</p>
20	26	Section Three	Price List	<p>Service Provider Question: Is the UOM correct- 460 CASES or should that be Boxes of Small and for the rest of the sizes also what is the UOM? CASE or BOX and then is the Annual qty., correct?</p> <p>Answer: Yes, quantities and units of measure are correct.</p>
21	Bonfire Portal	Required Forms	CCPA Administrative Fees	<p>Service Provider Question: Is the Admin Fee for additional participating agencies only, or is the fee applicable to Fire and EMS purchases that the bid is for?</p> <p>Answer: The Administrative Fee is required for all purchases under this contract.</p>

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22	Bonfire Forms	Required Forms	Sample Contract	<p>Service Provider Question: Federally Funded is lined out, does that mean the section Federal Contracting Terms is not applicable?</p> <p>Clarification: This clerical error has been corrected. Federal funding is permitted but not required. The City has included federal terms to allow for the possibility of federal funding depending on an agency's need.</p>
23	Bonfire Forms	Required Forms	Sample Contract	<p>Service Provider Question: Is the section Federal Transit Administration Contracting Terms applicable to this bid?</p> <p>Answer: The City has included federal terms to allow for the possibility of federal funding depending on an agency's need.</p>
24	Bonfire Forms	Required Forms	MWSBE CBI Form 3	<p>Service Provider Question: Failure to properly complete and submit Form 3 with the bid constitutes grounds for rejection. There is no form 3 in the packet?</p> <p>Answer: The Charlotte Business INclusion document is titled "D. MWSBE - CBI Form 3.docx" and is available for download under the "Supporting Documents" section of the project page.</p>
25	Bonfire Portal	Required Forms	Buy America Certification Form	<p>Service Provider Question: The core list of items consists of 89 items, most of which are not made in the US, is it your expectation that we verify the origin of each product bid in order to respond to this section? What about the non-core items for the % off of list, how do we address those items under this section? Can this section be removed?</p> <p>Answer: Buy America Certification requires that the vendor attest that anything they sell core or non-core has not been sourced from any countries we boycott. This Section cannot be removed.</p>

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26	Bonfire Forms	Required Forms	Sample Contract	<p>Service Provider Question: Is it your expectation that pricing for the core list of items is to be firm for 3 years? Manufacturers will only hold pricing for 12 months; will you consider yearly price adjustments?</p> <p>Answer: The City's expectation is that the prices will remain fixed for the initial three-year term.</p>
27	Bonfire Portal	Required Forms	Sample Contract	<p>Service Provider Question: Will a sample Administrative Agreement be provided for review after award?</p> <p>Answer: The sample contract document is titled "Sample Contract - CCPA Fire EMS Supplies.docx" and is available for download under the "Supporting Documents" section of the project page.</p>
28	Bonfire Portal	Required Forms	Sample Contract	<p>Service Provider Question: Upon review, if there are bid terms and conditions the Vendor may not be able to agree to, will the City allow the Vendor to include clarifications or exceptions as part of its bid submission?</p> <p>Answer: Redline the contract and provide the exception and the alternative solution on the exception forms.</p>
29	Bonfire Portal	Required Forms	Sample Contract	<p>Service Provider Question: Specifically, if there are insurance requirements that Vendor may not be able to agree to will the City consider exceptions to insurance terms and conditions?</p> <p>Answer: Redline the contract and provide the exception and the alternative solution on the exception forms.</p>

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30	Bonfire Portal	Required Forms	MWSBE CBI Form 3	<p>Service Provider Questions: “Regarding the CBI Program and CBI MWSBE Utilization and Reporting, are these required for this particular solicitation?” “Is this form required to be completed and submitted for this solicitation? It says the Goal Waiver is Established for the three categories.”</p> <p>Answer: A goal waiver has been issued for this solicitation. No subcontracting is required. The CBI form, titled “D. MWSBE - CBI Form 3.docx”, is required. Please fill in with intended subcontracting OR with “N/A” as appropriate.</p>
31	Bonfire Portal	Required Forms	DBE Program Form	<p>Service Provider Question: “Are these forms required for this solicitation? It says the DBE Goal for this contract is 0.0%.” “The DBE program form notes a waiver was granted for DBE goals – does this mean the form is not applicable?”</p> <p>Answer: No DBE participation is required. The DBE form, titled “H. DBE Program Form.docx”, is required. Please fill in with the intended subcontracting OR with “N/A” as appropriate.</p>

In the event additional changes or clarifications to this ITB are warranted, all vendors are responsible for monitoring the e-procurement portal, Bonfire, for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Bid from your company.

Sincerely,

Angelica Witherell
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