

**OFFICE OF PURCHASING  
O'KEEFE ADMINISTRATION BUILDING**  
501 City Park Avenue, Bldg 37  
New Orleans, LA 70119  
(504) 762-3027 FAX: (504) 762.3089  
www.dcc.edu

## Addendum No: (2)

Bid No: 40006-116  
Bid Name: Janitorial Supplies  
Opening Date: September 1, 2020 at 2:00PM CST  
**Revised Opening Date: September 8, 2020 at 2:00PM CST**

Addendum No: 1  
Date Issued: August 26, 2020

*This addendum is hereby officially made a part of the referenced solicitation. The questions submitted have been answered and specifications clarified as follows.*

1. The expedited shipping charge on line item 8, it states a quantity of 5 (there are 8 total campuses listed.) Will you please specify what quantity represents "5?" And also if we are to list the expedited shipping charge as an average?

The quantity is not based upon the number of Campus but on an estimated need. The Bid calls for delivery of the materials to be (10) days from the receipt of an order. There may be an occasion where we may need materials shipped within a (48) hour timeframe. What we are asking for is what the expedite fee would be for that. We do not expect this to be an everyday occurrence. All other shipping charges must be included in the unit price of each item.
2. The bid specifies shipping is to be included in the cost per item, will there be a separate place to indicate the actual cost per gallon? If so, where should I include per gallon pricing

No, the unit price is to be inclusive of all charges per gallon including shipping and must be stated on the bid form when indicated.
3. I would like the opportunity to submit a bid proposal for our individual filled gallons of gel hand sanitizer, to alleviate the hardship related to filling gallon jugs from totes. Would this be a possibility?

No, bid is to be in the measurement specified.

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4. Can we bid other than specified? Please see pages 7 & 8 under General Conditions.
5. Do you have a previous tabulation for bid Term Contract #116 for Janitorial Supplies, if so, could you please send me a copy or tell me where I can get it. This is a new contract. There was not previous award of this type.
6. On line item #6 in the description it is mentioned that this is a Sanitizer Liquid. Can you confirm whether or not that liquid is to be Alcohol Based or Alcohol Free Sanitizer Liquid? Liquid is to be alcohol based.
7. On line item #7 "Dispenser must hold at least 2500mL bottles of Purell 2423 and be refillable with the sanitizer provided per item #6". This question is tied to the first question, with the capacity of 2500mL would that make the Sanitizer Alcohol Free? Most fire code regulations will not allow Alcohol Based Sanitizer in that large of a quantity. Liquid is to be alcohol based and the dispenser changed to 2000ml. The 2500ml dispenser is no longer offered. Specification is changed to a 2000ml (FMX-20 Push-Style dispenser, 2000ml, graphite)
8. On line item #7, we have looked up the Purell 2423 and this is what we have found. *2423-DS, 1200 mL, Purell LTX or TFX Dispenser Floor Stand for purell Hand Sanitizer Dispenser; free standing design for high traffic areas, dispenser sold separately,* The description says that the size is 122mL and this is the only one we could find. Is this the correct item or are you actually looking for a 2500mL type dispenser? The bid request will be changed to require a stand that holds a 2000ml dispenser.
9. Line #3  
Are drums okay in this situation?  
What size containers will the sanitizer be pumped into? Drums will be accepted for this bid request. Container sizes may vary.
10. Line #6  
We will deliver in totes, in 2- 275 gallon totes. Is this okay? 2-275 totes will be accepted for this bid request

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|---|--|
| 11. Lastly, the term of the contract is through June 30 <sup>th</sup> , 2021 with two consecutive one year options. Are these quantities the total need for the term of the agreement or are do these represent a period of time? i.e 1 month.  | The totals listed in the bid are estimated on what we anticipate to purchase over a (12) month period. Quantities may be more or less as this contract is on an "as needed" basis. |
| 12. Would you please clarify "Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item."<br>The portion, "exceeds the quality of the specifications," this speaks on the better quality of isopropyl alcohol based gel sanitizer.<br>I would like to know if our offer would be better received as an alternate bid, to encompass the nature of our main ingredient? | Please see pages 7 & 8   |
| 13. If submitting an alternate bid is best, the bid states offeror is able to do so "in addition to the brand/model requested." Would this require us to submit the bid along with our alternate bid mailed in two separate sealed envelopes or would it be appropriate to submit them in the same envelope?  | Please see pages 7 & 8   |
| 14. Please specify the alcohol content for the liquid sanitizer for Item #6   | 70% alcohol  |
| 15. May bids be emailed?  | No. Please see pages 2, 4 & 5.   |

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**Acknowledgement:** Acknowledgement of this addendum is required. **Bidder must sign where indicated below and submit the Addendum in its entirety with the bid.**

*If your bid has already been submitted, please sign below where indicted and fax this form in its entirety to (504) 762-3089 or mail to the address stated in the General Conditions section of the bid documents. Whether by fax or mail, this form must be received prior to the opening date and time indicated in the bid documents. **Failure to acknowledge and submit addenda by the bid due date and time will cause your bid to be rejected.***

The below signed acknowledges receipt of this addendum

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed  
Name \_\_\_\_\_