



October 20, 2014 (emailed to all proposers on this date)

ADDENDUM # 1
RFP 221501

SCIENTIFIC SUPPLIES AND EQUIPMENT

Please note the following answers to questions that were asked prior to the deadline for inquiries date of October 31, 2014

Q1: In reviewing the RFP, I would like to know if you will be able to provide manufacturer part numbers for the items that have been called out?

See attached Top 100 Manufacturer Part Number by Quantity - Scientific Vendors in SunRISE - FY14 (Top 100 MFR Part FY14). Part numbers have been included when available. This attachment is for informational purposes only and in no way replaces Exhibit A. It is expected that suppliers responding to the RFP will list the like items that most closely represent the descriptions and product categories in all exhibits of this RFP. Note that suppliers should not only include the items listed in the exhibits for this RFP, but should also include pricing from their entire catalog. The items listed in the exhibits are an estimated percentage of the University's usage based on the most frequently purchased items and should only be considered as estimates.

Q2: Can you elaborate on the total spend \$37.761M, and where is comes from? See categories listed below. This figure is provided for informational purposes only and should not be construed as a commitment to any annual volume of purchases.

<u>Scientific Category</u>	<u>Spend 2012-2013</u>
Scientific General	\$17,200,000
Scientific Distributors	\$6,000,000
Scientific Equipment	\$4,200,000
Specialty Scientific Vendors	\$5,500,000
Specimens/Cadavers	\$25,000
Marine Vendors	\$50,000
Electronic Components	\$4,500,000
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	\$37,475,000

Q3: There is a requirement noting you require a copy of our financial statement. Would our annual report for 2013 be acceptable or do you need a quarterly 10Q?

Financial Statements will not be required for this RFP.

Q4: Regarding Exhibit A, please advise if it is acceptable for the supplier to provide a discount schedule based on the supplier's internal product categories?

Please clearly indicate the names of each product category, the manufacturer name and part number in addition to internal product category discounts.

Q5: Section IX, Paragraph 3, p. 6 states, "The price file must contain at a minimum the following category headers: Product Name, Product Description, Unit of Measure, Supplier List Price and ASU Price (primary and secondary), Manufacturer Part Number and Manufacturer Name." Please advise if this requirement applies only to Exhibits "B" and "D". **Items will be ordered through the SciQuest (ASU SunRISE) system. The category headers are a minimum of what will be needed for all price files.**

Q6: Section IV, No 3, Bullet Point 3, p. 6 states that Two (2) electronic copies of "Financial Statements" are required. Please identify exactly which "Financial Statements" are required (i.e B&D). **Financial Statements will not be required for this RFP.**

Q7: Section IV, No 4, Pg 6 states, "Furthermore, the documents should be "Clearly Marked" to indicate that they are printed on recycled content (minimum 30% post-consumer waste paper). Please advise if a supplier statement providing this data at the bottom of Appendix 1 satisfies this requirement. **This is acceptable. As long as the proposal clearly indicates that the minimum 30% post-consumer waste paper was used, it is not necessary to have it marked on every page of your proposal.**

Q8: Please advise if the data called out in Columns "G - U" of Exhibit "C" needs to be provided in the supplier's pricing responses for Exhibits "B" and "D", or is this merely a template that needs to be followed upon RFP award. **Please refer to Section V – Specifications and Scope of Work. Whether submitted separately or with pricing, all proposals including chemicals must include the information below and indicate the information in Exhibit C, where applicable.**

Supplier must provide the following items with **every** chemical ordered:

- a. **Supplier Name** refers to the Supplier
- b. **Chemical Catalog Number** refers to Supplier's catalog number.
- c. **Quantity** – defined as the quantity ordered of each item.
- d. **Containers per Item** – defines the number of containers and amounts of each included in an item ordered, where the item is designated as a case, a carton, or a package. Examples would be: six 1 liter bottles per case or two 1 gallon bottles per carton or four 5 milligram vials per package, etc.
- e. **Product Size** – defined as a numerical amount e.g. 1 or 5 or 250 or 500, etc.
- f. **Unit of Measure** – defined as grams, gallons, kilograms, milliliters, liters or in whatever measurable unit the chemical can be ordered.
- g. **Tags** – Supplier will designate all chemicals as a **chemical** with appropriate tags that apply to that specific chemical. For example, chemical as a **Hazmat**;

Radioactive materials will be designated as **Radioactive**; chemicals that are biologically produced poisons will be tagged as a **Toxin**; chemicals listed as controlled substances by the Drug Enforcement Administration as **DEA**. In addition, all chemicals that appear on the Department of Homeland Security's "Chemicals of Interest" list will be designated as a **COI**. **OSHA Carcinogens** – Supplier will specify any chemical as a **Carcinogen** that has been designated as such by OSHA. Suppliers will specify any biologicals as **BIO**.

- h. **CAS** – Defined as a unique numerical identifier assigned by the Chemical Abstract Service to every chemical substance described in open scientific literature. The supplier **must** provide a **CAS** number for every chemical listed in their catalog that has been assigned one by the Chemical Abstract Service.
- i. **UNSPSC** – The United Nations Standard Products and Services Code. Supplier will provide a **UNSPSC** code for all Chemicals in their catalog.

See attached template spreadsheet Exhibit C: Scientific RFP Chemicals Template.xlsx.

Supplier will supply the following safety and regulatory data for chemicals on a **quarterly basis**:

- a. **Chemical Catalog** – Supplier will provide a catalog of all chemicals containing the following data for each chemical (if available):
 - i. Consistent Chemical Identifier
 - ii. CAS Number
 - iii. Chemical Description
 - iv. NFPA Flammability Rating
 - v. NFPA Health Rating
 - vi. NFPA Reactivity Rating
 - vii. NFPA Special Hazard
 - viii. HMIS Flammability Rating
 - ix. HMIS Health Rating
 - x. HMIS Reactivity Rating
 - xi. Boiling Point
 - xii. Flash Point
 - xiii. DOT Number
 - xiv. DOT Packing Group
 - xv. PH Level
 - xvi. Physical State
 - xvii. LD50 – defined as the lethal dose of a chemical that will kill 50% of animals tested.
- b. **Multiple Ingredient Catalog** – for each record in the chemical catalog that consists of more than one chemical.
 - i. Consistent Chemical Identifier

- ii. Ingredient Description
 - iii. Ingredient CAS#
 - iv. Percent Content
- c. **GHS Classifications** – Supplier will provide all Globally Harmonized System (GHS) codes for each applicable chemical in their catalog that qualifies under this category.
 - i. Consistent Chemical Identifier
 - ii. GHS Hazard Code
 - iii. GHS Hazard Description
 - iv. GHS Hazard Category
- d. **ICC Fire Codes** – Supplier will provide all International Code Council (ICC) fire codes for each applicable chemical in their catalog that qualifies under this category.
 - i. Consistent Chemical Identifier
 - ii. ICC Class [Flammable Liquid]
 - iii. ICC Subclass [Class IA]
 - iv. Abbreviation [FL-1A]
- e. **Synonyms** – Supplier will provide all names for each chemical in their catalog.
 - i. Consistent Chemical Identifier
 - ii. Chemical Name
 - iii. Primary Name (Y/N)
- f. **PPE** – Personal Protective Equipment
 - i. Consistent Chemical Identifier
 - ii. PPE
- g. **Chemical Products** – Relate each SKU to a chemical (e.g. 50mL and 1L acetone products have different SKUs, but the same chemical identifier).
 - i. Consistent Chemical Identifier
 - ii. SKU

Q9: Please provide manufacturer part numbers for the items listed in Exhibit "B" in order for the supplier to provide as accurate a quote as possible. See attached Exhibit B "REVISED" version. In cases where manufacturer part numbers are not available, SKUs have been listed. Suppliers are not limited to the exact part numbers in the revised document. Alternative or like part numbers are acceptable in your proposal. Please indicate the manufacturer's part number and verify that it matches the description in Exhibit B when submitting pricing.

Q10: Commercial price lists to be offered along with our product are for reference only. They are not one document, they are multiple. How are we to keep electronic files under 10MB? Price files may be greater than 10MB and should be submitted separately from the rest of your proposal. The 10MB limitation is for anything other than the price files. Product categories can also be used for categories with the same discount percentage.

Q11: We can provide a link to our website where literature can be viewed and downloaded. Is this acceptable? **Yes.**

Q12: On page 35, what is meant by “No replacement of Defective Tender?”
This means that suppliers will ship what is requested by the University the first time.

Q13: With respect to Section VIII – Evaluation Criteria, there is a request to limit the response to Proposer Qualifications Section VII to five (5) pages and Scope of Work, Section V to ten (10) pages. In order to provide the required level of response called out for in each of these sections it is likely that the response provided would exceed the stated limitations. Is it acceptable to provide responses that would exceed the stated amount? **The page limits were set to encourage clear and concise responses. Please adhere to those limits in your response. We recommend referencing the RFP sections rather than including a copy of the RFP itself in your proposal, and using web page links where possible in lieu of extraneous marketing material. The limitation does not include price files. Price files should be sent separately as Excel attachments.**

Q14: Section V – Packaging, outlines a requirement that the vendor(s) will be required to include a recovery packaging materials plan for items sent to ASU or pay a 0.5% fee to cover the costs for ASU to handle the packaging materials. Separately, Section VI states that for shipments over \$1000 invoice, the contractor shall take back packaging and shall either reuse it or recycle it. Will the take back packaging requirement associated with \$1000 invoices be considered met if the proposer agrees to either a recovery packaging materials plan or the 0.5% fee?

**Small shipments: Take back packaging or pay 0.5%.
\$1,000 or more shipments: Take back packaging.**

Q15: With respect to Section IX - Pricing Schedule Exhibit “A”, can proposer provide a range of discounts for each of the categories outlined in Exhibit “A”? By way of example, one of the categories listed is laboratory water purification equipment and supplies. Typically, the discounts available for equipment and supplies (consumables) vary. **It is expected that product categories with in Exhibit A will have different discount structures for each product category. If there are different discounts for the same product category that are manufacturer specific, indicate the manufacturer part number and discount percentage for that product. Please make sure pricing is labeled in the event of either a primary or secondary award to your firm.**

Q16: Can ASU provide proposer with manufacturers name and catalog numbers for the items listed in Exhibit “B”, EH&S Chemical Top 100?

See attached “Exhibit B EHS Chemical Top 100 List REVISED.”

If you have any questions regarding this notice, please contact me at 480-965-4370 or Kevin.Hall@asu.edu.

Thank you,

Kevin Hall, Sr. Buyer
Arizona State University
Purchasing & Business Services