

Event Summary - NASPO ValuePoint Master Agreement for Walk-in Building Supplies

Type	Request for Proposal No Line Item	Number	AS21-189
Stage Title	-	Organization	StateOfUtah
Currency	US Dollar	Event Status	Awarded
Work Group	Division of Purchasing	Exported on	5/9/2022
Exported by	Ann Schliep	Estimated Value	-
Payment Terms	-		

Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No		

Visibility and Communication

Visible to Public Yes


Enter a short description for this public event

NASPO ValuePoint Master Agreement for Walk-in Building Supplies. This is open for rural, local, statewide, regional, and national stores.

Commodity Codes

Commodity Code	Description
27110	Hand tools including clamping and masonry and fastener and cutting and finishing and power tools and wrenches and drivers
23270	Welding and soldering and brazing machinery and accessories and supplies
24100	Material handling machinery and equipment including lifting equipment and accessories and conveyors and accessories
27112	Agriculture and forestry and garden handtools including spades and rakes and shovels and hoes and hedge clippers and lawnmowers
30100	Structural components including lumber and angles and beams and rails and posts and grating and rod and profiles and plates and foils and channels
30180	Plumbing fixtures including non-sanitary residential fixtures and faucets or taps and shower heads and jets and parts and accessories
31160	Hardware including screws and bolts and nuts and springs and nails and anchors and rivets and fasteners and couplings and connectors and washers and hooks and clamps and brackets
39120	Electrical equipment and components and supplies including electrical plugs and circuit protection devices and transformers
46180	Personal safety and protection equipment and supplies including safety apparel
47130	Cleaning and janitorial supplies including cleaning rags and wipes
72151	Electrical system services including wiring and other electrical maintenance including HVAC construction and maintenance and installation and mechanical and machine installation and repair services

Event Dates

Time Zone	MDT/MST - Mountain Standard Time (US/Mountain)
Released	-
Open	8/3/2021 2:00 PM MDT
Close	10/5/2021 2:00 PM MDT
Sealed Until	10/5/2021 2:00 PM
	 Show Sealed Bid Open Date to Vendor
Q&A Close	9/22/2021 2:00 PM MDT

Description

Issuing Procurement Unit
Conducting Procurement Unit

State of Utah Division of Purchasing
State of Utah Division of Purchasing

The State of Utah

Division of Purchasing & General Services

In conjunction with

NASPO ValuePoint

Request for Proposal

State of Utah Solicitation Number AS21-189

NASPO ValuePoint Master Agreement for

Walk-in Building Supplies

This Request for Proposals ("RFP") is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this RFP conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence.

Purpose of this Solicitation

The purpose of this RFP is to enter into a contract to provide: NASPO ValuePoint Master Agreement with qualified Offerors both of the corporate size and the local, rural size to propose as varies states will have different needs for Walk-in Building Supplies.

This RFP and resulting contract award(s) is a solutions-based solicitation; meaning the State of Utah is seeking equipment, products, and/or services that meet the requirements of this RFP and that are commonly desired or are required by law or industry standards. Offerors may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, and/or services identified in this RFP.

Given the cooperative nature of this RFP, it is expected that offerors shall propose a wide array of equipment, products, and/or services at lower prices and with better value than what they would ordinarily offer to the public or to a single government entity.

Closing date and time

The closing date and time for this sourcing event is as provided in this posting. If your time is different from that shown, your profile may be set to a different time zone. Please see the attachment titled "Changing Your Time Zone" in the Buyer Attachments section for directions on how to update your profile. It is your responsibility to make sure you submit your response by the date and time indicated above.

Multiple Contract Award Anticipated

It is anticipated that this RFP will result in multiple contract awards. The methodology or formula that will be used to determine the number of contract awards is: If the Offeror scores 600 points (combination of points earned from both technical and cost evaluation) the Offeror will be awarded a contract.

Future Procurements

The State of Utah reserves the right and may reopen this solicitation, or create a new solicitation if it determines there may be more competition for the procurement item than when the original solicitation was posted.

Length of the Contract

The contract resulting from this RFP will be for FIVE (5) years.

Background

This will be a replacement for the current Master Agreement (MA087) for the State of Utah and NASPO ValuePoint which expires on 7/31/2022.

Issuing Procurement Unit, Conducting Procurement Unit, and Solicitation Number

The State of Utah Division of Purchasing is the issuing procurement unit and the conducting procurement unit for this RFP (referred to as "the State"). The reference number for this RFP is Solicitation #AS21-189. This solicitation number must be referred to on all proposals, correspondence, and documentation submitted to the State relating to this RFP.

Additional Information

Offerors are prohibited from communications regarding this RFP with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the State of Utah Division of Purchasing procurement officer overseeing this RFP.

Wherever in this RFP an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, "or equivalent" apply; and invites the submission of equivalent products by the Offerors.

Offerors may be required to submit product samples to assist the chief procurement officer or head of a procurement unit with independent procurement authority in evaluating whether a procurement item meets the specifications and other requirements set forth in the request for proposals. Product samples must be furnished free of charge unless otherwise stated in the request for proposals, and if not destroyed by testing, will upon written request within any deadline stated in the request for proposals, be returned at the Offeror's expense. Samples must be labeled or otherwise identified as specified in the request for proposals by the procurement unit.

The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.

The State reserves the right to conduct discussions with the Offerors who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions.

New Technology

Pursuant to Utah Administrative Rule R33-12-502 the awarded contract(s) may be modified to incorporate new technology or technological upgrades associated with the procurement item being solicited, including new or upgraded: (i) systems; (ii) apparatuses; (iii) modules; (iv) components; and (v) other supplementary items. Further, a maintenance or service agreement associated with the procurement item under the resulting contract(s) may be modified to include any new technology or technological upgrades. Any contract modification incorporating new technology or technological upgrades will be specific to the procurement item being solicited and substantially within the scope of the original procurement or contract.

Evaluation Administrative and Mandatory Minimum Requirement Compliance

Each proposal received shall be evaluated as outlined in this RFP and the Utah Procurement Code.

To be responsive and responsible Offerors must review and respond to the following sections of this RFP: Prerequisites, Buyer Attachments, and Questions.

- The Prerequisites section includes the objective and subjective criteria that will be used to evaluate the proposals, which include the mandatory minimum requirements, technical criteria, and other prerequisites that Offerors must read and agree to in order to respond to this RFP.
- The Buyer Attachments Section contains the standard contractual terms and conditions required by the State and any other required documents associated with this RFP.
- The Questions Section contains the questions that Offerors are required to answer in order to submit a proposal.

Offerors must review each section carefully.

Right to Open For Competition

The State of Utah reserves the right and may reopen this solicitation, or create a new solicitation if it determines there may be more competition for the procurement item than when the original solicitation was posted.

Stage Description

No description available.

Prerequisites

★ Required to Enter Bid

1 ★ Instructions To Vendor :

Offerors are encouraged to review this RFP prior to the deadline to submit a proposal, even if a proposal has been submitted, in case an addendum has been issued by the issuing procurement unit.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Addenda shall be published within a reasonable time prior to the deadline that proposals are due, to allow prospective offerors to consider the addenda in preparing proposals. Publication at least 5 calendar days prior to the deadline that proposals are due shall be deemed a reasonable time. Minor addenda and urgent circumstances may require a shorter period of time. After the due date and time for submitting a proposal to this RFP, at the discretion of issuing procurement unit, addenda to this RFP may be limited to Offerors that have submitted proposals, provided the addenda does not make a substantial change to this RFP.

2 ★ **Instructions To Vendor :**

The proposed Scope of Work has been attached to this RFP in the Buyer's Attachment.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

The proposed Scope of Work has been attached to this RFP. Offerors should review the Scope of Work before submitting their responses to the Mandatory Minimum Requirements and Technical Response prerequisites.

By reviewing the Scope of Work the Offerors will have a better understanding of the procurement item that is being request from this RFP.

3 ★ **Instructions To Vendor :**

The mandatory minimum requirements are the objective criteria in which the conducting procurement unit will evaluate proposals.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Offerors must demonstrate the ability to meet or exceed the mandatory minimum requirements outlined below by addressing each item in the Questions Section of this RFP.

The following mandatory minimum requirements must be met in order for a proposal to be considered responsive:

1. Offeror certifies that Offeror can accept P-Cards as an acceptable form of payment without any processing or other related fees.
2. Offeror must upload a completed Attachment D Market Basket.
3. Offeror must provide the number of stores and their locations.
4. Offeror must describe how they will promote the NASPO ValuePoint Master Agreement.

All of the items described in this section are non-negotiable. However, if a manufacturer's specification is used or identified above, then a proposal may include, in sufficient detail, that its proposal contains an equivalent brand.

If it is determined that a proposal does not meet these requirements, at any time during the solicitation process, the proposal will be deemed non-responsive and disqualified from further consideration.

4 ★ **Instructions To Vendor :**

To determine which proposal provides the best value to the State, the evaluation committee will evaluate each responsive and responsible proposal that has not been disqualified or rejected using the subjective criteria listed in this prerequisites section.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Questions regarding the Technical Criteria are posted in the Questions section of this RFP. Responses to each question is required. If additional space is needed, please upload a document referencing that question.

The following criteria is posted in the Questions section of this RFP for a response.

1. Customer Service/Emergency Service

The Awarded Offeror(s) will be expected to offer adequate customer service to the end users.

- a. Explain your customer service policy.
- b. What are the normal operating hours of your retail outlets?
- c. How will you be able to help the end user who may experience an emergency, disaster, or other unusual event?

2. Contract Management

- a. Describe your strategy for contract management and support for participating state(s).
- b. Who will be your main contact for the overall management of this contract?

3. Implementation

Implementation of this contract is vital to the Participating State(s) or other Participating Entities. Describe your implementation program including an estimated time line to include the following points:

Describe your implementation plan including all process steps.

- a. The specific information, resources, and assistance the offeror will require from each Participating State or Participating Entity for implementation.
- b. Describe how soon from execution of the Participating Addendum to the point that end users will be able to utilize the contract.
- c. Describe how the applicable discount will be applied at the time of purchase. Will the customer be able to use a FOB card or indicate the contract number at the time of check-out to receive the applicable discount?
- d. Describe any customization abilities that you have for the Participating State(s) or Participating Entity.

4. Purchase Card and Billing:

The successful offeror(s) must offer the capability to accept procurement/purchasing cards from the Participating States or other Participating Entities (usually visa or master card) as acceptable form of payment. Level III reporting is preferred.

- a. Explain in detail the account billing process if procurement/purchase cards are not used. Can a PO (purchase order) be used?

5. Sustainability/Environmental Practices

Sustainability and sound environmental practices are important to the Participating States.

- a. Describe your sustainability and environmental practices that you currently have in place. Please include the following:
 - i. Describe your environmental practices that are applicable to the items you market. Provide your published statements or policies or the links to those statements or policies.
 - ii. Provide a list of products for which you provide end of life take-back and recycling (e.g. fluorescent lamps, batteries, solvents, metals, etc.). List any subcontractors, if any, you use for these services. List any fees or conditions, if any, for these services (e.g. does the item have to have been purchased from your store?).
 - iii. Describe how the end users can locate and purchase the most environmentally preferred products.

6. Storage of Electronic Data

- a. Describe in detail how the electronic information for each Participating State or Participating Entity shall be stored. Do you have a dual system as a backup in the unlikely event that the main information storehouse

becomes unusable? Provide a general description of security protocol including sales and purchasing card data file security.

7. Return Policy and Warranties

- a. What is your standard return policy?
- b. Describe any warranties you offer, if any, in addition to manufacturer warranties.

8. Scope of Work and Additional Services

- a. Offerors shall demonstrate in their Proposal how they meet or exceed the requirements of the Scope of Work in Attachment B.
- b. What additional services are available? Rentals? If rentals are available, what is the rental policy and rates. Would the minimum discount apply to the rental rates?

The criteria are not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the criteria to demonstrate the Offeror's capability to provide the State with a solution.

5 ★ **Instructions To Vendor :**

All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, Administrative Rules, policies and the evaluation criteria in this RFP. Offerors bear sole responsibility for the items included or not included within the proposal submitted by the Offeror. Each area of the evaluation criteria must be addressed in detail in the proposal.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

PROPOSAL EVALUATION PROCESS

Stage 1: Initial Review

In the initial phase of the evaluation process, the conducting procurement unit will review all proposals timely received. Non-responsive proposals not conforming to RFP requirements or unable to meet the mandatory minimum requirements will be eliminated from further consideration.

Stage 2: Technical Proposal Evaluation

Responsive proposals will then be evaluated by an evaluation committee appointed by the conducting procurement unit against the proposal evaluation criteria noted in this RFP. Proposals will be evaluated against the evaluation criteria as follows:

Evaluation Criteria	Possible Points
1. Customer Service / Emergency Services	110
2. Contract Management	110
3. Implementation	90
4. Purchase Card and Billing	95
5. Sustainability / Environmental Practices	95
6. Storage of Electronic Data	75
7. Return Policy	75
8. Scope of Work	50
Total Points Possible	700

Offerors that achieve minimum score threshold of 490 (70% of technical points) will proceed to the Final Stage: Cost Proposal Evaluation. Offerors with a score of less than the minimum required technical points will be deemed non-responsive and ineligible for further consideration. The evaluation score sheet has been attached to this RFP. The attached evaluation score sheet states the relative weight that will be given to each evaluation criteria.

The evaluation committee, for this RFP, will tally the final scores for criteria other than cost to arrive at a consensus score by the following method: an average of the individual scores.

Final Stage: Cost Proposal Evaluation

Offerors successful in the technical evaluation will advance to the Final Stage: Cost Proposal Evaluation. The Offeror with the lowest total cost will receive the maximum points of 300. Points assigned to each Offeror's cost proposal will be based on the lowest proposal price.

The Offeror with the lowest cost proposal receives all the available points. All other Offerors receive a smaller number of points as determined by the ratio of their cost to the least expensive cost.

Responsive and responsible Offerors who receive a total of 600 points or more (total technical points + cost points) will receive a contract.

6 ★ **Instructions To Vendor :**

Offeror's market basket will be evaluated independently.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Pursuant to Utah Code Annotated (UCA) § 63G-6a-707(7), the cost proposal (Market Basket) will be evaluated independently from the technical proposal; and as such, **must** be submitted separately from the technical proposal. Offerors must not include costs or pricing data in their responses to the Mandatory Minimum Requirements and the Technical Response.

Offeror must upload a completed market basket proposal form in the Questions section of this RFP. If an offeror fails to upload a completed market basket form, then its proposal will be considered non-responsive and the proposal will be rejected.

Failure to submit cost or pricing data separately will result in your proposal being judged as non-responsive and ineligible for contract award.

7 ★ **Instructions To Vendor :**

All questions must be submitted through SciQuest during the Question and Answer period.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

The Question and Answer period closes on date and time specified on SciQuest. All questions must be submitted through SciQuest during the Question and Answer period. Answers from the State will be posted on SciQuest. Questions may include notifying the State of any ambiguity, inconsistency, scope exception, excessively restrictive requirement, or other errors in this RFP. Questions are encouraged.

Questions may be answered individually or may be compiled into one document.

Questions may also be answered via an addendum. An answered question or an addendum may modify the specification or requirements of this RFP. Answered questions and addenda will be posted on SciQuest. Offerors should periodically check SciQuest for answered questions and addenda before the closing date. It is the responsibility of the Offerors to submit their proposals as required by this RFP, including any requirements contained in an answered question and/or addenda.

8 ★ **Instructions To Vendor :**

The State of Utah Division of Purchasing does not guarantee any purchase amount under an awarded contract.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

The State of Utah Division of Purchasing does not guarantee any purchase amount under the awarded contract. Estimated quantities are for solicitation purposes only and are not to be construed as a guarantee.

9 ★ **Instructions To Vendor :**

The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

When submitting a proposal or modification to a proposal electronically, Offerors must allow sufficient time to complete the online forms and upload documents. This RFP will close at the closing time posted on SciQuest. If an Offeror is in the middle of uploading a proposal when the closing time arrives, SciQuest will stop the process and the proposal or modification to a proposal will not be accepted.

It is the Offeror's responsibility to ensure that they have completed all requirements, read and reviewed all documents, submitted all required information, uploaded all required forms, and submitted their proposal prior to the closing time. Even if an Offeror completes all sections, but does not submit their proposal, the State of Utah Division of Purchasing will not be able to receive their proposal and they will be deemed non-responsive.

Be aware that entering information and uploading documents onto SciQuest may take time. Offerors should not wait until the last minute to submit a proposal. Offerors are strongly encouraged to start the submission process early in order to allow sufficient time for completing their proposal. If an offeror is still working on its proposal when the solicitation closes then when the screen refreshes to the next page, it will receive a 500 Session Timed Out Application Error. After reopening the solicitation an offeror will see that the solicitation is closed and it will not be allowed to submit its proposal. As such, it is strongly recommended that proposals be uploaded and completed at least two days before any established deadline in the solicitation so that a proposal will not be received late and be ineligible for award consideration.

10 ★ **Instructions To Vendor :**

Proposals must be submitted electronically, through SciQuest.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

When submitting a proposal electronically through SciQuest, please allow sufficient time to complete the online forms and to upload proposal documents. The RFP will end at the deadline. If an Offeror is in the middle of uploading a proposal when the deadline arrives, the system will stop the upload process and the proposal will not be accepted by SciQuest, and the attempted submission will be considered late and ineligible for consideration.

11 ★ **Instructions To Vendor :**

Offeror acknowledges the requirements to submit a proposal through SciQuest/Jaggaer.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Offeror acknowledges that after completing their response they must click on the link in the left hand menu bar labeled “Review & Submit”, then check the box under the “Certification” heading to certify their response. Then click the blue box labeled “Submit Response” in order to submit their response.

Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation.

12 ★ **Instructions To Vendor :**

Offeror may take exception and/or propose additional language to the Standard Terms and Conditions that have been attached to this RFP.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Any contract resulting from this RFP will include, but not be limited to the Standard Terms and Conditions.

Exceptions and/or additions to the Standard Terms and Conditions are strongly discouraged. However, any requested exceptions and/or additions to the Standard Terms and Conditions must be submitted with the proposal. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Offerors may not submit requests for exceptions and/or additions by reference to a vendor's website or URL. URLs provided with a proposal may result in that proposal being rejected as non-responsive. Offerors may submit questions during the Question and Answer period regarding the Standard Terms and Conditions.

The State may refuse to negotiate exceptions and/or additions that are determined to be excessive; that are inconsistent with similar contracts of the procurement unit; to warranties, insurance, or indemnification provisions that are necessary to protect the procurement unit after consultation with the Attorney General's Office or other applicable legal counsel; where the solicitation specifically prohibits exceptions and/or additions; or that are not in the best interest of the procurement unit.

In a multiple award, the State reserves the right to negotiate exceptions and/or additions to terms and conditions in a manner resulting in expeditious resolutions. This process may include beginning negotiations with the Offeror having the least amount of exceptions and/or additions and concluding with the Offeror submitting the greatest number of exceptions and/or additions. Contracts may be executed and become effective as negotiations are completed.

If negotiations are required, Offeror must provide all documents in Microsoft Word format for redline editing. Offeror must also provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations.

Any mandatory required acceptance of an Offeror's terms and conditions may result in the proposal being determined to be non-responsive.

An award resulting from this RFP is subject to successful contract terms and conditions negotiation (if required). The State may reject a proposal if the offeror who submitted the proposal fails to sign a contract within 90 days after the contract award.

13 ★ **Instructions To Vendor :**

If it is determined to be in the best interest of the Conducting Procurement Unit, interviews and presentations may be held at the option of the State.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

The State shall establish a date and time for the interviews or presentations and shall notify eligible Offerors of the procedures. Offerors invited to interviews or presentations shall be limited to those Offerors meeting the minimum requirements and minimum technical score threshold specified in the RFP. Representations made by an Offeror during interviews or presentations shall become an addendum to the Offeror's proposal and shall be documented. Representations must be consistent with the Offeror's original proposal and may only be used for purposes of clarifying or filling in gaps in the Offeror's proposal. Interviews and presentations will be at the Offeror's expense.

14 ★ **Instructions To Vendor :**

Offerors may request that part of its proposal be protected by submitting a Claim of Business Confidentiality Form. See the Buyers Attachment section.

Certification

I certify that I have read and agree to the terms above.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Pricing may not be classified as confidential or protected and will be considered public information.

Process for Requesting Non-Disclosure: To protect information under a Claim of Business Confidentiality, an Offeror must complete the Claim of Business Confidentiality form, at the time the proposal is submitted, with the following information:

- Include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63G-2-309(1)).
- Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

The Claim of Business Confidentiality form is attached in this solicitation.

An entire proposal cannot be identified as “**PROTECTED**”, “**CONFIDENTIAL**” or “**PROPRIETARY**”.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be confidential or protected, the Offeror **MUST** submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and one non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential."

All materials submitted become the property of the State of Utah. Materials may be evaluated by anyone designated by the State as part of the evaluation committee. Materials submitted may be returned only at the State's option.

Buyer Attachments

AS21-189 Walk-In Building Supply RFP.docx	AS21-189 Walk-In Building Supply RFP.docx	../Attachments/AS21-189 Walk-In Building Supply RFP.docx
Attachment A NASPO ValuePoint Terms and Conditions v.3.21 (2).docx	Attachment A NASPO ValuePoint Terms and Conditions v.3.21 (2).docx	../Attachments/Attachment A NASPO ValuePoint Terms and Conditions v.3.21 (2).docx
Attachment B Scope of Work.docx	Attachment B Scope of Work.docx	../Attachments/Attachment B Scope of Work.docx
Attachment C Market Basket.xlsx	Attachment C Market Basket.xlsx	../Attachments/Attachment C Market Basket.xlsx
Attachment D Historical Spend.pdf	Attachment D Historical Spend.pdf	../Attachments/Attachment D Historical Spend.pdf
AS21-189 Score Sheet (Informational Only).xls	AS21-189 Score Sheet (Informational Only).xls	../Attachments/AS21-189 Score Sheet (Informational Only).xls
Claim of Business Confidentiality 12.7.20.pdf	Claim of Business Confidentiality 12.7.20.pdf	../Attachments/Claim of Business Confidentiality 12.7.20.pdf
Changing your Time Zone	Changing Your Time Zone.pptx	../Attachments/Changing Your Time Zone.pptx
Attachment E Alaska - NVP Intent to Participate Walk-in Building Supplies.docx	Attachment E Alaska - NVP Intent to Participate Walk-in Building Supplies.docx	../Attachments/Attachment E Alaska - NVP Intent to Participate Walk-in Building Supplies.docx
Attachment F Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies (part 2) - signed.pdf	Attachment F Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies (part 2) - signed.pdf	../Attachments/Attachment F Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies (part 2) - signed.pdf
Attachment G Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies_Hawaii AG T&Cs.pdf	Attachment G Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies_Hawaii AG T&Cs.pdf	../Attachments/Attachment G Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies_Hawaii AG T&Cs.pdf
Attachment H Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies_Hawaii PA Template.pdf	Attachment H Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies_Hawaii PA Template.pdf	../Attachments/Attachment H Hawaii - NVP Intent to Participate_New NASPO Walk-in Building Supplies_Hawaii PA Template.pdf
Attachment I New Mexico - NVP Intent to Participate_Walk-In_B uilding_Supplies.pdf	Attachment I New Mexico - NVP Intent to Participate_Walk-In_B uilding_Supplies.pdf	../Attachments/Attachment I New Mexico - NVP Intent to Participate_Walk-In_B uilding_Supplies.pdf
Attachment J NJ - NVP Intent to Participate NJ 2022 WalkIn Building Supplies M8001.docx	Attachment J NJ - NVP Intent to Participate NJ 2022 WalkIn Building Supplies M8001.docx	../Attachments/Attachment J NJ - NVP Intent to Participate NJ 2022 WalkIn Building Supplies M8001.docx
Attachment K NJ - New Jersey Standard Terms and Conditions 4.27.2021.pdf	Attachment K NJ - New Jersey Standard Terms and Conditions 4.27.2021.pdf	../Attachments/Attachment K NJ - New Jersey Standard Terms and Conditions 4.27.2021.pdf
Attachment L OH - Standard_t_c_051520.pdf	Attachment L OH - Standard_t_c_051520.pdf	../Attachments/Attachment L OH - Standard_t_c_051520.pdf
Attachment M OR - Attachment No._Oregon Sample TCs Final (1).pdf	Attachment M OR - Attachment No._Oregon Sample TCs Final (1).pdf	../Attachments/Attachment M OR - Attachment No._Oregon Sample TCs Final (1).pdf
Attachment N OR - Insert OregonBuys No._OR Walk-In Notice of Intent Final (1).doc	Attachment N OR - Insert OregonBuys No._OR Walk-In Notice of Intent Final (1).doc	../Attachments/Attachment N OR - Insert OregonBuys No._OR Walk-In Notice of Intent Final (1).doc
Attachment O South Dakota NVP Intent to Participate (revised 6-2020) (1).docx	Attachment O South Dakota NVP Intent to Participate (revised 6-2020) (1).docx	../Attachments/Attachment O South Dakota NVP Intent to Participate (revised 6-2020) (1).docx
Attachment P UTAH - NVP Intent to Participate (revised 6-2020).docx	Attachment P UTAH - NVP Intent to Participate (revised 6-2020).docx	../Attachments/Attachment P UTAH - NVP Intent to Participate (revised 6-2020).docx
Attachment Q Utah Terms and Conditions.docx	Attachment Q Utah Terms and Conditions.docx	../Attachments/Attachment Q Utah Terms and Conditions.docx
Attachment R WA - ITP for walk-in bldg supplies.docx	Attachment R WA - ITP for walk-in bldg supplies.docx	../Attachments/Attachment R WA - ITP for walk-in bldg supplies.docx
Attachment S NV Intent to Participate.pdf	Attachment S NV Intent to Participate.pdf	../Attachments/Attachment S NV Intent to Participate.pdf

Attachment T IL NVP_Intent_to_Participate_Walk-In_Building_Supplies.pdf	Attachment T IL NVP_Intent_to_Participate_Walk-In_Building_Supplies.pdf	../Attachments/Attachment T IL NVP_Intent_to_Participate_Walk-In_Building_Supplies.pdf
Attachment U IL State Specific Terms and Conditions NASPO Walk-in Building Supplies.pdf	Attachment U IL State Specific Terms and Conditions NASPO Walk-in Building Supplies.pdf	../Attachments/Attachment U IL State Specific Terms and Conditions NASPO Walk-in Building Supplies.pdf
Attachment V MONTANA - NVP Intent to Participate (revised 6-2020).docx	Attachment V MONTANA - NVP Intent to Participate (revised 6-2020).docx	../Attachments/Attachment V MONTANA - NVP Intent to Participate (revised 6-2020).docx
Attachment X NVP Intent to Participate (revised 6-2020) Oregon.pdf	Attachment X NVP Intent to Participate (revised 6-2020) Oregon.pdf	../Attachments/Attachment X NVP Intent to Participate (revised 6-2020) Oregon.pdf
Attachment Y Michigan-NVP Intent to Participate.docx	Attachment Y Michigan-NVP Intent to Participate.docx	../Attachments/Attachment Y Michigan-NVP Intent to Participate.docx
Attachment Z Michigan Standard Contract Terms and SLA's.docx	Attachment Z Michigan Standard Contract Terms and SLA's.docx	../Attachments/Attachment Z Michigan Standard Contract Terms and SLA's.docx

Page 1

Group 1: Acceptance of Prerequisites

- | | | |
|-----|--|---|
| 1.1 | <p>Offeror acknowledges that it is the offerors responsibility to to upload any and all documents in responding to the solicitation. If the vendors fails to upload a document, uploads an incorrect document, uploads a blank document, or uploads any document incorrectly the State of Utah may not allow the vendor to make changes following the closing of the solicitation.</p> <p>Yes/No</p> | ★ |
| 1.2 | <p>Is Offeror presently or has Offeror ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local?</p> <p>Yes/No</p> | ★ |
| 1.3 | <p>Offeror acknowledges that they do not have financial ties to individuals or entities on an OFAC sanctions list.</p> <p>Yes/No</p> | ★ |
| 1.4 | <p>In accordance with Utah Statute 63G-27-101, effective May 5, 2021, vendors contracting with the State to provide a good or service, including supplies, information technology, or construction services must certify they are not currently engaged in a boycott of the State of Israel and agrees not to engage in a boycott of the State of Israel for the duration of the contract (if awarded). Offeror is providing this certification in accordance with state law by selecting "Yes" to this question.</p> <p>Yes/No</p> | ★ |
| 1.5 | <p>If Offeror has any information that is not already provided within its proposal that if known to the State would impact the State's determination on offeror's responsiveness for a contract award (i.e., legal action, recent turn-over in major personnel, loss of a major contract, any alleged violations of federal, state or local regulations, etc.), please mark "yes" to this question and upload such information in the space provided below. Otherwise, please mark "no". Please see UCA 63G-6a-120 & 902 for additional details.</p> <p>Yes/No</p> | ★ |
| 1.6 | <p>Please upload information impacting Offeror's responsiveness here.</p> <p>File Upload</p> | ★ |
| 1.7 | <p>Offeror acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: www.commerce.utah.gov.</p> <p>Yes/No</p> | ★ |
| 1.8 | <p>In the event that an Offeror offers pricing discounts for educational entities that (1) are applicable to this solicitation and (2) result in lower pricing than what is generally offered to other governmental entities, please attach a separate cost proposal labeled "Educational Pricing" to your proposal. This cost proposal for Educational Pricing is to be submitted in addition to the original Cost Proposal Form and will only be available to authorized end users. The Educational Pricing will not be used to evaluate costs. Offeror acknowledges that it has read and understands this question.</p> <p>Yes/No</p> | ★ |
| 1.9 | <p>Does Offeror have an outstanding tax lien in the State of Utah? If yes, Offeror must provide a statement regarding its debarment or suspension.</p> <p>Yes/No</p> | ★ |

- 1.10 If awarded a State Cooperative Contract Offeror understands that its resulting contract may be terminated for convenience, without cause, if there is no reported spend for any one fiscal year of its contract. ★
Yes/No

Group 2: Vendor Information

- 2.1 Please provide your firm's legal company name. ★
Text (Multi-Line)
- 2.2 Please provide your federal tax identification number. (If the vendor is sole proprietor please do not provide your social security number.) ★
Text (Multi-Line)
- 2.3 Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative. ★
Text (Multi-Line)
- 2.4 Please provide your ordering address and the remit to address. Please clearly identify each address. ★
Text (Multi-Line)
- 2.5 Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★
Text (Multi-Line)
- 2.6 Identify your firm's type of business. ★
Dropdown List (Pick One)
Partnership
Government
Sole Proprietor
Limited Liability Company
Not-for-Profit Corporation
For-Profit Corporation
- 2.7 Is Offeror (owners, principles, partners) a retiree currently receiving benefits through the Utah Retirement Systems (URS)? ★
Yes/No
- 2.8 Is Offeror an employee of the State of Utah? If yes, then Offeror must submit an external employment form signed by Offeror's manager at the State of Utah. ★
Yes/No

Group 3: Vendor's Submission

- 3.1 Offeror/Bidder understands and acknowledges that if Offeror/Bidder accessed the "View as PDF" document available on the Utah Public Procurement Place Business Opportunities website and did not login to Offeror/Bidder's account in the Utah Public Procurement Place system, that Offeror/Bidder may not be viewing the entire the sourcing event and therefore may not be viewing the complete sourcing event requirements. ★
Offeror/Bidder acknowledges that Offeror/Bidder has logged into Utah Public Procurement Place account and viewed the full sourcing event requirements including hyperlinks before submitting a response to a sourcing event.
Yes/No
- 3.2 Potential Conflicts of Interest. Vendor must identify any conflict, or potential conflict of interest, that might arise during the contract. If no conflicts are identified or expected, write "None" in this section. ★
Text (Multi-Line)
- 3.3 Offeror acknowledges that the State of Utah may sign participating addendums with national cooperatives that also meet the scope of this solicitation and contract(s) awarded from this solicitation if it is in the best interest of the State. Any participating addendums with national cooperatives will be reviewed for alignment with the Utah Procurement Code. ★

Yes/No

- 3.4 If your firm is requesting parts of its proposal be protected please upload your Claim of Business Confidentiality Form here as well as your redacted proposal.

File Upload

Claim of business confidentiality -

- 3.5 Any exceptions to the Terms and Conditions must be uploaded here in the format outlined in Prerequisites: Standard Terms and Conditions (Exceptions and Negotiations). Further, any vendor terms and end user agreements (EULAs) required by your firm must also be uploaded here in the format outlined in Prerequisites: Standard Terms and Conditions (Exceptions and Negotiations). Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. If you have no exceptions or additions, upload a document stating "None". ★

File Upload

- 3.6 Offeror affirms that yes that pursuant to the Code of Federal Regulations 2 CFR 200.216 - Prohibition on certain telecommunication and video surveillance services or equipment, that none of the goods (including component parts) or services offered within its proposal are from the entity Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). ★

Yes/No

- 3.7 Vendor understands and acknowledges that its response, including all uploaded documents, will not be considered received by the State of Utah unless the Vendor clicks submit. Even if Vendor uploads all required documents and responds to all required questions its response will not be considered if it does not click submit. Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled "Review & Submit", then check the box under the "Certification" heading to certify their bid. Then click the blue box labeled "Submit Response" in order to submit their bid. Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation. ★

Yes/No

- 3.8 Offeror has read and understands all of the terms and conditions as shown in the Master Agreement (Attachment A). ★

Yes/No

Group 4: Mandatory Minimum Requirements (Pass/Fail)

- 4.1 Offeror certifies that Offeror can accept P-Cards as an acceptable form of payment without any processing or other related fees. ★

Yes/No

- 4.2 Offeror must upload a completed Attachment C Market Basket. ★

File Upload

Attachment C Market Basket - ../Attachments/QuestionAttachments/Attachment C Market Basket.xlsx

- 4.3 Offeror must provide the number of stores and their locations. ★

File Upload

- 4.4 Promotion of the NASPO ValuePoint Master Agreement: a. The NASPO ValuePoint Master Agreement Terms and Conditions include program provisions governing participation in the cooperative, reporting and payment of administrative fees, and marketing/education relating to the NASPO ValuePoint cooperative procurement program. In this regard, b. Briefly describe how you intend to promote the use of the Master Agreement. Knowing that state procurement officials (CPO) must permit use of the Master Agreement in their state, how will you integrate the CPO's permission into your plan for promoting the agreement? c. How will your company manage due dates for administrative fee payments and usage reports? d. NASPO ValuePoint assists Lead States by engaging vendors in strategies aimed at promoting master agreements. What challenges do you see in working with NASPO ValuePoint staff in this way? Please upload a document entitled "NVP Master Agreement Promotion". ★

File Upload

Group 5: Minimum Percentage Discount

- 5.1 If Offeror is willing, provide a minimum percent discount that will be applicable to all items within the Offeror's store. This minimum discount will be guaranteed for the term of the contract. ★
- Text (Single Line)

Group 6: Technical Criteria Response (Scoreable Criteria)

- 6.1 Customer Service/Emergency Services:
The Awarded Offeror(s) will be expected to offer adequate customer service to the end users.
a.Explain your customer service policy.
b.What are the normal operating hours of your retail outlets?
c.How will you be able to help the end user who may experience an emergency, disaster, or other unusual event? ★

Please provide your response here. If additional space is needed, please upload a document entitled "Technical Criteria #1".

Text (Multi-Line)

- 6.2 Contract Management:
a.Describe your strategy for contract management and support for participating state(s).
b.Who will be your main contact for the overall management of this contract? ★

If additional space is needed, please upload a document entitled "Technical Criteria #2".

Text (Multi-Line)

- 6.3 Implementation:
Implementation of the contract is vital to the Participating State(s) or other Participating Entities. Describe your implementation program including an estimated time line to include the following points:
Describe your implementation plan including all process steps.
a.The specific information, resources, and assistance the offeror will require from each Participating State or Participating Entity for implementation.
b.Describe how soon from execution of the Participating Addendum to the point that end users will be able to utilize the contract.
c.Describe how the applicable discount will be applied at the time of purchase. Will the customer be able to use a FOB card or indicate the contract number at the time of check-out to receive the applicable discount?
d.Describe any customization abilities that you have for the Participating State(s) or Participating Entity. ★

If additional space is needed, please upload a document entitled "Technical Criteria #3"

Text (Multi-Line)

- 6.4 Purchase Card and Billing:
The successful offeror(s) must offer the capability to accept procurement/purchasing cards from the Participating States or other Participating Entities (usually visa or master card) as acceptable form of payment. Level III reporting is preferred. ★

a.Explain in detail the account billing process if procurement/purchase cards are not used. Can a PO (purchase order) be used?

If additional space is needed, please upload a document entitled "Technical Criteria #4"

Text (Multi-Line)

- 6.5 Sustainability/Environmental Practices:
Sustainability and sound environmental practices are important to the Participating States.
a.Describe your sustainability and environmental practices that you currently have in place. Please include the following:
i.Describe your environmental practices that are applicable to the items you market. Provide your published statements or policies or the links to those statements or policies.
ii.Provide a list of products for which you provide end of life take-back and recycling (e.g. fluorescent lamps, batteries, solvents, metals, etc.). List any subcontractors if any you use for these services. List any fees or conditions, if any, for these services (e.g. does the item have to have been purchased from your store?).
iii.Describe how the end users can locate and purchase the most environmentally preferred products. ★

If additional space is needed, please upload a document entitled "Technical Criteria #5"

Text (Multi-Line)

- Storage of Electronic Data:
- 6.6 a. Describe in detail how the electronic information for each Participating State or Participating Entity shall be stored. Do you have a dual system as a backup in the unlikely event that the main information storehouse becomes unusable? Provide a general description of security protocol including sales and purchasing card data file security. If additional space is needed, please upload a document entitled "Technical Criteria #6" ★
Text (Multi-Line)
- 6.7 Return Policy and Warranties:
a. What is your standard return policy?
b. Describe any warranties you offer, if any, in addition to manufacturer warranties. ★
If additional space is needed, please upload a document entitled "Technical Criteria #7"
Text (Multi-Line)
- 6.8 Scope of Work and Additional Services:
a. Offerors shall demonstrate in their Proposal how they meet or exceed the requirements of the Scope of Work in Attachment B.
b. What additional services are available? Rentals? If rentals are available, what is the rental policy and rates. Would the minimum discount apply to the rental rates? ★
If additional space is needed, please upload a document entitled "Technical Criteria #8"
Text (Multi-Line)

Group 7: Usage Fee and Reporting Plan - (Not scored)

- 7.1 Offerors shall identify the person responsible for providing the mandatory usage reports. ★
Text (Multi-Line)
- 7.2 Offerors shall identify the method and frequency in which usage data will be collected from authorized distributors – if applicable. ★
Text (Multi-Line)
- 7.3 Offerors shall identify the method in which usage fees will be distributed to NASPO ValuePoint and applicable Participating States. ★
Text (Multi-Line)
- 7.4 Offerors shall identify the method in which up-to-date information will be provided to NASPO ValuePoint and the Lead State Contract Administrator. ★
Text (Multi-Line)

Q&A Board

Subject = Attachment A (Lowes Companies Inc)

Public Thread

Q: Please see attached document of questions.

Question added by: Kasie DeLap

9/22/2021 12:38 PM
MDT

A: Please see attached answers (in red) to posted questions.

Answered by: Ann Schliep

9/27/2021 10:56 AM
MDT

Questions for Lead State.docx - ../Attachments/QABoardAttachments/Questions for Lead State.docx

Subject = Attachment Y (Lowes Companies Inc)

Public Thread

Q: State of Michigan has checked the box "State Specific T&Cs to be included in the RFP" YES but they are not terms attached.

Question added by: Kasie DeLap

9/22/2021 12:32 PM
MDT

A: The State of Michigan's terms and conditions have been attached. (Attachment Z).

Answered by: Ann Schliep

9/27/2021 10:55 AM
MDT

Subject = Historical Spend (Harbor Freight)

Public Thread

Q: Are you able to provide historical spend by product category, or by individual product? Example product categories might include: hand tools, power tools, material handling, appliances, fasteners, etc.

Question added by: John Householter

8/5/2021 9:42 AM MDT

Product Categories.png - ../Attachments/QABoardAttachments/Product Categories.png

A: Unfortunately, we do not have that information available.

Answered by: Ann Schliep

8/5/2021 2:22 PM MDT