



innovative *by* nature

Bryan K. Barnett
Mayor

November 17, 2015

City Council

Stephanie Morita
District 1

Adam Kochenderfer
District 2

Susan M. Bowyer, Ph.D.
District 3

Thomas W. Wiggins
District 4

Kevin S. Brown
At-Large

Dale A. Hetrick
At-Large

Mark A. Tisdell
At-Large

**TO ALL FIRMS IN RECEIPT OF
REQUEST FOR PROPOSALS FOR
COMBINATION SEWER TRUCKS**

RFP-RH-15-034

Addendum #1

This document and its attachments are considered Addendum #1 to the Request for Proposals for Combination Sewer Trucks for the City of Rochester Hills – RFP-RH-15-034.

- Pre-Proposal Voluntary Meeting Notes
- Sign-In Sheet for Pre-Proposal Meeting

Lisa Cummins CPPB
Purchasing Manager

City of Rochester Hills
PRE-PROPOSAL VOLUNTARY MEETING NOTES
Thursday, November 12, 2015 – 10:00 a.m.

REQUEST FOR PROPOSALS
FOR COMBINATION SEWER TRUCKS,
RFP-RH-15-034

The pre-proposal meeting was held on Thursday, November 12, 2015 at 10:00 a.m. at the City of Rochester Hills City Hall, located at 1000 Rochester Hills Drive, Rochester Hills, MI 48309.

Amy Smith, Group Director, Central Region for National IPA; Al Piper, Contract Manager for National IPA (Phone); Sarah Vavra, VP, National Contracts for National IPA (Phone); Bruce Halliday, Fleet Manager, City of Rochester Hills; Lisa Cummins, Supervisor of Procurement, City of Rochester Hills; Debbie Scully, Senior Purchasing Analyst, City of Rochester Hills; Jerry Brock, Fleet Supervisor, Farmington Hills; Kevin McCarthy, DPW Superintendent, Farmington Hills; Kelly Monico, Senior Buyer, Farmington Hills; Michelle Aranowski, Department Technician, Farmington Hills; and interested contractors were in attendance.

All contractors present were encouraged to complete the “sign-in” sheet. Attendees were encouraged to register as a vendor on the Michigan Intergovernmental Trade Network (MITN) in order to receive addenda and award information relative to the proposal. Contractors were instructed that pre-proposal meeting notes will be issued as an addendum along with the sign-in sheet on the MITN procurement site.

Proposals will be received in the Purchasing Division, City of Rochester Hills, 1000 Rochester Hills Drive, Lower Level, Rochester Hills, Michigan 48309 in a **Sealed Envelope marked “RFP- Combination Sewer Trucks”** no later than the due date of **Friday, December 18, 2015 @ EXACTLY 3:00 p.m.** Faxed, emailed or late proposals will not be accepted.

The deadline for questions is Tuesday, December 1, 2015. Please indicate page and section number the question is referencing. Once the deadline for questions has passed a final addendum will be posted at the MITN site. Contractors were reminded that all questions must be submitted to the attention of: Lisa Cummins. **Vendors cannot contact any entity or employee with their questions.** Questions received by National IPA will be forwarded to Lisa Cummins for response.

The City of Rochester Hills is acting as Principal Procurement Agency on behalf of the National Intergovernmental Purchasing Alliance to create a nationwide master agreement for the purchase of sewer cleaning equipment, etc.

Insurance requirements must also be met by the awarded contractor.

Pre-Proposal Meeting Notes Continued

Submittal must include one (1) original, six (6) copies and two (2) electronic copies.

Amy Smith spoke about National IPA. National IPA is a national cooperative partner which aggregates volumes of agencies around the country to provide savings. There is a marketing staff to make agencies aware of National IPA's contracts. National IPA language is included in the proposal. For more information on National IPA you can visit the website at www.NationalIPA.org.

The Contract being solicited is broad in scope and is done so to meet the different needs of agencies across the country. Dealers are encouraged to reach out to the manufacturers and determine partnerships. Proposers are encouraged to provide a comprehensive offering that would provide agencies national savings while allowing them to procure the equipment they need without having to conduct their own solicitation.

Lisa Cummins began with a general overview of the project. There are two Cities participating in this solicitation; the City of Rochester Hills is the principal procurement agency. This contract is being solicited on behalf of the two Cities, and National Intergovernmental Purchasing Alliance Company (National IPA) to create an agreement for other agencies across the nation.

The term of the contract is three (3) years with two (2) one-year options.

The objectives of this project are the stated objectives: (1) procure combination sewer vehicle meeting specifications, conditions and general requirements and provide most cost effective acquisition based on proposals provided, (2) create a contract with a comprehensive offering parts, equipment, related equipment and related support services, (3) have a pre-competed master agreement to enable marketing and use by public agencies nationally, and (4) aggregate volume of agencies nationwide to create a best value contract offering.

This proposal is seeking pricing for **both fan and positive displacement equipment**. Proposer can submit on one or both types of machines.

Lisa Cummins explained that costs must be verifiable. Proposals may be firm fixed pricing, a discount structure, etc. If an escalation clause is included the terms must be clearly identified. This solicitation is a Request for Proposal process. Proposers should offer best value. The RFP includes a sample truck build configuration. Vendors are to submit pricing for the sample build. Evaluation will include verifying pricing of sample build with pricing structure submitted.

Pricing is FOB destination including all costs to fulfill the order. As this will be a national contract, provisions to calculate mileage for delivery may be proposed. Pricing must be held for 180 days or until award whichever occurs first. Awarded vendor must hold pricing for one year from date of award.

Question: Will there be one vendor on the Master Contract?

Answer: The team will work together to determine what is in the best interest of the Cities. The intent is to award to one vendor, however as stated the entities will evaluate

Pre-Proposal Meeting Notes Continued

all responses received and make award determinations based on the best interest of the entities participating in the solicitation.

Question: What if the manufacturer can not offer all components (e.g. sewer cameras)?

Answer: Manufacturers should indicate in their response the products and services they are offering.

Lisa Cummins stated that a completed title is required with delivery for payment.

Proposals are to include warranty coverage for machine(s) provided. Proposer shall include all standard and any and all available extended warranties and service contracts available for proposed equipment. It is also requested that any equipment rental options be provided.

Trade-in of equipment may be negotiated with each agency.

The selection process and criteria was presented. Beginning at the bottom of Page 10, Proposal Evaluation Requirements, lists the criteria in the order of importance. Cost on the sample truck configuration will be evaluated. It is important to answer all the questions on pages 12 and 13 under 2.Requirements Specific to Evaluation Criteria in the proposal response. Include in the proposal any “value adds” such as training, additional discounts based on sales volume, etc.

The cities of Rochester Hills and Farmington Hills will evaluate independently then come together and develop a short list of vendors. Contact by proposers received during this time regarding the progress of the solicitation award will receive an “in evaluation” response until the time of the award. The City’s intent is to have a contract in place by the end of March 2016.

Question: Is anyone legally bound other than the cities of Farmington Hills and Rochester Hills to use the contract?

Answer: No. The contract is executed when approved by City Council.

Question: Can the number of Michigan customers and nationwide customers that utilized the current contract be provided and the sales figures?

Answer: Thirty-eight (38) agencies in Michigan and twenty-one (21) agencies outside of Michigan have purchased off of the current Master Agreement.

March 2011-March 2012: \$1,544,520.25

March 2012-March 2013: \$7,210,957.95

March 2013-March 2014: \$5,892,384.15

March 2014-March 2015: \$7,043,090.50

March 2015-March 2016: Reporting not yet received.

Question: Is anyone precluded from the contract?

Answer: The contract is available to all agencies.

Pre-Proposal Meeting Notes Continued

Question: Does the sample truck specify a blower size and pump size?

Answer: No, the sizes were not specified so as not to limit competition. If you feel an item is limiting, notify Lisa Cummins.

Al Piper discussed the National IPA requirements and exhibits. He stated that National IPA does not vote on the award. Al requested that the proposers have their legal team review and list any exceptions to the agreement.

Question: Is there a sales fee to National IPA?

Answer: Yes, there is a 2% fee. Note any exceptions for evaluation.

Amy Smith stated that National IPA has a sales and marketing team. There are 50,000 agencies registered and approximately one half have used contracts. National IPA contracts with one supplier per industry.

Question: Equipment such as the inspection camera can be pricey with multiple options. Can you offer guidance on how to propose?

Answer: Vendors can determine the approach to the proposal. Offer as much or as little as the vendor is able. Sarah suggested looking at the National IPA contract for Caterpillar as an example.

Question: Who was involved in CAT Contract?

Answer: Sarah Vavra was involved with the contract.

Question: Is pricing the same between National IPA and NJPA?

Answer: Yes, pricing is the same. However there are key differences between each cooperative.

Kelly Monico stated that NJPA terms and conditions do not align with City's. Lisa Cummins added that the City evaluates Cooperatives and their processes. National IPA is transparent with all documents posted on the Cooperative's website. National IPA awards best value and NJPA has multiple awards.

Amy Smith stated dealers should reach out to the manufacturers and determine partnerships that promote best value.

Question: If a dealer does not have a combination truck but can offer for example a sewer camera is agency locked into the contract?

Answer: No, not locked in. If vendor does not offer complete line they should propose what they are able to supply.

There being no further questions, the meeting ended at approximately 11:00 a.m.



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AND RELATED SERVICES
PRE-PROPOSAL MEETING
Thursday, November 12, 2015 @ 10:00 a.m.
 City Hall Auditorium
 1000 Rochester Hills Drive, Rochester Hills, MI 48309

PLEASE SIGN IN:

COMPANY NAME	CONTACT NAME	ADDRESS, CITY, STATE, ZIP	PHONE #	FAX #	EMAIL ADDRESS
Bell Equipment	J Bell	78 Northpark, Lake O, 48359	248 370 0000	0011	jbell@bellegroup.com
MTech	Bryan Cohen	7401 Firstplace Cleveland OH	216-440-7830		bcohen@mttechcompany.com
MTech	Don Houck	7401 First Pl Cleveland OH	330-550-6242		dhouck@mttechcompany.com
Airvac	PAUL WAGONER	117 Industry Ed Marietta, OH	740 629 3383		pwagoner@airvac.com
JDC	Bob Pfirschen	777 Doherty Drive N ^W	269 806 1800		Bob Pfirschen @ Doherty Companies .com
Jack Doherty Co	Dave Snyder	"	248-939-3223		davidsnyder@dohertycompanies.com
AMS	CHRIS JOHNSON	5055 PONTIAC DRIVE NEW HUDSON MI	248 846-3168		cjohnson@aisequip.com



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PLEASE SIGN IN:

COMPANY NAME	CONTACT NAME	ADDRESS, CITY, STATE, ZIP	PHONE #	FAX #	EMAIL ADDRESS
Fredrickson Supply	John Malwan		810-701-7490		john@fredricksonsupply.com
SOUTHEASTERN EQUIP	MIKE ZALEWSKI		248-497-2975		mzalewski@southeasternequip.com
" "	Steve Celland		248-207-6011		sccelland@southeasternequip.com
Vacall	Bill Petrole		330-204-9771		wgpetrole@gradall.com
Bell Equipment	Clark Bushman		248-705-1353		bushman@bellquip.com