

Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
Tel: (401) 222-2142 Fax: (401) 222-6387  
Web Site: [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)

02 March 04

**Addendum #1**

**RFP # B03391**

**Title: Laboratory Supplies & Equipment**

**Submission Deadline: 16 March 04 @ 2:00 PM**

**PLEASE NOTE. There are eleven (11) pieces of information in this addendum:**

1. In the RFP text, on page 1, the Pre-Bid Conference date reads "Tuesday, March 3, 2004" and should be replaced with "Wednesday, March 3, 2004."
2. In the RFP text, under Section II. INSTRUCTIONS FOR RESPONDING TO THIS PROPOSAL, subsection F. Cost Proposal, #5 (page 11). Please remove the following language: "(alter with wording from the cost proposal)".
3. On March 9<sup>th</sup>, a final addendum will be posted on the RIVIP website ([www.purchasing.ri.gov](http://www.purchasing.ri.gov)). The final addendum is meant to ensure the Bidder has read and is in compliance with all previous addenda for this RFP and has downloaded all pertinent information for this bid. To be considered responsive to this RFP, the Bidder must print, sign and date, and submit a hard-copy of the final addendum with an original signature with the Bidder's RFP response.
4. In the RFP Cost Proposal SAMPLE pricing grids, the blue text boxes alert the bidder to send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us) with "B03391" in the "Subject" header, in order to obtain the MS Excel version of the pricing grids. The bidder should instead include "RFPB03391" in the header (not "B03391"), as correctly noted in Section II. INSTRUCTIONS FOR RESPONDING TO THIS PROPOSAL, subsection G. Obtaining Electronic Bid Forms, page 11.

**Questions Submitted Prior to the Pre-Bid Conference**

5. Question: Please refer to RFP B03391 Section III. Technical Proposal Requirements Sub-section A.8 Response Time To Orders Page 15 Question: Will this section be corrected to reflect appropriate items for this bid? The product groups mentioned are office supply products and are not generally requested in these commodity groups.

*Answer: In the RFP text, under Section III. TECHNICAL PROPOSAL REQUIREMENTS, subsection A.8 Response Times to Orders (page 15). Please replace the language in subsection A.8 with the following language:*



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**A.8 Response Times to Orders:** Contractor(s) must be able to fill and deliver orders for Laboratory Supplies and Equipment products on-site within two (2) days of order placement by Contract Users, either via the internet or fax based on an order submitted by 5:00 p.m. the prior day. *Please indicate your company's ability to meet these requirements, and include typical response time to orders (by product subcategory, if applicable).*

6. Question: I would like to know if it is possible to find out what the current pricing is for the items on this bid?

*Answer: The State of Rhode Island will not disclose to bidders any current or historical pricing for the items on this bid. However, current category discount schedules are available in publicly accessible Master Price Agreements. Please see the state website, [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us), to obtain this information.*

7. Question: Section C1 Pricing Grid Contract Items Page 4 of 7 Item # 230 Question: Item 230 is an example of a large Capital Item. These are other examples similar to this in the Contract Items List. Is it the State's intent to include items like this in a Contract List of supplies, which in our experience is typically designed and created to provide better service and costs on larger volume consumable or re-usable commodity items? In many cases, items similar to this example have optional features that the end user selects, based on the analysis or performance requirements. These products usually are discounted based on blanket percent discounts, which you have requested in other sections of this RFP.

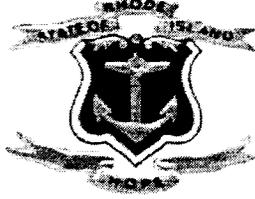
*Answer: The State of Rhode Island has intentionally included certain larger spend items on the contract list portion of the Cost Proposal. Please provide specific unit item bids for these products. However, several other higher-priced items purchased by the State have not been included in the RFP, and should be covered by either the manufacturer discounts or the category discount schedule, per Section IV of the RFP.*

8. Question: Regarding Section I. OVERVIEW OF THE RFP PROCESS, subsection C. RFP Definitions, C.5 "Contract Users," does this agreement include the state hospitals?

*Answer: Yes. Per section C.5 "Contract Users," all Rhode Island state agencies and departments, including the Department of Mental Health, Retardation and Hospitals, are authorized to utilize the State of Rhode Island's contract pricing resulting from this RFP.*

9. Question: Regarding Section I. OVERVIEW OF THE RFP PROCESS, subsection E. Process for Evaluating Proposals, E.3 "Award," how will the State enforce compliance to the award winner/s?

*Answer: The State of Rhode Island does not guarantee either the total spend for the resulting Laboratory Supplies & Equipment state contract or the line item quantities indicated in the contract*



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*list portion of the Cost Proposal. All state agency and department needs which are able to be filled through this RFP's resulting contract are expected to be acquired from the awarded vendor(s). Additionally, the Technical Proposal's A.3 Online Ordering and A.4 Compliance Management request bidders to illustrate their ability to aid in the creation, implementation and management of two contract compliance measures.*

10. Question: Regarding Section IV. COST PROPOSAL REQUIREMENTS, subsection A. Terms and Conditions Governing Pricing, A.1 "Term of Pricing," is pricing to be established based on the calendar year, or the State of Rhode Island Fiscal Year?

*Answer: The Term of Pricing will commence on the date of contract signature. Pricing will remain fixed for all items, with the exception of those removed due to the annual review (as described in A.1 Term of Pricing), for the duration of the three-year contract and the two potential one-year extensions. The three-year period will begin upon the signing of the contract and expire three years to the day; a similar methodology will be applied for the one-year extensions, if applicable.*

11. Question: How many suppliers was the bid request sent to?

*Answer: While the number of suppliers receiving the bid request letter will not be disclosed by the State, we encourage bidders to review the list of all suppliers that attend the Pre-Bid Conference on 3 March 2004. This list will be posted along with all questions (and respective answers) submitted during the Pre-Bid Conference.*

Questions regarding the RFP should be submitted in a Microsoft Word document via email addressed to [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us).

Thank you for your participation.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan".

Jerome D. Moynihan, C.P.M., CPPO  
Administrator of Purchasing Systems