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**REQUEST FOR PROPOSALS #063-2018
Janitorial Paper Products & Can Liners
University of Maine at Farmington
University of Southern Maine
RESPONSE ADDENDUM #1
June 22, 2018**

This addendum responds to initial questions submitted by vendors.

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

Q1. Can the University provide the previous award information and bid tabulations?

*A1. See **Attachment A** below. USM is usage / cost for FY'17. USM has not bid out in the past and utilized contracts between other Universities and vendors and/or consortia contracts. UMF numbers are based on RFB #119-17 University of Maine at Farmington Bathroom Tissue Paper, Paper Towels, and Can Liners. The lowest bidder was W.B. Mason.*

Q2. Can the University provide what the University of Southern Maine is currently paying per item listed in the Scope of Work?

A2. See A1.

Q3. USM used 1,565 cases of Embassy 2-ply Toilet Tissue, 12 rolls per case, were these 2-ply 9 inch rolls, 1,000'/roll with universal cores?

A3. Yes

Q4. Is the University able to provide previous buying pattern, how often and what quantity per release?

A4. Previously the University of Maine at Farmington would take one (1) large delivery for a full years' worth of supplies. Moving forward the University will not be able to take one (1) large order and will be moving towards a more as needed ordering process. See Section 1.1.4 page 6 – University of Maine at Farmington.

The University of Southern Maine orders on an as needed basis and places small orders. Deliveries will be made to one location on each campus, Portland and Gorham.

Q5. What is the size currently being purchased for the 16 gal. 8 mic. Liner?

A5. 16 gal. is incorrect, the size is 24x33 6 Mic, 1,000/CS clear.

Q6. How many delivery locations are there for the can liners?

A7. University of Maine at Farmington will be one (1) central location and the University of Southern Maine two (2) locations, one (1) at the Gorham Campus and one (1) at the Portland Campus.

Q8. Since the bid indicates on Page 6 that the can liners will not be a one time delivery as in the past, can you tell us about how often are orders expected to be placed, i.e. weekly, monthly, quarterly, etc. and what would be an approximate case order for the can liners?

A8. Both campuses would be more than likely to be on a monthly or quarterly basis however orders will be placed on an as needed basis.

Q9. Does the Universities want all of the can liners to be natural/clear or will the University want a combination of natural/clear and black?

A9. Both Universities require all liners to be clear.

Q10. Can the University provide the current pricing for the items purchased at USM and UMF?

A10. See Attachment A

Q11. Can you please verify that the Embassy 2-ply Toilet Tissue is 12 rolls per case verses 8 rolls per case?

A11. Jumbo Roll 2-Ply Toilet Tissue 12 Rolls per Case 9" Diameter Rolls

Q12. Can you provide the vendor number for the Embassy 2-ply Toilet Tissue?

A12. JRT1000

Q13. Can we bid more than one alternative on the roll towel and toilet paper?

A13. Provide pricing for one (1) item to be determined by the Respondent however the University reserves the right to purchase items not included in the market basket, see Section 1.2.7. Respondents are encouraged to include a complete list of products of toilet tissue, paper towels, and can liners that would be available to the University by the Respondent.

Q14. Cascades no longer pays for the "green certification" that the RFP is asking for. They do however use the verbiage "Chlorine-free processing" and "whitened without chlorine". Would that still be acceptable for the University?

A14. A certification from Chlorine Free Products Association (CFPA) verifying a product is Processed Chlorine Free is preferred. However, the certification is not required if sufficient evidence is provided within your answer to question 12 in Appendix H, verifying that your paper product is processed chlorine free.

Evidence must explain how:

- Any recycled fiber used was not re-bleached with chlorine*
- Any virgin pulp used was not bleached with chlorine*
- Any bleaching done during the paper-making process did not include chlorine*

We define "chlorine" use in this case to mean chlorine gas/elemental chlorine or chlorine dioxide.

Evidence may take the form of copies of up-to-date written statements from the manufacturer verifying the claims and/or copies of up-to-date publications from independent third party organizations verifying the claims. Whether or not the evidence is sufficient will be determined by the University. The University reserves the right to not consider the proposal if the evidence is not clear, not specific, or otherwise not sufficient in the University's best judgement.

Please take note that in addition to being processed chlorine free, each paper product in the market basket must also meet one of these other requirements:

- Be made of 80% recycled content, with at least 50% being post-consumer recycled content*
- Be Totally Chlorine Free (TCF) and Forest Stewardship Council Certified (FSC)*
- Be Green Seal Certified*
- Be Eco Logo Certified*

Q15. Does the Services Engagement Form need to be submitted prior to the bid being awarded?

A15. Rider D – Service Engagement Form is provided as a sample if other campuses would like to utilize the Master Contract.

Q16. Please clarify question #9. When do the samples need to be received at USM and UMF?

*A16. Samples are to be clearly marked with the Respondent's information and are to be delivered to both Universities **no later than July 6th, 2018 by end of business.** For USM please make your samples Attention to: Jessica Picard and for UMF Nicholas Richards.*

Q17. Will all 306 dispensers need to be installed by the end of August by the Awarded Vendor?

A17. No, the University understands that not all 306 dispensers may not be completed prior the end of August. See Appendix H Question #8 that

requests your firm's dispenser replacement timeline for UMF.

Q18. We have asked four liner manufacturers regarding the post-consumable recycle content and they all concur that 10% minimum content is the standard spec. used for green and sustainable initiatives. 30% seems to be an odd spec. And most likely it will be difficult for us to provide a bid. Would you consider lowering the spec to 10% and/or options to provide additional liner information not specified that add value to the sustainability initiative for the University?

A18. Vendors may also reach the sustainability requirement for plastic liners in the market basket if the plastic liner is a minimum of 50% recycled content, with a minimum of 10% being post-consumer recycled content.

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Attachment A

University of Southern Maine Approximate FY'17 Usage / Cost

Item	Usage	Type	Cost	Total
Renown Lnr 24x33 6mic nat	65	1000/Case	\$17.35	\$1,127.75
Renown Lnr 33/40 11mic nat	105	500/Case	\$25.68	\$2,696.40
Renown Lnr 38x60 14mic nat	45	200/Case	\$22.22	\$999.90
Renown Lnr 38x58 2mil nat	75	100/Case	\$37.87	\$2,840.25
Big City D Liner 28.5x44	125	200/Case	\$22.38	\$2,797.50
Steel Flex 56-gal 43x47 .95mil Clr	210	100/Case	\$18.83	\$3,954.30
Embassy 2-ply Toilet Tissue	1,565	12/Case		
6/800' Kraft Rolled Paper Towel, Brown	790	6/Case	\$16.54	\$13,066.60

University of Maine at Farmington RFB #119-17 Winning Bid

Item	Usage	Type	Cost	Total
Heritage 38x60 22mic nat	200	150/Case	\$19.55	\$3,910.00
24x33 6mic nat, coreless roll	50	1000/Case	\$14.36	\$718.00
Atlas, Green Heritage 2-Ply, 12" Diameter, 3.5" 2000' Jumbo Roll	800	6/Case	\$17.98	\$14,384.00
800' Marcel 1-ply, 100% recycled	300	6/Case	\$14.93	\$4,479.00

