

January 15, 2016

**ADDENDUM NO. 2
FOR
Air Filters and Accessories
SPECIFICATION NO. 121757A**

For which bids are scheduled to open in the Bid & Bond Room 103, City Hall, 121 N. LaSalle Street Chicago, Illinois 60602, at 11:00 a.m., on January 28, 2016

**BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE
SPACE PROVIDED ON THE PROROSAL EXECUTION PAGE**

Revision No.1. Bid Postponement. Bids which were scheduled to open January 26, 2016 are hereby postponed. The new bid opening date is scheduled for January 28, 2016 at 11:00 a.m.

Revision No.2. **Remove** Article 5. Scope of Work and Detailed Specifications and **Replace** with the Attached Article 5. Scope of Work and Detailed Specifications – Revised Addendum No. 2, January 15, 2016. **Notable changes:** 5.5.2. Manufacturer Price Lists; 5.5.5. **Trade Name**; and 5.5.6. **Misshipments** have been revised.

Questions & Answers:

Question No. 1. Where do I find what size bag filters you will need?

Answer: Bidders must provide a percentage discount from the list price of the proposed manufacturer for the specified category reference in each line description. This percentage discount will apply to all sub-categories, styles, and sizes of filters listed in the respective category.

Question No. 2. Does the City pay a separate payment for each allotment of filters ordered, or is the payment for the entire requirement remitted in a lump sum payment?

Answer: This is a Depend Upon Requirement (DUR) specification which means that the city will place orders for specific materials on an as-needed basis. The quantities listed are estimates only.

Question No. 3. Are we required to do any filter installation or is this bid a supply-only bid?

Answer: This specification is for commodities only.

Question No. 4. How many years is this requirement allotted for? Is this bid for only the 2016 year time frame or multiple years?

Answer: 60 Months initial term.

Question No. 5. Is this a re-bid, and if so, why is it being re-bid?

Answer: This is a rebid. The City will answer questions pertaining to only Specification 121757A.

Question No. 6. Will there be a pre-bid meeting, so that the vendor community will have the opportunity to ask questions?

Answer: No, there will not be a pre-bid meeting.

Question No. 7. Basis of Award section 5.2. States the CPO will award a contract to the lowest responsive bidder, as determined by the bid price, what if the lowest bidder's price is higher per individual filter after discounts are applied? (i.e. lowest discount may not be the lowest price if lower discount is applied to lower list price.) Will the City calculate each and every possible filter to obtain a fair comparison of prices?

Answer: The total price bid by each bidder, showing the percentage discounts that each bidder takes on the prices in the American Air Filter catalog, as provided on the proposal pages, shall be compared to determine which bidder is the lowest bidder on the specification. The City is using the American Air Filter catalog as the point of reference for product attributes and pricing, even if the bidder bids an alternate.

Question No. 8. Section 5.5.2 (last paragraph in bold) states "If the City has accepted a given manufacturer as an equal for any group...in the specification for that group." Can you elaborate on this paragraph? Will this take place before or after contract award?

Answer: The City has determined to delete the sentence that reads, "If the City has accepted a given manufacturer as an equal for any group, the price that the City will pay for any item for that group will be the percentage discount bid multiplied by the lesser of (i) the catalog price of the item in the catalog of the manufacturer of the equal, and (ii) the catalog price of the manufacturer specified by the City in the specification for that group." Therefore, when the City purchases any item, the price that the City pays will be the percentage discount bid multiplied by the price for the item in the American Air Filter catalog. If the winning bidder has proposed an equivalent manufacturer or manufacturers to the American Air Filter catalog, the price that the City pays for any item, even if it is supplied through these alternative catalogs, will be the price for the equivalent item in the American Air Filter catalog, multiplied by the discount that the bidder reflected in the bid documents.

Question No. 9. Section 5.5.6 (paragraph in bold) States "reference to a specific manufacturer or catalog is meant to be descriptive but not restrictive...Bids on a proposed equal will be considered...to furnish which contains major or minor variations from spec requirements but which may comply substantially therewith." If a vendor proposes an equivalent, how will you determine which proposed "equivalent" manufacturer is a true equivalent? If Company A submits a bid and submits a catalog of 30 line items and Company B submits a catalog covering 100 line items, will you match line by line items in order to determine which manufacturer meets the specification?

Answer: As described above in revised section 5.5.5, a bidder proposing one or more equals must demonstrate that it can provide every product offered in the relevant sections of the American Air catalog by providing such alternative catalog or catalogs and correlating, in its bid, each item in the relevant sections of the American Air Filter catalog with items that the bidder proposes to provide in these other catalogs.

Question No. 10. How would you determine/evaluate if Company A, B, or C is submitting a "generic" filter which would not meet the quality standards?

Answer: The City will compare quality standards based upon Minimum Efficiency Reporting Value, commonly known as MERV Rating.

Question No. 11. Historically, the delivery points have always been a few locations but on this bid there are over 400 delivery locations, this would not be a very cost effective option. The freight cost, which the City would pay in the price of filters, would increase dramatically if a small quantity were to be delivered to each location. Also, the coordination of City personnel to meet a truck at a remote location to accept delivery of a small order of filters would be a logistical nightmare. Will the City consider eliminating delivery points?

Answer: Responsive and responsible bidders must be able to deliver to all facilities listed in Exhibit 2 of the specification.

Question No. 12. Specification 121757 was bid and not awarded. At that time three (3) manufacturers were listed as separate groups, copy of proposal pages attached, now only one (1) manufacturer is listed, why? The manufacturer whose products have been used by the City for years, Airguard, is omitted, why? The estimated usages have changed dramatically, why? The 6th line, Miscellaneous Items, has been omitted, why? Group C, Johnson Control Desktop Filter has been omitted, why?

Answer: Past specifications and contracts are irrelevant to the requirements of Specification 121757A.

Any and all addenda must be acknowledged by the vendor on the Execution Page by Addendum number. Failure on behalf of the vendor may be cause for rejection of bid.

ALL REVISIONS INSCRIBED HEREIN WILL BE INCORPORATED INTO THE BID SPECIFICATION PER ADDENDUM NO. 2

END OF ADDENDUM NO. 2

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**

**JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER**