

Appendix D – RFP Particulars

1. The Deliverables

1.1. ISI requests proposals for the supply of coil mattresses, foam mattresses, and foundations for student dorms at participating member institutions according to the requirements as detailed below on as and when requested basis.

2. Material Disclosures

2.1. Member institutions:

2.1.1. The following is a list of ISI member institutions. Any one institution, any combination, or all of the below may be active participants in the ensuing agreement. Member institutions may be added, or deleted, as requirements may change throughout the contract period.

- 2.1.1.1.** Acadia University, Wolfville, NS
- 2.1.1.2.** Atlantic School of Theology, Halifax, NS
- 2.1.1.3.** Cape Breton University, Sydney, NS
- 2.1.1.4.** Dalhousie University, Halifax, NS and Faculty of Agriculture, Truro, NS
- 2.1.1.5.** Holland College, Charlottetown, PEI
- 2.1.1.6.** Memorial University of Newfoundland, St. John's, NL
- 2.1.1.7.** Mount Allison University, Sackville, NB
- 2.1.1.8.** Mount Saint Vincent University, Halifax, NS
- 2.1.1.9.** NSCAD University, Halifax, NS
- 2.1.1.10.** Nova Scotia Community College, Various locations throughout NS
- 2.1.1.11.** Saint Mary's University, Halifax, NS
- 2.1.1.12.** St. Francis Xavier University, Antigonish, NS
- 2.1.1.13.** St. Thomas University, Fredericton, NB
- 2.1.1.14.** Université de Moncton, Moncton, NB
- 2.1.1.15.** Université Sainte-Anne, Church Point and Halifax, NS
- 2.1.1.16.** University of Kings College, Halifax, NS
- 2.1.1.17.** University of New Brunswick, Fredericton and Saint John, NB
- 2.1.1.18.** University of Prince Edward Island, Charlottetown, PEI

2.1.2. Proponents are required to identify if they are prepared to extend the ensuing agreement to the MASH sector entities (meaning Municipal, Academic, School Boards and Hospitals) within the Atlantic Provinces. Proponents should be prepared to address a cost reduction as a result of the additional volume that could be attained by any additional participants.

2.2. Delivery Requests

2.2.1. Delivery requests will be varied pending on members situation. For example, for Saint Mary's University, they request products delivered to a mover who loads

products to his truck and then transports to their residence rooms. For St. Francis Xavier University, if they only order a few mattresses, they are requested to be delivered to a central location. If they order a lot (more than 15), they request them offloaded at the residence.

2.3. Quantities

2.3.1. The annual quantities provided are based on participating member volume from the previous contract year. These volumes are estimates only for the coming contract year, are no guarantee and do not represent commitment by those members to participate in any contract going forward.

2.4. Volume Usage Reporting:

2.4.1. The Supplier will be responsible for providing volume reports to the Coordinating Entity reflecting the individual transactions of the participating members. These reports should be sent to the Coordinating Entity semi-annually. January 1st through June 30th (inclusive) will be due August 15th and July 1st through December 31st (inclusive) will be due February 15th. The information shall be provided in an Excel format and shall be transmitted electronically. Failure to do so may result in cancellation of the agreement.

3. Mandatory Submission Requirements

3.1. Submission Form (Appendix B)

3.1.1. Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

3.2. Pricing (Appendix C)

3.2.1. Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3.3. RFP Particulars (Appendix D)

3.3.1. Each proposal must include responses that following the same structure and numbering system as outlined in RFP Particulars (Appendix D).

3.4. Experience and References (Appendix E)

3.4.1. Each proposal must include the information contained in Appendix E. This information will be used as references and individuals listed may be contacted to verify performance.

4. Mandatory Technical Requirements

4.1. Coil Mattress Requirements:

- Minimum thickness of 8” and a maximum thickness of 11”;
- Premium quality foam with a minimum of 1.2 lb density;
- Bed bug resistant;
- Minimum of 312 coil;

- Mattress cover must be waterproof, breathable, and meet basic flammability testing requirements;
- Two sided which can be flipped;
- Size of mattress must be printed on one end and one side (printed on four sides would be ideal).

4.2. Foam Mattress Requirements:

- Minimum thickness of 7.5”;
- Dual comfort (7.5” profile): 6” solid bio foam with 1.5 lb density and 1.5” convolute bio foam with 1.5 lb density;
- Two sided which can be flipped;
- Bed bug resistant;
- Institutional fabric (Duratex or similar), 201 denier fire rated, anti-microbial cover, breathable, tape edged, and can be sprayed and wiped down.
- Size of mattress must be printed on one end and one side (printed on four sides would be ideal).

4.3. Foundation Requirements:

- They should be constructed of semi-flex grid with kiln dried wooden frame.
- Size of foundation must be printed on one end and one side (printed on four sides would be ideal).

4.4. Proponents must identify any binding agreements in place with any member for the provision of the deliverables that could impede that member from participating in any agreement that may result from this RFP. For agreements identified proponents must also detail the process for those members to cease that agreement to be eligible to participate in any agreement resulting from this RFP. If not listed, ISI will deem there to be no such agreements in place with members.

4.5. Pre-Conditions of Award

4.5.1. The successful proponent is to outline any modification or addition to the Terms and Conditions contained within Appendix A – Framework Agreement, alterations should be marked on the document.

4.5.2. Successful proponent will submit all legal documents which would require participating members’ sign off for review. All other documents need to be binding to the Framework Agreement and any contradictory terms are not permitted.

4.6. Sample Request:

4.6.1. Proponents that are short listed, may be required to provide samples of products for testing and evaluation purposes. ISI may disqualify any proponent who fails to provide samples if requested. Samples are to be provided FOB destination to an ISI member institution (to be determined) in their original packaging. All samples become the property of ISI and are to be provided at no expense.

5. Rated Criteria

5.1. The following sets out the categories, weightings and descriptions of the rated criteria of the RFP.

5.1.1. Responses should be limited to **10** pages in **font size 10**; any sample reports will be included in page limitation. Responses beyond the page limitation may not be considered.

Rated Criteria Category	Weighting (Points)
Experience and Qualifications	15
Service Capabilities, Product Warranty and Payment	10
Additional Rated Criteria	5
Pricing (See Appendix C for details)	70
Total Points	100

5.2. Experience and Qualifications

5.2.1. Each proponent should provide the following in its proposal:

- 5.2.1.1.** A brief description of the company;
- 5.2.1.2.** Describe the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involving in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise and experiences.
- 5.2.1.3.** Outline the services the proponent has previously and/or is currently delivering, with an emphasis on experience relevant to the Deliverables and experience with public sector and MASH entities as detailed in this RFP.

5.3. Service Capabilities, Product Warranty, and Payment

- 5.3.1.** Specify the maximum business days for delivering standard sized mattresses. List these standard sized mattresses below.
- 5.3.2.** Specify the maximum business days for delivering special sized mattresses. List these special sized mattresses below.
- 5.3.3.** Specify minimum order purchase if applicable.
- 5.3.4.** Outline the product warranty policy for mattresses, foundations, and bed frames, detail how the product is covered for each kind.
- 5.3.5.** ISI members request net 30 days' payment. Please confirm the proponent is in agreement with this request.
- 5.3.6.** Describe your acceptable payment methods (such as electronic or p-card).

5.4. Price

- 5.4.1. Pricing shall be held firm for the first contract year of the ensuing standing offer.**
- 5.4.2.** After the first contract year, ISI and the supplier will conduct a pricing refresh 30 calendar days before the anniversary date. Any price increase from a supplier for a pricing refresh must be accompanied by appropriate documentation (e.g., market analysis, industry trend reports).
- 5.4.3.** Specify percentage discount provided for any other items not listed on the Appendix C.
- 5.4.4.** Specify the hourly rate (if applicable) for removal services.
- 5.4.5.** Specify the flat rate for installation and removal services based on volume of purchase if applicable. Define the minimum volume of purchase to be eligible for this flat rate.

5.5. Additional Rated Criteria

- 5.5.1.** Response will also be evaluated on the following:
 - 5.5.1.1.** Clarity and conciseness of proponent's response;
 - 5.5.1.2.** Completeness of proponent addressing all requested information;
 - 5.5.1.3.** Confidence in the proponent's ability to meet the requirements as outlined.
- 5.5.2. Value Add**

Provide any details that you may consider as having value added as it would apply to this RFP.