



Addendum Number: 2
Request for Proposal: ISI 2019-004 Disposable Paper RFP
Date Issued: September 27, 2019
Issued by: Li Lei

For clarification and to address submitted questions, Addendum #2 is provided.

Part 1 – Response to Questions

Question #1: As per Section 4.1.2.3 in Appendix C - Part 1, would ISI remove the 2% cap and accept manufacturer increases for year 2 & year 3?

Answer #1: ISI will remove the 2% price increase cap detailed in Appendix C - Part 1, Section 4.1.2.3.

Question #2: Is ISI planning to award the batteries as well? Will this affect the pricing evaluation? If so, how many points will be allocated for batteries? How will ISI compare the pricing between a proponent who quotes on the batteries vs. a proponent who does not?

Answer #2: Battery pricing solicitation is removed from this RFP. **Appendix C – Part 3 – Battery Pricing, delete in its entirety.**

Question #3: How will ISI determine the lowest priced proponent for the paper products? There is no extended total cost, and there is a field for price per square feet. Please explain how the 60 points will be allocated for this section.

Answer #3: ISI will calculate the extended cost analysis based on previous annual volume (as indicated in RFP). That calculation will be used for comparative purposes. The total 60 points will be all allocated to the Paper pricing.

Question #4: As per Appendix F – UNB Fredericton Campus does not own the dispensers. There are 905 dispensers under lease with Wood Wyant until April 2021. Could ISI clarify what that means for this location? Will they continue to purchase the paper from Wood Wyant until April 2021? What is the monthly lease payments, and or buyout costs for the 905 dispensers located at UNB?

Answer #4: The 905 dispensers at UNB are out of the scope of this RFP, all reference to them are to be removed.



Part 2 - Other Amendments:

1. Appendix D, Section 2.1.1. delete in its entirety and replace with the following:
 - 2.1.1 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. Appendix D, insert Section 5.6.10 below:

5.6.10. Existing Dispensers Support

Describe how you are going to support the ongoing maintenance and/or replacement of the existing member owned dispensers as part of this RFP. E.g., what is the proposed process for damaged or broken dispensers? Your response should address both scenarios including regular maintenance and replacement.

3. The following Appendices have been modified to reflect the changes made in this Addendum.
Proponents are to ensure they have the relevant Appendices:

- Addendum 2 - Appendix C – Part 1 – Price Instructions and General Pricing
- Addendum 2 – Appendix C – Part 2 – Paper Pricing
- Addendum 2 - Appendix F – Dispenser and Volume Information

End of this Addendum