



Request for Proposals:
Janitorial and Sanitation Supplies

Proposals Due/Public Opening: 11am ET, Friday, May 16, 2025

Key Contact: Kelly Taylor; ktaylor@ciesc.org

REQUEST FOR PROPOSALS

On behalf of the CIESC, The Central Indiana Education Service Center is formally requesting proposals for “**Janitorial and Sanitation Supplies.**” Awarded contract would be effective July 1, 2025, or upon execution, through June 30, 2028.

Each participating Supplier that accepts this RFP is to respond to all required items as directed and submit an electronic proposal via the CIESC site at: <https://ciesc.cooppurchase.com>. Suppliers may register by visiting <https://ciesc.cooppurchase.com> and then selecting “Vendor Registration.” **ALL PROPOSALS MUST BE SUBMITTED ONLINE** by 11am ET on Friday, May 16, 2025, when proposals will be publicly opened at the CIESC office, but, pursuant to Indiana law, the contents of competing proposals will not be made available at that time.

Proposals must be accompanied by the following items delivered via regular mail:

- **Original Notarized Non-Collusion Affidavit**
- **Original Bid Signature Page**

Please send these documents in a clearly marked, sealed envelope to:

CIESC
Attention: Kelly Taylor; RFP For Janitorial and Sanitation Supplies
3500 DePauw Blvd, Suite 2020
Indianapolis, IN 46268

If there are any questions concerning this request for proposals, please contact Kelly Taylor at ktaylor@ciesc.org or at 317-313-5224.

CIESC is an equal opportunity employer.

Calendar of Process

Please note that all dates are subject to change

Activity:

Issue RFP: Tuesday, April 1, 2025

Notice on Intent to bid: Tuesday, April 15, 2025

Pre-proposal Conference (online): Tuesday, April 23, 2025, at 12pm ET

Deadline for questions via email: Friday, May 2, 2025

Response to written questions: Wednesday, May 4, 2025

Proposal due date: Friday, May 16, 2025 at 11am ET

Evaluation: Friday, May 16-Wednesday, June 4, 2025

Award: Friday, June 6, 2025

NOTICE OF INTENT TO BID: Vendors interested in submitting a proposal should provide written intent to bid (emailed to Kelly Taylor; ktaylor@ciesc.org) by **Tuesday, April 15, 2025**. Please include the following information:

- Vendor's legal name
- Name, title, email and phone number of primary contact person
- Brief statement of intent to submit a proposal

PRE-PROPOSAL CONFERENCE: A Zoom meeting will be held on Tuesday, April 23, 2025, at 12pm ET. A meeting link will be sent one day prior to the pre-proposal conference to primary contact of vendors that provide notice of intent to bid.

SCOPE OF SOLICITATION

INTRODUCTION: The Central Indiana Educational Service Center (CIESC) has a proven record of servicing school districts and other public entities in the state of Indiana with cooperative purchasing contracts competitively bid under the high standards expected for public sector procurement. CIESC's cooperative purchasing's efficient and reliable bidding system guarantees our schools, and other participating entities procure top quality products at the best market prices.

PURPOSE OF SOLICITATION: The Central Indiana Educational Service Center (CIESC) is accepting sealed, competitive proposals from qualified Suppliers to establish a cooperative contract(s) for Janitorial and Sanitation Supplies for schools and other participating entities in the State of Indiana and Nationally in conjunction with Edge Public as it's group purchasing organization of record. This contract will allow schools to purchase necessary items from qualified Suppliers at discounted rates.

ABOUT CIESC:

The Central Indiana Educational Service Center (CIESC) is a nonprofit organization dedicated to providing innovative services and collaborative solutions to schools and educators across Central Indiana. Established to support educational institutions in achieving their goals, CIESC offers a wide range of programs designed to enhance student learning, improve operational efficiency, and provide professional development opportunities for educators. By working with public, private, and charter schools, CIESC fosters a cooperative approach to addressing the evolving needs of the educational community.

At the core of CIESC's mission is a commitment to providing cost-effective, high-quality services that empower schools and educators to deliver exceptional education. This includes professional learning opportunities, technology integration, student programs, and administrative support services. One of its key initiatives, the Indiana Online Academy, provides students with flexible, high-quality virtual learning options, expanding access to education beyond the traditional classroom. Additionally, CIESC facilitates cooperative purchasing, transportation solutions, and media services, allowing schools to optimize resources and reduce operational costs.

Through these programs, CIESC not only supports educators in their professional growth but also enhances student achievement by ensuring access to modern learning tools and strategies. By fostering collaboration among member schools and leveraging shared resources, CIESC plays a crucial role in strengthening the educational landscape of Central Indiana. Its dedication to innovation, efficiency, and student success ensures that schools have the support they need to thrive in an ever-changing educational environment.

ABOUT EDGE PUBLIC:

Edge Public is a wholly owned subsidiary of Buyers Edge Platform (BEP) portfolio of companies. BEP is the largest and most experienced procurement and data organization in the private sector globally. Leveraging BEP's expansive economies of scale, Edge Public provides participants with access to competitively solicited and publicly awarded cooperative agreements. This program is grounded in the lead agency contracting model, ensuring a transparent, efficient, and publicly vetted procurement process that meets most of all regulatory requirements nationally.

Dedicated to enhancing value and resources for state and local governments, higher education institutions, K-12 educational organizations, and non-profit entities, Edge Public delivers shared services and supply chain optimization solutions. This support aids procurement operations across public and private sectors. Through corporate pricing structures and supplier sales commitments, Edge Public extends marketing, sales and administrative support to promote supplier products and services to Public Agencies on a national scale. This

targeted engagement allows Public Agencies to access competitive pricing driven by collective spending power and the convenience of pre-competed, publicly advertised contracts.

Suppliers benefit from this arrangement by entering into a contract that permits Public Agencies to procure goods and services directly without the need for additional competitive solicitations. Participating suppliers must possess the capability to meet nationwide or “super-regional” demand and comply with all obligations as specified in Edge Public's Supplier Administration Agreement.

NATIONAL CONTRACT: The Central Indiana Educational Service Center (CIESC), serving as the Lead Public Agency, has partnered with Edge Public to offer the resulting contract, hereinafter referred to as the "Master Agreement," to K-12 educational entities nationwide through Edge Public's cooperative purchasing program. In this partnership, CIESC functions as the contracting agency for any Public Agency that elects to utilize the Master Agreement. Additional information regarding Edge Public and the cooperative purchasing framework is detailed in the Supplier Administration Agreement.

Cool School Café’, a Buyers Edge Platform Company, is servicing over 1800 school districts throughout the United States feeding over 15,000,000 million students daily.

It is encouraged that distributors utilize all K-12, Manufacturers, and BEP deviations in their pricing proposal.

Suppliers benefit from this arrangement by entering into a contract that permits Public Agencies to procure goods and services directly without the need for additional competitive solicitations. Participating Suppliers must possess the capability to meet nationwide demand and comply with all obligations as specified in Edge Public's Supplier Administration Agreement.

MARKETING, SALES, AND ADMINISTRATIVE SUPPORT:

During the term of the Master Agreement, Edge Public will provide marketing, sales, partnership development, and administrative support to promote the Supplier’s products and services to Participating Lead Public Agency and participating agencies. These efforts will be conducted through various national marketing channels.

DEDICATED SUPPORT:

Edge Public will assign a marketing professional as the Supplier’s main point of contact, responsible for managing the relationship and developing a strategy to promote the Master Agreement. This director will facilitate connections with key Edge Public teams, including Sales, Marketing, Contracting, Training, and Operations & Support.

MARKETING INITIATIVES:

Edge Public’s marketing team will collaborate with the Supplier to promote the Master Agreement through (not all inclusive):

- Marketing materials (print, electronic, email, presentations)
- Website promotions
- Trade shows, conferences, and meetings
- Advertising campaigns
- Social media outreach

SALES SUPPORT:

The Edge Public sales team will work with the Supplier to drive engagement with existing and prospective Public Agencies through:

- Individual and joint sales calls
- Customer service and communication initiatives
- Training sessions for Public Agencies and Supplier teams

CONTRACTING AND COMPLIANCE SUPPORT:

The contracting team will assist the Supplier by:

- Providing expertise in joint powers authority and cooperative purchasing regulations
- Conducting training sessions for Public Agencies and Supplier teams
- Performing regular business reviews to track program success
- Managing general contract administration

USE OF RESULTING CONTRACT(S): Contracts that are a result of this solicitation will be available to the following eligible entities without additional competitive bidding:

- All K-12 Districts and Schools Nationally
- Higher Education Institutions in Indiana
- Political Subdivisions in Indiana
- Senior and Meals on Wheels programs Nationally
- Nonprofit Organizations Nationally (NSLP/CACFP)
- All Higher Education Nationally
- All Public and Private Charter Schools

CONTRACT OBJECTIVES:

- Provide a comprehensive, competitively solicited agreement(s) that allows participating agencies in the State of Indiana and Nationally to purchase desired Janitorial and Sanitation Supplies products, at lower prices and with better value than what they would ordinarily receive.
- Achieve cost savings for participating agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals.

EXCLUSIVITY: CIESC anticipates considerable activity resulting from this RFP award(s), however no commitment of any kind is made concerning actual quantities to be acquired. CIESC does not guarantee usage as usage depends on the actual needs of the participating agencies. Success is based on the marketing efforts of all parties.

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the purchaser. The agencies reserve the right to obtain similar goods and services from another source.

We fully anticipate multiple awards based upon the **National scope and the regional strengths** of some respondents

ESTIMATED ANNUAL CONTRACT VALUE: Upon full adoption of the contract, we anticipate annual sales volume to reach \$500 million, driven by the national scope and the extensive network of schools and districts.

CONTRACT DURATION: Awarded contract(s) will be for three (3) years with the option to renew for two (2) additional years. The initial contract term will be July 1, 2025-June 30, 2028.

CONTRACT RENEWAL: With mutual agreement of the successful Suppliers, CIESC reserves the right to renew the prices and terms of the contract resulting from this procurement without additional competitive bidding for two-year renewals. Such renewals would allow for the continuation of services and/or the extension of products and services to other locations or programs. Such renewals may be made so as CIESC and the successful Suppliers(s) agree to the renewal.

ANTICIPATED AWARD: To cover the different regions that will be participating in this award it is anticipated that CIESC may have to make multiple awards to different Suppliers to achieve the product mix that is needed. All awards are subject to the approval of The Governing Board of the Central Indiana Educational Service Center. The successful Suppliers(s) will be notified of award via a Letter of Award from the CIESC Governing Board.

PUBLIC OPENING: Proposals will be publicly opened at the CIESC office at 11am local time on Friday May 16, 2025, but, pursuant to Indiana law, the contents of competing proposals will not be made available at that time. The name of proposing organizations will be read.

PURCHASE AND DISTRIBUTION OF CONTRACT ITEMS: Upon award of the contract, the products will be purchased and paid for by the participating entities of the award.

PRODUCT AND SERVICE ADDITIONS: New products and/or services that are within the scope of this RFP may be added to the awarded contract at any time during the contract term by written amendment.

ACCEPTANCE OF RFP TERMS: A proposal submitted in response to the RFP shall constitute a binding offer. Acknowledgement of this condition shall be indicated by the autographic signature of the organization legally authorized to execute contractual obligations. It is assumed by the organization's response that it acknowledges all terms and conditions of this invitation for an offer. Organizations shall clearly identify any variations between its proposal and the CIESC RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

WITHDRAWAL OF PROPOSAL: No proposals may be withdrawn for a period of sixty (60) calendar days following the due date of such proposals.

UNRESPONSIVE SUPPLIERS: Proposals from unresponsive Suppliers will not be accepted. Suppliers having a history of inconsistent service and unreliability will not be considered by the CIESC to be a responsible proposer.

MODIFICATIONS: Modifications, additions, or changes to the terms and conditions of this RFP may be a cause for rejection of a proposal.

OPEN AND FREE COMPETITION: All CIESC procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with Title 7, *Code of Federal Regulations* (7 CFR) sections 3016 and 3019.

QUESTIONS: Questions regarding this RFP shall be submitted IN WRITING via e-mail or through the CIESC bid software no less than fourteen (14) business days prior to the due date for proposals.

PROPOSAL GUIDELINES:

1. CIESC will consider proposals from organizations to meet the minimum qualifications as outlined in the RFP.

2. The organization signing and submitting the proposal must be authorized by and capable of binding the supplier(s) represented. The Suppliers shall be fully and ultimately responsible for the provision of all products and services per the requirements of the RFP.
3. The Suppliers shall be the sole point of contact for all questions, problems, and warranty issues that may result from this proposal. The failure of Suppliers to act in no way relieves the full responsibility of the respondent for all requirements under this RFP.
4. Proposal shall remain firm from the opening of this proposal through the completion of an awarded contract, unless otherwise specified.

REVIEW AND AWARD PROCESS: In order to allow CIESC the opportunity to evaluate each proposal thoroughly, CIESC requires that any response to this solicitation be valid and irrevocable for sixty (60) days after official opening date and time.

CIESC reserves the right to reject any or all proposals, to clarify items in a proposal, and to waive errors or corrections in a proposal. CIESC reserves the right to reject the proposal of any respondent who has previously failed to perform similar contracts with school districts and/or other eligible entities satisfactorily. The winning proposal will be recommended to the Governing Board of the Central Indiana Educational Service Center for final approval.

PROTEST PROCEDURES: Offeror's whose proposal has been timely filed and who is aggrieved by the award of a contract to another offeror may appeal the decision by filing a written notice of appeal. The notice must be filed within ten (10) business days of the date of award of the contract, exclusive of Saturdays, Sundays, and legal state holidays. The notice of appeal must clearly and fully identify all the issues being contested by reference to the page, and section of the solicitation document and/or award of contract. An appeal will be heard by the designated CIESC members unless the petitioner is not an aggrieved party, or a prior request by the same petitioner relating to the same contract award has been granted, or the request is capricious, frivolous, or without merit. The burden of proof lies with the petitioner. The evidence presented must specifically address and be limited to one or more of the following:

1. Violation of State or Federal law.
2. Irregularities creating fundamental unfairness; or
3. Arbitrary or capricious award.

CIESC will provide a written response within ten (10) business days after hearing the appeal and shall be the final decision on the matter.

INCURRING COSTS: CIESC is not liable for any cost incurred by offerors prior to the issuance of a procurement document.

NEGOTIATIONS: CIESC may conduct exclusive or concurrent negotiations with Offerors deemed reasonably susceptible for award. Proposal details, including pricing, will remain confidential. Negotiations do not constitute a contract award or confer any property rights. If negotiations do not progress, CIESC may terminate discussions and negotiate with the next most qualified Offeror(s). CIESC may conduct interviews as part of the evaluation process but is not required to do so. Interview costs will not be reimbursed.

PIGGYBACK PROCUREMENT & GROWTH: CIESC authorizes all current and new member districts as well as all entities listed above to buy under these same terms and prices set forth in this contract without additional competitive bidding. (Reference Page 5)

STATEMENT OF NEED

All products offered shall be new, unused, and of the latest design and technology.

The intent is for each Supplier to submit their complete product line so that the Lead Procurement Agency and participating entities may order a wide array of products as needed. The categories outlined below are of primary interest to CIESC. Supplier(s) have the option to add as many applicable categories that encompass the Janitorial and Sanitation Market.

Primary categories used for evaluation include:

1. CLEANING CHEMICALS & DISINFECTANTS

- General Purpose Cleaners
- Disinfectants & Sanitizers (EPA-Approved)
- Dilution Control Chemicals and Systems
- Degreasers & Heavy-Duty Cleaners
- Restroom & Bowl Cleaners
- Glass & Surface Cleaners
- Carpet & Upholstery Cleaners

2. PAPER PRODUCTS

- Toilet Tissue (Standard & Jumbo Rolls)
- Paper Towels (Roll, Multifold, and C-Fold)
- Facial Tissues
- Napkins

3. TRASH BAGS & LINERS

- High-Density & Low-Density Liners
- Various Sizes & Thicknesses
- Compostable & Recyclable Options

4. DISPENSERS & EQUIPMENT

- Soap & Hand Sanitizer Dispensers
- Paper Towel & Toilet Paper Dispensers
- Air Freshener Dispensers

5. HAND HYGIENE & PERSONAL CARE

- Liquid & Foam Hand Soaps
- Hand Sanitizers (Alcohol & Non-Alcohol)
- Hand Lotions & Skin Care Products

6. FLOOR CARE PRODUCTS

- Floor Strippers & Wax

- Neutral & Specialty Floor Cleaners
- Carpet Spotters & Shampoos
- Dust Mop & Wet Mop Treatments

7. MOPS, BROOMS, & BRUSHES

- Wet Mops (Cotton, Microfiber, Synthetic)
- Dust Mops & Handles, Push Brooms & Hand Brushes
- Scrubbing Pads & Sponges

8. CLEANING TOOLS & ACCESSORIES

- Buckets & Wringers
- Squeegees & Scrapers
- Dusters & Microfiber Cloths
- Extension Poles & Ladders

9. WASTE RECEPTACLES & RECYCLING BINS

- Indoor & Outdoor Trash Cans
- Recycling Bins & Compost Bins
- Step-On & Hands-Free Containers

10. RESTROOM SUPPLIES

- Feminine Hygiene Products & Dispensers
- Urinal Screens & Deodorizers
- Toilet Seat Covers & Dispensers

11. MACHINES AND ACCESSORIES

- Auto Scrubbers
- Extractors
- Vacuums
- Steam Cleaners
- Accessories

12. BREAKROOM AND KITCHEN

- Water Coolers
- Coffee Equipment
- Coffee/Tea Service

13. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Gloves – Vinyl, Latex, Synthetic (PF/P)
- Masks
- UV Solutions

Product Ordering:

Products should be available 24/7 (online) through multiple ordering methods, including E-procurement systems, Online Stores, Retail Stores, and Will Call.

Pricing:

- Fixed percentage discounts off catalog pricing by Product Category.
- Price increases require a 90-day notice with supporting documentation and mutual acceptance.

- Price decreases must be implemented as soon as available.
- Special discounts may be offered for large volume purchases.
- Manufacturer Direct Pricing Agreement/Rebates options are encouraged.

Supplier Participation:

- Suppliers may extend pricing and category discounts to subcontractors working with CIESC-related projects.
- Suppliers are encouraged to offer incentives for volume purchases.

Online Catalog and Reporting:

- Online catalog access reflecting contract pricing is a requirement.
- Quarterly reporting on purchases, spending details, and supplier participation is expected.

Emergency Response Capabilities:

- Suppliers should provide details on emergency response contacts, supply priorities, and experience in disaster response.

Supplier-Managed Inventory:

- Suppliers must outline their capability for managing on-site inventory and vending solutions for locations currently utilizing such services.

This document serves as the official RFP framework for Janitorial and Sanitation Supplies for CIESC. Suppliers are expected to submit proposals that align with the scope of work outlined in this document.

SECTION 1: SUPPLIER REQUIREMENTS

EXPECTATIONS OF SUPPLIERS:

1. **Tracking Capabilities:** Provide an electronic method to keep track of orders, rebates, deliveries, invoices, and quarterly reports.
2. **Online SDS access:** It is imperative that the end-user have access to this critical safety data.
3. **Online Capabilities:** Provide contracts, technical information, online catalogs, shopping lists, pricing, and product specifications via website.
4. **Field Staff:** Provide staff that are knowledgeable and readily available to assist schools to make necessary decisions about items.
5. **Audits:** Provide the capability for certified public accountants to audit the qualified GPO/Distributor on behalf of CIESC once contracts are issued.
6. **Incentives/Rebates:** Provide the manufacturer incentives in which savings or discounts are passed directly on to the participating districts, preferably in the form of a credit off invoice. Rebate checks to districts are also acceptable.
7. **Records:** Retain all books, records, and other documents relative to the contract agreement for five (5) years after final payment, or until audited, whichever is sooner. The CIESC authorized agents, State Agency, and/or auditors shall have full access to and the right to examine any of said materials during said period.
8. **Out of Stock Process:** Ability to notify participating districts before scheduled delivery time that an item is temporarily out of stock. Substitutions may be provided at an equal or greater quality at or below the bid price at the district's discretion.
9. **Special Order Process:** Provide districts with a way to know if an item is only available through special order. Suppliers must indicate typical lead times for all special-order items.
10. **Service Level:** Strive to fill all original orders at a monthly average of 98% or above on the scheduled delivery days, if applicable.

CONTRACT PRICING:

1. The Suppliers will be required to hold all proposed category discounts firm during the term of the contract.
2. Suppliers agree that the cost for any item purchased through this contract will be uniform for all qualified participating entities.
3. Prices will not include Federal Excise Tax, Transportation Tax, or State Sales Tax as these taxes do not apply to purchases by the participating school districts.

ORDERS AND PAYMENT: Each participating school corporation shall issue its own orders detailing specific options and delivery instructions. School corporations shall be responsible to make payments directly to the Suppliers for all products ordered as prescribed by the Indiana State Board of Accounts. All orders from participating entities will be sent directly to the Suppliers. Purchase orders may be transmitted by mail, fax, email, verbally or through an e-procurement software program.

DELIVERIES:

1. All solutions offered shall be FOB destination for all orders placed over the Supplier's minimum order level. Any and all costs related to delivery shall be borne by the Suppliers for all orders over the minimum.
 - a. Exception: School Corporation agrees to pay expedited shipping costs if the member school corporation requests such special shipping arrangements. All expedited shipping costs must be pre-approved by the School Corporation prior to delivery.
2. No COD orders will be accepted.
3. All delivery vehicles must be company contracted.
4. Suppliers agree that shipping errors will be at the expense of the Suppliers. For example, if a Supplier ships a product that was not ordered to a member, it is the responsibility of the Suppliers to pay for the return shipping costs at the convenience of the member.
5. The Suppliers must be able to do business successfully in the entire State of Indiana, nationally and/or regionally and with deliveries being made in a timely manner and according to the school districts' requested delivery schedules.

SUPPLIERS EMPLOYEE CONDUCT:

1. Successful Suppliers are responsible for their employees while on School District property.
 - a. Suppliers will be responsible for all damage or injury to existing facilities, equipment, property, or persons caused by the Suppliers' employee.
 - b. Suppliers' personnel shall conduct themselves in a respectable and courteous manner while performing duties at any of the School Districts' property. Each School District reserves the right to deny access to any of the Suppliers' employees at any time for any reason in the sole discretion of the School District. Each School District also has the right to request an alternate employee of the Suppliers.
2. Suppliers shall conduct background checks for their employees who will have regular contact with School Districts, including but not limited to contract representatives and delivery personnel, in accordance with the individual School Districts' background standards.

- a. It is the responsibility of the Suppliers to ensure that no persons who have failed to clear background checks in accordance with any School District's standard(s) will perform any work for the School District. Violation of this provision will be grounds for immediate termination of the contract with or without notice.
 - b. Suppliers shall not knowingly send any employee, agent or subcontractor personnel who is a registered sex offender or who has a criminal conviction on his/her background check records of sexual abuse to any School District's location, building or property. Suppliers shall make periodic criminal history record inquiries as authorized by law. Violation of the requirements contained in this provision will be grounds for immediate termination of the contract with or without notice.
3. Delivery personnel should be appropriately dressed in clearly recognizable company name, logo, or identity tag visible.
 4. Suppliers' personnel are forbidden to possess/consume/or be under the influence of alcohol, use tobacco, e-cigarettes, or vaping products, possess/use/be under the influence of unauthorized controlled substances or possess/use weapons/firearms when on School(s) / Districts property pursuant to applicable federal, state, and local laws or policies.
 5. Suppliers' personnel will perform work without unnecessarily interfering with School Districts' Activities. Suppliers will take precautions necessary to protect persons or property against injury and/or damage that may occur because of the fault or negligence of their employee.
 6. The employment of unauthorized workers by the Supplier is considered a violation of Federal and State Law. If the Suppliers knowingly employs unauthorized workers, such a violation shall be cause for termination of the awarded contract.
 7. Supplier acknowledges that it shall not fulfill this contract in any part by use of a person who is barred by any state, local, or federal law from being on School District's property at any time.

SUPPLIER REPORTS: In addition to any reporting required by Edge Public, a quarterly report of the total gross dollar volume of all products and services purchased by the CIESC contract participants as it applies to this RFP will be provided and separated by school or entity with the combined report being sent to the CIESC and Edge Public. Other sales reports may be requested throughout the duration of the contract. Monthly price reports will be required to indicate price fluctuations for items not being held for the duration of the contract.

ADMINISTRATIVE FEE: The "Administrative Fee" is payment owed by the Supplier to Edge Public, calculated as **three percent (3%)** of the total purchase amount paid to the Supplier, excluding refunds and returns. This fee applies to all sales of products and/or services made to the Lead Public Agency and Participating Lead Public Agencies under the Master Agreement (including any amendments or renewals). See attached Supplier Agreement.

- The parties may agree in writing to a lower Administrative Fee for a specific Participating Lead Public Agency's Contract Sales.
- At their discretion, Suppliers may opt to pay additional fees (e.g., technology fees) to Edge Public or a third party for enhanced support or access to Edge Public's technology platform.

SECTION 2: PROPOSED DISCOUNT SCHEDULE

Suppliers shall provide the following on the CIESC Janitorial and Sanitation Supplies Bid Sheet:

- **Category Discounts:** Proposed discounts by category. Suppliers can add additional categories as needed.
- **Proposed Deeper Discounts:** Suppliers should provide a list of their top selling items relevant to this solicitation that they are willing to offer at a deeper discount.

SECTION 3: QUESTIONNAIRE FOR RESPONDENTS

Please complete your response to the following questions in the CIESC RFP/Bid Site:

BENEFITS OF THE FIRM

1. The name, address, phone number, and email address for the authorized agent submitting the proposal.
2. Description of company including:
 - a. Company size/history
 - b. US Market Share for solutions related to this solicitation
 - c. Scope of clients serviced
 - d. Annual dollar amount of current contracts negotiated
 - e. Industry longevity related to scope of this solicitation
 - f. Headquarter's physical address
3. Capacity to provide products to all participating entities in the United States.
4. Name individual staff members in your company that would be assigned to execute this contract and their specific duties as they pertain to the participating entities.
5. Please list at least 3 school districts that can be contacted as references (Please ensure at least one is in Indiana). In addition to your 3 references, LPA will also research your performance ratings on a third-party platform, Procurated (<https://home.procurated.com/>), that collects public sector reviews of suppliers. Your score will be considered in addition to the qualitative feedback provided by your references. If you are not yet listed on Procurated, we strongly encourage you to register on their site and to ask your past public sector customers to write reviews of their experiences in working with you.
6. Please list the name and address of the distribution center(s) that would serve the contract.
7. Describe the contractual incentives your proposal will offer to participating entities.
8. What differentiates you from your competitors in the K12 school market?
9. Please use this opportunity to describe any/all other features, advantages, and benefits of your organization that you feel will provide additional value and benefit to participating districts of this RFP.

ADMINISTRATION

1. Describe your company's problem escalation process, including problem resolution strategies.
2. Please describe your company's warranty terms in as much detail as possible, including:
 - a. Time frame of warranty
 - b. Lead time on warranty issues
3. Please provide as much detail as possible about your firm's procedures regarding:
 - a. Return Policy
 - b. Restocking Fees
 - c. Product Recalls
4. Please describe how the cleaning/care/SDS information for items is distributed.
5. Please list any and all states where your company's products and services CANNOT be offered.
6. Describe any anticipated issues in servicing participating agencies from this RFP and how you plan to manage these issues.
7. Describe how your company will work with Edge Public to market the awarded contract to eligible entities Nationally. How will your team differentiate this contract from other contracts your company might have with other cooperative purchasing agencies?
8. Describe how customers can verify they are receiving contract pricing pertaining to this awarded contract.

9. Describe your company's ability to provide quarterly reports of total gross dollar volume generated from this contract to CIESC and Edge Public.

OFFERING STRUCTURE

1. Please provide as much detail as possible to describe your company's pricing structure as part of this proposal including:
 - a. Discounts on product categories
 - b. Discounts on services
2. Please describe any/all manufacturer/category rebates to customer i.e. Branded / non-branded Paper Towel (i.e. GP) yields "x" rebates by purchasing tier.
3. Please list all products and services that are not eligible for discounts.
4. Will this pricing structure be guaranteed for the term of the contract?
5. How will new products and services be priced to be aligned with this contract?
6. Please provide pricing for warranties on all products and services.
7. Is your proposed pricing structure equal to or lower than pricing your company offers to individual entities or cooperatives with equal or lower volume?
8. Describe how your firm conducts pricing audits including frequency.
9. How does your firm report and manage pricing discrepancies?
10. Please include any other pricing proposals you may want to propose.
11. Provide any additional information relevant to this section.

ORDERS & DELIVERY

1. Please outline how the current CIESC accounts would be transitioned into a new Cooperative programs account. What will the user experience be in the transition?
2. What is your firm's order lead time and order cut off time? What is the process to add an item to an order after the order has been submitted? Please give as much detail as possible. (for online/call in orders)
3. Can individual order guides be created for school districts? (for online/call in orders)
4. What is your firm's minimum order amount and what is the shipping/delivery fee if the minimum order amount is not met?
5. Please indicate if there is a fuel surcharge, tracking charge, truck charge, or trip charge associated with your proposal.
6. Does your firm have any miscellaneous charges the CIESC should be aware of?
7. How does your firm handle items that districts order that are not stocked in the distribution center servicing that school district?
8. Will school districts have access to online ordering and viewing invoices/statements online?
9. Describe in detail your firm's method for tracking
 - a. Orders
 - b. Rebates
 - c. Deliveries
 - d. Invoices
10. Describe ease of use of your website for school districts including:
 - a. Search Capabilities
 - b. Pricing
 - c. Lead Times
 - d. Reporting Capabilities at the Building and District Level
11. Does your company require the customer to place a deposit when placing an order? Please outline all the

details about your company's policy regarding deposits.

12. Describe your company's payment terms as well as any quick pay discounts offered.
13. Please describe the different types of payment your company accepts including but not limited to:
 - a. Purchase orders
 - b. Procurement card
 - c. Credit card/Debit card
14. Does your company have any additional charges for customers for using different types of payment forms (i.e., credit card fees)?
15. Describe your company's ability to integrate with an e-procurement system for participating entities to utilize if they choose.

SECTION 4: EVALUATION

Proposals will be evaluated based upon the following selection criteria:

| Janitorial and Sanitation Supplies RFP | |
|---|-------------------|
| CRITERIA | EVALUATION WEIGHT |
| Agreement to Meet Minimum Requirements | Pass/Fail |
| Proposal Forms (Completed and Clear) | Pass/Fail |
| Pricing Analysis <ul style="list-style-type: none"> Category Discounts | 35 |
| Benefits of Firm May include but not limited to: <ul style="list-style-type: none"> Experience Staffing References/Past Performance Contract Incentives Value-Added Services | 25 |
| Administration May include but not limited to: <ul style="list-style-type: none"> Customer Service Warranty Marketing Reporting | 15 |
| Orders & Delivery May include but not limited to: <ul style="list-style-type: none"> Order Process Invoices/Statements Tracking Methods Payment Minimum Order Amount | 15 |
| Offering Structure May include but not limited to: <ul style="list-style-type: none"> Pricing Guarantee New Products Pricing Audits Competitive Offer | 10 |
| TOTAL | 100 |

Please note that any past failure to meet any minimum quality or performance expectations on any product or service will be sufficient cause to reject your proposal regardless of the evaluation weighting.

SECTION 5: INSTRUCTIONS FOR RESPONDING

Electronic RFP Bidding Software Instructions:

- The link to the secure bidding site is: <https://ciesc.cooppurchase.com>. You will need to request a username and password by registering at the site if you do not already have one.
- All responses must be completed in the software program by the scheduled opening as the program will close at the scheduled opening time.
 - Only the Original Signed Proposal Signature Page and Original Signed Non-Collusion Affidavit must be sent to the CIESC as the rest of the information will be captured and stored in the software.
 - Please send these items to:

CIESC

Attn: Kelly Taylor-Janitorial and Sanitation Supplies RFP

3500 DePauw Blvd. Suite 2020

Indianapolis, IN 46268

- Under the Documentation you will find the “RFP Document” that includes the details of the RFP. It is downloadable in a PDF.
- All forms that need to be completed are located here to download in a Word Document.
- By clicking on the blue “Response” button you will be taken to where you make your response and upload your information.
- Under the “Response” is where the bidder answers questions pertaining to the bid. It is also where any required forms are uploaded once completed. Please fill them out appropriately, convert them into a PDF document and upload. At the top of the page is a “Tip” with instructions on how to upload the documents. This box is required for the bid.
- The “Additional Documents” box is for uploading any additional documents that you may want to bring to our attention. It is not required but do submit it as an empty box if you do not have any comments so that you will be able to make your final submission.

Instructions to Complete Your Submission in CIESC Software:

- As you complete the tasks in the “Response” area the boxes will change from yellow to green to indicate that that area is ready for submission.
- You can still make changes in an area up until you make the final submission.
- Just click on the blue “Make Changes” if you want to change anything in each category.
- Once the first three boxes are green you are ready to “Finalize Submission”.
- Click the blue “Download Submission” and a zip file with your complete bid will be downloaded for you to keep as your record.
- You can still make changes up to the bid opening by clicking on the blue “Make Changes” button. If you do, please resubmit your bid and redownload your submission.