



ADDENDUM

Date: **May 21, 2015**
Subject: **Consolidation and Delivery Services for International Merchandise**
RFP Number: **20141107**
Due Date/Time: **1:00 p.m. June 9, 2015**
Addendum Number: **1**

To All Offerors:

A solicitation "Addendum" is defined by the Commonwealth of Pennsylvania as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Request for Proposals or Request for Quotations).

Addendum 1 includes a copy of the information presented at the May 19, 2015 Pre-Proposal Conference for RFP 20141107, *Consolidation and Delivery Services for International Merchandise*. Addendum 1 also contains the official Answers to all Questions received during the scheduled "Q&A" period of this RFP, including questions posed in writing at the Pre-Proposal Conference.

Sealed proposals consisting of three separately sealed submittals (technical, small diverse business, and cost) must be received by 1:00 p.m. EST on June 9, 2015. The submittals must be addressed to Joshua Greene, PLCB, Bureau of Purchasing and Contract Administration, Room 316 Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124 and be properly signed.

If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the above address.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Joshua Greene
Title: Issuing Officer
Phone: 717.547.3574
Email: josgreene@pa.gov

**PRE-PROPOSAL CONFERENCE
RFP NO. 20141107**

Consolidation and Delivery Services for International Merchandise

1. Ladies and Gentlemen, my name is Joshua Greene. I am the Pennsylvania Liquor Control Board's Issuing Officer for RFP No. 20141107, "Consolidation and Delivery Services for International Merchandise." I am responsible for administrative and contractual issues. I must be the sole point of contact, except for Small Diverse Business-related information, on all project-related matters until a contract has been fully executed. Any violation of this condition may be cause to reject the offending Offeror's proposal.

Other Commonwealth personnel present are:

- Stacy Rineer, Office of Chief Counsel for the Pennsylvania Liquor Control Board (PLCB)
- Melinda John, Bureau Director, PLCB Bureau of Purchasing and Contract Administration
- Beverly Ward, PLCB Bureau of Purchasing and Contract Administration
- Philip Friedrich, PLCB Bureau of Purchasing and Contract Administration
- Curtis Burwell, Department of General Services (DGS), Bureau of Small Business Opportunities

Please be sure to include your name, your organization's name, mailing address, phone number and email address on the sign-in sheet. A copy of the sign-in sheet will be an attachment to the Pre-proposal Conference minutes (see Attachment 1).

2. This Pre-proposal Conference has **four** purposes:
 - a. To furnish some of the background leading to the issuance of this request for proposals;
 - b. To emphasize those requirements of the RFP we consider especially important;
 - c. To point out some areas which Offerors have had problems with in the past; and
 - d. To answer your questions concerning the RFP.
3. **Background.**
 - a. Curtis Burwell, from the Department of General Services, Bureau of Small Business Opportunities will now provide an

overview of Small Diverse Business Participation. (Attachment 2 presents the content of Curtis Burwell's presentation.)

b. We will now provide a short, technical overview of the project. (Attachment 3 presents the content of the technical overview.)

4. **Critical Points in the RFP.** To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete proposal. Our evaluation will be based on what is submitted by you. Follow as completely as possible the proposal format given in Part II of the RFP; this will aid the evaluation committee in making its comparative evaluation.

5. **Potential Problem Areas:**

- a. No equipment/hardware/software can be purchased with project funds.
- b. The initial contract resulting from this RFP will be five (5) years in duration with one (1) two (2)-year renewal option.
- c. No answer is official until it is confirmed in writing and posted on the DGS website.
- d. Proposals must be timely received from Offerors.
- e. **Please review the rules concerning who is the proper signatory for your proposal and what documentation is required.** Proposals must be properly signed by an official authorized (see Page 3 of Appendix D to RFP 20141107 for those officials) to bind the Offeror to its provisions or the proposal will be rejected. The proposals should also include the federal identification number (or social security number if the company does not have a federal identification number) for the prime contractor and all subcontractors.
- f. If there is any indication that your proposal will not remain valid until a contract is fully executed, as required in Section I-12 of the RFP, your proposal may be rejected.
- g. If there are any assumptions included in the cost submittal, your proposal may be rejected.
- h. If you state or imply that the proposal is contingent on negotiation of Offeror terms and conditions and/or acceptance of Offeror assumptions, your proposal may be rejected.

- i. Three references for the prime and three references each for any subcontractors must be submitted. See Part II-5 of the RFP at page 11. Do NOT use any current or former PLCB employees as references. Also, do NOT use the prime contractor as a reference for any proposed subcontractors.
- j. Offerors must obtain seventy percent (70%) of total available technical points to advance to Best and Final Offers.
- k. **Do not submit your proposal in an unsealed box and/or with unsealed separate elements.** Each proposal shall consist of the following **separately sealed** (each enclosed in a taped or glued box/envelope of appropriate size) **submittals**:
 - 1. Original and twelve (12) paper copies of the Technical Submittal;
 - 2. Two (2) paper copies of the Cost Submittal;
 - 3. Two (2) paper copies of the Small Diverse Business Submittal.

Each sealed box or envelop must be labeled with what is enclosed in that box or envelope.

Two (2) complete and exact copies of the entire proposal on CD-ROM or Flash drive in Microsoft Office or Microsoft Office-compatible format are also due to the Issuing Office by 1:00pm on June 9, 2015. The CD-ROMs or Flash drives can be included in one of your sealed boxes in a separately sealed envelope.

All late proposals will be rejected, regardless of the reason for late arrival. Please note that if all elements are not sealed as directed your proposal may be rejected.

- l. Technical submittal evaluation criteria can be found in Part III-4 of the RFP on Pages 16 - 19.
6. **Questions.** I will now answer questions that have been submitted in writing prior to this meeting, after which I will attempt to answer any further questions you may have.

I will now address other questions. Please write your questions legibly on the question and answer forms available here and return them to me. I will read each question without identifying the firm involved and, if I can, answer it now. However, any answer given today must be considered unofficial until it is confirmed in writing. I will not attempt to answer any question not reduced to writing on the question form. All questions asked today will be officially answered in writing.

This is the final opportunity to ask any questions regarding this RFP. All questions and written answers will be posted to the DGS website as an addendum to, and shall become part of, the RFP. Each Offeror is responsible to monitor the DGS website for new or revised RFP information.

Bureau of Small Business Opportunities (BSBO)

Gayle Nuppnau

DGS, Procurement Liaison

Bureau of Small Business Opportunities

Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

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- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.
- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than 7\$ million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

Bureau of Small Business Opportunities

Attachment 2

To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated in section II of the RFP.

- Copy of verification letter
- Small Diverse Business (es) must be named including address and phone
- Letter of intent that specifies the type of goods or services the small diverse business will provide along with percentage of commitment
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Offeror and not by subcontractors and suppliers
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Small Diverse business as subcontractors

Contact Information

Bureau of Small Business Opportunities (BSBO)

Ms. Gayle Nuppnau

Procurement Liaison

Telephone: (717) 346-3819

E-Mail: gnuppnau@pa.gov

Attachment 3

RFP 20141107

Consolidation and Delivery Services for International Merchandise Technical Overview

The Pennsylvania Liquor Control Board (PLCB) is a multi-faceted agency responsible for the sale and control of beverage alcohol throughout the Commonwealth and is one of the largest purchasers of wine and spirits in the country. The PLCB wishes to continue consolidating international beverage alcohol products and transporting them from the following, but not limited to, Europe, South America, Australia, New Zealand, and South Africa to the PLCB's distribution centers.

Currently, the PLCB utilizes three (3) Pennsylvania Distribution Centers for the receipt, processing, and storage of PLCB merchandise located in Philadelphia, in Taylor, and in Pittsburgh.

The fragile nature of the glass, the liquid contents, and the high value associated with the merchandise requires a secure, stable, temperate environment, as well as responsible material handling.

The Selected Offeror shall optimize the use of Pennsylvania ports, while providing service consistent with the PLCB's need to have a timely, reliable, secure supply chain at a reasonable rate.

The Selected Offeror of this door-to-door service shall receive, pick up, package, store, handle, maintain accurate and timely communication with the PLCB, ship, and deliver merchandise to PLCB Distribution Centers. The Selected Offeror must also ensure that each case delivered to the PLCB Distribution Centers is properly labeled. The Selected Offeror shall maintain accurate and detailed records.

*Consolidation and Delivery Services for International Merchandise
Submitted Questions*

Q1. Will all of the shipments here be coming into the Philadelphia location?

A1. As set forth in Parts I-4, IV-1(B), IV-2, IV-3(G), IV-4 Tasks A and B of the RFP, the Selected Offeror will deliver to each of the three (3) Distribution Centers. See also, Appendix O, Current PLCB Destinations.

Q2. Would you have zip codes for all the pick-up locations since these are all door to door?

A2. Pick-up locations are variable. Geographic areas and historical purchase patterns have been provided on Appendix E, Cost Submittal Template. Please also see Part II-10(A) and Part IV-3(F) of the RFP.

Q3. How many cases fit on a pallet?

A3. This is variable. See Part IV-4 Task A.6 of the RFP.

Q4. How heavy is one pallet?

A4. See # A3 above.

Q5. What is the License number for the PLCB?

A5. This will be supplied to the Selected Offeror.

Q6. What is your customs broker contact information?

A6. PLCB is a self-filer Importer of Record. All documentation and information required for FDA and Customs clearance should be sent to the address in Part IV Task A.3.

Q7. Please confirm if you would like to receive full container rates on any of the origins, as opposed to, or in conjunction with, a flat rate per case.

A7. Please see Appendix E, Cost Submittal Template, which requires a Per Case Consolidation Rate (Door to Door Service) and a Per Case Labeling Rate. No changes may be made to the Cost Submittal.

Q8. For all countries of origin, please advise the exact city/pick up location, in order to be able to quote you from the origin door.

A8. Please see #A2 above.

- Q9. In Appendix E, you have volumes for each origin.**
- What is that based on?
 - Is this LCL or RCL?
 - Where can I find the weight/measure of the freight in order to calculate costs?
 - I also will need origin/destination postal codes in order to calculate origin/destination costs.

A9. *Please see #A2 above.*

- Q10. Are there any temperature controlled container requirements? If so, what is the percentage from each region, i.e. Europe, Australia, etc.?**

A10. *See Part IV Task A.7 (b) and (f).*

- Q11. Are there transit time expectations from origin door to destination door? Or is cost most important? Other expectations?**

A11. *See Part IV Task A.1. Cost is 30% of total score. See RFP for all other expectations.*

- Q12. What are the issues experienced in the past you want to avoid, whether service or with communications?**

A12. *The performance of the current supplier has met current expectations. The expectations of the PLCB for the successful Offeror are outlined in the RFP.*

- Q13. Will there be multiple Offerors awarded?**

A13. *No.*

- Q14. Who is the current provider and my competition? Is there more than one current provider?**

A14. *J. F. Hillebrand USA, Inc. is the current contractor for this work.*

- Q15. Is it a requirement to only use PA ports of entry, or can I utilize other ports, i.e. Baltimore, New York, etc.? Due to routings, Philadelphia ports may not always be the best option.**

A15. *Please see #A1 above.*

Q16. If no Offeror meets the criteria, is the RFP re-bid or does the current provider maintain the contract?

A16. Current contract expires on October 31, 2015 with no renewal options. PLCB reserves the right to reject any/all proposals and/or to reissue RFP. See Part III-6.D.

Q17. May we bid on geographies that are our strength and not bid on those that are not our strength? Will that bid be accepted?

A17. The PLCB's needs and requirements are set forth in the RFP and responses will be scored in accordance with those needs and requirements.
