September 19, 2019

ARIZONA STATE UNIVERSITY

ADDENDUM 3
RFP 342002 Warehouse Logistics Consulting Services

Please note the following answers to questions that were asked prior to the deadline for inquiries date of 09/18/19 at 3:00 P.M., MST.

Q1: For confirmation based on the Pre-Proposal Conference conversations, the “financial plan” referred to in Section VII, Line #6 is for the financial plan for equipment (racking, forklift, etc.) cost not an end-to-end operational plan. Is this correct?
A1: Yes.

Q2: The team referred to “innovation” recommendations as part of the submission. Is the innovation specific to processes (e.g., implementing automation, scanning, etc.) or are all considerations on the table?
A2: All considerations are on the table.

Q3: In dissecting RFP Section 5, Scope of Work, we have identified: 6 “assessments”, 3 “requirements list”, 4 “plans”, 1 organization chart, and 1 process design. In the meeting on Monday it was communicated that the RFP was focused on design. They are a number of deliverables to build to get to the design. Is our assumption correct?
A3: ASU has already contracted with a Design/Build Contractor for the architectural design and build. References to design in the Pre-proposal conference were likely in reference to the floor layout and not the structure itself. The floor layout is only one of the elements of this RFP.

Q4: Since there are a number of firms bidding will ASU go to a short list then make the awards? If so, would there be an orals presentation by the finalists? Or go directly to an award regardless of how many bidders?
A4: It is likely that ASU will short list the number of participants and perform oral presentations. However, ASU reserves the right to evaluate and go to immediate award.

Q5: In the [company] Facility Design Methodology, Operations/Logistics Review, Stakeholder Interviews, those are just activities or tasks within our standard process. From a pricing and proposal perspective, are you expecting these 2 activities to be priced separately? From a timeline and pricing perspective, can you please clarify what you’re expecting as part of the initial proposal? I want to make sure we’re fully aligned.
A5: Please refer to Section X of the RFP, which outlines what is expected in the initial proposal.

Q6: List and type of equipment / automation under consideration for the mail operations (sortation, etc.)?
A6: All innovative suggestions for operational enhancements (equipment and processes) will be considered.
Q7: Similar question for printing services.
A7: All innovative suggestions for operational enhancements (equipment and processes) will be considered.

Q8: Provide a complete listing of all miscellaneous services that are part of scope, and what decision support is needed for these areas (shredding, coat laundering, and all others)
A8: ASU considers these smaller services out of scope with the exception of how they fit into the distribution plan and space requirements. In addition to shredding and lab coat laundering, include also event logistics, and fulfillment services.

Q9: Can you provide a report outlining the volume of mail (incoming/outgoing), deliveries per day per campus, fleet size and schedule, current headcount allocated for each activity under consideration? Any other info you deem critical?
A9: This information will be provided after award and during the discovery phase.

Attached to the Addendum (separately) are the provided documents that were distributed during the 9/16/19 Pre-Proposal meeting.
- ASU Tempe Campus Map
- Alameda Site 1
- Alameda Drawing

Please remember that Proposals are to be mailed or delivered to Arizona State University Purchasing and Business Services 1551 S. Rural Rd. Tempe, AZ 85281, no later than 3:00 P.M., MST, 09/27/19.

If you have any questions regarding this notice, please contact me at 480-965-3849 or Lorenzo.Espinoza@asu.edu. You may also find RFP 342002 and any updates at http://www.asu.edu/purchasing/bids/index.html