



**ATTACHMENT H – QUESTIONS & ANSWERS SUMMARY**  
**EQUALIS GROUP: PORTABLE & STANDBY GENERATORS WITH RELATED SERVICES**  
**& SOLUTIONS PROGRAM**

<b>Question 1</b>
Will there be a rental component to the bid or strictly sales?
<b>Answer 1</b>
Yes. Rental services would be included with the scope as par of the related services and solutions.

<b>Question 2</b>
Cooperative contracting is a somewhat crowded space HGAC, BuyBoard, Sourcewell, how are you carving out yours space to differentiate?
<b>Answer 2</b>
We are full service cooperative purchasing organization with a few notable differentiators worth providing. <ul style="list-style-type: none"><li>• Sales Support: We employ both inside sales resources and a growing team of outside sales professionals to support the efforts of our supplier partners.</li><li>• Marketing: We also have a market department with a broad range of skills and capabilities to promote and marketing our programs.</li><li>• Limited Contracts: We intend to keep the number of contracts awarded in any given RFP to as few as needed to cover the full scope of products and services.</li><li>• Competitive or Flexible Admin Fee Structures: We understand that an admin fee, if too high, can be a deterrent to leveraging the contract and being successful. Our 2% rate aligns well with our research of this category.</li></ul>

<b>Question 3</b>
Since standby gensets are configurable product. How do you evaluate cost proposals between two suppliers?
<b>Answer 3</b>
Our goal is to arrive at an apples-to-apples comparison of each bidder's cost proposals. If we are unable to make that type of comparison based on the Cost Proposal submitted, in the past we have requested companies provide a cost proposal based on specifications that a customer would offer to a supplier when interested in purchasing a genset.

**Question 4**

Do you expect freight charges to be part of the cost proposal?

**Answer 4**

Yes, as stated in Section 2.3 of the Main RFP Document under the section addressing the Cost Proposal requirements, a bidder's Cost Proposal should reflect the "Total Acquisition Cost" of the products and/or services offered. This does not mean that you have to commit to specific shipping rates as that can be a challenge. However, you can indicate in a narrative how you arriving at the shipping costs included in your proposal to Equalis Group members.

**Question 5**

So freight and PDI would not be classified as "Sourced Goods" and need to be details by the options you just laid out?

**Answer 5**

It is to the discretion of the bidder to determine how best to communicate the pricing for all pricing components related to the product or services total acquisition cost.

**Question 6**

Same goes with possible setup fees, too, I assume?

**Answer 6**

It is to the discretion of the bidder to determine how best to communicate the pricing for all pricing components related to the product or services total acquisition cost.

**Question 7**

Do you cover or are you working with any government agencies in Canada?

**Answer 7**

No.

**Question 8**

Section 4.1.9 I don't have a Green Box to place my answer.

**Answer 8**

If you encounter this issues or if the green box does not allow you to provide your response please provide you answer in the previous or next questions green box. Clearly indicate the question your response is addressing.

**Question 9**

Once a contract is awarded are there opportunities to impose a price increase due to tariff increases, commodity cost increases, etc.?

**Answer 9**

Yes.

**Question 10**

If contracted awarded what is the term or duration of the contract?

**Answer 10**

Five (5) year initial term.

**Question 11**

What about adding new product offerings to a contract after award?

**Answer 11**

Yes. We will allow the addition of new products. The request to add new products will be reviewed by the contract manager to make sure the products that are requested to be added to the contract align with the scope of products and services originally procured.

**Question 12**

How large is your current vendor membership and is membership free? End user of products

**Answer 12**

We have roughly 2,200 members. There is no cost for a public agency to join our organization.

**Question 13**

Attachment E – Model Master Agreement – Section 2.3. When does Equalis expect customer to provide customer agreements? Is it generally expected the customer will provide these agreements during the purchase order phase? We as suppliers would expect to negotiate the terms on the customer agreement.

**Answer 13**

If and when a customer provides a customer agreement will be determine by the member and the winning supplier in the course of conducting business with each other. Equalis Group is not suggesting or requesting a change in your typical process of negotiating the terms of any agreement between our members and your organization.

**Question 14**

Attachment E – Model Administration Agreement – Appendix C How much is the administrative fee? It is not stated in the Appendix C. I do not see this stated on the RFP.

**Answer 14**

The proposed Administrative Fee is 2%. This can be found in Attachment A, question 10.3.1.

**Question 15**

Request for Proposal – Section 3.4, 4.2B, 4.2C Can you please clarify if the attachment B (cost proposals) can be marked as trade secret and what implications does it have on scoring?

**Answer 15**

Attachment B is unable to be marked as a trade secret. If pricing were marked as such, in theory, it would require that each member sign an NDA to view the contract pricing. At the request of the winning supplier, we can withhold from displaying pricing on our website or in any publicly accessible location.

**Question 16**

Request for Proposal – Section 3.5H There is statement about performance bonds in the RFP but not in the model contract. Please indicate under what conditions that would be required?

**Answer 16**

Performance bonds may be required to ensure the delivery of the products and services purchased by a Member. These are typically associated with large construction project and I would not imagine an applicable scenario based on the scope of this solicitation.

**Question 17**

As a leading OEM, we continuously develop and introduce new products every year. To better serve customers, is there a provision to add new products during the course of this 5-year agreement?

**Answer 17**

Yes, the winning supplier will be able to add new products during the course of the 5-year agreement.