

NASPO Equipment Rental Service  
Questions and Responses

Q1. Will the initial NASPO contract be for 1 year or for 2 years? (It is listed both ways in the Solicitation).

A1. Two years.

Q2. In addition to the 6 states listed as participating agencies, are there any additional states recently added as members? If so, can we be provided with a current list of NASPO member?

A2. The current number of participating states is six, however, any state may still join even after award of the master contract

Q3. Is there another fee, in addition to the .25% fee, to use the NASPO ValuePoint portal?

A3. There is no additional fee to use the NASPO ValuePoint portal, however, each state may have its own administrative fee which may be negotiated in their Participating Addendum.

Q4. Is there a preference on how the rates are presented, Nationally, or by Region?

A4. Pricing is by Zone. Please refer to the Price Schedule.

Q5. Section 2. Detailed Requirements – The Solicitation currently states in section 2.2 “The monthly rental rates shall be based on a calendar month.” Rental Industry pricing is expressed in day, week, and month rates, with a day of 8 hrs., a week of 5 days, and the Industry standard for a month of 28 days. May we quote the ‘month’ rates based on Industry standard of 28 days?

A5. The monthly rates will be based on the industry standard of 28 days.

Q6. Section 10. Method of Award: Will there be multiple awards per region or for the entire country? Or will the awards be limited to the ‘two highest responsive Bidders for each region’? (page 8)

A6. The number of awards will be in the best interest of the State of Vermont and participating states.

Q7. Section 1.4.4 NASPO ValuePoint Administrative Fee and Reporting Requirements (page 4) We request clarification on the terms used here:

*Bidders shall include in their proposals a detailed plan for meeting the usage fee and reporting requirements of NASPO ValuePoint and Participating States. All information within the plan must be kept current, with NASPO ValuePoint and the Lead State Contract Administrator being notified of any changes to the usage fee and reporting plan immediately.*

In paragraph 2, what is meant by “meeting the usage fee” requirements and “changes to the usage fee”? What “changes” could occur to the usage fee? Is the usage fee the same as the Administrative Fee and, if not, what is that fee and how is it derived?

A7. Bidders are to explain how they will submit the required reports for NASPO ValuePoint and any Participating State that requires their own reports. Management Fee and Administration Fee have the same meaning, NASPO ValuePoint’s Administration fee is .25% Participating States admin fees will vary. It is doubtful that any changes would occur. All state level admin fees would be identified in the state Participating Addendum and any

changes would require an amendment to the PA. Contractors have the ability to adjust their pricing to account for state level admin fees required.

Q8. Section 2.21 Pre-Delivery Inspection (PDI) checklist: Does NASPO provide a PDI or will each Vendor be able to use their own Delivery Checklist?

A8. Vendor's PDI.

Q9. Section 16.1. Pricing: Standard Rental Industry practice provides the freight charges, often referred to as pick-up and delivery, to be quoted at the time of the rental. The freight charges are based on distance/time, the type and size of equipment, and the vehicles and/or trailers required to deliver and pick-up the equipment so may vary per each order. Generally it is more advantageous for the customer to have freight charges quoted at time of each order so it will be customized to each customer's needs. Can Pick-up & Delivery be quoted at the time of order?

A9. Please refer to Addendum-2.

Q10. Can you please provide delivery locations or a separate line item to better define delivery costs for each piece of equipment?

A10. Specific locations are not available at this time. Please refer to Price Schedule for applicable "Zones". Please refer to Addendum 2 for the separation of delivery fees from the rental fees.

Q11. 2. Detailed Requirements. 2.2-2.4. Please clarify what is meant by "calendar month". Industry Standard for day/week/month and runtime hours is as follows: A day is set as one 24 hour period, a week as 7 days, and a month as a 28 day, 4 week period. Rental rates for normal usage are based on an 8 hour day, 40 hours per week, and 160 hours per 4 week period.

A11. Please refer to response#5 above.

Q12. 2.7. "Rental rates shall be pro-rated based on the actual rental commencement date." Can we get clarification on this point?

A12. The time that the equipment is received and accepted at the site.

Q13. 2.10. "Rental rates do not accrue during equipment downtime." Can you please clarify what would constitute downtime?

A13. When a piece of equipment is down for repair, unless a replacement (equal or better) is provided on site.

Q14. 16. General Requirements. 16.1. RFP is currently stating that "All equipment pricing is to include F.O.B. delivery to ordering facility. No request for extra delivery cost will be honored." Industry standard is to provide pick-up/delivery as a separate line item due to the various distances of "ordering facilit(ies)" from our locations. It would be beneficial for the customer to have this as a separate line item, so that we don't have to provide furthest distance pricing in a flat rate pricing scenario. Note: In the Pricing Schedule there is a separate column for "Pickup & Delivery Charges"

A14. Please refer to Addendum-2 for the separation of delivery fees from the rental fees.

Q15. Attachment 20.9. Sales Reporting Template. UNSPSC commodity level code based on UNSPSC code rules. Please clarify this reporting detail, is this applicable to rental and service items? This increases the burden hours of reporting. Suggest this be removed from reporting template.

A15. The final Template format may negotiated upon award of contract.

Q16. General Question. Will you be allowing the submission of ancillary services in addition to our submission of our equipment catalog offering? Example: Certification training now required under OSHA and ANSI standards. Service and Labor components needed for installation of advanced power and pump systems or for maintenance and required inspections on agency owned equipment.

A16. Please refer to Addendum-2.

Q17. General Question. It is unclear in the submission requirements if we are required to submit our bid electronically in both PDF and Excel Format, as well as submit a paper copy by mail. Are we required to do all three of these or only one?

A17. A paper copy is not required.