



**METRO**

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## Addendum Two / RFP 14-2530

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### RFP 14-2530 SAFETY DATA SHEET (SDS) MANAGEMENT SYSTEM

In the interest of fairness, the following questions and answers are being provided to all interested bidders.

#### **1. Question:**

Page 2 - II. BACKGROUND/HISTORY OF PROJECT, The state of Metro's current SDS inventory – 3E: With respect to the former SDS inventory hosted at OHSU and migrated to Metro servers containing SDS data (approximately 2100 products); does the file and format contain unique values such as product categories, container sizes, quantities which were previously assigned to products by Metro? Could you please list any existing unique values that Metro is planning to port over to the new SDS mgmt system.

Answer: this data is available at [http://library.oregonmetro.gov/files/metrodata\\_2013.xls](http://library.oregonmetro.gov/files/metrodata_2013.xls)

#### **2.Question:**

Page 2 - II. BACKGROUND/HISTORY OF PROJECT, The state of Metro's current SDS inventory – 3E: With respect to the additional 1,000 products that exist in an Excel spreadsheet format and need to be added to the SDS management system; does the Excel file format contain unique values such as product categories previously assigned to products by Metro? If not, who will be responsible for assigning product categories to this set of products. At what point in the project will the categories be assigned, Please list any unique values Metro is planning to port over to the new SDS mgmt system from the Excel file.

Answer: this data is available at [http://library.oregonmetro.gov/files/final\\_list\\_without\\_msds\\_052113.xls](http://library.oregonmetro.gov/files/final_list_without_msds_052113.xls)

#### **3. Question:**

Page 3 - III. PROPOSED SCOPE OF WORK/SCHEDULE, Item i. Ability to run web-based system tool off of existing Metro platforms – Please describe or provide details on Metro's existing platforms. Please specifically highlight the following: Current operating system(s), browser and browser settings (JavaScript and Cookie settings or limits), monitor resolution settings and capabilities and Metro's current ability to run Adobe Acrobat Reader and Adobe Flash Viewer. Does Metro employ single sign on (SSO) or any other type of user authentication requirements for this project?

#### Answer:

1. Current Operating Systems: Windows XP, 7, 8.1
2. Browsers: Internet Explorer 9,10, 11
3. JavaScript and cookies are enabled
4. Minimum monitor resolution is 1280x800, maximum is 2580x1440
5. Acrobat Reader versions: 8,9,10 and 11 are all in production
6. Adobe Flash: We don't have a version inventory, but there is XP-vintage flash as well as the latest versions.
7. Metro does employ SSO for many internal web-based applications
  - Metro uses Active Directory for authentication with these applications
  - SSO is nice, but AD-based authentication is definitely a requirement
8. Other Requirements:
  - Support for SSL over all functions is a requirement

**4. Question:**

Page 3 - III. PROPOSED SCOPE OF WORK/SCHEDULE, Item I. After the first six months of the contract and the SDS management system is set up, ability to list most toxic products represented by SDS in the inventory for the purpose of prioritizing these products for replacement with safer alternatives – 3E: What is the significance of a six months window to implement the toxic screening services? 3E: Will Metro look more favorably on solutions that can deliver the toxic assessment information within a shorter delivery period?

Answer: The six month period is an allowance of time to get the SDS management system established before implementing the toxics screening tool. Metro’s preference would be for the toxicity screening tool to be functional by September 2014 in order to report for the agency’s annual Sustainability Report on “the percentage of chemical products used at Metro facilities that have ingredients with a high hazard rating for any or all of the following: human health, ecological toxicity and physical hazards” (RFP Section II, Background/History of the Project).

**5. Question:**

Page 4 - III. PROPOSED SCOPE OF WORK/SCHEDULE, Item m. Ability to generate a report of the toxicity of the SDS inventory in August of each year of this contract for the previous fiscal year (June 1 through July 30) – 3E: Does the annual toxicity report need to include and calculate percentages for both current products in inventory as well as archived or deactivate products used in the calendar year?

Answer: The annual report needs to include products in use during the fiscal year for which the report is created. If products are in use then deactivated during a fiscal year, they should be included in the report and the indicator “percentage of chemical products used at Metro facilities that have ingredients with a high hazard rating for any or all of the following: human health, ecological toxicity and physical hazards” (RFP Section II, Background/History of the Project).

**6. Question:**

Page 4 - III. PROPOSED SCOPE OF WORK/SCHEDULE, Item m. Ability to generate a report of the toxicity of the SDS inventory in August of each year of this contract for the previous fiscal year (June 1 through July 30) sub Item 3) Which product categories have the most hazardous products – 3E: How does Metro currently assign product categories? When does Metro officially assign a product categories? Who assigns the category? Will the existing data available for download contain previously assign product categories? Please provide a list of categories.

Answer: In the past, the SDS contracting (OHSU) manager assigned product categories from a given list (see below). The product naming category for an individual product was made at the time of either updating an inventory or when bringing in a new product.

**Product categories in Metro’s existing SDS inventory:**

**Product Category List, Category Description**

ACID	Acids
ART	Art supplies
AUTO	Automotive, auto-specific chemicals, cleaners, waxes, body fillers, etc.
BAT	Batteries
CEM	Cements, adhesives, glues, and resins
CHEMO	Chemicals, other
CHEMP	Chemicals, photographic
COMP	Compressed gases
DIS	Disinfectants
FERT	Fertilizers and landscaping products
FLOOR	Floor cleaning products and finishes
FUEL	Fuels
GREASE	Grease
HSOAP	Hand soaps and lotions
ICLEAN	Industrial cleaners and soaps
LUBE	Lubricants

OFF	Office supplies
OIL	Oils
OTHER	Other, "inert" materials including grinding wheels, saw blades, etc.
PEST	Pesticides and herbicides
PLIQ	Paints and coatings, liquid
PLUMB	Plumbing supplies
PSPRAY	Paints and coatings, spray
SAFE	Safety supplies
SEALER	Sealers, caulking, silicone sealers
SOLV	Solvents
VET	Veterinary products
WATER	Water testing chemicals
WELD	Welding supplies and metals

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