



Procurement Department Bid Section
225 North Pearl Street
Jacksonville, Florida 32202

September 23, 2024

ADDENDUM NUMBER: Two (2)

TITLE: RFP Centralized Distribution Warehouse Optimization - 1411821646

RESPONSE DUE DATE: October 8, 2024

TIME OF RECEIPT: 12:00 PM EST

THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES OR CLARIFICATIONS:

1. **Question:** Can we receive an organizational chart of roles within the warehouse that includes the number of associates and clerks in the warehouse by location?

Answer: Please see attached document titled **1411821646 Addendum 2 – Org Chart and Roles**.

2. **Question:** Can we receive data on hours worked in the warehouse without cost or names? The intent is to understand the man hours worked in the warehouse.

Answer: We currently do not have any data that provides the hours worked. For simple calculations we have 13 FTE's without including our foreman that are guaranteed 8 hours per day. This equates to 27,040 per year.

3. **Question:** How often do associates have to work overtime? Is there a seasonality to the workforce?

Answer: Very little to none outside of emergency call out work afterhours. The estimate is 3-5 days per year.

4. **Question:** Does JEA have a temporary labor policy?

Answer: Yes, but the warehouse does not utilize temporary workers.

5. **Question:** Can we receive a job description and qualifications for warehouse associates? Are they all forklift certified?

Answer: Please see attached job description documents titled **1411821646 Addendum 2 – Stores Working Foreman** and **1411821646 Addendum 2 – Inventory Control Technician**. All employees are forklift certified.

6. **Question:** Who is responsible for cycle counting? (Associates, Managers, Accounting?)

Answer: Associates perform cycle counts and managers verify adjustments made.

7. **Question:** Does JEA ever have 3rd parties count or audit their inventory value? If so, what is the frequency?

Answer: No.

8. **Question:** What physical security measures does JEA have in place for inventory?

Answer: Only warehouse associates and approved JEA employees have badge access to warehouse.

9. **Question:** Can JEA share their safety ratings within the warehouse?

Answer: N/A

10. **Question:** What active safety management programs do they have in place? Ergonomics, Forklift, HAZMAT, racking and storage procedures?

Answer: Safety management programs are in place for fall protection and forklift.

11. **Question:** Can JEA share their latest fire safety plan?

Answer: N/A

12. **Question:** Is there a documented housekeeping or 5S program?

Answer: No.

13. **Question:** How are returns managed from the field? Is there a SOP?

Answer: N/A

14. **Question:** How are supplier quality alerts managed? Is there a SOP?

Answer: N/A

15. **Question:** What role(s) are authorized to make inventory adjustments? Is there a threshold value?

Answer: Office support associates and supervisors make adjustments up to \$500. Any adjustment over that threshold will need manager approval.

16. **Question:** Can JEA share the results of the last 3 cycle counts?

Answer: Please see attached documents titled **1411821646 Addendum 2 – Cycle 1**, **1411821646 Addendum 2 – Cycle 2**, and **1411821646 Addendum 2 – Cycle 3**.

17. **Question:** Is there a documented guideline on what products can be stored outside and length of time?

Answer: No.

18. **Question:** Does JEA have any inventory with a shelf life? Is it tracked within Oracle?

Answer: Yes, however it is not tracked in Oracle.

19. **Question:** Can JEA clarify the ABC Class within the item by org spreadsheet?

Answer: Please see table below.

Class A	> \$15,000 issued/year
Class B	>\$2,000 - < \$15,000/year
Class C	>\$500 - < \$2,000/year
Class D	>\$100 - < \$500/year
Class E	<\$100/year

20. Question: Does JEA track vendor item numbers?

Answer: JEA tracks approved manufacture part numbers in Oracle.

21. Question: Can JEA share the Oracle database relationship tables for inventory, organization and location?

Answer: N/A. This may be shared if contract is awarded.

22. Question: Does or has JEA used [Understanding License Plate Setup \(oracle.com\)](http://oracle.com)?

Answer: Yes, JEA currently has LPN's applied to all outbound and inbound pallets.

23. Question: Is it possible to get an export of the location table without inventory?

Answer: Please see attached document titled **1411821646 Addendum 2 – WMS Picking Order.**

24. Question: Can we get the make/model of the Zebra Barcode Scanners?

Answer: Please see attached document titled **1411821646 Addendum 2 – Zebra.**

25. Question: How does JEA currently provide new bin/location labels? Print In house or outsource.

Answer: New bin/location labels are made in house.

26. Question: Can JEA provide examples of pick sheets and cycle count sheets?

Answer: All pick order and cycle counts are processed through the handheld. Please see example attached documents titled **1411821646 Addendum 2 – Pick Ticket Sample** and **1411821646 Addendum 2 – Cycle Count Sheet Sample.**

27. Question: Does the scanning system provide a time stamp for scanning?

Answer: Yes.

28. Question: Is there a process or guidelines for putaway (overstock, pallet locations) within Oracle?

Answer: No.

29. Question: Are there SOPs and on-board training for Oracle?

Answer: Yes, but they are very limited.

30. Question: How many licenses and users does JEA have for Oracle? Are there any restrictions with the current modules and subscription.

Answer: N/A.

31. Question: Does the system support different picking strategies like wave, batch, and zone picking?

Answer: Yes.

32. Question: Are there any delays or bottlenecks caused by the WMS in processing orders?

Answer: Yes. For example, there are too many steps to complete and ship order. It is standard system that allows you to just pick orders.

33. Question: What type of API does JEA use for existing applications and integrations?

Answer: Unknown.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE RESPONSE FORM