

September 25, 2009

TO: ALL OFFERORS

FROM: VICKI L. MACKLIN  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: **GSS10479-OFFICE FURN**

**ADDENDUM #2**

The purpose of this addendum is to answer questions submitted by prospective vendors. Questions and answers follow:

Question	Section	Question and Answer
#1	Pg. 33	Can we submit a diskette instead of a CD?  <b>Yes, 3.5" diskette can be sent instead of CD with all Word and Excel Documents.</b>
#2	Pg. 29	What is the value of the Contract?  <b>\$1,260,000.00, approximately \$500,000 was case good furniture, \$250,000 modular furniture, \$500,000 in systems furniture and \$10,000 for school furniture. Vendors must understand these figures represent approximate dollars spent for a particular period, and could vary up or down in the future.</b>
#3		Can we charge a "carrying up" charge? (to carry up a staircase when an elevator is not available)  <b>No, the State will not be responsible for any additional charges to deliver and install the furniture. Price quoted will be final cost for delivery and set up.</b>

#4		<p>Do we have the option to bid Alera instead of HON?</p> <p><b>Yes, you can bid any manufacturer as long as the products are equivalent to what is on the bid.</b></p>
#5		<p>In reading through this "RFP" I noticed it has specific products noted and then says "approved equal" does this mean before we can bid it that or product has to be approved as an equal?</p> <p><b>The products do not have to be preapproved as an equal before you can bid. The vendors are responsible to make sure that the products are equivalent to what is being asked for.</b></p>
#6		<p>Can the dimensions be different than what is on the bid?</p> <p><b>No, the offerings must be of exact dimension for evaluation purposes.</b></p>
#7		<p>Can we, the manufacturer, hold the contract and then sell to the dealers and the dealer sell to the agencies at the contract price? So the dealer would actually bill the agency?</p> <p><b>If you held the contract then the State would want all billing to come from you, not from dealers.</b></p>
#8	Pg. 56	<p>In regards to the request for discounts off of list pricing by manufacturer and series on page 56, are you looking for a discount for only the manufactures and series that are already listed on this RFP, or may we submit an offer for a discount off of a new manufacturer line that is not already listed?</p> <p><b>Please list any manufacturers that you may offer a discount for. The State would like a wide variety of manufacturers.</b></p>
#9	Pg. 17	<p>In regards to the State of Delaware Business License mentioned on page 17, do we need to submit proof of licensure or initiate the application process now, or upon notification of award?</p> <p><b>A State of Delaware business license is not necessary to bid on the RFP, but if awarded a portion of the contract you will then need to apply for a State of Delaware Business License and return a copy to the Contract Officer.</b></p>

#10	Pg. 51	I am assuming that you will require us to assemble, put in place and remove packing from all furniture items ordered?  <b>Yes, the pricing should be for delivery, assembly, and to remove packaging if requested.</b>
#11	Appendix A Section I Office Furniture	Item #12 – Executive seating, Hon 2190 Series #2191HDP89 or approved equal; vendor does not recognize this fabric. Is it Gr. 1?  <b>DP is a Pivot Grade and the 89 is Lagoon.</b>
#12	Appendix A Section I Office Furniture	Item #30 – Laminate Bookcase, Hon #1984 or approved equal; Could the model # be 1894?  <b>Yes, the 1980 Series has been discontinued. Replaced with Hon 1894.</b>
#13	Appendix A Section I Office Furniture	Item #31 – Laminate Bookcase, Hon #1981 or approved equal; Could this model # be 1891?  <b>Yes, the 1980 Series has been discontinued. Replaced with Hon 1891.</b>
#14	Addendum #1	In Addendum #1 you changed page 56. In this page covering the Classroom furniture section you stated that “vendors are required to either provide pricing based on an exact match as stated in the specifications or on a suitable/comparable substitute item.” the items which are specified are unique to the manufacturers specified. It would be extremely difficult to determine a suitable/comparable substitute unless we are able to submit alternatives for pre-approval prior to the bid opening. Will you pre-approve alternatives for this particular section?  <b>You must submit with your bid, items that are comparable. The State will not be pre-approving alternatives before the bid opening.</b>
#15		Will the Mandatory pre-bid meeting be rescheduled? If so, when?  <b>The Mandatory pre-bid will not be rescheduled.</b>
#16		Is this a multiple award or single award bid?  <b>The State reserves the right to single or multi-award, whichever is in the best interest of the State. The current contract is multi-awarded.</b>

#17		<p>If our company cannot provide one or more of the requested items, but can meet all the others, as outlined in the specifications, will that render our bid non-responsive?</p> <p><b>Your company can bid on any or all portions of the contract. The State reserves the right to multi-award if in the best interest of the State. The proposals will be scored as outlined in the RFP.</b></p>
#18	Section 1 & 5	<p>In Section 1 &amp; 5, does a vendor need to bid on the list of the preselected individual items of each group in order to be considered for an award from the manufacturers discount off of list portion of these sections?</p> <p><b>The vendor can bid on any, all, or nothing for any section. The preselected items are those that are purchased on a higher basis. If a vendor does not bid on the preselected items it could cause a lower score in the pricing portion because the proposal cannot be compared apples to apples to the other proposals submitted.</b></p>
#19	Section 1 & 5	<p>Is the award of the manufacturers discount off of list portion only awarded to the selected vendor for the first part (preselected items) of section 1 &amp; 5 or will there be multiple awards for the section of the bid? In other words, is it possible to receive an award for a portion of the manufacturer group without being awarded the 50 or so pre selected items?</p> <p><b>The State has the option to multi-award any portion of the contract. The State will award the contract in a way that is in the best interest of the State.</b></p>

All other terms and conditions remain the same.

10479AD2