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Dover, DE 19904-8202

August 29, 2011

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS11479-FURNITURE
FURNITURE

ADDENDUM #2

The purpose of this addendum is to answer questions submitted regarding the solicitation.

Section: Page 7, Section H, Scope of work format for proposal

Question: We accept P Card and process transactions at no additional charge. Some of our competitors do not accept P Cards or will accept them as long as the customer is willing to pay the P Card Vendor fee, averaging 3% of the Transaction. Will this be given weight in the evaluation process?

Response: No weight is given to this category. Please refer to Section 29, Method of Payment for the contract requirements regarding payments.

Section: Page 14, General Administration, #8 Or Equal (Products by Name)

Question: Is there an option or process to establish approved alternate status prior to the bid opening.

Response: The user group will make the decision to approve or not approve alternate brands during the proposal evaluation process.

Section: Page 15, Requirements of the Vendor, Section C

Question: We are a publicly traded company – will the prior three years financial reports suffice for your financial information request?

Response: Yes

Question: Are you requiring that responding dealers have LEED certification when applicable?

Response: No

GSS11479-FURNITURE
RFP – Addendum 2

Question: Do you require that designs be created by NICDQ licensed designers?

Response: Those involved in the design aspects of the contract must be familiar with CAD programs; however no specific certification is being required.

Section: Page 22, General Provisions, #13 Prices

Question: If we provide a full 90 day prior notice with written and formal documentation from the manufacturers of an official price will the State entertain price increase or decrease prior to the end of the contract term?

Response: Please refer to Section 13. Prices (page 22), Section 14. Price Adjustment (page 22), and Section U. Exceptions (page 10).

Section: Page 34, Section C, Award and Execution of Proposals, #5 Warranty

Question: Do you have any minimum requirement for the warranty program for the brands quoted? (written duration and explicit coverage inclusive of parts and labor)

Response: Warranty requirements are found on page 54, Section #22.

Question: Is the State requiring that product reflected in the bid response meet any base testing certification? (Indoor Air Quality, Greenguard-SCS Certified, ANSI-BIFMa approved, UL certification)

Response: Minimum requirements are found on pages 55-56, Section #25.

Section: Appendix C

Question: In Appendix C – Pricing forms are shown for Special School Furniture and DCI components and in Appendix B – Prototypical drawings for Metal modular Furniture Groupings, New Systems Furniture are you requiring pricing to be submitted on these specific forms that are shown in Appendix C?

Response: Additional tabs can be found by scrolling to the left. Tabs in Appendix C include: Table of Contents; Instructions; Vendor Information; Required Documentation; Seating; Desks & Tables; Files, Storage & Case Goods; Systems Furniture & Accessories; Special School Furniture; Component Approved Product Line; Component Bidder Qualifications.

Section:

Question: The current systems furniture contract had four grades of systems furniture. Grade One is the most economical and Grade Four the most costly. Does this RFP have the same requirement for agencies to choose from in this section?

Response: The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. **DO NOT USE Appendix C for this section.**

Section:

Question: For Systems furniture is pricing to include delivery and installation service or can installation be shown as a separate line item?

Response: The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. **DO NOT USE Appendix C for this section.**

GSS11479-FURNITURE
RFP – Addendum 2

Section:

Question: For Modular metal and laminate furniture groupings is the pricing to include delivery and installation service or can installation be shown as a separate line item?

Response: *The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. DO NOT USE Appendix C for this section.*

Section:

Question: The current systems furniture contract has tiered pricing with a discount applied based on the dollar value: Less than 10,000 ~ 10,000 to 25, 000 ~ ... 500,000 and above in the new systems prototypical pricing grid. Does the RFP have this same requirement?

Response: *The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. DO NOT USE Appendix C for this section.*

Section: Pages 57 - 60

Question: Does it only apply if you are submitting pricing in this section and required information for the Delaware Correctional Industries components section for the approved product lines?

Response: *Yes. This section only applies to those vendors who elect to bid on the component portion.*

Section: Page 16, D. Criteria and Scoring

Question: Item #4 (50) points online ordering. Does this mean the State plans on ordering modular furniture and systems furniture online or is it intended for DCI components, chairs, file cabinets, tables for State Agencies to order?

Response: *The State would like ordering options; therefore, is asking for vendors to tell us what your capabilities are.*

Section: Appendix C

Question: Are only vendors listed on Appendix C allowed to bid?

Response: *No vendors are listed in Appendix C; only approved product lines.*

Section:

Question: Will a “no bid” be acceptable for certain line items or is it required to bid on all items?

Response: *Vendors are not required to bid all sections nor all items within a section in order to be considered.*

Section:

Question: For pricing purposes, is this a Project or a Standards bid?

Response: *Prices and discount offerings bid will be valid for the contract period.*

Section:

Question: Can manufacturers bid this contract directly? If so, how does that apply to the 10 manufacturer brand requirements?

Response: *The intent is to award with dealers, which is the reasoning for requesting vendors submit discounts for 10 manufacturer lines.*

GSS11479-FURNITURE
RFP – Addendum 2

Section:

Question: Are there any product categories that are excluded?

Response: No

Section: Page 47, Section C

Question: It states vendors are required to provide a discount off List Price as of August 1, 2010. Could you please confirm this should be 2010 and not 2011?

Response: Should read August 1, 2011.

Section: Page 42

Question: At the bottom of the page, it states “if you have held a State contract within the last 5 years, please list the contract.” Does this apply only to the State of Delaware or all State contracts in the US?

Response: Any State.

Section: Appendix C

Question: Within Appendix C, the excel file, we could not locate the instructions on how to fill out the product tabs i.e. seating, desks & tables, files, storage & casegoods, etc. What does “Bid Price” mean on these tabs? Is this the net price? What does the column “Price to Include” mean?

Response: Two bid prices are requested; one is for Drop Ship and one is for Delivery & Installation. You may need to adjust the column width if the headings are not showing properly. Pricing submitted will be valid for the length of the initial contract term, if awarded.

Section: Page 57, #3

Question: Could you please further define what “complete assembly and installation by inmate workers” means?

Response: Delaware Correctional Industries will use the components section for their Furniture Manufacturing Program.

Section:

Question: Are vendors required to supply components to the Delaware Correctional Industries?

Response: Vendors are not required to bid all sections nor all items within a section in order to be considered.

Section: Appendix C – New Systems Furniture Prototypical Pricing Grid

Question: The State of DE is asking for (2) options per Clerical and Managerial systems stations, with pricing for (2) Grade options per typical. However, only (1) prototypical drawing per station is shown in Appendix B, page 67-68, ‘Prototypical Drawings’. Please advise how the 2nd option for typical pricing per Clerical and Managerial Station should be presented, if the State is requiring (2) different layouts per station type.

Response: The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. **DO NOT USE Appendix C for this section.**

GSS11479-FURNITURE
RFP – Addendum 2

Section:

Question: The layout of the bid has changed from the current contract. Is the sub-sectioning from the current contract going away?

Response: The new layout is intended to better define the sections. This solicitation will result in a new contract starting January 1, 2012.

Section:

Question: Many of the items listed in the current contract (case goods) are not being listed in this RFP and appear to be reverting back to the previous contract. Some of these older products are no longer valid models. Is the basis of design for this contract the current offerings or should it go back to the previous contract?

Response: The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. **DO NOT USE Appendix C for this section.**

Section:

Question: With the new layout there are some overlapping sections. Under seating for example there are a number of school furniture chairs listed. Should these chairs be under school furniture as opposed to seating? The end user may be confused when they may be looking for office seating and actually are seeing school furniture for that type of seating. The same goes with some of the tables that are listed.

Response: For the purposes of this solicitation and resulting contract all seating, school and office, will be considered “seating”. The school section is “Special School Furniture” covering areas such as Library Furniture, Early Education, Cafeteria Furniture, Lockers, etc.

Section: Appendix C New Systems Furniture Tab

Question: It calls out Clerical options 1 & 2 and Manager 1 & 2. In appendix B it shows one drawing for the clerical station and one drawing for the manager station. Should there be other drawings attached to Appendix B? The current contract has 4 levels of quality for each typical – clerical and manager.

Response: The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. **DO NOT USE Appendix C for this section.**

Section: Appendix C

Question: There is a discount structure listed per cost of the order. There is a missing section that should capture the discounting for \$100,000 to \$250,000. Should this be added?

Response: The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. **DO NOT USE Appendix C for this section.**

Section:

Question: Is this bid open to all manufacturers or do I need to be invited to respond to the bid?

Response: The intent is to award directly to dealers.

GSS11479-FURNITURE
RFP – Addendum 2

Section:

Question: Is attachment 7 intended to be used to list out authorized dealers to this contract?

Response: No. Attachment 7 is to be completed if vendor will be utilizing sub-contractors for the contract.

Section: Page 1 – Tab Information

Question: Requests discounts for 10 other manufacturers per section. Should this be submitted in the discount offerings cells?

Response: Yes.

Section: Page 1 – Required Documentation

Question: It would take a book to answer these questions for each product submitted on this list. We could submit pricers that contain all of the information to a degree.

Response: Yes. Submitters should be submitted with proposals. If the information can be found in the pricers then notate the spreadsheet accordingly.

Section: Seating

Question: Arms are an option. Here it states must be width and height adj. Ignore?

Response: Notate the spreadsheet accordingly.

Question: Fabric – Usually specified to meet the customer needs as to wearability, fabric or vinyl, cost consideration, etc. Most manufacturers will cover chairs in fabric or vinyl from many manufacturers. (There are thousands available). I could give you a binder with the most generally used fabrics. What is really required?

Response: Yes. Submitters should be submitted with proposals. If the information can be found in the pricers then notate the spreadsheet accordingly.

Question: Stackable Chairs – weights are in the pricers available. Are we able to submit pricers?

Response: Yes. Submitters should be submitted with proposals. If the information can be found in the pricers then notate the spreadsheet accordingly.

Section: Warranty

Question: Should I task my customer service people to begin compiling the numbers of claims for service now? This is not something we usually track and is not readily available.

Response: Claims can be excluded; vendors are still required to respond to all other items in this section.

Section:

Question: In the tabs for product lines there is a column labeled line Desc – what do you want here. If submitted correctly as a substitute it should match the description of the product.

Response: This column has been inserted for use in the event of minor differences in product description.

Section:

Question: In the tabs for specific products, there is no column for discount off of list price for that product series. Where should this be submitted?

Response: Manufacture discount by section can be found to the right of the core list items on each tab.

GSS11479-FURNITURE
RFP – Addendum 2

Section: Page 23, #17

Question: In the past there has not been a performance bond. If required this time, value?

Response: Performance bond has been waived.

Section: Page 27, Ordering Procedures

Question: We take a lot of email. Ok to proceed?

Response: Email is fine.

Section: Page 28, #33

Question: Green reports due monthly?

Response: The monthly usage report has a column for vendors to notate if a product purchased is Environmentally preferred product.

Section: Attachments

Question: Can you put the attachments (pages 36 – 45) into a file that we can use digitally?

Response: Attachments 1 through 7 have been attached to the solicitation as a Word file. Please use “Proposal Reply Section” link.

Section: Page 48, #13 (Page 49, #3) Dealer Documentation

Question: Is there a form for this? Letter ok? email ok?

Response: Letter; something on company letterhead is acceptable.

Section: Page 52, #17

Question: Written ok to install? This would really slow things down. Verbal ok?

Response: Same authorization options as Ordering Procedures is acceptable.

Section: Page 54, #24

Question: In the past we were required to submit the pricer we were holding for two years with the bid. Is that no longer a requirement?

Response: Yes. Vendors are to submit catalogs and price lists with proposals.

Section: Appendix C

Question: Systems furniture GF and Domore are out of business. In Modular the Abco product line is Unity.

Response: The Systems Furniture & Accessories tab has been revised to update several things. For Systems Furniture & Accessories vendors are to complete and submit Appendix D. **DO NOT USE Appendix C for this section.**

Question: This section now also includes modular furniture. Is a submission of modular furniture only considered non-responsive?

Response: Vendors are not required to bid all sections nor all items within a section in order to be considered.

Question: Special School Furniture, could you please identify the manufacturers for the corresponding part numbers?

Response: Cafeteria - #1-4: National Public Seating
Early Education - #1, 3-4: Virco
Early Education - #2: Jonti-Craft
Auditorium - #1-3: Wenger
Dorms - #1-5: Adelphia

GSS11479-FURNITURE
RFP – Addendum 2

Clarifications:

- Added to Section D. Proposal Compliance (page 48):
 - Copies of Manufacturer Catalogs and Price Lists.
 - Appendix D: Revision to “Systems Furniture & Accessories” (Required for those vendors bidding this section. Responses to this section in Appendix C will not be evaluated.)
- DCI Components: For the purposes of this solicitation and resulting contract components are defined as individual pieces as well as kits. Refer to Section 4. Price Lists (page 57) for a breakdown of the types of components/kits DCI is looking for. When bidding “components only” in the Seating section the price provided would be for all parts needed to build the chair per the requirements on page 57.

Due to the number of questions and the revisions made to the “Systems Furniture & Accessories” tab the bid opening is being extended to 1:00pm EDT, Tuesday, October 4, 2011.

All other terms and conditions remain the same.