



Government Support Services – Contracting  
100 Enterprise Place  
Suite # 4  
Dover, DE 19904-8202

July 16, 2013

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM  
NO.: GSS14479-FURNITURE  
FURNITURE

### ***ADDENDUM #1***

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

Q: Page 8, Section M: Line reads Appendix D. Is this meant to be C?

A: All references to Appendix D should read Appendix C.

Q: Page 46, Line 1: Some Manufacturers do not have a single catalogue but a selection of brochures by product line. Is a link to the product tab satisfactory?

A: Yes, provided all brochures are available in the provided link. Catalogs/Brochures/Price Lists provided in bid response are held firm for the initial term of the contract.

Q: Page 47, Section D, Line 2: Calls out Appendix D again.

A: All references to Appendix D should read Appendix C.

Q: Some manufacturers either do not have an on-line catalog or it is password protected. How would you suggest we respond to your requirement defined on page 45/46, appendix C?

A: Other options for catalog links are PDF, link to catalog via responding vendor's website. Catalogs/Brochures/Price Lists provided in bid response are held firm for the initial term of the contract.

Q: Frequently manufacturers discontinue links to certain web pages, especially if catalogs and/or price lists become obsolete or replaced by a more current version. Are PDF's of catalogs and price lists acceptable?

A: Yes, PDFs are acceptable. Catalogs/Brochures/Price Lists provided in bid response are held firm for the initial term of the contract.

GSS14479-FURNITURE  
RFP – Addendum 1

Q: Page 8 states, "...prices quoted shall remain firm through November 6, 2013" and page 46 states "...catalogs and price lists submitted with proposal will be firm for the initial term (which is through December 31, 2015)". Please confirm how long manufacturers' list price needs to be held.

A: The first date reference (November 6, 2013) refers to your proposal submission; as the State has 90-days to make an award – this covers the 90-days. Should you be awarded the pricing submitted in your proposal is held firm for the initial term; through December 31, 2015.

Q: Is design time billable for system furniture?

A: Design time can be billed for systems furniture designs.

Q: The RFP refers to both Appendix C and Appendix D. After going through the RFP files for the contract, we are only finding Appendix C. Is there an Appendix D and where can it be found.

A: Appendix D references are a typo. They should read Appendix C.

Q: .If a state agencies ask the vendor to place a small order under \$2500 and sign a proposal and just send in an invoice is that considered authorization to proceed with the work in accordance with the bid as outlined on page 12 item 3?

A: Yes; provided there are no terms and/or conditions within the quote that contradict the contract terms and conditions.

Q: Page 18, number 4 Prices Quoted if a manufacturer has a small order charge like \$50 dollars for order just on desk for example can that be added to the proposal?

A: The State's preference will be for NO minimum order requirements.

Q: Page 21. Shipping terms fob destination would the state waive this requirement in order to get a better discount and have freight added to the proposal in Appendix C for Stackable, Auditorium, cafeteria, dorms/residential, early education, library furniture, locker room, prison furniture ?

A: Vendors may elect to take exception to terms and conditions in the solicitation. Exceptions will be evaluated and either accepted or rejected. Vendors looking to take exception to the FOB Destination requirement will need to show a price comparison to justify the exception for consideration.

Q: Page21. 15 Price adjustment if an agreement is reached to extend the contract beyond the two year period and if the CPI-U is used should any increase/decrease be based on a 24 month period and not a 12 month since the state has a 24 month price hold?

A: CPI-U would be based on 24 months.

Q: Page 50. Designer Services: If the state has a requirement for workstations for a new building or lease of office space are the design fees allowed to be charged and added to the proposal? But if the vendor cannot charge for the design service would the state consider one design for the project and two revisions reasonable for an agency to make a design selection on the furniture layout and anything past the second revision the agency would pay for design services?

A: Design fee can be charged for request that require scale drawings for space planning, room design, and installation plans.

GSS14479-FURNITURE  
RFP – Addendum 1

Q: Page 51 under number 16 delivery

- 1 Drop Ship - products delivered by common carrier to a dock. When would the state use this type of service? **A: This would include anything under this contract that does not need to be put together. It is ready to go out of the box.**
- Under item C: Under no circumstances will ordering agency personnel assist in unloading product this would only apply if the agency is ordering and paying for delivery and installation service? **No; any delivery.** If they order drop ship vendor is to assume the state has personnel to unload the truck? **Drop ship deliveries require the driver to unload the truck.**

Q: Appendix C- New Systems Furniture Prototypical Pricing Grid: With regard to the installation time request, please clarify you are looking for both the number of hours to install a single stand alone workstation and the cost of installation in the spread sheet?

**A: The length of time it takes to install the items in that particular grouping.**

Q: Appendix C- Discount offering Tab for systems furniture section:

- Does the total order cost represent the dollar tier size of the order?  
**A: Yes, vendors may insert tiered discounts for systems discount offering.**
- Is the systems discount to offer to include installation or not?  
**A: The discount column is labeled the way it is because all systems will require delivery and installation.**
- The vendor info tab indicates installation may be added as a separate line and our product discount would vary based upon if installation is included or not?  
**A: See previous answer for discount of systems. Installation fee is to be entered on the "Vendor Info" tab.**

Q: Appendix C - Additional Services- Provide an hourly rate for the following services: Note these hourly costs shall not apply to initial installations: Installation (Systems) only so is this shown as a separate cost and added to the proposal.

**A: Please disregard the wording below "Additional Services" on the "Vendor Info" tab. Refer to the language below the "Order Submissions" regarding additional service requirements.**

Q: Appendix C- Systems furniture installation time number of hours to install typical. Where do we show the cost to receive the product in our warehouse, the truck charge to deliver it and equipment used to bring product in the building, and trash removal? I don't see that those costs are being captured in the installation service.

**A: All secondary costs associated with furniture delivery/installation are to be taken into account in the discount offerings.**

Appendix C, Systems Tab:

- ABCO Dialog Series is discontinued. **Vendors can bid any comparable product line.**
- ABCO Utility Series should read **ABCO Unity Series.**

GSS14479-FURNITURE  
RFP – Addendum 1

Appendix C, Specialty Furniture Tab:

- Manufacturer information:
  - Auditorium: **Wenger or approved equal**
  - Cafeteria: **National Public Seating or approved equal**
  - Dorms/Residential (1<sup>st</sup> 5 lines): **Adelphia or approved equal**
  - Early Education (2<sup>nd</sup> line): **Jonti-Craft or approved equal**
  - Early Education (all other lines): **Virco or approved equal**
  - Prison: **Viking Products or approved equal**

All other terms and conditions remain the same.