



CHARLOTTE

## General Services – City Procurement

<b>Addendum #2</b>	<b>Furniture, Installation and Related Products and Services RFP # 269-2019-105</b>
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To: All Prospective Companies

Date: July 11, 2019

Subject: **Addendum # 2– RFP # 269-2019-105 – Furniture, Installation and Related Products and Services**

It's important to read the RFP and written addendum in its entirety. Please note the specification changes/modifications below for the RFP.

Item #	Page #	Section #	Specification	Modifications and Questions
1	2	1 <sup>st</sup> Paragraph	Cover Letter	<p><b>Company Question:</b> Who is the end user for this RFP? Is it a university? Is there a name to tie to this RFP?</p> <p><b>Answer:</b> See the first sentence in the first paragraph on the Cover Letter. Please note this is a citywide project for the City of Charlotte and other government agencies (i.e. states, local governments, school districts, and higher education institutions and nonprofit organizations) may utilize the resulting contracts without requiring a competitive solicitation process.</p>
2	2	1 <sup>st</sup> Paragraph	Cover Letter	<p><b>Company Question:</b> Does this submission override any existing NIPA or US Communities contracts for OMNIA? <b>No.</b></p>
3	2	1 <sup>st</sup> Paragraph	Cover Letter	<p><b>Company Question:</b> If awarded a City of Charlotte contract, will OMNIA Partners grant vendors a contract as well?</p> <p><b>Answer:</b> The resulting contract(s) will be with the City of Charlotte and available through OMNIA Partners.</p>
4	2	1 <sup>st</sup> Paragraph	Cover Letter	<p><b>Company Question:</b> Is this a Dealer submission or are manufacturers able to respond?</p> <p><b>Answer:</b> Companies must be able to provide Products/Services nationwide. Manufacturers may submit a Proposal.</p>

Item #	Page #	Section #	Specification	Modifications and Questions
5	3	Checklist	Proposal Copies	<p><b>Company Question:</b> Does the City want two copies on one flash drive or one copy each on two flash drives?</p> <p><b>Answer:</b> Companies must submit a copy of their Proposal along with the required Pricing Sheets in Excel format on two (2) separate flash drives. <b>Read Section 2.6.2 on Trade Secrets.</b></p>
6	3	Checklist	Proposal Format	<p><b>Company Question:</b> Is this document with completed check marks to be included with the response?</p> <p><b>Answer:</b> This is not a Required Form. It's included as a guide for the Company to ensure a complete Proposal.</p>
7	11	2.6.6	Charlotte Business INclusion	<p><b>Company Question:</b> Are we allowed to utilize any MWSBE across the nation to satisfy this requirement or only City of Charlotte-Certified MWSBEs?</p> <p><b>Answer:</b> Companies must list <b>all</b> MWSBEs and indicate their location. The utilization percentages are for the City of Charlotte usage only. A list of the certified firms is available at <a href="https://charlottenc.gov/finance/procurement/cbi/Pages/vendors.aspx">https://charlottenc.gov/finance/procurement/cbi/Pages/vendors.aspx</a>.</p>
8	11	2.6.6	Charlotte Business INclusion	<p><b>Company Question:</b> Since our subcontractors are our independently-owned Dealers, it may be difficult to determine the overall percentage of spend to be committed to MWSBE Dealers. Are we able to provide a percentage goal?</p> <p><b>Answer:</b> The percentage goal is 10% MWSBE spend for the City of Charlotte usage.</p>
9	11	2.6.6	Charlotte Business INclusion	<p><b>Company Question:</b> How do we address the 10% requirement if there are not any qualified vendors in furniture?</p> <p><b>Answer:</b> Companies are highly encouraged to consider any and all possibilities for MWSBE participation. The 10% MWSBE utilization is not limited to certified firms that provide furniture. Other areas of consideration include, but not limited to are installation, office supplies, printing, transportation, just to name a few. To search for certified MWSBEs, visit <a href="http://www.charlottebusinessinclusion.com">www.charlottebusinessinclusion.com</a>. Your outreach efforts will need to be documented thoroughly.</p>
10	11	2.6.6	Charlotte Business INclusion	<p><b>Company Question:</b> Could you please elaborate on the following sentence: "Please note, when identifying MBEs for inclusion towards the established MBE Goal, only HUB certified Aggregate MWSBE Goal 10%: The total work performed by MWSBEs in the aggregate."</p> <p><b>Answer:</b> The MBEs that are certified with NCHUB, must be registered with the City of Charlotte within the CSA (Combined Statistical Area). To search for counties in the CSA, visit <a href="https://charlottenc.gov/finance/procurement/cbi/Pages/getting-started.aspx">https://charlottenc.gov/finance/procurement/cbi/Pages/getting-started.aspx</a>.</p>

Item #	Page #	Section #	Specification	Modifications and Questions
11	14	2.8	Required Financial Information	<p><b>Company Question:</b> Are we required to submit the documentation stated in Sections a), b), and c) with our RFP Response or wait until we receive a written request from the City of Charlotte for this information?</p> <p><b>Answer:</b> No, financials are not due with the Proposal submission. During the Evaluation Phase, the City will request Financials if required.</p>
12	17	3.5	Submission of Proposals	<p><b>Company Question:</b> Just to confirm, we do not need to bind or use a binder for the (1) original and (3) copies of our RFP Proposal Response? Can we use a clip to hold the documents together?</p> <p><b>Answer:</b> Do not bind or use binders for the original and copies of the Proposal. Companies may use a clip to hold documents together.</p>
13	19	4.1	General Scope	<p><b>Company Question:</b> Is the City of Charlotte requesting only full-line manufacturers to respond? <b>No.</b> Do we need to provide solutions for all categories? <b>No.</b> We can provide solutions for 8 of the categories. Does that mean we are excluded from responding? <b>No.</b></p>
14	19	4.1	General Scope	<p><b>Modification:</b> The City removed some of the educational furniture categories from this RFP. See the revised Section 4.1 included in this addendum.</p>
15	19	4.1	General Scope	<p><b>Company Statement:</b> There are no drawings, specifications or quantities for library shelving. Please advise.</p> <p><b>Answer:</b> Companies will provide the percentage discounts under the "Library Furniture" category within the "Furniture Categories &amp; Other" tab of the "269-2019-105 – Categories, Storage and Incentives Pricing Sheet in Excel.</p>
16	19	4.1	General Scope	<p><b>Company Question:</b> Will there be a new RFP replacing the educational categories?</p> <p><b>Answer:</b> The City of Charlotte will not issue a RFP to replace the educational categories.</p>
17	20	4.3	Pricing	<p><b>Company Question:</b> Will agreement be sole sourced? <b>No.</b></p>
18	20	4.3	Pricing	<p><b>Company Question:</b> It appears as if you want one discount per category. Most manufacturers have multiple products per category that may carry different discounts. Would discounting per product within each category be acceptable? <b>Yes.</b> Additionally, would tiered discounting be acceptable? <b>Yes.</b> Companies must identify the product line, define the tier, and add rows as required in the "Furniture Categories &amp; Other" tab of the "269-2019-105 – Categories, Storage and Incentives Pricing Sheet in Excel.</p>
19	20	4.3	Pricing	<p><b>Company Question:</b> Will the same discount apply to the City of Charlotte as with the national contract? <b>Yes.</b></p>

Item #	Page #	Section #	Specification	Modifications and Questions
20	20	4.3	Pricing	<b>Company Question:</b> Is the City of Charlotte looking to obtain 4 types of discounting (Dock Delivery, Inside Delivery, Delivered & Install, and Expanded Services Installation)? <b>Yes.</b>
21	20	4.3	Pricing	<b>Modification:</b> Section 4.3.1.1 – revised to read: “Drop Ship: All deliveries shall be delivered to the site. City or Public Agency is responsible for unloading.”
22	21	4.3	Pricing	<b>Company Question:</b> Sections 4.3.2.3 & 4.3.2.4: Did you want the manufacturer to list the hourly rates for “Normal Hours” and “After Hours” installation?  <b>Answer:</b> Yes, there is a separate line for after-hours installation.
23	21	4.3	Pricing	<b>Company Question:</b> Section 4.3.2.6 - Would a rate range be acceptable if it includes a Not to exceed amount?  <b>Answer:</b> Yes, please see the revised Additional Services and Solutions Pricing – Furniture spreadsheet in Excel.
24	21	4.3	Pricing	<b>Company Question:</b> Section 4.3.4 - Are we able to offer tiered/volume discounting to the City of Charlotte?  <b>Answer:</b> Yes, Companies must define the tier and add rows as required in the “Incentives & Rebates” tab of the “269-2019-105 – Categories, Storage and Incentives Pricing Sheet in Excel.
25	21	4.3	Pricing	<b>Modification:</b> Section 4.3.6.2 – revised to read: “Manufacturer List Price from the verifiable Manufacturer’s Price List or Catalog used in Section 7, Form 4”.
26	21	4.3	Pricing	<b>Company Question:</b> The RFP and Form 6 requests a list of certified installers by geographical area. Shall this represent the Charlotte CSA or the nation or some other geographic area?  <b>Answer:</b> Companies shall list the certified installers by state or the national geographical area (i.e. northeast, mid-west, southeast, south, etc.).
27	22	4.4	Price Adjustments	<b>Company Question:</b> In order to offer the best discount on day one, would the City offer multiple (ideally 4) windows of time throughout the year to update price lists versus one?  <b>Answer:</b> No, Companies may request price adjustments (increases/decreases) for consideration at least sixty (60) days prior to each anniversary of the Contract effective date.
28	22	4.8	Warranty	<b>Company Question:</b> Section 4.8.2 - The furniture industry standard is for the warranty to begin at the date of manufacturing or invoice date. Is this acceptable?  <b>Answer:</b> Companies may take an exception to this requirement if necessary.

Item #	Page #	Section #	Specification	Modifications and Questions
29	25	5	Proposal Content	<b>Modification:</b> Section 5.1.2 – revised to read: <b>Proposed Solution.</b> Given the purpose of this project and the City’s goals as stated in this RFP, provide a creative solution to meet such goals. For each component of the Project described in Section 4, state whether and how your Proposed Solution complies as well as any additional information requested. If you wish to add supplemental information, it shall be labeled “Supplemental Information.”
30	26	6	Evaluation Criteria	<b>Company Question:</b> What are the award priorities if pricing evaluation only? <b>Answer:</b> The evaluation criteria includes qualifications and experience, national/corporate support, range and quality of Products/Services offerings, project approach and proposed solution, pricing, financial qualifications, MWSBE inclusion efforts, and acceptance of terms and conditions.
31	26	6	Evaluation Criteria	<b>Company Question:</b> Section 6.6 - When in the evaluation process do you anticipate making the request for the financial documents in Section 2.8 and having them returned in (2) business days? <b>Answer:</b> Once we identify the short-list of Companies, the City will request in writing the financial documents as described in Section 2.8.
32	32	Required Form 4	Section 1 - Furniture Categories and Other Related Products	<b>Company Question:</b> Are all categories required to be supplied by each Company? Is a detailed list of products required for each category available? <b>Answer:</b> No, Companies should only respond to categories of Products/Services they are able to provide and/or perform. Companies should include a detailed list of products for each category.
33				<b>Company Question:</b> Is there a percentage of the products within a category a Company is required to provide? <b>No.</b>
34	32	Required Form 4	Section 1 - Furniture Categories and Other Related Products	<b>Company Question:</b> Can this form be provided in Excel format? Or be modified by the respondent? Would discounting by product within each category be acceptable? Can this form be modified to include discount tiers? <b>Yes.</b> Companies must identify the product line, define the tier, and add rows as required in the “Furniture Categories & Other” tab of the file named “269-2019-105 – Categories, Storage and Incentives Pricing Sheet in Excel.
35	32	Required Form 4	Section 1 - Furniture Categories and Other Related Products	<b>Company Question:</b> Does the request for fixed installation %, nullify the attachment (Additional Services and Solutions Pricing - Furniture.xlsx) requesting install by state? <b>No.</b>

Item #	Page #	Section #	Specification	Modifications and Questions
36	32	Required Form 4	Pricing Worksheet	<p><b>Company Question:</b> If we are proposing tier/volume discounting, would we insert this information in this Section?</p> <p><b>Answer:</b> See the revised pricing sheets in Excel and note that Companies must define the tier and add rows as required.</p>
37	33	Required Form 4	Section 2 – Additional Services & Solutions by State	<p><b>Company Question:</b> For the cost benefit of all end users, would the Evaluation Committee consider installation quoted based on a project by project basis by location? The amount would be on separate line of the quote rather than a National or a per state fixed installation %?</p> <p><b>Answer:</b> Companies must provide the following:</p> <ol style="list-style-type: none"> <li>1. fixed percentage discount for each category based on the delivery and installation type; and</li> <li>2. fixed hourly rate or an hourly rate range by state.</li> </ol>
38	34	Required Form 4	Section 3- Additional Services & Solutions (Storage)	<p><b>Company Question:</b> Is storage mandatory?</p> <p><b>Answer:</b> The City is looking for options and Companies may take an exception if they are unable to provide the Product/Service.</p>
39	34	Required Form 4	Section 3- Additional Services & Solutions (Storage)	<p><b>Company Question:</b> Should this monthly charge be based on cubes or square feet? <b>No.</b> Should this also include the additional handling required to place product into storage? <b>No.</b></p>
40	36	Required Form 4	Sample Projects	<p><b>Company Question:</b> Where are the visual diagrams of the Sample Projects? See pages 36-39.</p>
41	36	Required Form 4	Sample Projects	<p><b>Company Question:</b> All of the sample projects include chairs or stools and laminate desks. How should a Company respond if their unable to provide these products?</p> <p><b>Answer:</b> Companies are encouraged to submit a complete proposal and take exceptions as required.</p>
42	36	Required Form 4	Sample Projects	<p><b>Company Question:</b> Are substitutions of product permitted? <b>No.</b></p>
43	37	Required Form 4	Sample Project - A	<p><b>Company Question:</b> Sample Project A - The RFP calls for a 42"x120" table. Standard size at this length is 54' Wide. Would a 54 X 120 conference table be acceptable? <b>Yes, see the revised Sample Project Page in this addendum.</b></p> <p>The RFP calls for a slab base. Would the manufacturers standard power routing base be acceptable? <b>Yes.</b></p>

Item #	Page #	Section #	Specification	Modifications and Questions
44	37	Required Form 4	Sample Project - B	<p><b>Company Question:</b> Sample Project B - Can the break room only accommodate a 30" table with four chairs? A 30" table normally only fits two chairs.</p> <p><b>Answer:</b> For the purposes of this exercise, please use four chairs.</p>
45	37	Required Form 4	Sample Project -C	<p><b>Company Standard:</b> Sample Project C – The City is requesting a credenza 66" x 18" opposed to the standard 22" or 24".</p> <p><b>Answer:</b> The dimension should read 66" x 24" and see the revised Sample Project Page in this addendum.</p>
46	36-37	Required Form 4	Sample Project -D	<p><b>Company Question:</b> Sample Project D - Are the workstations stand alone or are they sharing panels? What is the configuration of the workstations, (6 back to back, one long run of 12)? The layout shows the configuration of the group and they share panels. Power would be shared by two (2) 2-packs, and three (3) 3-packs, and one (1) individual cubicle as indicated on the plan, with power running down the central spine (corridor to outside wall) for multi-packs and coming in from the base. For the single cubicle, power would also be run through the main spine, with power supplied at the base against the outside wall.</p> <p>Do they need power? If so, will they need base feed or power poles for ceiling feed electrical? <b>Yes, they need power. See response above. Power will come from the base at the outside wall.</b></p> <p>Does the "Fixed Height Worksurface" need to be 30" deep? Normally the worksurfaces in a workstation are 24" deep. It would give the person more space to sit/stand at their desk, (48" verses 42"). <b>Yes.</b></p> <p>The RFP calls for a panel height of 48" and a glass topper height of 13". Will a tolerance of +/- 2" be acceptable for both? <b>Yes.</b></p> <p>The RFP calls for a 15" deep lateral file. The industry standard varies from 18" to 20" deep. Would the manufacturers standard depth lateral file be acceptable if it still allows access to power in the panel? <b>For the purposes of this exercise, the maximum is 18" deep.</b></p>
47	39	Required Form 4	Sample Project - F	<p><b>Company Question:</b> Sample Project F - The RFP calls for a brushed aluminum table base. Would Polished aluminum or a Metallic painted base be acceptable?</p> <p><b>Answer:</b> For the purposes of this exercise, please use a brushed aluminum table base.</p>

Item #	Page #	Section #	Specification	Modifications and Questions
48	40-45	Required Form 4	Sample Projects Pricing Sheet	<p><b>Company Question:</b> By obtaining an electronic copy of the RFP in Microsoft Word and Sample Project Pricing Sheet in Excel format, will it provide the details required to draw and quote sample projects?</p> <p><b>Answer:</b> A drawing is not required to provide pricing. Companies must itemize the products list and use the separate tabs on the Sample Project Pricing Sheet in Excel.</p>
49	46	Required Form 5	MWSBE Participation Plan	<p><b>Company Question:</b> Do we include our MWSBE partners who are not registered with the City? Or do not have a city vendor number? Are the utilization percentages for the City of Charlotte business only or a national number?</p> <p><b>Answer:</b> Companies must list <u>all</u> MWSBEs and indicate their location. The utilization percentages are for the City of Charlotte usage only.</p>
50	47	Required Form 5	MWSBE Participation Plan	<p><b>Company Question:</b> Does this only apply to City of Charlotte registered MWBE's or can we include MWBE's we intend to use on a nationwide basis?</p> <p><b>Answer:</b> Companies must list <u>all</u> MWSBEs and indicate their location. The utilization percentages are for the City of Charlotte usage only.</p>
51	48-49	Required Form 10	Environmental Purchasing Responses	<p><b>Company Question:</b> Are we required to complete every question even if the standard is not applicable to our products? Are we fine to insert "Not Applicable"?</p> <p><b>Answer:</b> Companies may insert "Not Applicable".</p>
52	48-49	Required Form 10	Environmental Purchasing Responses	<p><b>Company Question:</b> Is an attachment acceptable to present the information requested?</p> <p><b>Answer:</b> Companies should complete the boxes. If you wish to add supplemental information, it shall be labeled "Supplemental Information."</p>
53	59	OMNIA Exhibits	Section 2.2 - Pricing Commitment	<p><b>Company Question:</b> Is OMNIA Partners asking us to provide "most favored nation" pricing? For example, if our GSA discount is the deepest for a public agency, are we required to offer that discount to OMNIA Partners Members?</p> <p><b>Answer:</b> OMNIA Partners is asking for Companies to provide their best pricing available for a national contract and neither the City of Charlotte nor OMNIA Partners will require any discount structure other than the one agreed to in the final Master Agreement.</p>
54	62	OMNIA Exhibits	Section M - Response for National Cooperative Contract	<p><b>Company Question:</b> What is volume requirement?</p> <p><b>Answer:</b> There is no volume requirement.</p>



Item #	Page #	Section #	Specification	Modifications and Questions
55	63-68	OMNIA Exhibits	Administration Agreement	<p><b>Company Question:</b> Are we required to fill out and sign this Agreement and return it with our RFP Response?</p> <p><b>Answer:</b> Companies must redline the Administration Agreement if there are any exceptions and include it in the Proposal. It does not need to be filled out and submitted with within your Proposal.</p>
56	65	OMNIA Exhibits	Section 12 - Administration Agreement	<p><b>Company Question:</b> Just to confirm, is OMNIA Partners seeking a 3% Admin Fee under the new Contract? <b>Yes.</b></p>
57	66	OMNIA Exhibits	Section 13 - Administration Agreement	<p><b>Modification:</b> Section 13 – second sentence revised to read: <b>The Contract Sales reporting format is provided as Exhibit E (“Contract Sales Report”), attached hereto and incorporated herein by reference.</b></p>
58	69-71	OMNIA Exhibits	Master Intergovernmental Cooperative Purchasing Agreement	<p><b>Company Question:</b> Are we required to fill out and sign this Agreement and return it with our RFP Response?</p> <p><b>Answer:</b> The Master Intergovernmental Cooperative Purchasing Agreement is for information only and is an example of the agreement which participating agencies must sign to participate with OMNIA Partners. It is not required within your Proposal.</p>
59	84	OMNIA Exhibits	Procurement, Professional and Service Contracts	<p><b>Company Question:</b> The signature line says, “Signature of Procurement Agent”. Is that correct or should the manufacturer sign?</p> <p><b>Answer:</b> The Company submitting the Proposal must sign.</p>
60	89	OMNIA Exhibits	Stockholder Disclosure Certification	<p><b>Company Question:</b> We are a Limited Liability Company (LLC). What box would we check on the Form?</p> <p><b>Answer:</b> Check the box for Limited Liability Corporation.</p>

Additional questions must be submitted to Genetta Carothers at [gcarothers@charlottenc.gov](mailto:gcarothers@charlottenc.gov) no later than **5 pm EDT on Monday, July 15** to issue the answer per written addendum.

In order to constitute a complete proposal response, you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 7 of the RFP in your Proposal. **Any Company not acknowledging receipt of an issued addendum may not be considered.**

In the event additional changes or clarifications to this RFP are warranted, all Companies are responsible for monitoring the City’s [Contract Opportunities](#) site or [www.ips.state.nc.us](http://www.ips.state.nc.us) or for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Proposal from your company.

Sincerely,

Genetta N. Carothers, A.P.P.; CLGPO  
Procurement Officer

cc: RFP File

City of Charlotte | General Services – City Procurement | 600 East Fourth Street | Charlotte, NC 28202 | PH: 704.336.2256

### 3.1 Schedule and Process. **(REVISED)**

Please note that the schedule is revised to read:

DATE	EVENT
JUNE 19, 2019	<i>Issuance of RFP.</i> The City issues this RFP.
JUNE 27, 2019	<i>Request for Proposals Acknowledgement.</i> Companies that intend to submit a Proposal shall submit the RFP Acknowledgement Form on this date to the email or fax number listed in Section 3.2.
JUNE 27, 2019	<i>Submission of Written Questions Prior to Pre-Proposal Conference.</i> Companies are permitted to submit written questions for purposes of clarifying this RFP. All submissions must be pursuant to the instructions in Section 3.3 by 2 p.m. EDT.
JULY 9, 2019	<i>Non-Mandatory Pre-Proposal Conference</i> to be held at the location indicated in Section 3.4 at 10 a.m. EDT.
<b>JULY 15, 2019</b>	<i>Submission of Written Questions After the Pre-Proposal Conference.</i> Questions are due by 5:00 p.m. EDT.
<b>AUGUST 6, 2019</b>	<i>Proposal Submission.</i> Proposals are due by 2 p.m. EDT. at City Procurement, CMGC 9 <sup>th</sup> Floor.
<b>AUGUST 6, 2019 – SEPTEMBER 16, 2019</b>	<i>Evaluation.</i> The Evaluation Committee will assess each Proposal and conduct evaluation activities with Companies.
NOVEMBER 26, 2019	<i>Contract Award by Council.</i>
JANUARY 1, 2020	<i>Services commence.</i> Company begins providing the Products and Services.

#### 4.1 General Scope. (REVISED)

The City is requesting the broadest selection of Office and Miscellaneous Furniture, Installation and Related Products and Services offered. The intent of this RFP is to provide the City and Participating Public Agencies with Products and Services to meet their various needs. Therefore, Companies should have demonstrated experience in providing Products and Services as defined in this RFP, including but not limited to the following:

- **Systems Furniture:** A complete and comprehensive catalog of all systems furniture, lines, and accessories available from the Company;
- **Freestanding Furniture:** A complete and comprehensive catalog of all case goods, furniture, (including folding and mobile) desks, tables, and accessories available from the Company;
- **Seating/Chairs:** A complete and comprehensive catalog of office chairs, tandem seating and other general seating available from the Company;
- **Soft Seating:** A complete and comprehensive catalog selection of soft seating for areas such as commons, libraries, waiting areas and open spaces. Products include, but are not limited to, lounge seating, modular linear seating, and accessories;
- **Filing Systems, Storage and Equipment:** A complete and comprehensive catalog of filing systems including vertical and lateral files, freestanding file cabinets, bookcases, and equipment and accessories available from the Company;
- **Library Furniture:** A complete and comprehensive catalog selection of library furniture including shelving;
- **Auditorium/Theater Fixed Seating:** A complete and comprehensive catalog selection of auditorium/theater fixed seating and related furniture; and
- **Related Products, Support Services and Solutions:** Related office interior products and design, “Quick Ship”, design and layout, fabric and color design services, installation, systems furniture reconfiguration, assessment tools, and any other related products and services or solutions offered by the Company.

**REQUIRED FORM 4 – PRICING WORKSHEET (REVISED)**

**RFP # 269-2019-105**

**FURNITURE, INSTALLATION AND RELATED PRODUCTS AND SERVICES**

Regardless of exceptions taken, Companies shall provide pricing based on the requirements and terms set forth in this RFP. Pricing must be all-inclusive and cover every aspect of the Project. Cost must be in United States dollars. **Your Price Proposal must reflect all costs for which the City/Participating Public Agencies will be responsible.**

For purposes of this RFP, assume an initial term of five (5) years, with the City having an option to renew for two (2) additional consecutive one (1) year terms thereafter.

**1. Furniture Categories and Other Related Products:** Company must identify the manufacturer’s list price catalog name with the edition number and/or date. Company may insert rows to add product lines per category and incorporate tiered discounts. Company must insert the fixed percentage discount of the manufacturer’s list price for each delivery and installation option in the table below:

<b>Fixed (%) Percentage Discount off the Manufacturer’s List Price</b>					
<b>Category</b>	<b>Insert the Verifiable Manufacturer’s List Price Catalog Name with the Edition Number and/or Date</b>	<b>Drop Ship</b>	<b>Inside Delivery</b>	<b>Basic Installation</b>	<b>Expanded Service Installation</b>
Systems Furniture					
Freestanding Furniture					
Seating / Chairs					
Soft Seating					
Filing Systems, Storage & Equipment					
Library Furniture					
Auditorium/Theater Fixed Seating					
<b>Other Related Products</b>	<b>Insert the Verifiable Manufacturer’s List Price Catalog Name with the Edition Number and/or Date</b>	<b>Drop Ship</b>	<b>Inside Delivery</b>	<b>Basic Installation</b>	<b>Expanded Service Installation</b>



3. **Additional Services and Solutions:** Company must insert the fixed monthly rate for storage in the table below:

Additional Services & Solutions	Monthly Rate
Storage	\$

4. **Pricing Incentives and Rebates:** Company must define the tier and add rows as required. Please identify any incentives and rebates offered based on volume, dollar amounts, or other criteria below:

Incentives / Rebates Description	Amount or Percentage

5. **Payment Terms:** \_\_\_\_\_

6. **Delivery:** Company must state the normal delivery time (in calendar days) and any options for expediting delivery. \_\_\_\_\_

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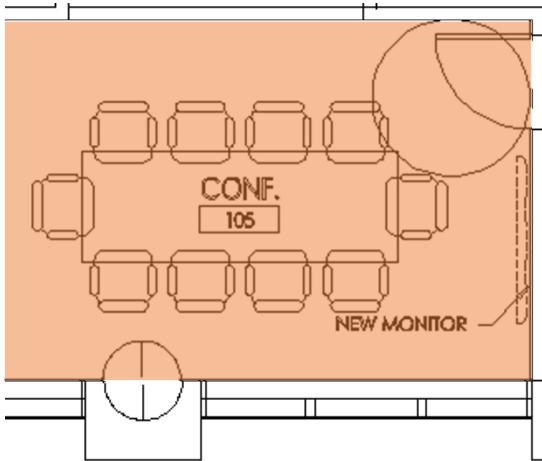


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7. **Warranty:** Company must detail the following:

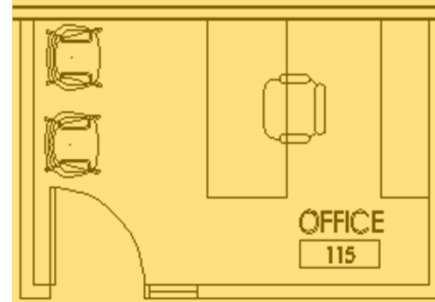
- a. Applicable warranty and/or guarantees of furniture and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
- b. Warranty period start date. The City of Charlotte desires the warranty start at the time of substantial completion.
- c. Availability of replacement parts.
- d. Life expectancy of furniture under normal use.
- e. Detailed information as to proposed return policy on all furniture.

8. **Sample Projects:** Company must provide pricing for the City of Charlotte's Sample Projects provided in this Section. Pricing should be based on pricing quoted in Section 7, Form 4. **Sample Project Pricing must be submitted in the format provided and in hard copy and Excel format on a flash drive.** The Sample Projects will be used for evaluation purposes only.
- a. Sample Project #A – Conference Room
  - b. Sample Project #B – Break Room
  - c. Sample Project #C – Private Office
  - d. Sample Project #D – 6’x7’ Workstations
    - i. Pricing must include the furniture, all required panels, hardware, connectors, and brackets required to build the 12 workstations.
  - e. Sample Project #E – Large Collaboration Space
  - f. Sample Project #F – Lounge Seating Area



- (1) 120W"x54"D Conference Table**
  - Plastic Laminate Top, Wood-Look
  - Flat Matching T-Mold Edge
  - Slab Legs with Power/Wiring Capability (laminated finish)
  - Integrated HDMI/USB/Power Hub
- (10) Conference Arm Chairs**
  - Mesh Seat and Back
  - 5-Arm Swivel Base (painted)
  - Pneumatic Height Adjustment
  - Passive Seat Adjustment (auto-adjusting, user weight-based)
  - Open Static Arms, Hard Casters (for carpet use)

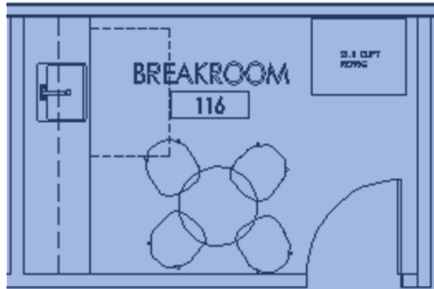
## A: Conference Room



- (2) Side Chairs with Arms**
  - Upholstered Seat, Poly Back
  - Painted 4-Legged Base with Glides
  - Flexible Back

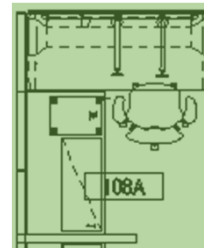
## C: Private Office

- (1) 66"Wx30"D Double Pedestal Desk (Wood-Look)**
  - Plastic Laminate Top, Chassis and Pedestals
  - Matching T-Mold Edge
  - Full Modesty Panel
  - Full-Depth BBF and FF Pedestals, Locking
  - Square Pulls, Brushed Aluminum Finish
- (1) 66"Wx24"D Credenza (Wood-Look)**
  - Plastic Laminate Top, Chassis, Pedestals, Doors
  - Matching T-Mold Edge
  - Two (2) Doors w/Adjustable Shelf (at each end)
  - Two Full-Depth FF Pedestals, Locking
  - Square Pulls, Brushed Aluminum Finish
- (1) Mid-Back Task Chair**
  - Upholstered Padded Seat, Mesh Back
  - 5-Arm Swivel Base (painted)
  - Adjustable Seat Height
  - Adjustable Arm Height



- (1) 30"DIAx29"H Table**
  - Plastic Laminate Top, Wood-Look
  - Flat Matching T-Mold Edge
  - Painted X-Base with glides
- (4) Poly Armless Stack Chairs**
  - Poly Seat and Back
  - Painted 4-Legged Base with Glides
  - Flexible Back

## B: Break Room



- (12) 6'x7' Systems Workstations**
  - 72"Wx 30"D Adjustable Height Desk (Wood-Look Top) with Two (2) Monitor Arms and CPU Sling
  - 54"Wx 30"D Fixed Height Worksurface (Wood-Look)
  - Mobile BF Pedestal with Cushion Top
  - 36"Wx15"D 2-Drawer Lateral File
  - Modular Panel Size: ~48"H with 13" Frosted Glass Topper
- (12) Multi-Function, Adjustable Ergonomic Task Chairs**
  - Upholstered Padded Seat, Mesh Back
  - 5-Arm Swivel Base (painted)
  - Adjustable Lumbar Support
  - Adjustable Seat: Tilt, Seat Pan, Locking Position
  - Adjustable Arm Width and Height

## D: 6'x7' Workstations



CITY OF CHARLOTTE  
General Services Department - City Procurement

[X] Pre-Proposal

Date: July 9, 2019

Time: 10:00 am

Project Name: Furniture, Installation and Related  
Products & Services

RFP#: 269-2019-105

Company Name	Representative	Phone Number	Fax Number	E-Mail Address
Larner's Office Furn	Mary Kegley	704-399-1948	704-399-6646	mary@larnersoffice.com
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OFS	Anne McClelland	704-771-8003	N/A	amcclelland@ofs.com
Knoll	WAVE McDORMAN	703-501-4855	—	WMCDORMAN@KNOLL.COM
Alumni Edu. Solutions	Joe Davis	984-960-9509	—	jdavis@alumnicf.com
PMC	Peter Stipicevic	704-960-6367		peter@pmccommercialinteriors.com
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HON	Morgan Harden	563-299-3593		hardenm@henco.com
Allsteel	TIFFANY PEEBLES	404-694-6563		peebles@allsteeloffice.com



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Company Name	Representative	Phone Number	Fax Number	E-Mail Address
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Piedmont Office Suppliers	Cindy Burrell	336-260-0566		<a href="mailto:cburrell@piedmontoffice.com">cburrell@piedmontoffice.com</a>