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ADDENDUM NO.1

SUBMITTAL DEADLINE: Tuesday, November 28, 2017 @ 2:00 PM CT

Questions regarding this solicitation must be submitted in writing to Crystal Wallace, Purchasing Cooperative Specialist at questions@esc4.net or (713) 744-8189 no later than November 1, 2017 at 5pm CT. All questions and answers will be posted to both www.esc4.net and www.tcpn.org under **Solicitations**. Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

Request for Proposal (RFP)
by

Region 4 Education Service Center (“ESC”)

for
Moveable Wall Solutions

On behalf of itself, other government agencies and non-profits, made available through The Cooperative Purchasing Network “TCPN.”

Solicitation Number 18-01

Note: Envelopes must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of vendor. Electronic submissions of the RFP will not be accepted. **Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT, at which time the bid opening process shall commence. Proposals will be collected in a conference room to be determined by Region 4 ESC and opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, shall be disqualified.**

VENDOR CONTRACT SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Offeror and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name _____
Address _____
City/State/Zip _____
Telephone No. _____
Fax No. _____
Email address _____
Printed name _____
Position with company _____
Authorized signature _____

Acknowledgement of Addendum Number(s): _____

Accepted by The Cooperative Purchasing Network:

Term of contract _____ **to** _____

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 Contract Number _____

Appendix B:

PRODUCT / SERVICES SPECIFICATIONS

Respondents are strongly encouraged to submit their entire catalogue and turn-key solutions within the scope of this RFP. Region 4 ESC reserves the right to reject parts of offerings that it deems to fall outside the scope of the RFP.

Respondents shall be able to offer Region 4 and TCPN members the best options available to meet their needs and shall be familiar with the resources available to provide the product/services at the best possible cost.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information or catalogue numbers listed in a specification are descriptive, not restrictive. With the Customer's prior approval, the Vendor(s) may provide any product that meets or exceeds the applicable specifications. The Vendor(s) shall demonstrate comparability to the Customer's satisfaction. The Customer will decide at their sole discretion whether a product is acceptable as an equivalent.

The Respondent warrants that all products under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Respondent has the primary responsibility to submit product specific warranty as required and accepted by industry standards.

Respondents shall provide a clear and detailed description of shipping and delivery terms if different than that described in Article 7; 7.1

Dealers/Resellers:

If Respondent is a dealer or re-seller a Manufacturer's Dealer Certificate (Exhibit A) verifying their authorization to offer product line must be included in their response. Failure to include may result in a non-award.

Manufacturers:

A complete list of authorized dealers/resellers must be included in your proposal. Failure to include may result in a non-award. It shall be the responsibility of the manufacturer to ensure this list is current and to advise Region 4/TCPN of any additions and/or deletions to this list.

Product/Price Updates:

New products/services may be added during the term of the contract upon written request providing it is within the original scope of this RFP. All requests are subject to review and approval by Region 4 ESC and/or TCPN. At no time is the Supplier allowed to unilaterally change products or pricing. Successful bidder shall be responsible for notifying TCPN of all obsolete and discontinued products in writing and in a timely manner.

Returns:

The vendor will honor all standard return policies. No restocking fees may be charged to Region 4 or TCPN members if an item is returned due to damage, incorrect product shipped or Vendor customer service order entry error. Restocking fees for all other reasons shall be capped at 10% of the value of the items that require restocking

EXHIBIT A

DEALERS CERTIFICATE

Attention Dealers: This certificate is to be completed and returned with each Dealer's proposal. Return one (1) original certificate for each Manufacturer/Brand that you are bidding.

*******MANUFACTURER'S DEALER CERTIFICATE*******

This Certifies that: _____ is a valid Reseller in
(Bidder's Name)

good standing of: _____.

(Manufacturer/Brand Name)

Note: This must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed signed and notarized form with your bid will result in rejection of your bid for that manufacturer's line items.

This certificate indicates that the bidder is currently an authorized dealer in good standing of this manufacturer's products, but will not authorize the bidder to create or impose any obligation or liability on the manufacturer. Manufacturer shall have the right to remove this certification by written notice to Region 4 and/or TCPN if Dealer's good standing status with manufacturer should change.

Manufacturer's Name: _____

Address: _____

Printed Name: _____

Date: _____

Phone: _____ Fax: _____

Subscribed and sworn before me this _____ day of _____, 201____

Notary Public Signature _____ State of _____

My commission expires: _____

SEAL

This Addendum No.1 amends the Request for Proposals (RFP) for Moveable Wall Solutions 18-01 (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

This Addendum 1 is hereby issued to address the following:

1. Additional language: Appendix B, Product/Services Specifications and EXHIBIT A – DEALER CERTIFICATE.
2. Would these Moveable Wall Systems be part of our existing Contract #R142209 Furniture, Office & Instructional and could they be sold under that contract? **Answer: only if the supplier responded with the details and pricing or has been added/approved as a new product line.** I’m wondering if we need to submit a bid on this RFP when we already sell our Snap panels under the Office Furniture contract noted above. What are your thoughts? **Answer: It is the Suppliers decision to respond to solicitations.**
3. How do I get specs and floor plans ... we can quote movable walls without this. **Answer: Respondents are encouraged to respond with entire catalog and turn-key solution(s) to moveable walls. There are no floor plans associated with RFP 18-01.**
4. What is the relationship between National IPA and TCPN? **Answer: National IPA acquired TCPN from Region 4 ESC.** Will our contract be with NIPA or TCPN? **Answer: The contract will be with Region 4 Education Service Center (see APPENDIX A).**
5. Purchasing Procedure
“Awarded vendor invoices the participating agency directly.”
“Awarded vendor receives payment directly from the participating agency.”
Since we distribute our solutions through a national network of partners that typically invoice and receive payments from the participating agency, is that acceptable in this case? DIRTT will hold the contract. **Answer: It will be the awarded Supplier’s responsibility to report sales and submit administrative fee payment associated with the contract.**
6. Article 7: Delivery Provisions
Since all of our construction solutions are customized to the project, we are not able to deliver within 7 days of receipt of the Purchase Order. Our lead times range from 2 weeks-4 weeks, plus freight. Is this acceptable? **Answer: Respond with a reasonable lead time.**
7. APPENDIX C : Pricing
We do not publish a catalog because our pricing is generated via our proprietary software on an order by order basis. How can we best illustrate what is required under these circumstances? **Answer: Consider discount off list, hourly rate, fee by profession(s), labor rates. For more examples, consider viewing contract documents located on the National IPA website.**

8. APPENDIX E : Questionnaire, Question 3: Minority and Women Business Enterprise (M/WBE) and (HUB) Participation Should our national network of distribution partners be considered when answering this question, or just the vendor/contract holder? **Answer: Respond appropriately.**

9. APPENDIX I : State Notice

Are all listed public agencies and political subdivisions allowed to access and/or piggyback off of this contract? **Answer: Public agencies and political subdivisions who are National IPA/TCPN members have access to awarded contracts appearing on the website. All agencies and political subdivision are encouraged to become members, *free of charge*.**

No other questions or clarification will be answered.