



CHARLOTTE

Department of Contracting and Procurement

Addendum # 1	Furniture, Installation, Design, Consulting Services, and Related Products and Services. RFP# 269-2025-148
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To: All Prospective Vendors

Date: 03/16/2025

Subject: Addendum 1 – RFP# 269-2025-148 Furniture, Installation, Design, Consulting Services, and Related Products and Services. Questions & Answers.

Please note the answers to questions received through the Portal.

Item #	Page #	Section #	Questions	Answers
1			Question 1.1.3 asks how long your company has been in business providing the Services as described in Section 3; however, there is no Section 3 on this attachment. What Section 3 is being referenced here and is something missing from the excel document?	This question refers to the scope of services. The scope of services can be found in section 4 of the RFP document.
2	Att. D	DBE Form	For the DBE Program Form, can the City please clarify the scope of dealer information expected? Should we provide: (1) Only the authorized dealers within the City of Charlotte service area who may actually service City projects under this contract and who hold the applicable DBE certifications; or (2) A list of all DBE-certified authorized dealers nationwide (as part of the broader OMNIA cooperative program), even though many of these resellers will never service the City? If the City requires the nationwide list, please advise on the preferred submission method, as this could include hundreds of authorized resellers and installation partners, producing a very large dataset. We want to ensure we provide the information in the format most useful	Vendors only need to submit a list of their subcontractors & dealers servicing the City of Charlotte stating if they are DBE or Non-DBE.

			to the City while avoiding irrelevant or unnecessary volume.	
3	19	4	Is this contract mandated or convenient for City of Charlotte entities?	Per section 4 - Scope of Services of the RFP: Please note that while Products and Services may be requested, no quantities or specific dollar amounts are guaranteed.
4	5	1.1	Will the City consider proposals restricted to just the City of Charlotte entities and not a nationwide response?	While all qualified vendors are welcome to submit their bid, the intent of this solicitation is for nationwide response.
5	5	1.1	Will the City allow Vendors to use an existing OMNIA contract with a different lead agency for purchases outside the City of Charlotte, rather than requiring Vendors to maintain two nationwide OMNIA contracts with different lead agencies?	Vendors must assess business bandwidth and determine best course when submitting a bid to any solicitation/project. Vendors wishing to do business with the City of Charlotte are expected to promote and encourage the use of any resulting contracts with the City of Charlotte.
6	17	3.6	Is the intent of the City to award one or multiple vendors? If multiple, will this be limited to 5 vendors like the previous contract	This solicitation may result in multiple awards determined at time of evaluation.
7	24	4.4	What is the timeframe for the City to approve/reject price increase requests after Vendor submits?	Per section 17 of the sample contract: All proposed pricing shall remain firm for the first six (6) months of the Contract. After the first six (6) months, Vendors may request price adjustments no more than once every six (6) months.
8	24	4.4	Can you provide examples of acceptable documentation to the City to support a Vendor's price increase request?	The City uses Producer Price Index Industry Data sourced from the U.S. Bureau of Labor Statistics. Additional documentation options can be discussed with vendor if necessary.
9	24	4.4	With the anticipated start date of the contract being January 1, 2027, is it expected that Vendor's hold the list prices submitted with their proposal through July 1, 2027, or will awarded Vendors be allowed to update list prices upon contract award prior to holding for the first 6 months of the contract term?	Awarded vendors will be expected to hold bided prices for the initial 6-month period.
10	25	4.8	As a manufacturer, we work with a network of authorized dealers who may subcontract certain projects to additional installers. Could you please confirm whether the intent of this list is to include only our direct subcontractors, and not the subcontractors engaged by our dealers? Collecting information on all subcontractors of our dealers on a nationwide basis would be an	This form is intended to capture the DBE subcontractors of the Primary Contract holder.

			extremely large and continuously changing task, making it impractical to maintain such a list.	
11	28	6.	How will the evaluation criteria in this section be scored? Is a point-based system used, and if so, is there a minimum score or threshold—either by category, relative to other vendors, or overall—that must be met to be awarded the contract?	The City uses an internal evaluation system based on a point system.
12	Att. A	Section 3-8	Are additional pricing incentives, other than the tiered discounts listed in Section 1, considered in the City's evaluation of Vendors? If yes, what weight do they carry in the scoring?	Additional pricing incentives are a part of the proposal and will be considered during the evaluation. This is an internal process and determined by the evaluators.
13	Att. C	DBE Form	The top of the form states "Project DBE and non-DBE Subcontractor / Supplier Utilization Commitment." Is this form required for all subcontractors or just DBE subcontractors? If all, where do we note if they have a DBE certification?	Vendors only need to submit a list of subcontractors & dealers servicing the City of Charlotte stating if they are DBE or Non-DBE, No
14	Att. C	DBE Form	Is there a preference or advantage for those vendors that have higher projected dollars and percentages tied to a DBE subcontractor than vendors that do not?	No.
15	Att. H	Buy America Form	Is the City requiring Buy America certification for all product purchases under contract or is this only applicable for federally funded projects?	Vendors should indicate on Attachment H-Buy America Form if they are able to comply with the requirement or not. Review the Buy America info found in Attachment J - Sample Contract under the Federal Transit Administration Contracting Terms paragraph 3. Refer to question #39 for additional information.
16	Att. H	Buy America Form	Since Buy America compliance is based on the individual components of each product, which may change frequently, it is challenging for large manufacturers with tens of thousands of models to certify compliance or track all exclusions across their entire product offering. We recommend requesting vendors to certify the compliance status of each specific model, when applicable, prior to order acceptance.	Vendors should indicate on Attachment H-Buy America Form if they are able to comply with the requirement or not. Review the Buy America info found in Attachment J - Sample Contract under the Federal Transit Administration Contracting Terms paragraph 3. Refer to question #39 for additional information.
17	Att. J	Sample Contract Service Terms Pg. 1 & Footer	Is the Vendor required to complete Vendor information on the cover page and where highlighted in the footer with their response?	No, this is only a sample contract, a final contract will be completed prior to being sent to an awarded vendor. The intent of the sample contract is for vendors to

				provide and redline or exceptions to contract language.
18	Att. J	Sample Contract Service Terms Pg. 2 #4.	Any services viewed as excessive or not meeting standard requirements should be addressed prior to acceptance. Please confirm the City's intent is to audit invoice dollars that do not match an agreed upon purchase order amount.	Vendors who have exceptions to contract language should provide their exceptions according to the directions found in the RFP.
19	Att. J	Sample Contract Service Terms Pg. 3 #12.	Please confirm with the Compensation for Termination Without Cause provision, manufacturers payment for Services rendered includes those both completed and in progress through the date of termination.	Vendors who have exceptions to contract language should provide their exceptions according to the directions found in the RFP.
20	Att. J	Sample Contract Service Terms Pg.3 #13.	The RFP document does not appear to include Key Personnel in the Scope of Work section. Are you referring to the Members included under Attachment I – OMNIA Documents, Exhibit A, 3.3 Marketing & Sales, Item H or where are these individuals listed?	Key Personnel are any individuals whom the City reasonably deems integral to successful performance of the Services, including the vendors and their subcontractors.
21	Att. J	Sample Contract Purchase Terms Pg.2 #12.	Please confirm acceptance will occur within 30 days of delivery.	Vendors who have exceptions to contract language should provide their exceptions according to the directions found in the RFP.
22	Att. J	Sample Contract Purchase Terms Pg.2 #12.	Please confirm the Vendor will have the opportunity to cure any non-compliance of Product prior to the City terminating this Contract.	Review Attachment J – Sample Contract, General Conditions, paragraph 3. Vendors who have exceptions to contract language should provide their exceptions according to the directions found in the RFP..
23	Att. J	Sample Contract General Conditions Pg.7 #10.1.	Please, confirm in the unlikely event of a breach of contract and the City procures items on the open market, they will be comparable in function, cost, and design.	Vendors who have exceptions to contract language should provide their exceptions according to the directions found in the RFP.
24	Att. B	Exceptions Form	Can you confirm if Attachment B - Exceptions Form is intended for submitting exceptions to the Sample Contract and OMNIA Partners administration agreement? Checklist for Submitting a Proposal and 2.6.15 Exceptions to the RFP Sections indicate that exceptions should be uploaded in Word format with tracked changes under the Acknowledgement section of the Procurement Portal. Please confirm.	If you have exceptions, you are to do both for both the Sample Contract and/or OMNIA Partners administration agreement
25		Company's Background Response -	The dropdowns for Company's Background Response -Additional Questions (Q-89OR), and the	Vendor should use the comments section to provide answers to the questionnaire.

		Additional Questions	Environmental Purchasing Questionnaire aren't working. Should we just respond in the comments section only? Also, there are some responses that we would like to complement with additional attachments, where should we include these?	Any supplemental attachments should be included with your proposal.
26		Company's Background Response - Additional Questions	Would you please indicate where we are able to upload "supplemental information" in the Bonfire site? Some questions within the Company's Background Response -Additional Questions (Q-89OR), and the Environmental Purchasing Questionnaire need additional attachments.	Supplemental information should be included within your proposal as an attachment or appendix.
27	Att. D	DBE Form	Attachment D - DBE Program Form, would you please be more specific on who should fill this form out? by Subcontractor, do you mean Dealers, Installers, electricals? Please advise.	Vendors only need to submit a list of their subcontractors & dealers servicing the City of Charlotte stating if they are DBE or Non-DBE.
28	Att. A	Price Schedule Sec. 9	Is the CPU Sling still a requirement? If so, what size CPU needs to be accommodated?	No, this is not a requirement. It can be removed across the board.
29	Att. A	Price Schedule Sec. 9	Do privacy solutions need to be shown on the workstations?	No, the specification already includes modular panels which serve as the privacy solution.
30	5	1.1	Please confirm if Vendors are allowed to submit proposals for the City of Charlotte entities exclusively that the Attachment I OMNIA documents are not required with the Vendors response.	All vendors are welcome to submit proposals but opting out of the national response will affect your overall score.
31	23-29		Please confirm whether this is intended to be a multi-award contract.	This solicitation may result in multiple awards determined at time of evaluation.
32	23-29	Option 2	Option 2 "Requires the company to submit fixed hourly rates or hourly rate ranges by state foreach type of installation and for any additional services or solutions" Are nationwide rate ranges allowed instead of rate ranges by state?	Vendors should provide a per-state rate. If rates are consistent from state to state, please illustrate that by providing per-state rates.
33	28-29		"PROPOSAL EVALUATION CRITERIA" Question- Could you provide a breakdown of the evaluation weighting and point allocation?	This information is not available.
34		Buy America certification	Please confirm the applicable Buy America certification requirements and whether compliance with TAA and USMCA must be demonstrated.	Vendors should indicate on Attachment H-Buy America Form if they are able to comply with the requirement or not. Review the Buy America info found in Attachment J - Sample Contract under

				<p>the Federal Transit Administration Contracting Terms paragraph 3.</p> <p>Refer to question #39 for additional information.</p>
35		DBE	Pg. 29/37- Since the vendor is not a DBE, is this requirement applicable?	Vendors only need to submit a list of their subcontractors & dealers servicing the City of Charlotte stating if they are DBE or Non-DBE.
36			<p>Attachment A</p> <p>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?</p>	Section 1 of Attachment A, states, "Company may insert rows to add product lines per category & incorporate tiered discounts."
37			Section 4.3.1 – Minimum Discounts for New Products Minimum Discounts for New Products—can you please elaborate on this? If a new product meets the minimum discount, can it be automatically added to the contract?	Vendors must submit all new products to the City for review and approval before being added to available products list.
38	Att. D	DBE Form	Attachment D – DBE Program Does this apply to the City of Charlotte only?	Yes. This information is only needed for local (City of Charlotte) use.
39	Att. H	Buy America Certificate	<p>Attachment H – Buy America Certification Form</p> <p>We would like to request clarification regarding the Buy America requirements included in this solicitation. Given that Charlotte is acting as the Lead Public Agency for the OMNIA cooperative agreement and that subsequent orders may be placed by various Participating Public Agencies, please confirm whether (i) Buy America certification is required with this proposal because Federal funds (FTA) are being used for the City's award, or (ii) Buy America certifications may be provided on an order-specific basis when Participating Public Agencies place federally funded purchases under the resulting OMNIA agreement. Additionally, because this RFP requires a proposed solution/configuration, please confirm that we may include Buy America certification for the specific products</p>	<p>The Buy America requirements do not apply to purchases made under this solicitation when no federal funding is used, unless required by the participating agency's local policy. Accordingly, compliance with Buy America provisions is not mandatory for every procurement.</p> <p>However, respondents must indicate whether the products or materials offered would comply with applicable Buy America requirements if the purchasing agency were to use federal funds now or in the future. Vendors selling to federally funded agencies are responsible for ensuring full Buy America compliance.</p>

			in our proposed configuration at proposal time, with any additional certifications to be provided at the time of individual orders as needed.	
40		Company Background Questions	Document is to be a word-based response, however, 1.1.13 wants us to provide a Management Organization Chart which would imply a graphic approach. How should we submit said chart to be compliant with submission requirements?	Vendors should include their organization chart within their proposal. Please add a comment to this question directing evaluators to where this information is located with your proposal.
41	Att. A	Price Schedule Section 9	<p>1. D: 6' x 7' Workstations</p> <p>a. Please confirm finish/material for storage: is laminate or a steel case acceptable?</p> <p>b. Please indicate power/data requirements for panels</p> <p>c. The 2D plan shows spine panels and a dividing wing panel but does not show panels around the HAT. Can you confirm that the panels should be on the spine of the workstations only?</p> <p>2. F: Lounge Seating Area</p> <p>a. Is a painted or polished aluminum base acceptable for the occasional table?</p>	<p>1. D: 6' x 7' Workstations</p> <p>a. Steel case is acceptable. This will need to be applied across the board for everyone submitting.</p> <p>b. This can be left out. This will need to be applied across the board for everyone submitting.</p> <p>c. Panels should be included around the HAT as well. Please see drawings attached.</p> <hr/> <p>2. F: Lounge Seating Area</p> <p>a. Polished aluminum base. This will need to be applied across the board for everyone submitting.</p>

In order to constitute a complete proposal response, you must acknowledge receipt of this and all addenda by responding to the acknowledgment in the City's Procurement Portal.

Any Bidder not acknowledging receipt of an issued addendum may not be considered.

In the event additional changes or clarifications to this RFP are warranted, all Vendors are responsible for monitoring the Procurement Portal for additional addenda.

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

Sincerely,

Tim Hawkins
Procurement Agent Senior

