



CHARLOTTE

Department of Contracting and Procurement

Addendum # 2	Furniture, Installation, Design, Consulting Services, and Related Products and Services. RFP# 269-2025-148
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To: All Prospective Vendors

Date: 03/20/2025

Subject: Addendum 2 – 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 and during the Pre-Proposal Conference.

Item #	Page #	Section #	Questions	Answers
1	Att. H	Buy America	We are a Canadian manufacturer, and all of our furniture products, including those with steel components, are manufactured and assembled in Canada. Given this, we understand that we would need to sign the Certificate of Non-Compliance with the FTA Buy America requirements. Could you please clarify whether submitting a Non-Compliance certificate would disqualify us from this opportunity, or if it would be possible to proceed under a Buy America waiver?	No, submitting the Certificate of Non-Compliance will not disqualify you from this opportunity, however, because many of our participating agencies require compliance with Buy America, the ability to comply with these requirements may be a factor in the evaluation.
2	Att. A		Can a company submit a bid for just part of the solicitation—selling and delivering furniture to the client’s warehouse—but not providing installation, design, or consulting? Or do we have to offer all services listed in the solicitation title? Also, could you please clarify if submitting a partial bid would affect our chances of being considered or result in disqualification?	The City is seeking a full-service vendor. While vendors may submit a partial bid and doing so will not result in disqualification, It may affect your overall score.
3	Att. I OMNIA Ex. A	3.3	Please advise if we are required to commit to a “Guaranteed Contract Sales” volume for years 1-3. Will this be part of the evaluation criteria for award?	Suppliers are not required to commit to guaranteed sales. If a supplier would like to offer guaranteed sales, they are able to in this section.

4	Att. I OMNIA Ex. A	1.1	Please confirm Purchase Orders can be placed directly with the Supplier or through our Authorized Dealer partner. Our dealer partners have been authorized to accept payments on our behalf.	Page 25 of the RFP: 4.8.1. Should a Company utilize distributors, dealers, or subcontractors, Participating Agencies may choose to issue work directly to the distributor, dealer, or subcontractor if allowed by the Company and Participating Public Agency.
5	Att. I OMNIA Ex. B	12	Please consider moving the reporting due date from the 10th to the 15th of the month. We have a considerable amount of volume and members to validate during this time.	Please provide any exceptions to the administration agreement, including reporting, as a redline to the document along with a line on the exceptions form.
6	Att. I OMNIA Ex. B	13	We would kindly ask you to reconsider the deadline for payment within 10 business days of the appropriate month end. With the report itself being due by the 10th day, please consider extending the receipt of payment on this report until the 30th day.	Please provide any exceptions to the administration agreement, including reporting, as a redline to the document along with a line on the exceptions form.
7	Att. I OMNIA Ex. C-D		Please confirm Exhibit C – Master Intergovernmental Cooperative Purchasing Agreement and Exhibit D – Principal Procurement Agency Certificate, Example are included for reference only and do not need to be included with the bid response.	That is correct. Exhibit C and D are examples only and do not require responses
8	Att. I OMNIA Ex. F		Is 7 CFR Part 210.21 School Lunch Procurement required with this solicitation for office furniture?	No. 7 CFR Part 210.21 for School Lunch procurement is not required for this solicitation.
9	Att. J	Sample Contract Service Terms Pg.3 #16.	Our Company requires pre-employment drug and background checks for each employee. Our criminal background checks are performed according to the state & county regulations where the employee lives, and drug testing is performed by nationally registered providers. In addition, our I9 verification process uses E-Verify with Homeland Security. Please confirm our standard process and procedures would fulfill the requirements of this solicitation	Vendors requesting changes to the sample contract language should document through the exceptions process.
10			Can we provide links within our response?	Yes, for informational purposes only, but nothing regarding terms & conditions.
11	Att. J	Sample Contract Purchase Terms Pg.3 #17.	Please confirm that terminating a price increase modification that was approved due to shifting market conditions is referring to a tariff or other surcharge related cost and not commercial list price increases.	This provision applies when a price increase that was previously approved based on market conditions is no longer supported because market pricing has substantially decreased.

12	Att. J	Sample Contract Purchase Terms Pg.4 #22.	Please confirm agreement to utilize any project or change management or reporting tools for all Work documentation is limited to those purchases made by the City's Aviation Department only.	Vendors requesting changes to the sample contract language should document through the exceptions process.
13	Att. J	Sample Contract General Conditions Pg.6 #2.	Please confirm Purchase Orders can be placed directly with the Vendor or through our Authorized Dealer partner. Our dealer partners have been authorized to accept payments on our behalf.	Page 25 of the RFP: 4.8.1. Should a Company utilize distributors, dealers, or subcontractors, Participating Agencies may choose to issue work directly to the distributor, dealer, or subcontractor if allowed by the Company and Participating Public Agency.
14	Att. J	Sample Contract General Conditions P.9 #15.	Could you please share when the City Council typically meets to decide on the budgets and funding for a given fiscal year? Also, is there a particular reason these decisions might not be made before the current fiscal year concludes?	Charlotte City Council typically adopts the annual budget in early June, with key meetings occurring in May to review the proposal. To our knowledge there is no specific reason behind making these decisions before the current fiscal year.
15	Att J	Sample Contract Purchase Terms P.2 Section 11(c) & Section 12	Pg. 5/37- Section 11(c) states that shipping terms are FOB Destination; however, Section 12 (Acceptance) indicates that the products remain the property of the vendor until the City inspects, uses, and accepts them. As FOB Destination is standard practice, please clarify the intended terms.	FOB Destination should be struck in our sample contract. The Acceptance provision is the intended and preferred term.
16	26	Section 5.1.2.	RFP Section 5.1.2 Second Paragraph – Use of AI Question: Does this apply only to AI used on City/Agency data, or also internal tools (e.g., proposal drafting, rendering enhancements) that never touch agency data?	Only to AI used on City/Agency data.
17	Att. I	OMNIA DOCS Section 3.0	Please confirm if section 3.0 (located in Attachment I - Omnia Docs) is to be addressed and answered as a component of the RFP response or, if it is to be addressed upon award.	Yes, section 3.0 of Exhibit A requires a response
18	20	4.2.2.	The RFP references ANSI/HFES and/or BSR/HFES (Human Factors Engineering of Computer Workstations). Our understanding is that this standard has been withdrawn or is no longer actively maintained. Could you please confirm whether the agency intends for vendors to reference a replacement standard or updated ergonomic guideline for workstation design? If so, which standard should be used for compliance verification?	Workstations shall comply with ANSI/HFES 100-2007 or, alternatively, ISO 9241 (Ergonomics of Human-System Interaction) standards, using the most current applicable editions. Vendors can provide any documentation that shows compliance.

19	20	4.2.2.	The references to CPSIA 1303 / 16 C.F.R. 1303 (Ban of Lead-Containing Paint) appear to be regulatory prohibitions rather than certifiable product standards. Could you clarify what form of documentation the agency expects vendors to provide (e.g., manufacturer compliance statement, third-party test report, or certification of compliance)?	Vendors can provide any documentation that shows compliance.
20	20	4.2.2.	The RFP lists California Air Resources Board (CARB) Formaldehyde Emissions requirements. Because these limits are now federally regulated under TSCA Title VI and commonly verified through Indoor Air Quality (IAQ) certifications, should vendors demonstrate compliance via applicable IAQ certifications (e.g., GREENGUARD or equivalent), or is separate CARB documentation required?	Vendors can provide any documentation that shows compliance.
21			Do we have to respond to all items/product categories on the sample product pricing spreadsheet, in order to be considered for the award?	The City is seeking a full-service vendor. While vendors may submit a partial bid and doing so will not result in disqualification, it may affect your overall score.
22	Att. A	Section 9	Are variations in dimensions permitted? For example, for the 120" x 42" conference table, would alternative sizes such as 120" x 36" or 120" x 48" be acceptable?	No. 120" x 42" is a standard size which all manufacturers should be able to provide.
23	Att. A	Section 9	Are "specials" permitted when a non-standard size is requested? Specials are based on standard products but can be modified either increased or reduced to meet specified size requirements.	Specials would not be acceptable in this solicitation pricing exercise.
24	Att. A	Section 9	Please confirm that "specials" (customized products) will be permitted upon contract award. Specials are modifications of existing products that maintain the same functionality and warranty while accommodating unique customer requirements.	Specials will be permitted after the contract award.
25	Att. A	Section 9	Can a dual monitor arm be provided in place of two single monitor arms to achieve cost savings?	For the purposes of this solicitation exercise, please use two single monitor arms
26	Att. A	Section 9	Please confirm if the Sample Project A Conference Room and Sample Project E Collaborative Table are to include power.	No.

27	Att. I	OMNIA DOCS	Please confirm which of the OMNIA forms and exhibits serve as an example and which need to be returned as part of our response.	See answer to question #7. Responses are required for: Exhibit A - Response for National Cooperative Contract. Exhibit B - Administration Agreement. Exhibit F - Federal Funds. Exhibit G - New Jersey Documentation. Exhibit B - Administration Agreement only requires a response if red lines are being proposed.
28	Att. I	OMNIA DOCS	On the call, the OMNIA representative mentioned a form or exhibit that did not need to be completed. Was that Exhibit A? If not, what portion was he referring to?	Responses are required for: Exhibit A - Response for National Cooperative Contract. Exhibit B - Administration Agreement. Exhibit F - Federal Funds. Exhibit G - New Jersey Documentation. Exhibit B - Administration Agreement only requires a response if red lines are being proposed.
29	21	4.2.3.1.	The City is asking for Drop ship discounts and inside delivery discounts In section 4.2.3.1.a), can you define who the city is defining as "company" in the phrase Drop Ship: All deliveries shall be delivered to the site. Company is responsible for unloading. Is Company, purchaser or vendor? If this is the vendor, labor may need to be charged to have the right equipment available and the right insurance and location to unload. Not all clients docks and unloading equipment is created equal and there are significantly different costs to having a truck load delivered and having one delivered and also require the driver to unload or coordinate a dealer to meet the driver to unload.	As stated in Section 2.2 Definitions. on page 6 of the RFP; Company: During the solicitation process, refers to a company that has interest in providing the Services. After the solicitation process, refers to a company that has been selected by the City to provide the Services. This would also include the Certified Dealers, Installers, & Subcontractors, as mentioned in Section 4.8. on page 25 of the RFP. As for the second part of the question: Vendors requesting changes to the sample contract language should document through the exceptions process.
30			Based on the last contract, it looks as though this contract is more focused on high-end office furniture manufactures. Would it even be awarded to a K-12 dealer if we tried?	The City is seeking a full-service office furniture vendor(s). And all full-service office furniture vendors are welcome to submit a proposal.

Questions from the Pre-proposal Meeting

1	26	5.	Are we expected to submit one document that follows the proposal content and format structure, or is this structure only meant to serve as our	What is listed in "5. Proposal Content and Format" in the RFP serves as a checklist. The proposal is not to be uploaded as a single document; you will need to upload the different documents separately.
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			checklist on the Bonfire website for submission? Please clarify.	
2	Att. A		Do vendors need to provide the full scope of products and services in the RFP, or could the City award contracts for only part of the scope, such as furniture only or design services only? Thank you	The City is seeking a full-service vendor. While vendors may submit a partial bid and doing so will not result in disqualification, It may affect your overall score.
3	Att. I	OMNIA DOCS	Can you please issue an addendum that explains which exhibits within the Omnia Docs Attachment I are required to be completed and which are for information only? Tomek mentioned while he was reviewing each that some were info only. However, some are required. Can this be answered specifically?	Responses are required for: Exhibit A - Response for National Cooperative Contract. Exhibit B - Administration Agreement. Exhibit F - Federal Funds. Exhibit G - New Jersey Documentation. Exhibit B - Administration Agreement only requires a response if red lines are being proposed.
4	26	5.1.2.	Please elaborate on the content you are expecting to address the "Proposed Solution". Is the info contained w/in the pricing schedule sufficient or are you looking for plans, renderings, etc.? I was speaking to the sample product only for the proposed solution.	Yes, the price sheet does contain a lot of information but is not sufficient as a proposal alone. Refer to section 5.1.2. page 26 of the RFP for a description of the Proposal, it is for the Company to describe their Proposed Solution in greater detail.
5			Will we be able to get a recording of this meeting?	The recording is not available at this time, however, the questions and answers discussed during the meeting are included in this addendum.
6	26	5.1.5.	Can you confirm in an addendum that redlined contract documents are sufficient, and the exceptions form is not needed if you do the redlines and upload that redlined document? I believe you mentioned this was an option instead of filling out the exceptions form.	Both are needed. The red line contract as well as the exceptions form. The exceptions form is the most important document. Even if you don't have any exceptions, just write "No exceptions" at the top of the form and then submit the sample contract with not red lines.
7	26	5.1.2.	Would you please indicate where we are able to upload "supplemental Information" to the Bonfire site?	Upload as a part of your "Proposed Solution" If you wish to add supplemental information, it shall be labeled "Supplemental Information."
8	26	5.1.5.	Can we put on the exception form to refer to the redlined the document?	No, the exception form is provided to our negotiation team after the fact. So, they're going to need that.
9			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 are not required to maintain any amount of national contracts. The intent of the RFP is to create a national contract. It would be a business decision that you would have to make. Within OMNIA's documentation, there are sections that allow you to respond to

				<p>other contracts with existing contracts that you have. So, you could respond to the City of Charlotte with another lead agency contract that you have through the Omnia Partners portfolio.</p> <p>But you would still end up with 2 nationwide contracts.</p> <p>This is an optional contract so agencies will be able to utilize this contract as they deem fit for their agency. We won't be dictating anything as far as how participating agencies utilize the contract.</p>
10			<p>It seems that the dropdowns for Company's Background Response - Additional Questions (Q-89OR), and the Environmental Purchasing Questionnaires aren't working. Should we just respond in the comments section?</p>	<p>If you have any technical issues, you should contact Bonfire. They do have a customer service line. We do not own the platform and so anything that's happening technically we wouldn't be able to fix it, but if you let them know they can fix it right away and you should do that as early as possible.</p>
11			<p>Will this be a multiple supplier contract?</p>	<p>This solicitation may result in multiple awards determined at time of evaluation.</p>
12	Att. D		<p>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?</p>	<p>Vendors only need to submit a list of their subcontractors & dealers servicing the City of Charlotte stating if they are DBE or Non-DBE.</p>
13	Att. D		<p>(DBE Program Form) Are those only subcontractors servicing the City of Charlotte area?</p>	<p>Yes</p>
14	24	4.4.	<p>Will vendors be allowed to submit a price adjustment before contract start date rather than holding from submission through contracts first 6 months?</p> <p>Even though submission is on April 3. Okay, so vendors need to hold 15 months. Bid is due April 3; contract starts Jan.1 and adjustment is July 1?</p>	<p>No, normally the City requires Vendors to hold their prices through the first 1 to 3 years. However, for this solicitation we made an exception, changing it to the first 6 months.</p> <p>Yes</p>
	21	4.2.3.1.	<p>The City is asking for Drop ship discounts and inside delivery discounts In section 4.2.3.1.a), can you define who the city is defining as "company" in the phrase Drop Ship: All deliveries shall be delivered to the site. Company is responsible for unloading.</p> <p>Is Company, purchaser or vendor?</p> <p>If this is the vendor, labor may need to be charged to have the right</p>	<p>As stated in Section 2.2 Definitions. on page 6 of the RFP;</p> <p>Company: During the solicitation process, refers to a company that has interest in providing the Services. After the solicitation process, refers to a company that has been selected by the City to provide the Services.</p> <p>This would also include the Certified Dealers, Installers, & Subcontractors, as mentioned in Section 4.8. on page 25 of the RFP.</p>

			equipment available and the right insurance and location to unload. Not all clients docks and unloading equipment is created equal and there are significantly different costs to having a truck load delivered and having one delivered and also require the driver to unload or coordinate a dealer to meet the driver to unload.	As for the second part of the question: Vendors requesting changes to the sample contract language should document through the exceptions process.
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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